



Board of Directors Meeting

Saturday, March 11th, 2023

Hybrid meeting, Concordia University, Montreal, Canada

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1. ATTENDANCE

| Name | Role | Present |
|-------------------------|---|---------|
| Mohammed Saaim | Chairperson of the Board | X |
| Ahmad Obeid | Secretary of the Board | |
| Sierra Campbell | President | X |
| Tharushi Rathnayaka | Vice-President of Academic Affairs | X |
| Esinti Baskak | Vice-President of Sports and Competitions | X |
| Zoe Mitchell | Vice-President of External Affairs | X |
| Mohammed Bedair | Vice-President of Finance | X |
| Elsa Younes | Vice-President of Internal Affairs | X |
| Sabrina Dubreuil | Vice-President of Marketing & Communications | X |
| Chloe Law | Vice-President of Social Affairs | X |
| Maria Amezquita | Building, Civil and Environmental Engineering (BCEE) Representative | X |
| Doan Gia Huy Vu | Computer Science & Software Engineering (CSSE) Representative | X |
| Seif Bedair | Electrical & Computer Engineering (ECE) Representative | X |
| Mert Kaan Kaseler | Mechanical & Industrial Engineering (MIE) Representative | X |
| Abdulhakim | Independent Representative | |
| Chelsea Wan | Independent Representative | |
| Erman Akman | Sage | |
| Remi Jonathan Choquette | Sage | X |



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2. SUMMARY OF MOTIONS

| Motion | Motion | Result |
|------------|--|---------------------|
| 20230311-1 | Zoe, seconded by Mohamed, motions to approve Saaim as chair for this meeting of the Board of Directors. | Passed in unanimity |
| 20230311-2 | Seif, seconded by Zoe, motions to approve Elsa as secretary for this meeting of the Board of Directors. | Passed in unanimity |
| 20230311-3 | Maria, seconded by Sierra, motions to approve the agenda. | Passed in unanimity |
| 20230311-4 | Sierra, seconded by Maria, motions to table the previous BOD's minutes. | Passed in unanimity |
| 20230311-5 | Sierra, seconded by Mohamed, motion to add the fee levy increase to the ballot. | Passed in unanimity |
| 20230311-6 | Sierra, seconded by Elsa, motions to add the question to the ECA 2023 elections: Do you agree to add by law A.2 to name the name of the company shall be Concordia Engineering and Computer Science Student Association in English and Association étudiante de Génie et Informatique de Concordia in French (the "ECA") | Passed in unanimity |
| 20230311-7 | Sierra, seconded by Seif, motion to add the question to the ECA 2023 general elections, Do you agree to amend bylaw a A.3 membership: Every undergraduate student registered in a program at the GCS in a credit course or its equivalent and subject to the ECA fee levy at Concordia University | Passed in unanimity |



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| <p>shall be a Regular Member of the ECA. Membership entails the right to vote in all elections, General Meetings, and to run and hold an elected office in the ECA. Membership starts on the first day of the semester in which the student is registered in a credit course or its equivalent and subject to the ECA fee levy, as defined in the University's academic calendar.</p> <p>Membership in the ECA will expire the day following Concordia University's DNE drop deadline the semester following the last semester they were registered in a credit course or its equivalent and subject to the ECA fee levy, or the fall semester if the last semester the Regular Member was registered in a credit course or its equivalent and subject to the ECA fee levy was the winter semester. For greater clarity, a Regular Member who registers for the following winter and does not register for the fall semester will be an Associate Member for the duration of the fall semester.</p> <p>An undergraduate student registered in a program at the GCS or from another faculty who is registered in a minor, double major, credit course or its equivalent in a program at the GCS who does not fulfill the conditions for membership is an Associate Member. This will also include students who are under suspension, waiting for their graduation or on a leave from their program of studies. Associate Members have access to services offered by the ECA but do not have the right to vote in all elections, General Meetings, and to run or hold an</p> | |
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| | elected office in the ECA. | |
| 20230311-8 | Sierra, seconded by Zoe, motion to add the following question to referendum at the ECA 2023 general elections, Do you agree to amend bylaw A.4 mandate of the association to bylaw A.5 objectives? | Passed in unanimity |
| 20230311-9 | Sierra, seconded by Seif, motion to add the following question to referendum at the ECA 2023 general elections, Do you agree to amend the bylaw B.4.6 Report: : All Directors must submit an end-of-year report within five (5) days of the end of their mandate, detailing their work as a Director of the ECA, to the Chairperson of the Association. | Passed in unanimity |
| 20230311-10 | Sierra, seconded by Seif, motion to add the following question to referendum at the ECA 2023 general elections, Do you agree to amend the bylaw B.4.1.3 Eligibility for President and Vice-President of Finance to B.4.1.3 Eligibility for Signing Officers: Current executives of another society, MA, other Concordia student associations or fee-levy groups that have financial affiliations with ECA, excluding all ECA appointed committees, shall not be eligible to be the President or Vice-President of Finance of the Association. | Passed in unanimity |
| 20230311-11 | Sierra, seconded by Seif, motion to add the following question to referendum at the ECA 2023 general elections, Do you agree to amend the bylaw B.4.1.4 Eligibility for President: To be eligible as President of the | Passed in unanimity |



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| | Association, the individual must have previously held an executive officer position in the ECA and completed their mandate. | |
| 20230311-12 | <p>Sierra, seconded by Seif, motion to add the following question to referendum at the ECA 2023 general elections, Do you agree to amend B.4.1.5.1 President:</p> <p>B.4.1.5.1.1 The President shall be a signing officer of the Association.</p> <p>B.4.1.5.1.2 The President shall act as the official representative of the Association, chief spokesperson, and primary liaison between the ECA and other University bodies.</p> <p>B.4.1.5.1.3 The President shall oversee the Mission Statement of the Association and progress on Strategic Plan implementation.</p> <p>B.4.1.5.1.4 The President shall submit the ECA's end-of-year report by five (5) days after the end of their mandate on behalf of the Executive Officers.</p> <p>B.4.1.5.1.5 The President shall act as the general supervisor of ECA affairs.</p> <p>B.4.1.5.1.6 The President shall be responsible for the human resources of the ECA.</p> <p>B.4.1.5.1.7 They shall help with recruitment of vacant positions.</p> <p>B.4.1.5.1.8 They shall liaison with legal counsel & organize the annual training of the Directors of the Association.</p> <p>B.4.1.5.1.9 They shall research methodologies to improve operations and policies as well as the creation of legacy.</p> <p>B.4.1.5.1.10 They shall be a voting member</p> | Passed in unanimity |



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| | <p>of the GCS Faculty Council and Executive Committee.</p> <p>B.4.1.5.1.11 Any other duties that can be assigned by the Board of Directors from time to time.</p> | |
| 20230311-13 | <p>Sierra, seconded by Zoe, motion to add the following question to referendum at the ECA 2023 general elections, Do you agree to amend B.4.1.5.2 Vice-President of Finance:</p> <p>B.4.1.5.2.1 The VP Finance shall be a financial signing officer of the Association.</p> <p>B.4.1.5.2.2 The VP Finance shall be responsible for all of the ECA's financial matters, including, but not limited to, financial negotiations and the financial books and documents of the Association.</p> <p>B.4.1.5.2.3 The VP Finance shall be the Treasurer of the ECA.</p> <p>B.4.1.5.2.4 The VP Finance shall, in cooperation with the Executive Team, prepare the annual operating budget of the ECA, and present it to the Board of Directors for approval before June 15th.</p> <p>B.4.1.5.2.5 The VP Finance must coordinate with the auditors to ensure the completion of the mandatory annual financial statements and the annual filing of the required corporate taxes.</p> <p>B.4.1.5.2.6 They shall liaise with Concordia financial services and administrative bodies regarding the internal and external transfers of ECA funds.</p> <p>B.4.1.5.2.7 They shall assist and advise Member Association financial signing officers in the completion of their duties.</p> | Passed in unanimity |



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| | B.4.1.5.2.8 Any other duties that can be assigned by the Board of Directors from time to time. | |
| 20230311-14 | <p>Sierra, seconded by Elsa, motion to add the following question to referendum at the ECA 2023 general elections, Do you agree to amend B.4.1.5.3 Vice-President of Internal Affairs:</p> <p>B.4.1.5.3.1 The VP Internal shall be the primary liaison between the ECA and its Member Associations.</p> <p>B.4.1.5.3.2 They shall assist the MAs' needs, ensure their official registration, and validate their compliance with the ECA's policies.</p> <p>B.4.1.5.3.3 They shall ensure efficient communication between the ECA and its internal bodies, as well as the reception of pertinent information to their operations throughout the year.</p> <p>B.4.1.5.3.4 The VP Internal shall be the booking officer of the Association.</p> <p>B.4.1.5.3.5 They shall oversee ECA-managed space and its employees.</p> <p>B.4.1.5.3.6 Should the office of the President be vacant or should the President be unable to act, the VP Internal will act as interim President.</p> <p>B.4.1.5.3.7 They shall ensure the online documentation infrastructure of the organization is kept up to date.</p> <p>B.4.1.5.3.8 Any other duties that can be assigned by the Board of Directors from time to time.</p> | Passed in unanimity |
| 20230311-15 | Sierra, seconded by Zoe, motion to add the | Passed in unanimity |



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| | <p>following question to referendum at the ECA 2023 general elections, Do you agree to amend B.4.1.5.4 Vice-President of External Affairs:</p> <p>B.4.1.5.4.1 The VP External shall be the primary liaison between the Association and bodies outside the University.</p> <p>B.4.1.5.4.2 They shall be responsible for seeking and acquiring grants and sponsorship, internal and external of Concordia University, for all major ECA events and establishing fundraising activities.</p> <p>B.4.1.5.4.3 They shall be responsible for establishing and maintaining corporate relationships.</p> <p>B.4.1.5.4.4 They shall gather delegates to represent Concordia at external engineering and computer science related conferences.</p> <p>B.4.1.5.4.5 They shall be the designated voting member of the Association at provincial and national engineering student federations and ensure their voting obligations are fulfilled.</p> <p>B.4.1.5.4.6 Any other duties that can be assigned by the Board of Directors from time to time.</p> | |
| 20230311-16 | <p>Sierra, seconded by Mohamed, motion to add the following question to referendum at the ECA 2023 general elections, Do you agree to amend B.4.1.5.5 Vice-President of Sports & Competitions:</p> <p>B.4.1.5.5.1 The VP Competitions shall be the primary liaison between the ECA and its Competitive Teams.</p> | Passed in unanimity |



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| | <p>B.4.1.5.5.2 They shall be responsible for overseeing and enforcing any policy related to Competitive Teams.</p> <p>B.4.1.5.5.3 They shall be responsible for organizing and hosting events that encourage sport, technical and academic competitions in a social setting.</p> <p>B.4.1.5.5.4 They shall organize and host ENGLYMPICS and ENGWEEK Competitions by finding judges, writing competition documents, and recruiting participants.</p> <p>B.4.1.5.5.5 They shall accompany Concordia Competitive teams to competitions including the Quebec Engineering Competition and Canadian Engineering Competition.</p> <p>B.4.1.5.5.6 Any other duties that can be assigned by the Board of Directors from time to time.</p> | |
| 20230311-17 | <p>Sierra, seconded by Zoe, motion to add the following question to referendum at the ECA 2023 general elections, Do you agree to amend B.4.1.5.6 Vice-President of Academic Affairs:</p> <p>B.4.1.5.6.1 The VP Academic shall be the primary liaison with students for all academic matters.</p> <p>B.4.1.5.6.2 They shall be a voting member of the GCS Faculty Council, Executive Committee, and Engineering and Computer Science Undergraduate Studies Committee (ECSUSC).</p> <p>B.4.1.5.6.3 They shall voice student concerns and facilitate communication with</p> | Passed in unanimity |



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| | <p>members of the GCS Faculty.</p> <p>B.4.1.5.6.4 They shall carry out endeavors to advocate for the improvement of academics pertaining to curriculum and CEAB accreditation.</p> <p>B.4.1.5.6.5 They shall lead and advise Departmental Representatives to create academic success resources available to all GCS undergrads.</p> <p>B.4.1.5.6.6 The VP Academic shall organize the Iron Ring Ceremonies at the end of each Fall and Winter semester.</p> <p>B.4.1.5.6.7 They shall host crash course tutorials at the end of each semester to aid students in preparing for final examinations.</p> <p>B.4.1.5.6.8 Any other duties that can be assigned by the Board of Directors from time to time.</p> | |
| 20230311-18 | <p>Sierra, seconded by Elsa, motion to add the following question to referendum at the ECA 2023 general elections, Do you agree to amend B.4.1.5.7 Vice-President of Social Affairs:</p> <p>B.4.1.5.7.1 The VP Social Affairs shall be primarily responsible for all social events and activities that cater to the diversity of all Members.</p> <p>B.4.1.5.7.2 They shall organize and host Fall and Winter Orientation activities.</p> <p>B.4.1.5.7.3 They shall correspond with other student associations or groups both internal or external to create events for the membership.</p> <p>B.4.1.5.7.4 They shall coordinate social events with the Member Associations.</p> | Passed in unanimity |



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| | <p>B.4.1.5.7.5 They shall organize logistics of the ECA's annual training retreat for its MAs.</p> <p>B.4.1.5.7.6 They shall arrange team bonding activities of the Association.</p> <p>B.4.1.5.7.7 Any other duties that can be assigned by the Board of Directors from time to time.</p> | |
| 20230311-19 | <p>Sierra, seconded by Elsa, motion to add the following question to referendum at the ECA 2023 general elections, Do you agree to amend B.4.1.5.8 Vice-President of Marketing & Communications:</p> <p>B.4.1.5.8.1 The VP Marketing & Communications shall be responsible for all communications with the Membership.</p> <p>B.4.1.5.8.2 They shall be responsible for compiling and disseminating all marketing materials distributed to the Members through physical and online publications.</p> <p>B.4.1.5.8.3 They shall ensure the promotion of all the ECA's activities as well as assist in the advertisement of MA affairs.</p> <p>B.4.1.5.8.4 They shall ensure the information on the website is kept up to date, including but not limited to: Bylaws, Book of Policies, BOD and Advisory Council Minutes signed by the Secretary, Financial Statements.</p> <p>B.4.1.5.8.5 Any other duties that can be assigned by the Board of Directors from time to time.</p> | Passed in unanimity |
| 20230311-20 | <p>Sierra, seconded by Mohamed, motion to add the following question to referendum at the ECA 2023 general elections, Do you</p> | Passed in unanimity |



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| | <p>agree to amend B.4.2.2 Duties: The Departmental Representatives shall act as the point of contact for students for all academic matters within their department and report to the BOD and Advisory Council thereon.</p> <p>They are responsible for promoting student engagement within their department, by, for example, organizing social and academic initiatives among the students of their department. They can be involved participants in the day-to-day executive activities of the ECA.</p> | |
| 20230311-21 | <p>Sierra, seconded by Mohamed, motion to add the following question to referendum at the ECA 2023 general elections, Do you agree to amend B.4.2.3 Mandate: The Departmental Representatives shall be a voting member on their respective Department Councils and be a voting member, as well as a representative of GCS Students, on the GCS Faculty Council.</p> | Passed in unanimity |
| 20230311-22 | <p>Sierra, seconded by Seif, motion to add the following question to referendum at the ECA 2023 general elections, Do you agree to amend B.4.3.2 Duties: The Independent Representatives shall act as the point of contact for students for student life matters within the faculty and report to the BOD and Advisory Council thereon.</p> <p>They are responsible for promoting student engagement by organizing social initiatives and providing representation among the students not active in student life. They can</p> | Passed in unanimity |



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| | be involved participants in the day-to-day executive activities of the ECA | |
| 20230311-23 | Sierra, seconded by Zoe, motion to add the following question to referendum at the ECA 2023 general elections, Do you agree to amend B.8.2 Positions: Each Executive Officer may, at their discretion, nominate up to two (2) Regular Members of the association to be their Associate Director(s). | Passed in unanimity |
| 20230311-24 | Sierra, seconded by Seif, motion to add the following question to referendum at the ECA 2023 general elections, Do you agree to amend C.1 Physical Records: C.1.1 The letters patents and any supplementary letters patents; C.1.2 These Bylaws, and any amendments made since the ECA's incorporation; C.1.3 The Book of Policies, and any amendments made since its enactment; C.1.4 The names and addresses of all current and past Directors; C.1.5 Minutes from all meetings of the BOD, as approved by the BOD and signed by the Secretary; C.1.6 Minutes from all meetings of the Advisory Council, as approved by the Advisory Council and signed by the Secretary; C.1.7 All audited Financial Statements adopted by the membership; C.1.8 All contracts currently in effect for which the ECA is a party; C.1.9 All Member Association constitutions currently in force; and | Passed in unanimity |



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| | <p>C.1.10 Details as to the receipts and disbursements of the ECA.</p> <p>The corporate records of the ECA shall be available for viewing by any Member during the ECA Office's opening hours. Confidential information will be redacted out of the documents.</p> | |
| 20230311-25 | <p>Sierra, seconded by Seif, motion to add the following question to referendum at the ECA 2023 general elections, Do you agree to amend D.1.2 Mandate:</p> <p>Member Associations must have a mandate that furthers the objectives of the ECA.</p> | Passed in unanimity |
| 20230311-26 | <p>Sierra, seconded by Seif, motion to add the following question to referendum at the ECA 2023 general elections, Do you agree to amend E.1.4:</p> <p>Quorum for the elections shall be five (5) percent of Regular Members.</p> | Passed in unanimity |
| 20230311-27 | <p>Sierra, seconded by Seif, motion to add the following question to referendum at the ECA 2023 general elections, Do you agree to amend E.3.1:</p> <p>Any Regular Member in good academic standing shall be eligible for all positions provided they meet the eligibility requirements of that position, where applicable, with the exception of the Advisory Representatives which shall be governed solely by its eligibility requirements.</p> | Passed in unanimity |
| 20230311-28 | <p>Sierra, seconded by Seif, motion to add the following question to referendum at the ECA</p> | Passed in unanimity |



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| | <p>2023 general elections, Do you agree to amend E.3.4: Any current Director of the association who presents themselves as a Candidate in any election of the association shall abstain from voting on any matter concerning those elections of the association.</p> | |
| 20230311-29 | <p>Sierra, seconded by Seif, motion to amend the previous question to: Any current Director of the association who presents themselves as a Candidate in any election of the association shall forfeit their speaking rights and abstain from voting on any matter concerning those elections of the association.</p> | Passed in unanimity |
| 20230311-30 | <p>Sierra, seconded by Zoe, motion to add the following question to referendum at the ECA 2023 general elections, Do you agree to amend E.5.2: The CEO shall appoint their AEO and their appointment must be ratified by the BOD.</p> | Passed in unanimity |
| 20230311-31 | <p>Sierra, seconded by Zoe, motion to add the following question to referendum at the ECA 2023 general elections, Do you agree to amend F.6: Associate Members have the right to participate in but cannot vote at General Meetings.</p> | Passed in unanimity |
| 20230311-32 | <p>Sierra, seconded by Zoe, motion to add the following question to referendum at the ECA 2023 general elections, Do you agree to amend F.8: The agenda for the Annual General Meeting</p> | Passed in unanimity |



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| | shall be determined and approved by the BOD with minimum items being outlined in F.1. Only items present on the official agenda of the Annual General Meeting shall be discussed. Items can be submitted by the request of five (5) percent of the members via a signed petition submitted to the chairperson of the association a minimum of 3 days prior to the Annual General Meeting. | |
| 20230311-33 | Sierra, seconded by Zoe, motion to add the following question to referendum at the ECA 2023 general elections, Do you agree to amend H.10 Contractual Matters: Contracts, documents or other instruments in writing requiring the execution by the ECA are signed by the President. All contracts, documents or other instruments in writing so signed shall be binding upon the ECA without any further authorization or formality. Notwithstanding this provision, the BOD is authorized from time to time, by resolution, to appoint any officer or officers, Director or Directors, or any other person or persons on behalf of the ECA either to sign contracts, documents or instruments in writing generally or to sign specific contracts, documents or instruments in writing. | Passed in unanimity |
| 20230311-34 | Elsa, seconded by Sierra, motion to have a written warning sent to IEEE. | Passed in unanimity |
| 20230311-35 | Sierra, seconded by Zoe, motion to adopt the mission statement of the ECA. | Passed in unanimity |



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| 20230311-36 | Tharushi, seconded by Mohamed, motion to pass the Iron Ring Budget. | Passed in unanimity |
| 20230311-37 | Esinti, seconded by Mohamed, motion to approve the EngWeek budget. | Passed in unanimity |
| 20230311-38 | Mohamed, seconded by Elsa, motion to appoint Ziad Kabbani to NSC. | Passed in unanimity |
| 20230311-39 | Seif, seconded by Mohamed, motion to appoint Ben Marcotte to NSC. | Passed in unanimity |
| 20230311-40 | Mohamed, seconded by Sierra, motion to pass this question at referendum in the ECA general elections 2023. | Passed in unanimity |
| 20230311-41 | Mohamed, seconded by Sierra, motion to pass this question at referendum in the ECA general elections 2023. | Passed in unanimity |
| 20230311-42 | Mohamed, seconded by Seif, motion to give 150\$ to the student providing the crash course and 50\$ to the student association of their choice. | Passed in unanimity |



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3. PROCEDURES

3.1. Opening of the meeting

Meeting opened at 4:08PM

3.2. Approval of the Chair

Zoe, seconded by Mohamed, motions to approve Saaim as chair for this meeting of the Board of Directors.

20230311-1 Passed in unanimity

3.3. Approval of the Secretary

Seif, seconded by Zoe, motions to approve Elsa as secretary for this meeting of the Board of Directors.

20230311-2 Passed in unanimity

3.4. Approval of the Agenda

Maria, seconded by Sierra, motions to approve the agenda.

20230311-3 Passed in unanimity

3.5. Approval of Previous BOD's Minutes

Sierra, seconded by Maria, motions to table the previous BOD's minutes.

20230311-4 Passed in unanimity



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4. EXTERNAL PRESENTATIONS

N/A

5. RETURNING BUSINESS

N/A

6. NEW BUSINESS

6.1 Fee Levy Increase

Sierra: The ECA hasn't had a fee levy increase since 1996 and our spendings has increased due to our activity and inflation. I was thinking \$2.50 and that in our motion, we say that it increases each year with inflation, but I'd like to know everyone else's thoughts on this.

Zoe: Have any other associations done this and if so, how did that go?

Sierra: They just campaigned for their fee levy increase. With the same context as us that like their events have, you know, costs have increased significantly and they also passed their motion with increased proportionately to inflation and their campaign was successful and they got their fee levy increase and I was just at their past by elections which were, I think in October. We would increase it to a 2.50\$ baseline and make it increase by a percentage every year. CSU does a 2% increase or with inflation.

Mohamed: I want to ask, is Remi's suggestion to increase it 2% per year and not do the \$2.5 or do the \$2.5 and make it 2% a year.



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Remi: I was saying so the CPI has changed by 74% since 96. And I would recommend increasing the baseline trying to pass the baseline increase of 15% over five years. And then also putting in place the yearly CPI adjustment. CPI is a good index to use for the EC as expenses as CPI represents the general like food, shelter, furniture, clothing, transportation, and recreation, which is essentially all that we spend our money on.

Mohamed: You want to increase it according to the CPI change instead of inflation?

Remi: yea the cpi is one way of measuring inflation and it's a number by the bank of canada, it's better than gdp growth that doesn't account for a government's growth.

Sierra: it needs to be a dollar amount in the wording of the referendum question though

Sierra: I discussed a fee levy increase with society presidents to gauge their perspectives since a lot of our voters are the ones from ECA societies, and all of them were on board for 2.50\$ so that number comes from their recommendation.

Mohamed: We need to have a supporting claim too, we can't just say we are improving the B-annex

Zoe: yea we need to give them other reasons and commit to it



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Saturday, March 11th, 2023

Hybrid meeting, Concordia University, Montreal, Canada

Sierra: I motion to put the following question for referenda at the 2023 ECA general elections, the EC A fee levy currently \$2 per credit has not observed an increase since 96 financial demands of posting events, competitions and supporting its member associations have grown significantly. The levy increase would be distributed proportionally across ec affairs to ensure high quality services are provided to its membership as well. This increase would serve to invest in necessary upgrades to Gina Cody School Undergraduate student spaces. Do you agree to an increase of the ECA fee levy to \$2.50 per credit to be adjusted yearly at a rate of 2% or rate of inflation according to the CPI, whichever is higher.

Sierra, seconded by Mohamed, motion to add the fee levy increase to the ballot.

20230311-5 Passed in unanimity

6.2 Bylaw Revisions

Sierra: Our legal name isn't mentioned anywhere.

Sierra, seconded by Elsa, motions to add the question to the ECA 2023 elections: Do you agree to add by law A.2 to name the name of the company shall be Concordia Engineering and Computer Science Student Association in English and Association étudiante de Génie et Informatique de Concordia in French (the "ECA")

20230311-6 Passed in unanimity



Board of Directors Meeting

Saturday, March 11th, 2023

Hybrid meeting, Concordia University, Montreal, Canada

Sierra: This next one was because of a grammatical change here. So it would make sense and then also clarity on the associate members. So yeah, these are people who are doing like the Computer Science minor, for example. They don't fulfill conditions for regular members, but they are associate members and the university builds them as such.

Sierra, seconded by Seif, motion to add the question to the ECA 2023 general elections, Do you agree to amend bylaw a A.3 membership: Every undergraduate student registered in a program at the GCS in a credit course or its equivalent and subject to the ECA fee levy at Concordia University shall be a Regular Member of the ECA. Membership entails the right to vote in all elections, General Meetings, and to run and hold an elected office in the ECA. Membership starts on the first day of the semester in which the student is registered in a credit course or its equivalent and subject to the ECA fee levy, as defined in the University's academic calendar.

Membership in the ECA will expire the day following Concordia University's DNE drop deadline the semester following the last semester they were registered in a credit course or its equivalent and subject to the ECA fee levy, or the fall semester if the last semester the Regular Member was registered in a credit course or its equivalent and subject to the ECA fee levy was the winter semester. For greater clarity, a Regular Member who registers for the following winter and does not register for the fall semester will be an Associate Member for the duration of the fall semester.

An undergraduate student registered in a program at the GCS or from another faculty who is registered in a minor, double major, credit course or its equivalent in a program at the GCS who does not fulfill the conditions for membership is an Associate Member. This will also include students who are under suspension, waiting for their graduation or on a leave from their program of studies. Associate Members have access to services offered by the ECA but do not have the right to vote in all elections, General Meetings, and to run or hold an elected office in the ECA.

20230311-7 Passed in unanimity



Board of Directors Meeting

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Sierra: Next one is a title change. just because we had previously written a mandate of the association. But my understanding is that with this language change it better aligns with requirements of the Quebec Companies Act, clearly defining the objectives of the Association rather than identifying it as the mandate. And this is also going to be more consistent with the entire bylaw document because objectives are mentioned. I believe in the member association section instead of the mandate of the association.

Sierra, seconded by Zoe, motion to add the following question to referendum at the ECA 2023 general elections, Do you agree to amend bylaw A.4 mandate of the association to bylaw A.5 objectives?

20230311-8 Passed in unanimity

Sierra: the deadline to submit our mandate reports is not mentioned and our lawyer recommended adding that so it would be 5 days after the end of your mandate.

Sierra, seconded by Seif, motion to add the following question to referendum at the ECA 2023 general elections, Do you agree to amend the bylaw B.4.6 Report: : All Directors must submit an end-of-year report within five (5) days of the end of their mandate, detailing their work as a Director of the ECA, to the Chairperson of the Association.

20230311-9 Passed in unanimity



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Sierra: Next one was expanding on the association that was written here for eligibility of president and vice president. clarifying that it's yeah society MA or Concordia Student Associations other on campus fee levy groups that have the financial affiliations. I think this bylaw in particular has caused confusion in the past at least two elections ago in the election before that where presidential candidates were either entirely disqualified or were disqualified and then reinstated because of this bylaw. So having greater clarification on it would be beneficial going forward.

Sierra, seconded by Seif, motion to add the following question to referendum at the ECA 2023 general elections, Do you agree to amend the bylaw B.4.1.3 Eligibility for President and Vice-President of Finance to B.4.1.3 Eligibility for Signing Officers: Current executives of another society, MA, other Concordia student associations or fee-levy groups that have financial affiliations with ECA, excluding all ECA appointed committees, shall not be eligible to be the President or Vice-President of Finance of the Association.

20230311-10 Passed in unanimity

Sierra: Next one, This is adding a new bylaw, a new eligibility criteria for the president role to yeah, effectively lead a bunch of executive officers. It's really important to have experience as an executive officer and familiarity with the Association and its affairs. So this is in addition to making sure that presidents in the future have previously held positions as an executive officer.

Seif: What if for example, one year, none of the current executives or like a person who qualifies for this?



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Sierra: That makes more issues with the association but, there's always like a notwithstanding clause that you can use like an extreme event or circumstances that in the event that does happen, it's not like it's the end of the world and you can still work around it.

Sierra, seconded by Seif, motion to add the following question to referendum at the ECA 2023 general elections, Do you agree to amend the bylaw B.4.1.4 Eligibility for President: To be eligible as President of the Association, the individual must have previously held an executive officer position in the ECA and completed their mandate.

20230311-11 Passed in unanimity



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Hybrid meeting, Concordia University, Montreal, Canada

Sierra: Oh, so for all of these next ones, the mandates of the executive officers were currently just like short paragraphs. That kind of led to confusion about whose responsibility was what? So by breaking it down into separate points, what all the executive officers are responsible for. Yeah, it gives them greater clarity in their mandates.

Sierra, seconded by Seif, motion to add the following question to referendum at the ECA 2023 general elections, Do you agree to amend B.4.1.5.1 President:

- B.4.1.5.1.1 The President shall be a signing officer of the Association.
- B.4.1.5.1.2 The President shall act as the official representative of the Association, chief spokesperson, and primary liaison between the ECA and other University bodies.
- B.4.1.5.1.3 The President shall oversee the Mission Statement of the Association and progress on Strategic Plan implementation.
- B.4.1.5.1.4 The President shall submit the ECA's end-of-year report by five (5) days after the end of their mandate on behalf of the Executive Officers.
- B.4.1.5.1.5 The President shall act as the general supervisor of ECA affairs.
- B.4.1.5.1.6 The President shall be responsible for the human resources of the ECA.
- B.4.1.5.1.7 They shall help with recruitment of vacant positions.
- B.4.1.5.1.8 They shall liaison with legal counsel & organize the annual training of the Directors of the Association.
- B.4.1.5.1.9 They shall research methodologies to improve operations and policies as well as the creation of legacy.
- B.4.1.5.1.10 They shall be a voting member of the GCS Faculty Council and Executive Committee.
- B.4.1.5.1.11 Any other duties that can be assigned by the Board of Directors from time to time.

20230311-12 Passed in unanimity



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Sierra: The distinction there is like VP Finance can't sign contracts for the ECA but they have to sign off on all financial affairs. yeah, I'm responsible for the books. They're the treasurer. This date, June 15 was suggested by our lawyer because our mandates, well, your mandates started in May. So having a month and a half to prepare the annual operating budget is not outrageous. So that's why that date was suggested and I also agree that it is very, very feasible.

Sierra, seconded by Zoe, motion to add the following question to referendum at the ECA 2023 general elections, Do you agree to amend B.4.1.5.2 Vice-President of Finance:

B.4.1.5.2.1 The VP Finance shall be a financial signing officer of the Association.

B.4.1.5.2.2 The VP Finance shall be responsible for all of the ECA's financial matters, including, but not limited to, financial negotiations and the financial books and documents of the Association.

B.4.1.5.2.3 The VP Finance shall be the Treasurer of the ECA.

B.4.1.5.2.4 The VP Finance shall, in cooperation with the Executive Team, prepare the annual operating budget of the ECA, and present it to the Board of Directors for approval before June 15th.

B.4.1.5.2.5 The VP Finance must coordinate with the auditors to ensure the completion of the mandatory annual financial statements and the annual filing of the required corporate taxes.

B.4.1.5.2.6 They shall liaise with Concordia financial services and administrative bodies regarding the internal and external transfers of ECA funds.

B.4.1.5.2.7 They shall assist and advise Member Association financial signing officers in the completion of their duties.

B.4.1.5.2.8 Any other duties that can be assigned by the Board of Directors from time to time.

20230311-13 Passed in unanimity



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Sierra: If you see anything missing in your role descriptions, lets edit that right now.

So internal affairs, as their primary liaison, assists with official registration and complying with the same policies, they communicate with ECA and internal bodies and then send out info to MAs throughout the year there. Our booking officer oversees ECA managed space and employees.

Elsa: Access lists go under the second point I am guessing

Sierra: yes.

Sierra, seconded by Elsa, motion to add the following question to referendum at the ECA 2023 general elections, Do you agree to amend B.4.1.5.3 Vice-President of Internal Affairs:

- B.4.1.5.3.1 The VP Internal shall be the primary liaison between the ECA and its Member Associations.
- B.4.1.5.3.2 They shall assist the MAs' needs, ensure their official registration, and validate their compliance with the ECA's policies.
- B.4.1.5.3.3 They shall ensure efficient communication between the ECA and its internal bodies, as well as the reception of pertinent information to their operations throughout the year.
- B.4.1.5.3.4 The VP Internal shall be the booking officer of the Association.
- B.4.1.5.3.5 They shall oversee ECA-managed space and its employees.
- B.4.1.5.3.6 Should the office of the President be vacant or should the President be unable to act, the VP Internal will act as interim President.
- B.4.1.5.3.7 They shall ensure the online documentation infrastructure of the organization is kept up to date.
- B.4.1.5.3.8 Any other duties that can be assigned by the Board of Directors from time to time.

20230311-14 Passed in unanimity



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Zoe: For B.4.1.5.4, could you add another point, something like to attend the General Assembly like CREIQ and CFS conferences and since they're the representatives of the school, it's their duty to represent.

Sierra, seconded by Zoe, motion to add the following question to referendum at the ECA 2023 general elections, Do you agree to amend B.4.1.5.4 Vice-President of External Affairs:

B.4.1.5.4.1 The VP External shall be the primary liaison between the Association and bodies outside the University.

B.4.1.5.4.2 They shall be responsible for seeking and acquiring grants and sponsorship, internal and external of Concordia University, for all major ECA events and establishing fundraising activities.

B.4.1.5.4.3 They shall be responsible for establishing and maintaining corporate relationships.

B.4.1.5.4.4 They shall gather delegates to represent Concordia at external engineering and computer science related conferences.

B.4.1.5.4.5 They shall be the designated voting member of the Association at provincial and national engineering student federations and ensure their voting obligations are fulfilled.

B.4.1.5.4.6 Any other duties that can be assigned by the Board of Directors from time to time.

20230311-15 Passed in unanimity

Esinti: So as you know, VP competitions host at least three big competitions, one of them being Troitsky as well as taking care of all the delegations, training the delegations, managing all the things, and all the committees, and the competition related stuff as well. So there's a lot of workload on VP competitions. And apart from that, the organizing committee right now has four people this year. And this is what is written in the policy itself which can be changed. But I modified the policy a bit before having some conversation with Sierra and I saw like by reaching into a number of approximately like 19-20 people. We barely met the expectations. This wasn't excluding the finance, internal etcetera. But this is the only way that I could actually find the solution to the problems that we face during Troitsky. Considering the fact that usually competitions that are in the size of



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Troitsky has an organizing committee of approximately 40 people, whereas I had an organizing committee of five people and it was an incredibly high workload for me and my organizing committee which puts a lot of pressure and work and in order to reduce that and in order to allow the competitors of Troitsky to have a better experience and to have a competition that is organized by a committee who is experienced and you're done organized by someone who is assigned every year and who has no idea about Troitsky, which was me for this year in the beginning of the year, could only be allowed if we were to start a society that governs Troitsky. So I would like to remove the mandate, the Troitsky mandate from the VP competitions and the ECA and start the Troitsky Society with an exception of passing year zero and starting from year one, and have all the old things that would be provided to a different, any other society who are in the same city who are like operating for years and considering that Troitsky has been posted for 39 years and its 20th year next year, I think it's fair to give them super opportunity and also to give some funding from the ECA and support most importantly. So, yeah, and the rest, I think it looks pretty good.

Sierra: This is a change that we have faculty support on, which makes a lot of sense to separate so we will bring it to the advisory council.

Mohamed: So basically they just like the only thing that they get money for is that they'll have the based society budget and whatever other budget lines.



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Esinti: I'm planning to take on the challenge to be in the position again this year, usually that doesn't happen. However, considering the fact that usually societies who start for the first time, that do things which are way smaller scale and have over a year to prepare, while I have like approximately two months... Obviously, I won't have the time to prepare everything required by May. So there's gonna be some sort of exceptions that needs to be made from the ECA, etcetera, I mean, to like kind of support and help this. It is actually also a benefit for ECA and the other societies in the long run.

Sierra, seconded by Mohamed, motion to add the following question to referendum at the ECA 2023 general elections, Do you agree to amend B.4.1.5.5 Vice-President of Sports & Competitions:

B.4.1.5.5.1 The VP Competitions shall be the primary liaison between the ECA and its Competitive Teams.

B.4.1.5.5.2 They shall be responsible for overseeing and enforcing any policy related to Competitive Teams.

B.4.1.5.5.3 They shall be responsible for organizing and hosting events that encourage sport, technical and academic competitions in a social setting.

B.4.1.5.5.4 They shall organize and host ENGLYMPICS and ENGWEEK Competitions by finding judges, writing competition documents, and recruiting participants.

B.4.1.5.5.5 They shall accompany Concordia Competitive teams to competitions including the Quebec Engineering Competition and Canadian Engineering Competition.

B.4.1.5.5.6 Any other duties that can be assigned by the Board of Directors from time to time.

20230311-16 Passed in unanimity



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Tharushi: I agree with everything, but I think we should add about the crash courses too, for at the end of semester.

Sierra, seconded by Zoe, motion to add the following question to referendum at the ECA 2023 general elections, Do you agree to amend B.4.1.5.6 Vice-President of Academic Affairs:

B.4.1.5.6.1 The VP Academic shall be the primary liaison with students for all academic matters.

B.4.1.5.6.2 They shall be a voting member of the GCS Faculty Council, Executive Committee, and Engineering and Computer Science Undergraduate Studies Committee (ECSUSC).

B.4.1.5.6.3 They shall voice student concerns and facilitate communication with members of the GCS Faculty.

B.4.1.5.6.4 They shall carry out endeavors to advocate for the improvement of academics pertaining to curriculum and CEAB accreditation.

B.4.1.5.6.5 They shall lead and advise Departmental Representatives to create academic success resources available to all GCS undergrads.

B.4.1.5.6.6 The VP Academic shall organize the Iron Ring Ceremonies at the end of each Fall and Winter semester.

B.4.1.5.6.7 They shall host crash course tutorials at the end of each semester to aid students in preparing for final examinations.

B.4.1.5.6.8 Any other duties that can be assigned by the Board of Directors from time to time.

20230311-17 Passed in unanimity



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Sierra: social they're responsible for all events, talk with societies to collaborate on events, i also added that they organize team bonding events

Sierra, seconded by Elsa, motion to add the following question to referendum at the ECA 2023 general elections, Do you agree to amend B.4.1.5.7 Vice-President of Social Affairs:

B.4.1.5.7.1 The VP Social Affairs shall be primarily responsible for all social events and activities that cater to the diversity of all Members.

B.4.1.5.7.2 They shall organize and host Fall and Winter Orientation activities.

B.4.1.5.7.3 They shall correspond with other student associations or groups both internal or external to create events for the membership.

B.4.1.5.7.4 They shall coordinate social events with the Member Associations.

B.4.1.5.7.5 They shall organize logistics of the ECA's annual training retreat for its MAs.

B.4.1.5.7.6 They shall arrange team bonding activities of the Association.

B.4.1.5.7.7 Any other duties that can be assigned by the Board of Directors from time to time.

20230311-18 Passed in unanimity



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Sierra: Next is Marketing, since we will be changing the marketing policy and have a webmaster, marketing will need to manage that too

Sierra, seconded by Elsa, motion to add the following question to referendum at the ECA 2023 general elections, Do you agree to amend B.4.1.5.8 Vice-President of Marketing & Communications:

B.4.1.5.8.1 The VP Marketing & Communications shall be responsible for all communications with the Membership.

B.4.1.5.8.2 They shall be responsible for compiling and disseminating all marketing materials distributed to the Members through physical and online publications.

B.4.1.5.8.3 They shall ensure the promotion of all the ECA's activities as well as assist in the advertisement of MA affairs.

B.4.1.5.8.4 They shall ensure the information on the website is kept up to date, including but not limited to: Bylaws, Book of Policies, BOD and Advisory Council Minutes signed by the Secretary, Financial Statements.

B.4.1.5.8.5 Any other duties that can be assigned by the Board of Directors from time to time.

20230311-19 Passed in unanimity

Sierra: for department reps, it's just a language change

Sierra, seconded by Mohamed, motion to add the following question to referendum at the ECA 2023 general elections, Do you agree to amend B.4.2.2 Duties:

The Departmental Representatives shall act as the point of contact for students for all academic matters within their department and report to the BOD and Advisory Council thereon.

They are responsible for promoting student engagement within their department, by, for example, organizing social and academic initiatives among the students of their department. They can be involved participants in the day-to-day executive activities of the ECA.

20230311-20 Passed in unanimity



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Sierra: last time the bylaws were updated we still used ENCS, we now use GCS so it is another language change.

Sierra, seconded by Mohamed, motion to add the following question to referendum at the ECA 2023 general elections, Do you agree to amend B.4.2.3 Mandate:
The Departmental Representatives shall be a voting member on their respective Department Councils and be a voting member, as well as a representative of GCS Students, on the GCS Faculty Council.

20230311-21 Passed in unanimity

Sierra: academic matters is more student reps responsibility so i put student life instead and they don't support student reps, they are their own role

Seif: we should add that they organize social events too.

Sierra, seconded by Seif, motion to add the following question to referendum at the ECA 2023 general elections, Do you agree to amend B.4.3.2 Duties:
The Independent Representatives shall act as the point of contact for students for student life matters within the faculty and report to the BOD and Advisory Council thereon.
They are responsible for promoting student engagement by organizing social initiatives and providing representation among the students not active in student life. They can be involved participants in the day-to-day executive activities of the ECA

20230311-22 Passed in unanimity



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Sierra: So currently each executive officer can nominate up to one regular member to be their associate director. Yeah, this is a proposed change of increasing it to two, but this is always at the individual's discretion. They don't need to appoint two, they can just appoint up to two if they feel that their mandate is large and they need assistance in completing the duties.

Mohamed: Why are we setting a limit?

Sierra: I am worried we'll end up with 15 directors for one VP

Sierra, seconded by Zoe, motion to add the following question to referendum at the ECA 2023 general elections, Do you agree to amend B.8.2 Positions:
Each Executive Officer may, at their discretion, nominate up to two (2) Regular Members of the association to be their Associate Director(s).

20230311-23 Passed in unanimity



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Sierra: financial statements are not adopted by the BOD, they are adopted by the membership at the general meeting so the lawyer suggested fixing the language.

Seif: could u clarify point c.1.4

Sierra: We just need to keep track of all of that data: names of past BOD and directors.

Sierra, seconded by Seif, motion to add the following question to referendum at the ECA 2023 general elections, Do you agree to amend C.1 Physical Records:

- C.1.1 The letters patents and any supplementary letters patents;
- C.1.2 These Bylaws, and any amendments made since the ECA's incorporation;
- C.1.3 The Book of Policies, and any amendments made since its enactment;
- C.1.4 The names and addresses of all current and past Directors;
- C.1.5 Minutes from all meetings of the BOD, as approved by the BOD and signed by the Secretary;
- C.1.6 Minutes from all meetings of the Advisory Council, as approved by the Advisory Council and signed by the Secretary;
- C.1.7 All audited Financial Statements adopted by the membership;
- C.1.8 All contracts currently in effect for which the ECA is a party;
- C.1.9 All Member Association constitutions currently in force; and
- C.1.10 Details as to the receipts and disbursements of the ECA.

The corporate records of the ECA shall be available for viewing by any Member during the ECA Office's opening hours. Confidential information will be redacted out of the documents.

20230206-24 Passed in unanimity



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Sierra: This is another language change: we clearly state the mission statement in the beginning of the bylaws and it's a president duty so i changed it to objectives as societies need to further the ECA objectives

Sierra, seconded by Seif, motion to add the following question to referendum at the ECA 2023 general elections, Do you agree to amend D.1.2 Mandate:
Member Associations must have a mandate that furthers the objectives of the ECA.

20230311-25 Passed in unanimity

Sierra: ENCS members include grads who aren't eligible to vote so i changed it to Regular Members

Sierra, seconded by Seif, motion to add the following question to referendum at the ECA 2023 general elections, Do you agree to amend E.1.4:
Quorum for the elections shall be five (5) percent of Regular Members.

20230311-26 Passed in unanimity



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Sierra: the CSU membership part is only applicable to the secretary position I believe so I changed it to regular member

Esinti: i thought anyone is eligible to be a director

Sierra: Directors as defined in the bylaws are people who sit on the board of directors, not the directors supporting their VPs

Sierra, seconded by Seif, motion to add the following question to referendum at the ECA 2023 general elections, Do you agree to amend E.3.1:

Any Regular Member in good academic standing shall be eligible for all positions provided they meet the eligibility requirements of that position, where applicable, with the exception of the Advisory Representatives which shall be governed solely by its eligibility requirements.

20230206-27 Passed in unanimity



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Seif: I think it said forfeiting because it means they can't participate in the discussion as opposed to abstaining which means they can speak but can't vote. So there is a distinction to be made between the two terms.

Zoe: we can also agree as a BOD to grant speaking rights to observers

Sierra, seconded by Seif, motion to add the following question to referendum at the ECA 2023 general elections, Do you agree to amend E.3.4:
Any current Director of the association who presents themselves as a Candidate in any election of the association shall abstain from voting on any matter concerning those elections of the association.

20230206-28 Passed in unanimity

Sierra, seconded by Seif, motion to amend the previous question to: Any current Director of the association who presents themselves as a Candidate in any election of the association shall forfeit their speaking rights and abstain from voting on any matter concerning those elections of the association.

20230311-29 Passed in unanimity

Sierra, seconded by Zoe, motion to add the following question to referendum at the ECA 2023 general elections, Do you agree to amend E.5.2:
The CEO shall appoint their AEO and their appointment must be ratified by the BOD.

20230311-30 Passed in unanimity

Sierra: people can show up but can't vote so i clarified that associate members can participate but cant vote at annual general meetings.

Seif: what is the general meeting



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Sierra: So in the Quebec Companies Act, we need to have an annual general meeting at the AGM. We need to approve the audited financial statements of the previous fiscal year, approve the interim statements, financial statements of the fiscal year that just passed and appoint auditors to audit said financial statements. approve the election officers report. Well, I think not approved, ratified whatever language. and then also approve the ECAs end of year report. I might be forgetting something, but those are all the things that we need to do at the annual general meeting. But we also have the ability to call special general meetings throughout the year depending on whatever is happening. I can't remember a single time where we've done one, but you should call one if needed.

Sierra, seconded by Zoe, motion to add the following question to referendum at the ECA 2023 general elections, Do you agree to amend F.6:
Associate Members have the right to participate in but cannot vote at General Meetings.

20230311-31 Passed in unanimity

Sierra: the BOD approves the agenda but this wording clarifies the minimum items that need to be on the agenda

Sierra, seconded by Zoe, motion to add the following question to referendum at the ECA 2023 general elections, Do you agree to amend F.8:
The agenda for the Annual General Meeting shall be determined and approved by the BOD with minimum items being outlined in F.1. Only items present on the official agenda of the Annual General Meeting shall be discussed. Items can be submitted by the request of five (5) percent of the members via a signed petition submitted to the chairperson of the association a minimum of 3 days prior to the Annual General Meeting.

20230311-32 Passed in unanimity



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Sierra: earlier in mandated responsibility section, the president is signatory, nowhere in secretary duties does it say they have signing authority

Sierra, seconded by Zoe, motion to add the following question to referendum at the ECA 2023 general elections, Do you agree to amend H.10 Contractual Matters:

Contracts, documents or other instruments in writing requiring the execution by the ECA are signed by the President. All contracts, documents or other instruments in writing so signed shall be binding upon the ECA without any further authorization or formality. Notwithstanding this provision, the BOD is authorized from time to time, by resolution, to appoint any officer or officers, Director or Directors, or any other person or persons on behalf of the ECA either to sign contracts, documents or instruments in writing generally or to sign specific contracts, documents or instruments in writing.

20230311-33 Passed in unanimity

6.3 Member Association Probation

Sierra: in the closed session, we discussed violations of the alcohol policy made by IEEE and a motion was made.

Elsa, seconded by Sierra, motion to have a written warning sent to IEEE.

20230206-34 Passed in unanimity



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6.4 Mission Statement

Sierra: So because we are amending the bylaws and one of the president's responsibilities is the association's mission statement. So like we have the objectives that define our association, but a mission statement further develops the focus basically. So this is the mission statement that I have come up with. we're a non-profit representing GCS students. We meet the academic, social and political needs of our members. So this establishes three of our core values, the first being community inclusivity. So our members can access all of our services and we provide services to represent the diversity of our membership, student advocacy. Since we are an accredited student association, we were involved in Concordia university governance as well as provincial and national levels of engineering student governance and lastly professional development. So we enhance their technical and soft skills to create well rounded graduates ready for their careers.

Sierra, seconded by Zoe, motion to adopt the mission statement of the ECA.

20230311-35 Passed in unanimity

6.5 Iron Ring Budget

Tharushi: Here's the budget, it's similar to last year's. The estimate is 65k but I'm sure it will be less than that. For the ticket we did 60 compared to 70 last time because we got a lot of complaints at 70 is too much and I agree. So yeah, and the total revenue would be around 50,000 and which means we would be actually spending around 15 K. I think I have a budget of 20,000. And the worst case scenario, I would be spending \$21,000 And I would be going over by around \$1,000.

Tharushi, seconded by Mohamed, motion to pass the Iron Ring Budget.

20230206-36 Passed in unanimity



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6.6 Engweek Budget

Esinti: Last year's budget was 6300\$ so I tried to stay around that number. Normally we have some room booking fees, swag, and gift cards for judges. We also might have 1.2k\$ from sponsors.

Sierra: robowars and space2earth have their own budget so i am just concerned about having duplicates

Mohamed: robowards and space2earth have money from the competition fund too

Esinti: So in order to like if you go check the document that I shared, I added those lines as revenue already. So this is the one document that I shared yesterday, everything was already added. So the revenue lines for RoboWars are: IEEE, competition fund, and registration fees then I have the ECA funding. I took the budget competition fund and registration fee and space storage also includes the funding that they received. I still didn't receive funding from CCSL or CSU but these are estimates. But regardless, so just again to review quickly, so I just, I want to show you the robowars budget right now. So currently the amount needed is 800 for me. In addition, Due to the fact that even though you were seeing this number, this number will probably be a zero. Because we are almost, we almost got a sponsor that sponsors that sponsors as we're catering for like \$1,500 which we will be deducting for the other competitions as well. so this is not 100% confirmed yet, but I think it was very close to an end. so in that case, it would be zero, this line would be zero and we would get minus here as funds needed and it would go towards the other competitions, the catering expenses. so RobotWars was like this, the specific widget and space2earth is zero like they're requesting zero for me. So again, this doesn't really like if they're just becoming a part of entry, but they're not requesting anything. It's just like to get more participation and cultural marketing. So the rest is more straightforward as they don't have revenue. They only are an expense in my budget. So like I mentioned, RoboWars currently is missing 800 will probably be zero with this modification or very close to zero. Space2Earth is requesting zero. I'm just supposed to like to show this in my line in the EngWeek budget, but I'm showing the revenues here. and then a mechanical design competition. It's just \$75 set amount for three judges, food as mentioned to 200 fixed amount prize is \$50 per winner and material. Here are the details for the other comps too.



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Mohamed: So the space2earth events specific funding is that the competition fund that we gave to WIE?

Esinti: yes

Mohamed: So they're not asking for any extra funding whatsoever. What about IEEE?

Esinti: IEEE it's the Budget line competition fund and registration fee. So 1 main reason that it changed like this is because I asked them to make it free for Concordia students even though it's usually not free. So add it as an expense here. So it's more clear for me, this is like the expected number that they're seeing.

Sierra: 750\$ for food seems like a lot for robowars with 30 participants.

Esinti: i asked them the same question and they said they will have more people and including volunteers

Mohamed: we need an attendance list then, because if the sponsorship money they're expecting is not received in the end we would end up owing money and not a small amount of money

Esinti: Well RobotWars got us a sponsor for Energy Week like for approximately 1500 so 99% there's gonna be a sponsor paying for the catering. So it's not going to be really changing a lot of things but we can cut and approve another amount.

Mohamed: But the problem is we don't have confirmation. What if the sponsor doesn't come, we still, like, we end up owing them like \$600. And like another addition to that, I don't like the T-shirt line. Like, we're paying \$6,000 for slag.

Esinti: Well that is sensible to them, they love this comp and everyone wants to get involved so i get where they come from.

Mohamed: they're just doing us a favor by doing it within the budget but that shouldn't entitle them to more money.

Sierra: they changed their numbers from the documentation provided for the competition fund.. They increased their numbers.



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Mohamed: Again, if they came to me with a contract I don't mind this whole thing, but without proof then if things go wrong we would owe a lot of money.

Sierra: I'm just also not cool with a change in budget documents that were submitted for the competition fund. To me, that's misleading when the funding decisions from last semester were based on documentation that was provided. Like they did include the shirts in their original budget, But prices and food have increased.

Esinti: So the email that the message I received from Colette was saying I just had a call with Oliver from Hospitality Concordia and they will be sponsoring and this week they'll be covering between \$2,000 to 15, from our catering costs, as far as what I'm understanding its a confirmed situation regarding the price. I asked them the same question. And the explanation that I was provided was that since they prepared for all the events that are happening, robowars happens during the allocated time frame, they sit there provided with the materials or the case or whatever they're working on and they work on it at the time during the competition. And those materials that I was told are pretty expensive, like the materials to build their boats are expensive, which cost approximately this. So if they win the competition, they're basically getting the funding to pay for them

Mohamed: I'm skeptical that the robots cost \$500, honestly, but okay

Esinti: If you're not comfortable, we can make modifications.

Mohamed: But yeah, and for the T-shirts, I mean, if they were mentioned previously in the competition fund, then I guess it's warranted. And I don't know how, for the price is because I am familiar with, like, robot costs because basically, I made a hovercraft last year, so, Arduinos aren't that expensive. So that's why I'm just wondering, Like, why \$500? That's a bit much. They have doubled the price. Didnt u say that HOSPI is sponsoring?

Esinti: That's what i've been told, i believe it but i just didn't see a contract or anything. Are you ok with this number then?

Mohamed: i'm good with it



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Sierra: there is a history of us ordering too much swag for engweek and having it in storage so i wanna make sure we don't order too much again and reduce the cost of the swag line and wanna have a breakdown. 6000\$ is a lot, esp for this overall budget so it needs to be justified

Esinti: We are expecting 150 people, and we are giving swag for robowars too. We are gonna have more attendance this year because we are collabing with societies but if there's enough we'll give to robowars and space2earth. I think last year budget for swag was 7k so we are gonna spend less this year since we'll also be getting cheaper swag

Chloe: its doable to do it in 100\$ not 500\$

Mohamed: Maybe we can make it 300?

Esinti: then i think we should stick with the number they put then I can tell them about the change. Like food is flexible but for the more serious things we only give what they need. I am pretty sure the registration won't be high, but definitely higher than last year, only robowars and space2earth worry me.

Mohamed: I think getting more of cheaper items isn't good, I think we need more quality over quantity. There was an event where there were 900 regular stickers and 100 new ones, this made people register as soon as possible. This is like an example.

Esinti, seconded by Mohamed, motion to approve the EngWeek budget.

20230206-37 Passed in unanimity



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6.7 ECA hosting society websites

Chloe: I wanted to have your opinions on if ECA should host society websites. For example CSCE lost their website password to access editing it so i think it's a good idea. I think it's fair for the ECA to host everyone that wants to because there are some that aren't updated too.

Mohamed: We pay around 50\$ per website so they should ensure they make a proper website if we are paying for it.

Chloe: Since we are hosting it, we will create an account under ours so the password won't get lost and since it's for them they will pay for it if it's for a service, but if it's from scratch then we pay for it. For example, HackConcordia is already good; they don't need it, but for CSCE i think it's better to host it.

Mohamed: My card was charged twice from different companies...

Chloe: Which were they?

Mohamed: I will check the names later.

Chloe : I'm not sure, I'm assuming we would pay once and can have many websites under the same cpanel.

Seif: how about logistics because it will be eca's image

Chloe: they can manage it themselves but we would help them start somewhere by paying for it. If they want one they can have a webmaster make one and if they have an outdated one it's their problem. We could also have a little wordpress workshop so that vp marketings manage that, what do you think?

collective yes

Chloe: So I just checked and we have all the domains.

Mohamed: alright, lets just make sure we are using what is being spent



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6.8 Review of Council Motion - Motion to Appoint Ziad Kabbani to NSC

Mohamed, seconded by Elsa, motion to Ziad Kabbani to NSC.

20230311-38 Passed in unanimity

6.9 Review of Council Motion - Motion to Appoint Ben Marcotte to NSC

Seif, seconded by Mohamed, motion to Ben Marcotte to NSC.

20230206-39 Passed in unanimity

7.1 Review of Council Motion - Motion to Have the Fee Levy wording question passed to the Board of Directors.

Mohammed Saaim: I will read SAE's presentation as a review.

Sierra: So basically right now, they just need a question to be motioned...

Sierra: So the wording is fixed to: "The Society of SAE Students at Concordia is a student-led initiative which includes divisions of formula racing, baja, and aerodesign. Their mission is to foster innovation and research in these areas. To aid in the financing of their operations, the group is seeking a new fee levy applicable to Gina Cody School undergraduate students.

Do you agree to implement the opt-outable Society of SAE Students at Concordia Fee Levy of \$ 0.45 per credit, to be adjusted yearly at a rate of 2% or rate of inflation according to the CPI, whichever is higher?"

Mohamed, seconded by Sierra, motion to pass this question at referendum in the ECA general elections 2023.

20230206-40 Passed in unanimity



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7.2 Review of Council Motion - Motion to have Space Concordia Fee Levy reviewed by the BOD

Sierra: So the wording is fixed to: "Space Concordia is a student-led initiative which includes divisions in robotics, rocketry, spacecraft, and space health. Their mission is to foster innovation and exploration in these areas. To aid in the financing of their operations, the group is seeking a new fee levy applicable to Gina Cody School undergraduate students.

Do you agree to implement the opt-outable Space Concordia Fee Levy of \$ 0.50 per credit, to be adjusted yearly at a rate of 2% or rate of inflation according to the CPI, whichever is higher?"

Mohamed, seconded by Sierra, motion to pass this question at referendum in the ECA general elections 2023.

20230206-41 Passed in unanimity

7.3 Review of Council Motion - Motion to give \$150 to the Student providing the crash course and \$50 to the Student Association

Mohamed, seconded by Seif, motion to give 150\$ to the student providing the crash course and 50\$ to the student association of their choice.

20230206-42 Passed in unanimity



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7. ANNOUNCEMENTS & VERBAL REPORTS

Mohammed Saaim: pls hook me up with internship

Sierra Campbell: gina cody school day on the 15th i'll be on the student showcase. I'll be working on election stuff so looking forward

Tharushi Rathnayaka: iron ring coming up, iron ring sizing at the office so pls go help sharon

Esinti Baskak: working on engweek and lmk if ure interested in being part of the Troitsky team

Zoe Mitchell: not much, excited for iron ring

Mohamed Bedair: getting ready for elections.

Elsa Younes: the ECA and its 14 societies are all registered now, first time since the beginning of the mandate!

Sabrina Dubreuil: finishing up swag for engweek

Chloe Law: closing registration for banquet, updated the website for engweek

Maria Amezquita: no announcement

Doan Gia Huy Vu: No announcement

Seif Bedair: met with reps today and we should have some updates about orientation with the university soon



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8. ADJOURNMENT

Seif, seconded by Mohamed, motion to adjourn the meeting.

Meeting adjourned at 7:31pm