



Board of Directors Meeting

Friday, October 13th, 2023

B-annex meeting, Concordia University, Montreal, Canada

1. ATTENDANCE

2. SUMMARY OF MOTIONS

3. PROCEDURES

- 3.1 Opening of the meeting
- 3.2 Approval of the Chair
- 3.3 Approval of the Secretary
- 3.4 Approval of the Agenda
- 3.5 Approval of previous BOD meeting minutes (30th August 2023)
- 3.6 Approval of Previous BOD's Minutes

4. External Presentations

1. CSME Budget Review

5. RETURNING BUSINESS

6. NEW BUSINESS

1. Approval of CDE Delegates
2. AEO appointment
3. Bylaw amendments
4. Approval of the Halloween party budget
5. B-Annex Sales
6. Internal affairs

7. ANNOUNCEMENTS & VERBAL REPORTS

8. ADJOURNMENT



Board of Directors Meeting

Friday, October 13th, 2023

B-annex meeting, Concordia University, Montreal, Canada

1. ATTENDANCE

Name	Role	Present
Saa'im Intikhab	Chairperson of the Board	x
Rohit Sengupta	Secretary of the Board	x
Elsa Younes	President	x
Tharushi Rathnayaka	Vice-President of Academic Affairs	x
Aditya Shah	Vice-President of Sports and Competitions	
Marissa Profetto	Vice-President of External Affairs	x
Mohamed Bedair	Vice-President of Financial Affairs	x
Seif Bedair	Vice-President of Internal Affairs	x
Chloe Law	Vice-President of Marketing & Communications	x
Shannon King-Richards	Vice-President of Social Affairs	x
Cyrian Kedowade	Building, Civil and Environmental Engineering (BCEE) Representative	
Jainam Shah	Computer Science & Software Engineering (CSSE) Representative	x
Ahmad Obeid	Electrical & Computer Engineering (ECE) Representative	x
Mohamed Saad	Mechanical & Industrial Engineering (MIAE) Representative	
Maria Fernanda	Independent Representative	x
Sierra Campbell	Advisory Representative	x



Board of Directors Meeting

Friday, October 13th, 2023

B-annex meeting, Concordia University, Montreal, Canada

2. SUMMARY OF MOTIONS

Motion	Motion	Result
20231013-1	Seif seconded by Maria motions to approve Saaim as Chair for this meeting of the Board of Directors.	Passed in unanimity
20231013-2	Seif seconded by Tharushi motions to approve Rohit as the secretary for this meeting of the Board of Directors.	Passed in unanimity
20231013-3	Seif seconded by Shannon motions to approve the agenda	Passed in unanimity
20231013-4	Seif seconded by Shannon motions to approve of the BOD minutes for 30th August	Passed in unanimity
20231013-5	Seif seconded by Maria motions to table approval of previous BOD minutes	Passed in unanimity
20231013-6	Mohamed seconded by Seif motions to approve CSME's budget	Passed in unanimity
20231013-7	Marissa seconded by Sierra motions to appoint Sasha and Kaoutar for CDE 2023 delegation	Passed in unanimity
20231013-8	Marissa seconded by Sierra motion to accept Ekamjot as a the fourth delegate if the organization allows a fourth delegate	Passed in unanimity
20231013-9	Elsa seconded by Tharushi motion to appoint Nisma Nawaz as the AEO for the By-Elections	Passed in unanimity



Board of Directors Meeting

Friday, October 13th, 2023

B-annex meeting, Concordia University, Montreal, Canada

20231013-10	Seif seconded by Sierra motion to add to the following question to the referendum of the ECA 2023 By-elections "Do you agree to amend Bylaw A.3"	Passed in unanimity
20231013-11	Seif seconded by Sierra motion to add to the following question to the referendum of the ECA 2023 By-elections "Do you agree to amend Bylaw B.1.3 "	Passed in unanimity
20231013-12	Seif seconded by Ahmad motion to add to the following question to the referendum of the ECA 2023 By-elections "Do you agree to amend Bylaw B.1.7.1"	Passed in unanimity
20231013-13	Seif seconded by Maria motion to add to the following question to the referendum of the ECA 2023 By-elections "Do you agree to amend Bylaw B.2.6"	Passed in unanimity
20231013-14	Seif seconded by Sierra motion to add to the following question to the referendum of the ECA 2023 By-elections "Do you agree to amend Bylaw B.4.1"	Passed in unanimity
20231013-15	Seif seconded by Sierra motion to add to the following question to the referendum of the ECA 2023 By-elections "Do you agree to amend Bylaw B.4.6"	Passed in unanimity
20231013-16	Seif seconded by Sierra motion to add to the following question to the referendum of the ECA 2023 By-elections "Do you agree to amend section 4.4 of the Bylaws"	Passed in unanimity



Board of Directors Meeting

Friday, October 13th, 2023

B-annex meeting, Concordia University, Montreal, Canada

20231013-17	Seif seconded by Elsa motion to add to the following question to the referendum of the ECA 2023 By-elections "Do you agree to amend Bylaw B.5.8"	Passed in unanimity
20231013-18	Seif seconded by Elsa motion to add to the following question to the referendum of the ECA 2023 By-elections "Do you agree to amend Bylaw B.5.8.3"	Passed in unanimity
20231013-19	Seif seconded by Elsa motion to add to the following question to the referendum of the ECA 2023 By-elections "Do you agree to amend Bylaw B.6.4"	Passed in unanimity
20231013-20	Seif seconded by Elsa motion to add to the following question to the referendum of the ECA 2023 By-elections "Do you agree to amend Bylaw B.6.8"	Passed in unanimity
20231013-21	Seif seconded by Elsa motion to add to the following question to the referendum of the ECA 2023 By-elections "Do you agree to amend Bylaw B.8.2"	Passed in unanimity
20231013-22	Seif seconded by Elsa motion to add to the following question to the referendum of the ECA 2023 By-elections "Do you agree to amend Bylaw B.8.4.1"	Passed in unanimity
20231013-23	Seif seconded by Elsa motion to add to the following question to the referendum of the ECA 2023 By-elections "Do you agree to add B.8.4 to section 8 of the Bylaws"	Passed in unanimity



Board of Directors Meeting

Friday, October 13th, 2023

B-annex meeting, Concordia University, Montreal, Canada

20231013-24	Seif seconded by Sierra motion to add to the following question to the referendum of the ECA 2023 By-elections "Do you agree to amend Bylaw D.3.3"	Passed in unanimity
20231013-25	Seif seconded by Sierra motion to add to the following question to the referendum of the ECA 2023 By-elections "Do you agree to amend Bylaw H.2"	Passed in unanimity
20231013-26	Shanon seconded by Mohamed motion to approve the Halloween budget	Passed in unanimity
20231013-27	Marissa seconded by Seif motion to send Enggames a written warning for breach of the Alcohol policy	Passed in unanimity
20231013-28	Elsa Seconded by Mohamed motion to amend the Agenda to add By Election Dates	Passed in unanimity
20231013-29	Elsa seconded by Tharushi motion to approve these dates for the Nomination, Campaigning and Voting for the By-Elections	Passed in unanimity



Board of Directors Meeting

Friday, October 13th, 2023

B-annex meeting, Concordia University, Montreal, Canada

3. PROCEDURES

3.1. Opening of the meeting

Meeting opened at 5:30 PM

3.2. Approval of the Chair

Seif seconded by Maria motions to approve Saaim as Chair for this meeting of the Board of Directors.

20231013-1 Passed in unanimity

3.3. Approval of the Secretary

Seif seconded by Tharushi motions to approve Rohit as the secretary for this meeting of the Board of Directors.

20231013-2 Passed in unanimity

3.4. Approval of the Agenda

Seif seconded by Shannon motions to approve the agenda

20231013-3 Passed in unanimity

3.5 Approval of previous BOD meeting minutes (30th August 20231013)

Seif seconded by Shannon motions to approve of the BOD minutes for 30th August

20231013-4 Passed in unanimity



Board of Directors Meeting

Friday, October 13th, 2023

B-annex meeting, Concordia University, Montreal, Canada

3.6. Approval of Previous BOD's Minutes

Seif seconded by Maria motions to table approval of previous BOD minutes
--

20231013-5 Passed in unanimity

4. External Presentation

4.1 CSME Budget Review

Mohamed: So I will just present the budget right away and if the board has any questions that I am unable to answer and if someone from CSME joins mid session they can answer those for me, so this is their proposal, basically they are asking for \$600 for maintenance for their 3D printer versus last year where it was \$2300 and we gave them an extra \$700 from the equipment fund, so I am not sure why they are asking for less money than last year either we gave them too much money last year or this estimate does not take something into account I am not sure.

Dmitri(CSME) joined the call

Marina(CSME) joined the call

Mohamed: So promotional material is also \$500 and we passed that last year so nothing seems wrong here, and then they have three different competitions this year which is different from last year because last year they had a budget for tutorials which was around \$300, this year they have three different competitions which is broken down to three different lines but I put them together into one line because it facilitates their use for the line and they can move the money around as they feel.

Sierra: Question for Dmitri, what goes under promotional?

Dmitri: So we had a photo session, posters, stickers that we want to put CSME's logo on and give them to CSME students, T-Shirts, those are just a few of our promotional materials.

Tharushi: Question for Mohamed, the wine and cheese line do we give it to all societies? Like do we give \$500 for all societies



Board of Directors Meeting

Friday, October 13th, 2023

B-annex meeting, Concordia University, Montreal, Canada

Mohamed: Yeah they have it in their base budget all societies do and it's \$500 for all societies, it's the base budget lines we can't change that unless it's a year 0 society.

Mohamed: I had a question for Dmitri and Marina, so I was just telling the board before you guys joined the 3D printing expenses were a considerably larger amount last year so how was the calculation for \$600 made like what are you spending this on exactly?

Marina: So basically all three of our printers are not working. We have been trying to fix them but it is beyond our technical capability, so we want to get a technician to fix them since our society runs on 3D printers.

Mohamed: Okay but is \$600 enough to fix all three of your printers?

Marina: We think so for now it is based on what our research gave. I mean we need to officially talk to a technician based on our budget but based on our research we think it is enough.

Mohamed seconded by Seif motions to close the session

Mohamed seconded by Seif motions to approve CSME's budget

20231013-6 Passed in unanimity

Mohamed seconded by Seif motions to go back into open session

5. RETURNING BUSINESS

N/A

6. NEW BUSINESS



Board of Directors Meeting

Friday, October 13th, 2023

B-annex meeting, Concordia University, Montreal, Canada

5.1 Approval of CDE Delegates

Marissa seconded by Maria motions to move into close session

Marissa seconded by Sierra motions to appoint Sasha and Kaoutar for CDE 2023 delegation

20231013-7 Passed in unanimity

Marissa seconded by Sierra motion to accept Ekamjot as a the fourth delegate if the organization allows a fourth delegate

20231013-8 Passed in unanimity

Marissa seconded by Elsa motions to open the session

5.2 AEO appointment

Elsa: So I talked to the CEO Khyati and she suggested that someone she knows for AEO

Tharushi: So I know we talked and decided we would suggest Christian as an AEO did you tell her about that or had she already decided on the person she wanted

Elsa: So I talked to Christian and I also told her to ask him but she just told me that he told her that he isn't interested so yeah it was a good option but he doesn't really want to do it from what I understood.

Elsa seconded by Tharushi motion to appoint Nisma Nawaz as the AEO for the By-Elections

20231013-9 Passed in unanimity



Board of Directors Meeting

Friday, October 13th, 2023

B-annex meeting, Concordia University, Montreal, Canada

5.3 Bylaw amendments

Seif: So By-law change let's take it from the top. So we start with the definitions we added a section for directors, so in the By-laws we refer to directors as the BOD so everyone in the board of directors, but normally we use directors to refer to each VP's sub-director so I just added a definition to make it more clear. So here it says that the BOD once every month but I changed it to at least once every month. In its current wording it makes it sound like we can't have multiple meetings in the same month which sometimes happens. Then in the second section it says the president or 3 directors can call meeting of the BOD, but what we usually do is we wait for three points instead of three directors so the wording was changed to a meeting can be called by the president with no minimum number of points on the agenda or by the Chairperson if at least 3 points are added to the agenda.

Seif seconded by Sierra motion to add to the following question to the referendum of the ECA 2023 By-elections "Do you agree to amend Bylaw A.3"

20231013-10 Passed in unanimity

Seif seconded by Sierra motion to add to the following question to the referendum of the ECA 2023 By-elections "Do you agree to amend Bylaw B.1.3 "

20231013-11 Passed in unanimity

Seif: So here it was a really small change but basically so at the regular meeting in August the BOD shall approve the list of officially recognized member associations the list shall not include any member associations who fail to abide by a policy of the association or is otherwise in bad standing, but the reason I want to change it to may is because if we go to the section of Member associations and if we go to recognition in D.2.2 member associations shall register as a student group with the Dean of Students in the month following their recognition by the ECA. Now what we do is we have them register around June because some people want to book in advance but if we hold them hostage till august they won't be able to do any bookings and it will be very chaotic.



Board of Directors Meeting

Friday, October 13th, 2023

B-annex meeting, Concordia University, Montreal, Canada

Seif seconded by Ahmad motion to add to the following question to the referendum of the ECA 2023 By-elections "Do you agree to amend Bylaw B.1.7.1"

20231013-12 Passed in unanimity

Seif: So this is in the advisory council section, Should any member of the advisory council fail to attend the advisory council meeting per academic semester they shall be given a written warning, should they fail to attend a third advisory meeting they will be deemed to have resigned. This is really weird since it basically means there are no consequences for failing to attend them. So the change was should any member of the advisory council fail to attend the advisory council meeting per academic semester they shall be given a written warning, should they fail a third advisor council meeting the society will be placed on probation. Now this might seem a bit harsh but keep in mind it's hard to believe any society with as many VPs as they have couldn't find one councilor to represent them in three meetings in one semester like that's obvious negligence.

Seif seconded by Maria motion to add to the following question to the referendum of the ECA 2023 By-elections "Do you agree to amend Bylaw B.2.6"

20231013-13 Passed in unanimity

Seif: So here directors basically the way that it's written at the moment it sounds like advisory representatives are elected position but if we go down to the advisory representative it says that advisory representatives are appointed so we basically change the election section to Each director with the exception of the Advisory representative shall be elected at the annual general election of the association in accordance with part E.

Seif seconded by Sierra motion to add to the following question to the referendum of the ECA 2023 By-elections "Do you agree to amend Bylaw B.4.1"

20231013-14 Passed in unanimity



Board of Directors Meeting

Friday, October 13th, 2023

B-annex meeting, Concordia University, Montreal, Canada

Seif seconded by Sierra motion to add to the following question to the referendum of the ECA 2023 By-elections "Do you agree to amend Bylaw B.4.6"

20231013-15 Passed in unanimity

Seif seconded by Sierra motion to add to the following question to the referendum of the ECA 2023 By-elections "Do you agree to amend section 4.4 of the Bylaws"

20231013-16 Passed in unanimity

Seif: For reports again another minor change so every director at the end of their mandate sends a mandate report however here it says only Chair which I changed to Chair and the BOD.

Seif: Okay so in duties it says the Chairperson shall be the Chairperson of the Corporation never in the bylaws do we refer to ourselves as a corporation so that is changed to association. Another thing is one of the duties of the Chairperson is to uphold and ensure the association's bylaws and policies are adhered to but this is really vague like who should the chairperson make sure are following our bylaws so we can change that to be adhered to by the BOD.

Seif seconded by Elsa motion to add to the following question to the referendum of the ECA 2023 By-elections "Do you agree to amend Bylaw B.5.8"

20231013-17 Passed in unanimity

Seif seconded by Elsa motion to add to the following question to the referendum of the ECA 2023 By-elections "Do you agree to amend Bylaw B.5.8.3"

20231013-18 Passed in unanimity



Board of Directors Meeting

Friday, October 13th, 2023

B-annex meeting, Concordia University, Montreal, Canada

Seif seconded by Elsa motion to add to the following question to the referendum of the ECA 2023 By-elections "Do you agree to amend Bylaw B.6.4"

20231013-19 Passed in unanimity

Seif seconded by Elsa motion to add to the following question to the referendum of the ECA 2023 By-elections "Do you agree to amend Bylaw B.6.8"

20231013-20 Passed in unanimity

Seif: Okay so associate directors this is what we refer to as normal directors so here basically in position each executive officer may nominate two regular members to be their associate director.

Seif seconded by Elsa motion to add to the following question to the referendum of the ECA 2023 By-elections "Do you agree to amend Bylaw B.8.2"

20231013-21 Passed in unanimity

Seif seconded by Elsa motion to add to the following question to the referendum of the ECA 2023 By-elections "Do you agree to amend Bylaw B.8.4.1"

20231013-22 Passed in unanimity

Seif: Eligibility so currently associate directors don't have any eligibility requirements so I am just going to add an eligibility section which prohibits the current secretary, chairperson and current directors of the association from being associate directors.

Elsa: Is the formatting the same for all the same for the other sections for the eligibility, resignation and removal from office?



Board of Directors Meeting

Friday, October 13th, 2023

B-annex meeting, Concordia University, Montreal, Canada

Seif: It more or less is the same except we allow current executives of member associations to be associate directors

Elsa: By formatting I meant the order like eligibility comes first then resignation and finally removal from office.

Seif seconded by Elsa motion to add to the following question to the referendum of the ECA 2023 By-elections "Do you agree to add B.8.4 to section 8 of the Bylaws"

20231013-23 Passed in unanimity

Seif: So in ECA societies this is under part D of our bylaws we have societies may not open bank accounts or enter into contracts in the Society's or ECA's name I wanted to change that to Societies must not open bank accounts under the Society or ECA's name and must not enter into contracts under the ECA's name.

Seif seconded by Sierra motion to add to the following question to the referendum of the ECA 2023 By-elections "Do you agree to amend Bylaw D.3.3"

20231013-24 Passed in unanimity

Seif seconded by Sierra motion to add to the following question to the referendum of the ECA 2023 By-elections "Do you agree to amend Bylaw H.2"

20231013-25 Passed in unanimity



Board of Directors Meeting

Friday, October 13th, 2023

B-annex meeting, Concordia University, Montreal, Canada

5.4 Approval of the Halloween party budget

Shannon: So we are going to be working with four societies ECA, CSU, ASFA and PSSA with each of us spending around \$2644. The venue is going to be Palazo Montreal, every student will get two drink tickets.

Saaim: Tharushi asked what the drink menu pricing would be like

Tharushi: Yeah like do we have any discounts for students

Shannon: It would be regular just be normal clubbing pricing

Tharushi: Did you guys look at other places to compare the prices and stuff?

Shannon: Yeah we did ultimately we were deciding between this, Rouge, RiverSide and Club Soda, Riverside was too expensive, Club soda was too expensive, Rouge was \$8000 but it's with CajEntertainment which we are not working with so we had to eliminate that option so the next cheap and good option would be this one.

Mohamed: Do we have a contract with the four other associations?

Shannon: We have a date set on when we are going to meet to make the internal contract

Mohamed: Yeah I just wanted to make sure that regardless of the ticket pricing we will be sharing the venue

Shannon: Yeah I already told them that we would sell tickets at \$35 and they already agreed to that and we are splitting the cost four ways.

Shanon seconded by Mohamed motion to approve the Halloween budget

20231013-26 Passed in unanimity



Board of Directors Meeting

Friday, October 13th, 2023

B-annex meeting, Concordia University, Montreal, Canada

5.5 B-Annex Sales

Seif seconded by Shannon motion to close the session

Marissa seconded by Seif motion to send Enggames a written warning for breach of the Alcohol policy

20231013-27 Passed in unanimity

5.6 Internal affairs

Seif seconded by Mohamed motion to open the session

Seif: In closed session we discussed the pricing of the B-Annex inventory and the Society that broke the alcohol policy, the board decided to send Enggames a written warning.

Mohamed: Let's move onto the announcements

Saaim: Before that, I forgot to add a point that Elsa sent because I received a lot of points so if nobody has a problem I will add that to the agenda

Elsa Seconded by Mohamed motion to amend the Agenda to add By Election Dates

20231013-28 Passed in unanimity



Board of Directors Meeting

Friday, October 13th, 2023

B-annex meeting, Concordia University, Montreal, Canada

5.7 By Election Dates

Elsa: For the dates, nomination period will have to be 16th to 22nd of October. So I just checked based on last year's dates to be a week. Followed by campaigning from the 23rd to the 29th. So another full week for campaigning and lastly the voting will be 30th & 31st of October along with the 1st of November. So these will be the dates of the By elections if you guys are okay with it.

Elsa seconded by Tharushi motion to approve these dates for the Nomination, Campaigning and Voting for the By-Elections

20231013-29 Passed in unanimity



Board of Directors Meeting

Friday, October 13th, 2023

B-annex meeting, Concordia University, Montreal, Canada

7. ANNOUNCEMENTS & VERBAL REPORTS

Saaim Intikhab: No announcements

Rohit Kinkor Sengupta: No announcements

Elsa Younes: No announcements.

Tharushi Rathnayaka: No announcements

Marissa Profetto: No announcements

Mohamed Bedair: No announcements

Seif Bedair: No announcements

Chloe Hei Yu Law: No announcements

Shannon King-Richards: No announcements

Cyrian Kedowide: No announcements

Jainam Shah: No announcements

Ahmad Obeid: No announcements

Mohamed Saad: No announcements

Maria Fernanda Amezquita Moreno: No announcements



Board of Directors Meeting

Friday, October 13th, 2023

B-annex meeting, Concordia University, Montreal, Canada

8. ADJOURNMENT

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

Meeting adjourned at 7:30 pm