



BOD Meeting

Thursday, March 21, 2024

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's Minutes

4. External Presentations

5. RETURNING BUSINESS

6. NEW BUSINESS

- 6.1 Sustainability Policy Changes
- 6.2 Bylaws Changes
- 6.3 Honorarium Policy Updates
- 6.4 ECA budget amendment
- 6.5 Art Exhibit budget approval

7. ANNOUNCEMENTS & VERBAL REPORTS

8. ADJOURNMENT



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1. ATTENDANCE

Name	Role	Present
Saaim Intikhab	Chairperson of the Board	
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	
Yasmine Mouatif	Computer Science & Software Engineering (CSSE) Representative	
Ahmad Obeid	Electrical & Computer Engineering (ECE) Representative	x
Mohamed Saad	Mechanical & Industrial Engineering Aerospace (MIAE) Representative	
Maria Fernanda	Independent Representative	x
Aziza Rashid	Independent Representative	x
Sierra Campbell	Sage	x



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2. SUMMARY OF MOTIONS

Motion	Motion	Result
20243021-1	Sierra seconded by Seif motions to approve Elsa as Chair for this meeting of the Board of Directors.	Passed in unanimity
20243021-2	Maria seconded by Mohamed motions to approve Rohit as the secretary for this meeting of the Board of Directors.	Passed in unanimity
20243021-3	Elsa seconded by Seif seconded by motions to approve the agenda	Passed in unanimity
20243021-4	Mohamed seconded by Seif motion to table the SGM minutes	Passed in unanimity
20243021-5	Sierra seconded by Mohamed motion to approve the minutes of July 31	Passed in unanimity
20243021-6	Sierra seconded by Ahmad motion to approve the minutes of June 17	Passed in unanimity
20243021-7	Mohamed seconded by Maria to approve the changes to the Sustainability Policy	Passed in unanimity
20243021-8	Elsa seconded Cyrian motions to approve the formatting changes to the Bylaws	Passed in unanimity
20243021-9	Elsa seconded Chloe by motion for adding the EDI definition to the Bylaws	Passed in unanimity
20243021-10	Elsa seconded by Chloe motion to add the two representative positions in the BOD composition section	Passed in unanimity



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20243021-11	Elsa seconded by Shannon motion to replace member association with societies in B 1.7.2	Passed in unanimity
20243021-12	Elsa seconded by Aziza motion to add section 4.4 for EDI representative	Passed in unanimity
20243021-13	Elsa seconded by Aziza section 4.5 for the Sustainability representative to be on the Board	Passed in unanimity
20243021-14	Elsa seconded by Cyrian motion to replace ECA member association with ECA societies in D1.33 and to add the membership requirements to the affiliated chapters subject to the fee levy	Passed in unanimity
20243021-15	Elsa seconded by Maria motion to change D.1.8 for the spaces occupied in a society	Passed in unanimity
20243021-16	Elsa seconded by Cyrian motion to add the EDI and sustainability representative position to the election section	Passed in unanimity
20243021-17	Elsa seconded by Cyrian motion to remove polling clerks in section E3.2	Passed in unanimity
20243021-18	Elsa seconded by Shannon motion to remove polling clerks in section E.4.1.3	Passed in unanimity
20243021-19	Elsa seconded by Cyrian motion to clarify election officers being the CEO and AEO	Passed in unanimity
20243021-20	Elsa seconded by Ahmad motion to approve the change section E.5.4.2	Passed in unanimity
20243021-21	Elsa seconded by Ahmad motion to change the title of part H to application of bylaws	Passed in unanimity



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20243021-22	Elsa seconded by Sierra motions to approve the ECA bylaw amendment to the ECA 2024 general election	Passed in unanimity
20243021-23	Elsa seconded by Sierra motions to make the changes made to the honorarium policy	Passed in unanimity
20243021-24	Mohamed seconded by Sierra motion to add line 19 and 20 to the ECA budget	Passed in unanimity
20243021-25	Elsa seconded by Sierra motions to approve \$150 from social event line for the musicians to cover our part of the cost for the art exhibit event	Passed in unanimity



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3. PROCEDURES

3.1. Opening of the meeting

Meeting opened at 6:10 PM

3.2. Approval of the Chair

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

20243021-1 Passed in unanimity

3.3. Approval of the Secretary

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

20243021-2 Passed in unanimity

3.4. Approval of the Agenda

Elsa: I would like to amend to add Art Exhibit budget approval

Mohamed: I would also like to amend to add ECA budget

Elsa seconded by Seif seconded by motions to approve the agenda

20243021-3 Passed in unanimity

3.6 Approval of Previous BOD's Minute

Mohamed seconded by Seif motion to table the SGM minutes

20243021-4 Passed in unanimity



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Sierra seconded by Mohamed motion to approve July 31

20243021-5 Passed in unanimity

Sierra seconded by Ahmad motion to approve June 17

20243021-6 Passed in unanimity

4. External

Presentation

5. RETURNING BUSINESS

6. NEW BUSINESS

6.1 Sustainability Policy Changes

Seif: So for the sustainability policy, we decided to change quite a little bit of things. First, we added a definition here for GCS and CUCCR so CUCCR shall mean the Concordia University Center for Creative use and GCS shall mean the Gina Colby School of engineering and for ENUF we just edited the capitalization because their name is like lowercase E. Then here, the statement of principles we decided to remove it because the section was unnecessary. It was basically saying that the ECA like affirms the responsibilities of the members as stated in the bylaws the Code of Rights and Responsibilities and the letter and spirit of the Quebec Charter of Human Rights, which is basically things that we already abide by within our bylaws and just generally we have to anyway. So it was kind of an unnecessary one, especially within the



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sustainability policy. Then here within ECA spaces, we had on every floor instead of everywhere where there is a garbage bin, there shall be a marked compost bin set up directly next to it. We just left it blank because it could be a little bit spaced out. As well as a marked recycling bin so that's just a few changes here. So for events we decided to rename it Section E from ECA events to just events. It felt more fitting because ECA events was kind of weird. In E.6, at least one plant based food option must be available at all events where food is served. It's just to enforce the like it's more diverse and sustainable. Here all societies must try to support local and Quebec businesses as much as possible. We deleted it and we included it in its own section down here. Section F purchases so in the procurement of all goods and services, preference shall be given to local and private suppliers which use biodegradable or limited packaging use recycled or used materials and half of recognized fair trade label, merchandise shall only be purchased for the anticipated event attendees, all items shall be of high quality and intended for use following the event. Inventory and office items shall be purchased intentionally and shall be of quality which permits enduring service life. Basically one time things should not be a lot. Transportation to events, competitions and conferences shall consider applicable emissions and select available options which reduce the carbon footprint of the journey and five we had non-viable objects are to be disposed of in a sustainable manner. This includes but is not limited to reuse in a different form, donating to CUCCR. The sustainability this section G we decided to rename it from roles and responsibilities of the Sustainability Director to just Sustainability Committee. We changed the formatting of the entire section as well as deleting this sentence, members of the committee are in charge of managing all compost and recycling bins of ECA spaces, that was removed. Here, aiding all societies instead of approved material purchases by the stability policy, it was adhering to the policy for their events. So, I all societies and adhering to the policy for their events. And then here wars and sanctions, the entire section was kind of crazy. So it was a revamped if a here, it was used as society we renamed it to MA to be consistent with the definitions of bylaws, is to break any of the above rules and regulations for the first time they are to receive a written warning the second time in a breaks any of the above rules, they may be placed on probation, subject to investigation of the policy breached by the VP internal and Sustainability Committee, followed by recommendation to the BOD. This is basically to be consistent with the alcohol policy more or less the same. And then here at the end of each academic year the strikes are erased. That's pretty much it. Any questions?

Mohamed seconded by Maria to approve the changes to the Sustainability Policy

20243021-7 Passed in unanimity



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6.2 Bylaws Changes

Sierra: Before we go into the bylaws we should ready the preambles

Seif: So quite a few changes. Part A it was called general provisions. It remains the same, except that it was just the formatting Part A: General provisions was written in lower cases and we just made upper cases. We added the definition of EDI equity diversity and inclusivity and Election Officer instead of electoral officer, it just remains the same just change in wording. Part B. Same changes as above structure of the association was just written in lower cases we made upper cases. The Association shall act through its Board of directors, we eliminate it since it was just unnecessary. It was kind of in a weird place right above Section 1. So we decided to remove that. Composition we added two sentences to include the EDI representative and the Sustainability Representative. Here, approves the annual budget for the associations and its society to set up member associations. So, to point this out, member associations refer to societies and affiliate chapters. So instead of it being the general term member associations, we specify that it's for societies. So here we added two more sections for EDI and sustainability representatives. The EDI representative sits as a director as defined in Section 4. In addition to the following provisions. There shall be one EDI representative that works to recognize inequity, champion diversity and eliminate barriers experienced by the ECA student body to diversity duties. The EDI Representative shall act as a point of contact for students for EDI matters within the faculty, and report to the BOD and Advisory Council thereon. They are responsible for promoting EDI by organizing social initiatives and working with other EDI groups to provide resources and foster community for students. They can be involved participants in the day-to-day executive activities of the ECA, their mandate. EDI representatives shall serve as a representative of the ECA by attending external events and conferences pertaining to EDI related talks. They shall work to advocate for changes within the ECA, Uphold Community standards, and develop strategic initiatives. Section 4.5 the Sustainability representative sits as a director, as defined in Section 4. In addition to the following provisions. There shall be 1 sustainability representative that works to minimize the ECA's carbon footprint and advocate for adoption and uphold the upholding of sustainable practices. Duties the sustainable representatives shall act as the point of contact for students for sustainable matters within the faculty, BOD and Advisory Council. They are responsible for promoting sustainability by organizing social initiatives and working with other campus groups to promote sustainability education. They can be involved participants in the day-to-day activities, executive activities of the ECA. Their mandates, Sustainability representatives, shall serve as a representative of the



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ECA on Sustainability Action Plan Committee and by attending external events and conferences pertaining to sustainable sustainability related topics. They shall work to advocate for changes with the ECA, upholds community standards and develop strategic initiatives. This is the member associations. So for member associations we had some changes since Space and SAE became affiliated chapters, so we wanted to revisit that and so. One of the changes that we brought here is for executives of ECA societies instead of member associations to specify that affiliate chapters or exempt must always be regular members during their terms of office. Executives of ECA affiliated chapters must meet applicable membership requirements of the affiliate chapter and be subject to the affiliate chapter's fee, levy or equivalent? Should an executive no longer be eligible, they are deemed to have resigned. All occupied spaces by a society and ECA managed on campus spaces occupied by member associations are the property of the ECA again, just to clarify the difference between society and member associations. No changes over here. The elections, we added 2 lines to say that the EDI and Sustainability representatives are both elected positions. And so, we added them here in ballots. Here we removed the polling clerks since we don't do in person voting anymore. The CEO and the AEO's are the election officers, so that's the change that just clarified it better this disqualification. The following persons are not qualified to be elected election officers. Current directors of the association, current chairperson and Secretary of the Association and current executives of any ECA Member association. Remuneration, the election officers shall be enumerated in accordance with a contract signed upon their respective appointments between the BOD and the election office.

Elsa: Let's motion the formatting changes together since they aren't really that controversial

Elsa seconded Cyrian motions to approve the formatting changes to the Bylaws

20243021-8 Passed in unanimity

Elsa seconded Chloe by motion for adding the EDI definition to the Bylaws

20243021-9 Passed in unanimity



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Elsa seconded by Chloe motion to add the two representative positions in the BOD composition section

20243021-10 Passed in unanimity

Elsa seconded by Shannon motion to replace member association with societies in B 1.7.2

20243021-11 Passed in unanimity

Elsa seconded by Aziza motion to add section 4.4 for EDI representative

20243021-12 Passed in unanimity

Elsa seconded by Aziza section 4.5 for the Sustainability representative to be on the Board

20243021-13 Passed in unanimity

Elsa seconded by Cyrian motion to replace ECA member association with ECA societies in D1.33 and to add the membership requirements to the affiliated chapters subject to the fee levy

20243021-14 Passed in unanimity

Elsa seconded by Maria motion to change D.1.8 for the spaces occupied in a society

20243021-15 Passed in unanimity

Elsa seconded by Cyrian motion to add the EDI and sustainability representative position to the election section

20243021-16 Passed in unanimity



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Elsa seconded by Cyrian motion to remove polling clerks in section E3.2

20243021-17 Passed in unanimity

Elsa seconded by Shannon motion to remove polling clerks in section E.4.1.3

20243021-18 Passed in unanimity

Elsa seconded by Cyrian motion to clarify election officers being the CEO and AEO

20243021-19 Passed in unanimity

Elsa seconded by Ahmad motion to approve the change section E.5.4.2

20243021-20 Passed in unanimity

Elsa seconded by Ahmad motion to change the title of part H to application of bylaws

20243021-21 Passed in unanimity

Elsa seconded by Sierra motions to approve the ECA bylaw amendment to the ECA 2024 general election

20243021-22 Passed in unanimity

6.3 Honorarium Policy Updates

Elsa: So a very simple update to the honorarium policy from the policy committee simply to reflect the new positions in the board, the honorarium will be the same honorarium as the independent representative and same conditions.



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Elsa seconded by Sierra motions to make the changes made to the honorarium policy

20243021-23 Passed in unanimity

6.4 ECA budget amendment

Mohamed: So as everyone knows, we had the strike last week. That strike requires some things to be purchased. We've never done strikes before and so you know, we didn't have a budget line allocated for that. So I wanted to propose we add a new line because, well, we're supposed to have annual AGM's and sometimes we'll have SGM's. These things are bound to happen and so there should be a budget line for us to spend money, be in in this year's case, we already spent the money just because we can't wait until a budget line was granted. Because we needed to buy supplies, Pizza was bought during the SGM as well as snacks for the strike itself. And so, considering the amount that has been spent already, I'm proposing we add a new line. I want to give it a general term. So what I thought of was student advocacy, but essentially add a line of \$1000 because we spent around I think 250 on pizza for the SGM as well as around \$700.00 on snacks for the strike.

Sierra: Would mobilization maybe be a better word because advocacy could also apply to academic and external mandates?

Mohamed: I mean mobilization would work for strike purposes, but for SGM and AGM I don't think so. Like AGM's are like, they're not necessarily for mobilization I'm really not sure. I just want a term that encompasses these activities. I'm not sure what.

Sierra: Well, those would be general meetings.

Mohamed: Do we have a line for that?

Sierra: No, I'm saying that would be the term that encompasses.

Mohamed: OK, so I'll add these two lines of mobilization. I'll give 750 and general meetings to 500 just because we're having an AGM as well, so might as well base that. So yeah, motion to



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add line 19 mobilization and line 20 general meetings for 750 and \$500 respectively to the ECA general budget.

Mohamed seconded by Sierra motion to add line 19 and 20 to the ECA budget

20243021-24 Passed in unanimity

6.5 Art Exhibit budget approval

Elsa: Basically it's the collaboration event with ASFA and FASA for the art exhibit coming next week. Initially, the plan was to have a part of the event that would be in the whole terrace where we would be able to sell our leftover alcohol. We weren't able to get the permit in time, but we'll still be doing the art exhibit part so as for FASA, took care of booking the MB 9. So they cover the cost of the venue and then we're splitting the cost for the musicians because there will be a portion with musicians and so there will be six of them for \$75 each and splitting three ways that would be 150 for each association. So total cost of 450, which FASA will cover. And then the ECA and ASFA will be covering their portion. For the musicians and venue is covered by FASA only. Any questions before I motion?

Elsa seconded by Sierra motions to approve \$150 from social event line for the musicians to cover our part of the cost for the art exhibit event

20243021-25 Passed in unanimity



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7. ANNOUNCEMENTS & VERBAL REPORTS

Rohit Kinkor Sengupta: No announcements

Elsa Younes: On my side, I will be sending the slides for the biweekly of this weekend tonight. Please fill them in and attend the meeting. Strike was fun. We need to work on that. We had the strike debrief yesterday with the other associations. A lot of work to be done with the ECA mob

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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

Ahmad Obeid: No announcements

Mohamed Saad: No announcements

Maria Fernanda Amezquita Moreno: No announcements

Sierra Campbell: No announcements

8. ADJOURNMENT



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

Meeting adjourned at 7:38 pm