

**APUS Assembly Meeting #3
February 8, 2019
5:30 pm**

**APUS North Borden Office
563 Spadina Crescent, Suite 236
Toronto, ON**



Assembly Meeting #3 Agenda

February 8, 2019

5:30 PM

1. Call to Order

2. Approval of the Agenda

MOTION Moved: Kashyap Seconded: Kearns

Be it resolved that the agenda be approved as presented.

3. Approval of the Minutes

MOTION Moved: Coggon Seconded: Pyne

Be it resolved that the minutes' package be approved as presented.

a. Assembly Meeting #2 – October 26, 2018

b. Assembly Meeting #2b – November 23, 2018

4. About APUS and Role of APUS Assembly

5. Discussion on Cuts to Post-Secondary Education

6. APUS Operating Budget 2018-2019

MOTION Moved: Froom Seconded: Kearns

Be it resolved that the APUS Operating Budget 2018-2019 as approved by the APUS Board of Directors be adopted as presented.

7. APUS Bylaw Amendments

MOTION Moved: Froom Seconded: Pyne

Be it resolved that the APUS bylaws as approved by the Board of Directors on December 10, 2018 be adopted as presented.

8. Review of APUS Board of Election Procedures

9. Executive Updates

10. Adjournment



MINUTES PACKAGE

a) Assembly Meeting #2a – October 26, 2018

In attendance: Mala Kashyap, Susan Froom, Jaime Kearns, Jennifer Coggon, Christine Cullen
Staff: Caitlin Campisi
Speaker: Nadia Kanani

1. Call to order

The meeting is called to order at 5:28pm. The Speaker states that we do not have quorum and we are adjourned until November 23 at 5:00pm.

2. Adjournment

The meeting is adjourned until November 23 at 5:00pm.



b) Assembly Meeting #2b – November 23, 2018

(adjourned from October 26, 2018)

In attendance: Mala Kashyap, Susan Froom, Jaime Kearns, Jennifer Coggon, Richie Pyne

Staff: Caitlin Campisi

Speaker: Nadia Kanani

1. Call to order

The meeting is called to order at 5:23pm.

Everyone introduces themselves and states their access needs.

2. Approval of Agenda

MOTION Moved: Froom Seconded: Kearns

Be it resolved that the agenda be approved as presented.

Vote carries.

3. Approval of Minutes

MOTION Moved: Coggon Seconded: Kashyap

Be it resolved that the minutes' package be approved as presented.

- a. Assembly Meeting #1a – July 9, 2018
- b. Assembly Meeting #1b – July 30, 2018

Vote carries.

4. About APUS and role of APUS Assembly

Campisi states that we have received new Class representative forms and therefore Assembly members. The new Assembly members were recently invited to the Assembly meeting and she hopes they will be able to attend future meetings.

5. APUS Preliminary Budget 2018-2019

MOTION Moved: Froom Seconded: Pyne

Be it resolved that the APUS Preliminary Budget 2018-2019 as approved by the APUS Board of Directors be adopted as presented.

DISCUSSION



Froom states that this is the Preliminary Budget that the Board of Directors adopted earlier this year in the summer. She states that the Operating Budget is a more recent budget which will be presented shortly to the Board.

There are no questions.

Vote carries.

6. Executive Updates

The Speaker states that the Executive Committee will also be giving reports at the Board meeting.

Executive Reports will be given at the Board meeting immediately following.

7. Adjournment

MOTION Moved: Coggon Seconded: Kearns

The meeting is adjourned at 5:40pm.



OPERATING BUDGET 2018-2019

**ASSOCIATION OF PART-TIME UNDERGRADUATE STUDENTS
 Local 97, Canadian Federation of Students**

OPERATING BUDGET 2018-2019

Fiscal year ending April 30, 2019

REVENUE

	Revised Budget Apr./18	Preliminary Budget Aug./18	Operating Budget Nov./18
MEMBERSHIP FEES			
Summer Term (May-Aug 2018)	178,241.70	177,000.00	186,587.56
OPIRG ⁽¹⁾	13,058.76	12,800.00	13,414.00
CFS ⁽¹⁾	50,795.62	49,792.00	49,497.00
Fall and Winter Terms (Sep-Dec 2018 Jan-Apr 2019)	173,233.35	170,000.00	169,000.00
OPIRG ⁽¹⁾	6,105.45	6,100.00	6,100.00
CFS ⁽¹⁾	42,449.41	42,288.00	42,000.00
Sub-total	463,884.29	457,980.00	466,598.56
SERVICES			
Health and Dental Plan Administration ⁽²⁾	100,000.00	100,000.00	100,000.00
Student Printing Service	9,811.50	8,000.00	8,000.00
Sub-total	109,811.50	108,000.00	108,000.00
OTHER			
Interest Income	0.00	0.00	0.00
Miscellaneous Income	331.52	500.00	500.00
Sub-total	331.52	500.00	500.00
TOTAL OPERATING REVENUES	574,027.31	566,480.00	575,098.56

Notes:

¹ These monies are remitted directly to OPIRG and CFS.



2 Exact figure cannot be determined until the end of the policy year.
 Also note that plan fees (collected from members) for premiums are not included.

ASSOCIATION OF PART-TIME UNDERGRADUATE STUDENTS
Local 97, Canadian Federation of Students

OPERATING BUDGET 2018-2019

Fiscal year ending April 30, 2019

EXPENSES		Revised Budget Apr./18	Preliminary Budget Aug./18	Operating Budget Nov./18
MEMBERSHIP FEES				
Summer Term	Transfer to OPIRG ⁽¹⁾	13,058.76	12,800.00	13,414.00
	Transfer to CFS ⁽¹⁾	50,795.62	49,792.00	49,497.00
Fall & Winter Term	Transfer to OPIRG ⁽¹⁾	6,105.45	6,100.00	6,100.00
	Transfer to CFS ⁽¹⁾	42,449.41	42,288.00	42,000.00
		112,409.24	110,980.00	111,011.00
SERVICES				
Scholarships & Bursaries ⁽²⁾		11,000.00	11,500.00	13,800.00
Accessibility Subsidy		0.00	500.00	500.00
Daycare Subsidy		0.00	500.00	500.00
Health and Dental Plan Administration		100,000.00	100,000.00	100,000.00
Student Printing		7,092.52	8,000.00	8,000.00
Income Tax Clinics		215.63	400.00	400.00
Sub-total		118,308.15	120,900.00	123,200.00
CAMPAIGNS, PROJECTS, EVENTS				
Campaigns and Projects		1,375.24	5,000.00	6,000.00
Events and Outreach		16,562.31	21,500.00	21,500.00
Coalition & Solidarity		1,700.00	2,000.00	3,000.00
Sub-total		19,637.55	28,500.00	30,500.00
ADMINISTRATION AND OFFICE				
Audit		7,910.00	7,910.00	7,910.00
Bank Charges		1,235.22	1,000.00	1,000.00
Computer Supplies and Maintenance		5,900.52	5,000.00	5,000.00



Copier Services and Supplies	2,000.00	2,000.00	2,000.00
Insurance ⁽³⁾	5,067.36	5,100.00	5,100.00
Legal	3,487.00	7,000.00	7,000.00
Telephone	3,208.71	3,300.00	3,300.00
Repairs and Maintenance	2,826.93	4,000.00	4,000.00
General Office	5,147.11	6,000.00	6,000.00
Transportation	186.91	500.00	500.00
Sub-total	36,969.76	41,810.00	41,810.00

MEETINGS, CONFERENCES

Accessibility	0.00	250.00	250.00
Annual General Meeting	1,701.31	2,000.00	2,000.00
Board of Directors	1,378.56	1,000.00	1,000.00
Class Assembly	765.78	1,000.00	1,000.00
Executive Meetings	1,814.09	1,500.00	1,500.00
Staff Meetings	40.05	300.00	300.00
Other Meetings and Conferences	175.00	200.00	200.00
CFS Meetings	13,342.10	13,000.00	13,000.00
Sub-total	19,216.89	19,250.00	19,250.00

ELECTIONS AND REFERENDA

Notices	0.00	0.00	0.00
Meeting of Assembly	100.00	500.00	500.00
Sub-total	100.00	500.00	500.00

HUMAN RESOURCES

Salaries and Benefits ⁽⁴⁾			
Executive Honoraria ⁽⁵⁾	38,900.00	40,000.00	40,000.00
Salaries and Wages ⁽⁶⁾	181,435.93	182,000.00	186,000.00
Employer Contributions			
CPP	7,551.85	7,800.00	7,800.00
EI	2,837.17	3,500.00	3,500.00
RRSP	935.13	1,000.00	1,000.00
Payroll Service	2,035.93	2,000.00	2,000.00
Health Insurance	7,624.30	8,000.00	8,000.00
Other	531.10	0.00	0.00
Sub-total	241,851.41	244,300.00	248,300.00

MISCELLANEOUS	0.00	0.00	0.00
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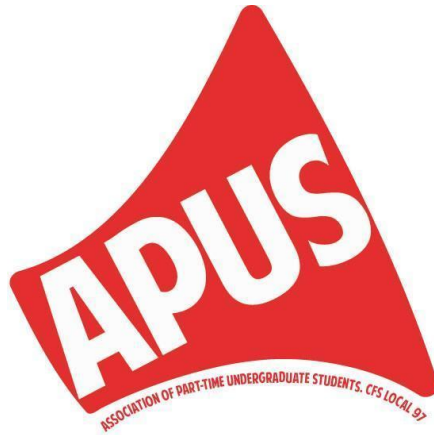


TOTAL OPERATING EXPENSES	548,493.00	566,240.00	574,571.00
SURPLUS (DEFICIT)	25,534.31	240.00	527.56

Notes:

- 1 These monies are remitted directly to OPIRG and CFS.
- 2 Scholarships & bursaries are awarded by Enrolment Services.
- 3 Insurance includes Director and Office Liabilities
- 4 Obligations under the Collective Agreement
- 5 Approved by 2017 Board of Directors, Executives earn \$600.00/month honorarium, \$25/month cellphone allowance. Executives may be eligible for per diems as per APUS Board of Directors' policy.
- 6

Represents salaries and wages for (1) Executive Director, (1) Events & Outreach Coordinator, (1) Campaigns & Advocacy Coordinator, (1) Member Services Coordinator (1) Financial Coordinator, (4) Information Clerks



APUS BYLAW AMENDMENT PACKAGE

Approved by the APUS Board of Directors
December 10, 2018



I. Proposed Bylaw Changes

Bolded represents new language

~~Strikethrough~~ represents language to be removed

AMENDMENT 1:

3.03 Membership Fee

(b) Part-time ~~U~~ndergraduate Students age 65 and over not required by the University to remit student tuition payments **and/or incidental fees** shall be exempt from payment of the membership fee.

AMENDMENT 2:

5.01 Powers and Duties of Assembly of Representatives

(iii) Act as a final appeal body in connection with the grievance procedure outlined in ~~Article XV~~ **Article XIV** hereof;

AMENDMENT 3:

6.02 Eligibility

(b) A Director or Officer of the Corporation shall cease to be eligible to remain in such office:

(iv) upon their removal from such office pursuant to Sections 6.08 or ~~8.07-8.08~~ **8.08** hereof.

AMENDMENT 4:

6.03 Composition of the Board of Directors

(a) **The Board of Directors shall be composed of twelve elected members who shall serve as the Directors of the Corporation.** ~~There shall be fifteen members of the Board of whom twelve shall be elected voting members of the Board of Directors and three shall be ex-officio non-voting Directors;~~

~~(b) The ex-officio Directors shall be comprised of the immediate past president of the Corporation and the two Part-time Student Representatives who shall have been elected to represent part-time undergraduate students on the Governing Council of the University. Ex-officio Directors shall be non-voting, shall have the right to speak and receive notice of meetings, but shall not have the right to participate in in-camera sessions of the Board;~~



Renumber subsequent clause 6.03 (b)

AMENDMENT 5:

6.04 Election of the Board of Directors

(c) On or prior to January 31st in each year, the Board ~~shall~~ **may** designate five members of the Assembly to be constituted as a nomination committee which shall be responsible for obtaining nominations of members of the Assembly to stand for election to the Board and to present a report to the March meeting of the Assembly of Representatives regarding such nominees;

AMENDMENT 6:

6.05 Term of Office

The term of office of **the** Directors shall be from May 1st to April 30th. ~~except that the two ex-officio Directors holding office by virtue of their being elected to represent Part-time Undergraduate Students on the Governing Council shall serve as ex-officio Directors only during the duration of their elected term to Governing Council.~~

AMENDMENT 7:

6.07 Voting

All elected Directors shall have one vote at each meeting of the Board. ~~Ex-officio Directors are non-voting.~~

AMENDMENT 8:

6.13 Meeting Procedure

The immediate past president of APUS, and the part-time undergraduate student members of Governing Council, as well as a representative of the student organizations representing part-time undergraduate students at the Scarborough and Mississauga campuses shall be entitled to all of the rights of a member of the Board, save that said representative shall not be entitled to exercise votes, to move or second motions, or to participate in in-camera sessions at Board meetings.

AMENDMENT 9:

6.22 Conflict of Interest and Interest of Directors in Contracts

Notwithstanding 6.02, no person in the employ of APUS shall serve as a Director or member of the Assembly while they are employed by the Corporation. A person who has been in the



permanent employ of APUS shall not be eligible to serve as a Director or member of the Assembly within a period of six months after the termination of their employment.

AMENDMENT 10:

7.01 Indemnity of the Speaker, Directors, Officers and Employees

(a) any liability and all costs, charges and expenses that they sustain or ~~incur~~ **incur** in respect of any action, suit or proceeding that is proposed or commenced against them for or in respect of anything done or permitted by them in respect of the execution of their duties; and

AMENDMENT 11:

~~VII.~~ **VIII.** PROTECTION OF DIRECTORS, OFFICERS AND OTHER

~~VIII.~~ **VII.** OFFICERS AND EXECUTIVE COMMITTEE

Subsequent re-numbering of all clauses in Article 7 and 8

AMENDMENT 12:

8.08 Term of Office and Removal of Officers

(b) In addition to the procedure in ~~8.07 (a)~~ **8.08 (a)**, the Officers may be removed by:

AMENDMENT 13:

13.05 Operating Budget

The Finance Committee shall present a proposed Operating Budget to the Directors for their consideration no later than ~~December 1~~ **February 1** of each year. The Operating Budget shall provide revised estimates of income and expenditures to reflect the financial position of the Corporation for the current fiscal year.

AMENDMENT 14:

14.01 Grievance Procedures

(a) Any alleged violation of the administration or procedures of this by-law by the Directors or ~~Officer~~ **Officers** may be dealt with by the filing of a grievance by any member of the Corporation.

...

AMENDMENT 15:



15.01 Continuity of Assembly, Executive Committee and Officers, and Board of Directors

The Class Representatives, and Officers and members of the ~~Executive Committee~~ **Board of Directors** of the Association of Part-time Undergraduate Students elected or appointed pursuant to the Constitution and the By-Laws of the Association of Part-Time Undergraduate Students in effect at the date of the enactment of this By-Law shall be deemed to be the members of the Assembly of Representatives, the ~~officers~~ **Officers** and the members of the Board of Directors, respectively, of the Corporation until their successors are elected or appointed pursuant to the provisions of this By-Law.

AMENDMENT 16:

15.02 Resolutions

All resolutions passed by the Assembly of Representatives ~~and the Executive Committee~~ **and/or the Board of Directors** of the Association of Part-time Undergraduate Students pursuant to the provisions of the Constitution and the By-Laws of the Association of Part-time Undergraduate Students and in effect at the date of the enactment of this By-Law (provided that such resolutions are not contrary to the provisions of the Act, the Letters Patent or this By-Law) shall be deemed to be the resolutions of the Assembly of Representatives ~~and~~ **and/or** the Board of Directors, respectively, of the Corporation until such resolutions are amended or rescinded pursuant to the provisions of this By-Law.