



The Science Undergraduate Society of UBC c/o Dean of Science - 6270 University Boulevard - Vancouver, BC V6T 1W5  
604-822-4235 - info@sus.ubc.ca - www.sus.ubc.ca

**Date of Meeting: Tuesday April 7th, 2015**

**Location:** Abdul Ladha meeting room

## **ATTENDANCE**

Carmen Leung, Paul McDade, Melody Saleh, Jeff Pea, Josh Ackerman

CALL TO ORDER: 7:07pm

### 1) Bylaw 8: Liability

Unfortunately, we did not get a reply yet from Sheldon, the Clerk of Council and Archivist of AMS, in time for this discussion. As such, we couldn't get a more experienced, third-party opinion on this matter. However, removing it may be controversial to councilors who are not familiar with legal proceedings between SUS and AMS. The question is whether or not it is worth sending any changes on Bylaw 8 to Council. Currently, it does look silly and redundant being in Bylaws. One option in discussion is to just take out the first point so that our Bylaw is the same as it is within AMS. Unfortunately, we don't have the knowledge or time to really assess this more carefully. As such, we should continue this discussion into the next academic year. Currently, this Bylaw is low priority and will be looked at further with the next committee.

### 2) Things Going to Council

Just Bylaw 7: Amendments is going to Council this Thursday. For details of the changes, go to the previous meeting minutes (March 30<sup>th</sup>).

### 3) CAPC Committee Feedback

It is really important that this committee meets earlier in the year, preferably in October or late September. This year, it seems that we only met in the second term, which is not ideal. This is especially important for next year, since there is a report on non-departmental clubs due in November. It would be good if CAPC meet for a significant amount of time prior to the report deadline. Ample time is necessary to talk to all of the non-departmental clubs and to gain the necessary feedback for the report. There was also a very long application and review period, since it lasted roughly three weeks. It would be better if that was shorter, for that would allow the committee to get things rolling. It is impressive though that we were able to get through the Constitution and all of the Bylaws in the time that we did.

If we look at LPC (Legislative Procedures Committee) within the AMS, we have an individual, in this case Sheldon, who would wordsmith the discussions within the meeting into actual Code. However, that is an ideal situation and it is unlikely that we will find an experienced individual, especially a



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student-at-large, that would be able to do that. Likely, it would have to be the VP Admin, the AVP Admin, or some hired position. So the current idea is to possibly change the AVP Admin Job Description so that they sit within CAPC to take minutes and transcribe the Code.

Another idea is to create an introduction session at the first meeting so that students who are new to the committee, both student-at-large or councilors, have a good understanding of how Code works and how we would go about revising that Code. Providing a good explanation to what the committee works will allow students to get a better idea of what is to come and allow the committee to dive in earlier.

#### 4) Recommendations for Future CAPC

- Council Agenda Template (including Acknowledgment of Musqueam property)
- Council Meetings - Article 6: Council meetings from once a week to biweekly
- Blog Squad – Add it to code under Publications
- IT Manager – Change in Code to reflect its actual position, including its name (Webmaster)
- Referendum – Only method for Constitution and Bylaw amendments to be approved
- Non-departmental Club Report – Making sure that is done by the first meeting of November
- GO Position Description – In reflection of the report, changing the GO position accurately
- Transitional Honorarium – Something to consider establishing in the future
- Job Description – Did not finish how to handle them – Decided that VP Admin would do it
- AMS Representative Position Description – Need to be edited to reflect current practices
- First Year Committee – Need to be edited to reflect current practices

Meeting Adjourned: 7:48PM

*Carmen Leung*

Carmen Leung

VP Administration