

2025 Constitution Review & Amendments Minutes

Tuesday | March 11th

Location: Discord	Meeting Chair: Gahee Kim, Mantaj Dhillon
Meeting Minutes: Sophia Don Tranho	



ATTENDEES

✨ CORE EXECUTIVES		✨ UNION MEMBERS	
Gahee Kim	President	Aniyah Bohnen	
Mantaj Dhillon	President	An Nguyen	
Sophia Don Tranho	Secretary	Jaycie Say	
Bavneet Kaur Hothi	Communications Coordinator	Sydney Komanac	
Felicia Jiang	Events Coordinator	Jennifer Huang	
Mara Liwayway David	Events Coordinator	Isabelle Kwan	
Avni Kapoor	Technical Coordinator	Amelia Shen	
Emily Qin	Mentorship Program Coordinator		
sumo	Faculty Liaison		

Meeting COMMENCED: 08:02 PM

AGENDA & TOPICS DISCUSSED

✨ MEETING MINUTES

- ★ Current Constitution  WiCS Constitution February 2024.pdf
 - Quorum: The minimum number of WiCS members required for a valid vote. It must include at least 2/3 of the Executives and at least seven (7) WiCS members.
- ★ Constitution Revision Document:  WiCS Constitution March 2025

Proposed Amendments, Discussions, and Motions

1. Addition of Application-Based Executive Selection Process
 - a. Applications processed by previous presidents through blind review
 - b. Add in questionnaire about what new things are you bringing to WiCS
 - c. Opportunities for other people instead of popularity
 - d. Prevent people applying to every role
 - e. Increase word limit in application questions
2. Abolishment of Non-Presidential Executive Election System
3. Refinement to Presidential Election/By-Election System
 - a. Change election period to start 2 months before the end of the last semester
 - i. before the executive switch
4. Refinement to Executive Resignation Process
 - a. Non-Presidential Resignation
 - i. Pull from the shortlisted applicants in order (e.g. contact second best applicant first)
 - ii. If no one from the shortlisted applicants wants to fulfill the executive position, another application-based selection process for the role will be held
 - b. Presidential Resignation
 - i. A President who wants to resign must give a 1-month notice to the executive team
 - ii. If one (1) President resigns
 1. An internal election will be help among the executive team
 2. If no executive wants to run as President, the remaining Co-President can appoint someone through an application process
 - iii. If both Presidents resign, a by-election will be held by the Secretary
5. Change Executive Titles
 - a. Previous
 - i. Secretary (1)
 - ii. Treasurer (1)
 - iii. Communications Coordinator (1)
 - iv. Sponsorship Coordinator (1)
 - v. Graduate Coordinator (1)
 - vi. Co-Event Coordinators (2)
 - vii. Co-Technical Coordinators (2)
 - viii. Marketing Coordinator (1)
 - ix. Visual Design Coordinator (1)
 - x. Mentorship Program Coordinator (1)
 - xi. Executive at Large (1)
 - b. Now:
 - i. Secretary (1)
 - ii. Treasurer (1)
 - iii. Director of Communications (1)
 - iv. Director of Sponsorships (1)
 - v. Director of Graduate Events (1)
 - vi. Co-Director of Events (2)
 - vii. Co-Director of Technical Events (2)



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- viii. Director of Marketing (1)
 - ix. Director of Visual Design (1)
 - x. Director of Mentorship (1)
 - xi. Executive at Large (1)
 - c. To provide proper role names for volunteers handling events ex. Lunch & Learn
6. Addition of Director of Sponsorships
- a. The Director of Sponsorships shall:
 - i. Coordinate sponsorship fund allocations with the Treasurer.
 - ii. Collaborate with the Communications Coordinator on sponsor communications.
 - iii. Create and manage all sponsor documents, including agreements, guidelines, blog posts and the sponsorship package.
 - iv. Be a member of all committees formed for this purpose.
 - v. Write a continuity report at the end of their term for the next Executive member who will fill this position.
 - vi. Take off more responsibilities for presidents and treasurer
7. Addition of Responsibilities to Secretary
- a. Communications coordinator and marketing director contribute to website
 - b. Main responsibilities and website maintenance still to secretary
8. Addition of Responsibilities to Director of Marketing
- a. Collaborate with the Visual Design Coordinator and Events Coordinators.
 - b. Write captions, manage posts, and update registration links online.
 - c. Respond to social media inquiries.
 - d. Create bonus content to promote WiCS.
 - e. Create a minimum of two (2) additional short-form content per semester to market WiCS events and/or WiCS initiatives.
9. Addition of Responsibilities to Executive at Large
- a. Oversee the planning and distribution of End-of-Semester care packages.
 - b. Organize and facilitate Bi-Weekly Hangouts for WiCS members.
 - i. Can update hangout frequency based on participants
 - c. Since keeping track of common room inventory already so they'd have the knowledge and less communication between people
10. Addition of Sponsorship Policy to WiCS Constitution
11. Open-floor
- a. Motion gift card to Song for her contributions to full-stack workshop next meeting

MOTIONS

- 1. MOTION to add Application-Based Executive Selection Process to WiCS Constitution
 - a. Motioned by Mara Liwayway David
 - b. Motion: Passed
- 2. MOTION to abolish Non-President Executive Election System
 - a. Motioned by Mara Liwayway David
 - b. Motion: Passed

3. MOTION to refine Executive Election System to only the President(s) position
 - a. Motioned by Gahee Kim
 - b. Motion: Passed
4. MOTION to refine Executive Resignation Process
 - a. Motioned by Mara Liwayway David
 - b. Motion: Passed
5. MOTION to update Executive titles
 - a. Motioned by Mara Liwayway David
 - b. Motion: Passed
6. MOTION to add Director of Sponsorships to SFU WiCS Executives
 - a. Motioned by Felicia Jiang
 - b. Motion: Passed
7. MOTION to add discussed responsibilities to Secretary
 - a. Motioned by Felicia Jiang
 - b. Motion: Passed
8. MOTION to add discussed responsibilities to Director of Marketing --- with updated points discussed in meeting
 - a. Motioned by Mara Liwayway David
 - b. Motion: Passed
9. MOTION to add discussed responsibilities to Executive at Large
 - a. Motioned by Mara Liwayway David
 - b. Motion: Passed
10. MOTION to add Sponsorship Policy to WiCS Constitution
 - a. Motioned by
 - b. Motion: Passed

Meeting ADJOURNED: 09:14 PM