

Simon Fraser Student Society Policy Manual

Updated September 30, 2010



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R-1: Establishment and Revision of Rules

1. Rules regulate the conduct of Board of Directors business to ensure that Board of Directors' business is conducted fairly and efficiently.
2. A motion to establish or amend a Rule shall be given two (2) weeks notice of motion, posted on the SFSS website, circulated to the Forum Email list, and shall be referred to the Constitution and Policy Review Committee for a recommendation and for a report on its impact and effects, and its compatibility with the Constitution and By-Laws and other Rules, Standing Orders, and Administrative Policies of the Society.
3. A Rule shall be adopted or amended only by a 2/3rds majority vote of the members present and voting at a quorate meeting of Board of Directors.
4. Suspension of a Rule shall be for a definite time period and purpose, to be specified in the motion to suspend, and shall require 2/3rds majority vote of the members present and voting at a quorate meeting of Board of Directors. Any motion to suspend Rule 1 shall be out of order.

Adopted: BOD 07-15-02
Amended: BOD 10-05-05, BOD 11-17-08

R-2: Establishment and Revision of Standing Orders

1. Standing Orders regulate the ongoing conduct of Board of Directors and are used to specify its relationship to various committees and other groups.
2. A motion to establish or amend a Standing Order shall be given two (2) weeks notice of motion, be posted on the SFSS website and circulated to the Forum Email list, and shall be referred to the Constitution and Policy Review Committee for a recommendation and for a report on its impact and effects, and its compatibility with the Constitution and other Rules, Standing Orders, and Administrative Policies of the Society.
3. A Standing Order shall be adopted or amended only by a simple majority vote of members present and voting at a quorate meeting of Board of Directors.

Amended: BOD 07-15-02, BOD 11-17-08

R-3: Establishment and Revision of Administrative Policies

1. Administrative Policies regulate the business of the Society in general. Administrative Policies establish policies and procedures for the conduct of the Society's operations and provide explicit direction where needed.
2. A motion to establish or amend an Administrative Policy shall be given two (2) weeks notice of motion, be posted on the SFSS website and circulated to the Forum Email list, and shall be referred to the Constitution and Policy Review Committee for a recommendation and for a report on its impact and effects, and its compatibility with the Constitution and By-Laws and other Rules, Standing Orders, and Administrative Policies of the Society.
3. An Administrative Policy shall be adopted or amended only by a simple majority vote of members present and voting at a quorate meeting of Board of Directors.

Amended: BOD 07-15-02, BOD 11-17-08

R-4: Establishment and Revision of Issue Policy

1. Issue Policies are the official position that the Society takes on particular matters of concern.
2. A motion to establish or amend an Issue Policy shall be given two (2) weeks notice, be posted on the SFSS website and circulated to the Forum Email list, and shall be referred to the Constitution and Policy Review Committee for recommendation and for a report on its impacts and effects, and its compatibility with the Constitution and By-Laws, other Issue Policies, Rules, Standing Orders, and Administrative Policies of the Society.
3. An Issue Policy shall be adopted or amended only by a simple majority vote of members present and voting at a quorate meeting of the Board of Director.

Amended: BOD 03-19-03, BOD 11-17-08

R-5: Establishment and Revision of Forum Policies

1. Forum Policies regulate the conduct of Student Forum business to ensure that Forum's business is conducted fairly and efficiently. Forum Policies also regulate the relationship between Forum and any advisory committees that are struck in accordance with By-Law 2.
2. Forum has the exclusive power to establish, revise, and repeal Forum Policies.
3. A motion to establish or amend a Forum Policy shall be given three (3) weeks notice of motion, and shall be referred to the Constitution and Policy Review Committee for a recommendation and for a report on its impact and effects, and its compatibility with the Constitution and By-Laws and other Rules, Standing Orders, Administrative Policies, and Forum Policies of the Society.
4. A Forum Policy shall be adopted or amended only by a 2/3rds majority vote of the members present and voting at a quorate meeting of Forum.
5. Suspension of a Forum Policy shall be for a definite time period and purpose, to be specified in the motion to suspend, and shall require 2/3rds majority vote of the members present and voting at a quorate meeting of Forum.

Amended: BOD 09-22-04

R-6: Executive Officers Duties, Responsibilities & Stipend Requirements

1. Duties and Responsibilities of Executive Officers
 - a. Executive Officers shall attend all regularly scheduled meetings of the Executive Committee called during the month.
 - b. Executive Officers shall attend all meetings of Board of Directors and Forum called during the month.
 - c. Executive Officers shall attend all General Meetings of the Society called during the month.
 - d. Executive Officers are expected to chair at least one standing committee of the Society, and to actively participate in one other committee of the Society, other than the Executive Committee, or to which the Society nominates or appoints.
 - e. Executive Officers shall complete 120 hours of work on behalf of the Society per month; shall post and keep office hours and shall submit a semi-monthly timesheet to the Treasurer confirming these hours. The Internal Relations Officer shall approve the timesheet of the Treasurer.
 - f. Executive Officers shall provide a written report at the conclusion of each semester detailing work completed and projects undertaken for the benefit of the Society.
 - g. Executive Officers shall maintain and update the procedures manual for their respective positions.
 - h. Notwithstanding the above, during the months of April, August, and December it is understood that the duties and responsibilities of Executive Officers may be reduced by a maximum of one-half (1/2) of the required hours (60 hours), and that this reduction in activity shall not affect stipend allocations.
 - i. Upon completion of their term in office, Directors must submit an exit report detailing their activities during their term in office in order to receive their final stipend.
2. Stipend Eligibility for Executive Officers
 - A. The eligibility of an Executive Officer for full stipend is determined by fulfilling each of the requirements of R-6(1).
 - B. At the first meeting of each semester Executive Officers must offer proof of registration or proof of payment of the Student Society fee to the Board of Directors in order to be considered a member in good standing.

- C. In the event of illness Executive Officers may be excused for a maximum of 30 hours per one-year term of office. Officers elected on a temporary basis may be excused for a maximum of 10 hours per semester of office. Excused hours in any pay period must be fulfilled within the subsequent month.
 - D. Final stipend eligibility requires Directors to have completed all requirements of R-6 (1), returned keys, and settled all outstanding debts to the Society.
 - E. Failure to submit an exit report within ten (10) business days following the end of their term will result in a \$150 deduction per week from the final stipend, unless extenuating circumstances exist. Further, Executive Officers who have been re-elected to a subsequent term on Board will have all further stipends withheld until such time as an exit report has been submitted.
3. Stipends for Executive Officers
In recognition of the time Executive Officers volunteer the Society provides a stipend of \$1750.00 per month.

Amended: BOD 10-19-09, BOD 05-01-04, BOD 08-10-05, BOD 04-16-08, BOD 09-29-08,
BOD 04-22-09, BOD 07-29-09

R-7: Faculty Representative and At-Large Board of Directors Duties, Responsibilities & Stipend Requirements

1. Duties and Responsibilities of Directors
 - (a) A member of the Board of Directors (A Director) shall attend all regularly scheduled meetings of the Board of Directors and Forum called during the month.
 - (b) Directors shall attend all General Meetings of the Society called during the month.
 - (c) Directors will be expected to assist with projects and campaigns, and facilitating communications between the Society and its members.
 - i. Faculty Representatives will be expected to participate in the work of the Society, including but not limited to: informing students in their faculty of the Society's activities, forwarding issues of importance from their faculty to the Board of Directors, and make efforts to attend departmental student union general meetings, and to report the activities of the Society to unions within their faculty if requested.
 - (d) Directors shall be a member of and actively participate on at least two standing committees of the Society.
 - (e) Directors shall complete 40 hours of work on behalf of the Society per month; shall post and keep office hours and shall submit a monthly timesheet to the Treasurer confirming these hours.
 - (f) Directors shall provide a written report at the conclusion of each semester detailing work completed and projects undertaken for the benefit of the Society.
 - (g) Directors shall maintain and update the procedures manual for their respective positions.
 - (h) Notwithstanding the above, during the months of April, August, and December it is understood that the duties and responsibilities of Faculty Representatives and At-Large Directors may be reduced by a maximum of one-half (1/2) of the required hours (20 hours), and that this reduction in activity shall not affect stipend allocations.
 - (i) Upon completion of their term in office, Directors must submit an exit report detailing their activities during their term in office in order to receive their final stipend.
2. Stipend Eligibility of Directors

- (a) The eligibility of a Faculty or At-large representative for full stipend is determined by fulfilling each of the requirements of R-7(1).
- (b) At the first meeting of each semester each Faculty and At-large representative must offer proof of registration or proof of payment of the Student Society fee to the Board of Directors in order to be considered a member in good standing.
- (c) In the event of illness Faculty and At-large representatives may be excused by a maximum of 15 hours per one-year term of office. Officers elected on a temporary basis may be excused for a maximum of 5 hours per semester of office. Excused hours in any pay period must be fulfilled within the subsequent month.
- (d) Final stipend eligibility requires Directors to have completed all requirements of R-7 (1), returned keys, and settled all outstanding debts to the Society.
- (e) Failure to submit an exit report within ten (10) business days following the end of their term will result in a \$150 deduction per week from the final stipend, unless extenuating circumstances exist. Further, Faculty and At-Large Representatives who have been re-elected to a subsequent term on Board will have all further stipends withheld until such time as an exit report has been submitted.

3. Stipend for Directors

- (a) In recognition of the time Directors volunteer to the Society, each Director shall receive a stipend of \$585 per month.
- (b) Notwithstanding the above, if a Faculty Representative or At-Large Director works "above and beyond" their duties with the prior permission of the Board of Directors, they may collect a stipend of \$875 instead of \$585.

Amended: BOD 10-19-09, BOD 05-01-04, BOD 08-10-05, BOD 04-16-08, BOD 09-29-08,
BOD 04-22-09, BOD 07-29-09

R-8: Forum Representatives Duties, Responsibilities and Stipend Requirements

1. Definition
 - (a) Forum Representatives” shall refer to Department Representatives and Constituent Group representatives as defined in Bylaw 7 – Student Forum.
2. Duties and Responsibilities of Forum Representatives
 - (a) Forum Representatives are encouraged and expected to participate in the work of the Society, including but not limited to: informing students in their departments of Society activities; forwarding issues and concerns of importance to members of their Department Student Union; or Constituency Group to Board of Directors and/or appropriate Society committees; assisting with projects and campaigns, and facilitating communication between the Society and its members.
 - (b) Forum Representatives shall:
 - i. Post in their Common Rooms or Departments and at the Society General Office a reliable means by which students can contact them.
 - ii. Provide a report of their activities at the request of Board of Directors or their Department Student Union or Constituency Group
 - iii. Attend all Forum Meetings, General Meetings of the Society, and no less than 75% of any General Membership Meetings called by the Department Student Union or Constituency Group called within the semester
 - (c) Forum Representatives are strongly encouraged to be a member of committees and working groups of the Society
3. Stipend Eligibility for Department Representatives
 - (a) Stipends are awarded on a per-meeting basis.
 - (b) In recognition of the time Forum Representatives volunteer the Society provides a stipend of \$35.00 per scheduled meeting attended from May 1, 2008.

Amended: BOD 03-19-03, BOD 12-07-05, BOD 04-16-08, BOD 06-23-08

R-9: Society Affiliations

1. The Society cannot enter into a binding contract with an extra-university student association or federation from 20 March 2009 through 19 March 2014, as voted by referendum of the membership of the Simon Fraser Student Society.*
2. No meeting of the Board of Directors can vote to reinstate or acquire members in an extra university student association or other similar body, from 20 March 2009 until 19 March 2014, as voted by referendum of the membership of the Simon Fraser Student Society.
3. The Simon Fraser Student Society will remain independent of any extra-university association or similar body from 20 March 2009 until 19 March 2014, as voted by referendum of the membership of the Simon Fraser Student Society.
4. As such, it is a violation of this policy for any Board of Directors member to collect signatures on a petition for a referendum concerning membership in an external national or provincial student organization.

Referendum: March 19, 2009
Adopted: BOD 04-22-09

R-10: Ethical Standards of Conduct for Members of Board of Directors and its Committees

1. Proper operation of a democratic student organization requires that students elected to Board of Directors or appointed by Board of Directors to a Society or University Committee be duly responsible to the membership. To this end it is imperative that:
 - (a) Society decisions and policy be made through the proper channels of the Society's structure.
 - (b) Elected and appointed positions not be used for personal gain.
2. Members of Board of Directors and Society Committees shall:
 - (a) Maintain the highest ideals of honor and integrity while serving on Board of Directors or a committee.
 - (b) Avoid any situations that could cause any person to believe that they may have brought bias or partiality to a question before Board of Directors or a committee.
 - (c) Avoid any situation that could impair their judgment in the performance of their elected duties while in office and carry out those duties with impartiality and equality of service to students.
 - (d) Declare to Board of Directors at the first opportunity their interests, or known interests of any close relatives, acquaintances or business partners, in any enterprise which proposes to transact business with the Society and should leave the place of the meeting during discussion and vote on the subject.
 - (e) Not use information designated confidential for the personal gain of himself or herself or any other person.
 - (f) Not communicate information designated confidential to anyone not entitled to receive same information.

Amended: BOD 03-19-03

Rule 11: Society Records and Property

1. Any documents or materials including, but not limited to: keys, correspondence, office supplies, hardware, software and equipment received or obtained by members of Board of Directors or its committees in the course of fulfilling their duties, shall be considered property of the Society and must be returned to the Society upon vacating a position on the board.

2.
 - A) Failure to return SFSS property shall b considered theft.

 - b) The means of access to the aforesaid materials shall also be considered property of the Society and must be returned to the Society upon vacating a position on the Board.

Amended: BOD 03-19-03, BOD 07-07-10

Rule 12: Board of Directors Meetings, Quorum and Speaking Privileges

1. Regular meetings of Board of Directors shall be limited to three hours duration from the time when quorum has been achieved.
2. Once a meeting of Board of Directors becomes quorate, that meeting shall be considered quorate until such time that a question of quorum is raised. A question of quorum shall be treated as a point of order, as defined by Robert's Rules of Order.
3. All students who are members in good standing shall have full speaking privileges at Board of Directors Meetings.

Amended: BOD 03-19-03

R-13: Board of Directors Meetings, Chairperson, Honorarium and External Chair

1. Board of Directors may, by simple majority vote, appoint a person to chair Board of Director meetings from amongst its seated members, or it may appoint a chairperson external to it as per By-law 6.9(a).
2. An external chair shall receive a \$75 honorarium per meeting he or she chairs.
3. The external chairperson shall continue to chair Board of Directors meetings during in camera sessions and is bound by all rules governing in camera sessions.

Amended: BOD 03-19-08, BOD 06-10-09

R-14: Board of Directors Meetings, Agenda, Location and Package

1. The order and items of business for Board of Directors meetings shall be as follows:
 - (a) Appointment of the Chair
 - (b) Adoption of the Agenda
 - (c) Guest Speaker
 - (d) Adoption of the Minutes
 - (e) Matters Arising from the Minutes
 - (f) Appointments/Resignations
 - (g) Unfinished Business
 - (h) Reports from Executive and Department Representatives
 - (i) Reports of Committees, Representatives and Delegates
 - (j) New Business
 - (k) Notices of Motion
 - (l) Announcements
 - (m) Attachments
 - (n) Adjournment
2. Agenda items for regularly scheduled Board of Directors meetings and supporting documents must be submitted to the Society Resource Office no later than noon, three business days before a Board of Directors meeting. Board of Directors packages will be available at the Society General Office two business days prior to regularly scheduled Board of Directors meetings.
3. Location
 - (a) At least one meeting of the Board of Directors per year shall be held at the Harbour Centre campus.
 - (b) At least one meeting of the Board of Directors per year shall be held at the Surrey campus.

4. The agenda, time and location of regularly scheduled Board of Directors' meetings shall be published on the Society's website prior to these meetings. The agenda, time and location of emergency Board of Directors meetings shall be published on the Society's website if possible.

Adopted: BOD 03-19-03

Amended: BOD 03-16-05, BOD 04-16-08, BOD 07-14-08

R-15: In Camera Sessions

1. Board of Directors and its committees may by simple majority vote move items for discussion in camera. In camera items are strictly confidential and members present are bound by the provisions of Part 3 – Directors of the Society Act (B.C.) not to disclose the proceedings of in camera sessions. In camera sessions are reserved for discussion of staff relations (in accordance with the relevant Collective Agreements or contracts), legal matters, or other matters of a sensitive or confidential nature. Only members of the Board of Directors and its committees, and invited third parties as may be required are allowed to remain in the meeting.
2. No motions may be moved during in camera sessions.
3. For the purpose of adequately preparing for in camera sessions of the Board of Directors or its committees not relating to labour issues, members of the Board of Directors or its committees who plan on bringing forward in camera items for discussion shall provide a representative member with any documentation relating to the in camera session. The member shall then send an electronic mail message to the appropriate committee list alerting the committee that the representative member has said documentation. The documentation will be available for review by the committee one hour prior to the meeting where the issue will be discussed in camera.
4. Directors are bound by the same rules as set out in s.1 of this Rule not to disclose the contents of any documents relating to in camera sessions.

Amended: BOD 03-19-03, BOD 05-18-05

R-16: Remuneration of Elected Representatives

1. Definitions:
 - (a) In this Rule, “regulation” means any Rule, Standing Order, Administrative Policy, Issue Policy, or Forum Policy.
 - (b) In this Rule, “remuneration motion” refers to any motion to create or amend any regulation which shall set or change the amount of a stipend or other remuneration paid to a member of the Board of Directors or Forum, or which shall establish or change any other form of remuneration available to them.
2. Any remuneration motion shall be referred to the Remuneration Advisory Committee for a report.
3. The Board of Directors and Forum will not consider any remuneration motion except as recommended by the Remuneration Advisory Committee.
4. Applicability
 - (a) This Rule is applicable notwithstanding anything in Rules R-1, R-2, R-3, R-4, or R-5.
 - (b) For clarity, amendments to any regulation contemplated by this section are only those portions of motions fitting the definition of “remuneration motion”.
 - (c) For clarity, any part of any remuneration motion, which does not fit the definition of “remuneration motion”, is not subject to this Rule and is instead subject to Rules R-1, R-2, R-3, R-4, and R-5, as applicable.
5. The Committee shall provide a period for student comment on proposed changes to remuneration paid to the Board of Directors or Forum, with the following stipulations:
 - (a) Notification of the comment period shall be published on the Society's website and in the student newspaper no less than four (4) weeks prior to the Committee providing a recommendation to the Board of Directors or Forum.
 - (b) Notification shall include an invitation for students to attend a special meeting of the Committee held primarily to hear student comment. This meeting shall be held no less than two (2) weeks after the comment period has commenced and no less than one (1) week before the comment period ends.
 - (c) No more than two (2) weeks of the comment period shall take place during the months of August, December, or April.

Rule 17- Elections and Referenda

The terms of Rule 17 shall be understood to apply equally to any election or referendum vote. Any language in this policy that refers to “candidate” shall be understood to apply equally to any organized referendum campaign, or a member of a referendum campaign side.

1. Definitions

A. Appeal

A re-hearing based on new factual information.

B. Campaign Materials

Anything designed to promote or to raise awareness of the candidacy of an individual.

C. Campaign Infractions

Infractions shall include, but shall not be limited to:

- 1) Failure to adhere, in whole or in part, to
- 2) Simon Fraser Student Society policies or by-laws.
- 3) Requirements specified in the Candidate Handbook.
- 4) Independent Electoral Commission rulings.
- 5) Unsolicited social media or email list messaging, or ‘spamming’ by a candidate or their designate.

D. Campaigning

Including, but not limited to, any public advertising or communication that promotes a candidate, in print or online, that has been approved by the Independent Electoral Commission.

- E. Activities such as distribution of written or printed material, posting banners or posters, and public or classroom speaking shall be considered as campaigning.
- F. Online campaigning shall be defined as using personal or candidate group web pages, social media, email, or other electronic digital media for the purpose of directly soliciting votes by a candidate for that candidate.

G. Complainant

Simon Fraser Student Society members or candidates who file a complaint.

H. Candidate

- 1) Any member whose nomination form has been received and verified by the Independent Electoral Commission in compliance with the terms of by-law 14.
- 2) Any candidate may campaign within an identifiable group of candidates whose campaign is based on the same electoral platform.

I. Electoral Platform

The set of aims, principles and proposals made public by a candidate or group of candidates before an election.

J. Electronic Voting

A closed, secure electronic voting system that replaces paper ballots with electronic ballots.

K. Email

Any and all means of electronic messaging where the sender intends a specific recipient or group of recipients.

L. Frivolous Complaint or Appeal

A complaint or appeal not based in fact; inconsequential; no substantial proof or impact on electoral processes or outcomes.

M. In Writing

Written communication including printed or electronic text.

N. Penalties

Directed actions, fines, or disqualification imposed on a candidate by the Independent Electoral Commission.

- 1) Directed actions, as defined by the Independent Electoral Commission in the Candidate Handbook, for actions that are inconsistent with the terms outlined in the Candidate Handbook.
- 2) Fines, as defined in the by-laws, for policy violations that do not result in any probable impact on the legitimacy of the vote in the judgment of the Independent Electoral Commission.

- 3) Disqualification for actions that clearly indicate infractions of policy or the by-laws that are demonstrable in fact, and which, in the judgment of the Independent Electoral Commission, compromise the legitimacy of the vote.

2. The Independent Electoral Commission

A. The Independent Electoral Commission shall include:

- 1) The Chief Electoral Officer / Chief Commissioner
- 2) Four other Commissioners

B. Term of Office

- 1) The Simon Fraser Student Society shall appoint Commissioners to the Independent Electoral Commission to work with the Chief Electoral Officer to organise and conduct an election, by-election or referendums. The term shall end when the final results of the vote have been approved by the Board.
- 2) All members of the Independent Electoral Commission must be Simon Fraser Student Society members in good standing.

C. Duties and Responsibilities

The terms of Bylaw 14 indicate the levels of authority, responsibility and independence of the Independent Electoral Commission and of the Chief Electoral Officer.

- D. The Simon Fraser Student Society shall include information about the Independent Electoral Commission and Chief Electoral Officer in its promotional materials such as the Handbook, and during Board, Forum and student orientations when appropriate.
- E. The Simon Fraser Student Society shall provide an office out of which the Chief Electoral Officer and Independent Electoral Commission shall operate.
- F. The Simon Fraser Student Society shall provide the Chief Electoral Officer with a cell phone for periods when elections, by-elections or referenda are scheduled.

3. The Chief Electoral Officer

A. The Simon Fraser Student Society shall retain a member in the office of Chief Electoral Officer at all times to provide the following services:

- 1) Coordinate Simon Fraser Student Society elections, by-elections and referenda.

- 2) Provide research and advise the Board and its committees on matters related to electoral policy and procedures.
 - 3) Upon request, the Chief Electoral Officer may oversee the elections of Department Student Union, Club or other campus constituency or community groups.
 - i. The Chief Electoral Officer has no obligation to provide election oversight in these circumstances and may not do so during the Simon Fraser Student Society's election, by-election or referendum periods, or when they are unavailable at the scheduled time of the election under consideration.
 - ii. The Chief Electoral Officer may accept an honorarium from the group in these circumstances.
 - 4) The Chief Electoral Officer shall oversee other Simon Fraser University campus constituency or community group elections as required in any existing signed agreements between the Simon Fraser Student Society and the other party.
 - i. The Independent Electoral Commission shall conduct these elections in compliance with Simon Fraser Student Society policy requirements unless the group concerned has specific policy or by-laws regulating its elections.
 - ii. The Chief Electoral Officer may, at their own discretion, provide election oversight in these circumstances during the Simon Fraser Student Society's election, by-election and referendum periods.
 - iii. The Simon Fraser Student Society shall budget a specific contingency amount of \$150 per semester for use under these circumstances.
- B. The Chief Electoral Officer shall have the right to attend and speak at Board, Forum and committee meetings but shall not be entitled to vote on any matter before these bodies. She or he shall be accorded the respect paid to officers of the Society.

4. Appointments

- a. The Board must appoint a full Independent Electoral Commission no later than two (2) weeks before nominations open for a General Election or by-election.
- b. The Independent Electoral Commission must have met at least once before nominations open for a General Election or by-election.
- c. Advertisements for candidates for appointment to any positions on the Independent Electoral Commission, including the Chief Electoral Officer, must be posted at least two (2) weeks prior to the date(s) of the Board meeting(s) on which appointments will be made.

- 1) Where practicable, one advertisement may be posted for all appointments to the Independent Electoral Commission.
- d. Calls for candidates must include advertisement in the following media:
- 1) The Peak newspaper
 - 2) Posters
 - 3) Simon Fraser Student Society website
 - 4) Simon Fraser Student Society social networking sites
- e. All advertisements for candidates must include a link to the Independent Electoral Commission website where the following information shall be posted in detail:
- 1) Accurate descriptions of the positions and responsibilities of the Chief Electoral Officer and Commissioners
 - 2) Approximate time requirements for service in these positions
 - 3) Remuneration
- f. The Chief Electoral Officer shall be appointed to a one-year term commencing December 1st.
- 1) If any vacancy occurs during the term of office, the Board shall appoint a replacement for the remainder of the outgoing Chief Electoral Officer's term.
 - 2) If there is a Student Society election or by-election period underway that is scheduled to extend beyond November 30th, the Chief Electoral Officer's appointment will be extended to the date on which that election period is completed.
- G. The Board shall appoint a Chief Electoral Officer at a meeting held at least three (3) weeks prior to the commencement of the Chief Electoral Officer's term of office.
- 1) All applicants shall provide a written statement in support of their candidacy to the President for inclusion on the Board agenda at least three (3) business days prior to the Board meeting at which an appointment will be made.
 - 2) All applicants shall be interviewed at the Board meeting at which the Chief Electoral Officer will be appointed, provided applicants are available to attend.
 - 3) The Board shall appoint a Chief Electoral Officer by two-thirds (2/3) majority vote.

- H. The Chief Electoral Officer shall work with the Board to advertise a call for candidates for the positions of Commissioner at least two weeks prior to the date(s) on which the positions will be appointed.
- 1) The Chief Electoral Officer shall be responsible for:
 - i. interviewing candidates for the positions of Commissioner.
 - ii. recommending candidates for the positions of Commissioner to the Board for ratification.
 - 2) The Board shall approve the recommendations by a two-thirds (2/3) majority vote except where strong opposition based in fact are raised.

5. Remuneration

A. The Chief Electoral Officer

- 1) The Chief Electoral Officer shall receive a stipend for up to one-hundred-fifty (150) hours of work during any election period.
- 2) Payment will commence when the hiring process for the Deputy Commissioners begins.
- 3) The stipend shall be paid biweekly and administered on an hourly rate equivalent to that paid to Simon Fraser Student Society executive directors.
- 4) The Chief Electoral Officer will maintain a timesheet and shall provide it to the Treasurer on a weekly basis until the end of the Chief Electoral Officer's term.
 - i. If, in the estimation of the majority of the other Commissioners, the Chief Electoral Officer has not sufficiently fulfilled the duties and responsibilities of their position, the Commissioners shall recommend the amount to be deducted from the Chief Electoral Officer's stipend to the Simon Fraser Student Society Treasurer.
 - ii. The Chief Electoral Officer may appeal in writing to the Stipend Appeals Committee, a decision to reduce a stipend payment for their position.
- 5) A stipend contingency fund of \$750 will be budgeted and available for required work above this threshold and administered at the same hourly rate.
 - i. Where warranted, the Chief Electoral Officer may make a request to the Stipend Appeals Committee for additional compensation in advance of the performance of required work once the full stipend and contingency fund have been depleted.

B. Other Commissioners

- 1) Commissioners shall receive a stipend for up to sixty (60) hours of work during any election period.
- 2) Payment will commence with the first meeting of the Independent Electoral Commission.
- 3) The stipend shall be paid biweekly and administered on an hourly rate equivalent to that paid to Simon Fraser Student Society Faculty and At-Large directors.
- 4) Commissioners shall maintain timesheets and shall provide them to the Chief Electoral Officer on a weekly basis until the end of their term on the Independent Electoral Commission. The Chief Electoral Officer shall provide approved timesheets to the Simon Fraser Student Society Treasurer.
 - i. If in the Chief Electoral Officer's estimation, any Commissioner has not sufficiently fulfilled the duties and responsibilities of their position, the Chief Electoral Officer shall recommend the amount to be deducted from the Commissioner's stipend to the Simon Fraser Student Society Treasurer.
 - ii. A Commissioner may appeal, in writing to the Stipend Appeals Committee, a decision to reduce a stipend payment for their position.
- 5) A stipend contingency fund of \$500 will be budgeted and available for required work by any or all Commissioners above this threshold and administered at the same hourly rate.
 - i. This fund may be used at the discretion of the Chief Electoral Officer.
 - ii. Where warranted, the Chief Electoral Officer may make a request to the Stipend Appeals Committee for additional compensation in advance of the performance of required work to be done by Commissioners once full stipends and the contingency fund have been depleted.

6. Independent Electoral Commission Website

- A. The Chief Electoral Officer shall have full access to the Simon Fraser Student Society Independent Electoral Commission website to upload information and to maintain up-to-date information.
- B. The Independent Electoral Commission website shall contain, but not be limited to:
 - 1) All formal notices and information as stipulated and required in the relevant by-laws of the Society.

- 2) Student Simon Fraser Student Society election policy, by-laws, relevant administrative policies notably AP-1.1, and the Candidate Handbook.
- 3) An explanation of the role and jurisdiction of the Independent Electoral Commission and a list of its members.
- 4) Questions going to referendum.
- 5) Information about and platforms of all candidates and referendum campaigns.
- 6) Up-to-date election results.

7. Referenda

- A. The Independent Electoral Commission shall authorize one official “Yes” side and one official “No” side to campaign on a referendum question.
 - i. All applications must be received within two (2) weeks from the date on which the Independent Electoral Commission announcement of a referendum is made public.
- B. If the Simon Fraser Student Society Board wishes to run a campaign in favour or against any referendum, it must apply to the Independent Electoral Commission to officially register its campaign.
- C. The campaign budget for any approved referendum campaign shall be \$300 for the cost of printed materials, all of which will be reimbursed by the Simon Fraser Student Society.
- D. No referendum campaign shall be permitted to endorse any candidate or group of candidates running for office.
- E. Candidates shall be permitted to endorse referendum campaigns.

8. Notice of Election

- A. Two weeks prior to the opening of nominations, the Independent Electoral Commission shall publicize the upcoming elections according to the requirements of bylaw 14.9 as well as in the following media:
 - 1) A full-page advertisement or feature in the Peak newspaper that includes the following information briefly and in clear language:
 - i. The nomination process.
 - ii. Board or Forum portfolio descriptions.

- iii. Time commitments for serving on the Board or Forum.
 - iv. Remuneration for each available Board or Forum position.
 - v. A statement of the opportunities and benefits of student involvement with the Student Simon Fraser Student Society.
 - vi. Links to both the Simon Fraser Student Society and Independent Electoral Commission websites for detailed information.
- 1) A posting on the Simon Fraser Student Society's social media sites directing Society members to the Independent Electoral Commission website for access to the same information.
 - 2) An email to all Simon Fraser Student Society members providing a link to the Independent Electoral Commission website.

9. Nominations

- A. The Independent Electoral Commission shall:
 - 1) Provide written information to all candidates and nominators about the Simon Fraser Student Society election policy; Administrative Policy 1: Absence, Leave and Resignation, section 1 and relevant by-laws.
 - 2) Require all candidates to give written consent for the Simon Fraser Student Society and the University to exercise the terms of Administrative Policy 1.1 and by-law 5 requiring proof of student registration status if elected to office.
 - 3) Distribute a Candidate Handbook to all candidates highlighting electoral rules and policies of special interest.
- B. Prior to the close of nominations, the Independent Electoral Commission shall hold all submitted nominations in confidence except where candidates consent to public release of their nomination.

10. Campaigning

- A. The campaign period shall run for two (2) weeks prior to voting and shall cease at midnight on the day prior to the commencement of voting.
- B. The Independent Electoral Commission shall have the right to adjudicate the limits to which campaigning definitions may be applied within the confines of the Society's policies and by-laws.
- C. Internet Communications

- 1) Any website or Facebook group designed to promote a candidate must be open to all Simon Fraser Student Society members except for a candidate's personal profile page.
 - 2) Unsolicited social media or email list messaging, "spamming," is not permitted.
 - 3) During the voting period, candidates are not permitted to approach students in computer labs, or to approach students with a laptop or other internet accessing device in order to solicit votes from students on the candidate's device.
- D. No campaigning shall occur until the Chief Electoral Officer officially opens the campaign period.
- E. Campaigning is not permitted during the voting period.
- F. Campaigning shall not be permitted in designated "Simon Fraser Student Society spaces" and campus spaces that have restricted entry. A list of such spaces shall be provided in the Candidate Handbook.

11. All Candidates Debates

- A. The Independent Electoral Commission shall organize, promote and advertise at least one all-candidates debate during the campaign period on each of the Surrey and the Burnaby campuses.
- 1) Debates will be advertised at least one week in advance on all campuses in at least two (2) of the media required for providing notice of election.

12. Campaign materials

- A. Campaign materials:
- 1) May endorse only one (1) candidate.
 - 2) Must be clearly confirmed as the candidate's materials by the candidate in the Independent Electoral Commission approval process before being distributed or displayed.
- B. An identifiable group of candidates whose campaign is based on the same electoral platform may not combine resources to produce campaign materials or to endorse other candidates.
- C. The Independent Electoral Commission shall include language in the Candidate Handbook that regulates the production and use of all printed and handmade campaign materials.

- D. The Independent Electoral Commission shall have the right to adjudicate issues related to the distribution, production and content of campaign materials.
- E. Simon Fraser Student Society resources, including that of staff and Directors' time, may not be used to produce campaign materials for candidates.
- F. This will not affect referendum questions where the Board of Directors has registered an official side.
- G. Candidates must remove campaign materials from display to the satisfaction of the Commissioners by midnight on the last day of campaigning. Failure to do so may result in a penalty imposed by the Independent Electoral Commission.

13. Campaign Expenses

- A. Candidates shall be limited to a campaign budget of \$50, all of which the Simon Fraser Student Society will reimburse after the conclusion of the election.
- B. Candidates will receive a maximum \$50 credit for printing at the Simon Fraser Student Society Copy Centre as part or all of their overall budget of \$50.
- C. Candidates and referenda sides must submit a detailed expense tally, including receipts, to the Chief Electoral Officer no later than 72 hours after the close of the voting period in order to be reimbursed for their campaign expenses.
 - 1) The candidate must submit a signed written statement only if the credit for Copy Centre services was used. No expense submission will be required.

14. Campaign Infractions and Appeals

- A. The Independent Electoral Commission shall adjudicate any perceived infractions of electoral policy.
 - 1) In order to be considered, official complaints must be submitted to the Independent Electoral Commission in writing on a form provided by the Independent Electoral Commission, citing the factual basis on which the complaint is based.
 - 2) The Independent Electoral Commission shall have the right to reject complaints deemed to be frivolous or invalid.
- B. The Independent Electoral Commission shall begin the adjudication process within twenty-four (24) hours, or on the next business day, following receipt of a complaint.
- C. Complaints shall be considered in the following manner:

- 1) Breaches of established procedures indicated in the Candidate Handbook or failure to comply with direction or rulings from the Independent Electoral Commission on matters that are not based on infractions of policy or the bylaws, shall be handled directly by the Independent Electoral Commission. Decisions shall be communicated to the parties in writing.
 - 2) The Independent Electoral Commission shall conduct a public meeting with the complainant and the candidate(s) in question to hear a complaint that is based on policy infractions or a breach of the bylaws.
 - 3) The Independent Electoral Commission retains the right to conduct its deliberations *in camera*.
- D. The Independent Electoral Commission shall rule on and impose penalties for infractions that were found to be based in fact, and shall communicate its decision to the candidate(s) in writing within forty-eight (48) hours of the hearing.
- 1) The Independent Electoral Commission may impose penalties on candidates.
- e. Appeals
- 1) The Independent Electoral Commission shall have the right to reject an appeal application that is deemed to be frivolous or invalid.
 - 2) Candidates who have been penalized for campaign infractions may appeal to the Independent Electoral Commission only under the following circumstances:
 - i. Within forty-eight (48) hours of an Independent Electoral Commission decision to issue a penalty or disqualify a candidate, the candidate concerned must serve notice, in writing, to the Independent Electoral commission of his or her intention to appeal.
 - ii. The candidate shall have forty-eight (48) hours from the time notice of intent to appeal is served to submit a statement of fact to support the candidate's basis for the appeal.
 - iii. An appeal hearing will only be conducted in cases where there is new factual information or evidence available to consider.
 - i. The Independent Electoral Commission may consult with professional or independent sources when evaluating the merit of an appeal.
 - ii. The Independent Electoral Commission shall issue a binding decision declaring whether or not the penalty or disqualification is upheld.
 - iii. The decision must be returned before the Board can ratify the results of the election.

15. Voting

A. Ballots

- 1) The Independent Electoral Commission shall be responsible for designing the ballots.
- 2) Ballots shall include the name of the candidate and the position for which they are running.
- 3) No platform information or identifier will be included on the ballot other than the candidate's name.
- 4) Ballots listing only one candidate will be marked with 'Yes' and 'No' options.

B. Online Voting

- 1) Simon Fraser Student Society elections shall be conducted through online voting using the SFU WebSurvey program or an equally secure and accessible online program.
- 2) Links to electronic ballots must be sent to all eligible student voters by email and posted on the Independent Electoral Commission website.

C. Tabulation of Votes

- 1) Online votes shall be tabulated as soon as possible upon the closing of polls, and the unofficial results promptly announced in a public location and posted on the Independent Electoral Commission website.
 - i. The Independent Electoral Commission shall approve a maximum of three (3) scrutineers by lottery to observe the tabulation of the vote on behalf of all candidates.

16. Election Reporting

- A. The Chief Electoral Officer shall submit a written report of the official election results and referenda outcomes to the Board of Directors for ratification as soon as all processes are completed.
- B. The Chief Electoral Officer shall provide a written report of the official election results and referenda outcomes to the Finance Office before the commencement of the next semester.
- C. The Chief Electoral Officer shall create and present a comprehensive election report to the incoming Board within the first month of their assumption of office. The report shall contain the following:

- 1) The official results of the election and referendum questions.
- 2) A financial statement outlining the cost of the election.
- 3) A summary of all relevant issues arising from the election.
- 4) Suggestions for improvement of future elections.
- 5) Any other relevant information deemed necessary.

R-17 Elections and Referendum Policy deleted BOD 09-20-10
Complete Re-write Approved: BOD 09-20-10

S0-1: Society Standing Committees, Ad-hoc Committees and Working Groups

1. Establishment of Society Committees and Working Groups
 - (a) Board of Directors may at its discretion delegate its authority to standing committees, ad-hoc committees and working groups. Standing Committees are established and empowered by Board of Directors to consider and take action on routine duties and responsibilities relating to the Society on a regular and ongoing basis. Ad-hoc committees are established and empowered by Board of Directors to consider and take action on specific duties and responsibilities relating to the Society that arise regularly, but infrequently. Working groups are established and empowered by Board of Directors or its committees to consider and take action on specific tasks or issues on an “as needed” basis. A working group is constituted for a limited duration and will be dissolved once its purpose has been served.
2. Standing and Ad-hoc Committees
 - (a) The terms of reference for all standing and ad-hoc committees of the Society are established by Board of Directors as Standing Orders. Committees have the authority to act in accordance with their terms of reference, but must seek direction and approval of Board of Directors on any matters of serious concern or significance to the membership of the Society.
 - (b) Unless otherwise specified in the Standing Order establishing the committee, standing and ad-hoc committees are chaired by an Executive Officer. Duties of the Chair include: convening regular meetings, informing committee members of meeting times and locations, preparing agendas, distributing any documents or materials to committee members, submitting attendance to the Treasurer, and reporting on committee activities to the Executive Committee and to Board of Directors.
 - (c) Composition of committee membership is specified by the committee’s terms of reference. Unless otherwise specified in the standing order establishing the committee, only members in good standing may be appointed to a voting seat on a standing committee. Duties of committee members include: attending all meetings of the committee, representing to the best of their abilities the interests of the Society and performing any duties assigned as part of the committee’s mandate.
 - (d) Unless otherwise specified in the Standing Order establishing the committee, members of standing and ad-hoc committees shall be elected/impeached by a simple majority vote of Board of Directors.

- (e) Unless otherwise specified in the Standing Order establishing the committee, quorum for all standing and ad-hoc committees shall be a majority of the seats filled.
- (f) Unless otherwise specified in the Standing Order establishing the committee, all committee members, with the exception of persons employed by the Society are voting members.
- (g) For the purposes of the Standing Orders, “student(s) at-large” shall refer to those students who do not hold a position on the Board of Directors and are members in good standing of the Society. Forum member shall refer to those members who sit as members of Forum and are not members of the Board of Directors of the Society.

3. Working Groups

- (a) Working groups and their mandates, authority and jurisdiction are established by a motion of a standing or ad-hoc committee or Board of Directors.
- (b) The Chair of a working group is selected by and from members of the standing or ad-hoc committee or Board of Directors. Duties of the Chair include: convening regular meetings, informing committee members of meeting times and locations, preparing agendas, distributing any documents or materials to working group members, submitting attendance to the Treasurer, and reporting on working group activities to its committee, the Executive
- (c) Composition of working groups is open to all members in good standing of the Society. Duties of working group members include: attending all meetings of the working group, representing to the best of their abilities the interests of the Society and performing any duties assigned as part of the working group’s mandate.

- 4. Meeting times and locations of all standing committees, ad-hoc committees and working groups shall be published on the Society’s website and in a conspicuous place in the vicinity of the Society’s General Office prior to these meetings.
- 5. Information about student-at-large vacancies on the Society’s committees shall be published on the Society’s website prior to these meetings.

Amended: BOD 03-27-02, BOD 02-24-06, BOD 03-10-06, BOD 04-16-08

S0-2: Appointments and Resignations to and from Committees

6. All candidates for positions on committees to which Board of Directors nominates or appoints must apply to Board of Directors.
7. Unless otherwise specified by the committee's terms of reference, members are appointed by Board of Directors for a term of office expiring April 30th each year.
8. Resignations from committees are to be delivered to the Internal Relations Officer who shall report them to the subsequent meeting of Board of Directors.
9. Any member of a committee who, without prior authorization by the committee Chair, is absent from two consecutive meetings of the committee shall be deemed to have abandoned their position on the committee and the Chair shall declare that position vacant forthwith.

Amended: BOD 03-27-02

S0-3: Advocacy Committee

1. Standing Committee

The Board of Directors shall maintain as a standing committee of the Society an Advocacy Committee. This Committee shall generally coordinate the advocacy and university relations' work of the Society.

2. Composition

- (a) Chairperson: External Relations Officer
- (b) [Ex-officio] President
- (c) University Relations Officer
- (d) Member Services Officer
- (e) Two non-Executive members of the Board
- (f) Four members of Forum, a maximum of two from the Board, nominated by Forum.
- (g) Two students at-large
- (h) One representative selected by and from the student members of the Board of Governors
- (i) One representative selected by and from the student members of Senate
- (j) One representative selected by and from the Women's Centre Collective
- (k) One representative selected by and from the Out on Campus Collective
- (l) [Non-voting] Campaigns and Research Coordinator
- (m) [Non-voting] Policy and University Relations Coordinator

The Board of Directors shall attempt to ensure that at least one member of the committee is also a student member of the Senate Committee on University Priorities.

3. Terms of Reference

- (a) Identify and prioritize issues of concern to students.
- (b) Develop and coordinate strategies to address those concerns.

- (c) Establish working groups to implement campaigns and take actions to address those concerns.
- (d) Ensure that Society members are informed of these issues, and the steps taken to address them.
- (e) Prepare the annual budget for the Advocacy Committee for consideration by the Finance and Administrative Services Committee.
- (f) Review the progress of business through Senate, the Board of Governors, the Senate Committee on University Priorities, and the SFU Community Trust.
- (g) Assist the University Relations Officer in recruiting students to sit on university committees and holding these students accountable for their work.

Amended: BOD 11-05-03; BOD 04-27-05; BOD 04-16-08

S0-4: Commercial Services Committee

1. Standing Committee

The Board of Directors shall maintain as a standing committee of the Society a Commercial Services Committee (CSC). This Committee shall serve as a Committee to generally oversee the Society's commercial services, which shall include all food, beverage and retail services, and other revenue generating departments and/or operations as determined by Board of Directors and shall not unreasonably limit the normal duties and responsibilities of the Student Society Food and Beverage Services Manager.

2. Composition

- (a) Chairperson: Internal Relations Officer
- (b) [Ex-officio] President
- (c) Treasurer
- (d) Six Board of Directors members
- (e) Three Forum members
- (f) Two students at-large
- (g) [Non-voting] One representative selected by and from non-management Food and Beverage staff
- (h) [Non-voting] Financial Coordinator
- (i) [Non-voting] Resource Coordinator
- (j) [Non-voting] Student Society Food and Beverage Services Manager

3. Terms of Reference

- (a) Receive regular reports and recommendations from the managers of the Society's commercial services.
- (b) Set goals, make decisions and give direction with respect to the operation, administration and management of the Society's commercial services and make recommendations to Board of Directors as necessary.
- (c) Review the performance and operations of the Society's commercial services, ensuring the needs of the Society's members are satisfied in so far as financial and operational realities permit, and make recommendations to Board of Directors as necessary.

- (d) Coordinate the preparation of the annual operating budget and the annual capital budget of the Society's commercial services for consideration by the Finance and Administrative Services Committee.
- (e) Review and/or propose any amendments or adjustments to the annual operating budget or annual capital budget of the Society's commercial services for consideration by the Finance and Administrative Services Committee.
- (f) All discussions of a sensitive or confidential nature regarding the operations of the Society's commercial services shall be held in camera.
- (g) The Internal Relations Officer is required to call a meeting of the Commercial Services Committee a minimum of once a semester.

Amended: BOD 05-19-04, BOD 04-16-08, BOD 07-14-08

S0-5: Constitution and Policy Review Committee

1. Standing Committee

Board of Directors shall maintain as a standing committee of the Society a Constitution and Policy Review Committee.

2. Composition

- (a) Chairperson: Executive Officer
- (b) [Ex-officio] President
- (c) Internal Relations Officer
- (d) Three Board of Directors members
- (e) Two students at-large
- (f) Two representatives from Forum
- (g) [Non-Voting] Policy and University Relations Coordinator

3. Terms of Reference

- (a) Review proposals and make recommendations to amend, add and/or delete sections of the Society's Constitution, By-laws, Rules, Standing Orders, Administrative Policies and Issue Policies.
- (b) Review appeals or questions regarding the interpretation and application of the Society's Constitution, By-Laws, Rules, Standing Orders, Administrative Policies and Issue Policies, except those specifically reserved for other committees of the Society.

Amended: BOD 07-30-03: BOD 02-24-06: BOD 04-16-08

S0-6: Executive Committee

1. Standing Committee
Board of Directors shall maintain as a standing committee of the Society an Executive Committee.
2. Composition
 - (a) Chairperson: President
 - (b) Internal Relations Officer
 - (c) Treasurer
 - (d) University Relations Officer
 - (e) External Relations Officer
 - (f) Member Services Officer
 - (g) [Non-voting] Campaigns and Research Coordinator [05-01-08]
 - (h) [Non-voting] Communications Coordinator [05-01-08]
 - (i) [Non-voting] Policy and University Relations Coordinator [05-01-08]
 - (j) [Non-voting] Student Union Organizer
3. Quorum
Quorum shall be four Executive Officers, two of whom must be signing officers.
4. Terms of Reference
 - (a) Generally coordinate the day-to-day activities of the Society.
 - (b) Report to Board of Directors as required on the activities of Society committees as well as other matters of importance.
 - (c) Recommend actions for consideration by Board of Directors and its committees.
 - (d) Ensure the timely implementation of all directives of Board of Directors.
 - (e) Between the last quorate Board of Directors meeting of each semester, and the first quorate meeting of each subsequent semester, be enabled to spend up to \$20,000, make appointments to committees, and carry out the day-to-day operations of the Society.

S0-7: Finance and Administrative Services Committee

1. Standing Committee

Board of Directors shall maintain as a standing committee of the Society Finance and Administrative Services Committee (FASC). This Committee shall generally oversee financial and internal administrative matters of the Society and shall not unreasonably limit the normal duties and responsibilities of the Treasurer.

2. Composition

- (a) Chairperson: Treasurer
- (b) [Ex-officio] President
- (c) Internal Relations Officer
- (d) Six Board of Directors members
- (e) Three Forum members
- (f) Two students at-large
- (g) [Non-voting] Financial Coordinator
- (h) [Non-voting] General Office Coordinator
- (i) [Non-voting] Student Union Organizer

3. Terms of Reference

- (a) Coordinate the preparation of the annual operating budget and the annual capital budget of the Society and make recommendations to Board of Directors as necessary.
- (b) Review and/or propose any amendments or adjustments to the annual operating budget or annual capital budget of the Society and make recommendations to Board of Directors as necessary.
- (c) Administer the budget of the Society, including the approval of any financial disbursements or discretionary spending approved within the Society's budgets.
- (d) Monitor and oversee all funds, investments and other financial assets and/or liabilities maintained by the Society and make recommendations to Board of Directors as necessary.
- (e) Monitor and oversee all other financial aspects of the Society and make recommendations to Board of Directors as necessary.

- (f) Make decisions and give direction with respect to the internal administrative procedures and practices of the Society including the administration of all internal services and activities of a non-commercial nature.
- (g) Hear appeals of decisions taken by the Student Union Resource Office.
- (h) All discussions of a sensitive or confidential nature regarding financial matters of the Society shall be held in camera.

Amended: BOD 03-27-02, BOD 04-16-08

S0-9: Joint Services Committee

1. Standing Committee

The Simon Fraser Student Society and the SFU Student Services shall maintain the Joint Services Committee as a standing committee.

2. Terms of Reference

The Committee shall coordinate services and events that are jointly administered by the Student Society and Student Services, as defined in the letter of agreement originally signed July 14, 2003.

Adopted: BOD 03-27-04; Committee Name Change updated 07-07-10

S0-10: Labour Committee

1. Ad-hoc Committee
Board of Directors shall maintain as an ad-hoc committee of the Society a Labour Committee.
2. Composition
 - (a) Chairperson: Executive Officer
 - (b) President (ex-officio)
 - (c) Internal Relations Officer
 - (d) One other Executive Officer
 - (e) One Board of Directors member
3. Terms of Reference
 - (a) To fulfill the duties and responsibilities set out in Article 41 of the CUPE 5396 Collective Agreement.
 - (b) To negotiate Collective Agreements with CUPE 5396 and CUPE 3338.
4. Remuneration
 - (a) In recognition of the time Labour Committee representatives volunteer the Society shall provide a stipend of \$14.58 per hour. This stipend is separate from the Executive Officer or Departmental Representative stipend. This stipend shall only be paid for time spent in collective bargaining as set out in 3(b) of this Standing Order.
5. Chairperson
 - (a) The Board of Directors shall appoint the Chairperson of the Labour Committee from the members of the Labour Committee.
 - (b) The Internal Relations Officer shall not be eligible to be Chairperson.
 - (c) The Chair of the Labour Committee shall maintain a confidential e-mail list containing only the official e-mail addresses of the members of the Labour Committee.
6. The Labour Committee meetings shall be in camera with no minutes or records kept except in the case of Collective Agreement negotiations with CUPE 3338 and CUPE 5396 where bargaining notes make be kept by the Employer. [Added BOD 06-09-08].

7. The Board is encouraged to appoint members to the Committee based on merit, but when possible, Directors are encouraged to appoint a non-Executive Director to the Committee.

Amended: BOD 06-02-04, BOD 04-30-08, BOD 06-09-08, BOD/Exec 04-30-09

S0-11: Accessibility Fund Advisory Committee Standing Order

1. Standing Committee

Board of Directors shall maintain as a standing committee of the Society an Accessibility Fund Advisory Committee.
2. Composition
 - (a) Chairperson: Treasurer
 - (b) President (Ex-Officio)
 - (c) Member Services Officer
 - (d) One Board of Directors
 - (e) Two students nominated by and from the membership of Students United for Disability Support
 - (f) [Non-Voting] General Office Coordinator
 - (g) One at-large student member (not a member of the Board of Directors). Notwithstanding Standing Order 1 (Society Standing Committees, Ad-hoc Committees and Working Groups), said membership shall be appointed by Forum.
 - (h) [Non-Voting] Student Union Organizer
3. Terms of Reference
 - (a) Review and monitor usage of the Student Society Accessibility Fund.
 - (b) Make decisions and give approval to accessibility related capital expenses such as technological aides.
 - (c) Review and make recommendations to amend, add and/or delete sections of policy relating to issues of accessibility and the Accessibility Fund.
 - (d) Research, maintain and approve a list of priced accessibility services to be made available in the General Office.
 - (e) Hear appeals of decisions taken by the Student Union Resource Office, the General Office, and the Finance and Administrative Services Committee.
 - (f) The Committee shall meet at least once per semester or as required.
 - (g) All discussions of a sensitive or confidential nature shall be held in camera.

Adopted: BOD 06-29-05
Amended: BOD 11-16-05, BOD 02-20-08, BOD 03-25-09

S0-12: Stipend Appeals Committee

1. Ad-hoc Committee
Board of Directors shall maintain as an ad-hoc committee of the Society a Stipend Appeals Committee (SAC).
2. Election and Impeachment of Members
Members of the SAC, with the exception of the President, shall be elected by a 2/3rds majority vote of Board of Directors. Members may only be impeached for cause and then only by a 2/3rds majority vote of Board of Directors.
3. Composition
 - (a) Chairperson: Board of Directors shall elect a chairperson from amongst its own members
 - (b) President (ex-officio)
 - (c) Three students at-large
 - (d) The Chairperson shall not be an Executive Officer
4. Quorum
Quorum shall be the Chair plus three other members of the Committee.
5. Terms of Reference
 - (a) The SAC is an internal administrative body, governed by the principles of natural justice and procedural fairness. Within this framework, it is free to develop procedures and practices to conduct hearings and is not constrained by strict rules of procedure and evidence.
 - (b) The Treasurer shall have primary responsibility over stipends, except that the Internal Relations Officer shall have responsibility over the Treasurer's stipend.
 - (c) The Internal Relations Officer shall have primary responsibility over excuses and leaves of absence.
 - (d) Any decision taken by the Treasurer or the Internal Relations Officer regarding stipends, excuses, or leaves of absence may be appealed to the SAC by the affected party. Appeals shall be in writing, and delivered to the Chair within twenty (20) working days. In extenuating circumstances, the Chair may extend the time limits for an appellant to dispute the findings of the Treasurer or the Internal Relations Officer.

- (e) Upon receiving any such appeal the Chair shall convene a meeting of the SAC within fifteen working days. The appeal shall be deemed to have been allowed by the Committee if the Chair fails to convene a meeting as required.
- (f) The neutrality of any member of the Committee scheduled to hear a case may be challenged and will be determined by the Chair.
If the neutrality of the Chair is challenged, the other members of the Committee will determine it.
A member of the Committee who's own stipend is under consideration shall not be deemed neutral.
- (g) The Committee is responsible for interpreting any policy under consideration.
- (h) The deliberations of the Committee shall be closed with no record kept.
- (i) The Chair of the Committee shall vote only in case of a tie. No members of the Committee shall abstain.
- (j) The Chair shall communicate the decision of the SAC, in writing, to the affected parties within five working days of the hearing. The decision shall include reasons. The appeal shall be deemed to have been allowed by the Committee if the Chair fails to communicate the decision as required.

6. Appeals

Appeals of decisions of the SAC shall be made to the next regularly scheduled meeting of Board of Directors. Board of Directors may, by a 2/3rds majority vote, overturn any decision of the SAC.

Amended: BOD 06-02-04

S0-13: Extended Health and Dental Plan Committee

1. Standing Committee

- (a) The Board of Directors shall maintain as a standing committee of the Society an Extended Health and Dental Plan Committee.

2. Composition

- (a) Chairperson: President (ex-officio)
- (b) University Relations Officer, who shall also act as alternate chair in the President's absence.
- (c) Member Services Officer
- (d) Treasurer
- (e) One Board of Directors Member
- (f) Two Representatives selected by and from the members of SFSS Forum.
- (g) [Non-voting] Policy and University Relations Coordinator
- (h) [Non-voting] Representative chosen by the Health Plan Broker

3. Quorum and Compensation

- (a) Quorum shall be three voting members of the Committee excluding the resident/Chairperson.
- (b) Members of the Committee who are representatives of Forum but not members of the Board of Directors will be compensated an honorarium equivalent to the pro-rated Directors' hourly rate per [Rule 7.1.f and 7.3.3] of each Committee meeting, paid from the Extended Health and Dental Plan Reserve Fund.

4. Terms of Reference and Mandate

The Extended Health and Dental Plan Committee has two unique governing roles:

- (a) The Committee shall receive written appeals from members about Extended Health and Dental Plan membership, claims coverage and plan administration.
 - i. The Committee shall reply in writing to written complaints from the membership.
 - ii. The Committee shall conduct hearings to address members' appeals. The meetings shall be closed when an individual member's coverage is under appeal. No public record shall be kept of the proceedings.

- iii. The Committee shall rule on appeals. All decisions made by the Committee that arise from the resolution of appeals and complaints shall be recorded for audit purposes in accordance with the requirements of privacy legislation.
 - iv. The Committee Chair shall communicate the Committee's decisions to complainants in writing.
- (b) The Committee shall also be responsible for recommending an annual budget for the management, promotion or maintenance of the Extended Health and Dental Plan to the Finance and Administrative Services Committee, and for administering the Extended Health and Dental Plan Reserve Fund, as set out in the Health Plan department budget.
- i. The Extended Health and Dental Plan Reserve Fund budget shall be reviewed twice a year, during the regular and revision budget processes.
 - ii. The Committee may authorize expenditures from within the Extended Health and Dental Plan Reserve Fund budget.
 - iii. All financial decisions made by the Committee shall be recorded for audit purposes in accordance with the requirements of privacy legislation.

5. The Appeal Process

- (a) The Extended Health and Dental Plan Committee in its role as appeal hearing body, is an internal administrative body, governed by the principles of natural justice and procedural fairness. Within this framework, it is free to develop procedures and practices to conduct hearings.
- (b) Discussions concerning procedures and practices for conducting hearings may be recorded for future reference.
- (c) Members of the Committee are prohibited from disclosing any information about an appeal, any deliberations of the Committee or any decisions of the Committee.
- (d) For all eligible Appeals, the Extended Health and Dental Plan Committee shall:
 - i. Determine whether an appellant who is not eligible for coverage based on the standard eligibility for enrollment criteria will be allowed to enroll in the Extended Health and/or Dental plan.

- ii. Determine whether an appellant who is eligible for coverage based on the standard eligibility for enrollment criteria and who does not have comparable coverage will be allowed to cease coverage of the Extended Health and/or Dental plan.
- iii. Determine whether an appellant has demonstrated extraordinary financial need (that is: if the appellant recently lost a source of income, or was denied previously communicated funding) and if so whether they can cease coverage or apply for a subsidy.
- iv. Determine whether an appellant can cease coverage based on a case wherein their personal security and well-being may be endangered by the release of personal information and if so whether they can cease coverage.
- v. Determine whether an Appellant can cease coverage where the appellant failed to meet the plan deadlines due to documented physical incapacity due to illness, work schedule or residential constraints.

Amended: BOD 03-03-10

Adopted: BOD 03-11-09

S0-14: Surrey Campus Committee

1. Standing Committee
Board of Directors shall maintain as a standing committee of the Society a Surrey Campus Committee.
2. Definitions
In this Standing Order, “SFU Surrey student” means a student who is enrolled in at least one course during the current or previous semester located primarily at SFU Surrey
3. Composition:
 - (a) One representative of each Departmental Student with members enrolled at SFU Surrey
 - (b) One representative from the Faculty of Arts which is a SFU Surrey student taking at least on arts course in Surrey
 - (c) One representative from each cohort-based program located at SFU Surrey
 - (d) Three SFU Surrey students at-large
 - (e) [Non-voting] One Board of Directors liaison
 - (f) [Non-voting] Surrey Campus Coordinator
 - (g) [Ex-officio] President.
4. Terms of Reference
 - (a) Provide an opportunity for discussion of issues of concern to SFU Surrey students.
 - (b) Advise the Board of Directors on all issues of concern to SFU Surrey students.
 - (c) Recommend actions for consideration by the Board of Directors.
 - (d) Encourage the participation of SFU Surrey students in all aspects of the Society’s operations.
 - (e) Represent campus-specific issues of concern to the University, in liaison with the University Relations Officer.
 - (f) Represent campus-specific issues of concern to the external community, in liaison with the External Relations Officer.
 - (g) Coordinate campus-wide activities in liaison with active Departmental Student Unions.

5. Election of Members

- (a) The Departmental Student Union representatives shall be elected by and from among the members of the Departmental Student Union who are SFU Surrey students.
- (b) The representatives of each cohort-based program shall be elected by and from among the students enrolled in that program. The election shall be conducted by the Committee in accordance with Special Rules of Order to be specified by the Committee.
- (c) The students at-large shall be elected by and from among SFU Surrey students. The election shall be conducted by the Committee in accordance with Special Rules of Order to be specified by the Committee.
- (d) The representatives from Arts shall be elected by and from among Surrey students who are enrolled in at least one Arts course at SFU Surrey.

6. Removal of Members

- (a) The DSU representatives may be removed from office in accordance with procedures that may be adopted by the DSU.
- (b) The representatives of each cohort-based program may be removed from office by a two-thirds (2/3) vote of the students enrolled in that program. Such a vote shall be conducted at a meeting that shall be called by the Committee upon the request of any ten (10) students enrolled in that program.
- (c) The students at-large may be removed from office by a two-thirds (2/3) vote of the SFU Surrey students. Such a vote shall be conducted at a meeting that shall be called by the Committee upon the request of any fifteen (15) SFU Surrey students.

7. Term of Office

- (a) The term of office of Departmental Student Union representatives shall be in accordance with procedures that may be adopted by the Departmental Student Union.
- (b) The term of office of representatives of cohort-based programs and students at-large shall be determined by a special rule of order of the Committee.

8. Chairperson

- (a) Notwithstanding Standing Order -1 (Society Standing Committees, Ad-hoc Committees and Working Groups), the chairperson shall be elected by and from among the voting members of the Committee.

- (b) Temporary Chairs shall be appointed by voting members and shall be from among non-voting SFU Surrey students.

9. Special Rules of Order and Standing Rules

- (a) In accordance with Robert's Rules of Order, the Committee may adopt special rules of order and standing rules to regularize its business.
- (b) The Surrey Campus Coordinator shall maintain the official copy of the Committee's Special Rules of Order and Standing Rules. A copy shall be made available on the SFSS website.
- (c) The Surrey Campus Committee Special Rules of Order and Standing Rules, and any changes to them, shall be sent to the Board of Directors for ratification.

10. Funding

- (a) Subject to budgetary considerations, the Committee shall receive, at minimum, funding in accordance with the rules specified in AP-16 (Departmental Student Unions) for Departmental Student Unions and may have both a core account and a trust account with the Society.
- (b) For the purpose of this section, the 'membership' of the Committee shall be deemed to consist of all SFU Surrey students.

Amended: BOD 03-10-06, AGM 10-10-07:006, BOD 02-06-08: 011, BOD 06-02-07, BOD 02-20-08, BOD 04-16-08,
BOD 06-23-08

S0-15: Student Space Oversight Committee

1. Ad-hoc Committee
The Board of Directors shall maintain as an ad-hoc committee of the Society a Student Space Oversight Committee.
2. Composition
 - (a) Chairperson: University Relations Officer
 - (b) [Ex-officio] President
 - (c) Treasurer
 - (d) Member Services Officer
 - (e) Two Board of Directors members
 - (f) Two students-at-large
 - (g) Two forum members
 - (h) [Non-voting] Policy and University Relations Coordinator
3. Terms of Reference
 - (a) Review proposals and make recommendations to the Board of Directors for consultation and deliberation in a timely manner on all matters pertaining to the evaluation, design, development, alteration, renovation or assignment of Society space, including:
 - i. Project concepts and initial scope of work proposals
 - ii. Engagement of professional consultant and evaluation of planning proposals
 - iii. Research and design studies and proposals, including interior design
 - iv. Financial management and planning of the Space Expansion Fund
 - v. Initial selection of tenants of society space
 - (b) Ensure timely implementation of the Board of Directors' SFSS space directives.
 - (c) Organize and conduct consultations with all parties affected by space planning, including the general membership.
 - (d) Receive regular reports from SFSS representatives on joint committees of the SFSS and other external organizations on the progress of work.

- (e) Maintain oversight on planning and implementation of internal renovations and new construction either directly or through a selected board member depending on scope of work.
- (f) Review proposals and make recommendations to the Board of Directors on all matters affecting SFSS space negotiations with external parties including lease and maintenance items.

Adopted: BOD 07-14-08.; Amended BOD 03-31-10

S0-16: Remuneration Advisory Committee

1. Standing Committee
The Society shall maintain the Remuneration Advisory Committee as a standing committee.
2. Composition
 - (a) President (Ex-Officio)
 - (b) One member of the Board of Directors.
 - (c) Two members of Forum who are not members of the Board of Directors, appointed by Forum.
 - (d) Two members of the Society who are not members of the Board of Directors or Forum, one appointed by the Board of Directors and one appointed by Forum.
 - (e) Members of the Society who are also staff shall not serve on the Committee.
3. Members of the Committee may be impeached by a simple majority vote of the body that appointed them to the Committee.
4. The Committee shall elect a chair from among its members.
5. Quorum is four (4) members of the Committee, such that at least one member appointed pursuant to 2(c), and one member appointed pursuant to 2(d) are present.
6. Terms of reference:
 - (a) The Committee shall consider business referred to it by the Board of Directors or Forum.
 - (b) The Committee shall consider all matters related to the remuneration paid to members of the Board of Directors and Forum and shall make one or more recommendations on each such matter to the Board of Directors, or Forum, or both, as appropriate. Such a recommendation may relate to any matter related to the issue of remuneration including, but not limited to:
 - i. The value of remuneration provided
 - ii. The form of remuneration provided
 - iii. The schedule for the provision of remuneration
7. The Committee may consider any information it considers pertinent when developing a recommendation to the Board of Directors or Forum.

Adopted: BOD 04-30-08
Amended: BOD 03-25-09

S0-17: Faculty and At-Large Committee

1. Standing Committee

The Board of Directors shall maintain as a standing committee of the Society a Faculty and At Large Committee.

2. Composition

(a) All Faculty Representatives and At-Large Directors

(b) [ex-officio] President

(c) [Non-voting] One Executive Officer

(d) [Non-voting] Communications Coordinator

3. Terms of Reference

(a) Coordinate the activities of the Faculty Representative and At-Large Directors within their portfolios and delegated duties as described in policy.

(b) Report to Board of Directors as required on the activities of the Faculty and At-Large Directors.

4. Chairperson

There shall be a rotating chair, the first of which will be the Executive Officer on the Committee.

Adopted: BOD 03-03-10

AP-1: Absence, Leave and Resignation

1. Resignation of Directors according to section 1 of by-law 5:
 - (a) In order to comply with the provisions of section 1 of by-law 5, which requires each Director of the Society to be registered as a student in at least two (2) of the three (3) semesters comprising their tenure of office, each person who is elected or appointed to be a Director of the Society shall submit to the Society and to the University Registrar their written consent for the University Registrar to, at any time during their tenure of office, produce a report on their registration status in each of the (3) three semesters comprising their tenure of office and to make this information available to the Society's Financial Coordinators and to any member of the Society upon request. They shall give this consent no later than the first day of their tenure of office as a Director and they shall not withdraw this consent until the last day of their tenure of office.
 - (b) Any person not giving consent as required in subsection a. shall be deemed not to be registered for classes for the purposes of section 1 of By-Law 5.
 - (c) For the purposes of this policy, a report under subsection (a.) shall list whether the subject of the report is currently registered in a course or program at the University, and for each of the previous semesters in their term of office, if the subject was so registered in that semester.
 - (d) The Society's Financial Coordinators will, no later than one week before the first scheduled meeting of Forum in each semester, and as soon as possible after the University's last class withdrawal date in each semester, obtain from the University Registrar reports pursuant to subsection (a.) on the registration status of each Director of the Society.
 - (e) The Society's Financial Coordinators will, in the case of a Director elected in a by-election or appointed by Forum or by ordinary resolution to be a Director, obtain from the University Registrar a report on the registration status of that person on, or as soon as possible after, the first day of that Director's tenure of office.
 - (f) As soon as possible after obtaining the reports given in subsection (a.) the Society's Financial Coordinators shall distribute to the members of the Student Forum those reports along with a list of any Directors who have paid their society fee for that semester directly to the Society and a list of any Directors who owe to the Society any fee, fine, or penalty levied by the Society in accordance with the Society's by-laws or regulations.
 - (g) Upon receipt of registration and fee-payment reports produced under this section, Forum shall review the report and shall advise the Board if they agree with the findings in those reports as they relate to the application of section 1 of by-law 5.

- (h) If Forum shall disagree with any information provided to it under this section, it shall provide clear and concise reasons to the Society of the nature of its disagreement with the report and the Society shall pursue those issues and a report on the issue will be provided to Forum as soon as possible.
- (i) For the purposes of administering section 1 of by-law 5, except as given otherwise in this policy, the Society shall consider each Director to be a member in good standing until such time as Forum has agreed with the content of the report indicating that the Director is not a member in good standing. Further, once Forum has agreed with the content of a report indicating that a Director is not a member in good standing, the Society shall deem that person to not to be a member in good standing, and they shall cease to be a Director of the Society according to section 1 of by-law 5.

2. Leaves of Absence

- (a) Requests by Board of Directors members for leaves of absence shall be directed to the Internal Relations Officer for approval. In the event that the Internal Relations Officer requests a leave of absence, it shall be directed to the Treasurer for approval.
- (b) All requests for leaves of absence shall be accompanied by a written explanation of the reasons for seeking it.
- (c) In the event that a request for a leave of absence is denied, the Internal Relations Officer or Treasurer shall provide written reasons for their decision.
- (d) No more than two (2) months leave of absence shall be granted within a one-year term of office.
- (e) Members of Board of Directors who have not paid Society fees for the semester for which they are requesting a leave of absence shall have these fees deducted from their first month's stipend in the semester they return.

3. Excuses

- (a) An "excuse" shall be defined as follows: An excuse is a protective mechanism that ought to be employed only in the event that unforeseen circumstances prevent a member of the Board of Directors from attending a meeting at which they otherwise would have been present. Examples of such circumstances would include, but not be limited to the following:
 - i. Bereavement
 - ii. Illness

- iii. An academic or employment specific conflict
 - iv. A personal / family emergency
- (b) Requests by Board of Directors members for excuses from meetings of Board of Directors shall be directed to the Internal Relations Officer for approval. Such requests must be received no later than one hour prior to the meeting. In the event that the Internal Relations Officer requests an excuse it shall be directed to the Treasurer for approval.
 - (c) All requests for excuses shall be accompanied by a written explanation of the reasons for seeking it.
 - (d) In the event that a request for an excuse is denied, the Internal Relations Officer or Treasurer shall provide written reasons for their decision.
- 4. Leaves of absence and excuses approved by the Internal Relations Officer or Treasurer shall be reported to Board of Directors.
 - 5. Notices of resignation from Board of Directors shall be directed to the Internal Relations Officer and accepted at the subsequent meeting of Board of Directors.

Amended: BOD: 01-08-03, BOD: 04-25-07, BOD: 02-25-08, BOD: 04-16-08

AP-2: Access, Society Space

This policy determines and restricts access to all space controlled by the Society.

1. key Control

- (a) Apart from this policy, access designations may be granted by motion of the Executive Committee or the Board of Directors, and by the President or the Internal Relations Officer when meetings of either of these bodies are not in progress.
- (b) Only the President, the Internal Relations Officer and the General Office coordinating staff are authorized to order University keys for all Society space.
- (c) The Food and Beverage Services General Manager and the Senior Organizational Advisor are authorized to provide access for Food and Beverage Services Employees to Food and Beverage Service areas.
- (d) Supervisory staff may request keys for those employees under their supervision in the spaces in which they work.
- (e) Directors and employees of the Society may sign keys out for short-term use for up to 4 hours without deposit. A deposit of \$25 dollars will be required for periods of longer than 4 hours.
- (f) Members or guests authorized by an executive officer or a General Office coordinating staff member may sign keys out for short-term use provided that personal identification is provided and a deposit of \$25 dollars is paid prior to the release of the key.
- (g) All keys must be returned immediately upon request.
- (h) Final stipend payments to Directors will be withheld until all keys are returned to the Society.

2. Entitlement to Key Access

- (a) Only authorized persons may enter Society spaces as indicated in this policy. Other persons may only enter if a person so entitled is in attendance or has given specific permission for the space to be accessed in their absence.
- (b) All Directors, permanent employees, replacement employees and term employees shall have access to their respective areas of work.
- (c) The Senior Organizational Advisor shall have access to all Food and Beverage space, the General Office, and the Finance Office.

- (d) The Food and Beverage General Manager shall have access to all Food and Beverage space, the General Office, and the Finance Office.
- (e) The Retail Service Coordinator shall have access to the Copy Centre, and the Copy Centre Storage areas.
- (f) The General Office coordinating staff shall have access to the General Office and to the North Storage facility.
- (g) The Financial Coordinators shall have access to the Financial Storage facility.
- (h) The Surrey Campus Coordinator shall have access to the Surrey Common Room.
- (i) Only those authorized by the Women's Centre Collective shall have access to the Women's Centre Office and shall require SFU Security to provide access.
- (j) All Directors shall have access to the Board of Directors Office.
- (k) Executive Committee Members shall have access to the Executive Conference Room, and the General Office.
- (l) The Internal Relations Officer shall have access to all Society space.
- (m) The Treasurer shall have access to the Financial Office.
- (n) The Surrey Campus Liaison shall have access to the Surrey Board of Directors Office, and the Surrey Common Room.
- (o) All Officers of the Surrey Campus Committee as defined in SO-14 shall have access to the Surrey Common Room.
- (p) In addition to 2.2.O, the Chief, Campus Life, Surrey Affairs, and Promotions and Outreach Officers shall have access to the Surrey Board of Directors Office.
- (q) Food and Beverage Service shall have access to areas authorized by the Food and Beverage Manager or the Senior Organizational Advisor.
- (r) The Women's Centre staff shall have access to the Women's Centre Lounge.
- (s) The Out on Campus Coordinator shall have access to the Out on Campus Lounge. Only Out on Campus staff members shall have access to the Out on Campus office.
- (t) Only trained volunteers and Centre staff will be given the punch code lock combination for the Out on Campus Lounge door. The Out on Campus Collective shall authorize semester access to the lounge door lock combination for volunteers, and for others on an as-needed basis.

3. Open Access

- (a) All members shall have access to the General Office during hours of operation.
- (b) All members shall have access to the Copy Centre during hours of operation.
- (c) All members shall have access to the Surrey Campus Lounge during hours of operation.
- (d) All members shall have access to the Rotunda lounge.
- (e) All self-identified female SFU community members shall have access to the Women's Centre Lounge.
- (f) All Lesbian, Gay, Bisexual, Transgender, Queer/Questioning- (LGBTQ-) friendly members shall have access to Out on Campus Lounge when a trained office volunteer or Out on Campus staff person present to maintain a safe space.

4. Restricted Access

- (a) Only commissioners of the Independent Elector Commission (IEC) may have access to the IEC Office during the Society's nomination, campaigning, and voting periods and for a period of 3 (three) weeks following the final day of voting. During this period, no one shall have access to the IEC Office unless a member of the IEC is present.
- (b) Society directors or their agents may have access to leased space according to the terms of signed lease agreements. Leaseholders are responsible for establishing access to spaces under their control.
- (c) The President or Internal Relations Officer shall have access to all Society spaces in emergency situations and as necessary when scheduled maintenance is to be performed.

5. Scheduled Access

- A. The Society General Office shall schedule Society events on request from Society club and department student union (DSU) signing officers in the Forum Chambers, the Arcade, Society Conference Rooms, and the Atrium Cafeteria on a first-come, first-served basis. Clubs or DSUs will be held responsible for damage or loss of property in the Society spaces booked for their events.
- B. The Society General Office shall schedule events on request from other third parties in the Forum Chambers, the Arcade, Society Conference Rooms, and the Atrium Cafeteria on a first-come, first-served basis. Those booking space will be held personally responsible for damage or loss of property in the Society spaces booked.

- C. General Office coordinating staff may authorize access to Society these spaces for use outside of regular office hours of operation.

Amended: BOD 12-03-03, BOD 02-28-07, BOD 07-08-09, BOD 04-28-10)

AP-3: Activity Fee

1. The Student Activity Fee shall be non-refundable.
2. Simon Fraser University students aged sixty years or more at the commencement of the summer semester, and who are Canadian citizens or who hold permanent resident status in Canada, are honorary members in good standing of the Society and are exempt from the Student Activity Fee.
3. Students only taking audit courses shall be exempt from the Student Activity Fee.
4. The following groups of students shall only be charged half the regular Student Activity Fee:
 - (a) Students in "off-campus" programs, defined as programs housed outside the SFU Burnaby, SFU Vancouver, SFU Surrey and Great Northern Way campuses.
 - (b) Students taking three or fewer course hours for credit
 - (c) Students taking Summer Session courses only
 - (d) Students taking Intersession courses only
5. The Finance and Administrative Services Committee shall request and review a report from the University once a semester that indicates:
 - (a) The total value of the Student Activity Fee that was collected.
 - (b) The numbers of students, broken down by category and by part- and full-time status, who are exempt from paying the Student Activity Fee or who are only charged half the fee.
 - (c) The numbers of students, broken down by part time and full-time status, enrolled in courses at the SFU Program in Kamloops, and the total value of the fees collected from them.
6. As the Society receives fees from the University they shall be apportioned among the Society and affiliate organizations for which fees are collected.
7. Society members who are studying at another institution as part of a formal exchange program continue to be assessed and pay Society fees at Simon Fraser University. Students from another institution who are taking course work or conducting research under a formal exchange program shall not be assessed Society fees.
8. Except for those members whose fee status is stated otherwise in this policy, all members of the Society shall be assessed the full Society fee in any semester they are registered according to section 1 of by-law 2.

Amended: BOD 02-28-01, BOD 05-15-05, AGM 10-10-07:006,
BOD 02-06-08: 011, BOD 02-25-08, BOD 04-16-08

AP-4: Advertising on Campus

1. If excessive or inappropriate advertising occurs, those responsible will be subject to any or all of the following:
 - (a) A written reprimand
 - (b) The removal of posters
 - (c) The suspension of their privileges to use space
2. General Office staff shall make the determination of what constitutes excessive or inappropriate advertising.
3. All appeals to the General Office staff's determination shall be directed to the Board of Directors.
4. This policy shall not apply to campaign materials for University or Student Society elections or referenda.

Amended: BOD 08-27-03

AP-5: Anti-Racism

1. The Society recognizes racism as a form of discrimination that deprives the community of full participation by its members. The Society supports an environment that protects and promotes the dignity, worth, and human rights of every person and encourages mutual respect and cooperation among individuals. Furthermore, the Society:
 - (a) Acknowledges the challenge of becoming responsive to the needs of a pluralistic community
 - (b) Affirms that the racial, ethno-cultural, linguistic and religious diversity of its members and employees is a source of enrichment and strength for the organization and the University; and
 - (c) Commits to eliminating barriers that racial, ethno-cultural, linguistic and religious groups encounter in the course of their efforts to participate in education and employment opportunities
2. The Society is committed to:
 - (a) Promoting an inclusive environment where racial equality is fundamental to its goals and philosophy
 - (b) Creating an understanding that race relations issues must not be trivialized or marginalized
 - (c) Cultivating a mutual acceptance of cultural diversity among its members and employees
 - (d) Taking into account the anticipated impact on the diverse membership when creating new programs, policies, and services
 - (e) Working with its employees to ensure that Collective Agreements and employment practices reflect the organizations commitment to effectively dealing with issues of racism
 - (f) Organizing campaigns for the purpose of increasing awareness about racism with the goal of creating a learning environment in which all members of the community can fully participate; and
 - (g) Lobbying the University to develop policies and procedures to effectively deal with issues of racism, including:
 - i. An on-going review and evaluation of University curricula, programs, policies, hiring practices, services, and methods of service delivery with the goal of removing inequities and biases

- ii. A recognition that curricula must present a global view of the community, which includes the experiences, and achievements of diverse cultural groups
- iii. Recognition of the value and importance of first language(s) and educational experiences of First Nations students
- iv. Continued support of English as a Second Language programs
- v. Training, guidance and support for members, faculty, administration and staff, to enhance cross-cultural understanding, mutual respect, unlearning racism, and acceptance of cultural diversity; and
- vi. Support for an Ethnic Relations Officer and appropriate counseling services for people of colour and First Nations people

Adopted: BOD 02-28-01

AP-6: Conference Room, Forum Chambers and Atrium Bookings

1. Audio-Visual Equipment
 - (a) Student groups may borrow audio-visual equipment for student activities, except that students who require equipment for class projects shall arrange to borrow it through their departments.
 - (b) For audio-visual equipment set-up involving an audio-visual technician, or for equipment that is to be used off-campus, borrowers shall complete an Instructional Media Centre Work Order to be signed by a General Office Coordinator.
 - (c) Where there will be a charge for a student group with no Society budget or Trust Account, a deposit or pre-payment shall be required.
2. Rooms may be booked by completing an appropriate form and attaching the name and contact information of two people.
3. The walls which separate the Society's conference rooms may only be opened or closed by a trained employee or trained Directors of the Society. Between Friday, 4:00 pm and Monday 10:00 am, all the walls be opened. Between Monday and Thursday after 4:00 pm the wall configurations will be set and may not be moved.
4. Groups booking the Society's conference rooms, the Atrium and the Forum Chambers must return the room to the original set-up as laid out by posted diagrams. Groups who do not complete this requirement may have their booking privileges revoked and/or restricted for up to one semester. Any cost incurred on behalf of an event will be forwarded to the group.
5. Non-paying groups may make up to 2 conference room bookings. Any subsequent booking may only be made at the end of the current bookings. Groups may book the Forum Chambers on a semester basis.
6. Furniture may not be removed from any conference room, the Atrium or the Forum Chambers of the Society, unless given prior permission by a General Office employee. All applicable work orders must be forwarded to the General Office for prior approval.
7. The General Office reserves the right to require a deposit from groups who are hosting events involving food in conference rooms, the Atrium and the Forum Chambers. The deposit to will be returned upon a clean inspection by a General Office.
8. The conference rooms, the Atrium and the Forum Chambers are not available for booking between the last working day in December and the first school day of the Spring semester.

9. Any group or individual booking conference rooms, Forum Chambers or the Atrium for the purpose of review or exam preparatory sessions relating to (a) Simon Fraser University course(s) may charge:
- (a) For admission to the session, a maximum of \$5 per student, and
 - (b) For materials provided at the session, a maximum of the cost of producing the materials.
 - (c) For the purposes of 9.(A), materials so produced may cost no more than:
 - i. The price of printing at the SFSS Copy Centre
 - ii. \$1.00 per data or audio compact disc
 - iii. \$4.00 per data or video DVD

Amended: BOD 11-05-03, BOD 06-15-05

AP-7: Budget

1. The fiscal year for the Society shall be from May 1st to April 30th.
2. Board of Directors shall, on consultation with Forum and on recommendation of the Treasurer and the Finance and Administrative Services Committee, set an annual budget for the Society each spring semester preceding the commencement of each new fiscal year. The Finance and Administrative Services committee shall review the Society's annual budget (6) six months into each fiscal year, taking into account actual revenues and expenditures to date, and make recommendations to Board of Directors as necessary.
3. Board of Directors shall ensure that the annual budget of the Society, to the best of its ability, reasonably and accurately reflects the projected levels of revenues and expenditures in all areas and departments (including all commercial service areas) of the Society for the new fiscal year in a consolidated and comprehensive manner.
4. Internal budgets for all departments and areas of the Society shall be, at a minimum broken down by semester, except that internal budgets for commercial service departments shall be broken down by month.
5. The annual budget of the Society shall maintain, at a minimum, a net surplus or return to members' equity in an amount equal to or greater than 1% of the Society's net student activity fee revenue for that fiscal year. This requirement shall remain in force and effect until such time as the net assets or members' equity of the Society, as indicated by the audited financial statements of the Society, is equal to or greater than the equivalent of 30% of the Society's annual net student activity fee revenue.
6. Department and area coordinators and/or managers shall be responsible for monitoring their departments' or areas' budgets monthly and by semester. No expenditures in excess of amounts budgeted shall be permitted without the specific authorization of Board of Directors. Projected Expenditures for an event or campaign of the Society must not exceed the amount remaining in the relevant line item(s).
7. The Society's Finance Office shall maintain and prepare monthly statements of revenues and expenditures for each internal department and area no later than the 15th day of the following month. Department and area coordinators and/or managers shall review and regularly monitor such statements.
8. Changes to amounts allocated to line items within department budgets require the approval of the Finance and Administrative Services Committee.

AP-9: Receipt of Payment by Cheque

1. The Society may accept for payment a cheque, provided that it is personalized and supported by at least two acceptable pieces of identification, at least one of which shall be photo identification.
2. A twenty-five dollar (\$25) charge shall be applied towards all Non-Sufficient Funds (NSF) cheques.

Amended: BOD 02-28-01

AP-10: Cheque Requisitions

1. The Board of Directors, or an appropriate Society committee by resolution, shall authorize all Society expenses.
2.
 - a. Two different individuals must 'request' and 'approve' cheque requisitions.
 - b. A General Office Coordinator or the Surrey Campus Coordinator must pre-approve all club cheque requisitions.
 - c. The Student Union Organiser or the Surrey Campus Coordinator must pre-approve all department student union cheque requisitions.
 - d. The Chair of a standing committee must request cheque requisitions for committee-approved donations.
 - e. The Treasurer shall approve cheque requisitions for donations by the Board of Directors or Forum.
 - f. A duly authorized cheque requisition and documentation satisfactory to the Society's auditor must be supplied to the Finance Office before a cheque is issued or payment is made with the use of the Society credit card.
 - g. An Executive Officer must give final approval to all cheque requisitions.
3. Section 2 shall not apply to the Food and Beverage Services.

Amended: BOD 04-16-03, BOD 03-02-05, BOD 08-10-05, BOD 04-14-10

AP-11: Childcare Expenses

1. Members of Forum, the Board of Directors and all members of the Society's committees and working groups, shall be entitled to reimbursement of childcare expenses that result from their involvement in meetings of the Society.
2. Childcare expenses shall be reimbursed up to five dollars (\$5) per hour per child to a maximum of one hundred dollars (\$100) per semester for Forum representatives and students at-large, two-hundred-fifty dollars (\$250) per semester for Faculty and At-Large members of the Board of Directors, and to a maximum of two thousand dollars (\$2000) per semester for Executive Officers.
3. Applications for reimbursement shall be made to the Finance Office and shall be accompanied by supporting documentation satisfactory to the Society.

Amended: BOD 05-15-02, BOD 09-22-04, AGM 10-10-07:006,
BOD 02-06-08: 011, BOD 04-16-08

AP-12: Clubs

1. Club Definitions, Purposes

- a. Clubs are organized student groups that have a mandate to pursue interdisciplinary, social, or activist goals.
- b. Clubs shall not duplicate departmental student unions.

2. Membership Criteria

- a. Club membership shall be open to all members of the University community.
- b. Each club shall consist of a minimum of ten members in good standing of the Society or of the Graduate Student Society.
- c. A student member must provide their name, student number, status of membership in-good-standing in the Society or the Graduate Student Society, and signature or appropriate electronic verification to become valid members of the club.
- d. Each club must have at least two (2) executive officers that are members in good standing of the Society or of the Graduate Student Society.

3. Registration Criteria

- a. To be eligible to be registered as a club, groups must follow the requirements of this policy and other SFSS policies where applicable. The General Office Coordinators of the SFSS may disallow a club's registration, subject to an appeal to the Finance and Administrative Services Committee (FASC).
- b. To be eligible for initial registration the club shall submit to the General Office using the provided club forms:
 - i. A membership list
 - ii. A minimum of two (2) club members serving as Executive Officers and signing officers
 - iii. A Club Liability Disclaimer signed by two executive officers 19 years of age or older
- c. To remain eligible for registration the club shall submit to the General Office each semester using the provided club forms:
 - i. An updated membership list.
 - ii. A list of current Executive Committee members and signing officers.

- iii. A Club Liability Disclaimer signed by two club executive officers 19 years of age or older.
 - iv. A written copy of any changes to the Constitution duly made in the previous semester.
- d. To be eligible for initial or continuing registration of a club, clubs must send a representative to attend the Club Orientation Meeting held by the General Office at the beginning of each semester.

4. Constitutions

- a. Clubs must use the default constitution provided by the General Office unless there are specific requirements that must be met, subject to the approval of the General Office Coordinators. Constitutions shall include:
 - i. A statement of aim(s) and purposes.
 - ii. Procedures for holding meetings of its membership.
 - iii. The composition of an election procedure for an Executive Committee (or equivalent).
 - iv. A clause that requires the transfer of all assets to the Society upon dissolution of the club.

5. Club Structure and Operation

- a. Clubs shall receive a core operating grant from the Society, and maintain a core operating fund account and may maintain a Society trust account.
- b. Subject to budgetary constraints, clubs shall receive said operating grant based on membership of members in good standing of the Society or the Graduate Student Society on a sliding scale. Allotment shall be made at the discretion of the General Office Coordinators
- c. The Club core operating grant shall be used to cover costs reasonably related to each club's mandate
- d. Unused core operating grants shall revert back to the Society at the end of each semester.
- e. Unused funds held in trust accounts of clubs shall carry forward semester to semester except if a club becomes inactive in which case all funds shall revert to the Society's club line item after a minimum of two years of inactivity by the club.

- f. Clubs may collect membership fees. Membership fees shall be held by the Society in the respective trust fund account.
 - g. Clubs may seek additional funding for special events and projects by requesting for a grant via proposal.
 - h. The General Office Coordinators will grant requests under \$500. The Finance and Administrative Services Committee must approve all requests over \$500. The grant will be awarded based on the merits of the event or project at the discretion the GO coordinators and, or, the Finance and Administrative Services Committee.
 - i. Clubs that met the registration criteria in the previous semester may be eligible for reimbursement of up to \$20 in expenses in advance of the distribution of semester operating grant allocations to assist in preparations for Clubs Days. Such allocation will be debited against the operating grant and clubs must repay any over-expenditure.
 - ii. Clubs may maintain an external bank account, however, the signing officers must sign a Club Liability Disclaimer and advise all club members of the nature of the disclaimer.
6. Financial Accountability
- a. Any request for reimbursement shall be made by a club fund signing officer and shall be supported by documentation satisfactory to the Society.
 - b. Reimbursement of amounts of less than \$50 may be paid out in cash.
 - c. Reimbursement of amounts of more than \$50 shall be by cheque.
 - d. Operating grants and special event funding shall not be spent on alcohol, unless the event is open to all members of the SFU community who are of legal drinking age; minutes of the meeting proposing the event are submitted to the general office, and at least one club executive signs the appropriate liability forms.
 - e. Operating grants and special event funding shall not be used to provide stipends or donated to off-campus organizations.
 - f. Clubs with a negative trust or core account balance may not register until the debt owing to the Society is repaid.
7. Recognition of Society Sponsorship
- a. All club publications and/or promotional materials must include the phrase “sponsored by the Simon Fraser Student Society” in a prominent location.

8. Administrative Authority and Appeals Process

- a. The General Office Coordinators shall have administrative authority over club operations, and may suspend the activities of, disallow registration, or impose requirements upon, any club, particularly if a club is found to have violated any Society By-Law, Rule, Standing Order, or Administrative Policy.
- b. Decisions of the General Officer Coordinators may be appealed, in writing, to the Finance and Administrative Services Committee.

Amended: BOD 01-10-10, BOD 12-03-03, BOD 11-16-05,
BOD 02-20-08, BOD 04-30-08, BOD-10-27-08

AP-13: Vending Program in Forum Chambers

1.
 - (a) Vending rates shall be set by the Society and are subject to change without notice
 - (b) Fees shall be paid in full two (2) weeks in advance.
 - (c) One (1) week notice of cancellation shall be required for a refund.
2.
 - (a) A list of goods for sale shall be provided to the Society and the sale of goods shall be at the discretion of the Society, with a fixed cost assigned to all items.
 - (b) Vendors shall obtain, and provide proof to the Society, of Fraser health permits and other operating licenses required by law, in addition to Commercial General Liability Coverage and Personal Injury Liability in the amount of \$2,000,000.
3.
 - (a) A fee may be charged by the Society for the provision of vending tables.
 - (b) No tables shall be placed in front of any doorway, fire equipment, elevator, locker, alarm or vending machine.
 - (c) No part of any equipment or materials shall be attached to any University fixture.
 - (d) Any extension cord shall be taped securely to the floor.
 - (e) Lit candles shall not be permitted.
 - (f) Equipment shall not be left in the area when not in use or outside of the time booked.
 - (g) If equipment or other materials remain in the area outside of the time booked, and need to be removed or disposed of, the Society will not be held responsible.
4. The cost of repairs for any damage to property will be charged to the vendor. The Society will not be held responsible for any equipment or materials that are left in the area, outside of the time booked, and may remove any such items as required.
5. Violation of this policy, or of any other Society, University or government rule, shall be grounds for termination of any vending permit, and eviction of the vendor without refund of the vending fee.

6. Any group or individual looking to advertise or sell commercial services or products in excess of the Society's advertising policy must notify the General Office for proper application of the vendor program and procedure.

Adopted: BOD 03-17-10

AP-14: Per Diem Allowance

1. A per diem allowance shall be paid to Directors or other representatives who are appointed or delegated to represent the Society at meetings or conferences, or to conduct the Society's business off-campus.
2. A per diem allowance will be paid:
 - a. When representatives must attend meetings or attend to SFSS business for full day periods, or a minimum of 6 hours
 - b. Where the combined time of traveling to and from the meeting and meeting duration amount to 6 hours or more.
3. Each representative shall be paid a per diem allowance according to the following criteria:
 - a. Thirty-five dollars (\$35) for each day on which travel to or from the meeting is required and on which no meeting is convened
 - b. Thirty-five dollars (\$35) per day, where no meals are provided by the hosting organisation
 - c. Fifteen dollars (\$15) per day, when at least one full meal per day is provided by the hosting organisation
4. Per Diem allowances shall be paid in advance of the event.

Amended BOD 05-15-02
Amended BOD 07-07-10

AP-15: Corporate Affiliation

1. Any type of affiliation or purchasing agreement between the Society and a corporation or commercial operation shall be subject to the following guidelines:
 - (a) Roaming canvassing on campus shall not be permitted
 - (b) Society membership lists shall not be made available
 - (c) The interests of existing Society programs, goods and services shall be given first priority when considering new programs, goods and services
 - (d) Any contract shall contain a cancellation clause allowing for termination of said contract without penalty to the Society in the event that this policy is breached
2. The Society shall endeavor not to be affiliated with or purchase from corporations or commercial operations that:
 - (a) Follow unfair labor and/or business practices, including but not limited to the violation of fundamental human rights, and practices leading to increased poverty, abuse, violent or non-violent oppression, or unsafe working or living environments for individuals or groups
 - (b) Directly or indirectly damage the natural or human environments
 - (c) Sell, promote, or advertise goods or services that promote violence or discrimination as set out in the British Columbia Human Rights Code
3. Where practicable, preference shall be given to corporations or commercial operations that:
 - (a) Are Canadian owned and operated
 - (b) Have a unionized work force
 - (c) Have a proven record of conducting business in accordance with this policy

Adopted: BOD 02-28-01
Amended: BOD 11-17-08

AP-16: Department Student Unions

1. Society funds may be used to cover event costs when a Union is a sponsor and the event is intended for purposes that are of collective benefit to the membership.
2. To be eligible for Society funding a Union must be 'active'. To be considered active the Union must have a constitution filed with the Student Union Resource Office and approved by the Student Union Organizer. The must also submit to that Office each semester:
 - (a) The minutes of all properly constituted general meetings conducted in the semester for which the request is made
 - (b) Advance electronic notice of all meetings held, in accordance with the Union constitution
 - (c) A list of current Executive Committee members (or other contact persons), signing officers and Department Representative(s)
3. In the event that a Union remains inactive for four consecutive semesters all assets shall revert to the Society.
4.
 - (a) Maximum core budgets shall be allocated as outlined below subject to budgetary considerations:
 - i. Unions that become 'active' in the first month of semester will be eligible for the full core amount.
 - ii. Unions that become active in the second month will be entitled to 3/4 of the funding.
 - iii. Unions that become active in the third month will be entitled to 1/2 of the funding.
 - iv. Unions that become active in the final month of the semester will be entitled to 1/4 of the funding.
 - (b) Maximum core budget limits.
 - i. Subject to budgetary constraints Unions whose membership is equivalent to or less than an annual FTE of 200 shall receive a core budget of \$300/semester.

- ii. Subject to budgetary constraints Unions whose membership is greater than an annual FTE of 200, but less than an annual FTE of 301 shall receive a core budget of \$450/semester.
 - iii. Subject to budgetary constraints Unions whose membership is greater than an annual FTE of 300, but less than an annual FTE of 501 shall receive a core budget of \$600/semester.
 - iv. Subject to budgetary constraints Unions whose membership is greater than an annual FTE of 500, but less than an annual FTE of 750 shall receive a core budget of \$750/semester.
 - v. Subject to budgetary constraints Unions whose membership is greater than an annual FTE of 750, but less than an annual FTE of 1000 shall receive a core budget of \$900/semester.
 - vi. Subject to budgetary constraints Unions whose membership is greater than an annual FTE of 1000, but less than an annual FTE of 1500 shall receive a core budget of \$1050/semester.
 - vii. Subject to budgetary constraints Unions whose membership is greater than an annual FTE of 1500, but less than an annual FTE of 2000 shall receive a core budget of \$1200/semester.
 - viii. Subject to budgetary constraints Unions whose membership is greater than an annual FTE of 2000, shall receive a core budget of \$1350/semester.
- (c) The Finance and Administrative Services Committee may approve requests greater than \$1000, or requests that would the total annual grant funding to a union in excess of \$2700 of the grant line item.
 - (d) Net core funds remaining from active semesters shall carry forward semester to semester, except that all unused core funds shall revert to the Society at the end of each fiscal year.
 - (e) The signatures of two Union officers are required to release any Society funds.
 - (f) Unions may establish trust accounts for securing funds other than SFSS core or grant allocations.
 - (g) Receipts must be turned in for reimbursement within 30 days of incurring an expense and must be accompanied by supporting minutes from a properly constituted quorate meeting.

5. Grant Funding

- (a) Loans or supplementary grants may be provided to assist Unions with their activities, with the following stipulations:
 - i. Some core funds must be committed to every undertaking for which grant funding is requested.
 - ii. No grant funds will be provided for strictly social events, except when the Student Union Organizer is conducting an organizing drive on behalf of the Union.
 - iii. There must be active Union involvement in the project/event.
 - iv. Grant funds shall not be used for fund-raising events.
 - v. Grant funds may not be donated to off-campus organizations.
 - vi. Receipts must be turned in for reimbursement within 30 days of incurring an expense and must be accompanied by supporting minutes from a properly constituted quorate meeting.
 - (b) The Student Union Organizer may approve single requests of up to \$1,000 provided that the total annual grant allocation per union or caucus does not exceed \$2700 of the grant budget.
 - (c) The Finance and Administrative Services Committee may approve requests greater than \$1000 or requests that would bring the total annual grant funding to a union or caucus in excess of 8 per cent of the grant line item.
 - (d) Requests for loans or supplementary grants shall be made in advance of any activity, and shall be supported by documentation satisfactory to the Society.
 - (e) Core funds may be withheld until any outstanding loan has been recovered.
6. Decisions of the Student Union Organizer may be appealed, in writing, to the Finance and Administrative Services Committee.
 7. The Board of Directors may suspend the activities of any Union found to have violated any Society By-Law, Rule, Standing Order or Administrative Policy.
 8. Because executive turnover may cause Department Student Unions to lose access to their external bank accounts, Departmental Student Unions must disclose bank account numbers to the Student Union Organizer.
 - 9.

- (a) If specifically provided in the organization's Constitution or policies, a Union may permit voting by teleconference or videoconference.
- (b) A Union may not allow for proxy voting or for voting in meetings via text messaging or email.

Amended: BOD 05-19-04, BOD 07-13-05, BOD 03-16-05, BOD 04-27-05,
BOD 10-16-04, BOD 10-20-04, BOD 03-28-07, AGM 10-10-07:006,
BOD 02-06-08: 011, BOD 04-16-08, BOD 07-14-08, as of 09-01-08

AP-17: Constituency Groups

1. Society funds may be used to cover event costs when a Constituency Group is a sponsor and the event is intended for purposes that are of collective benefit to the membership.
2. This policy will not apply to Women's Centre Constituency Group, Out On Campus Constituency Group, and First Nations Student Association Constituency Group.
3. To be eligible for Society funding a Constituency Group must be 'active'. To be considered active the Constituency Group must have a constitution filed with the Student Union Resource Office and submit to that Office each semester:
 - (a) The minutes of at least one properly constituted general meeting conducted in the semester for which the request is made
 - (b) A list of current Executive Committee members (or other contact persons), signing officers and Constituency Representative(s) to Forum.
4. In the event that a Constituency Group remains inactive for four (4) consecutive semesters all assets shall revert to the Society.
5.
 - (a) Subject to budgetary constraints active Constituency Groups shall receive a core budget of \$300/semester.
 - (b) Active Constituency Groups are entitled to spend core funds at their discretion and to be reimbursed for expenditures from core funds with the approval of their membership.
 - (c) Net core funds remaining from active semesters shall carry forward semester to semester, except that all unused core funds shall revert to the Society at the end of each fiscal year.
 - (d) The signatures of two Constituency Group signing officers are required to release any Society funds.
 - (e) Constituency Groups may establish trust accounts for securing funds other than Society core or grant allocations.
6.
 - (a) Loans or supplementary grants may be provided to assist Constituency Groups with their activities, except that grant funds will not be approved for funding purely social events.
 - (b) The Student Union Organizer may approve requests of up to \$1000.

- (c) The Finance and Administrative Services Committee may approve requests greater than \$1000.
 - (d) Requests for loans or supplementary grants shall be made in advance of any activity, and shall be supported by documentation satisfactory to the Society.
 - (e) Core funds may be withheld until such time as any outstanding loan has been recovered.
7. Decisions of the Student Union Organizer may be appealed, in writing, to the Finance and Administrative Services Committee.
 8. The Board of Directors may suspend the activities of any Constituency Group found to have violated any Society By-Law, Rule, Standing Order, Administrative Policy, and Issue Policy.

Amended: BOD 04-16-03

AP-18: Direction to Society Employees

1. Department Representatives shall not give direction to Society employees.
2. The Executive Committee and/or the Commercial Services Committee shall give direction to the Society Food and Beverage Services Manager, which shall be communicated through the Internal Relations Officer or Treasurer. Only the Society Food and Beverage Services Manager (or her/his designate) shall give direction to employees who work in the Society's commercial service areas.
3. The Executive Committee, in consultation with the employees concerned, shall set employee workload priorities. However, this shall not preclude Executive Officers from giving direction to employees as needed to ensure that the duties associated with their portfolios are fulfilled, and/or to ensure that the Society's day-to-day operations are carried out.

Amended: BOD 04-16-03

AP-20: Employment, Board of Directors Members

1. No Board of Directors Member shall be employed by the Society during, or for a period of four months following, her/his term of office.
2. No person employed by the Society shall be appointed to Board of Directors for a period of four months following the termination of her/his employment.

Amended: BOD 04-16-03

AP-22: Accessibility Fund

1. Definitions

For the purposes of this policy, 'activities' shall include, but not be limited to: Simon Fraser Student Society elections, production and distribution of printed materials, department student union meetings and events, club meetings and events, meetings of the society, and events of the society.

2. Purpose

The Accessibility Fund shall be used for the purposes of increasing the accessibility of (and removing barriers to participation in) Student Society activities for students with disabilities.

3. Responsibility

- (a) Organizers and facilitators of activities shall be responsible for ensuring that their event is accessible.
- (b) The Member Services Officer (MSO) shall be responsible for ensuring that the fund is meeting the needs of students with disabilities to the greatest extent possible by liaising with Students United for Disability Support (SUDS), departments of the Society, and the Accessibility Fund Advisory Committee (AFAC).

4. Procedure

- (a) Organizers and facilitators of activities shall be responsible for booking accessibility services, but shall be limited to services approved by the Accessibility Fund Advisory Committee.
- (b) Accommodations shall be provided to active members by contacting the General Office or the Member Services Officer.
 - i. Accommodation shall be provided subject to verification of status of registration with the Centre for Students with Disabilities, as consented to by the requesting member.
 - ii. Those students not registered with the Centre for Students with Disabilities or not consenting to a check of their status with the Centre for Students with Disabilities will provide sufficient documentation for an external assessment.
- (c) Requests from students who are not registered with the Centre for Students with Disabilities shall be referred directly to the Accessibility Fund Advisory Committee.

- (d) Invoices for accessibility services shall be sent to the General Office for processing.
- (e) The General Office shall maintain a list of accessibility service providers, to be made available for activity organizers and facilitators.

5. Interpretation

All matters concerning the interpretation of the present policy shall be referred to the Accessibility Fund Advisory Committee.

Amended: BOD 06-29-05, BOD 09-21-05

AP-23: Management Consultant

1. Board of Directors shall employ the services of a Management Consultant to fulfill the following duties:
 - (a) Collective bargaining with CUPE 5396 and CUPE 3338
 - (b) Functions related to particular sessions of collective bargaining such as mediation or arbitration
 - (c) Aid with ongoing labour relations in the workplace including grievance proceedings
 - (d) Maintenance of records related to collective bargaining
 - (e) Legal referrals
2. The Management Consultant shall not be an employee of the Society.
3. No member of Board of Directors shall be employed in the position of Management Consultant.
4. The Management Consultant shall be required to attend the following meetings:
 - (a) Negotiations with CUPE 5396 and CUPE 3338
 - (b) Mediation sessions with CUPE 5396 and CUPE 3338
 - (c) Arbitration or court hearings
5. The IRO shall be the Executive Officer primarily responsible for maintaining contact between Board of Directors and the Management Consultant. The IRO shall report to Board of Directors on the activities of the Management Consultant on a regular basis.
6.
 - (a) The IRO shall require the Management Consultant to submit to her/him a monthly log of hours worked.
 - (b) The IRO shall request, and the Treasurer shall approve, monthly remittances to the Management Consultant.
 - (c) The IRO shall be responsible for determining an appropriate budget for the Management Consultant for recommendation to the Finance and Administrative Services Committee.

7. Any Executive Officer may request that the IRO require the Management Consultant to attend a given meeting.

8.

(a) Upon taking office, the IRO shall immediately contact and meet with the Management Consultant.

(b) The Management Consultant shall meet with the Executive Committee at least once per semester.

Amended: BOD 04-16-03

AP-24: Minutes

1. Minutes of meetings of Board of Directors shall include a summary of discussion.
2. Minutes of meetings of Society committees shall be in report format, shall be approved by the Committee and submitted to the Resource Office for inclusion in the Board of Directors package and shall include the following:
 - (a) A summary of Committee discussion, including any comments that those in attendance asked to be recorded
 - (b) A record of motions passed, direction given and action taken
3.
 - (a) Minutes for meetings of the SFSS Forum, Board, and all SFSS committee meetings (except all joint committees with SFU Graduate Student Society and/or the University) shall be completed and submitted to the chair of each committee within fourteen (14) days of the completion of the meeting.
 - (b) Notwithstanding AP-24.3(a), minutes for meetings of the SFSS Board of Directors shall be ready for inclusion in the agenda package for the next regularly scheduled Board of Directors meeting as per R-14.2.
 - (c) The Executive Committee shall be responsible for ensuring the implementation of this policy.
 - (d) Minutes shall be posted on the Society's website after their approval.

Amended: BOD 07-28-04, BOD 09-22-04, BOD 08-10-05, BOD 03-28-07,
BOD 02-02-08, BOD 06-10-09

AP-25: Credit Card Purchases

1.
 - a. Only a Financial Office Coordinator and the SFSS Food and Beverage General Manager can carry corporate credit cards in his or her name.
 - b. Other employees or Board members may use the corporate credit card for the purchase of airline tickets and other authorized business expenditures.
 - c. In every case of credit card usage, the individual charging on the account will be held personally responsible in the event that the charge is deemed personal or unauthorized.
2. Authorized uses of the credit card include:
 - a. Airline or rail tickets at coach class or lower rates for properly authorized business trips.
 - b. Lodging and meal charges that do not exceed the authorized reimbursement rate for persons traveling on official Society business
 - c. Properly authorized expenditures for which a credit card is the only allowed method of payment, such as monthly internet access, or where it is deemed more expedient to use the credit card.
 - d. Business telephone calls.
3. Receipts should be compiled and submitted with an expense report on a weekly basis to the Financial Office.
4. Unauthorized uses of the credit card include:
 - a. Personal or non-business expenditures of any kind.
 - b. Expenditures, which have not been properly authorized.

Approved BOD 04-14-10

AP-26: Personal Information

1. The Simon Fraser Student Society shall comply with the Personal Information Protection Act (hereinafter referred to as the Act.). This includes the Board of Directors, staff, departments, committees, working groups, departmental student unions, clubs, and constituency groups of the Society.
2. Personal information as defined by the Act is “information about an identifiable individual and includes employee personal information but does not include (a) work contact information, or (b) work product information”.
3. Personal information shall not be disclosed to outside persons or organizations, except as required by law, without the consent of the individual. Personal information shall not be sold to other persons or organizations.
4. Personal information shall not be included on the agenda or supporting documentation of meetings of the Society's Board of Directors, Student Forum, committees or working groups without the consent of the individual. Such consent shall include an understanding that such documents are publicly available to the Society's membership.
5. The following, or similar language shall be included in or posted clearly by all sign up sheets, petitions, and any other forms or documents designed to collect personal information for the Society and its branches:

“This form has been created in compliance with the Personal Information Protection Act. The personal information you provide will be used solely for _____ [fill in purpose here]. By providing it, you give the Simon Fraser Student Society [or name of department] consent to use this information in this way only. This information will be kept confidential and will not be sold or traded to any other organization. If you do not consent to this, please refrain from providing us with your information.”

6. The Internal Relations Officer and the Financial Coordinators jointly serve as Privacy Officers for the Society and shall be responsible for:
 - (a) Familiarizing themselves with the Act and the legal requirements that it places on the Society
 - (b) Coordinating the education of the Society's staff, Board of Directors, Student Forum, committees, working groups, and the executive officers of the Society's departmental student unions, clubs, and constituency groups concerning their obligations and responsibilities under the Act and this policy
 - (c) Ensuring that all forms, petitions, and other documents that are used to collect personal information clearly note the purposes for which such information shall be collected

- (d) Receiving and responding to all personal information protection requests and complaints
 - (e) Ensuring that the Society maintains appropriate controls over all personal information that is under the control of the organization
 - (f) Ensuring that the Society destroys personal information that may no longer be used or disclosed
7. All completed forms used to collect personal information shall be kept in a locked filing cabinet or box. Any electronic files containing information gathered from said forms shall be stored on a password-protected computer.
 8. Each office and/or department of the Student Society shall develop a retention and destruction schedule that will be kept on file with the Society's Privacy Officers.
 9. Any decision of the Privacy Officers may be appealed to the Executive Committee. The Society will make every reasonable effort to resolve disputes without the need to involve the Privacy Commissioner under the Act.

Adopted: BOD 03-02-05
Amended: BOD 09-21-05

AP-28: Special Funding Request Policy

1. To be eligible for special funding from the Student Society:
 - (a) All applicants must fill out an administrative funding package a minimum of two weeks prior to the funding approval date.
 - (b) Requests for Advocacy-related events will be presented to the Chair of the Advocacy Committee. Requests must specify a line item from the Advocacy Budget.
 - i. This policy does not apply to funding requests from Working Groups to the Advocacy Committee.
 - ii. Donations from the Advocacy Committee shall be limited to a maximum of \$200.
 - iii. Priority in funding shall be given to on-campus, student events.
 - iv. Funding for campaigns and events initiated by organizations external to the Student Society or by organizations of which the Student Society is a member shall be limited to 10% of the Donations line item each fiscal year.
 - (c) All other requests for special event funding will be presented to the Chair of the Finance and Administrative Services Committee for a recommendation to the Board of Directors.
 - (d) All requests for Departmental Student Union funding must be made through the Student Union Organizer.
 - (e) Total projected expenditures for an event must not exceed the amount remaining in the relevant line item(s).
 - (f) A representative of the applicant(s) must be available to attend all relevant meetings.
 - (g) Groups may seek funding from only one of the following bodies:
 - i. The Board of Directors,
 - ii. A Student Society Committee
 - iii. Out on Campus
 - iv. The Women's Centre.

AP-29: Staff Schedules

All Permanent and Term employees shall post their work schedules in a conspicuous place immediately adjacent to their work area(s), and submit a copy to the Internal Relations Officer at the beginning of each semester.

Adopted: BOD 04-16-03

AP-30: Stipends

1. There shall be no advances on Board of Directors or other stipends.
2.
 - (a) The Resource Office shall provide the Treasurer (or designate) with a list of attendance at Board of Directors as well as committee meetings after the last Board of Directors meeting of the month.
 - (b) The Treasurer (or designate) shall provide the Finance Office with a list of Society members showing their eligibility for stipend after the last Board of Directors meeting of the month.
3. Remuneration to the Executive Committee Officers shall be in the form of semi-monthly payments. These payments shall occur on the 15th and last days of each month, or the last business day prior to the 15th and the end of each month. Payments may be made at the discretion of the Treasurer up to the full stipend amount at any time during the months of April, August and December, provided the required hours of work are met.
4. Remuneration to the Faculty and At-Large Representatives shall be in the form of monthly payments. These payments shall occur on the last business day of each month.
5. The Treasurer shall withhold from a member's stipend an amount equal to any outstanding sums of money owed to the Society.
6. Stipends shall not be paid for months where the timesheet or work report is submitted more than one month late, unless the Board has authorized a prior exception.

Amended: BOD 04-16-03, BOD 01-05-05, BOD 11-16-05, AGM 10-10-07:006, BOD 02-06-08: 011, BOD 04-16-08,
BOD 07-29-09

AP-31: Telephone, Long Distance Calls

No personal long-distance calls shall be made on Society telephones.

Amended: BOD 04-19-03

AP-32: Vendors Program

1.
 - (a) Vending rates shall be set by the Society and are subject to change without notice.
 - (b) Fees shall be paid in full one (1) week in advance.
 - (c) Two (2) working days notice of cancellation shall be required for a refund.
2.
 - (a) A list of goods for sale shall be provided to the Society and the sale of goods shall be at the discretion of the Society.
 - (b) Vendors shall obtain, and provide proof to the Society if requested, any permit or license required by law.
3.
 - (a) A fee may be charged by the Society for the provision of vending tables.
 - (b) Any racks supplied by the vendor shall be freestanding and stable.
 - (c) No tables or racks shall be erected in front of any doorway, fire equipment, elevator, locker, alarm or vending machine.
 - (d) No tables or racks shall be erected in front of the University Art Gallery or so as to obstruct the ramp below the University's Audio-Visual Services department.
 - (e) No part of any display shall be attached to any University fixture.
 - (f) Any extension cord shall be taped securely to the floor.
 - (g) Lit candles shall not be permitted.
 - (h) Equipment shall not be left in the vending area on weekends.
4. The Vendor's refund policy shall be clearly displayed.
5.
 - (a) Product distribution and placement of promotional materials shall remain at the location designated by the Society.
 - (b) Vending set-up shall be restricted to a table length of eight (8) feet by six (6) feet.

- (c) Further space may be available upon payment of an additional fee.
- 6. Violation of this policy, or of any other Society, University or government rule, shall be grounds for termination of any vending permit, and eviction of the vendor without refund of the vending fee.
- 7. Any group or individual looking to advertise or sell commercial services or products in excess of the Society's advertising policy must notify the General Office for proper application of the vendor program and procedure.

Amended: BOD 08-27-03

AP-33: Annual and Special General Meetings, Preparation, Staffing and Procedures

Subsequent to the procedures and obligations set out in By-Law 10 , 4, 6, and Rules 6, 7, and 8, the following preparatory guidelines shall apply to the planning and procedures of Annual and Special General Meetings.

1. The Board of Directors will be responsible for:
 - (a) Fulfilling all duties with regards to Annual and Special General Meetings as detailed in By-Laws 4-6 and R-6 and R-7.
 - (b) Determining the date and time of all Annual and Special General Meetings in compliance with By-Law 10, and immediately informing the Resource Office of all event logistics.
 - (c) Encouraging the general membership to attend and participate in the General Meeting.
 - (d) Designating a chair for the meeting at least seven (7) days prior to the meeting, and immediately informing the Resource Office.
 - (e) Assisting in the set up of the meeting, under the coordination of the Member Services Officer.
 - (f) Assisting with registration of members and acting as floor captains for the duration of the meeting for vote and quorum counts, under the coordination of the Member Services Officer.
 - (g) Ensuring that all contributions to the Annual Report are submitted to the Member Services Officer at least seven (7) days prior to the meeting date (in the case of an AGM).
 - (h) Ensuring that staff are consulted to adjust hours and priorities accordingly.
2. The Member Services Officer will be responsible for coordinating:
 - (a) The compilation of the Annual Report of the Board for consideration at the Annual General Meeting (Bylaw 4.4.d).
 - (b) Board Members' roles and responsibilities in preparing for the meeting.
 - (c) Board Members' roles and responsibilities during the meeting and ensuring that registration and floor captain needs are adequately staffed.
 - (d) The monitoring of attendance at meetings.

- (e) The monitoring of vote/quorum counts and reporting to the Chair.
- (f) The booking a meeting room and any audio-visual equipment, appropriate for the needs of the meeting as established by the Board of Directors.
- (g) Microphones for speakers from the floor (if necessary).
- (h) Accommodating students with special needs.

3. Staffing:

- (a) The Resource Coordinator – Communications will be responsible for:
 - i. Complying with the provisions of By-Law 10(3) regarding serving notice of meeting.
 - ii. Layout, design, editing, and printing of the Society's Annual Report.
 - iii. Compiling and printing the agenda.
 - iv. Liaising with the Ombuds Office with regards to report presentation and production.
- (b) The Resource Coordinator – Campaigns and Research will be responsible for:
 - i. Procuring a membership list(s).
 - ii. Compiling the previous meetings' minutes for inclusion in the Annual Report.
 - iii. Assisting the Member Services Officer with her/his duties as outlined in section 2.
 - iv. Ensuring that the Chair receives an agenda and all other written materials at least 24 hours before the meeting, and is kept informed of expected attendance, the course of proceedings, the length of presentations, and any room changes.
 - v. Ensuring that the full text of any proposed By-law changes is available to all members at the meeting.
- (c) The Student Union Organizer will be responsible for:
 - i. Sending written or electronic memoranda to all active Unions in accordance with By-Law 10.3.b.

- ii. Assisting the Resource Office in the staffing of the meeting and any preparations as necessary.

Amended: BOD 04-27-05

AP-34: Satellite Campus and Committee Liaisons

1. The Board of Directors shall select one liaison from amongst itself for:
 - (a) SFU Surrey
 - (b) SFU Vancouver
 - (c) SFSS Burnaby Residence
2. Each liaison shall:
 - (a) Attend meetings of the respective satellite Campus Committee
 - (b) Report activities and concerns of the satellite Campus Committee regularly to the Board of Directors.
 - (c) Maintain and update a living document with relevant information pertaining to their liaison portfolio.
3. Liaisons shall only be removed by a majority vote of the Board of Directors upon recommendation from the respective Campus Committee.

Adopted: BOD 03-10-06
Amended: BOD 08-04-08, BOD 05-26-09

AP-36: Sustainability

1. The Society recognizes that wasteful activities cause significant detrimental impacts locally and globally, and that by taking steps to reduce the amount of waste generated by the Society it is contributing to the improvement of SFU.
2. The Society will endeavour to reduce waste wherever possible. This shall include, but shall not be limited to, the following:
 - (a) Pre and post consumer food waste
 - (b) Use of paper for all meeting packages
 - (c) Energy use in all building spaces
 - (d) Use of disposable packaging materials by all services
 - (e) Recycling paper, plastic and glass
 - (f) Battery recycling
3. The Society will endeavour to develop sustainable practices wherever possible. This shall include, but shall not be limited to, the following:
 - (a) Creating a composting program that services all of the Food and Beverage Services
 - (b) Only use non-chlorine bleached, recycled paper for all printed materials for meeting packages
 - (c) Any new construction project will be Leadership in Energy and Environmental Design (LEED) certified
 - (d) Using biodegradable packages for all of the vendors' take out orders and for all catering orders
 - (e) Lobby the University to adopt policies and practices that support, promote and reflect sustainable practices.

Adopted: BOD 04-27-06

AP-37: Member Newsletter

1. Within the first 2 months of the summer semester and the first month of the fall and spring semesters, the Society shall send an electronic newsletter to all of its members. The newsletter shall include, as a minimum, the following:
 - (a) Information about student-at-large vacancies on the Society's committees.
 - (b) An update on the Society's campaigns and services.
 - (c) Contact information for the Society's Board of Directors.
 - (d) Direction to information about the time and location of the Society's Board of Directors, Forum and committee meetings.
2. The Member Services Officer shall be responsible for ensuring that the newsletter is composed.
3. The University Relations Officer shall be responsible for coordinating access to University electronic contact lists for the purposes of sending the newsletter.

Adopted: BOD 04-16-08

AP-38: Extended Health and Dental Plan Fees

Preamble: Members of the Simon Fraser Student Society agreed in referendum (March 19, 2009) to a fee increase of no more than one-hundred-ninety-eight dollars (\$198) for an Extended Health and Dental Plan.

1. Current Members

Current members who are automatically enrolled will be assessed these fees once a year in the fall semester:

- (a) The Extended Health Plan Fee is seventy-eight dollars (\$78.28).
- (b) The Dental Plan fee is one-hundred-six dollars (\$106.56).
- (c) The University reserves the right to collect a 1% surcharge on these fees.
- (d) From both the Extended Health Plan and the Dental Plan fees, the Society will receive two dollars and fifty cents (\$2.50) per member, per fee, for the Health Plan Reserve Fund.

2. New and Returning Members

As the university accepts Spring and Summer new enrollments, and some members opt to forgo enrollment in some semesters, the following will apply to new and returning members:

- (a) Members beginning their studies at SFU in the Spring Semester, or those returning after a hiatus in the fall semester, will be automatically assessed a pro-rated fee for eight (8) months of coverage.
- (b) Members beginning their studies at SFU in the Summer Semester, or those returning after a hiatus in the fall and spring semesters, will have the option to enroll in the health plan voluntarily through the Health Plan broker for a pro-rated fee for four (4) months coverage.
- (c) Notwithstanding the above, all members will be assessed the full year fee in the fall semester.

3. Eligibility and Ineligibility

Enrollment in the Extended Health and Dental Plan is subject to the following requirements:

- (a) All members
 - i. registered in a designated “on-campus” programs at SFU at Burnaby and/or Surrey and Vancouver campuses, and taking a minimum of three-credits, as well as

- ii. those enrolled in the Co-op Program, and
 - iii. those registered at and paying fees to SFU, while on foreign exchange will be automatically enrolled in the Extended Health and Dental Plan.
- (b) Students who are
- i. registered in a designated “off-campus” program at SFU, and
 - ii. those taking only distance education classes will not be automatically enrolled in the Health Plan but can opt-in through the Health Plan Broker during the change of coverage period.
4. Change of Coverage
- During a time agreed to by the University, the Student Society and the Health Plan Broker, and only in the first month of each semester, there will be a set time for the change of coverage period.
- (a) Members with comparable coverage may opt-out of either the extended health and/or the dental plan during the change of coverage by providing proof of coverage to the Health Plan Broker, or by providing proof of coverage to the Ombudsperson who would then provide a letter to the Broker.
 - (b) Members not automatically enrolled may choose to opt-in to the extended health and/or dental plans through the Health Plan Broker, with payment and proof of eligibility, during
 - (c) Members who wish to enroll their spouse or dependents may do so by providing the Health Plan Broker with payment, proof of eligibility and information necessary for additional dependents to be enrolled in the plan(s), during the change of coverage period.
5. Liaisons
- For the purpose of maintaining communication with all parties involved, the following duties are assigned:
- (a) The President and Member Services Officer will serve as the liaisons to the Health Plan Broker.
 - (b) The President and University Relations Officer will serve as the liaisons regarding matters of the Health Plan to the University
 - (c) The Member Services Officer and the Communications Coordinator are responsible for the promotion of the Health Plan(s) and change of coverage period.

AP-39: Space Expansion Fund Levy

1. The Space Expansion Fund Levy is non-refundable.
2. The Levy shall be collected within the same restrictions as referenced in Administrative Policy 3: Student Activity Fee.
3. The Space Expansion Fund may only be spent on the renovation, operating expenditures, repair, maintenance and creation of student space on campus under the jurisdiction of the Simon Fraser Student Society.

Adopted: BOD 04-22-09

AP-40: Recognition of the Simon Fraser Residence Hall Association

1. The Simon Fraser Student Society recognizes the Simon Fraser Residence Hall Association (RHA) as a representative body of undergraduate students living on residence at Simon Fraser University.
2. Upon incorporation of the RHA the SFSS will revisit AP-40.

Adopted: BOD: 05-26-09

IP-1: Deregulation of Tuition Fees

The Simon Fraser Student Society opposes the deregulation of tuition fees for students pursuing post-secondary education

Adopted: BOD 03-19-03

IP-2: Students with Disabilities

The Simon Fraser Student Society believes that students with disabilities have the right to full participation in the university environment. Further, the Simon Fraser Student Society supports equal access for students with disabilities, including freedom of choice of lifestyle, education, housing and employment as full and equal members of the university community.

Adopted: BOD 03-19-03

IP-3: Differential Tuition Fees

The Simon Fraser Student Society opposes differential tuition fees for students pursuing post-secondary education.

Adopted: BOD 03-19-03

IP-4: Plagiarism Detection Software

1. The Simon Fraser Student Society is opposed to any mandatory submission of student work to plagiarism detection software.
2. The Simon Fraser Student Society is opposed to any use of Turnitin.comTM software at Simon Fraser University.
3. The Student Society believes that the university should terminate any agreements with Turnitin.comTM, and should not enter into any further agreements with Turnitin.comTM.

Adopted: BOD 03-19-03

IP-5: Institutionally-Administered Loans

1. The Simon Fraser Student Society is opposed to the use of institutionally administered private student loans at Simon Fraser University, or elsewhere in Canada.
2. The Student Society is opposed to any partnerships between Simon Fraser University and the First Student Loan Company, or any other for-profit student loan provider.

Adopted: BOD 03-19-03

IP-6: The British Columbia Grants Program

The Simon Fraser Student Society supports the reinstatement of the B.C. Grants Program of at least \$4000 a year for all low-income students.

Adopted: BOD 06-23-08

IP-7: Funding Cuts

The Simon Fraser Student Society is opposed to Provincial Government cuts to post-secondary funding, especially when expected funding targets have already been communicated, to the core operating budgets and individual full-time equivalence grants.

Adopted: BOD 06-23-08

IP-8: The Coalition for Student Loan Fairness

The Simon Fraser Student Society supports the Coalition for Student Loan Fairness' Eight-Point Plan for reducing student debt.

Adopted: BOD 06-23-08

IP-9: Flat Tuition Fees

The Simon Fraser Student Society opposes a flat tuition fee regardless of enrolled credit hours for all Undergraduate students.

Adopted: BOD 06-10-09

IP-10: Promotion of Public Transportation

1. Simon Fraser Student Society supports accessible, publicly funded quality transportation, especially improvements to transportation to all SFU campuses.
2. Simon Fraser Student Society supports the expansion of the Universal Transit Pass program to include all public post-secondary institutions in British Columbia.
3. Simon Fraser Student Society supports a publicly funded proposal to build a gondola system connecting SFU's Burnaby Mountain Campus with the Production Way-University Skytrain Station.

Adopted BOD: 08.12.09

IP-11: Student and Society Spaces

1. Department Student Common Rooms

- (a) The Simon Fraser Student Society believes that every Department should provide a departmental student union common room space for the use of its students.
- (b) The Simon Fraser Student Society believes that common rooms set aside for departmental student unions should be exempt from all food service contracts the University holds, or will enter.

2. Quality Student Lounge Space

The Simon Fraser Student Society believes it is the University's job to provide safe, clean and functional student and lounge space for students at all SFU Campus locations.

3. Quality University Space

- (a) The Simon Fraser Student Society believes that the University must maintain all teaching facilities in a good state of repair.
- (b) The Simon Fraser Student Society believes that every attempt should be made to keep learning facilities accessible, equipped with modern teaching aids and provide electrical outlets for students' use.
- (c) The Simon Fraser Student Society believes that the University should maintain water fountains in good repair.

4. Independent Student Society Governance of Leased Space

The Simon Fraser Student Society asserts that space under its lease with the University is independently managed by the Society.

5. Student Society Claim for Jurisdiction over MBC 3000

The Simon Fraser Student Society asserts that the space occupied by 'Student Central' in the Maggie Benston Centre should be operated and maintained by the Simon Fraser Student Society.

Adopted BOD: 08.12.09

FP-1: Excuses, Resignation

1.
 - (a) An "Excuse" shall be defined as follows: a protective mechanism that ought to be employed only in the event that unforeseen, extenuating circumstances prevent a member of Forum from attending a meeting at which they otherwise would have been present.
 - (b) Requests by Forum members for excuses from meetings of Forum shall be directed to the Member Services Officer for approval. Such requests must be received no later than 24 hours prior to the meeting, except for unforeseen circumstances. In the event that the Member Services Officer requests an excuse it shall be directed to the Treasurer to present at Forum for the approval of Forum.
 - (c) All requests for excuses shall be accompanied by a written explanation of the reasons for seeking it.
 - (d) In the event that a request for an excuse is denied, the Member Services Officer or Treasurer shall provide written reasons for their decision.
2. Leaves of absence and excuses approved or denied by the Member Services Officer shall be reported to Forum. Decisions of the Member Services Officer may be appealed to Forum.
3. Notices of resignation from Forum shall be directed to the Member Services Officer and reported at the subsequent meeting of Forum. Notices of resignation shall also be sent to the representative's departmental student union or constituency group.

Amended: FOR 01-19-06, AGM 10-10-07: 006, BOD 02-06-08, BOD 04-16-08

FP-2: Forum Funding

1. Forum shall maintain as a standing advisory committee of Forum a Forum Funding Advisory Committee.
2.
 - (a) The Forum Funding Advisory Committee shall be comprised of seven (7) members of Forum, including no more than three (3) Board members.
 - (b) The Student Union Organizer shall be a non-voting member of the Committee.
 - (c) The Committee shall elect its own chairperson.
3. The Forum Funding Advisory Committee shall consider funding requests from organizations for funding from Forum, and shall submit recommendations to Forum regarding such requests.
4. Debate at Forum on a funding request shall be limited to twenty (20) minutes, unless Forum, by a two-thirds (2/3) super-majority vote, chooses to extend debate on the matter.

Amended: FOR 04-06-05

FP-3: Forum Chair

1. Forum may, by simple majority vote, appoint a person to chair Forum meetings, for a term of up to one semester, from amongst its seated members, or it may appoint a chairperson external to it.
2. An external chair shall receive a \$75 honorarium per meeting chaired. The external chairperson shall continue to chair Forum meetings during in camera sessions and is bound by all rules governing in camera sessions.
3. In the event that no chair has been appointed by Forum, the Member Services Officer shall be deemed to be Chairperson pro term and shall have the authority to enforce Bylaw 16.3.

Amended: FOR 07-06-05, FOR 01-18-06

FP-4: Forum Committee for Director Status Review

1. Forum shall maintain a standing committee for the purpose of reviewing the registration status of Directors of the Society
2. The composition of this Committee shall be all members of the Forum except the Directors of the Society.
3. The authority to review information provided to Forum regarding the standing of Directors of the Society, to concur with that information, and to advise the Society of any reason why Forum does not concur with such information is delegated to the Committee.
4. Any Director or member of the Society who is not a member of the Committee shall have full speaking privileges at meetings of the Committee.
5. The quorum for the Committee shall be a majority of the seats filled but shall in no case be fewer than three (3). If there are not enough members of the Committee to allow it to reach a quorum, then this policy shall be suspended and the powers delegated to the Committee shall revert to Forum until the Committee can reach quorum.
6. The Chair of Forum is the chair of the Committee unless the Chair is a Director of the Society, in which case, the Committee shall elect a chair from among its members.
7. If the Committee is in receipt of information regarding the status of any Director of the Society which indicates that the person should cease to be a Director of the Society, the chair of the Committee shall inform the person of:
 - (a) The fact that their standing as a Director is questioned.
 - (b) The information in the report indicating that the person should cease to be a Director of the Society.
 - (c) The date and time of the meeting of the Committee to review their standing as a Director.
 - (d) The fact that the person is entitled to make submissions to the Committee on their standing as a Director.
8. If the Committee is without a chair, any member of the Committee may issue such notice.

9. Meetings of the Committee may be requisitioned in writing by at least one-half (1/2) of the members of the Committee and the chair of the Committee must call a meeting of it within nine (9) working days of the receipt of such a requisition. In the absence of a chair of the Committee, the members of the Committee requisitioning a meeting may organize the meeting themselves, so long as the requirements of notice specified in this policy are met and so long as the Society's rules of order are obeyed.
10. A meeting of the Committee may occur concurrently with or immediately after a meeting of Forum and such a meeting shall not require additional notice beyond that for the Forum meeting. Any other meeting shall require at least one (1) week's notice to be given to the Committee and to any person whose status as a Director of the Society is to be reviewed at the meeting.

Adopted: FOR 06-05-07

Appendix 1: Surrey Campus Committee Special Rules of Order

1. Responsibilities of Officers:
 - a. Chief Officer
 - i. Convene regular meetings,
 - ii. Chair Committee meetings,
 - iii. Inform committee members of meeting times and locations,
 - iv. Prepare meeting agendas,
 - v. Distribute relevant documents or materials to committee members
 - vi. Represent the committee to any external bodies
 - vii. Be an ex-officio member on all Surrey Campus Committee sub-committees
 - b. Surrey Affairs Officer
 - i. Act as a liaison between the Committee and the Surrey Campus Administration
 - ii. Sit on the Surrey Joint Operations Advisory Group
 - c. Campus Life Officer
 - i. Chair the Committee's Events Committee
 - ii. Coordinate the planning and execution of Committee events
 - iii. Work with the Surrey Campus Coordinator to budget for the fiscal year
 - d. Promotions and Outreach Officer
 - i. Chair the Committee's Promotions and Outreach Committee
 - ii. Encourage student participation with the Committee and the campus
 - iii. Maintain and update social networking mediums promoting the Surrey Campus Committee
 - iv. Maintain the volunteer contact list for the Surrey Campus Committee
 - v. Work with the Surrey Campus Coordinator to budget for the fiscal year
 - e. Officer

- i. Sit on at least one Committee subcommittee
 - ii. Encourage student participation with the Committee and the campus
 - iii. Liaise with the student body
2. Term of office:
 - a. Term of office shall be May 1st to April 30th, inclusively
3. Elections:
 - a. Nominations for all positions shall open at 12:00pm on Monday of week nine in the Spring Semester
 - b. Nominations for all positions shall close at 12:00pm on Monday of week ten in the Spring Semester
 - c. Campaigning shall commence at 12:00pm on Monday of week ten in the Spring Semester
 - d. Campaigning shall end at 12:00pm on Monday of week eleven in the Spring Semester
 - e. Polling shall occur on the Tuesday and Wednesday of week eleven of the Spring semester.
4. By-Elections:
 - a. Shall be conducted at a General Assembly Meeting of the Committee where every SFU Surrey Student has a vote.
 - b. Two weeks notice is to be given of the positions available by means of posters in conspicuous areas around campus.
5. Campaigning:
 - a. Campaigning shall begin after the close of nominations and end at the beginning of polling notwithstanding posters or banners.
 - b. Campaign expenses shall be limited to twenty dollars per candidate.
 - c. Campaign literature and activities shall not be libelous, inflammatory, in bad taste, or discriminatory.
 - d. All campaign materials must be printed at the Surrey Society office and be approved by the Surrey Campus Coordinator.

- e. Campaigning shall consist of but shall not be limited to activities such as:
 - i. Posters
 - i. Conducted in accordance to campus rules all posters shall:
 - i. Be posted only on corkboards.
 - ii. Have at most one poster from each candidate for each corkboard.
 - iii. Be attached only with push pins or thumb tacks.
 - ii. Banners
 - i. Conducted in accordance to campus rules all banners shall be hung and placed in approved locations.
 - iii. Leaflets
 - i. Shall only be handed to individuals and not left in public areas
 - iv. Classroom Speaking
 - i. Shall only be done with the approval of the instructor of the class.
 - v. Email
 - i. Shall not be solicited.

6. Polling:

- e. Polling shall preferably be overseen by the Independent Electoral Commission, otherwise it will be overseen by the Surrey Campus Coordinator.
- f. The ballots will be printed with each candidates name for each position the names will be placed in a random order on each ballot to be designed by the Surrey Campus Coordinator.
- g. If there is only one candidate running for a position the ballot will have a yes or no vote for the position. If the minority of votes is yes, the position will remain vacant.
- h. Polling shall be conducted in the most conspicuous location at the Surrey Campus.

7. Attendance:

- e. Non-withstanding SO-2, regrets shall be sent to the Chair and presented to the Committee for ratification
- f. If any member is absent from two consecutive meetings of the committee without ratified regrets, he shall be deemed to have abandoned their position on the committee and the Chair shall declare that position vacant forthwith.
- g. Acceptable regrets shall be considered for events such as academic commitment, health or family commitment.
- h. Leaves of absence can be granted by the committee for a period of up to four months per term.
- i. The Officers may be removed from office by a two-thirds (2/3) vote of the SFU Surrey students present at a quorate meeting. Such a vote shall be conducted at a meeting that shall be called by the Committee upon the request of any fifteen (15) SFU Surrey students.

8. Subcommittees

The Committee shall maintain the following subcommittees:

- e. Joint Operations Advisory Group

The Surrey Campus Committee and the SFU Surrey Administration shall maintain the Joint Operations Advisory Group as an ad-hoc committee

 - i. Terms of Reference
 - i. The Terms of Reference shall be jointly adopted and maintained by the Joint Operations Advisory Group.
- f. Events Sub-Committee

The Surrey Campus Committee shall have an Events Sub-Committee. This Sub-committee shall organize, budget, and execute the events of the Surrey Campus Committee.

 - i. Composition
 - i. Chairperson: Campus Life Officer
 - ii. [ex-officio] Chief Officer
 - iii. Four Officers of the Surrey Campus Committee
 - iv. Two students at-large

- v. [non-voting] Surrey Campus Coordinator
- ii. Terms of Reference
 - i. Plan all Surrey Campus Committee events for the year.
 - ii. Prepare a budget of the events for consideration by the Surrey Campus Committee.
 - iii. Work with the Promotions and Outreach Sub Committee to advertise events and raise awareness of the Surrey Campus Committee
- g. Promotions and Outreach Sub-Committee

The Surrey Campus Committee shall have a Promotions and Outreach Sub-Committee. This Sub-Committee shall deal with the promotion of Surrey Campus Committee and its events.

- i. Composition
 - i. Chairperson: Promotions and Outreach Officer
 - ii. [ex-officio] Chief Officer
 - iii. Two Officers of the Surrey Campus Committee Two students at-large
 - iv. [non-voting] Surrey Campus Coordinator
- ii. Terms of Reference
 - i. Promote Surrey Campus Committee Events
 - ii. Gather and maintain a volunteer base for the Surrey Campus Committee
 - iii. Coordinate and execute promotions and outreach programs for the Surrey Campus Committee with a special effort to reach out to first year students
 - iv. Provide Surrey Campus Committee presence at University functions when possible

Appendix 2: Deletions History

Rules

R-9: Honorary Forum Members

[Deleted BOD 12-07-05]

R-17: Elections and Referendum Policy

[Deleted BOD 09-20-10]

[Replaced with complete re-write BOD 09-20-10]

Standing Orders

SO-8: Graduate Issues Committee

[Deleted AGM 10-10-07:006 / BOD 02-06-08: 011; BOD 04-16-08]

SO-13: Graduate Benefit Plan Appeals Committee

[Deleted AGM 10-10-07:006 / BOD 02-06-08: 011; BOD 04-16-08]

SO-15: Graduate Benefit Plan Reserve Fund Committee

[Deleted AGM 10-10-07:006 / BOD 02-06-08: 01,1 BOD 04-16-08]

SO-17: Residence Committee

[Deleted BOD 05-26-09]

Administrative Policies

AP-8: Canadian Federation of Students, National and BC Component Meetings

[REF 03-19-08, BOD 04-16-08]

AP-19: Elections

[Amended BOD 06-30-04, BOD 02-14-07, BOD 03-19-08, BOD 04-16-08, 04-30-08, BOD 11-17-08, BOD 08-26-09]

AP-21: Graduate Student Lounge

[Amended BOD 03-27-04, Deleted AGM 10-10-07:006, BOD 02-06-08: 011, BOD 04-16-08]

AP-27: Referendum Campaigns

[Amended BOD 04-16-03, BOD 04-30-08, BOD 08-26-09]

AP-35: Graduate Benefit Plan Appeals

[Adopted BOD 04-21-06, Deleted AGM 10-10-07:006, BOD 02-06-08: 011, BOD 04-16-08]

Appendix 3: Suspensions History

R-3 Establishment and Revision of Administrative Policies

[BOD 07-08-09 meeting only re: AP-2 approval]

R-6 Executive Officers Duties, Responsibilities & Stipend Requirements

[BOD 05-26-09 Clauses 1.f & 2.a for 3 weeks commencing May 26, 2009, repeated 3 week suspension commencing July 8, 2009; amended and in force BOD 07-29-09]

R-7 Faculty and At-Large Representatives Board of Directors Duties, Responsibilities & Stipend Requirements

[BOD 05-26-09 Clauses 1.e & 2.a for 3 weeks commencing May 26, 2009, Repeated 3 week suspension commencing July 8, 2009; amended and in force BOD 07-29-09]

R-16 Remuneration of Elected Representatives

[BOD 04-22-09: for the 04-22-09 meeting only]

SO-16 Remuneration Advisory Committee

[BOD 05-26-09, for 3 weeks commencing May 26, 2009, Repeated 3 week suspension commencing July 8, 2009]

AP 2 Access, Society Offices

[BOD 05-29-09 Clause 1.e to be reviewed by July 1, 2009, amended and in force BOD 07-08-09]

AP-7 Budget

[BOD 04-22-09: Section 5 only, pending Constitution and Policy Review Committee review]

AP-13 Conference Funding

[BOD 04-22-09: for the 2009-2010 fiscal year]

AP-14 Per Diem for Conferences and Meetings

[BOD 04-22-09: Pending Constitution and Policy Review Committee review]- Note: Amended substantially BOD 07-07-10

AP-19 Elections

[BOD 04-22-09: Section 1.b only pending Constitution and Policy Review Committee review; repealed BOD 08-26-09]

AP-30 Stipends

[BOD 05-26-09 Clauses 3 & 4, for 3 weeks commencing May 26, 2009, Repeated 3 week suspension commencing July 8, 2009; amended and in force BOD 07-29-09]