

Call to Order – 2:31 pm, April 13, 2015 | MBC 2290

1. Roll Call of Attendance

Committee Composition

Executive Officer (*chair*) Darwin Binesh
President (*ex officio*) Chardaye Bueckert
Board of Directors Representative Adam Potvin
Board of Directors Representative Shirin Escarcha
Councilor Marija Jovanovic
Councilor Charles Turo
Student At-Large
Student At-Large

Society Staff

Campaigns, Research, and Policy Coordinator Pierre Cassidy
General Office Coordinator Lawrence Jones
Minute Taker Dion Chong

Regrets

Board of Directors Representative Rebecca Langmead
Board of Directors Representative Shadnam Khan

Guests

Incoming President Enoch Weng
Incoming Arts and Social Sciences Representative Arr Farah

2. Adoption of the Agenda

MOTION CPR 2015-04-13:01

Turo

Be it resolved to adopt the agenda as presented

Items reordered

CARRIED AS AMENDED

3. New Business

a. Amendment—Accessibility Fund Advisory Committee

MOTION CPR 2015-04-13:03

Potvin/Amended Bueckert

Be it resolved to recommend to BOD to replace "VP Finance" as the chair of the Accessibility Fund Advisory Committee with "Vice President Student Services" in SO 9-2.

Be it further resolved that the "VP Student Life" be named as the second executive officer named to the committee.

The Vice President Finance felt that the Vice President Student Life portfolio was more in line with the mandate of the Committee, particularly since the notion of accessibility seemed to be outside the mandate of the Vice President Finance position.

Member expressed support for the Vice President Student Services being made the chair of the committee, given committee spread between Executive Officers. The Vice President Student

Life chairs the EPCOM, which is typically quite active. Further, the Vice President Student Services would also serve to enhance the accessibility of services provided by the SFSS.

MOTION AMENDED

This was the first year of the separation of the Member Services Officer position into the two VP positions, and the division of committee positions was fairly arbitrary. The Vice President Finance was thanked for bringing the matter to the CPR's attention.

CARRIED

b. Amendment—AP-10 Clubs

MOTION CPR 2015-04-13:04

Escarcha/Amended Bueckert

Be it resolved to recommend to BOD to amend AP-10 as amended,

Be it further resolved to amend AP-10.2 of the proposed AP-10 to read:

Clubs membership shall be open to all members in good standing of the Society. Club initiatives and events may be open to all members of the university community at the discretion of the club.

The changes proposed were based on practices at both the Granting Committee and the General Office.

- Timeline for grant requests—20 calendar day submission deadline was proposed to provide both the GC and GO time to review the requests diligently.
 - This was seen as realistic given timelines faced by students.
- Clubs grant cap of \$1,500 per grant request.
 - As of tomorrow, all grants will be processed through the club grant database. This will simplify the process but will increase the number of grants incoming. The GO was projecting unprecedented need for grant funds both under \$500 and over \$500. The cap would ensure that more student initiatives could be funded.

Days would be clarified to calendar days.

A question arose on why club membership was not limited to members of the SFSS and whether the policy precludes non-SFSS membership in clubs moving forward. Concern was raised that the undergraduate student body subsidizes club operations and initiatives, and there was desire to ensure to avoid abuse from the SFSS remittance structure.

While clubs had to be founded and managed by undergraduate students, clubs occasionally include professors and off-campus individuals. The policy had been changed to govern undergraduates exclusively, as this was the realm of the SFSS' authority, but this did not preclude graduate student participation as they had been participating in the past.

Under 7.a—confusion around the meaning of industry standards for sponsor logos. This addressed a potential abuse of the SFSS logo requirement as condoning the event rather than simply being a sponsor, pointing to a proportional comparison to common practice for sponsor logos.

Under 8.a—if GO Coordinator has administrative authority, pointing to particular cases was unnecessary.

Given the wording issues identified, it was recommended that the CRP Coordinator have the opportunity to review the proposal before having the matter passed to Board. However, it was requested that the committee pass the changes, given that the database would be functional by the next day, and to ensure that the next Granting Committee chair has clear policy and guidelines within which to work.

MOTION AMENDED

CARRIED

Jones left at 2:57pm

c. Amendment—Events and Promotions Committee
MOTION CPR 2015-04-13:05

Potvin

Be it resolved to recommend to BOD to delete SO-16.14.

Significant amounts of funding in the current fiscal year had been used by the Events and Promotions Committee in a way that a member felt had no relation to the SFSS or its clubs or student unions. While all other sections of the standing order in question related to board-hosted events or those operated by the SFSS, only one line mentions supporting other events, which has been used to justify the funding and promotion of events that the SFSS has no involvement in. The Vice President Finance saw the EPCOM as having failed to enhance student life on campus over the past year by only having hosted a limited number of events by itself. Further, EPCOM events can have an effect of reducing the FBS deficit, which it had failed to do in having hosted very few of its own pub nights over the course of the year.

The Granting Committee chair raised that over the past number of years, the membership has treated EPCOM as a secondary granting source, bypassing the authority of granting from clubs that have failed to meet the deadlines and requirements for the receipt of grants.

Concern was raised that this change precludes the committee from supporting major events where it would be in the interest of the EPCOM to partner with. Further, if the Board was going to meaningfully shift into a governance model, the Board should not be planning its own events.

Further, issue was identified in that the language does not currently state that the committee planned and operated events on behalf of the Society. The committee was reminded that the motion as it stands did not concern the rest of the policy at present.

CARRIED

d. Amendment—Budget
MOTION CPR 2015-04-13:06

Potvin

Be it resolved to recommend to BOD to replace the word "net", in the last sentence of AP 7-5: "is equivalent of 3 months of the Society's net annual operating expenditures" with the word "gross"

The policy was discussed over the summer, which requires the Society to restrict money within the members equity until a certain threshold is met. The SFSS has currently met the net annual operating expenditures. However, the policy's intention was meant to cover society legal obligations—should be based on gross expenditures which are the legal obligations of the organization. This was closer to \$4 million, which should be the benchmark based on auditor recommendations. This would have financial implications for the next board, as a percentage of gross annual operating expenditures has not been met.

Where there is a consultation with the Finance Coordinators or Auditors, it was recommended that the rationale was made available to be documented and ensure the organization. However, in discussion with the auditor, they expressed discomfort in provided recommendations to Society policy and declined.

There was a desire for some coverage, and concern that the future may view the 1415 board having changed policy to release funds.

A memo from both the

The committee discussed receiving recommendations.

Auditors tell you whether what you're doing

It was recommended that the Vice President Finance request that the Finance Office provide a memo providing rationale and support for the proposal when it is up for discussion at Board.

CARRIED

e. Amendment—Timesheet Requirements

MOTION CPR 2015-04-13:07

Potvin

Be it resolved to recommend to BOD to delete R 2-5 & R3-6 & delete the word "timesheet" in AP 24-8

CPR came to a consensus at the last meeting that the timesheet system was ineffective and should be abolished. The proposal put forward would remove all references to timesheets within the policy manual.

It was raised that the proposed removals also eliminated hours stipulations for board members. While the Vice President Finance indicated they were not opposed to maintaining the hour stipulation as a guide, this would not be enforceable without a timesheet system.

Concern was expressed that the timesheet system—while problematic—was an important mechanism for tracking Board member work, and the proposal put forward does not replace the timesheet with a better alternative mechanism. The current policy does not even require the timesheets to even be filled out in any substantial way. This change would be objectionable for a number of members who follow the SFSS closely. Concern was raised of whether the policy change accomplish the end requested.

CPR had recommended written reports to be filed at Board meetings, which would be another avenue to review Board work. Further, the board requirement for semesterly reports continues, which was deemed to already be a significant amount of record keeping. Further, the Board has

prioritized the Code of Conduct and Means of Redress to ensure meaningful oversight of the Board. The latter continues to be under discussion.

It was expressed that the salary system used by other student unions were a precedent for the remuneration of student union executive officers without a timesheet system. The Committee was warned against taking individual initiatives of other student unions in isolation from their structure, which are often very different from the SFSS.

It was raised that this matter had not been recommended by Board and that committee members have not had the opportunity to review any research being cited by members as reasoning to abolish the timesheet system.

CARRIED

f. Amendment—Stipend Docking

Bueckert and Jovanovic left 3:29

MOTION CPR 2015-04-13:08

Potvin

Be it resolved to recommend to BOD to append the following to AP 24:

1. If a director is more than 10 minutes late to a committee or Board meeting, their stipend shall be deducted \$10.
2. If a director is absent from a committee meeting without ratified regrets, their stipend shall be deducted by \$20.
3. If a director is absent from a regularly scheduled Board meeting without ratified regrets, his/her stipend shall be deducted \$40.
4. Work reports not written by their respective deadlines (September 30th, January 31st and April 30th) will result in a stipend deduction of \$50.

Concern was expressed around the inappropriateness of members attempting to push through policy without any substantive discussion.

g. Amendment—Student Unions

MOTION CPR 2015-04-13:09

/

Be it resolved to recommend to BOD to amend clause 16 of AP 14 Student Unions:

- 16) The Granting Committee may approve requests greater than \$1,000, or requests up to 8 percent of the grant line item.

4. Ratification of Regrets

MOTION CPR 2015-04-13:02

/

Be it resolved to ratify regrets from:

Board of Directors RepresentativeRebecca Langmead
Board of Directors RepresentativeShadnam Khan (*academic*)

5. Attachments

2015-01-08 Policy Request Form v.2.pdf
Scanned Proposals from Vice President Finance.pdf

6. Adjournment 331

DC | CUPE 3338

Policy Proposal Form

The policy request form will be used to frame the development of any new policy and the revision of any existing policy. It will also be filed permanently to provide context to any future revision, addition, or deletion.

General Information

| | | | |
|-------------------------|-----------------|-----------------|---|
| Name | Julian Perrin | Type of Request | New Policy |
| Position | VP Finance | | Revision <input checked="" type="radio"/> |
| Date | April 2nd, 2015 | | Deletion |
| Policy Reference Number | S12 | | |

For revisions include the number of the previous policy for amendment. Provide the reason for change.

Organizational Need

Are there reasons or change about need from a need not currently being met by the current policy system. Provide the context that motivated this request.

Accessibility is clearly within the scope of the VP Student Life as defined by the Bylaws & Constitution of the Society. Accessibility is only related to the VP Finance to the extent that it deals with money, as nearly every single SFSS committee does.

Explanation of Proposal

In light of the need outlined above, provide an explanation of the policy proposal to the best academic advice for resolving the need.

Revise composition of the committee so that

SO 9.2

Chairperson: VP Student Life

Relation of Proposal on Existing Policies

Provide an analysis of how your policy proposal will impact existing policies. Make sure that any policies you cite are attached to the proposal when you submit the form.

None

Checklist for Proposal Submission

The following should be included with the proposal submission:

- A copy of the current and proposed policy language as a tracked change document in .doc, .docx, or .pdf format
- Any supporting documentation demonstrating organizational need and/or state capacity
- All financial and programmatic cost estimates of a three-year policy impact

Please use Adobe Reader to view and fill out VPS PDF documents - [Help with Adobe Reader](#)

Policy Proposal Form

The policy request form will be used to frame the development of any new policy and the revision of any existing policy. It will also be filed permanently to provide context to any future revision, addition, or deletion.

General Information

| | | | |
|----------|-----------------|-----------------|------------|
| Name | Adrian FOSTER | Type of Request | New Policy |
| Position | V.P. Finance | | Revision |
| Date | April 2nd, 2015 | | Deletion |

Policy Reference Number:

Organizational Need

Any policy involving an change should result from it would not currently being met by the current policy number. Provide the number that proposed the change.

1) 14 should be deleted from this standing order.

"Upon request the committee may assist clubs, department student unions and constituency groups in the planning of events"

Events Committee this year spent money on funding other group's events. The mandate for the SFSS Events Committee should be for the planning of SFSS events. Spending funds on other group's events blurs the lines between granting and events and completely strays from the mandate of the Events committee.

Explanation of Proposal

In support of the organizational needs, provide an explanation of the policy proposed, of the best possible action for carrying it out.

Relation of Proposal on Existing Policies

Provide an analysis of how your policy proposal addresses existing policies. Make sure that any policies you cite are attached to the proposal, unless you submit the form.

None

Checklist for Proposal Submission

The following items are required with the proposal submission:

• Both the current and proposed policy language as a tracked changes document in one, two, or pdf format

• Any supporting documentation demonstrating organizational need and/or legal support

• If it is a new policy, the final version of a management policy charter

Policy Proposal Form

The policy request form will be used to frame the development of any new policy and the revision of any existing policy. It will also be filed permanently to provide context to any future revision, addition, or deletion.

| General Information | | | |
|-------------------------|-----------------|-----------------|--|
| Name | Adam Patvin | Type of Request | New Policy <input type="checkbox"/> |
| Position | VP Finance | | Revision <input checked="" type="checkbox"/> |
| Date | April End, 2015 | | Deletion <input type="checkbox"/> |
| Policy Reference Number | AP 7-5 | | |

For amendments, include the number of the previous policy, by amendment, include the policy affected.

Organizational Need

Any policy creation or change should first have a need not currently being met by the current policy stated. Please be explicit that proposed need.

The Society currently has a policy in place designed to create a financial safety net for any future major unexpected expenses, liability-related or otherwise. This policy mandates that the amount to be saved be equivalent to 3 months worth of the Society's General Fund net annual operating expenditures. This threshold should really be based on gross annual operating expenditures instead of net. Net means that the Pub "expense" is about \$300-\$400k—it takes the difference between expenses and revenue. Gross means that the Pub expense is more like \$1.5 million—it takes the total amount of expenses paid. This is a more accurate reflection of what this policy was designated to fulfill. This was also the advice of the SFSS auditor and the advice of our Financial Coordinator.

Explanation of Proposal

In light of the need outlined above, provide an explanation of the policy, propose or be clear on the action to be taken.

Change one word in the policy:

"The annual operating budget of the Society shall maintain an amount, until such time as the member's equity of the Society, is equivalent of 3 months of the Society's General Fund GROSS annual operating expenditures."

Relation of Proposal on Existing Policies

Provide an analysis of how your policy proposal will impact existing policies. Make sure that any policies you cite are attached to the email generated when you submit this form.

None—however this will affect next year's budget. Next year's budget will see \$125,000 to be set aside for increasing members' equity.

Checklist for Proposal Submission

The following should be included with the proposal submission:

- Both the current and proposed policy language as a tracked changes document in the case of self-forms
- Any supporting documentation demonstrating operational need and/or cost savings
Ex. Act 2000 and 2002. This cost savings is from what was charged.

Please use Access Center to read and fill out SSS FY documents: [http://liberty.com/ssa](#)

Policy Proposal Form

The policy request form will be used to frame the development of any new policy and the revision of any existing policy. It will also be filed permanently to provide context to any future revision, addition, or deletion.

General Information

| | | | |
|-------------------------|-----------------|-----------------|---|
| Name | Adam Palmer | Type of Request | New Policy <input checked="" type="radio"/> |
| Position | VP Finance | | Revision <input type="radio"/> |
| Date | April 2nd, 2015 | | Deletion <input type="radio"/> |
| Policy Reference Number | AP 24 | | |

Remember always include the number of the previous policy for amendments, include the number if there is none.

Organizational Need

Any policy creation or change should start with a need and currently being met by the current policy enacted. Provide the context that prompted this request.

There is currently no policies reprimand for not fulfilling Director responsibilities as outlined in the Constitution & Bylaws. This policy seeks to objectively punish Directors for failing to meet these requirements. This ensures better accountability for the organization.

Explanation of Proposal

In light of the need outlined above, provide an explanation of the policy proposal as the best available option for addressing the need.

(This can be appended to AP 24- Stipends)

- 1.) If a director is more than 10 minutes late to a committee or Board meeting, their stipend shall be deducted \$10
- 2.) If a director is absent from a committee meeting without ratified regrets, their stipend shall be deducted \$20
- 3.) If a director is absent from a regularly scheduled Board meeting without ratified regrets, his/her stipend shall be deducted \$40
- 4.) Work reports not written by their respective deadlines (September 20th, January 11th and April 30th) will result in a stipend deduction of \$50

Relation of Proposal on Existing Policies

Provide an analysis of how your policy proposal will impact existing policies. Make sure that any policies you cite are attached to the end of your proposal and you submit the files.

AP 24 - Supends

Checklist for Proposal Submission

The following should be included with the proposal submission:

- Both the current and proposed policy language as a tracked changes document in one .docx or .pdf format
- Any supporting information (for example, organizational chart and/or flow chart)
- An "Action and Priority" table and record of a formal policy change

Please use the Policy Review to read and fill out the PDF documents - [http://www.policies.com](#)

Policy Proposal Form

The policy request form will be used to frame the development of any new policy and the revision of any existing policy. It will also be filed permanently to provide context to any future revision, addition, or deletion.

| General Information | | | |
|-------------------------|-----------------------------|-----------------|------------|
| Name | Adam Porvin | Type of Request | New Policy |
| Position | VP Finance | | Revision |
| Date | April 2nd, 2015 | | Deletion |
| Policy Reference Number | R-2 - 5, R3 - 6 & AP 24 - 8 | | |

For new policies include the number of the proposal table for amendments, indicate the policy affected

Organizational Need
Why policy creation or change should result from a need not currently being met by the current policy document. Provide the context that precipitated the request.

Abolish the timesheet system. Out of the numerous Canadian student societies surveyed, none use a timesheet system. It is outdated and flawed. The VP Finance cannot possibly be able to track the hours that his/her fellow Board members work. This is an honour system and is ripe for abuse.

Explanation of Proposal
In light of the need outlined above, provide an explanation of the policy proposal as the most suitable option for meeting the need.

It deletes any mention of the word "timesheet" in all STSS policies.

Delete R 2 - 5: Executive Officers shall complete 120 hours of work on behalf of the Society per month and shall submit a semi-monthly timesheet to the VP Finance confirming these hours. The President shall approve the timesheet of the VP Finance.

(The hours of work shall also be deleted as having them alone as a policy merely serves a guide without any enforcement and should thus not be policed.)

Delete R 3 - 6: Faculty representatives and at-large representatives shall complete sixty (60) hours of work on behalf of the Society per month, and shall submit a monthly timesheet to the VP Finance confirming these hours.

Relation of Proposal on Existing Policies

Provide an analysis of how your policy proposal will affect existing policies. Attach any existing policies that are affected by the proposal, unless you submit this form.

(cont'd from last page)

Delete the word "timeliness" from AP 24 - 8. Salaries 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.

Checklist for Proposal Submission

The following should be included with the proposal submission:

- Attach the current and proposed policy language as a tracked change document to the text of the form.
- Any applicable documents that demonstrate the need for the proposal.
- A cover letter explaining the need for the proposal.

Please use Adobe Reader to read and fill out this form. For assistance, visit <http://www.adobe.com/reader>.

Policy Proposal Form

The policy request form will be used to frame the development of any new policy and the revision of any existing policy. It will also be filed permanently to provide context to any future revision, addition, or deletion.

General Information

Name

Position

Date

Type of Request

New Policy

Revision

Deletion

Policy Reference Number

For new policies, indicate the number of the proposed policy. For amendments, indicate the policies affected.

Organizational Need

Any policy creation or change should result from a need not currently being met by the current policy manual. Provide the context that prompted this request.

AP 10 has undergone numerous drafts in the last 12 months. In Summer 2014, the policy was reviewed to differentiate between policies and procedures. The policy was also reviewed to discuss the time line for larger grants and in doing so, the Granting Committee expressed interest and support for a 20 day submission deadline to provide the opportunity for further review of grants.

Explanation of Proposal

In light of the need outlined above, provide an explanation of the policy proposal as the best available option for catering to that need.

Firstly, the aforementioned distinguishes policy and procedure. Secondly, some of the policy revision is already in practice as well. Clubs, DSUs, FSUs and constituency groups have been sent memorandums in Fall 2014 and Spring 2015 outlining relevant aspects of this pending policy, such as AP 10.5.c. Thus far, it has proven to be more efficient for the staff and the committees.

Relation of Proposal on Existing Policies

Provide an analysis of how your policy proposal will impact existing policies. Make sure that any policies you cite are attached to the email generated when you submit this form.

A portion of the current AP10 has been deleted from this proposal to be placed in a procedure manual.

Further, in reference to a tracked changes document, the journey from previous version to this has been so long and layered that the best option at this point is a direct comparison, we think.

We will include Word versions of current AP 10 with proposed new language.

Thank you,

Shirin, Rena, Lawrence and Adrienne

Checklist for Proposal Submission

The following should be included with the proposal submission:

- Both the current and proposed policy language as a tracked changes document in .doc, .docx. or .pdf format
- Any supporting documentation demonstrating organizational need and/or area approval
(Ex. VP Finance and Financial Office email approval of a finance-related policy change)

SUBMIT

Please use Adobe Reader to read and fill out SFSS PDF documents - <http://get.adobe.com/reader>

Draft changes to AP 10 (was 12)
Date: April 8, 2015

Clubs

1. Clubs Definitions, Purposes

- a. Clubs are student organized groups with a mandate to pursue special interest, cultural, social, faith based or activist goals.
- b. Clubs shall not duplicate departmental student unions or currently existing clubs.
- c. Clubs that function for the purpose of supporting a class/course project are ineligible for registration.

2. Membership Criteria

- a. Clubs membership shall be open to all members of the university community.
- b. Each club shall consist of a minimum of 10 members in good standing of the Society.
- c. A student member must provide their name and SFU email and may be required to provide their SFU student number and / or demonstrate membership in good standing of the Society.

3. Registration Criteria

- a. A minimum of two (2) club members serving as Executive Officers and signing officers.
- b. Members shall agree to the terms and conditions of the Club Liability Disclaimer.
- c. Following two (2) years of inactivity by the club shall be dissolved and all Trust funds and club assets shall revert to the Society.

4. Constitutions

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

5. Club Grant Requests

- a. Club Coordinators will review and consider funding for Grant Requests under \$500. The Granting Committee shall consider requests of \$500.00 or over. The Granting Committee will grant up to a maximum of \$1500 per event. Grants will

be awarded based on the merits of the event or project in accordance with the club's mandate at the discretion of the Club Coordinators and/or the Granting Committee.

b. Grant requests under \$500 must be submitted 10 calendar days in advance of the event date. Clubs requesting \$500 and over must submit Grant Requests 20 days in advance of their event date. These requests submitted less than 20 calendar days before an event may be reduced to below \$500. Exceptions to this timeline may be submitted in writing for consideration at the discretion of the Clubs Coordinators.

6. Financial Accountability

a. Core and Grant funding shall not be spent on the provision of alcohol

b. Core and Grant funding shall not be used to provide stipends or be directly donated to offcampus organizations

c. Clubs with a negative Trust account balance may not register until the debt owing to the Society is repaid.

d. Clubs may maintain an external bank account, however, as described in the Liability waiver, the SFSS can in no way be held responsible, accountable or liable for any issues related to these external accounts.

e. Amounts over \$ 50 reimbursed from Trust must be supported by receipts, invoices or, in their absence, a printed, dated document describing fund use and signed by two Club Executives.

7. Recognition of Society Sponsorship

a. All club publications and/or promotional materials must include the phrase "Sponsored by the Simon Fraser Student Society" the current SFSS logo and colours, appropriately scaled and placed in accordance with industry standards for sponsor logos.

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 ByLaw, Rule, Standing Order, or Administrative Policy.

b. Decisions of the General Officer Coordinators may be appealed, in writing, to the Granting Committee.

AP-10: Clubs

Definitions and Purposes

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

Membership Criteria

3. Club membership shall be open to all members of the University community.
4. Each club shall consist of a minimum of ten members in good standing of the Society or of the Graduate Student Society.
5. 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.
6. 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.

Registration Criteria

7. To be eligible to be registered as a club, groups must follow the requirements of this policy and other Societies policies where applicable.
 - a. 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).
8. To be eligible for initial registration the club shall submit to the General Office using the provided club forms:
 - a. a membership list,
 - b. a minimum of two (2) club members serving as Executive Officers and signing officers, and
 - c. a Club Liability Disclaimer signed by two executive officers 19 years of age or older.
9. To remain eligible for registration the club shall submit to the General Office each semester using the provided club forms:
 - a. an updated membership list.
 - b. a list of current Executive Committee members and signing officers,
 - c. a Club Liability Disclaimer signed by two club executive officers 19 years of age or older, and
 - d. a written copy of any changes to the Constitution duly made in the previous semester.
10. 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.

Constitutions

11. 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:
 - a. a statement of the aim(s) and purposes of the club,
 - b. procedures for holding meetings of its membership,
 - c. the composition of an election procedure for an Executive Committee (or equivalent), and
 - d. a clause that requires the transfer of all assets to the Society upon dissolution of the club.

Club Structure and Operation

12. Clubs shall receive a core operating grant from the Society, and maintain a core operating fund account
13. Clubs may maintain a Society trust account.
14. Subject to budgetary constraints, clubs shall receive said operating grant based on their 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.
15. The Club core operating grant shall be used to cover costs reasonably related to each club's mandate.
16. Unused core operating grants shall revert back to the Society at the end of each semester.
17. Unused funds held in trust accounts of clubs shall carry forward semester to semester unless 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.
18. Clubs may collect membership fees.
 - a. Membership fees shall be held by the Society in the respective trust fund account.
19. Clubs may seek additional funding for special events and projects by requesting a grant via a proposal.
20. The General Office coordinators will grant requests under \$500. The Granting Committee must approve all requests over \$500. The grant will be awarded based on the merits of the event or project and at the discretion the General Office coordinators and/or the Granting Committee.
21. 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 allocations will be debited against the operating grant, and clubs must repay any over-expenditure.
22. 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.

Financial Accountability

23. Any request for reimbursement shall be made by a signing officer of the club and shall be supported by documentation satisfactory to the Society.
24. Reimbursement of amounts of less than \$50 may be paid out in cash.
25. Reimbursement of amounts of more than \$50 shall be by cheque.
26. 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.
 - a. Minutes of the meeting proposing the event are submitted to the general office, and at least one club executive signs the appropriate liability forms.
27. Operating grants and special event funding shall not be used to provide stipends or donated to off-campus organizations.
28. Clubs with a negative trust or core account balance may not register until the debt owing to the Society is repaid.

Recognition of Society Sponsorship

29. All club publications and promotional materials must include the phrase "Sponsored by the Simon Fraser Student Society" in a prominent location.

Administrative Authority and Appeals Process

30. The General Office Coordinators shall have administrative authority over club operations, and may suspend the activities, disallow registration, or impose requirements upon any club, particularly if a club is found to have violated any Society bylaw or policy.
31. Decisions of the General Officer Coordinators may be appealed, in writing, to the Granting Committee.

Amended: BOD 2011-07-06, BOD 2010-01-10,
BOD 2008-10-27, BOD 2008-04-30,
BOD 2008-02-20, BOD 2005-11-16,
BOD 2003-12-03.