

Call to Order – 10:00 am, October 1, 2014 | MBC 2296

The Committee acknowledged that the meeting was being conducted on the Unceded Coast Salish Territories of the Squamish, Musqueam, Stó:lo, and Tsleil-Waututh people.

1. Roll Call of Attendance

Committee Composition

Board Member (*chair*)..... Shirin Escarcha

Vice President Student Life Kayode Fatoba (*late*)

Board of Directors Member Deepak Sharma

Councilor

Councilor

Student At-Large Rahul Rajanala

Student At-Large Clara Chow

Society Staff

General Office CoordinatorLawrence Jones

Minute Taker Dion Chong

Guests

Regrets

Board of Directors MemberAyla Kooner

Absence

2. Adoption of the Agenda

MOTION GC 2014-10-01:01

Sharma

Be it resolved to adopt the agenda as presented.

CARRIED

3. Ratification of Regrets

MOTION GC 2014-10-01:02

Sharma

Be it resolved to ratify regrets from:

Board of Directors MemberAyla Kooner

Kooner's flight from abroad was delayed and arrived past midnight.

CARRIED

4. Matters Arising from the Minutes

MOTION GC 2014-10-01:03

Chow

Be it resolved to approve the minutes of 2014-09-10

CARRIED

5. Grant Considerations

An update on available club grant funding was provided to the committee. Grant funds were made up of those available within the line item and those potentially available as a result of unexhausted grants, since grants typically only exhaust 70 to 75% of their granted amounts.

The General Office has injected an additional \$30,000 into the Fall club grants. \$18,000 in grants had been assigned between those assigned by the Granting Committee and by the General Office. Audiovisual/facilities/room booking charges from the University were still outstanding for the summer semester due to SFU billing lag.

Icebreaker events historically peak around September, and moving forward into Spring semester are generally replaced by larger scale projects, including conferences and galas.

a. AIESEC – Western Regional Conference

AIESEC SFU had submitted a grant request for a major conference being hosted at SFU. It was a signature event for the group and thus its costs were high in order to uphold the reputation of the group and the school, as could be observed from the high venue costs. The majority of participants were expected to be from SFU, and all delegates would pay a \$192 delegate fee, which would cover a portion of the funding gap.

Typically, the Granting Committee has provided a maximum of \$2000 for clubs hosting regular large-scale events, particularly given desire for equality of access for all clubs, and the limitations of financial resources for grant purposes. While AIESEC was recognized for their contributions to the SFU community in general, and the event would include a large number of SFU members, the committee was also cognizant that only AIESEC members would benefit from this event, as opposed to the community at large. It may be desirable for the maximum amount of funding to be only made available to clubs which hit the largest number of target points (ex. enhancing campus life, inclusion of other campuses). Although it did not all target points, AIESEC's success in its representation of SFU was seen as a major benefit.

Discussions also took place around the request for the provision of lanyards. The General Office Coordinator would follow up on the request.

MOTION GC 2014-10-01:04

Rajanala

Be it resolved to grant AIESEC SFU Western Regional Conference up to \$1500 from the club grant line item for locations fees and audiovisuals costs contingent upon prominent promotion of the Student Society on conference materials.

CARRIED

6. Discussions

a. AP-12 Review

Deadlines of submissions were changed. Grant requests submitted less than 2 weeks prior to an event had to be reduced to under \$500

Fatoba entered at 10:41am

Amendments had been in progress since July, but had to be postponed as a result of incoming changes to the policy manual, and a number of changes had been made.

Action Item: Members were requested to arrive to next GC with any and all recommendations for the document draft.

7. Attachments

2 - AIESEC - Western Regional Conference.pdf

AP12-Draft5.3.do10

8. Adjournment 10:46am

DC | CUPE 3338

1. Club Definitions, Purposes

a. ~~Clubs are organized student groups that have a mandate to pursue interdisciplinary, social, or activist goals.~~ *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.~~ *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. Club membership shall be open to all members of the University community.

(new) b. *Clubs shall not discriminate based on gender, sexual orientation, appearance, race, affiliation as per the (BC) Human Rights Code and the Canadian Charter of Rights and Freedoms.*

(was b) c. *Each club shall consist of a minimum of ten members in good standing of the Society, or of the Graduate Student Society.*

(was c) d. ~~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. A student member must provide their name and SFU email and may be required to provide student number and /or demonstrate membership in good standing of the Society.*

3. Registration Criteria

a. ~~To be eligible to be registered as a club, groups for registration, clubs must follow the requirements of this policy and other SFSS policies where applicable, including the following:~~

- i. *Executives of New clubs, and Executives new to an existing club must attend the Club Orientation meeting at the beginning of each semester. The SFSS General Office Coordinators of the SFSS may disallow a club's registration, subject to an appeal to the Finance and Administrative Services Committee (FASC). (Granting Committee)*

b. ~~To be eligible for initial registration the club shall submit to the General Office using the provided club forms:~~ *To be considered active, AND APPROVED clubs*

go-coord2 14-9-16 2:06 PM

Comment [1]: Addresses issue of classes using club resources for a short term class project

go-coord2 14-9-16 2:07 PM

Comment [2]: This is already in bylaws, do not need to duplicate

must successfully complete the registration process each semester using the electronic application via the Society's Club/DSU database including:

b. — To be eligible for initial registration the club shall submit to the General Office using the provided club forms:

i. ~~A membership list- A minimum of 10 active SFU emails CONFIRMED SFSS MEMBERS~~

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~~ Agree to the terms and conditions of the Club Liability Disclaimer

iv. Complete other documents as required

~~(was iv) v. A written copy of any changes to the Constitution duly made in the previous semester.~~ v) satisfy the constitutional requirements as outlined in this policy

~~(was 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 a club must meet 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 election of an Executive Committee (or equivalent).

iv. A clause outlining procedures to deal with disciplinary, impeachment or expulsion of members or Executive.

v. A clause that outlines the procedure for how to amend a constitution.

~~(was iv) vi. 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. Clubs shall receive a modest Core operating fund from the Society and may maintain a Society trust account. Clubs may also seek additional funding for special events and projects by submitting a Grant Request.~~

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—b. The Core operating fund is for expenses reasonably related to each club's mandate. Unused Core funds shall revert back to the Society at the end of each semester.~~

c. ~~The Club core operating grant shall be used to cover costs reasonably related to each club's mandate c. Unused funds held in individual club Trust accounts shall carry forward each semester.~~

d. ~~Unused core operating grants shall revert back to the Society at the end of each semester. d. Following two years of inactivity by the club, all Trust funds and club assets shall revert to the Society.~~

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. e. Clubs may collect membership fees, which must be disclosed and held in the respective club's Trust account.~~

f. ~~Clubs may collect membership fees. Membership fees shall be held by the Society in the respective trust fund account.—f. Clubs Coordinators will review and consider funding for Grant Requests of \$499 and under. The Granting Committee shall consider all requests of \$500 or over. The Granting Committee will grant up to a maximum to a cap of \$2000 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.~~

g. ~~Clubs may seek additional funding for special events and projects by requesting for a grant via proposal. g. Grant requests \$499 and under must be submitted 10 calendar days in advance of the event date. Exceptions to this timeline may be submitted in writing for consideration at the discretion of the Clubs Coordinators. Clubs requesting \$500 and over are recommended to submit Grant Requests 4 weeks (28 days) in advance of their event date. Grant requests submitted less than 14 calendar days before an event must be reduced to below \$500.~~

~~h. 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 at the discretion the GO coordinators and, or, the Granting 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. 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 [R]equest[s] for reimbursement shall be made by *the club Fund signing Authority officer* and shall be supported by documentation satisfactory to the Society.

b. (new) *. Reimbursements from Core must be based on receipts or invoices.*

c (was) b. ~~Reimbursement of a~~ Amounts of less than \$50 may be ~~paid out~~ *reimbursed* in cash.

d (was) c). ~~Reimbursement of a~~ Amounts of more than \$50 shall be *reimbursed* by cheque.

e. (new) *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.*

f (was) d). ~~Operating grants and special event~~ *Core and Grant funding shall not be spent on the provision of 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.

g (was) e). ~~Operating grants and special event~~ *Core and Grant funding shall not be used to provide stipends or be directly donated to off-campus organizations.*

h (was) f). *Clubs with a negative Trust or core account balance may not register until the debt owing to the Society is repaid.*

i (was g). (moved from 5 above) 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.

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. ~~with 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 Granting Committee.



Club Grant Request

Special Event/Project Funding
for SFSS Clubs

office use only, please!
Received: _____ Grant # _____
Email: *re: 2 conts?* Amount: _____

Scanned to GC July 23/14 *ef*
and Sept 4/14
Today's date: July 22nd, 2014

Contact Information

Club name: AIESEC SFU
Contact person: Enoch Weng Position: VP Finance
Email: aiesec_fin@sfu.ca Phone: 604 961 0019

Event/Project Information

Name of event/project: Western Regional Conference Expected attendance: 175 Delegates (50 SFU)
Date: Oct. 10, 2014 – Oct. 12, 2014 Time: 3 Days - All Day Location: Hilton Vancouver Metrotown

Purpose and description of event/project:

The Western Regional Conference is a three-day, annual conference that attracts over 175 proactive AIESEC members from Western Canada. Students are offered a unique learning experience that develops personal, professional, and leadership skills. This year, AIESEC SFU will be hosting the conference. This offers an amazing opportunity for SFU students to not only meet and network with other students across Western Canada, but they will be able to learn life-long lessons in leadership, as well as bring back to SFU community and engagement.

Are you working with other groups on this event/project? If so, who and how?

The conference is organized solely by AIESEC SFU.

Who will benefit from this event/project and how? Who can participate in it?

Students from SFU, as well as SFU itself with benefit. Students will learn extensive leadership training, sales skills, and personal development through seminars, training, lectures, and hands on workshops. SFU, as the hosting University branch, will be able to encourage school pride as we host the rest of Western Canada. We will not only strengthen our bonds with schools such as the University of Alberta, UBC, and the University of Saskatchewan, but will be able to showcase the pride of our school. SFU Students who are currently participating in AIESEC SFU activities are offered application to the conference, as we have limited seats for the conference unfortunately.

If you run out of space, please attach additional information on a separate sheet of paper to this form. Thanks!

Have you or your group organised an event/project like this before? How did it go?

Yes, we have organized a Coastal (BC) Conference last year, and we hosted the Western Regional Conference 2 years before. They have all gone smoothly, with a great turnout, and lasting memories. SFU students in particular have learned greatly, and the conference have greatly benefited and partly lead to quality students, such as Joaquim Sanvictores, and Tamara Hombrebueno (Star Beedie Students Currently).

Do you have any other information that is relevant or might help in the evaluation of this request?

If there are any questions about the Conference, or Budget, please do not hesitate to contact myself, or any of the other Executive Members of the Organizing Committee for clarification.

Budget Information *Please provide a **detailed** budget – if preferred, attach a budget on a separate sheet of paper. Please account for ALL revenue and expenses. Please note: clubs receiving grant funding MUST use SFSS printing and catering services, with few exceptions. Speak to GO staff for more info.*

Photocopying/printing from SFSS CopyCentre - description and total:
*Please speak to SFSS Copycentre to obtain an estimate:
MBC 2260 / copycentre@sfss.csa*

Catering from SFSS Food and Beverage Services - description and total:
Ask GO staff for a catering form & attach it to this grant request.

\$0

\$0

Additional revenues and expenses *Please include quantities & costs of individual items*

Please see Attached Budget.

TOTAL REQUESTED FUNDING:

\$3000

Have you requested or received sponsorship or other funding?

Yes, we are in contact with the Beedie school of business for sponsorship, as well as other sponsors such as L'oreal, The Print Shop, and other businesses in the Lower Mainland.

office use only, please!

If you run out of space, please attach additional information on a separate sheet of paper to this form. Thanks!



The international platform for young people to explore and develop their leadership potential

Western Regional Conference 2014 (3 Days)

Fixed Costs	Units	Unit Cost	Total Cost
Hotel Rooms	13	\$410.00	\$5,330.00
Meeting Rooms	6	\$2,200.00	\$13,200.00
Audio-Visual	1	\$2,850.00	\$2,850.00
Stationary and Supplies	1	\$300.00	\$300.00

Variable Costs	Units	Unit Cost	Total Cost
Food	50	\$95.00	\$4,750.00
Banquet	50	\$35.00	\$1,750.00

Subtotal Cost of WRC \$28,180.00

Contingency Fee

Cost	Unit	Unit Cost	Unit Total
	3	\$530.00	\$1,590.00
	2	\$200.00	\$400.00

Total Contingency Fee \$1,990.00

Audio-Visual Costs Breakdown (3 days)	Cost
Sound	
2. Sound System Package	\$1,000.00
4. Speaker P/A System (included in package)	
4. Microphones + Wiring (included in package)	
8. Channel Audio Mixer	\$40.00
Visuals	
Laptop	\$50.00
3. Large Screens (11x15)	\$670.00
2. High Quality Projectors (2500 Lumen Minimum)	\$600.00
3. Smaller Projectors (includes AV Cart)	\$490.00
	\$2,850.00