

Call to Order – 10:11 am, October 8, 2014 | MBC 2296

The Granting 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
Board of Directors Member Deepak Sharma
Board of Directors Member Ayla Kooner
Councilor
Student At-Large Clara Chow

Society Staff

General Office CoordinatorLawrence Jones
General Office Coordinator Rena Hood-Lundrie
Minute Taker Dion Chong

Regrets

CouncilorStephanie Hall

Absence

Vice President Student LifeKayode Fatoba
Student At-Large Rahul Rajanala

2. Adoption of the Agenda

MOTION GC 2014-10-08:01

Chow

Be it resolved to adopt the agenda as presented.

CARRIED

3. Ratification of Regrets

MOTION GC 2014-10-08:02

Kooner

Be it resolved to ratify regrets from:

Councilor Stephanie Hall (*medical*)

CARRIED

4. Matters Arising from the Minutes

MOTION GC 2014-10-08:03

Kooner

Be it resolved to approve the minutes of 2014-10-01

CARRIED

5. Discussions

a. AP-12 Review

The goal of the reviewed policy was to differentiate between policy and procedures. The colourcoding system was explained (highlighted areas were to remain in the policy manual). The

Granting Committee expressed excitement for the 4-week timeline for larger grants, such that Granting Committee could fulfill its functions in assisting with the grant process.

Questions were raised around the suitability of granting for clubs attached to third parties (external organizations, NGOs etc.). Currently, the new club screening and application process allows the General Office Coordinators to determine whether the club was simply acting as a front for an organization or business, as opposed to chapters of national or international organizations (where the focus was to ensure that nationally approved constitution do not conflict with SFSS constitution, bylaws, and policies). Many such clubs have a significant history for event planning on campus, it was desired to maintain Granting Committee's ability to make contextual decisions based on an individual event's impact on the student community.

The granting thresholds were considered, particularly around per-event funding caps. Granting precedent has always been a cap of \$1500 to \$2000, in order to allow for as many groups and events to benefit from grant funding. It was felt that major events should diversify their sources of funding, particularly since grant funding was not guaranteed. Granting procedures would lower the cap to \$1500, allowing the committee to exceed it for exceptional events. The GO Coordinators did not want to penalize groups which were highly active in event planning, thus instituting caps by event rather than by club. Clubs also have access to automatic funding (AV, room booking etc.), and typically also include DSUs, which have other automatic sources of funding, in cases where multiple groups were collaborating

MOTION GC 2014-10-08:04

Sharma

Be it resolved to recommend the revised AP-12 Policy and Procedures to Constitution and Policy Review Committee for approval

6. Attachments

AP12-Draft5.3.do10

7. Adjournment 10:33am

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.