

Call to Order – 5:40 pm, February 3, 2015 in SUR 2710

MOTION SCC 2015-02-03:01

Theodore/Yoon

Be it resolved that Deepak Sharma be appointed Chair for the meeting.

CARRIED

1. Roll Call of Attendance

Committee Composition

Chief Officer Taylor Theodore
Campus Life Officer Jessica Thandi
Surrey Board Liaison [non-voting] Deepak Sharma
Officer Mufaro Mbudzi
Officer Kiran Binning
Officer Alice Chou
Officer Juzer Antria
Officer Joanne Yoon

Regrets

Surrey Affairs Officer [excused for the semester] Sukhman Thind
Promotions and Outreach Officer [excused for the semester] Aman Taggar
Officer Dhruv Arora
Officer Hitesh Advani

Society Staff

Surrey Campus Coordinator Ed Deeks

Guests

Student Nell Du

2. Adoption of the Agenda

MOTION SCC 2015-02-03:02

Yoon/Theodore

Be it resolved to adopt the agenda as amended.

CARRIED

Add Surrey Space Improvements Update to the agenda at item 7.

3. Ratification of Regrets

MOTION SCC 2015-02-03:03

Antria/Mbudzi

Be it resolved to accept regrets from Arora.

CARRIED

4. Matters Arising from the Minutes

MOTION SCC 2015-02-03:04

Antria/Mbudzi

Be it resolved to approve the minutes of 2015-01-20.

CARRIED

5. Events

GALA Dinner: March 6, 2015, 6:00 p.m.

MOTION SCC 2015-02-03:05

Thandi/Mbudzi

Be it resolved to approve spending of up to \$4000.00 for the Gala formal on March 6, 2015.

CARRIED

Theodore explained some new expenses and recommended allocating an additional \$1000 to the event budget in order to comfortably accommodate them. Hiring DJ Decibel as well as purchasing alcohol for a cash bar were the main new expense items. Decibel Entertainment was hired independently of the venue contract to enhance brand recognition, and must be paid in advance.

Tickets will go on sale February 4th. The first 100 tickets will be sold for \$25, and subsequent tickets will be sold for \$35. Kiosks will be booked three days per week (Tuesday, Wednesday, Thursday) 10 a.m. to 2 p.m. and Theodore will keep track of the volunteer list. Tickets will be sold to SFU students only, who must show their student ID at the door. All non-SFU guests must accompany an SFU student.

The SFSS Communications office is producing a Facebook event page and promotional video, to be online February 4th.

Advani entered the meeting at 6:15 p.m.

Theodore circulated sponsorship letters for members to use for soliciting door prize donations. She will circulate a list of potential sponsors to be approached.

Du reported that five photographers have agreed to volunteer at the event.

The committee will meet unofficially on Tuesday February 10th at 10:30 a.m. to continue planning the event.

6. Election Policy Revisions

MOTION SCC 2015-02-03:06

Yoon/Binning

Be it resolved to recommend changes to the Surrey Campus Committee's Standing Orders and Special Rules of Order as discussed and attached as Appendix A, to be reviewed by the SFSS Constitution and Policy Review Committee.

CARRIED

7. Surrey Space Improvements

Sharma reported that the SFSS is currently in discussions with SFU to renovate three areas of the Surrey campus to provide improved student study and lounge space.

8. Adjournment

The meeting adjourned at 6:47 p.m.

Surrey Campus Committee Special Rules of Order
draft revision February 3, 2015

Responsibilities of Officers:

Chief Officer

1. Convene regular meetings
2. Chair Committee meetings
3. Inform committee members of meeting times and locations
4. Prepare meeting agendas
5. Distribute relevant documents or materials to committee members
6. Represent the committee to any external bodies
7. Be an ex-officio member on all Surrey Campus Committee sub-committees

Surrey Affairs Officer

1. Act as a liaison between the Committee and the Surrey Campus Administration
2. Sit on the Surrey Joint Operations Advisory Group

Campus Life Officer

1. Chair the Committee's Events Committee
2. Coordinate the planning and execution of Committee events
3. Work with the Surrey Campus Coordinator to budget for the fiscal year

Promotions and Outreach Officer

1. Chair the Committee's Promotions and Outreach Committee
2. Encourage student participation with the Committee and the campus
3. Maintain and update social networking mediums promoting the Surrey Campus Committee
4. Maintain the volunteer contact list for the Surrey Campus Committee
5. Work with the Surrey Campus Coordinator to budget for the fiscal year

Officer

1. Sit on at least one Committee sub-committee
2. Encourage student participation with the Committee and the campus
3. Liaise with the student body

Terms of Office

Term of office shall be May 1st to April 30th, inclusive.

Elections

1. Nominations for all positions shall open at 12:00pm on Monday of week nine in the Spring Semester.
2. Nominations for all positions shall close at 12:00pm on Monday of week ~~ten~~ eleven in the Spring Semester.
3. Campaigning shall commence at 12:00pm on Monday of week ~~ten~~ nine in the Spring Semester.
4. Campaigning shall end at 12:00pm on Monday of week eleven in the Spring Semester.

Semester.

5. Polling shall occur on the Tuesday and Wednesday of week eleven of the Spring semester.

By-Elections

1. Shall be conducted at a General Assembly Meeting of the Committee where every SFU Surrey ~~S~~student present at the meeting has a vote.
2. Two weeks notice is to be given of the positions available by means of posters in conspicuous areas around campus.

Campaigning

1. ~~Campaigning shall begin after the close of nominations and end at the beginning of polling not withstanding posters or banners.~~
2. Campaign expenses shall be limited to twenty dollars per candidate.
3. Campaign literature and activities shall not be libelous, inflammatory, in bad taste, or discriminatory.
4. All campaign materials must be printed at the Surrey Society office and be approved by the Surrey Campus Coordinator.
5. Campaigning shall consist of but shall not be limited to activities such as:

Posters

- Conducted in accordance to campus rules all posters shall:
- Be posted only on corkboards.
- Have at most one poster from each candidate for each corkboard.
- Be attached only with push pins or thumb tacks.

Banners

- Conducted in accordance to campus rules all banners shall be hung and placed in approved locations.

Leaflets

- Shall only be handed to individuals and not left in public areas

Classroom Speaking

- Shall only be done with the approval of the instructor of the class.

Email

- Shall not be solicited.

Social Media

- Shall be clearly identified as each candidate's independent statement.

Polling

1. Polling shall preferably be overseen by the Independent Electoral Commission, otherwise it will be overseen by the Surrey Campus Coordinator.

2. ~~The ballots will be printed with each candidates name for each position the Candidate names will be placed in a random order. each ballot to be designed by the Surrey Campus Coordinator on the polling form.~~ Based on the highest number of votes, Surrey Students will elect up to twelve candidates to serve as members at-large on the Committee. Subsequent to the general election, the successful Committee members will appoint the Chief Officer, Surrey Affairs Officer, Campus Life Officer, and Promotions and Outreach Officer from amongst themselves.
3. ~~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.~~
3. Polling shall be conducted in the most conspicuous location at the Surrey Campus electronically by means of an SFU websurvey, using the SFU Registrar's email list for all current SFU Surrey students to determine voter eligibility.

Attendance

1. Notwithstanding SO-2, regrets shall be sent to the Chair and presented to the Committee for ratification.
2. 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.
3. Acceptable regrets shall be considered for events such as academic commitment, health or family commitment.
4. Leaves of absence can be granted by the committee for a period of up to four months per term.
5. 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.

Sub-committees

The Surrey Campus Committee shall maintain the following sub-committees:

Joint Operations Advisory Group

The Committee and the SFU Surrey Administration shall maintain the Joint Operations Advisory Group as an ad-hoc committee. The Terms of Reference shall be jointly adopted and maintained by the Joint Operations Advisory Group.

Events Sub-Committee

This sub-committee shall organize, budget, and execute the events of the Surrey Campus Committee.

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

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 Subcommittee to advertise events and raise awareness of the Surrey Campus Committee

Promotions and Outreach Sub-Committee

This sub-committee shall deal with the promotion of the Surrey Campus Committee and its events.

Composition

- i. Chairperson: Promotions and Outreach Officer
- ii. [ex-officio] Chief Officer
- iii. Two Officers of the Surrey Campus Committee
- iv. Two students at-large
- v. [non-voting] Surrey Campus Coordinator

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
- iv. Committee with a special effort to reach out to first year students
- v. Provide Surrey Campus Committee presence at University functions when possible

Current Version Approved BOD 2010-14-04.

S0-4411: Surrey Campus Committee

Draft Revision 02-04-15

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) Chairperson: Chief Officer
 - b) Surrey Affairs Officer
 - c) Campus Life Officer
 - d) Promotions and Outreach Officer
 - e) Eight Officers
 - f) [Non-voting] One Board of Directors Liaison
 - g) [Non-voting] Surrey Campus Coordinator
 - h) [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 VP University Relations ~~Officer~~.
5. Election of Members
 - a) All officer positions shall be elected by and from among all SFU Surrey students
 - b) All officers shall be members in good standing of the Society
 - c) The election shall be conducted by the Committee, in accordance with Special Rules of Order adopted by the Committee.
 - d) Represent campus-specific issues of concern to the external community, in liaison with the External Relations Officer.
 - e) Coordinate campus-wide activities in liaison with active Departmental Student Unions and clubs.
6. Removal of Members
 - a) Removal of members shall be in accordance with the Special Rules of Order adopted by the Committee.
7. Term of Office
 - a) The term of office shall be shall be in accordance with the Special Rules of Order adopted by the Committee.

8. Chairperson

- a) Notwithstanding Standing Order -1 (Society Standing Committees, Ad-hoc Committees and Working Groups), the Chief Officer will be the chair of the Surrey Campus Committee
- b) If the Chief Officer is unable to fulfill ~~his~~ their role as chair, a chair shall be appointed from among voting members of the Committee.
- c) 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, BOD 03-31-10, BOD 05-10-10