Simon Fraser Student Society

This document is the standard template that SFSS members may use in submitting a proposal for consideration at a members’ meeting such as the Annual General Meeting or Special General Meeting.

Submission of a Proposal for consideration at a Members’ Meeting

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# Proposal Submission Instructions

Every member of the Simon Fraser Student Society (SFSS) has the right, as contained in the Societies Act, to submit to a proposal for consideration to an SFSS Members’ Meeting (i.e. Annual General Meeting or Special General Meeting).

This template is provided to the membership to ensure that the basic requirements of such a submission are met. However, it should be noted, that to ensure the proposal has the intended effect, great care must be taken in the language of the proposed resolution.

## Basic Requirements

The basic requirements for a submitting a proposal to a members’ meeting, such as an Annual General Meeting or Special General Meeting, are as follows:

1. At least 5% of the SFSS members in good standing must sign the petition to be deemed valid.
2. The proposal must be indicated at the top of each signature page.
3. The statement in support of the proposal must be included on this notice if the author wishes to see it included
4. The proposal and statement in support of the proposal, combined, may not exceed 200 words.
5. All signatories must provide their name, student number, and signature.
6. Names and student numbers must be legible.
7. A proposal must be submitted to the Board of Directors in writing at least 7 days in advance of the members’ meeting.

## Proposal Submission

Once the required signatures are collected, the author of the proposal must submit it to the Board. To submit the petition, send notice of the submission to the President at [president@sfss.ca](mailto:president@sfss.ca). Drop off a copy of the proposal to the Member Services staff (i.e. SFSS Student Centre – Room 2270). Ensure you keep the original proposal, and are prepared to submit the proposal to the Board upon request.

# Proposal Author Information

## Proposal Author

|  |  |
| --- | --- |
| Name *Indicate the full name of the author of the proposal* |  |
| Student Number *Indicate the student number of the author of the proposal* |  |
| Email  *Indicate the preferred email address at which the author of the proposal may be contacted* |  |
| Telephone Number  *Indicate the preferred telephone number at which the author of the proposal may be contacted* |  |
| Signature |  |

| Proposal | | | |
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| Statement in Support of the Proposal | | | |
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