

1. CALL TO ORDER

Call to Order – 1:33 PM

2. TERRITORIAL ACKNOWLEDGMENT

We respectfully acknowledge that the SFSS is located on the traditional, unceded territories of the Coast Salish peoples, including the x^wməθk^wəyəm (Musqueam), S^kwəwú7mesh Úxwumixw (Squamish), Selílwitulh (Tsleil-Waututh), k^wik^wəłəm (Kwkwetlem) and qícəy (Katzie) Nations. Unceded means that these territories have never been handed over, sold, or given up by these nations, and we are currently situated on occupied territories.

3. ROLL CALL OF ATTENDANCE

3.1 Board Composition

President (<i>Chair</i>)	Giovanni HoSang
VP External Relations	Jasdeep Gill (<i>via phone</i>)
VP Finance	Tawanda Chitapi
(<i>via phone</i>)	
VP Student Services	Christina Loutsik
VP Student Life.....	Jessica Nguyen
VP University Relations	Shina Kaur
At-Large Representative	Maneet Aujla
At-Large Representative	Rayhaan Khan
Faculty Representative (Applied Sciences).....	Nick Chubb
Faculty Representative (Arts & Social Sciences).....	Jennifer Chou
Faculty Representative (Business).....	Andrew Wong (<i>via phone</i>)
Faculty Representative (Communications, Art, & Technology).....	Fiona Li
Faculty Representative (Education)	Emerly Liu
Faculty Representative (Environment)	Julian Loutsik
Faculty Representative (Health Sciences)	Osob Mohamed
Faculty Representative (Science).....	Simran Uppal

3.2 Society Staff

Campaign, Research, and Policy Coordinator.....	Sarah Edmunds
Executive Director.....	Sylvia Ceacero
Administrative Assistant.....	Kristin Kokkov
Building Manager.....	John Walsh
Build SFU General Manager	Marc Fontaine
Finance Manager	Rowena de la Torre

3.3 Guests

The Peak Coordinating News Editor.....	Gurpreet Kambo
Council/Board Liaison	Gabe Liosis

3.4 Regrets

VP Student Life	Jessica Nguyen
Faculty Representative (Science)	Simran Uppal
Faculty Representative (Applied Sciences)	Nick Chubb
At-Large Representative	Maneet Aujla
Faculty Representative (Environment)	Julian Loutsik
At-Large Representative	Rayhaan Khan
VP Student Services	Christina Loutsik

4. RATIFICATION OF REGRETS

4.1 MOTION BOD 2019-12-13:01

Shina/Jennifer

Be it resolved to ratify regrets from Jessica Nguyen (exam), Maneet Aujla (personal reasons), Simran Uppal (exam), Nick Chubb (exam), Julian Loutsik (exam), Rayhaan Khan (exam), and Christina Loutsik (exam).

CARRIED AS AMENDED

4.1.1.MOTION BOD 2019-12-13:01-01

Giovanni/Emerly

Be it resolved to add regrets from Julian Loutsik (exam), Rayhaan Khan (exam), and Christina Loutsik (exam).

CARRIED

5. ADOPTION OF THE AGENDA

5.1 MOTION BOD 2019-12-13:02

Emerly/Shina

Be it resolved to adopt the agenda as amended.

CARRIED AS AMENDED

5.1.1.MOTION BOD 2019-12-13:02-01

Giovanni/Emerly

Be it resolved to amend the agenda by adding the following items under New Business: "SFSS Board Policies" and "Elections and Referenda Policies".

Be it further resolved to amend the agenda by adding the following discussion items: "GSS Collaboration on Care Packages Project", "Invitation sent by BCFS for AGM", and "Response to SFSS Council condemning Board space decision".

CARRIED

6. APPROVAL OF THE MINUTES

6.1 Board Minutes – MOTION BOD 2019-12-13:03

Osob/Fiona

Be it resolved to receive and file the following minutes:

- BOARD 2019-11-29

CARRIED

6.2 Committee Minutes – MOTION BOD 2019-12-13:04
Shina/Osob

Be it resolved to receive and file the following minutes:

- AFAC 2019-08-13
- VCC 2019-09-03

CARRIED

6.3 Council Minutes – MOTION BOD 2019-12-13:05
Emerly/Shina

Be it resolved to receive and file the following minutes:

- COUNCIL 2019-04-03
- COUNCIL 2019-07-31
- COUNCIL 2019-10-02
- COUNCIL 2019-10-30

CARRIED

7. REPORT FROM COUNCIL/BOARD LIAISON

- At the last Council meeting a motion was carried to condemn the Board's decision on Alternative Shared Space Model. A respective letter was drafted and sent to the Board.
- The Council gave the Board until December 14th to give a response to the Council.
- The Council/Board Liaison asked the Board to acknowledge that the letter was received and to confirm that the Board will take further actions.

8. OLD BUSINESS

8.1 Issues-Based Policies – MOTION BOD 2019-12-13:06
Osob/Shina

Be it resolved that the SFSS establishes Issues Policies, for the purpose of establishing the Society's stance on social, political and economic issues relevant to the membership.

Be it further resolved to adopt IP-1: Reproductive Rights.

CARRIED

9. NEW BUSINESS

9.1 SFSS Board Policies – MOTION BOD 2019-12-13:07
Emerly/Shina

Be it resolved to approve SFSS Board Policies.

CARRIED AS AMENDED

9.1.1.SFSS Board Policies 2019-12-13 – MOTION BOD 2019-12-13:07
Giovanni/Shina

Be it resolved to remove “2019-12-13” from the title of the SFSS Board Policies.
CARRIED

9.2 Elections and Referenda Policies – MOTION BOD 2019-12-13:08

Emerly/Osob

Be it resolved to approve Elections and Referenda Policies.

CARRIED AS AMENDED

9.2.1. Elections and Referenda Policies 2019-12-13 – MOTION BOD 2019-12-13:08

Giovanni/Osob

Be it resolved to remove “2019-12-13” from the title of the Elections and Referenda Policies.

CARRIED

10. DISCUSSION ITEMS

10.1 Sign-on to Campaign to Reinstate the Textbook Tax Rebate for Students

- It was agreed that the Board will sign on to the letter and the president will respond on the name of the society.

10.2 GSS Collaboration on Care Packages Project

- GSS reached out and wanted to collaborate on SFSS Care Packages Project.
 - The commitment would be to do the same as we have been done so far, only in collaboration with GSS.
- It was decided that we will have the care packages project in collaboration with GSS.

10.3 Invitation sent by BCFS for AGM

- The event will take place on 16th–19th January 2020
 - Since SFSS is not a member of BCFS, it was suggested that attending the AGM might not be very useful.
- It was stated that Board members attended this event before, and that there is now no additional value to attend this event again.
- Based on the discussion, people are still pondering if they are going to attend this event.

10.4 Response to SFSS Council condemning Board space decision

- It was pointed out that since the Board meeting did not have the full attendance it was not possible to give a full response to the Council at that moment.
- It was decided to send an email to the Council explaining that the conversation about this item will be held in January.

11. GUEST 30 MIN Q&A

- What the subject in camera is?
 - Commercial leases for the SUB.
- Is this the last Board meeting this year? When is the next Board meeting?
 - The time of the next meeting will be announced during the first weeks of January.
- Are the people familiar with the history that SFSS has had with the BCFS?
 - Multiple Board members have attended the meetings.

- So far there has not been a discussion about becoming a member.
- It is an issue based, resource sharing activity and collaboration.
 - SFSS also collaborates with ABCS [*Alliance of BC Students*].

Christina Loutsik arrived at 2:24 pm

12. IN-CAMERA

12.1 MOTION BOD 2019-12-13:09

Shina/Emerly

Be it resolved to go in-camera for the remainder of the meeting.

CARRIED/NOT CARRIED/CARRIED AS AMENDED

12.2 Commercial Leases

13. EX-CAMERA

13.1 MOTION BOD 2019-12-13:10

Shina/Christina

Be it resolved to go ex-camera.

CARRIED

13.2 Commercial Leases – MOTION BOD 2019-12-13:11

Shina/Christina

Be it resolved that the Board of Directors approve the terms and conditions of the Offers to Lease with the preferred tenants for the SUB coffee shop and convenience store.

Be it further resolved that the Board of Directors authorize the Executive Director to execute leases with the preferred tenants

CARRIED

14. ANNOUNCEMENT

- Survey to be sent for meeting times in the Spring

15. ATTACHMENTS

- 2019-12-05 BN SUB Commercial Leases.pdf (in-camera)
- IP-1: Reproductive Rights.pdf
- Textbook Tax Credit Letter for Student Societies.pdf
- SFSS Board Policies 2019-12-13.pdf
- SFSS Elections and Referenda Policies 2019-12-13.pdf
- SFSS Council: Open Letter to the SFSS Board of Directors.pdf

16. ADJOURNMENT

16.1 MOTION BOD 2019-12-13:12

Shina/Christina

Be it resolved to adjourn the meeting at 2:34 PM.

CARRIED

December 11, 2019

SFSS Council: Open Letter to the SFSS Board of Directors

On December 4th, 2019, the SFSS Council voted to condemn the SFSS Board's decision to deny SOCA, SFPIRG, CJSF, and Embark space in the Student Union Building and is urging the Board to reconsider their decision.

Council does not believe that the Forum Chambers and Undergrounds Alternative Plan is ideal for these groups, and the Board is actively ignoring accessibility concerns with their decision to renovate. The Disability and Neurodiversity Alliance (DNA) – an SFSS constituency group that advocates for students with disabilities and neurodivergent students – have consistently communicated a wealth of accessibility concerns regarding the Forum Chambers renovation plan, but they have largely been disregarded by the Board. The Council Representative for DNA sits on the SFSS Accessibility Committee, and has stated their astonishment at the inability of the Board to take these accessibility concerns at face value.

Moreover, the Board continues to use the prioritization of space for DSUs and Clubs as its main argument for not providing the Rotunda Community with permanent space in the SUB. The Board is using Student Unions and Clubs as a wedge between the Rotunda Groups and their secure, permanent space in the SUB. Council refuses to be used as such.

Council does not *consent* to being used as pawns by the Board in conversations regarding space in the SUB at the detriment of these organizations that are important parts of our community. As an advisory body to the Board of Directors, and as a voice for student unions and constituency groups, Council overwhelmingly believes that DSUs and Clubs should not be used as pawns when both the current model and the Improved SUB Space Model have semesterly bookable rooms available for Clubs and DSUs. The Board's defense of prioritizing "all students" over the Rotunda Groups is disingenuous. Space cannot be provided for *all* students without prioritizing and actively seeking to include marginalized groups.

Furthermore, the argument that these groups are external to the SFSS is void of substance, as they share the same membership with the SFSS and fill the gaps where SFSS internal services are lacking in order to better serve both marginalized students and the whole student body. If the Board is truly committed to upholding the SFSS's constitutional mandate of "[acquiring] and [holding] any lands, buildings, facilities or other assets for the use or benefit of the Society **or the undergraduate students of Simon Fraser University,**" then it will allow these groups to continue providing these services in the only space that will allow them to flourish. Four groups should not be forced to be crammed into such unworkable, inaccessible and small spaces that the Board is offering while maintaining their standard of services to students.

Council firmly believes that the Board is not accurately acting in the best interests of students by denying these groups space, and by doing so, is directly violating their own constitution. Consequently, Council formally condemns the Board's decision to reject the Improved SUB Space Model. Additionally, Council supports the Improved SUB Space Model as presented at the November 1st, 2019 Board of Directors meeting, and calls on the Board to reconsider the decision not to implement the model. If the Board does not respond to this letter by December 14, 2019 in a way that makes a clear effort to take Council's concerns into consideration, then Council, at its next meeting, will consider putting the matter to referendum for Spring 2020, so that this decision can accurately reflect the interests of the student body.

In solidarity,

The SFSS Council

The following Board policies establish the organizational ends and means of the SFSS.

SFSS Board Policies

Simon Fraser Student Society

simon fraser
student society

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simon fraser
student society

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ENDS POLICIES



GLOBAL ENDS STATEMENT

POLICY TYPE: ENDS POLICIES

POLICY TITLE: GLOBAL ENDS STATEMENT

POLICY REFERENCE NUMBER: N/A

Adopted: December 13, 2019

Next Scheduled Revision: May 2021

Previous Revisions: September 18, 2015

The Ends, as established in the SFSS Constitution, will be achieved through the following of the SFSS Strategic Plan.

BOARD-MANAGEMENT DELEGATION POLICIES



GLOBAL BOARD-MANAGEMENT DELEGATION STATEMENT

POLICY TYPE: BOARD-MANAGEMENT DELEGATION POLICIES

POLICY TITLE: GLOBAL BOARD-MANAGEMENT DELEGATION STATEMENT

POLICY REFERENCE NUMBER: N/A

Adopted: December 13, 2019

Next Scheduled Revision: May 2021

Previous Revisions: September 18, 2015

The Board's sole official connection to the operational organization, its achievements, and conduct will be through the Executive Director.



BMD-1: UNITY OF CONTROL

POLICY TYPE: BOARD-MANAGEMENT DELEGATION POLICIES

POLICY TITLE: UNITY OF CONTROL

POLICY REFERENCE NUMBER: BMD-1

Adopted: December 13, 2019

Next Scheduled Revision: May 2021

Previous Revisions: September 18, 2015

Only officially passed motions of the Board are binding on the Executive Director.

1. Decisions or instructions of individual Board members, officers, or committees are not binding on the Executive Director.
2. In the case of Board members or committees requesting information or assistance without Board authorization, the Executive Director can refuse such requests that require, in the Executive Director's opinion, a material amount of staff time or funds, or are disruptive.



BMD-2: ACCOUNTABILITY OF THE EXECUTIVE DIRECTOR

POLICY TYPE: BOARD-MANAGEMENT DELEGATION POLICIES

POLICY TITLE: ACCOUNTABILITY OF THE EXECUTIVE DIRECTOR

POLICY REFERENCE NUMBER: BMD-2

Adopted: December 13, 2019

Next Scheduled Revision: May 2021

Previous Revisions: September 18, 2015

The Executive Director is the only link to the operational achievements and conduct at the disposal of the Board. Consequently, all authority and accountability for staff is vested in the Executive Director.

1. The Board will never give instructions to persons who report directly or indirectly to the Executive Director.
2. The Board will not evaluate, either formally or informally, any staff other than the Executive Director.
3. The Board will review the performance of the Executive Director by reviewing the performance of the organization, so that the accomplishment of Ends Policies, and the adherence to the scope of Executive Limitations will be viewed as the successful job performance.
 - a. The Executive Director Office is also expected to achieve those ends and adhere to those limitations while maintaining the highest level of professionalism and client services.
4. Board members may be invited by the Executive Director to be on operational/Executive Director committees, and thereby participating in organizational operations as volunteers under the authority of the Executive Director.



BMD-3: DELEGATION TO THE EXECUTIVE DIRECTOR

POLICY TYPE: BOARD-MANAGEMENT DELEGATION POLICIES

POLICY TITLE: DELEGATION TO THE EXECUTIVE DIRECTOR

POLICY REFERENCE NUMBER: BMD-3

Adopted: December 13, 2019

Next Scheduled Revision: May 2021

Previous Revisions: September 18, 2015

The Board will communicate to the Executive Director its prescribed organizational ends to be achieved by means of **Ends Policies** and the proscribed means or actions by which they may be achieved using **Executive Limitations Policies**.

1. **Ends Policies:** The Board will develop policies instructing the Executive Director to achieve certain results, for certain segments of the membership or stakeholder community, using an amount of resources (financial or otherwise). Ends Policies are developed as increasingly specific ends derived from the most general mission statement. Any topic that is not considered an end is defined here as a mean.
2. **Executive Limitations Policies:** The Board will develop policies that limit the latitude that the Executive Director may exercise in choosing organizational means. These limiting policies will describe those practices, activities, decisions, and circumstances that would be unacceptable to the Board even if they were to be effective. These policies will be developed systematically from the broadest, most general level, to increasingly narrow, specific levels. The Board will never prescribe organizational means to the Executive Director. Therefore, all means are considered pre-approved by the Board unless explicitly prohibited by the Executive Limitations Policies.
3. As long as the Executive Director uses any reasonable interpretation of the Board's End Policies and Executive Limitations Policies, the Executive Director is authorized to establish all further policies, make all decisions, take all actions, establish all practices, and develop all activities. Any such action shall have the full force and authority as if decided by the Board.
4. The Board may change its Ends Policies and Executive Limitations Policies, thereby shifting the boundary between Board and Executive domains of authority and accountability. By doing so, the Board changes the latitude of choice accorded to

the Executive Director. However, so long as any particular policy is in place, the Board and its members will respect and support the choices of the Executive Director.



BMD-4: MONITORING EXECUTIVE DIRECTOR PERFORMANCE

POLICY TYPE: BOARD-MANAGEMENT DELEGATION POLICIES

POLICY TITLE: MONITORING EXECUTIVE PERFORMANCE

POLICY REFERENCE NUMBER: BMD-4

Adopted: December 13, 2019

Next Scheduled Revision: May 2021

Previous Revisions: September 18, 2015

The criteria against which the performance of the Executive Director will be evaluated are the job products as contained in the Ends Policies, and whether those products were delivered in a manner consistent with the Executive Limitations Policies.

1. Monitoring, therefore, is an activity that determines the extent to which Board policies are being met. Any other activity is not considered monitoring. Any information that does not lend itself to this activity is not considered monitoring data.
2. The Board will acquire monitoring information by one or more of the two methods listed here:
 - a. Internal report - in which the Executive Director discloses interpretations and compliance information to the Board
 - b. External report - in which an external, disinterested third party selected by the Board assesses compliance with the Executive Directors reasonable interpretation of Board policies
3. In every case, the Board will judge:
 - a. the reasonableness of the interpretation, and
 - b. whether or not the available data demonstrates compliance with the stated interpretation of Board policy.
4. The standard for compliance shall be any reasonable interpretation provided in the report. The Board, as a whole, is the final judge of reasonableness.
5. All policies that instruct the Executive Director will be monitored at a frequency and by a process chosen by the Board. The Board can monitor organizational compliance to any Board policy at any time by means of any of the three methods listed above. A schedule will be determined at the outset of every Board term.

6. Annually, the President and two Executive Board members shall evaluate the performance of the ED on the basis of monitoring reports in order to provide a recommendation regarding the remuneration of the ED.

Table 1: Compliance Evaluation Schedule

Policy	Frequency (per year)	Method
All Ends Policies	TBD	TBD
Global Executive Limitations Statement	TBD	TBD
EL-1	TBD	TBD
EL-2	TBD	TBD
EL-3	TBD	TBD
EL-4	TBD	TBD
	TBD	TBD
	TBD	TBD
EL-5	TBD	TBD
EL-6	TBD	TBD
EL-7	TBD	TBD
EL-8	TBD	TBD

Acronym	Method
IR	Internal Executive Director Report
ER	External Report

EXECUTIVE LIMITATIONS POLICIES



GLOBAL EXECUTIVE LIMITATIONS STATEMENT

POLICY TYPE: EXECUTIVE LIMITATIONS POLICIES

POLICY TITLE: GLOBAL EXECUTIVE LIMITATIONS STATEMENT

POLICY REFERENCE NUMBER: N/A

Adopted: December 13, 2019

Next Scheduled Revision: May 2021

Previous Revisions: September 18, 2015

The Executive Director shall not cause or allow any organization practice, activity, decision, or circumstance that is:

1. unlawful,
2. imprudent, or
3. in violation of commonly accepted business practices or professional ethics.



EL-1: TREATMENT OF MEMBERS

POLICY TYPE: EXECUTIVE LIMITATIONS POLICIES

POLICY TITLE: TREATMENT OF MEMBERS

POLICY REFERENCE NUMBER: EL-1

Adopted: December 13, 2019

Next Scheduled Revision: May 2021

Previous Revisions: September 18, 2015

The Executive Director shall not cause or allow to be caused conditions, procedures, or decisions that are unsafe, untimely, disrespectful, unnecessarily intrusive to members, or which breach the confidentiality of those members.

The Executive Director shall not:

1. elicit information for which there is no clear necessity,
2. use methods of collecting, reviewing, transmitting, or storing member information that fail to protect against improper access to that information,
3. operate facilities without reasonable accessibility or privacy,
4. allow members to be unaware of what may be expected from a service rendered,
5. allow members to be unaware of this policy, or
6. operate without a feedback mechanism that allows members to comment on the adherence to this policy.



EL-2: TREATMENT OF STAFF

POLICY TYPE: EXECUTIVE LIMITATIONS POLICIES

POLICY TITLE: TREATMENT OF STAFF

POLICY REFERENCE NUMBER: EL-2

Adopted: December 13, 2019

Next Scheduled Revision: May 2021

Previous Revisions: September 18, 2015

The Executive Director shall not cause or allow to be caused conditions that are unfair, undignified, disorganized, or unclear to paid or volunteer staff.

The Executive Director shall not:

1. operate without written personnel procedures that:
 - a. clarify rules for staff,
 - b. provide for effective handling of grievances, and
 - c. protect against wrongful conditions (such as nepotism and grossly preferential treatment for personal reasons),
2. retaliate against an employee for non-disruptive expressions of dissent, or for reporting to management or to the Board acts or omissions by Society staff, management, or Board members that the employee believes, in good faith and based on credible information, constitutes a violation of provincial or federal law, or a governing policy of the Board,
3. allow staff to be unprepared to deal with emergency situations,
4. allow staff to be unfamiliar with the Executive Director's interpretations of this policy as well as their protection under it, or
5. terminate the employment of staff without reasonable grounds.



EL-3: FINANCIAL CONDITION AND ACTIVITIES

POLICY TYPE: EXECUTIVE LIMITATIONS POLICIES

POLICY TITLE: FINANCIAL CONDITION AND ACTIVITIES

POLICY REFERENCE NUMBER: EL-3

Adopted: December 13, 2019

Next Scheduled Revision: May 2021

Previous Revisions: September 18, 2015

The Executive Director shall not cause or allow to be caused the financial condition or activities of the Society to be placed in fiscal jeopardy, or to allow the actual expenditures of the Society to materially deviate from Board priorities, as established in its Ends Policies.

The Executive Director shall not:

1. incur debt or lease commitments in an amount greater than \$25 000, without prior Board approval,
2. expend more funds than have been received in the fiscal year to date unless the resulting deficit can be repaid by certain and otherwise unencumbered revenues within sixty (60) days,
3. expend without Board approval any cash reserves that have been designated by the Board as restricted,
4. allow payroll or debts to be overdue, or regulatory or statutory remittances to be overdue or inaccurately filed,
5. make a single unbudgeted purchase or commitment of greater than \$20 000 (splitting orders is not an acceptable means of adhering to this proscription), or
6. acquire, encumber, or dispose of real estate or enter into a lease or licence to occupy real estate for a committed period of more than six months without prior Board approval.



EL-4: FINANCIAL PLANNING AND BUDGETING

POLICY TYPE: EXECUTIVE LIMITATIONS POLICIES

POLICY TITLE: FINANCIAL PLANNING AND BUDGETING

POLICY REFERENCE NUMBER: EL-4

Adopted: December 13, 2019

Next Scheduled Revision: May 2021

Previous Revisions: September 18, 2015

The Executive Director shall not cause or allow to be caused a financial plan for a fiscal year to deviate materially from Board End Policies, risk placing the Society in financial jeopardy, or fail to be the derivative of a multi-year plan.

The Executive Director shall not allow the Society budget to:

1. omit a:
 - a. credible projection of revenues and expenses,
 - b. separation of capital and operational items, and
 - c. disclosure of planning assumptions, or
2. provide less than 1% of the total annual budget for Board prerogatives during the year.



EL-5: ASSET PROTECTION

POLICY TYPE: EXECUTIVE LIMITATIONS POLICIES

POLICY TITLE: ASSET PROTECTION

POLICY REFERENCE NUMBER: EL-5

Adopted: December 13, 2019

Next Scheduled Revision: May 2021

Previous Revisions: September 18, 2015

The Executive Director shall not cause or allow to be caused corporate assets to be unprotected, inadequately maintained, or unnecessarily risked.

The Executive Director shall not:

1. allow the organization, board members, staff, or volunteers to be uninsured against theft, fire, and casualty losses to a prudent replacement value and against liability losses,
2. subject facilities or equipment to improper wear and tear or to inadequate maintenance,
3. unnecessarily expose the Society, its Board, or staff to claims of liability,
4. receive, process, or disburse funds under controls that are insufficient to meet the Board-appointed auditor's standards,
5. make any purchase:
 - a. where normally prudent protection against any conflicts of interest have not been taken,
 - b. of a value of more than \$5 000 without having obtained an analysis of comparative cost and quality, or
 - c. of a value of more than \$25 000 without a stringent method of assuring the balance of long-term cost and quality,
6. allow the intellectual property, information, or files to be exposed to loss, improper access, or significant damage, nor operated without maintaining records in accordance applicable legislation,
7. invest or hold operating capital in insecure instruments,
8. endanger the organization's public image, credibility, or its ability to accomplish its ends as stated in its Ends Policies,

9. change the organization's name or substantially alter its identity in the community,
or
10. compromise the independence of the Board's audit or other external monitoring.



EL-6: COMPENSATION AND BENEFITS

POLICY TYPE: EXECUTIVE LIMITATIONS POLICIES

POLICY TITLE: COMPENSATION AND BENEFITS

POLICY REFERENCE NUMBER: EL-6

Adopted: December 13, 2019

Next Scheduled Revision: May 2021

Previous Revisions: September 18, 2015

The Executive Director shall not cause or allow to be caused the fiscal integrity or public image to be jeopardized by the compensation and benefits to employees, consultants, contract workers, and volunteers.

The Executive Director shall not:

1. change the compensation or benefits of the Executive Director,
2. establish compensation or benefits that deviate materially from the geographic or professional market for the skills employed, or
3. create obligations over a term that are greater than reasonably projected revenue.



EL-7: COMMUNICATION AND SUPPORT TO THE BOARD

POLICY TYPE: EXECUTIVE LIMITATIONS POLICIES

POLICY TITLE: COMMUNICATION AND SUPPORT TO THE BOARD

POLICY REFERENCE NUMBER: EL-7

Adopted: December 13, 2019

Next Scheduled Revision: May 2021

Previous Revisions: September 18, 2015

The Executive Director shall not cause or allow to be caused the Board to be uninformed or unsupported in its work.

The Executive Director shall not:

1. neglect to submit monitoring data by the Board according to [BMD-4: Monitoring the Performance of the Executive Director](#) in a timely, accurate, and understandable fashion.
2. let the Board be unaware of any significant incidental information it requires including anticipated adverse media coverage, threatened or pending lawsuits, and material external and internal changes,
3. allow the Board to be without decision information required periodically by the Board,
4. present information in unnecessarily complex or lengthy form,
5. allow the Board to be without internal support for official Board, officer, or committee communications,
6. deal with the Board in a way that favours or privileges certain Board members over others, except when:
 - a. fulfilling individual requests for information, or
 - b. responding to officers or committees duly charged by the Board, or
 - c. allow the Board to be unaware of any actual or anticipated noncompliance with any Ends or Executive Limitations Policies regardless of the Board's monitoring schedule.



EL-8: EMERGENCY EXECUTIVE SUCCESSION

POLICY TYPE: EXECUTIVE LIMITATIONS POLICIES

POLICY TITLE: EMERGENCY EXECUTIVE SUCCESSION

POLICY REFERENCE NUMBER: EL-8

Adopted: December 13, 2019

Next Scheduled Revision: May 2021

Previous Revisions: September 18, 2015

In order to protect the Board from the sudden loss of the services of the Executive Director, the Executive Director shall not permit that there be fewer than 1 employee who is sufficiently familiar with Board and Executive Director issues and procedures as to take over the obligations of the Executive Director with reasonable proficiency as an interim successor.



EL-9: NEW PROGRAM, SERVICE, OR ENTERPRISE

POLICY TYPE: EXECUTIVE LIMITATIONS POLICIES

POLICY TITLE: NEW PROGRAM, SERVICE, OR ENTERPRISE

POLICY REFERENCE NUMBER: EL-9

Adopted: December 13, 2019

Next Scheduled Revision: May 2021

Previous Revisions: September 18, 2015

The Executive Director may not initiate any new enterprise that will jeopardize the fiscal integrity or public image of the Society.

The Executive Director shall not initiate any new enterprise that:

1. is inconsistent with the End Policies of the Board,
2. is inconsistent with the values of social responsibility,
3. is initiated without a business plan that assesses financial risk or provides fiscal projections and sources of capital, or
4. is not communicated to the Board.

GOVERNANCE PROCESS POLICIES



GLOBAL GOVERNANCE PROCESS STATEMENT

POLICY TYPE: GOVERNANCE PROCESS POLICIES

POLICY TITLE: GLOBAL GOVERNANCE PROCESS STATEMENT

POLICY REFERENCE NUMBER: N/A

Adopted: September 18, 2015

Next Scheduled Revision: October 2021

[Previous Revisions](#)

The function of the Board is to represent the interest of the members of the Simon Fraser Student Society by:

1. establishing, reviewing, and monitoring the long term strategic goals of the Society as established in the [Ends Policies](#), and
2. ensuring that the means employed to achieve these ends are acceptable to the membership, which is determined by monitoring compliance with these Board Policies.



GP-1: GOVERNING STYLE

POLICY TYPE: GOVERNANCE PROCESS POLICIES

POLICY TITLE: GOVERNING STYLE

POLICY REFERENCE NUMBER: GP-1

Adopted: December 13, 2019

Next Scheduled Revision: May 2021

Previous Revisions: September 18, 2015

The Board shall adhere to the principles of Policy Governance, and fulfill its obligations by focusing on organizational vision and strategic leadership. The Board shall not involve itself in operational or administrative details, delegating that responsibility to staff via the Executive Director; instead, it shall assess the manner in which the membership is impacted by the activities of the Society.

The Board shall:

1. focus primarily on the intended long range impacts of the activities of the Society on the needs and goals of the membership it serves,
2. inspire the Society by establishing the broadest organizational values and perspectives,
3. exercise whatever discipline is required to govern with excellence, including attendance at Board and committee meetings, and ensuring that its behaviour is consistent with its purpose as stated in its [Global Governance Process Statement](#), and its policy making principles,
4. monitor and regularly discuss its own process and performance,
5. instigate the development of new Board Policies and the review of existing Board Policies, and
6. be accountable for the accomplishment of its function as a whole, refusing to allow any officer, individual director, or Board committee to usurp or hinder the Board in its role.



GP-2: BOARD JOB DESCRIPTION

POLICY TYPE: GOVERNANCE PROCESS POLICIES

POLICY TITLE: BOARD JOB DESCRIPTION

POLICY REFERENCE NUMBER: GP-2

Adopted: December 13, 2019

Next Scheduled Revision: May 2021

Previous Revisions: September 18, 2015

In general, the job of the Board is to contribute strategically and cohesively to the established ends of the Society.

The job contributions of the Board are to:

1. be the authoritative link between the operational organization and both the members and its external stakeholders by:
 - a. engaging with the membership and external stakeholders, and
 - b. reporting the results of these engagement activities where appropriate,
2. establish, review, and adjust as required the written governing policies that follow from organizational values that address:
 - a. organizational ends,
 - b. board-management delegation,
 - c. executive limitations, and
 - d. governance processes,
3. monitor the performance of the Executive Director and ensure organizational compliance with the Board Policies,
4. cultivate a clear understanding of, and adherence to the principles of the Board's governing processes, and
5. keep current on issues and developments related to Board governance and responsibilities.



GP-3: CODE OF CONDUCT

POLICY TYPE: GOVERNANCE PROCESS POLICIES

POLICY TITLE: CODE OF CONDUCT

POLICY REFERENCE NUMBER: GP-3

Adopted: December 13, 2019

Next Scheduled Revision: May 2021

Previous Revisions: September 18, 2015

The Board of Directors will conduct its business in accordance with the stipulations of the Societies Act and the Simon Fraser Student Society Constitution and Bylaws. This commitment requires that the Board of Directors act ethically, professionally, and with the proper decorum as individuals and a group.

1. Directors shall:
 - a. demonstrate an unwavering loyalty to the interests and purposes of the Society as a whole,
 - b. avoid any conflict of interest in the performance of their fiduciary duties,
 - c. act in accordance with the Human Rights Act as it relates to the individual's race, ethnicity, language, religion, marital status, gender, sexual orientation, age, disabilities, economic status, political affiliation, and national ancestry,
 - d. treat one another and all persons associated with the Simon Fraser Student Society in such a way as to preserve their dignity and communicate respect and fairness,
 - e. protect the confidentiality of all information, records, and material acquired through their service with the Simon Fraser Student Society by understanding and adhering to the Board Policies of the Simon Fraser Student Society, and all relevant government acts and regulations,
 - f. accept full and complete accountability for their own acts and omissions, exhibiting self-discipline and the pursuit of excellence in all activities, and
 - g. be prohibited from giving or receiving preferential treatment for the Society's services, and
 - h. respect the professional and intellectual work of others, giving those others full credit and citations when reproduced in any form.

2. Directors shall not:
 - a. conduct any business between the Society and:
 - i. themselves or other directors as private individuals, nor
 - ii. any organization in which they have a direct or indirect interest,
 - b. use their position to obtain employment in the Society,
 - c. attempt to exercise individual authority over the Society, except as set forth explicitly in the Board Policies, and to that end:
 - i. directors shall recognize their lack of individual authority when engaging with the Executive Director, the public, and the media,
 - ii. directors shall not speak on behalf of the Board except as authorized by the Board,
 - iii. respect and apply the principle of confidentiality when dealing with issues of a sensitive nature,
 - iv. attend Board and committee meetings having adequately prepared for all deliberations,
 - v. support the legitimacy and the authority of all decisions made by the Board, irrespective of their personal position on the issue, and
 - vi. sign the acknowledgement of, and the agreement to act in accordance with this code of conduct, a copy of which has been provided as an appendix.
 - d. store recreational drugs or alcohol on Society premises,
 - e. consume or be under the influence of recreational drugs or alcohol on Society premises,
 - f. be under the influence of recreational drugs or intoxicated at Society events, or while acting as a director in any capacity, nor
 - g. engage in any form of sexual acts in Society spaces.



GP-4: EXITING THE BOARD

POLICY TYPE: GOVERNANCE PROCESS POLICIES

POLICY TITLE: EXITING THE BOARD

POLICY REFERENCE NUMBER: GP-4

Adopted: December 13, 2019

Next Scheduled Revision: May 2021

Previous Revisions: September 18, 2015

The Society and the Board are interested in hearing from exiting members of the Board and in acquiring feedback from those members on their experience as members.

The Board shall:

1. assign a Board representative to interview each exiting Director,
2. each interview will be conducted according to a standardized process and format,
and
3. preserve and make those exit reports available to the incoming Board of Directors.



GP-5: BOARD COMMITTEE PRINCIPLES

POLICY TYPE: GOVERNANCE PROCESS POLICIES

POLICY TITLE: BOARD COMMITTEE PRINCIPLES

POLICY REFERENCE NUMBER: GP-5

Adopted: December 13, 2019

Next Scheduled Revision: May 2021

Previous Revisions: September 18, 2015

Board committees will be used for the purpose of helping the Board do its job and not interfere with the delegation of the Board to the Executive Director – Board-Management Delegation Policies. These principles apply to any Board affiliated committee irrespective of their designation; however, they does not apply to an operational group formed by the Executive Director.

Board committees shall:

1. help the Board do its job,
2. make recommendations to the Board,
3. conduct its business with a focus on the organization as a whole,
4. if necessary, prepare policy alternatives for the Board, with relevant analysis of the implications of those alternatives, and
5. be used in an ad-hoc capacity.

Board committees shall not:

6. advise staff,
7. have direct dealings with staff operations,
8. speak or act for the Board, except:
 - a. where explicitly authorized to do so, and
 - b. where a clearly defined time limit to do so has been established,
9. exercise any authority over staff, including the Executive Director, or
10. monitor organizational or departmental performance.



GP-6: BOARD COMMITTEE STRUCTURE

POLICY TYPE: GOVERNANCE PROCESS POLICIES

POLICY TITLE: BOARD COMMITTEE STRUCTURE

POLICY REFERENCE NUMBER: GP-6

Adopted: December 13, 2019

Next Scheduled Revision: May 2021

**Previous Revisions: September 18, 2015,
June 19, 2017, July 6, 2018**

A committee is a Board Committee only if its existence and charge come from the Board, regardless of whether Board members sit on the committee. Standing committees exist in perpetuity; ad-hoc committees cease to exist as soon as their task is complete. Each Board committee needs to develop terms of reference and have those terms of reference approved by the Board.

Upon the adoption of these Board Policies, the following standing committees are considered established:

1. Nominating Committee
 - a. The Nominating Committee will focus on the appointment of at-large members to Board Committees.
2. Governance Committee
 - a. The Governance Committee will focus on the SFSS Constitution, By-Laws, Board Policies, and Elections and Referenda Policies.
3. Finance and Audit Committee
 - a. The Finance and Audit Committee will focus on the financial condition of the Society.
4. Executive Committee
 - a. The Executive Committee will focus on supporting the Board should it be unable to meet in a timely manner and conducting the Executive Director performance review at the request of the Board.
5. Federal, Provincial, and Municipal Advocacy and Lobbying Committee
 - a. The Federal, Provincial, and Municipal Advocacy Committee will focus on external stakeholder and government advocacy and lobbying campaigns.
6. University and Academic Affairs Committee

- a. The University and Academic Affairs Committee will focus on University advocacy and student information campaigns.
7. Events Committee
 - a. The Events Committee will focus on the proposal of, and reporting on, events.
8. Surrey Campus Committee
 - a. The Surrey Campus Committee will focus on issues affecting the undergraduate student experience at the Surrey Campus.
9. Vancouver Campus Committee
 - a. The Vancouver Campus Committee will focus on issues affecting the undergraduate student experience at the Vancouver Campus.
10. Accessibility Fund Committee
 - a. The Accessibility Fund Committee will focus on issues affecting the experience of undergraduate students with disabilities and Accessibility Grant applications.



GP-7: BOARD TRAINING, DEVELOPMENT, AND TOOLS

POLICY TYPE: GOVERNANCE PROCESS POLICIES

POLICY TITLE: BOARD TRAINING AND DEVELOPMENT

POLICY REFERENCE NUMBER: GP-7

Adopted: December 13, 2019

Next Scheduled Revision: May 2021

Previous Revisions: September 18, 2015

The Board will invest in its governing capacity, and will be provided with:

1. mandatory and regular training,
2. engagement mechanisms and processes to ensure a direct communications conduit with the Society membership, and
3. the administrative tools necessary to its function (e.g. stationary, website, meeting handouts, computers).



GP-8: ANNUAL PLANNING

POLICY TYPE: GOVERNANCE PROCESS POLICIES

POLICY TITLE: ANNUAL PLANNING

POLICY REFERENCE NUMBER: GP-8

Adopted: December 13, 2019

Next Scheduled Revision: May 2021

Previous Revisions: September 18, 2015

To govern in a manner consistent with Board Policies, the Board will adopt and adhere to an Annual Board Plan that:

1. provides for a review of the Ends Policies, and
2. provides education and training components that will contribute to the continual improvement of Board performance.

The Annual Board Planning Cycle shall:

3. span from May 1st to April 30th of the following year,
4. begin with the development of the Board Plan for the coming year, a process that will include:
 - a. consultations with selected groups of the Society,
 - b. training in Policy Governance,
 - c. other items brought forth by a Board member for consideration,
5. include consent agenda (i.e. a meeting practice which packages routine committee reports, Board meeting minutes, and other non-controversial items not requiring discussion or independent action as one agenda item) items to be dealt with by the Board as expeditiously as possible, and
6. include monitoring of the Executive Director.



GP-9: CONFLICT OF INTEREST GUIDELINES

POLICY TYPE: GOVERNANCE PROCESS POLICIES

POLICY TITLE: CONFLICT OF INTEREST GUIDELINES

POLICY REFERENCE NUMBER: GP-9

Adopted: December 13, 2019

Next Scheduled Revision: May 2021

Previous Revisions: April 15, 2016

This conflict of interest policy is designed to foster confidence in the integrity of Society and its Board of Directors, and to protect the interests of the Society when it is contemplating any decision, most notably, any decision that might benefit the private interest of a director, or their friends, family members, or associates. A parallel conflict of interest policy for staff is provided in the SFSS Operational Policies.

In general, a conflict of interest exists where directors or the Board of Directors use their position to benefit themselves, or their friends, family members, or associates. Directors need not feel themselves to be in conflict for a conflict to be present. It is sufficient that there appear to be a conflict.

DEFINITIONS

1. A conflict of interest exists when a director:
 - a. uses, or appears to use, their position to pursue or advance their personal interests, or those of a friend, family member, or associate, and
 - b. benefits or appears to benefit, directly or indirectly, from a Society transaction.

EXAMPLES

Conflicts of interest

- A director votes on a motion that aims to appoint a friend to a position as Chief Commissioner of the Independent Electoral Commission.
- The brother or cousin of a director is the manager of a web development firm that entered into an agreement for the provision of Web services to the Society, which the entire Board discussed and authorized.
- The Board accepts on behalf of the Society a donation from a company at which a director is employed.

Not conflicts of interest

- The nomination committee recommends the appointment of a friend of the nomination committee who meets all the evaluation criteria.
- Board approves a provision of service contract after a competitive process with a company owned by a family member of a director who has excused themselves from any discussion of the contract as well as any vote regarding it.
- Board approves financial support for a member driven initiative, where a few directors are casually acquainted with the member, but where neither the member nor the directors will financially benefit from the transaction, and where the proposal meets all proposal evaluation criteria.

GUIDELINES

2. Where a director feels that they are subject to a conflict of interest, they must:
 - a. disclose the conflict in writing to the President and Executive Director even if the director only becomes aware of that conflict after a transaction is complete,
 - b. excuse themselves from motioning, motivating, discussing, or voting on any issue giving rise to the conflict,
 - c. not discuss inside or outside of a Board meeting any decision giving rise to a conflict,
 - d. not seek to influence any decision pertaining to that conflict, and
 - e. immediately leave the meeting and not return until all discussion and voting with respect to the matter giving rise to the conflict is completed.
3. If a director is unsure whether a situation involves a conflict, the director must immediately seek the advice of the President and Executive Director,
4. Where a director feels that another Director is subject to a conflict of interest, they must:
 - a. disclose the conflict in writing to the President and Executive Director even if the director only becomes aware of that conflict after a transaction is complete,
 - b. request that the director in question excuse themselves from motioning, motivating, discussing, or voting on any issue giving rise to the conflict,
 - c. request that the director in question not discuss inside or outside of a Board meeting any decision giving rise to a conflict,
 - d. request that the director in question not seek to influence any decision pertaining to that conflict, and
 - e. request that the director in question immediately leave the meeting and not return until all discussion and voting with respect to the matter giving rise to the conflict is completed.

5. Board meeting minutes must:
 - a. contain a standing item requiring all directors to announce any conflict or possible conflict of interests,
 - i. note the content and parties to any declared conflict,
 - b. contain a description of all declared conflicts, including the names of the directors involved, and
 - c. reflect that involved directors left the meetings during which there is any discussion or voting with respect to the matter giving rise to the conflict.

BREACH OF CODE

6. Where a director is found to have breached their duty by violating this policy, that director may be:
 - a. asked to resign from their position by the Board,
 - b. censured by the Board, or
 - c. impeached.

WHERE TO SEEK CLARIFICATION

7. The President and the Executive Director will provide guidance on any item in this policy.
8. The President and Executive Director may, at their discretion, request that a director seek the advice of outside counsel.



GP-10: CREATION AND DISSOLUTION OF BOARD COMMITTEES

POLICY TYPE: GOVERNANCE PROCESS POLICIES

POLICY TITLE: CREATION AND DISSOLUTION OF BOARD COMMITTEES

POLICY REFERENCE NUMBER: GP-10

Adopted: December 13, 2019

Next Scheduled Revision: May 2021

Previous Revisions: April 15, 2016

1. The Board may, at its discretion, establish and dissolve committees to support its governance responsibilities.
 - a. The Board will establish a committee by including its terms of reference in the SFSS Board Policies
 - b. The Board will dissolve a committee by repealing its terms of reference from the SFSS Board Policies.
 - c. Committees will be established as ad-hoc committees where the need is deemed to be temporary or project based.



GP-11: COMMITTEE MEMBER APPOINTMENT AND RESIGNATION

POLICY TYPE: GOVERNANCE PROCESS POLICIES

POLICY TITLE: COMMITTEE MEMBER APPOINTMENT AND RESIGNATION

POLICY REFERENCE NUMBER: GP-11

Adopted: December 13, 2019

Next Scheduled Revision: May 2021

Previous Revisions: April 15, 2016

This process provides the steps for the annual appointment of directors to Board committees and members to Board committees as at-large members, if applicable.

APPOINTMENT OF DIRECTORS TO COMMITTEES

1. Where Board members are named to committee positions, those positions will be appointed by majority vote of the Board.

APPOINTMENT OF AT-LARGE MEMBERS TO COMMITTEES

Schedule

2. Preparation for the appointment of at-large members to Board committees begins on May 1st of each new Board term, or when there is a vacancy on a Board committee.
 - a. Directors will actively engage members at all three campuses to submit their nominations.
3. Criteria for nomination will be established by each Board committee.
4. Calls for applications will be communicated to members through approved SFSS channels.
5. Recommendations for appointment will be made to the Nominating Committee, who will provide these recommendations to the Board.
6. Committee members will be appointed by the Board.

Evaluation Criteria

7. Nominees will be evaluated on the basis of criteria established by each Board committee.

Selection Process

8. Each Board committee shall establish a selection process for appointment of at-large members to the committee.
 - a. Each Board committee may request the assistance of the Nominating Committee in the selection process.
9. The Nominating Committee will meet at the request of the Board or where called by its Chair.
10. Board committee Chairs will report their recommended selections to the Nominating Committee, who will submit these recommendations to the Board for consideration at the next regularly scheduled Board meeting.
11. Board will receive the recommendations of the Nominating Committee and discuss the recommendations in camera.
12. Board will appoint by majority vote the successful candidates ex-camera.
 - a. Each director will have as many votes as there are members to appoint to a committee.
 - b. A director may not vote more than once for any applicant.
 - c. Nominees with the highest number of votes will be appointed until all vacant positions are filled.

TERM OF APPOINTMENTS

13. Committee appointments will expire on April 30th of each year or as otherwise specified by the Board committee during the selection process.

RESIGNATION OR EXPULSIONS

14. Committee members will be deemed to have vacated their position where they have missed two consecutive meetings without submitting notice and cause to the Chair that have been approved by the committee through a 2/3 majority vote.
15. The committee Chair may expel a committee member where that member has been absent for more than one-third of the meetings called by the Chair in any one semester, as long as the meetings are called with advance notice as specified in the committee's terms of reference.
16. Committee Chairs shall report any resignations or expulsions to the Nominating Committee and ensure they are recorded in the Board committee's meeting minutes.
17. Notwithstanding the terms of reference of any committee, the Board may, at its discretion, remove a committee member by 2/3 majority vote.



GP-12: RESPONSIBILITIES OF BOARD COMMITTEE MEMBERS

POLICY TYPE: GOVERNANCE PROCESS POLICIES

POLICY TITLE: RESPONSIBILITIES OF BOARD COMMITTEE MEMBERS

POLICY REFERENCE NUMBER: GP-12

Adopted: December 13, 2019

Next Scheduled Revision: May 2021

Previous Revisions:

CHAIR RESPONSIBILITIES

1. The Chair of a committee shall:
 - a. ensure all meetings included in the SFSS Society calendar (Gmail),
 - b. convene meetings or ensure meetings are convened as needed or where requested by the Board,
 - c. collect agenda items,
 - d. ensure a meeting agenda is established,
 - e. ensure all relevant documents and materials are distributed to the committee prior to the committee meeting,
 - f. ensure attendance is properly tracked,
 - g. act as the primary point of contact between the committee and its designated staff support if any, and
 - h. report committee work to Board on behalf of the committee.

COMMITTEE MEMBER RESPONSIBILITIES

2. Committee members shall:
 - a. attend all meetings of the committee,
 - b. read all materials provided to the committee and prepare constructive critical feedback regarding committee business prior to every meeting, and
 - c. regularly volunteer in support of committee initiatives.



GP-13: DIRECTOR STIPEND REDUCTION SCHEDULE

POLICY TYPE: GOVERNANCE PROCESS POLICIES

POLICY TITLE: DIRECTOR STIPEND REDUCTION SCHEDULE

POLICY REFERENCE NUMBER: GP-13

Adopted: March 6, 2017

Next Scheduled Revision: January 2019

Previous Revisions: December 1, 2017

This director stipend reduction schedule stipulates the terms according to which a director's stipend may be reduced or withheld by the Vice-President Finance.

BI-WEEKLY REPORTS ARE SUBMITTED LATE

1. Bi-weekly work reports must be submitted to the Board by 4:00pm on the day following each pay period.
 - a. The stipend of an Executive Board member will be reduced by \$50 where the report is late or incomplete.
 - i. Sections may be listed as 'not applicable.'
 - b. The stipend of a Non-Executive Board member will be reduced by \$25 where the report is late or incomplete.
 - i. Sections may be listed as 'not applicable.'

SEMESTER REPORTS ARE SUBMITTED LATE

2. Semester work reports must be submitted to the Board by midnight of the last day of the month following the end of a semester.
 - a. The stipend of an Executive Board member will be reduced by \$100 per day for a maximum reduction of the value of one complete pay period where the report is late, and all stipends will be withheld until the report is submitted.
 - b. The stipend of a Non-Executive Board member will be reduced by \$50 per day for a maximum reduction of the value of one complete pay period where the report is late, and all stipends will be withheld until the report is submitted.

FAILURE TO ATTEND A BOARD OR BOARD COMMITTEE MEETING

3. Directors must attend all Board and Board committee meetings, excepting for academic, health, and Society related work obligations that have been communicated to the Board Chair in advance and by email, and which are approved by motion at the Board meeting.
 - a. The stipend of an Executive Board member will be reduced by \$100 where they fail to attend a Board meeting.
 - b. The stipend of a Non-Executive Board member will be reduced by \$50 where they fail to attend a Board meeting.
4. Directors must send in regrets 12 hours in advance to the Chair for Board meetings or Board committee meetings if it is for academic, health, or other society related
5. obligations.
6. The Chair of each committee is responsible for communicating violations of GP-13 to the VP of Finance via email.
7. All reductions to a Director's stipend must be communicated to the Director so that they can have the ability to choose to appeal.

LATE ARRIVAL AT A BOARD MEETING

8. Directors must attend all Board meetings on time, excepting where the director has communicated in advance some personal or unexpected circumstances to the Chair.
 - a. The stipend of an Executive Board member will be reduced by \$50 where they attend a Board meeting more than 10 minutes late.
 - b. The stipend of a Non-Executive Board member will be reduced by \$25 where they attend a Board meeting more than 10 minutes late.

LATE ARRIVAL AT A BOARD COMMITTEE MEETING

9. Directors must attend all Board committee meetings on time, excepting where the director has communicated in advance some personal or unexpected circumstances to the Chair.
 - a. The stipend of an Executive Board member will be reduced by \$20 where they attend a Board meeting more than 10 minutes late.
 - b. The stipend of a Non-Executive Board member will be reduced by \$10 where they attend a Board meeting more than 10 minutes late.

FAILURE TO MEET COMMITTEE OBLIGATIONS

10. Directors must be appointed to at least 2 Board committees at all times, and Executive Directors must Chair at least one Board committee.

- a. The stipend of an Executive Board member will be reduced by \$200 where they are not named to at least two (2) committees, and \$100 where they are not named to one (1) committee.
- b. The stipend of a Non-Executive Board member will be reduced by \$100 where they are not named to at least two (2) committees, and \$50 where they are not named to one (1) committee.

FAILURE TO COMPLETE REQUIRED ENGAGEMENT HOURS

11. Directors must perform at least 4 hours of member engagement per pay period, and these must be reports on Directors' bi-weekly reports.
 - a. The stipend of an Executive Board member will be reduced by \$50 where they have not performed their required engagement hours.
 - b. The stipend of a Non-Executive Board member will be reduced by \$25 where they have not performed their required engagement hours.

APPEALS PROCESS

12. Where a director feels that stipend reductions have been administered incorrectly, a director may submit a detailed appeal to Board via the President.



GP-14: IN-CAMERA SESSIONS

POLICY TYPE: GOVERNANCE PROCESS POLICIES

POLICY TITLE: IN-CAMERA SESSIONS

POLICY REFERENCE NUMBER: GP-14

Adopted: March 6, 2018

Next Scheduled Revision: May 2021

[Previous Revisions](#)

While the Board will record all of the decisions and topics of deliberations of Board meetings in its publicly available meeting minutes, under certain limited conditions, the Board may conduct its deliberations in camera.

The Board may deliberate in camera where those deliberations involve:

1. SFSS HR matters,
2. open contract negotiations or competitive processes,
3. a litigation process in which the Society is involved,
4. discussions involving advice subject to solicitor-client privilege, such as legal counsel, where the Society wishes to maintain that privilege, and
5. subject matter that relates to, or is subject to the *Personal Information Protection Act* (PIPA).



GP-15: ADVOCACY AND LOBBYING STANDARDS

POLICY TYPE: GOVERNANCE PROCESS POLICY

POLICY TITLE: ADVOCACY AND LOBBYING STANDARDS

POLICY REFERENCE NUMBER: GP-15

Adopted: December 13, 2019

Next Scheduled Revision: May 2021

Previous Revisions: April 25, 2018

The Board of Directors will represent the interests of the members, as members, of the SFSS as a whole in their dealings with all other organisations.

The Board may also facilitate the advocacy or lobbying efforts of segments of its membership, supplying them with SFSS resources as appropriate.

Definitions

1. 'Advocacy' means acting in support of a cause or proposal.
2. 'Lobbying' means to conduct activities aimed at influencing public officials, especially members of a legislative body on legislation
3. 'Campaign' means a set of activities in support of advocacy or lobbying efforts.

Standards

4. Board must approve all advocacy and lobbying campaigns.
5. Advocacy and lobbying campaigns may only be pursued by the Board where the members have expressed a need and the Board has at its disposal evidence of that need.
6. The VP External Relations will act as the lead, on behalf of the Board, and liaison, to and with the Board, for all SFSS advocacy and lobbying initiatives not directly involving the University.
7. The VP University Relations will act as the lead, on behalf of the Board, and liaison, to and with the Board, for all SFSS advocacy and lobbying directly involving the University.
8. Notwithstanding GP-15.6 and GP-X15.7, the Board may appoint another director or a member to act as lead or liaison for an advocacy or lobbying initiative.
9. All advocacy and lobbying initiatives presented to the Board for approval must be accompanied by a written plan containing an overview of the following:

- a. champion of the campaign,
 - b. issue or cause addressed by the campaign,
 - c. targeted outcome,
 - d. measure of success,
 - e. budget,
 - f. timeline,
 - g. fact sheet,
 - h. actions taken, and
 - i. commitments made and their status.
10. The leads of advocacy and lobbying initiatives must provide the Board with a monthly written report on progress.
 11. Templates for plans and reports will be made available at all times.
 12. The process for advocacy and lobbying is to be conducted annually; however, where need arises, directors may initiate the process at any time.

Process

13. The VP External Relations, in consultation with the Campaigns, Research, and Policy Coordinator (CRPC) will:
 - a. review the plans and reports on past and ongoing advocacy and lobbying campaigns provided to them by Society,
 - b. conduct a review of relevant information on the cause or issue in question,
 - c. develop an engagement strategy for determining member needs and preferences regarding the cause or issue in question,
 - d. develop a plan for the conduct of the advocacy or lobbying campaign,
 - e. submit the plan to Board for approval,
 - f. implement the advocacy or lobbying campaign, providing Board with a monthly report on its development, and
 - g. submit all reports to the CRPC for permanent filing.

APPENDIX 1: BOARD COMMITTEE STRUCTURE



NOMINATING COMMITTEE

Name and Type

Name: Nominating Committee

Duration: The committee will be established at the first Board meeting of the cycle or at the leisure of the Board, and dissolved once all committee members have been appointed.

Purpose

This purpose of this committee is to seek, identify, and recruit qualified members to participate in Board committees.

Membership

- Voting members
 - 3 Board members
- Non-voting ex-officio members
 - Campaigns, Research, and Policy Coordinator

The Board shall appoint the Chair of the committee.

Deliverables

As a Board committee, the purpose of this committee is to provide the Board with formal recommendations and reports relating to the appointment of at-large members to Board committees.

Governance

The committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote.

A majority of voting members constitutes quorum.

Robert's Rules of Order shall govern the conduct committee meetings.

Communications

The committee shall meet in person as required and at the call of the Chair.

The committee shall report on its progress at Board meetings.

The committee shall set a meeting calendar for the duration of the academic term at the first meeting of that term.

The Chair may call a meeting where a notice of three working days has been provided.

Relevant Policies

The members of the committee should be familiar with the following:

- SFSS Board Policies
 - Ends Policies
 - GP-5: Board Committee Principles
 - GP-6: Board Committee Structure
 - GP-8: Annual Planning
 - GP-11: Committee Member Appointment and Resignation
 - GP-12: Responsibilities of Board Committee Members



GOVERNANCE COMMITTEE

Name and Type

Name: Governance Standing Committee

Duration: The committee will be established upon the adoption of these terms of reference and dissolved at the discretion of the Board.

Purpose

This purpose of this committee is to make and report on the development of recommendations to the Board of Directors aimed at strengthening its governance processes and capacity.

Membership

- Voting members
 - President (ex-officio)
 - 1 executive board member (Chair) as designated by the Board
 - at least 2 and up to 4 Board members in addition to the Chair
- Non-voting ex-officio members
 - Executive Director
 - Campaigns, Research, and Policy Coordinator

The Board shall appoint the Chair of the committee.

Deliverables

As a Board committee, the purpose of this committee is to provide the Board with formal recommendations and reports relating to:

- SFSS Constitution, Bylaws, and Board Policies, Elections and Referenda Policies
- committee terms of reference,
- governance processes, including:
 - the roles and responsibilities of the Board,
 - duties and responsibilities of directors and officers,
 - conflict of interest procedures,
 - procedures for the removal or directors,

- Board and committee training,
- Board and candidate orientation, and
- Board and Board member performance review,
- legislative changes that impact the activities of the SFSS, and
- Board calendar, including:
 - meeting times,
 - Board retreat,
 - Board evaluation time,
 - Monitoring report schedule.

Governance

The committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote.

A majority of voting members constitutes quorum.

Robert's Rules of Order shall govern the conduct committee meetings.

Communications

The committee shall meet in person as required and at the call of the Chair.

The committee shall report on its progress at Board meetings.

The committee shall set a meeting calendar for the duration of the academic term at the first meeting of that term.

The Chair may call a meeting where a notice of three working days has been provided.

Relevant Policies

The members of the committee should be familiar with the following:

- SFSS Constitution & By-Laws and the SFSS Strategic Plan
- Societies Act of British Columbia
- SFSS Elections and Referenda Policies
- SFSS Board Policies
 - Ends Policies
 - GP-5: Board Committee Principles
 - GP-6: Board Committee Structure
 - GP-8: Annual Planning
 - GP-12: Responsibilities of Board Committee Members



FINANCE AND AUDIT COMMITTEE

Name and Type

Name: Finance and Audit Committee

Duration: The committee will be established upon the adoption of these terms of reference and dissolved at the discretion of the Board.

Purpose

This purpose of this committee is to make and report on the development of recommendations to the Board of Directors regarding its financial and audit functions of the Society on behalf of Board.

Membership

- Voting members
 - President (ex-officio)
 - VP Finance (Chair) or another director as designated by the Board
 - at least 2 and up to 4 Board members in addition to the Chair
- Non-voting ex-officio members
 - Executive Director
 - Financial Coordinator

Deliverables

As a Board committee, the purpose of this committee is to provide the Board with formal recommendations and reports relating to:

- the audit of the Society, including:
 - the appointment of the external auditor,
 - the annual financial statements, and
 - the auditor's unobstructed access to information and personnel, and
- the finances of the Society, including:
 - the annual budgets that are developed and presented to the Board,

- the review and presentation of semesterly financial statements to the Board, and
- the production of regular monitoring reports by the ED, which are to be presented to the Board.

Governance

The committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote.

A majority of voting members constitutes quorum.

Robert's Rules of Order shall govern the conduct committee meetings.

Communications

The committee shall meet in person as required and at the call of the Chair.

The committee shall report on its progress at Board meetings.

The committee shall set a meeting calendar for the duration of the academic term at the first meeting of that term.

The Chair may call a meeting where a notice of three working days has been provided.

Relevant Policies

- SFSS Board Policies
 - Ends Policies
 - EL-3: Financial Condition and Activities
 - EL-4: Financial Planning and Budgeting
 - EL-5: Asset Protection
 - GP-5: Board Committee Principles
 - GP-6: Board Committee Structure
 - GP-8: Annual Planning
 - GP-11: Committee Member Appointment and Resignation
 - GP-12: Responsibilities of Board Committee Members



EXECUTIVE COMMITTEE

Name and Type

Name: Executive Committee

Duration: The committee will be established upon the adoption of these terms of reference and dissolve at the discretion of the Board.

Purpose

This purpose of this committee is to make decisions on behalf of the Board of Directors if the Board is unable to convene in time to address an important and timely issue.

Membership

- Voting members
 - President (Chair) or another Executive Director as designated by the Board
 - all currently sitting Executive Directors
 - all currently sitting non-Executive Directors (*ex-officio*)
- Non-voting *ex-officio* members
 - Executive Director

The Board shall appoint the Chair of the committee.

Deliverables

As a Board committee, the purpose of this committee is to provide the Board with reports on any Executive Committee meeting that took place since the previous meeting of the Board of Directors outlining

- items considered, and
- motions passed.

Governance

The committee will strive for consensus. Where no consensus is reached, the will make decisions by simple majority vote.

A majority of voting members constitutes quorum, including at least four (4) executive officers.

Robert's Rules of Order shall govern the conduct committee meetings.

Communications

The committee shall meet in person as required and at the call of the Chair and only as required to conduct the business of the Board between Board meetings where three working days have been provided.

The committee shall report on its progress and committee agenda items at Board meetings.

Relevant Policies

- SFSS Constitution & By-Laws
- SFSS Strategic Plan
- Societies Act of British Columbia
- SFSS Board Policies
 - Ends Policies
 - GP-5: Board Committee Principles
 - GP-6: Board Committee Structure
 - GP-8: Annual Planning
 - GP-12: Responsibilities of Board Committee Members



FEDERAL, PROVINCIAL, AND MUNICIPAL ADVOCACY AND LOBBYING COMMITTEE

Name and Type

Name: Federal, Provincial, and Municipal Advocacy and Provincial Lobbying Committee

Duration: The committee will be established upon the adoption of these terms of reference and dissolved at the discretion of the Board.

Purpose

This purpose of this committee is to make and report on the development of recommendations to the Board of Directors regarding federal, provincial and municipal advocacy and lobbying campaigns and member facing student information campaigns.

Membership

- Voting members
 - President (ex-officio)
 - VP External (Chair) or another director as designated by the Board
 - at least 2 and up to 5 Board members in addition to the Chair
 - up to 7 at-large members
- Non-voting ex-officio members
 - Executive Director
 - Campaigns, Research, and Policy Coordinator

The Board shall appoint the Chair of the committee.

Deliverables

As a Board committee, the purpose of this committee is to provide the Board with formal recommendations and reports relating to:

- advocacy and lobbying campaigns directed towards the federal, provincial and municipal governments,
- information campaigns directed towards the Society membership regarding provincial and municipal government advocacy and lobbying,
- any conferences and skills development events attended,

- plans for the implementation of accepted proposals, including:
 - a budget,
 - resource requirements,
 - staffing requirements, and
 - timelines,
- summary reports on the progress of campaigns which include:
 - spending actuals, and
 - campaign highlights.

Governance

The committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote.

A majority of voting members constitutes quorum.

Robert's Rules of Order shall govern the conduct committee meetings.

Communications

The committee shall meet in person as required and at the call of the Chair.

The committee shall report on its progress at Board meetings.

The committee shall set a meeting calendar for the duration of the academic term at the first meeting of that term.

The Chair may call a meeting where a notice of three working days has been provided.

Relevant Policies

- SFSS Board Policies
 - Ends Policies
 - GP-5: Board Committee Principles
 - GP-6: Board Committee Structure
 - GP-8: Annual Planning
 - GP-11: Committee Member Appointment and Resignation
 - GP-12: Responsibilities of Board Committee Members
 - GP-15: Advocacy and Lobbying Standards



UNIVERSITY AND ACADEMIC AFFAIRS COMMITTEE

Name and Type

Name: University and Academic Affairs Committee

Duration: The committee will be established upon the adoption of these terms of reference and dissolved at the discretion of the Board.

Purpose

This purpose of this committee is to make and report on the development of recommendations to the Board of Directors regarding University advocacy, campaigns, member facing student information campaigns, and student outreach and engagement initiatives.

Membership

- Voting members
 - President (ex-officio)
 - VP University (Chair) or another director as designated by the Board
 - at least 2 and up to 4 Board members in addition to the Chair
 - up to 6 at-large members
- Non-voting ex-officio members
 - All student representatives sitting on the University Board of Governors or Senate
 - Executive Director
 - Campaigns, Research, and Policy Coordinator

The Board shall appoint the Chair of the committee.

Deliverables

As a Board committee, the purpose of this committee is to provide the Board with formal recommendations and reports relating to:

- advocacy campaigns directed towards the University,
- information campaigns and student engagement and outreach initiatives directed towards the Society membership,
- any conferences and skills development events attended,

- plans for the implementation of accepted proposals, including:
 - a budget,
 - resource requirements,
 - staffing requirements, and
 - timelines,
- summary reports on the progress of campaigns which include:
 - spending actuals,
 - campaign highlights, and

The committee will also coordinate campaigns with student senators and student governors, when applicable.

Governance

The committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote.

A majority of voting members constitutes quorum.

Robert's Rules of Order shall govern the conduct committee meetings.

Communications

The committee shall meet in person as required and at the call of the Chair.

The committee shall report on its progress at Board meetings.

The committee shall set a meeting calendar for the duration of the academic term at the first meeting of that term.

The Chair may call a meeting where a notice of three working days has been provided.

Relevant Policies

- SFSS Board Policies
 - Ends Policies
 - GP-5: Board Committee Principles
 - GP-6: Board Committee Structure
 - GP-8: Annual Planning
 - GP-11: Committee Member Appointment and Resignation
 - GP-12: Responsibilities of Board Committee Members
 - GP-15: Advocacy and Lobbying Standards



EVENTS COMMITTEE

Name and Type

Name: Events Committee

Duration: The committee will be established upon the adoption of these terms of reference and dissolved at the discretion of the Board.

Purpose

This purpose of this committee is to make and report on the development of recommendations to the Board of Directors on SFSS events.

Membership

- Voting members
 - President (ex-officio)
 - VP Student Life (Chair) or another director as designated by the Board
 - at least 2 and up to 5 Board members in addition to the Chair
 - up to 7 at-large members
- Non-voting ex-officio members
 - Executive Director
 - Communications Coordinator
 - Events Coordinator

The Board shall appoint the Chair of the committee.

Deliverables

As a Board committee, the purpose of this committee is to provide the Board with formal recommendations and reports relating to event:

- proposals, including:
 - a budget,
 - timeline,
 - event schedule,
 - engagement opportunities,
 - staffing requirements, and
 - resource requirements,

- progress, and
- final reports on the event, including:
 - financial actuals,
 - engagement results,
 - participation levels, and
 - a recommendation on whether or not to host similar events in the future.

Governance

The committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote.

A majority of voting members constitutes quorum.

Robert's Rules of Order shall govern the conduct committee meetings.

Communications

The committee shall meet in person as required and at the call of the Chair.

The committee shall report on its progress at Board meetings.

The committee shall set a meeting calendar for the duration of the academic term at the first meeting of that term.

The Chair may call a meeting where a notice of three working days has been provided.

Relevant Policies

- SFSS Board Policies
 - Ends Policies
 - GP-5: Board Committee Principles
 - GP-6: Board Committee Structure
 - GP-8: Annual Planning
 - GP-11: Committee Member Appointment and Resignation
 - GP-12: Responsibilities of Board Committee Members



SURREY CAMPUS COMMITTEE

Name and Type

Name: Surrey Campus Committee

Duration: The committee will be established upon the adoption of these terms of reference and dissolved at the discretion of the Board.

Purpose

This purpose of this committee is to connect the Board with undergraduate students and create opportunities for increased student engagement at the Surrey campus. The committee also makes recommendations to the Board of Directors regarding improvement of the undergraduate experience at the Surrey campus.

Membership

- Voting members
 - President (ex-officio)
 - 1 Board member (Chair)
 - at least 2 and up to 4 Board member in addition to the Chair
 - up to 6 at-large members that are enrolled in a major or minor based on Surrey campus, are taking at least one of their courses at the Surrey campus, or are an Executive member of a Surrey campus-based club.
- Non-voting ex-officio members
 - Staff

The Board shall appoint its Chair by majority vote.

Deliverables

As a Board committee, the purpose of this committee is to provide the Board with formal recommendations and reports relating to:

- engagement initiatives and results,
- community building events at the Surrey campus, and
- other initiatives related to the student experience as defined in the SFSS Board Ends Policies.

Governance

The committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote.

A majority of voting members constitutes quorum.

Robert's Rules of Order shall govern the conduct committee meetings.

Communications

The committee shall meet in person as required and at the call of the Chair.

The committee shall report on its progress at Board meetings.

The committee shall set a meeting calendar for the duration of the academic term at the first meeting of that term.

The Chair may call a meeting where a notice of three working days has been provided.

Relevant Policies

- SFSS Board Policies
 - Ends Policies
 - GP-5: Board Committee Principles
 - GP-6: Board Committee Structure
 - GP-8: Annual Planning
 - GP-11: Committee Member Appointment and Resignation
 - GP-12: Responsibilities of Board Committee Members



VANCOUVER CAMPUS COMMITTEE

Name and Type

Name: Vancouver Campus Committee

Duration: The committee will be established upon the adoption of these terms of reference and dissolved at the discretion of the Board.

Purpose

This purpose of this committee is to connect with and create enhanced opportunities for undergraduate students at the Vancouver campus. The committee will also make recommendations to the Board of Directors regarding all aspects of improving the undergraduate experience at the Vancouver campus.

Membership

- Voting members
 - President (ex-officio)
 - 1 Board member (Chair)
 - at least 2 and up to 4 Board member in addition to the Chair
 - up to 6 at-large members taking at least one of their courses at the Vancouver campus
- Non-voting ex-officio members
 - Staff

The committee shall appoint its Chair by majority vote.

Deliverables

As a Board committee, the purpose of this committee is to take on initiatives to improve the undergraduate experience at the Vancouver campus as well as provide the Board with formal recommendations and reports relating to:

- engagement initiatives and results,
- community building events at the Vancouver campus, and
- other initiatives related to the student experience as defined in the SFSS Board Ends Policies.

Governance

The committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote.

A majority of voting members constitutes quorum.

Robert's Rules of Order shall govern the conduct committee meetings.

Communications

The committee shall meet in person as required and at the call of the Chair.

The committee shall report on its progress at Board meetings.

The committee shall set a meeting calendar for the duration of the academic term at the first meeting of that term.

The Chair may call a meeting where a notice of three working days has been provided.

Relevant Policies

- SFSS Board Policies
 - Ends Policies
 - GP-5: Board Committee Principles
 - GP-6: Board Committee Structure
 - GP-8: Annual Planning
 - GP-11: Committee Member Appointment and Resignation
 - GP-12: Responsibilities of Board Committee Members



ACCESSIBILITY FUND COMMITTEE

Name and Type

Name: Accessibility Fund Committee

Duration: The committee will be established upon the adoption of these terms of reference and dissolved at the discretion of the Board.

Purpose

This purpose of this committee is to make and report on the development of recommendations to Board regarding the needs of, and supports available to, students with disabilities, as well as Accessibility Grant applications.

- 'Disability' is defined as long-term or episodic physical, mental, intellectual, sensory or communication needs, visible or invisible, which in interaction with barriers may hinder a person's full and effective participation in society on an equal basis with others.
- 'Barriers' are defined as attitudinal, environmental, and organizational structures and practices that prevent a student with a disability from participating in activities, accessing services, and being accepted by others, as much as students without disabilities.
- 'Accessibility' is defined as countering and eliminating barriers by providing specific accommodations; changing attitudes, environments, structures and processes; and implementing practices of universal design.

Membership

- Voting members
 - President (ex-officio)
 - VP Student Services (Chair) or another director as designated by the Board
 - at least 2 and up to 4 Board members in addition to the Chair
 - minimum 2, up to 4 at-large members
- Non-voting ex-officio members
 - Executive Director

The committee shall appoint its Chair by majority vote.

Deliverables

As a Board committee, the purpose of this committee is to provide the Board with formal recommendations and reports relating to

- Accessibility Grant applications seeking the following:
 - improving the accessibility to Society resources and initiatives, and
 - improving the experience of undergraduate students with disabilities,
- Review and make recommendations regarding the SFSS Accessibility Policy,
- engagement with the community of members with disabilities, and
- engagement with SFU regarding the supports made available to students with disabilities.

Governance

The committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote.

A majority of voting members constitutes quorum.

Robert's Rules of Order shall govern the conduct committee meetings.

Communications

The committee shall meet in person as required and at the call of the Chair.

The committee shall report on its progress at Board meetings.

The committee shall set a meeting calendar for the duration of the academic term at the first meeting of that term.

The Chair may call a meeting where a notice of three working days has been provided.

Relevant Policies

- SFSS Board Policies
 - Ends Policies
 - GP-5: Board Committee Principles
 - GP-6: Board Committee Structure
 - GP-8: Annual Planning
 - GP-11: Committee Member Appointment and Resignation
 - GP-12: Responsibilities of Board Committee Members

- GP-15: Advocacy and Lobbying Standards

The following policies establish the specific requirements, procedures, and timelines for administering SFSS elections and referenda.

SFSS Elections and Referenda Policies

Simon Fraser Student Society

simon fraser
student society

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INTRODUCTION

PURPOSE OF THIS MANUAL

The goal of this document is to establish a clear set of expected outcomes for each period of an SFSS election and referendum. It will also provide a primary point of contact and accountability chain for each outcome, as well as some basic procedures for achieving that outcome.

These policies are organized in sections, and each section represents one phase of the election or referendum process.

POLICY REVIEW AND APPROVAL PROCESS

Each policy will be reviewed annually.

Where no change is required, the Board President and Executive Director (ED) shall sign the policy indicating it has been reviewed.

Where need or opportunities for improvement arise, policy shall be created, changed, or repealed in the following way:

1. The office responsible for the policy outcome shall propose amendments to the ED or their designate.
2. The ED or their designate shall review the proposed changes with the department head.
3. Where deemed acceptable, the proposal shall be submitted to the Board of Directors or Executive Committee for comment.
4. Any new, amended, or repealed policy shall be signed by the ED and the Board President or designate.
5. No electoral policies shall be created or amended by the Board of Directors unless specifically requested by the Independent Electoral Commissioner.

ELECTION AND REFERENDA STRUCTURE AND PLANNING POLICIES



ERPP-1: SETTING A TIMELINE

<p><i>POLICY TYPE: ELECTION AND REFERENDA PLANNING POLICY</i></p> <p><i>POLICY TITLE: SETTING A TIMELINE</i></p> <p><i>POLICY REFERENCE NUMBER: ERPP-1</i></p> <p style="text-align: right;"><i>Adopted: December 13, 2019</i></p> <p style="text-align: right;"><i>Next Scheduled Revision: After the appointment of the IEC</i></p> <p style="text-align: right;"><i>Previous Revisions</i></p>		
Position	Signature	Date
Board President		
Executive Director		

Policy

The entire Election or Referendum cycle may take up to fifteen (15) weeks.

Elections and Referenda take place within seven (7) weeks of a single semester, and require up to six (6) weeks of pre-Election or -Referendum planning, and two (2) weeks of Post-Election or -Referendum reporting. Pre-Election planning can be conducted by SFSS staff in the semester prior to the Election. This may include any engagement initiatives.

Standards

1. Every election and referendum will be comprised of six (6) periods:
 - a. Notice of Election and Referendum Period
 - b. Candidate Nomination and Referendum Submission Period
 - c. Campaign Period
 - d. Voting Period
 - e. Post-Election Period
2. Prior to the Notice of Election, at least one month's notice must be provided of an election or referenda to ensure the appointment of a full Independent Electoral Commissioner (IEC).
3. Following the election or referendum, the Chief Commissioner of the IEC will have no more than one week to submit a Notice of Election and Referenda Results, and one month to submit an Elections and Referenda Report.

Process

4. On or before the last Board meeting of all semesters, the Board will state whether or not the Society will host an Election in the subsequent semester, and the week during which voting will take place.
 - a. An Election will always take place during the Spring semester.
 - b. Voting may take place during week 9, 10, 11, or 12 of any semester, and must be determined at the Board meeting during which an election is slated to take place.
5. On or before the last Board meeting of the Summer and Fall semesters, the Board will state whether or not the Society will host a Referendum in the subsequent semester, and the week during which voting will take place.
 - a. Voting may take place during week 9, 10, 11, or 12 of any semester, and must be determined at the Board meeting during which a referendum is slated to take place.
6. The two weeks immediately preceding the Voting Period constitute the Campaign Period.
7. The two weeks immediately preceding the Campaign Period constitute the Nomination Period.
8. The two weeks immediately preceding the Nomination Period constitute the Notice of Election Period.
9. The eight weeks immediately preceding the Notice of Election Period are the Appointment of the IEC Period.
10. The four weeks immediately following the Voting Period are the Post-Election and/or Post-Referendum Period.



ERPP-2: SETTING A BUDGET

<p><i>POLICY TYPE: ELECTION AND REFERENDA PLANNING POLICY</i></p> <p><i>POLICY TITLE: SETTING A BUDGET</i></p> <p><i>POLICY REFERENCE NUMBER: ERPP-2</i></p> <p style="text-align: right;"><i>Adopted: December 13, 2019</i></p> <p style="text-align: right;"><i>Next Scheduled Revision: After the appointment of the IEC</i></p> <p style="text-align: right;"><i>Previous Revisions</i></p>		
Position	Signature	Date
Board President		
Executive Director		

Policy

The budget for elections and referenda are set by the Board as part of the Society Annual Budget.

Standards

1. Sufficient funds must be allocated to host an election and referendum during each semester.
2. The budget for elections and referenda will be administered by the Chief Commissioner of the Independent Electoral Commission (IEC) in a manner consistent with the Financial Policies contained in the SFSS Operational Policies.

Process

1. Every year, the Finance Office will provide the Campaigns, Research, and Policy Coordinator (CRPC) or designate with the annual budget of the IEC and the budgetary breakdown of expenses for the IEC for the past five (5) years.
2. The CRPC or designate will provide the Chief Commissioner with the annual budget for the IEC upon taking office, and a draft budget planning document to prepare for the cost of any projected election or referendum during the semester for which the Chief Commissioner was appointed.
3. In consultation with the CRPC or designate, the Chief Commissioner will approve or amend the budget plan of the projected election or referendum, and submit that plan to the Society Finance Office.

- a. Where required, the Chief Commissioner, in consultation with the CRPC or designate, will submit a reallocation request in person to the Finance and Audit Committee for consideration.

IEC POLICIES



IP-1: INDEPENDENT ELECTORAL COMMISSION

<p><i>POLICY TYPE: IEC POLICY</i></p> <p><i>POLICY TITLE: INDEPENDENT ELECTORAL COMMISSION</i></p> <p><i>POLICY REFERENCE NUMBER: IP-1</i></p> <p style="text-align: right;"><i>Adopted: December 13, 2019</i></p> <p style="text-align: right;"><i>Next Scheduled Revision: After IEC Orientation</i></p> <p style="text-align: right;"><i>Previous Revisions</i></p>		
Position	Signature	Date
Board President		
Executive Director		

Policy

The Independent Electoral Commission (IEC) is responsible for the administration of SFSS elections and referenda in a manner consistent with all Society bylaws and regulations.

Standards

Composition

1. The IEC is comprised of the following members:
 - a. one (1) Chief Commissioner, and
 - b. four (4) Electoral Commissioners.

Roles

2. The Chief Commissioner is responsible for the administration Society elections and referenda.
3. The Electoral Commissioners shall support the Chief Commissioner in the administration of SFSS elections and referenda.
4. The IEC shall execute the Election Plan developed by SFSS staff, auditing the Plan to ensure it is compliant with all Society bylaws, policies and regulations.
5. The IEC shall not author any electoral regulations without the consultation of the Campaigns, Research, and Policy Coordinator (CRPC) or designate.

Eligibility

6. Only active members in good standing of the SFSS are eligible to hold positions on the IEC.
7. The following members are not eligible to hold positions on the IEC:
 - a. Board members,
 - b. Council members, and
 - c. officers of a Faculty Student Union and/or Departmental Student Union.

Tenure

8. A Chief Commissioner will be appointed to hold office for a term determined by the Board of Directors.
 - a. The Board may amend the term of the appointment of a Chief Commissioner at any time.
9. Four electoral commissioners shall be appointed for the duration of any Society election or referendum.

Stipends

10. The Chief Commissioner and electoral commissioners shall receive a stipend.
 - a. The Chief Commissioner shall receive a stipend equivalent to that of an Executive Board Member.
 - b. Electoral Commissioners shall receive a stipend equivalent to that of a Non-Executive Board Member.



IP-2: APPOINTMENT OF THE IEC

<p><i>POLICY TYPE: IEC POLICY</i></p> <p><i>POLICY TITLE: APPOINTMENT OF THE CHIEF COMMISSIONER</i></p> <p><i>POLICY REFERENCE NUMBER: IP-2</i></p> <p style="text-align: right;"><i>Adopted: December 13, 2019</i></p> <p style="text-align: right;"><i>Next Scheduled Revision: After IEC Orientation</i></p> <p style="text-align: right;"><i>Previous Revisions</i></p>		
Position	Signature	Date
Board President		
Executive Director		

Policy

The members of the Independent Electoral Commission (IEC) are appointed by the Board of Directors. The appointment process for members of the IEC will proceed in a manner consistent with Society hiring practices.

Standards

1. The appointment of the IEC is a process that takes between 4 and 8 weeks.
2. The Committee for the Recommended Appointment of an IEC (CRAI) shall be comprised of the SFSS Administrative Supervisor or designate and the Campaigns, Research, and Policy Coordinator (CRPC) or designate.

Process

3. Upon the determination of a date for an Election or Referendum, the CRAI will review the job description for each vacant position in the IEC.
4. The SFSS Administrative Supervisor or designate, in conjunction with the Communications Office, will publish a job posting for all vacant position on the IEC on various job boards and Society communication tools.
5. Resumes will be reviewed by the CRAI on the basis of the job requirements and the skills and experience of the applicants.
6. A shortlist of preferred candidates will be selected.
7. Interviews will be scheduled with the list of shortlisted candidates.
8. Interviews will be conducted.

9. The notes and scores for each candidate will be reviewed by the CRAI, and the top two candidates will be identified.
10. The references of the top candidate will be contacted.
 - a. Where the references are positive, the top candidate will be submitted to Board as the recommended candidate.
 - b. Where the references are not positive, the second top candidate's references will be contacted, and where these are positive, the second top candidate will be submitted to Board as the recommended candidate.
11. The Board or, where required, the Executive Committee in its steads, appoints the members of the IEC for a term of no more than one semester, which may be extended or reduced at the discretion of Board.
12. The resumes of all applicants are kept by the SFSS Manager, Administrative Services in a manner consistent with SFSS Personnel Policies.
13. The resumes, references, and interview notes of all shortlisted, interviewed candidates are kept in the Society's personnel files.
14. The resumes, references, interview notes, and all Human Resources and Finance forms are kept in the personnel files of all successful applicants.



IP-3: IEC ORIENTATION

<p><i>POLICY TYPE: IEC POLICY</i> <i>POLICY TITLE: IEC ORIENTATION</i> <i>POLICY REFERENCE NUMBER: IP-3</i></p> <p style="text-align: right;"><i>Adopted: December 13, 2019</i> <i>Next Scheduled Revision: After IEC Orientation</i> <i>Previous Revisions</i></p>		
Position	Signature	Date
Board President		
Executive Director		

Policy

The Campaigns, Research, and Policy Coordinator (CRPC) or designate will provide the members of the Independent Electoral Commission (IEC) with an orientation to their role, authority, and Society supports and processes available to them in the performance of their duties. The IEC is subject to SFSS employment standards and Personnel Policies.

The members of the IEC have no authority to act in the capacity of the IEC until they have participated in the IEC Orientation.

Process

1. The IEC Orientation will include a presentation on the following items:
 - a. the structure of the SFSS,
 - b. the function of the Board of Directors,
 - c. the function and requirements surrounding elections and referendum questions,
 - d. IEC resources, including:
 - i. computer hardware and software,
 - ii. IT support,
 - iii. the IEC email and calendar,
 - iv. IEC records and filing,
 - v. IEC budget, and
 - vi. office supplies,

- e. the authority of the IEC,
 - f. the timesheet submission process and requirements,
 - g. the check requisition submission process and requirements,
 - h. the stages of the election and referendum process,
 - i. the minimum requirements for each stage of the election and referendum processes,
 - j. the processes for accessing Society staff administered supports and resources, including:
 - i. space,
 - ii. equipment,
 - iii. printing,
 - iv. graphic design,
 - v. website content management,
 - vi. social media content administration,
 - vii. financial reimbursements (i.e. check requisitions),
 - viii. accessibility supports, and
 - ix. grants,
 - k. the access privileges to all electronic resources,
 - l. the procedure on how to handle complaints,
 - m. the procedure on how to complete an Elections and Referenda Report.
2. The IEC will be provided with all necessary supporting documentation, including:
- a. SFSS Bylaws,
 - b. SFSS Elections & Referenda Policies,
 - c. IEC Orientation Manual, and
 - d. SFSS Operational Policies.



IP-4: AUTHORITY OF THE IEC

<p><i>POLICY TYPE: IEC POLICY</i></p> <p><i>POLICY TITLE: AUTHORITY OF THE IEC</i></p> <p><i>POLICY REFERENCE NUMBER: IP-4</i></p> <p style="text-align: right;"><i>Adopted: December 13, 2019</i></p> <p style="text-align: right;"><i>Next Scheduled Revision: After IEC Orientation</i></p> <p style="text-align: right;"><i>Previous Revisions</i></p>		
Position	Signature	Date
Board President		
Executive Director		

Policy

The IEC is endowed with specific powers to ensure that it may effectively administer all Society elections and referenda, as well as ensure that these are administered in a manner consistent with all Society bylaws and regulations.

Standards

1. The IEC is authorized to do any of the following:
 - a. collect signed statements of campaign expenses from candidates and representatives of referendum campaigns,
 - b. rule a candidates' candidacy or election invalid for any violation of Society Bylaws or Election or Referenda regulations,
 - c. rule any referendum invalid for any violation of SFSS Bylaws or SFSS Election or Referendum regulations, and
 - d. impose a fine of up to \$100, administered as a reduction in the reimbursement of campaign expenses for any violation of Society Bylaws or Election or Referenda regulations.
2. The IEC will exercise its authority in a manner consistent with these policies.

Process

3. As voting is conducted electronically, there is no need to assign students to the role of supervising polling or the counting of ballots.

4. All candidates are to be provided with a campaign expenses tracking and reporting sheet during their orientation.
5. Where the IEC renders a candidate ineligible, an electoral or referendum result invalid, a statement stating the decision will be drafted, date, signed by the Chief Commissioner, and submitted to the candidate or referendum campaign representative in question, the Board, and the Campaigns, Research, and Policy Coordinator (CRPC) or designate, which lists the date and time of the bylaw or regulation infraction, as well as the material evidence demonstrating that the infraction has been committed.
 - a. Disqualifications will be administered as provided for in these policies.
6. The only fines that may be imposed on a candidate or representative of a referendum campaign are fines of a value up to the total value of campaign expenses that may be reimbursed by the Society, as no greater fine may be practically administered by the Society.
 - a. Where the IEC fines a candidate or representative of a referendum campaign, a statement stating the decision will be drafted, dated, signed by the Chief Commissioner, and submitted to the candidate or referendum campaign representative in question, the Board, the CRPC or designate, which lists the date and time of the bylaw or regulation infraction, as well as the material evidence demonstrating that the infraction has been committed.
 - b. Fines will be administered as provided for in these policies.



IP-5: REPORTING STRUCTURE OF THE IEC

<p><i>POLICY TYPE: IEC POLICY</i></p> <p><i>POLICY TITLE: REPORTING STRUCTURE OF THE IEC</i></p> <p><i>POLICY REFERENCE NUMBER: IP-5</i></p> <p style="text-align: right;"><i>Adopted: December 13, 2019</i></p> <p style="text-align: right;"><i>Next Scheduled Revision: After IEC Orientation</i></p> <p style="text-align: right;"><i>Previous Revisions</i></p>		
Position	Signature	Date
Board President		
Executive Director		

Policy

The Chief Commissioner is responsible for providing regular updates on the status of the SFSS elections and referenda to the Executive Director (ED) or their designate.

Standards

1. Reports will be submitted in writing using the Chief Commissioner SFSS Elections and Referenda Status Report Template.

Process

2. The Chief Commissioner will provide a weekly report to the ED or their designate no later than 4pm each Friday from the time of their appointment to their submission of the Elections and Referenda Report.
3. Where the ED or their designate believes there is a risk to the organisation following from an inability to meet the minimum standards for hosting a Society election or referenda according to Society Bylaws and Regulations, the ED or their designate will submit to Board a recommendation for the dismissal of the Chief Commissioner and the appointment of an alternative candidate.
4. Where the Board receives a recommendation for the dismissal of a Chief Commissioner, it or the Executive Committee will meet immediately on its behalf to accept or reject the recommendation of the ED or their designate.



IP-6: IEC RESOURCES

<p><i>POLICY TYPE: IEC POLICY</i> <i>POLICY TITLE: IEC RESOURCES</i> <i>POLICY REFERENCE NUMBER: IP-6</i></p> <p style="text-align: right;"><i>Adopted: December 13, 2019</i> <i>Next Scheduled Revision: After IEC Orientation</i> <i>Previous Revisions</i></p>		
Position	Signature	Date
Board President		
Executive Director		

Policy

Society staff will ensure that the IEC is be provided with everything it needs to properly fulfill its function.

Standards

1. The IEC will be provided with the following:
 - a. office space necessary to meet, plan, and conduct infraction and appeal hearings,
 - b. space to store elections and referenda documentation and files, and
 - c. specific and limited staff support.

Process

2. The material resources made available to the IEC by the Society will be prepared and accessible prior to the IEC taking office.
3. The Campaigns, Research, and Policy Coordinator (CRPC) or designate will act as the primary point of contact for the IEC in requesting any support from Society staff.
 - a. A Staff Support Work Order Form will be made available to the IEC at all times on the Society website.



IP-7: IEC STIPENDS

<p><i>POLICY TYPE: IEC POLICY</i> <i>POLICY TITLE: IEC STIPENDS</i> <i>POLICY REFERENCE NUMBER: IP-7</i></p> <p style="text-align: right;"><i>Adopted: December 13, 2019</i> <i>Next Scheduled Revision: After IEC Orientation</i> <i>Previous Revisions</i></p>		
Position	Signature	Date
Board President		
Executive Director		

Policy

In recognition of the services rendered to the Society by the IEC, the Chief Commissioner and Electoral Commissioners shall receive flat stipends.

Standards

1. The stipend of the Chief Commissioner shall be calculated at an hourly rate equivalent to that of an Executive Member of the Board of Directors.
 - a. The final stipend for any election or referendum period will be withheld by the Society until such time as the Elections and Referenda Report is duly submitted to the Board of Directors and filed with Society Staff.
 - b. To be eligible to receive their stipends, Chief Commissioners must:
 - i. participate in the IEC orientation process,
 - ii. post work hours and office hours on the corporate calendar,
 - iii. determine electoral commissioner work schedules,
 - iv. complete and submit a weekly SFSS Elections and Referenda Status Report to the Campaigns, Policy and Research Coordinator (CRPC) or their designate, which includes a weekly timesheet for the Chief Commissioner position and all Electoral Commissioners that is then submitted by the CRPC to the Finance Office,
 - v. host regular, posted office hours, and
 - vi. meet the minimum requirements of the Chief Commissioner job description.

2. The stipend of an electoral commissioner shall be calculated at an hourly rate equivalent to that of a Non-Executive Member of the Board of Directors.

Process

3. During the IEC Orientation, the Chief Commissioner will be:
 - a. provided with timesheets for themselves and the Electoral Commissioners,
 - b. instructed on how to properly complete and submit timesheets, and
 - c. instructed on accessing and using the Society corporate calendar to plan, develop, and track work schedules.



IP-8: REQUESTS FOR STAFF SUPPORT

<p><i>POLICY TYPE: IEC POLICY</i></p> <p><i>POLICY TITLE: REQUESTS FOR STAFF SUPPORT</i></p> <p><i>POLICY REFERENCE NUMBER: IP-8</i></p> <p style="text-align: right;"><i>Adopted: December 13, 2019</i></p> <p style="text-align: right;"><i>Next Scheduled Revision: After IEC Orientation</i></p> <p style="text-align: right;"><i>Previous Revisions</i></p>		
Position	Signature	Date
Board President		
Executive Director		

Policy

Staff support is available to the Independent Electoral Commission (IEC).

Standards

1. The Campaigns, Research, and Policy Coordinator (CRPC) or designate is the primary point of contact for all requests for staff support from the IEC.
2. The CRPC or designate is available to the IEC for in-person consultations regarding Society elections and referenda between 9am and 4pm, Monday to Friday, when not otherwise occupied or out-of-office.
3. Any request for staff support other than SFSS Constitution, Bylaw, or Policy support or BC Societies Act support that exceeds the minimum requirements of the Society elections or referendum processes will be queued in the workflow of the relevant departments, which administers requests on a first-come, first-served basis.
4. The Chief Commissioner must make themselves available in person during regular Society Office hours to review the details of any request for staff support.

Process

5. A request for staff support is submitted using the IEC Request for Staff Support Work Order Form, which is available online.
 - a. The IEC Request for Staff Support Work Order Form is to be submitted by the Chief Commissioner.
6. Upon receipt of a work order, the CRPC or designate will:

- a. review the work order,
 - b. request additional information where required,
 - c. direct the request to the appropriate staff department, and
 - d. liaise with staff and the Chief Commissioner at the request of either party regarding the work order.
7. A feedback form will be made available to the Chief Commissioner following the completion of each work order.

NOTICE OF ELECTION AND REFERENDUM POLICIES



NEP-1: NOTICE OF ELECTION AND REFERENDUM PERIOD

<p><i>POLICY TYPE: NOTICE OF ELECTION AND REFERENDUM POLICY</i></p> <p><i>POLICY TITLE: NOTICE OF ELECTION AND REFERENDUM PERIOD</i></p> <p><i>POLICY REFERENCE NUMBER: NEP-1</i></p> <p style="text-align: right;"><i>Adopted: December 13, 2019</i></p> <p style="text-align: right;"><i>Next Scheduled Revision: After Notice of Election Period</i></p> <p style="text-align: right;"><i>Previous Revisions</i></p>		
Position	Signature	Date
Board President		
Executive Director		

Policy

All members of the SFSS must be given every reasonable opportunity to become aware of, understand, and participate in Society elections and referenda.

The Campaigns, Research, and Policy Coordinator (CRPC) or designate is responsible for ensuring that the minimum standards for the Notice of Election and Referendum Period are met.

The Independent Electoral Commission (IEC) is responsible for organising and conducting outreach initiatives during the Notice of Election and Referendum Period.

Standards

1. All forms and guidelines necessary to the Notice of Election and Referendum Period processes will be available to all members at all times, including the IEC.

Dates

2. The Notice of Election and Referendum Period will begin the weeks immediately preceding the weeks of the Campaign Period.

Duration

3. The Notice of Election and Referendum Period will last at least 2 weeks.



NEP-2: NOTICE OF ELECTION AND REFERENDUM PERIOD COMMUNICATIONS POLICY

<p><i>POLICY TYPE: NOTICE OF ELECTION AND REFERENDUM POLICY</i></p> <p><i>POLICY TITLE: NOTICE OF ELECTION AND REFERENDUM COMMUNICATION POLICY</i></p> <p><i>POLICY REFERENCE NUMBER: NEP-2</i></p> <p style="text-align: right;"><i>Adopted: December 13, 2019</i></p> <p style="text-align: right;"><i>Next Scheduled Revision: After Notice of Election Period</i></p> <p style="text-align: right;"><i>Previous Revisions</i></p>		
Position	Signature	Date
Board President		
Executive Director		

Policy

The Communications Coordinator or designate is responsible for ensuring that the minimum standards for communicating the start, end, and processes of the Nomination and Submission Period are met.

The Independent Electoral Commission (IEC) is responsible for developing and conducting member outreach initiatives during the Nomination and Submission Period.

Standards

1. Twenty-five (25) notices not less than eleven inches by seventeen inches in size announcing upcoming elections have been posted in prominent locations throughout the University at least two (2) weeks before the opening of the nomination period, but no earlier than the first Monday of classes in the same semester. The notices shall include the following information:
 - a. Early calls for submissions of nominations,
 - b. the date voting will take place,
 - c. the positions vacant,
 - d. the dates for the opening and closing of the nomination period,
 - e. the Regulations governing the nomination of candidates,
 - f. the place for pick-up and deposit of nomination papers, and

- g. the length of time for campaigning for office and the limitation on campaign expenses.
2. An advertisement announcing the dates for the opening and closing of the nomination period shall be sent to the student newspaper to be posted at least fourteen (14) calendar days prior to the opening of nominations.
3. Tabling sessions, class visits, Council meeting visits, student union meeting visits, and club meeting visits will be conducted during the Nomination and Submission Period, if possible.
4. A Campaign Development Design and Template will be made available to the IEC for planning purposes.

Process

5. The Communications Coordinator or designate will design and publish twenty-five (25) printed notices of the upcoming Election or Referendum, not less than eleven (11) by seventeen (17) inches, must be posted in prominent locations throughout the University, and must include at least the following information:
 - a. vacant Board positions if any,
 - b. the dates for the Nomination Period,
 - c. the regulations governing the nomination of candidates or submission of referendum question,
 - d. instructions for the acquisition and submission nominations and referendum questions,
 - e. the dates of the Campaign Period and limits on campaign expenses, and
 - f. the dates during which voting will take place.
6. The Communications Coordinator or designate will send the printed notice described above to the student newspaper to be posted for no less than the duration of the Notice of Election and Referendum Period.
7. The Communications Coordinator or designate will:
 - a. design notices and advertisements indicating the dates and processes of the Notice of Election and Referendum Period,
 - b. ensure that the Notice of Election and Referendum Period notices and advertisements include
 - c. ensure that all Society communications platforms are used to publish and disseminate all Campaign Period notices and advertisements.
8. The IEC, upon taking office, will:
 - a. develop a strategy for tabling, and class and meeting visits, and
 - b. develop a calendar for tabling and class and meeting visits.
9. The IEC may develop and coordinate additional outreach initiatives.

- a. Where those initiatives require staff support, the Chief Commissioner will submit a Staff Support Work Order Form.

CANDIDATE NOMINATION AND REFERENDUM QUESTION SUBMISSION POLICIES



NP-1: NOMINATION AND SUBMISSION PERIOD

<p><i>POLICY TYPE: CANDIDATE NOMINATION AND REFERENDUM QUESTION</i></p> <p><i>SUBMISSION POLICY</i></p> <p><i>POLICY TITLE: NOMINATION AND SUBMISSION PERIOD</i></p> <p><i>POLICY REFERENCE NUMBER: NP-1</i></p> <p style="text-align: right;"><i>Adopted: December 13, 2019</i></p> <p style="text-align: right;"><i>Next Scheduled Revision: After Notice of Election Period</i></p> <p style="text-align: right;"><i>Previous Revisions</i></p>		
Position	Signature	Date
Board President		
Executive Director		

Policy

All members of the SFSS must be given every reasonable opportunity to submit themselves as nominees to a position on the Board of Directors or submit referendum question for consideration on the upcoming ballot.

The Campaigns, Research, and Policy Coordinator (CRPC) or designate is responsible for ensuring that the minimum standards for the Notice of Election and Referendum Period are met.

The Independent Electoral Commission (IEC) is responsible for organising and conducting outreach initiatives during the Nomination and Submission Period, as well as making the final determination regarding candidate and referendum question eligibility on the basis of these policies.

Standards

1. All forms and guidelines necessary to the Nomination and Submission Period processes will be available to all members at all times, including the IEC.
2. The Nomination Package will be a fillable PDF form in which candidates must complete all required information.

Dates

3. The Nomination and Submission Period will begin the weeks immediately preceding the weeks of the Campaign Period.

Duration

4. The Nomination and Submission Period will last 2 weeks.



NP-2: NOMINATION AND SUBMISSION PERIOD COMMUNICATIONS POLICY

<p><i>POLICY TYPE: CANDIDATE NOMINATION AND REFERENDUM QUESTION SUBMISSION POLICY</i></p> <p><i>POLICY TITLE: NOMINATION AND SUBMISSION PERIOD COMMUNICATIONS POLICY</i></p> <p><i>POLICY REFERENCE NUMBER: NP-2</i></p> <p style="text-align: right;"><i>Adopted: December 13, 2019</i></p> <p style="text-align: right;"><i>Next Scheduled Revision: After Notice of Election Period</i></p> <p style="text-align: right;"><i>Previous Revisions</i></p>		
Position	Signature	Date
Board President		
Executive Director		

Policy

The Communications Coordinator or designate is responsible for ensuring that the minimum standards for communicating the start, end, and processes of the Nomination and Submission Period are met.

The Independent Electoral Commission (IEC) is responsible for developing and conducting member outreach initiatives during the Nomination and Submission Period.

Standards

1. A Campaign Development Design and Template will be made available to the IEC for planning purposes.

Process

2. The Communications Coordinator or designate will:
 - a. design notices and advertisements for the Nomination and Submission Period,
 - b. review those assets at the start of each semester and at the end of each Nomination and Submission Period, and
 - c. coordinate the production of all print notices and advertisements,

- d. develop a schedule for the publication Nomination and Submission Period notices and advertisements, and
 - e. utilize information contained in candidate Nomination Packages for any communication materials that would require the use of this information.
 3. The IEC, upon taking office, will:
 - c. develop a strategy for tabling and class and meeting visits, and
 - d. develop a calendar for tabling and class and meeting visits.
 4. The IEC may develop and coordinate additional outreach initiatives.
 - a. Where those initiatives require staff support, the Chief Commissioner will submit a Staff Support Work Order Form.



NP-3: NOMINATION SUBMISSION AND REVIEW

<p><i>POLICY TYPE: CANDIDATE NOMINATION AND REFERENDUM QUESTION SUBMISSION POLICY</i></p> <p><i>POLICY TITLE: NOMINATION SUBMISSION AND REVIEW</i></p> <p><i>POLICY REFERENCE NUMBER: NP-3</i></p> <p style="text-align: right;"><i>Adopted: December 13, 2019</i> <i>Next Scheduled Revision: After Notice of Election Period</i> <i>Previous Revisions</i></p>		
Position	Signature	Date
Board President		
Executive Director		

Policy

Proposed candidates will be deemed eligible to run in a Society election where they meet the eligibility criteria, submit a complete Nomination Package, and attend a candidate orientation.

Standards

1. Only active members in good standing of the SFSS are eligible to run for an Executive or At-Large position on the Board of Directors.
2. Only the active members in good standing of the SFSS who are members of the faculty named by the faculty representative position on Board are eligible to run for that position.
3. No person may be a candidate for more than one position on the Board of Directors during a single election.
4. No person may hold a position on more than one of the following during any one-year term spanning from May 1 of one year of one calendar year to April 30 of the next year calendar year:
 - a. Board of Directors,
 - b. Council,
 - c. Faculty Student Union, and
 - d. Departmental Student Unions.

5. Proposed candidates must conduct themselves in line with SFSS values, by-laws, policies, and regulations.
6. A complete Nomination Package will include the following items:
 - a. a duly completed and signed Nomination Form, which will include:
 - i. the candidate name, student number, address, telephone number, email address, and
 - ii. the names, signatures, and student numbers of at least ten (10) members of the SFSS who support the candidacy,
 - b. a duly completed and a signed Statement of Consent permitting the Society to access any and all information from the University Registrar necessary to determining a candidate's eligibility until the end of the Board term for which that candidate is running,
 - c. a duly completed and a signed Agreement to Serve as a Director, and
 - d. a duly completed and signed Model Release Form.
7. Nomination Packages will be available to all members at all times on the Society website.
8. All nominees to a position on the Board of Directors are required to attend a candidate orientation.

Processes

Nomination Packages

9. Proposed candidates will:
 - a. complete the Nomination Package,
 - b. ensure that all information provided on the forms is legible,
 - c. submit the signed and completed nomination package to:
 - i. the Student Centre (SC) between the hours of 10am and 4pm, Monday to Friday if in person; or
 - ii. to the Chief Commissioner during their posted office hours if in person; or
 - iii. via email at elections.chief@sfss.ca if it is an online package, and
 - d. attend one of the scheduled candidate orientation sessions.
10. The SC will:
 - a. date and time stamp all submissions,
 - b. place submissions in a locked submission box,
 - c. complete and sign a drop-off tracking sheet record,
 - d. have the proposed candidate sign the drop-off tracking record,
 - e. send candidates a confirmation email acknowledging the receipt of their submission, and
 - f. provide those submissions to the Chief Commissioner upon request.

11. The Chief Commissioner will:
 - a. pick-up the printed Nomination Packages from the SC,
 - b. complete and sign a drop-off tracking sheet record for the records they receive personally in printed copy,
 - c. have the proposed candidate sign the drop-off tracking record if they receive the submission in printed copy,
 - d. send candidates a confirmation email acknowledging the receipt of their submission, and
 - e. provide the CRPC or designate with all nomination package submissions.
12. The CRPC or designate will:
 - a. collect the Nomination Packages from the Chief Commissioner,
 - b. review all information ensuring that all proposed candidates and endorsements are provided by active members in good standing, and
 - c. submit a list of all eligible candidates with student numbers and contact information to the Chief Commissioner.

Candidate Orientation

13. The CRPC or designate will:
 - a. book the space, time, and equipment for the Candidate Orientation,
 - b. develop a Candidate Orientation Presentation and Manual, present the SFSS as an organisation, the role of the Board, and the role of a Director to candidates at the orientation presentation,
 - c. ensure that the Candidate Orientation Presentation and Manual includes a discussion on the specific instances where complaints can be made, and
 - d. ensure that timelines and guidelines for Campaign Materials and Campaign Literature will be captured in the Candidate Manual and communicated during Candidate Orientation.
14. The Chief Commissioner will:
 - a. take attendance at the orientation, and
 - b. present the electoral processes and regulations to the candidates.
15. The Candidate Orientation and/or Candidate Manual will outline pre-arranged Board Orientation meeting days so candidates are made aware what days they are required to be present in order to become a Board member.

Confirmation of Eligibility

16. The Chief Commissioner will:
 - a. determine the eligibility of each candidate on the basis of,
 - i. meeting the eligibility criteria,
 - ii. submission of a complete Nomination Form, and
 - iii. attendance at a Candidate Orientation,

- b. complete and sign a Statement of Eligibility for each proposed candidate,
and
- c. provide the original copy of the statement to the CRPC or designate for
record keeping and a copy to the candidate.



NP-4: REFERENDUM QUESTION SUBMISSION AND REVIEW

<p><i>POLICY TYPE: CANDIDATE NOMINATION AND REFERENDUM QUESTION SUBMISSION POLICY</i></p> <p><i>POLICY TITLE: REFERENDUM QUESTION SUBMISSION AND REVIEW</i></p> <p><i>POLICY REFERENCE NUMBER: NP-4</i></p> <p style="text-align: right;"><i>Adopted: December 13, 2019</i></p> <p style="text-align: right;"><i>Next Scheduled Revision: After Notice of Election Period</i></p> <p style="text-align: right;"><i>Previous Revisions</i></p>		
Position	Signature	Date
Board President		
Executive Director		

Policy

Referendum Questions will be deemed to have been duly submitted and slated for inclusion on a ballot where the Independent Electoral Commission (IEC) receives a complete Referendum Question Submission Package.

Standards

1. A Referendum Question, including an Ordinary Resolution or Special Resolution, may be submitted to the IEC for inclusion in one of three (3) ways:
 - a. a simple majority vote of the Board of Directors,
 - b. a simple majority vote of Council, and
 - c. a petition submitted to the Board that contains the text of the proposed resolution and the signatures of five (5) percent of the members in good standing of the Society.
2. Referendum questions submitted to Board by petition must use the template provided by the Society, and made available on the Society website.

Process

Referendum Question Submission

3. Where Board votes in favour of including a referendum question on a Society election or referendum ballot by simple majority, it will:

- a. task a director with the responsibility of acting as the primary point of contact for all referendum question related issues, and
 - b. task a director with the responsibility of submitting a Referendum Question Submission Package to the Student Centre (SC).
4. Where the Board receives a petition signed by 5% of the membership in favour of including a referendum question on the next regularly scheduled Society election or referendum ballot, it will:
 - a. identify the member submitting the petition as the primary point of contact for all referendum question related issues,
 - b. ensure that the minimum requirements of the submission of a referendum question by petition are met,
 - c. task a director with the responsibility of acting as a liaison between the primary point of contact and the Board, and
 - d. task a director with the responsibility of submitting a referendum question Submission Package to the SC on behalf of the member acting as the primary point of contact for that referendum question.
5. Where Council votes in favour of including a referendum question on a Society election or referendum ballot by simple majority, it will:
 - a. task a councillor with the responsibility of acting as the primary point of contact for all referendum question related issues, and
 - b. task a councillor with the responsibility of submitting a Referendum Question Submission Package to the SC.
6. The SC will:
 - a. date and time stamp all Referendum Question Package submissions,
 - b. place submissions in a locked submission box,
 - c. complete and sign a drop-off tracking sheet record,
 - d. have the proposed candidate sign the drop-off tracking record, and
 - e. provide those submissions to the Campaigns, Research, and Policy Coordinator (CRPC) or designate for review.
7. The CRPC or designate will:
 - a. collect the Referendum Question Submission Packages,
 - b. review all information ensuring that all minimum requirements for submission are met, and
 - c. submit a list of all eligible Referendum Questions and the names and contact information for the primary point of contact for each Referendum Question to the Chief Commissioner.

Confirmation of Referendum Question Reception and Inclusion on the Ballot

8. The Chief Commissioner will:

- a. determine the eligibility of each candidate on the basis of,
 - i. meeting the eligibility criteria, and
 - ii. the submission of a complete Nomination Form,
- b. complete and sign a Confirmation of Referendum Question Inclusion on a Ballot to the primary points of contact for each Referendum Question deemed to have met the minimum requirements,
- c. complete and sign a Confirmation of Referendum Question Exclusion from a Ballot to the primary points of contact for each Referendum Question deemed to have not met the minimum requirements, and
- d. provide the original copy of each Confirmation to the CRPC or designate for record keeping and a copy to the primary point of contact, to Board, and to Council.

CAMPAIGN PERIOD POLICIES



CP-1: CAMPAIGN PERIOD

<p><i>POLICY TYPE: CAMPAIGN POLICIES</i> <i>POLICY TITLE: CAMPAIGN PERIOD</i> <i>POLICY REFERENCE NUMBER: CP-1</i></p> <p style="text-align: right;"><i>Adopted: December 13, 2019</i> <i>Next Scheduled Revision: After Campaign Period</i> <i>Previous Revisions</i></p>		
Position	Signature	Date
Board President		
Executive Director		

Policy

All candidates to positions on the Board of Directors must be given every reasonable opportunity to campaign on behalf of their candidacy.

The Campaigns, Research, and Policy Coordinator (CRPC) or designate is responsible for ensuring that the minimum standards for the Campaign Period are met.

The Independent Electoral Commission (IEC) is responsible for organising and conducting outreach initiatives, moderating debates, approving Campaign Literature, and administering the complaints process during the Campaign Period.

Standards

Dates

1. The Campaign Period shall begin the weeks immediately preceding the weeks of the Voting Period.

Duration

2. The Campaign Period shall last 2 weeks.



CP-2: CAMPAIGN PERIOD COMMUNICATIONS POLICY

<p><i>POLICY TYPE: CAMPAIGN POLICIES</i></p> <p><i>POLICY TITLE: CAMPAIGN PERIOD COMMUNICATIONS POLICY</i></p> <p><i>POLICY REFERENCE NUMBER: CP-2</i></p> <p style="text-align: right;"><i>Adopted: December 13, 2019</i></p> <p style="text-align: right;"><i>Next Scheduled Revision: After Campaign Period</i></p> <p style="text-align: right;"><i>Previous Revisions</i></p>		
Position	Signature	Date
Board President		
Executive Director		

Policy

The Communications Coordinator or designate is responsible for ensuring that the minimum standards for communicating the start, end, and processes of the Campaign Period are met. This process will be guided by Communications Department Standard Operating Procedures (SOPs).

The Independent Electoral Commission (IEC) is responsible for conducting developing and conducting member outreach initiatives during the Campaign Period.

Standards

1. Twenty-five (25) notices not less than eleven inches by seventeen inches announcing the candidates nominated and the date, times of polling and places of polling shall be placed in prominent positions throughout the University no more than seventy-two (72) hours following the close of nominations.
2. An advertisement announcing the candidates nominated, the date, times of polling and places of polling shall be sent to the student newspaper to be posted in the first issue following the close of nominations.
3. With respect to (a) and (b) above, the names of nominees for each office shall be placed after the title of each office in alphabetical order according to surname.
4. Tabling sessions, class visits, Council meeting visits, student union meeting visits, and club meeting visits will be conducted during the Campaign Period, if possible.
5. A Campaign Development Design and Template will be made available to the IEC for planning purposes

Process

6. The Communications Coordinator or designate will design and publish twenty-five (25) notices not less than eleven inches by seventeen inches announcing the candidates nominated and the date, times of polling and places of polling shall be placed in prominent positions throughout the University no more than seventy-two (72) hours following the close of nominations.
7. The Communications Coordinator or designate will send the printed notice described above to the student newspaper to be posted for no less than the duration of the Notice of Election and Referendum Period.
8. The Communications Coordinator or designate will:
 - a. design notices and advertisements for the Campaign Period,
 - b. review those assets at the start of each semester and at the end of each Campaign Period, and
 - c. coordinate the production of all print notices and advertisements, and
 - d. develop a schedule for the publication Campaign Period notices and advertisements.
9. The IEC, upon taking office, will:
 - a. develop a strategy for tabling, and class and meeting visits, and
 - b. develop a calendar for tabling and class and meeting visits, if possible.
10. The IEC may develop and coordinate additional outreach initiatives.
 - a. Where those initiatives require staff support, the Chief Commissioner will submit a Staff Support Work Order Form.



CP-3: CAMPAIGN PERIOD REGULATIONS

<p><i>POLICY TYPE: CAMPAIGN PROCESS POLICIES</i></p> <p><i>POLICY TITLE: CAMPAIGN PERIOD REGULATIONS</i></p> <p><i>POLICY REFERENCE NUMBER: CP-3</i></p> <p style="text-align: right;"><i>Adopted: December 13, 2019</i></p> <p style="text-align: right;"><i>Next Scheduled Revision: After Campaign Period</i></p> <p style="text-align: right;"><i>Previous Revisions</i></p>		
Position	Signature	Date
Board President		
Executive Director		

Policy

All electoral and referenda campaigns are subject to strict regulations. Any breach of these regulations may subject a candidate to a formal censure, a reduction to their allowable campaign expense reimbursement, or disqualification.

Where staff are found to breach applicable regulations, they will be subject to a progressive disciplinary process.

Definitions

1. 'Campaign Literature' means print materials endorsing the election of a candidate or group of candidates to a position on the Board.
2. 'Campaign Materials' means anything encouraging the election of a candidate or group of candidates. Campaign Materials include Campaign Literature.

Regulations

3. Candidates must conduct themselves in line with SFSS values, by-laws and policies.
4. No Society staff or department may in any way seek to influence the outcome of a Board election.
5. Campaigning will not:
 - a. start before the beginning of the Campaign Period.
6. Campaign Materials must not be defamatory or discriminatory.
7. Campaign Materials must cover a reasonable surface area as not to disadvantage other candidates.

8. Campaign Literature must:
 - a. indicate the authoring candidate,
 - b. indicate the position on the Board for which the candidate is running,
 - c. indicate that the piece of Campaign Literature is associated to the SFSS Election,
 - d. be approved by the Independent Electoral Commission (IEC)
 - e. be collected and discarded before the start of the Voting Period,
 - f. if applicable, be posted in a designated poster location as pre-approved by the Communications Coordinator or designate, and
 - g. be paid for by the candidates who will request reimbursements according to CP-5.
9. Campaign Literature must not be posted in Society offices.
10. Neither handbills nor the distribution of handbills for the purpose of campaigning for the election, will be allowed as Campaign Literature or Campaign Materials.
11. Only members may campaign on behalf of candidates or referendum questions.
12. Candidates can only collect, use or disclose personal information from members with their explicit consent for the express purpose that is disclosed to them.

Infraction Schedule

13. Where Society staff have been found to have sought to influence the outcome of a Board election, they will be subject to the progressive disciplinary process as provided for in the SFSS Personnel Policies and as administered by the Executive Director (ED) or their designate.
14. Where a candidate is found to have started campaigning before the start of the Campaign Period, that candidate will be subject to the Progressive Disciplinary Schedule provided by this policy.
15. Where Campaign Materials, including Campaign Literature, are found to be defamatory or discriminatory, the authoring candidate will be subject to the Progressive Disciplinary Schedule provided by this policy.
16. Campaign Literature will be collected and discarded where it:
 - a. does not indicate the authoring candidate,
 - b. has not been approved by the IEC,
 - c. is in the form of a handbill, or
 - d. it is displayed before or after the Campaign Period.
17. Where non-members are found to be campaigning on University property, Campus Security will be contacted and informed.
18. Where candidates are found to be collecting, using or disclosing personal information without the explicit consent of the individual to whom it belongs, they will be subject to Progressive Disciplinary Schedule.

Progressive Disciplinary Schedule

19. Stage 1: For a first offence, the accused candidate will be notified of the breach, and reminded of the regulation in question.
20. Stage 2: For a second offence, the candidate will be fined.
21. Stage 3: For a third offence, the candidate will be disqualified from the election.
22. Where an offence is deemed particularly egregious, the IEC may skip Stage 1, or skip Stage 1 and 2. The Candidate Manual will outline instances that may require application of this rule.

Process

23. Any member who believes a campaign regulation has been breached will submit a duly completed Complaint Form to the Independent Electoral Commission (IEC) through a form submission software, along with any relevant material evidence in support of that claim.
24. Upon receipt of the complaint, the IEC will schedule an in-person review of the evidence provided, no later than the next scheduled IEC office hours.
 - a. The Campaigns, Research, and Policy Coordinator (CRPC) or designate will be included in all aspects of the IEC complaint review process as an advisor.
25. Where the IEC, by simple majority vote, determines that the evidence provided reasonably demonstrates that a breach has occurred, identifies the author of that breach, and identifies the author of that breach as a candidate to a position on the Board, that person will be subject to the progressive disciplinary process, as provided for in this policy.



CP-4: APPROVAL OF CAMPAIGN MATERIALS

<p><i>POLICY TYPE: CAMPAIGN PROCESS POLICIES</i></p> <p><i>POLICY TITLE: APPROVAL OF CAMPAIGN MINUTES</i></p> <p><i>POLICY REFERENCE NUMBER: CP-4</i></p> <p style="text-align: right;"><i>Adopted: December 13, 2019</i></p> <p style="text-align: right;"><i>Next Scheduled Revision: After Campaign Period</i></p> <p style="text-align: right;"><i>Previous Revisions</i></p>		
Position	Signature	Date
Board President		
Executive Director		

Policy

All Campaign Literature must be approved by the Independent Electoral Commission (IEC).

Candidates must ensure that the IEC is provided with the tools to monitor all Campaign Materials and activities for adherence to campaign regulations.

Definitions

1. 'Campaign Literature' means print materials endorsing the election of a candidate or group of candidates to a position on the Board.
2. 'Campaign Materials' means anything encouraging the election of a candidate or group of candidates.

Standards

3. Campaign Materials must not be defamatory or discriminatory.
4. Campaign Materials and Campaign Literature must follow all Regulations outlined in CP-3.
5. Timelines and guidelines for Campaign Materials and Campaign Literature will be captured in the Candidate Manual and communicated during Candidate Orientation.

Process

Campaign Literature

6. The Communications Coordinator or designate will design a template for Campaign Literature that will ensure the standards for Campaign Literature are met.
7. The Communications Coordinator or designate will ensure that the Campaign Literature Template is available at all times on the Society Website.
8. The candidate will:
 - a. design campaign literature using the template made available on the Society website,
 - b. submit Campaign Literature in pdf format to the IEC as email attachments sent to elections.chief@sfss.ca, and
 - c. submit a request for reimbursement as per CP-5.
9. The IEC will:
 - a. review the Campaign Literature submitted by candidates for adherence to the Campaign Literature standards, and
 - b. notify the candidate in writing whether or not the submission is approved.
 - i. Where the submission is not approved, reasons will be provided, and instructions on how to meet compliance will be provided.

Campaign Materials

10. Links and descriptions of all web-based campaign tools, such as website and social media profiles, must be provided to the Chief Commissioner in writing to elections.chief@sfss.ca.
11. Candidates must communicate the time and place of all in-person campaign activities, other than the Society debates provided for in these policies, to the Chief Commissioner in writing to elections.chief@sfss.ca.



CP-5: CAMPAIGN EXPENSES

POLICY TYPE: CAMPAIGN POLICIES
POLICY TITLE: CAMPAIGN EXPENSES
POLICY REFERENCE NUMBER: CP-5

Adopted: December 13, 2019
Next Scheduled Revision: After Campaign Period
Previous Revisions

Policy

The campaign expenses of candidates to a position on the Board are limited to \$50 maximum, which will be reimbursed where candidates submit duly completed Expense Report Forms to the IEC within 72 hours of the close the Campaign Period.

Process

1. Expense Report Forms will be made available to all members at all times on the Society website.
2. Expense Reports must be submitted to the Chief Commissioner, in writing, within 72 hours succeeding the close of the Campaign Period.
 - a. Proposed candidates will:
 - i. print the Expense Report Form,
 - ii. complete the Expense Report Form,
 - iii. ensure that all information provided on the form is legible,
 - iv. attach to the form itemized receipts for any expense, and
 - v. submit the Form and itemized receipts to the Student Centre (SC) between the hours 10am and 4pm, Monday to Friday.
 - b. The SC will:
 - i. date and time stamp all submissions,
 - ii. place submissions in a locked submission box,
 - iii. complete and sign a drop-off tracking sheet record,
 - iv. have the candidate sign the drop-off tracking record, and
 - v. provide those submissions to the Chief Commissioner.
3. Where Expense Reports are not duly received within 72 hours, the candidates will forfeit their entitlements to campaign expense reimbursement.



CP-6: DEBATES

<p><i>POLICY TYPE: CAMPAIGN PROCESS POLICIES</i></p> <p><i>POLICY TITLE: DEBATES</i></p> <p><i>POLICY REFERENCE NUMBER: CP-6</i></p> <p style="text-align: right;"><i>Adopted: December 13, 2019</i></p> <p style="text-align: right;"><i>Next Scheduled Revision: After Campaign Period</i></p> <p style="text-align: right;"><i>Previous Revisions</i></p>		
Position	Signature	Date
Board President		
Executive Director		

Policy

The Communications Coordinator or designate is responsible for designing and planning debates.

The Chief Commissioner is responsible for moderating debates or designating a Commissioner to moderate debates in their stead, and designating electoral commissioners to support roles during the debates.

Standards

1. Debates will be hosted publicly on one of three University campuses: Burnaby, Surrey, or Vancouver.
2. Debate themes will be pre-determined by the Campaigns, Research and Policy Coordinator (CRPC) and Events Coordinator or their designates, and released to candidates ahead of the debates.
3. Where feasible, the debates will be live streamed.
4. Where feasible, provisions will be made for off-site participation in the debates.
5. Where feasible, the debates will be recorded and made available to all members.
6. Questions from the public will be submitted before the debate, if possible.

Process

7. The Communications Coordinator or designate will ensure that a set of Standard Operating Procedures (SOP) for hosting of debates are developed and made

- available to the Independent Electoral Commission (IEC) on demand. The SOP for the debates will include, at least, the following:
- a. an evaluation strategy for assessing the success of a debate,
 - b. the time, place, length, and dates for debates,
 - c. structure of the debate,
 - d. the time limits for responding to questions and/or themes and how they will be enforced and by whom,
 - e. a budget, and
 - f. a set of procedures and an owner for each area of responsibility associated to the debate.
8. The candidates, Board, and IEC shall be provided with a feedback form regarding the debates.

VOTING PERIOD POLICIES



VP-1 VOTING PERIOD

<p><i>POLICY TYPE: VOTING PROCESS POLICIES</i></p> <p><i>POLICY TITLE: VOTING PERIOD</i></p> <p><i>POLICY REFERENCE NUMBER: VP-1</i></p> <p style="text-align: right;"><i>Adopted: December 13, 2019</i></p> <p style="text-align: right;"><i>Next Scheduled Revision: After Voting Period</i></p> <p style="text-align: right;"><i>Previous Revisions</i></p>		
Position	Signature	Date
Board President		
Executive Director		

Policy

All eligible members of the Society will be provided with every reasonable opportunity to vote in elections, by-elections, and referenda.

The Campaigns, Research, and Policy Coordinator (CRPC) or designate is responsible for ensuring that the minimum standards for the Voting Period are met.

The Independent Electoral Commission (IEC) is responsible for organising and conducting outreach initiatives during the Voting Period, and formally announcing the election and referendum results.

Standards

Dates

1. The Voting Period shall take place as determined by the Board of Directors at the outset of any semester.

Duration

2. The Voting Period shall last between 2 and 4 week days.
3. Voting will begin at 9am on the first day of the voting period
4. Voting will cease at 5pm on the last day of the voting period.



VP-2 VOTING PERIOD COMMUNICATIONS POLICY

<p><i>POLICY TYPE: VOTING PROCESS POLICIES</i></p> <p><i>POLICY TITLE: VOTING PERIOD COMMUNICATIONS POLICY</i></p> <p><i>POLICY REFERENCE NUMBER: VP-2</i></p> <p style="text-align: right;"><i>Adopted: December 13, 2019</i></p> <p style="text-align: right;"><i>Next Scheduled Revision: After Voting Period</i></p> <p style="text-align: right;"><i>Previous Revisions</i></p>		
Position	Signature	Date
Board President		
Executive Director		

Policy

The Communications Coordinator or designate is responsible for ensuring that the minimum standards for communicating the start, end, and processes of the Voting Period are met.

The Independent Electoral Commission (IEC) is responsible for developing and conducting member outreach initiatives during the Voting Period.

Standards

1. The Communications Coordinator or designate will:
 - a. design notices and advertisements indicating the dates and means of voting, and
 - b. ensure that all Society communications platforms are used to publish and disseminate all Voting Period notices and advertisements.
2. The IEC will plan and schedule tabling sessions, class visits, Council meeting visits, student union meeting visits, and club meeting visits during the voting period, if possible.
3. A Campaign Development Design and Template will be made available to the IEC for planning purposes.

Process

4. The Communications Coordinator or designate will:
 - a. design notices and advertisements for the Voting Period,

- b. review those assets at the start of each semester and at the end of each Voting Period, and
 - c. coordinate the production of all print notices and advertisements, and
 - d. develop a schedule for the publication Voting Period notices and advertisements.
5. The IEC, upon taking office, will:
 - a. develop a strategy for tabling, and class and meeting visits, and
 - b. develop a calendar for tabling and class and meeting visits.
6. The IEC may develop and coordinate additional outreach initiatives:
 - a. Where those initiatives require staff support, the Chief Commissioner will submit a Staff Support Work Order Form.



VP-3 VOTING PERIOD REGULATIONS

<p><i>POLICY TYPE: VOTING PROCESS POLICIES</i></p> <p><i>POLICY TITLE: VOTING PERIOD REGULATIONS</i></p> <p><i>POLICY REFERENCE NUMBER: VP-3</i></p> <p style="text-align: right;"><i>Adopted: December 13, 2019</i></p> <p style="text-align: right;"><i>Next Scheduled Revision: After Voting Period</i></p> <p style="text-align: right;"><i>Previous Revisions</i></p>		
Position	Signature	Date
Board President		
Executive Director		

Policy

The voting process is subject to strict regulations. Any breach of these regulations may subject a candidate to a formal censure, a reduction to their allowable campaign expense reimbursement, or disqualification.

Where staff are found to breach applicable regulations, they will be subject to a progressive disciplinary process.

Regulations

1. No Society staff or department may seek to influence the outcome of a Board election in any way.
2. No member may coerce any other to vote or vote for a candidate or group of candidates.

Infraction Schedule

3. Where Society staff have been found to have sought to influence the outcome of a Board election, they will be subject to the progressive disciplinary process as provided for in the SFSS Personnel Policies and as administered by the Executive Director (ED) or their designate.
4. Where a member is found to have coerced any other to vote or vote for a candidate or group of candidates, that candidate will be subject to will be subject to the Progressive Disciplinary Schedule provided by this policy.

Progressive Disciplinary Schedule

5. Stage 1: For a first offence, the accused candidate will be notified of the breach and reminded of the regulation in question.
6. Stage 2: For a second offence, the candidate will be fined.
7. Stage 3: For a third offence, the candidate will be disqualified from the election.
8. Where an offence is deemed particularly egregious, the IEC may skip Stage 1, or skip Stage 1 and 2. The Candidate Manual will outline instances that may require application of this rule.

Process

9. Any member who believes a voting regulation has been breached will submit a duly completed Complaint Form to the Independent Electoral Commission (IEC) through the relevant form submission software, along with any relevant material evidence in support of that claim.
10. Upon receipt of the complaint, the IEC will schedule an in-person review of the evidence provided, no later than the next scheduled IEC office hours.
 - a. The Campaigns, Research, and Policy Coordinator (CRPC) or designate will be included in all aspects of the IEC complaint review process as an advisor.
11. Where the IEC, by simple majority vote, determines that the evidence provided reasonably demonstrates that a breach has occurred, identifies the author of that breach, and identifies the author of that breach as a candidate to a position on the Board, that person will be subject to the progressive disciplinary process, as provided for in this policy.



VP-4: ELIGIBILITY TO VOTE

<p><i>POLICY TYPE: VOTING POLICY</i></p> <p><i>POLICY TITLE: ELIGIBILITY TO VOTE IN A BOARD ELECTION</i></p> <p><i>POLICY REFERENCE NUMBER: VP-4</i></p> <p style="text-align: right;"><i>Adopted: December 13, 2019</i></p> <p style="text-align: right;"><i>Next Scheduled Revision: After Voting Period</i></p> <p style="text-align: right;"><i>Previous Revisions</i></p>		
Position	Signature	Date
Board President		
Executive Director		

Policy

Every undergraduate student of Simon Fraser University who is a member of the Simon Fraser Student Society may vote for their preferred candidate to positions on the Board of Directors.

Any undergraduate student of Simon Fraser University who is a member of the faculty named by the position of Faculty Representative on Board may vote in a Society election for their preferred candidate to that position.

Every undergraduate student of Simon Fraser University who is a member of the Simon Fraser Student Society may vote in every referendum question.

Every undergraduate student of Simon Fraser University who is not a member of the Simon Fraser Student Society, but who would be subject to the proposed creation, amendment, or revocation of a Student Society Fee, may vote in that referendum.

Process

Verification of a person's status as an eligible voter

1. The eligibility of person to vote in a general election, by-election, or referendum will be determined by the Chief Commissioner of the Independent Electoral Commission (IEC) by means of the appropriate voter list provided to the Society by the University Registrar.



VP-5: BALLOTS AND VOTING SYSTEM

<p><i>POLICY TYPE: VOTING POLICY</i></p> <p><i>POLICY TITLE: BALLOTS</i></p> <p><i>POLICY REFERENCE NUMBER: VP-5</i></p> <p style="text-align: right;"><i>Adopted: December 13, 2019</i></p> <p style="text-align: right;"><i>Next Scheduled Revision: After Voting Period</i></p> <p style="text-align: right;"><i>Previous Revisions</i></p>		
Position	Signature	Date
Board President		
Executive Director		

Policy

Voting in Society elections, by-elections, and referenda will be administered via the University Websurvey system.

Standards

1. The ballot shall order candidates alphabetically by last name, and referendum questions in order of submission to the Independent Electoral Commission (IEC).
2. Where a position is uncontested, the candidate will be subject to a 'yes'/no' vote.
3. Slate names shall not be included on ballots.

Process

4. The Campaigns, Research, and Policy Coordinator (CRPC) or designate will:
 - a. request the email lists from the University Registrar necessary to conducting Society elections and referenda,
 - b. design the Websurvey ballot,
 - c. design the email used to distribute the ballot to all eligible voters,
 - d. submit the email and ballot for review by the Chief Commissioner.
5. The Chief Commissioner will:
 - a. review the ballot and email provided to it by the CRPC or designate,
 - b. request any changes be made to the proposed ballot to ensure adherence to Society bylaws and regulations, and

- c. send written approval to the CRPC or designate for the distribution of the email and ballot.



VP-6: ELECTION RESULTS

<p><i>POLICY TYPE: CAMPAIGNS PROCESS POLICIES</i></p> <p><i>POLICY TITLE: ELECTION RESULTS</i></p> <p><i>POLICY REFERENCE NUMBER: VP-6</i></p> <p style="text-align: right;"><i>Adopted: December 13, 2019</i></p> <p style="text-align: right;"><i>Next Scheduled Revision: After Voting Period</i></p> <p style="text-align: right;"><i>Previous Revisions</i></p>		
Position	Signature	Date
Board President		
Executive Director		

Policy

Election results will be tabulated and communicate to the membership at the earliest reasonable moment.

Process

1. The Campaigns, Research, and Policy Coordinator (CRPC) or designate will:
 - a. will submit to the Chief Commissioner an electronic copy of the report on the results of all ballots immediately following the close of the Voting Period. This report is shared to the Privacy Officer (i.e. the CRPC) in a secure manner without any personal identifiers of members. The data shared is thus aggregate data only for the purpose of future comparisons and research.
2. The Chief Commissioner will:
 - a. complete a Notice of Election and Referenda Results Form,
 - b. submit a copy of that notice to the Board of Directors, the Executive Director, the Finance Coordinators, the Communications Coordinator, the student newspaper, and the candidates to positions on the Board.
 - c. submit the original copy of that notice to the CRPC or designate for record keeping purposes.
3. The Communications Coordinator or designate will post the Notice of Election and Referenda Results on all available Society communications channels.
4. In the event of a tie, a run-off election will be held for the contested position.

5. A run-off election will:
 - a. consist of only a voting period,
 - b. be 48 hours in duration,
 - c. commence on the business day after the results of the main election are received by the IEC, and
 - d. extend the election period by the number of days it takes to complete the run-off election.
6. All other election results will be withheld until the conclusion of the run-off election.
7. All candidates will be notified in the event of a run-off election.
8. All members eligible to vote in the run-off election will be notified before the new ballot is re-opened.

POST-ELECTION PERIOD POLICIES



PEP-1: POST-ELECTION PERIOD

<p><i>POLICY TYPE: POST-ELECTION PROCESS POLICIES</i></p> <p><i>POLICY TITLE: POST-ELECTION PERIOD</i></p> <p><i>POLICY REFERENCE NUMBER: PEP-1</i></p> <p style="text-align: right;">Adopted: December 13, 2019</p> <p style="text-align: right;">Next Scheduled Revision: After Voting Period</p> <p style="text-align: right;">Previous Revisions</p>		
Position	Signature	Date
Board President		
Executive Director		

Policy

The Chief Commissioner is responsible for the submission of an Elections and Referenda Report to the outgoing Board of Directors, the Executive Director (ED) or their designate, and the Campaigns, Research, and Policy Coordinator (CRPC) or designate, following any election or referendum. The CRPC or designate will also gather feedback from candidates, the Board of Directors, staff and management using a feedback survey, which will result in an Elections Feedback Report.

Standards

1. The Chief Commissioner must submit a report using the Elections and Referenda Report Template.
2. The Elections and Referenda Report Template will be designed by the CRPC or designate.
3. The Communications Coordinator or designate will ensure that the Template is available to the IEC at all time on the Society website.
4. The CRPC or designate will develop a feedback survey and distribute to Election candidates and the outgoing Board of Directors, and collect the results.
5. The CRPC or designate will prepare an Elections Feedback Report.

Process

6. To be eligible to receive their final stipend, the Chief Commissioner must submit a Elections and Referenda Report containing at least the following information:

- a. dates of the general election, by-election, or referendum in question,
 - b. names of any candidates and positions for which they ran,
 - c. exact wording of all referendum questions,
 - d. the results of each vote (i.e. positions and referendum questions)
 - e. a summary of any issues that arose during the election and the means used to address those issues,
 - f. a set of recommendations for the improvement of future elections, by-elections, and referenda, and
 - g. an appendix including all infractions, complaints, and decisions made regarding electoral and referendum campaign regulations.
7. Once the report has been duly submitted and approved by the Board, the Finance Office may release to the Chief Commissioner their stipend for any period including or after the voting period.
 8. The CRPC or designate will maintain the Elections and Referenda Reports, Notice of Election and Referenda Results, SFSS Elections and Referenda Status Report, and Elections Feedback Reports to be used for comparison in future Elections.
 9. After duly receiving and approving the Elections and Referenda Report, the Society shall ensure that the two latest received Elections and Referenda reports are appropriately shared with members of the SFSS (including but not limited to being placed on Society website). If personal information is included in the report, it shall be redacted in accordance with relevant privacy legislation.

APPENDIX



COMMITTEE FOR THE RECOMMENDED APPOINTMENT OF AN IEC (CRAI)

Name and Type

Name: Committee for the Recommended Appointment of an Independent Electoral Commission (CRAI)

Duration: The committee will be established upon the notice by the Board of an election of referenda.

Purpose

This purpose of this committee is to interview candidates for the position of Chief Commissioner, and make a recommend to Board one of the candidates.

Membership

- Voting members
 - SFSS Administrative Supervisor or designate
 - Campaigns, Research, and Policy Coordinator or designate
- Ex-officio members
 - Executive Director

The SFSS Administrative Supervisor or designate will act as Chair of the CRAI.

Deliverables

The purpose of this committee is to provide the Board with a formal recommendation for the appointment of candidates to the position of five (5) electoral commissioners: one (1) Chief Commissioner, (4) Electoral Commissioners

- review job descriptions,
- review job postings,
- advertise job postings,
- collect and review the candidate packages,
- conduct interviews according to standard SFSS hiring practices,
- draft a formal recommendation to Board,

- file recommendations, applications, and interview notes according to the standards contained in the SFSS Personnel Policies, and
- submit a recommendation for the appointment of a full IEC to the Board Chair.

Governance

The committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote.

A majority of voting members constitutes quorum.

Communications

The committee shall meet in person as required and at the call of the Chair.

The committee shall report on its progress at Board meetings.

The committee shall set a meeting calendar for the duration of the academic term at the first meeting of that term.

The Chair may call a meeting where a notice of three working days has been provided.

Relevant Bylaws and Policies

The members of the committee should be particularly familiar with the content of the following Board Policies:

- Bylaw 15
- Bylaw 16
- Elections and Referenda Policies

The following Issues Policies establish the stance of the Society on social, political and economic issues relevant to the membership of the SFSS.

SFSS Issues Policies

Simon Fraser Student Society

simon fraser
student society

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PURPOSE OF THIS MANUAL

The SFSS Issues Policies shall serve to clarify the stance of the Society on social, political and economic issues relating to student life and post-secondary education that are important to the SFSS membership. The SFSS Issues Policies shall also serve as a resource and a guide to assist in the development of campaigns, stakeholder relations and media strategies employed by the Society.

The SFSS shall limit its Issues Policies to issues directly pertaining to student life and post-secondary education. The issues covered by these policies are developed through member engagement activities.

POLICY REVIEW AND APPROVAL PROCESS

Each policy will be reviewed annually.

Where no change is required, the policy will remain in its current state.

Where need or opportunities for improvement arise, policy shall be created, changed, or repealed in the following way:

1. The office responsible for the policy outcome shall propose amendments to the Executive Director (ED) or their designate.
2. The ED or their designate shall review the proposed changes with the department head.
3. Where deemed acceptable, the proposal shall be submitted to the Board of Directors or Executive Committee for comment.



IP-1: REPRODUCTIVE RIGHTS

<p><i>POLICY TYPE:</i></p> <p><i>POLICY TITLE: REPRODUCTIVE RIGHTS</i></p> <p><i>POLICY REFERENCE NUMBER: IP-1</i></p> <p style="text-align: right;">Adopted: 2019-12-13 Next Scheduled Revision Previous Revisions</p>		
Position	Signature	Date
Board President		
Executive Director		

Preamble

The United Nations 2030 Agenda for Sustainable Development calls for “ensuring universal access to sexual and reproductive health and reproductive rights”. It supports [individuals] in “mak[ing] their own informed decisions regarding sexual relations, contraceptive use and reproductive health care”. These reproductive rights provide individuals with choice. The SFSS is a trans-inclusive organisation thus, this policy does not just apply to cisgender women. This policy uses the term **trans-inclusive** as an umbrella term to mean inclusive of transgender, non-binary, genderqueer, gender neutral/agender, and gender non-conforming identities and experiences.

The SFSS recognizes that debate, discourse, and access to information about sexual and reproductive health and reproductive rights (including abortion, contraception and pregnancy) is a commonplace – and important – part of campus life. This debate includes individuals who adopt beliefs that are pro-choice and pro-life.

Pro-choice is the view that individuals with reproductive capacity should have the right to make decisions on their own sexual and reproductive health, and advocates for personal autonomy and self-determination over their own bodies.

Pro-life is the view that opposes the practice of abortion and its legality, and advocates for supporting the right to life of a fetus. Some supporters believe there are some cases where abortion should be permitted, while others do not.

Both pro-choice and pro-life are broad viewpoints with no clear definition. Not all pro-choice nor all pro-life supporters maintain the same position with respect to access to abortion.

Policy

1. The SFSS supports:
 - a. The provision of non-judgemental information on sexual and reproductive health and reproductive rights (including abortion, contraceptives and pregnancy), and support for students, parents and families in making decisions relating to their sexual and reproductive health;
 - b. Discourse regarding sexual and reproductive health and reproductive rights, and in particular, that recognizes students' rights to physical and mental well-being, integrity, dignity, privacy and access to reproductive health services; and
 - c. Information to access safe, publicly-funded health services including but not limited to reliable contraceptives, abortion services and family planning information and services.

2. The SFSS opposes:
 - a. Campaigns, actions, or lobbying activities (including the posting or distribution of materials) that interfere, intimidate or attempt to intimidate students from making informed decisions about sexual and reproductive health and reproductive rights;
 - b. Distribution of disturbing photographs, media or other materials, including materials that cause (or have the potential to cause) mental distress or are intended to shock, disturb or harass students into adopting a particular belief with respect to sexual and reproductive health and reproductive rights (including abortion);
 - c. Any policy, rule or law that fails to recognize students' entitlement to access to health care, including abortion services and contraception;
 - d. Harmful medical practices and procedures, such as female genital mutilation and forced sterilization.

3. The SFSS will not recognize as a club or provide any SFSS resources to groups who do not demonstrate their respect and commitment to the principles set out in paragraphs 1

and 2 above. Providing SFSS resources includes but is not limited to funding, facilities booking, staff time, and other organizational or financial resources.

Dear (insert MP/name of political party here),

My name is Jonathan Granirer, and I am writing to you on behalf of a coalition student societies across Canada that are dedicated to removing financial barriers for post-secondary students. Our constituencies of over (insert number of students here) students reside in numerous ridings across the country. To fulfil our mandate, we are required, and indeed, quite motivated to promote the best interests of our students.

As costs for a good education¹ and safe, quality housing² continue to rise and wages stagnate³ students are left in an increasingly tenuous position. We support the International Covenant on Economic, Social and Cultural Rights - signed and ratified by the Canadian Government in 1976 - which recognizes education at all levels as a basic human right and that “higher education shall be made equally accessible to all, on the basis of capacity, by every appropriate means, and in particular by the progressive introduction of free education.”

Costs of education must not be prohibitive. Many post-secondary students in Canada are forced to choose between purchasing textbooks and groceries. That’s why we’re calling on you to pledge your support to reintroduce the federal Textbook Tax Credit, which was repealed under the Liberals in 2016⁴. This rebate provided significant relief for students which is essential to the continuation of the studies which will enable the good citizenship on which Canada relies.

We believe that supporting the efforts of students across Canada to learn and grow into the job market will have a tremendous impact on an expanding demographic. Reintroducing the Textbook Tax Credit has broad appeal and would create significant advantages for students facing the threat of financial pressures.

¹http://www.rbc.com/economics/economic-reports/pdf/other-reports/Tuition_June2018.pdf

²https://www.scribd.com/document/369847938/14th-Annual-Demographia-International-Housing-Affordability-Survey-2018#from_embed, 54.

³https://www.oecd-ilibrary.org/docserver/empl_outlook-2018-en.pdf?expires=1571265466&id=id&accname=ocid177125&checksum=C2C0A75D8AC80B80F8FE1C7A6CA0F1B2, 33.

⁴<https://www.canada.ca/en/revenue-agency/services/tax/individuals/topics/about-your-tax-return/tax-return/completing-a-tax-return/deductions-credits-expenses/line-323-your-tuition-education-textbook-amounts/textbook-amount.html>

We are looking for representatives to champion affordability in education. As of now, we are canvassing Members of Parliament to collect support and find sponsors for a bill that would reintroduce the Textbook Tax Credit. If possible, we would like to schedule a meeting in the near future between a representative from our coalition and yourself to discuss the possibility of your involvement.

Sincerely,

The University of Victoria Students' Society