

1. CALL TO ORDER

Call to Order – 9:34 AM

2. TERRITORIAL ACKNOWLEDGMENT

We acknowledge that this meeting is being conducted on the unceded territories of the Coast Salish peoples; which, to the current knowledge of the Society include the Squamish, Musqueam, Stó:lo, and Tsleil-Waututh people.

3. ROLL CALL OF ATTENDANCE

3.1 Board Composition

President (<i>Chair</i>).....	Larissa Chen
VP External Relations	Christine Dyson
VP Finance	Hangue Kim
VP Student Services.....	Vacant
VP Student Life	Curtis Pooghkay
VP University Relations	Arr Farah
At-Large Representative.....	Paul Hans
At-Large Representative.....	Mudi Bwakura
Faculty Representative (Applied Sciences)	Alan Lee
Faculty Representative (Arts & Social Sciences).....	Blossom Malhan
Faculty Representative (Business).....	Pritesh Pachchigar
Faculty Representative (Communications, Art, & Technology).....	Prab Bassi
Faculty Representative (Education).....	John Ragone
Faculty Representative (Environment).....	Thadoe Wai
Faculty Representative (Health Sciences).....	Raajan Garcha
Faculty Representative (Science).....	Jimmy Dhesa

3.2 Society Staff

Chief Executive Officer	Martin Wyant
Campaign, Research, and Policy Coordinator.....	Pierre Cassidy
SFSS Student Union Organizer	Anna Reva
Administrative Assistant.....	Zoya Nari

3.3 Guests

The Peak News Editor	Nathan Ross
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3.4 Regrets

Faculty Representative (Education).....	John Ragone
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4. RATIFICATION OF REGRETS

4.1 MOTION BOD 2017-03-20:01

Prab/Blossom

Be it resolved to ratify regrets from John Ragone (Academic).

CARRIED

5. ADOPTION OF THE AGENDA

5.1 MOTION BOD 2017-03-20:02

Blossom/Prab

Be it resolved to adopt the agenda as presented.

CARRIED

6. MATTERS ARISING FROM THE MINUTES

6.1 MOTION BOD 2017-03-20:03

Blossom/Arr

Be it resolved to receive and file the following minutes:

- AdvocacyCommittee 2017-02-22.docx
- BoardOfDirectors 2017-03-13.docx
- CouncilCommittee 2017-02-22.docx
- CouncilCommittee 2017-03-01.docx

CARRIED

Hangue Kim arrived at 9:40 AM

Pritesh Pachchigar arrived at 9:40 AM

Alan Lee arrived at 9:40 AM

7. Presentation

7.1 SFSS Granting Process

- Refer to evaluation document for updates; minimal to no changes have been made in the Process section of the document
- Policy is meant to ensure that social, academic, and health and well-being are met
- The financials for the granting process is based on the discretion of coordinators and 10% of the group's core funding is required before granting can be requested
 - Groups will need a scale score of 20+ to be approved and are required to provide documents that breakdown the event in detail
 - If report is not given and there is a changeover in executives, a final report is requested from new executives but cannot be enforced if lack of information
 - The guidelines that the coordinators follow will be internally available and will be distributed externally when the document is finalized
- Applicants have the opportunity to re-apply if not initially approved
 - Coordinators to possibly provide a formal response to groups according to missed criteria
 - The Granting Appeals Committee will consist of Board members
- Board suggests to possibly have quarterly review sessions for the granting process starting at the end of July
- Reason for a decrease in funding per head for latter events, is to allow an equal opportunity for all clubs due to the significant increase in the number of clubs
 - Latter events are typically small and don't require as much funding

- To possibly add a base percentage for grants over \$1,000 for additional costs
- Accessibility: To add a note on posters to offer accommodation upon request
 - To possibly add an accessibility checklist as part of the granting package once completed
- Suggestion for student groups to be clarified as SFSS student groups
- Suggestion for external groups to be listed
- Confirmation: travel amount is specified per event, not per day
- Granting process currently has no limit for the 25% fundraising coverage for student groups

7.2 IEC Chief Commissioner

- Schedule was created based on each individual commissioners' personal and academic availability
- It is noted that tabling takes 2 weeks to book in
- Chief Commissioner currently prioritizes online office hours versus in-person office hours
 - Suggestion to possibly eliminate in-person office hours
- Stipend allocated over the years has remained stable with some fluctuation
 - The current IEC has additional hours compared to prior years due to varying factors, different modes of engagement and earlier timelines.
 - Hours set out for commissioners; such as tabling, are either followed-up physically, verbally, or simple confirmation of other commissioners
- Office hours are not advertised as a set period, hence mostly staff visit
 - Hours are therefore mostly allocated for tabling
 - Students and candidates can stop by Saywell Hall table or email to have their inquiries answered

8. NEW BUSINESS

8.1 SFSS Granting Process - MOTION BOD 2017-03-20:04

Alan/Mudi

Whereas the granting evaluations has been brought to the Board and staff for multiple revisions. Whereas the Board has expressed concerns about lacking procedure and budgeting for external grant requests.

Whereas the amount chosen to budget for is based off of two-thirds of the budget of the Advocacy Committee.

Be is resolved to approve the attached granting evaluation document for internal use by staff effective immediately.

Be it further resolved to budget for and allow a maximum of \$20,000 for external grant requests per fiscal year.

NOT CARRIED

- To possibly set up structure for the terms of reference before allocating an amount
- To create a separate line item of a lower amount than \$20,000

MOTION BOD 2017-03-20:05

Mudi/Arr

Be it resolved to refer SFSS Granting Process to the Finance and Audit Committee.

CARRIED

8.2 IEC Chief Commissioner - MOTION BOD 2017-03-20:06

Arr/Mudi

Whereas the IEC Chief Commissioner has reviewed the relevant documents and provided this recommendation to Board. Be it resolved to repeal electoral policy 17a and 24a.

NOT CARRIED

- Recommendations to be put forward for the next Board

MOTION BOD 2017-03-20:07

Curtis/Prab

Whereas the IEC Chief Commissioner has reviewed the relevant documents and provided this recommendation to Board. Be it resolved to repeal electoral policy 17a and 24a for the remainder of the 2016/2017 general election.

CARRIED AS AMENDED

- Board is satisfied with the motion, but will be looking to reform the electoral policies

8.3 Communications Department - MOTION BOD 2017-03-20:08

Thadoe/Prab

Whereas the communications department has run out of lanyards;

Whereas lanyards have been a popular way of promoting the society;

Be it resolved to approve \$512.96 from 741/20 (membership engagement) for the purchase of 300 SFSS branded lanyards.

CARRIED

Abstention: Christine Dyson

- Board will receive a line-item update via email

8.4 Operational Policy - MOTION BOD 2017-03-20:09

Thadoe/Pritesh

Whereas the Society has undertaken wholesale review of its operational policies to ensure a clear and comprehensive list of operational service areas and a clear chain of accountability and responsibility for those areas;

Where the Board is a client of many operational policies;

Whereas the Board participates in the implementation of FP-2 and CMP-4;

Be it resolved to approve FP-2 and CMP-4, and endorse the implementation of the new SFSS Operational Policies.

POSTPONED

- Formally separates Governance and Operational policy
- Operational policy contains a comprehensive breakdown for continuous improvement
 - Meant to map out housing responsibilities
- Suggestion to postpone to allow Board members sufficient time to go over the document

MOTION BOD 2017-03-20:10

Arr/Mudi

Be it resolved to postpone this item until the next Board meeting to allow sufficient time for Board members to review the package.

CARRIED

8.5 Extension of SFPIRG Policies - MOTION BOD 2017-03-20:11

Curtis/Mudi

Whereas the existing sublease between the Simon Fraser Student Society and the Simon Fraser Public Interest Research Group (SFPIRG) will expire on September 29, 2017;

Whereas the Board of Directors wishes to extend this sublease until June 30, 2018;

Be it resolved that the Board of Directors approve the Extension of Sublease Agreement with the Simon Fraser Public Interest Research Group dated for reference April 15, 2017;

Be it further resolved that the President and Chief Executive Officer be authorized to sign the agreement.

CARRIED

8.6 Extension of CJSF Policies - MOTION BOD 2017-03-20:12

Hangue/Arr

Whereas the existing sublease between the Simon Fraser Student Society and the Simon Fraser Campus Radio Society (CJSF) will expire on September 29, 2017;

Whereas the Board of Directors wishes to extend this sublease until June 30, 2018;

Be it resolved that the Board of Directors approve the Extension of Sublease Agreement dated for reference April 15, 2017 with the Simon Fraser Campus Radio Society;

Be it further resolved that the President and Chief Executive Officer be authorized to sign the agreement.

CARRIED

8.7 Lease for MBC2361 - MOTION BOD 2017-03-20:13

Hangue/Christine

Be it resolved that the Board of Directors approve the Lease for MBC 2361 with 1105237 B.C. Ltd.

Be it further resolved that the President and Chief Executive Officer be authorized to sign the agreement.

POSTPONED

9. REPORTS FROM SOCIETY

9.1 Report from Council Liaison

- Committee discussed Freedom of Speech survey
- Councillor offers a request to make changes to the bylaw, which is to be referred to the Governance Committee

10. ANNOUNCEMENTS

10.1 SFSS Membership Survey 2017 (March 7 to 17). Tabling is ongoing in the AQ and contests on social media.

10.2 Advocacy Tank Farm Expansion Awareness Campaign ongoing. Letters available at SFSS General Office and online.

**10.3 SFSS Art Expo 2017 is accepting submissions, deadline is extended to Sunday, March 12.
Check Facebook event page for details & tickets for March 21 DAC event is available at
SFSS General Office.**

10.4 Appreciation Week taking place March 20 to 24.

10.5 Cultural Fest taking place March 24.

11. ATTACHMENTS

- IEC Calendar Updated for Board.docx
- DRAFT Granting Evaluation Changes Updated March 6 2017 (1).pdf
- 2017-03-03 BN - Operational Policies.docx
- SFSS Operational Policies v.5.docx

12. ADJOURNMENT

MOTION BOD 2017-03-20:14

Jimmy/Pritesh

Be it resolved to adjourn the meeting at 11:01 AM.

CARRIED

Monday	Tuesday	Wednesday	Thursday	Friday	Sunday
20 (First week of work after commissioner's oriented, no tabling due to booking notice of two weeks) Social media ads start: Shirley 1 hour & posterizing Vancouver/Surrey Posters approval/printing/up Office items collection & getting commissioners set up Flyer prep	21 Posters approval/printing/up Office items collection & getting commissioners set up Flyer prep	22 Posters approval/printing/up Office items collection & getting commissioners set up Flyer prep Shirley 1 hour	23 Posters approval/printing/up Office items/chocolate collection & getting commissioners set up Flyer prep	24 Posters approval/printing/up Office items collection & getting commissioners set up Flyer prep Shirley 1 hour	26
27 Shirley Office Hours 1-4pm Nomination period starts Shirley/Marjan 1 hour	28 Tabling Bby Bailey Office Hours: 4	March 1 Shirley 1 hour Tabling Surrey	2 Tabling Bby	3 Candidate Nomination Form Drop Off 11am-4pm Tabling Bby, Marjan/Shirley Shirley 1 hour Ali Office Hours 1-4pm	5
6 Candidate Orientation 11am-1pm Shirley Office Hours 1-4pm Tabling Surrey	7 Tabling Surrey	8 Shirley 1 hour	9 Tabling Surrey	10 Tabling Surrey ends Shirley 1 hour Ali Office Hours 1-4pm	12 Nomination period ends Orientation prep
13 Campaign period starts Payday cut off Tabling Vancouver Shirley Office Hours 1-4pm "Candidates-running" poster posting? Shirley/Marjan 1 hour Orientation for Applicants: Morgan	14 Tabling Vancouver Shirley 1 hour Marjan 1 hour Campaign material approval/debate prep: Morgan Debate prep	15 Tabling Van Ali office hours and posters Shirley 1 hour Marjan 1 hour Official candidates-running posters deadline Platforms posting	16 Bby debate set up at 1030am, 1130 - 230pm (Ali, Bailey, Morgan) Office hours Morgan Shirley 1 hour Marjan 1 hour Ali 1 hour More debate prep	17 Surrey debate set up at 1030am, 1130 - 230pm (Shirley, Marjan, Morgan) Shirley 1 hour Marjan 1 hour Ali Office Hours 1-4pm Ali 1 hour	19
20 Board meeting: motion under consideration Tabling Bby Shirley 1 hour Marjan 1 hour Shirley Office Hours 1-4pm Ali 1 hour Morgan preps for voting	21 Shirley 1 hour Marjan 1 hour Ali 1 hour	22 Tabling Bby Ali Office Hours 2-4pm: Shirley 1 hour Marjan 1 hour Ali 1 hour	23 Tabling Vancouver Shirley 1 hour Marjan 1 hour Ali 1 hour	24 Tabling Vancouver Ali Office Hours 1-4pm Shirley 1 hour Marjan 1 hour Ali 1 hour Morgan preps for voting	26 Campaign period ends
27 Voting begins at 12am Shirley Office Hours 1-4pm, Shirley 1 hour Marjan 1 hour Ali 1 hour	28 Payday cut off Bailey Office Hours: 4 Shirley 1 hour Marjan 1 hour Ali 1 hour	29 Shirley 1 hour Marjan 1 hour Ali 1 hour	30 Bailey Office Hours: 4 Voting ends at 1159pm Shirley 1 hour Marjan 1 hour Ali 1 hour	Report writing begins: roughly a 30-40 page document.	

Many shifts for social media and campus monitoring are/will occur from March 19 to March 20. These details have been omitted out of necessity in this Board submission.

**The above calendar was created for the IEC team earlier in the elections period. Chief/commissioner hours to date are recorded on the time sheet for specifics about duties completed.

***HR sensitive documents will be brought to meeting on March 20.

Tabling Schedules – Subject to Change (the red highlighted info above)

- These tabling shifts will be from 10:00am to 2:00pm, unless otherwise noted; these hours may extend past 2:00pm if the table is busy and/or if with SFU Facilities' permission. However, commissioners will be present in office from 2:00pm to 4:00pm.
- To maximize commissioner working hours, they will utilize low-traffic times to prepare engagement materials.
- Given that the IEC prioritizes informing the general student membership regarding the elections, the commissioners have dedicated time to table in Saywell Hall. All candidates can reach them during tabling hours there.

Campus	Monday	Tuesday	Wednesday	Thursday	Friday
Burnaby	Bailey & Ali	Marjan & Shirley	Marjan & Ali	Bailey & Ali	Marjan & Shirley
Surrey	Bailey & Ali	Shirley & Marjan	Marjan & Shirley 10:00am to 1:00pm	Bailey & Ali	Shirley & Marjan
Vancouver	Bailey & Ali	Marjan & Bailey	Ali at 11am & Marjan	Ali & Shirley 10:00am to 1:00pm	Shirley & Marjan

Office Hours – Subject to Change

Campus	Monday	Tuesday	Wednesday	Thursday	Friday
	Shirley 1pm-4pm Morgan as much as possible	Bailey only on Bby tabling week	Ali 2pm to 4pm only on Bby tabling week	Bailey 2pm to 4pm only on Bby tabling week	Ali 1-4pm Morgan as much as possible

Office Hours – Morgan

I am physically unavailable Tuesday, Wednesday, and Thursday. If there are requests for appointments during these times, I can also host online office hours, as requested via email. Given we are in the midst of the most demanding part of the elections period now, I will be physically present Mondays and Fridays. Furthermore, I will continue checking emails regularly, as to respond to inquiries as soon as possible. I do have a great deal of flexibility and given this, I have prioritized online office hours to cater to students' schedules, outside of regular business hours. Given the online presence I have prioritized, there are records regarding the email and remote communications I have done. A member of the IEC will be physically present on a campus all weekdays during working hours for a period of time; as well as continuing the consistent online communications currently being done.

Debates: ***THESE CHANGED SINCE THIS DOCUMENT'S ORIGINAL CREATION in early March***

16th Burnaby 1030am to 230pm:

Morgan:

- Debate rules & introduction, support for event organization or accessibility concerns

Bailey:

- Camera set up with live streaming, time keeping with count downs, support for event organization or accessibility concerns

Ali:

- Reading of debate questions, collection of signed consent forms from candidates, support for event organization or accessibility concerns

17th Surrey 1030am to 230pm:

Morgan:

- Debate rules & introduction, support for event organization or accessibility concerns
- Reading of debate questions, collection of signed consent forms from candidates

Shirley:

- Camera set up with live streaming, time keeping with count downs, support for event organization or accessibility concerns

Commissioner Hours Calculation:

Ali: 31 tabling + 4 debate + 14 office hours + 13 social media/campus monitoring = **62**: policy hours exceeded without miscellaneous add ons: errands/labeling/postering/meetings

Bailey: 24 tabling + 4 debate + 12 office hours = 40 + miscellaneous: campus monitoring/errands/meetings = **50?**

Only "back up" candidate available for additional hours, pending his work-life capacities.

Shirley: 26 tabling + 4 debate + 15 office hours + 19 social media = **64**: policy hours exceeded

Marjan: 36 tabling + 4 debate + 3 campus monitoring + 14 social media = **57**: near to max policy hours

Key Considerations:

Currently, the IEC is restricted from fulfilling their duties (in accordance with the IEC budget) due to policies. Given that the IEC has introduced certain procedures, such as general student engagement and tabling, it is evident that the IEC requires more above the 60 hours per commissioner and 150 hours per the Chief. The final report will contain information regarding the positive student feedback on tabling efforts, current numbers are **1,250** students approached this way.

Given that the IEC is paid at the same rate as the SFSS Board of Directors (noted in Elections Policy 20) at a rate of \$15.02 per hour, the 316.2 hours (at the time of this report Thursday March 16th 2017 8pm) already used by the IEC results in **\$4,750** of the stipends budget which is **\$13,774**. This is well below the budgeted stipend amount. The hours required to fulfill the duties and responsibilities of the IEC are currently inhibited by the policy, not the budget. Therefore, my recommendation remains in accordance to the budget that the SFSS Board of Directors has allocated and approved each fiscal year.

The amount spent on stipends: 2016 **\$5,829**, 2015 **\$7,258**, 2014 **\$7,829**, 2013 **\$7,065**, 2012 **\$6,436**, 2011 **\$6,236**. Please see the attached graph by Lorenz Yeung from his 2014 report.

Similar to the barriers the previous IEC commissioners have faced, the policy restricts the fulfillment of duties and responsibilities for the IEC. This policy was suspended last year, as documented via the board of director minutes March 4, 2016). Reference link http://www.sfss.ca/sites/default/files/BoardOfDirectors_2016-03-04.pdf This policy repeatedly acts as a barrier and is discussed each year, with recommendations in final reports. Therefore, my recommendation is to repeal the policy permanently and establish a process to prioritize output, rather than number of hours spent.

Electoral commissioner and Chief commissioner salary:

There is no hourly wage included on payroll stubs for commissioners/chief, as they are considered volunteer hours. As a result this makes financial record keeping challenging to determine as the period progresses. However the finance office confirmed the hourly wage since there is no such information available at this time within the bylaws, or any policies under the Society's Governance Documents site identifying the hourly rate of the executive members of the Board. This information was used in the calculations above.

Relevant section of the stipends:

Elections Policies:

"STIPENDS AND RESOURCES Chief Electoral Officer 17. In recognition of services rendered, the Chief Electoral Officer shall receive a stipend. **a. It may be for up to one hundred fifty (150) volunteer hours during any election period. 18. The Board may increase the maximum number of volunteer hours eligible for stipend allotment following a request by the Chief Electoral Officer.** 19. The stipend of the Chief Electoral Officer shall be disbursed semi-monthly. **20. The stipend of the Chief Electoral Officer shall be calculated at an hourly rate equivalent to that of the executive members of the Board of Directors** 21. Should the Chief Electoral Officer fail to fulfill his/her/zir duties, the commissioners may, by majority vote, recommend a deduction of the stipend of the Chief Electoral Officer to the VP Finance. 22. The Chief Electoral Officer may appeal any deduction to his/her/zir stipend to the Stipend Appeals Committee. 23. The Society shall provide the Chief Electoral Officer with a cell phone during election, by-election, and referenda periods. Commissioners 24. In recognition of services rendered, commissioners shall receive a stipend. **a. It may be for up to sixty (60) volunteer hours during any election period. 25. The Board may increase the maximum number of volunteer hours eligible for stipend allotment following a request by the Chief Electoral Officer.** 26. Commissioner stipends shall be disbursed semi-monthly **27. Commissioner stipends shall be calculated at an hourly rate equivalent to that of the faculty and at-large representatives of the Board of Directors.** 28. Should any Commissioner fail to fulfill his/her/zir duties, the Chief Electoral Officer may make a binding recommendation that the VP Finance deduct a portion of that commissioner's stipend. 29. A Commissioner may appeal any such deduction to the Stipend Appeals Committee. Approved: BOD 2011-04-06. Amended: BOD 2015-01-07, BOD 2014-10-15"

Policies 17.A and 24.A. for Repeal

"17. In recognition of services rendered, the Chief Electoral Officer shall receive a stipend.
o a. It may be for up to one hundred fifty (150) volunteer hours during any election period.
24. In recognition of services rendered, commissioners shall receive a stipend.
o a. It may be for up to sixty (60) volunteer hours during any election period."

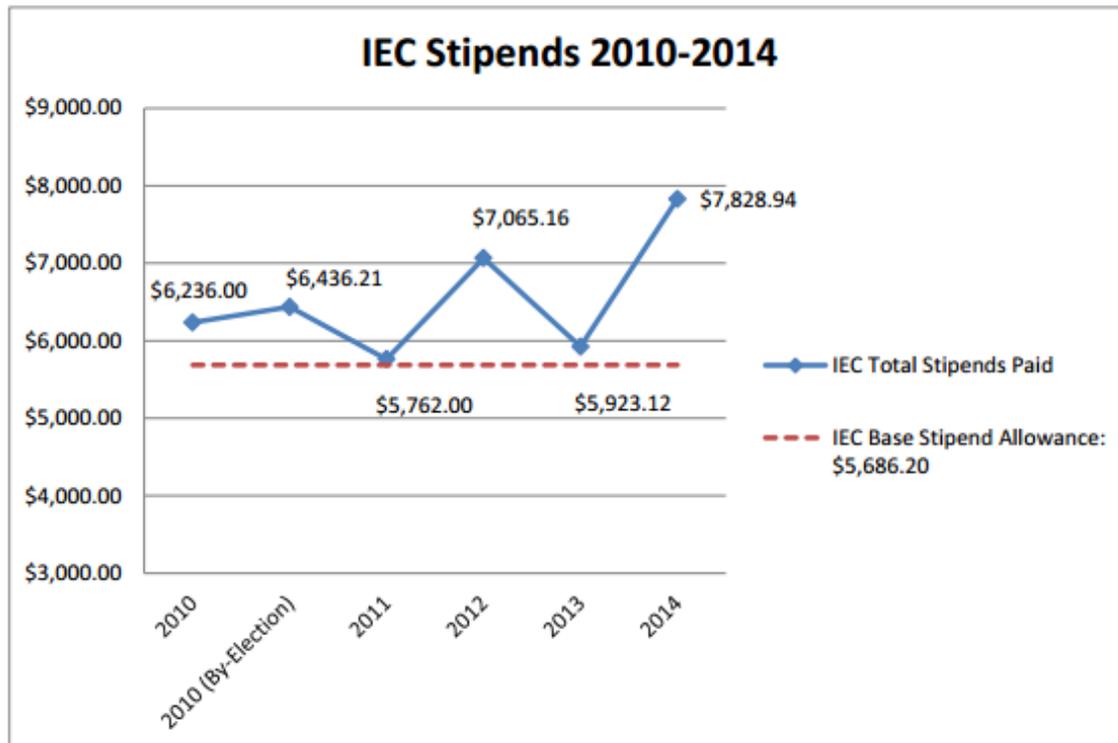
Year Range	CEO	Commissioner	CEO Total	Commissioner Total
2010-2014	150 hours ~\$14.58/hour	60 hours ~\$14.58/hour	~\$2187	~\$874.80
2009	\$500/month	\$200/month	\$2000	\$800
2004-2008	\$750/month	\$400/month	\$3000	\$1600
2002-2008	\$750/month	\$400/month	\$3000	\$1600

Notes

1. Commissioner columns indicate allotments for an individual commissioner.
2. 2002-2009 totals are based on a 4 month election
3. 2010-2014 hours are allotted per election period.
4. Contingency fund provisions were implemented in 2010 and are not included here
5. In 2002, CEO was given \$150/month for non-election months

From the 2010 onwards, actuals for the IEC stipends line item has exceeded the normal stipend amounts. Each commission has had to use the provided contingency fund since its implementation in 2010. This data strongly suggests the need for an increase to IEC stipends in some form to meet the needs of any given election. The IEC this year alone collectively worked 234.25 unpaid hours in excess of the regular allotment and contingency fund. Further changes to IEC stipends would be required for work to take place outside of an election period.

Moving forward, it is vital that the SFSS Board of Directors recognizes the necessity of this work and assist the IEC in making this a reality through policy and budgetary considerations.



IEC Total Stipends Paid indicates total stipends paid out to the entire commission for the election period.
 IEC Base Stipend Allowance indicates total IEC stipends allocated for an election period, contingency funds excluded

GRANTING EVALUATION CHANGES

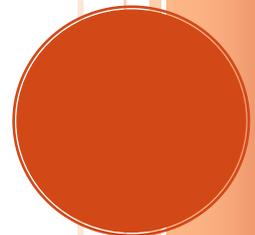
Draft

Draft overview of the new granting procedure we want to propose to streamline and make the process for clubs and DSU to get grant funding more consistent.

Alan Lee

Prepared for board meeting on 1/30/2017

Updated March 6, 2017 by SU Organiser and General Office
Coordinators



GRANTING EVALUATION CHANGES

Draft

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Preface

A lot of pain points have been brought up by many stakeholders in the granting process between the SFSS General Office and the Clubs and Student Unions that they support. Gathering stakeholders from the SFSS and Board of Directors, we discussed these points and created new guidelines that we believe will make the granting process a bit clearer and easier for both parties. The idea behind the changes is to move to a rubric like system to help staff evaluate the grants and so students can more easily identify why a grant would be approved or not. By having so many evaluation categories, this allows for more flexibility for grant proposals where they can excel in some categories to make up other proposal category shortfalls.

Criteria Overview (10 sections)

Mandate of the SFSS

Does the grant proposal reflect a request that meets the mandate of the SFSS and/or the end policies?

Score from this will be based on how many of the mandates the grant will fall under as well as how much it will promote it. For example, a mental health awareness event touches upon health and wellbeing only but it still scores high as that is its focus. However, if there is an event for a financial planning workshop, but it ends up being a networking or social event then it doesn't promote the financial wellbeing mandate of the SFSS at all.

The reviewing coordinator will evaluate this question based on whether or not the justification for each End Policy is fair and well-supported (Yes or No). Each supported Pillar will add score to the overall evaluation.

If the event/project supports none of the End Policies/Pillars, the grant will not be approved for funding.

For external communication:

The SFSS has selected the following 4 Pillars as the foundation for all events and projects that the Society supports. Please choose the ones that apply for your proposed event/project and explain how it will support each Pillar:

() Social _____

() Academic _____

() Financial _____

() Health and Well-being _____

Success of previous event(s)

Has this event been held previously and has it been successful in the past? Events such as frosh, formals and regularly reoccurring events would fall into the category. This does not mean that new event ideas will be denied their grant, but other aspects will be weighed more heavily.

Score from this will be based upon if the event or type of event has had success in the past. For example, fall and spring semester icebreakers for a large club like CAC would do well as they have decent turnout. However for events that have been funded in the past but had bad turnouts or incomplete reports, they would not do as well here.

List of documents required in order to proceed with the new grant request (communicated externally as well):

- 1. Final Report and/or Event summary form for the previous grant (unless the previous event was less than 3 weeks before, in which case the report might not be available yet).*
- 2. Cheque requisitions from the previous event have been submitted (at least partially).*

From the quality of these documents the Coordinators will be able to evaluate the success of the previous event/project.

If all previous grants were reported on, all supporting documentation was submitted and the report shows that the event went well, the new application gets a point in this category.

If none of the documentation is submitted, the Coordinator can send the application back for revision. If the documentation is not submitted in full, or shows unsatisfactory results of the previous event, the new application gets lower score.

Financial (reasonable cost per student)

Does the grant proposal have a projected cost per student and is that amount a reasonable cost in the context of the event. It is not financially reasonable to apply for a large grant where the costs outweigh the benefits by a significant amount.

Score from this will be based off of the SFSS's internal policy of reasonable cost per student per event. This is not a hard guideline as it is still subjective to the context of the grant. For example, ordering \$500 of food for 5 people is not financially reasonable and score low, instead if it were for about 25 or more at the same cost, it would score higher as that is more reasonable.

Coordinators will review the categories of expenses based on the context of the grant and decide if they are appropriate. The funding amounts for each category will be decided based on the limits per person and per event. The guidelines for funding limits can be found in the attachment.

While these limitations will not be shared with the members, they will be built into the application budget form, so the applicants are able to see the maximum funds they may receive.

Budget

Is the budget that is submitted with the grant, complete? Are all sources of revenue and expenses itemized correctly? Is there justification for the amounts projected for revenue and expenses?

Score here is determined by the amount of detail and work put in to itemizing and justifying costs as best as possible and providing reasonable estimates for revenue. A bad budget will not only score low but runs the risk of the grant being denied until a reasonable budget is submitted.

Additional point to consider: Budget balance.

Is the club/DSU using multiple sources of funding?

Groups must contribute at least 10% of the grant amount from their funds towards the event/project. If the event budget is over 1000\$ there must be additional sources of funding (ticket sales, Dept/Faculty contributions, sponsorship, Trust account, etc.). If the group is using SFSS Grant funds as their only source of funding or is contributing a minimum amount from their own funds, the proposal may be sent back for revision.

Mandate of DSU/Club

Does the grant meet the student groups' mandate?

Score for this will depend on what the groups' mandate is and how well the plan is to promote such mandates. If a club with a mandate to bring together students with the same interests applies for a grant that promotes something completely different, then they would expect to score low here.

Accessible

Is the event accessible for people with accessibility needs? Does the venue support participants with mobility needs? Do participants need communication support for the event? Is the event accessible to participants that require alternative transportation methods? Is the event affordable for students relative to the context of the event?

Score for this criteria will depend on the necessity of accessibility. If there is no need for extra accommodations for accessibility, then requests would expect to score high. However, if the request is submitted and there is a known participant that requires accessibility accommodations, but it is not accounted for in the request, groups' should expect to score low here.

Since people with disabilities are members of the vulnerable population, it is the event/project organiser's responsibility to provide accommodations. All events and projects supported by SFSS must be open to all members of SFSS, so everyone who applies for a grant needs to consider making their event/project accessible. Examples of how the proposal can meet this requirement will be included in the application form. It can be as simple as putting a note on the advertising materials that accommodations are available, or as complex as requesting AFC Funding for specific materials.

The Coordinators may send the proposal back for revision if no consideration has been given to accessibility needs. If the proposal shows considerable efforts to make the event/project accessible, the application gets a higher score in this category.

Attendance

Is there a reasonable number of expended attendees in the context of the event and requestor? Is the intention of the grant to benefit only SFU students or is it open for members of the public to attend? It is more likely for a grant to score higher if the majority of the attendees are SFU students.

Score here is determined by a reasonable estimate of attendees when submitting a request. For example, if a club submits a request for an event that the majority of attendees are from outside the SFSS, they could expect to get a low score. If a group submits a request with an estimated attendance that is significantly higher than their membership count, it could score low as well, depending on the context.

Only SFU students, Faculty, Staff and invited speakers/presenters will be considered as attendees when calculating the price per person for the event. The Coordinators will evaluate this category based on the attendance at the previous event of this kind indicated in the Final Report/Event Summary Form. The new proposal gets a higher score if the participation expectations at the previous event were met and the new event is expecting more participants.

For external communication in the application form:

Expected attendance:

() SFU Students and FIC _____

() SFU Faculty and Staff _____

() External speakers/Presenters _____

() Non-SFU students, members of public _____

Plan

Are all aspects of the event planned and documented as part of the grant request?

Does the request include a timeline, itinerary, marketing or promotional plan, volunteer commitment, safety plans, risk assessment and other supporting documents (ex: Food Safe) as necessary in the context of the event?

Score from here will depend on the context and nature of the event. If a group decides to run an event where food is served by volunteers, they will potentially require food permits as well as evidence that proper food handling certifications, missing these documents would impact scoring negatively. To score well, a timeline of the planning of the event as well as the expected schedule of the event would need to be included and contain a reasonable amount of detail.

The application form will include space to attach all supporting documentation and the Coordinators can evaluate it based on whether or not the information is sufficient. The proposal will get a point in this category if all the supporting information has been provided and is filled out properly.

The proposal can be sent back for revision if no or little information has been provided. The proposal will not get a point if the information is incomplete or the group violated one of the SFSS policies when planning an event (e.g. when booking through MECS)

SFSS Support Needed

Is there a reasonable amount of staff support required to assist with the purpose of the grant? Would a majority of the time spent working on the grants' purpose be staff time? Score from this depends on the amount of staff hours needed to get an event or project to happen. The SFSS staff are dedicated to helping students with their groups' to promote their individual mandates and goals. However, if a request is submitted where the staff are required to put in a large amount of hours that impact their ability to do their day to day work on top of impacting their ability to help other groups in need, then the grant should expect to score poorly. If there is minimal work necessary from staff other than operational duties and advice, then grants can expect to score well here.

This is difficult category to evaluate at the proposal stage, since the event might not be fully planned yet at the time of application. Scoring system will not work in this case.

Collaboration

Does the grant encompass other student groups as part of the request? Is it reasonable to expect that this grant could involve another student group? Score from this depends on if there was a reasonable effort or possibility that the requestors tried to include another group if possible. For example, if a group with a very specific purpose or mandate plans an event, it is reasonable that collaboration is not likely to be possible, so they could score well. If a group with a much broader mandate, includes other groups in the grant to reach more members then those requests would score higher. Grants won't necessarily be penalized if they don't attempt to collaborate with other groups.

Events/Projects with multiple groups will receive an extra point for their collaboration for each of the groups involved.

Process

It is expected that the SFSS will move to the online grant request form once the new website is completed. This will allow students to fill in all the required information as well as sections for supporting documents and notes as to justify why they should get approved for full funding if they feel their application is lacking.

Turnaround times and review:

For Grants up to and including \$1,000.00 the *turnaround time will be 10 calendar days through the Student Union or General Office.*

Grants strictly greater than \$1,000.00 up to and including \$3,000.00 will be approved by the SFSS CEO and have an expected *turnaround time of 20 calendar days.*

Any amount strictly greater than \$3,000.00 will be approved by the SFSS Board of Directors and have an expected *turnaround time of 20 calendar days.*

All turnaround times do not include the day of submission and the day of the event. Only once the full application is received the proposal is considered submitted.

Once the application is processed, the remaining parts of the process will remain the same. If a student group wishes to appeal their request, they can do so through a granting appeals committee.

Notes

This document serves as a guideline for how to *evaluate* a grant request as to create some consistency in reviewing process and requirements. This does not mean that the guideline is an end all be all document and all requests will be up to the evaluators' discretion on scoring and overall approval amounts.

Failing to meet some of the points within the criteria will affect how the grants will be scored in that particular section, however, by having this many aspects to be evaluated on gives room for error in case some of the aspects and criteria are not met.

This document is created for internal purposes only, except the highlighted parts that serve as examples of the language to be included in the application and training materials to be developed by the Coordinators and reviewed by the Granting Committee.

Next steps

- 1. Review the current clubs application and update according to the changes suggested above;*
- 2. Transfer the same application form to the Student Union Portal;*
- 3. Review and update the internal Evaluation form to match the questions and the scoring system developed in this document;*
- 4. Finalise the whole process and present it to the Board of Directors;*
- 5. Update if needed based on the feedback received;*
- 6. Present the new process and guidelines to the Council;*
- 7. Develop training materials (how-to handouts, info sheet for the website, etc.). The application process should not require extensive training;*

Attachment 1

Granting guidelines

A/V and FacMan: grant can cover all reasonable costs for A/V (For clubs: once the A/V fund for the semester has been used)

Banners: Up to \$270.00 for a banner used for promotion. Banners can only be ordered from the SFSS Copy Centre and must be approved by the SFSS Communications coordinator. Grant applications for banners must include the draft of the banner graphic. A maximum of 1 banner per club/SU/CG can be covered by grant funds every 5 years.

Clubs/DSU days: Maximum of \$40.00 for supplies, candy, etc. No additional funds for swag.

Decorations: Up to \$50.00 for club/SU/CG events. Up to \$100.00 for large-scale Formal events with over 100 attendees.

Promotions: Up to \$80.00 will be covered for posters and other types of handouts.

Pub sponsorship: Will cover a percentage of the pub security cost based on the calculation on the "Pub sponsorship form" (attached to the application form)

Food: Limitations depending on the type of the event. Must use SFSS or SFU catering in Burnaby and Vancouver, except for snacks. In Surrey food orders must come from a commercial supplier.

Catered meetings: up to \$25.00/weekly meeting for supplies and food, up to \$50.00 for monthly meetings. Limit of 5 catered meetings per semester (weekly or monthly).

Events (Meet and Greet, Icebreakers, Cram Sessions, Pub night, etc.) 6\$/person for the 1st event of the semester, 5\$ for the 2nd, 4\$ for the third and so on.

Academic Events (Conference, Career Night, Speaker series, etc.) 6\$/person for the 1st event of the semester, 5\$ for the 2nd, 4\$ for the third and so on.

Only for DSUs: Grant applications under 100\$ will not be approved and must be paid from Core. (SU only until Clubs Core restructure is finalised)

Encourage members to pay a small fee to help subsidize food costs.

Fundraisers: cover up to a half of the hard costs (FacMan fees, A/V, advertising, etc.) and up to 25% of the venue and security costs.

Gifts/Prizes: Maximum \$25.00 per event. Encourage sponsorship and prize donations.

Honorariums: Up to \$200.00 per semester.

Religious text: Will fund if it is a necessary resource for club functioning. Will not fund if distributing.

T-Shirts: May fund up to \$10.00 per member, to a maximum of \$200.00 per semester.

Travel: Up to \$10.00 per member/participant for group travel purposes (bus). Will not subsidize gas expenses.

Alcohol: No grant or Core funds can be used for the purchase of alcohol. Trust funds can be used without limitations.

Other limitations:

Grant funds cannot be used to benefit an individual;

Grant funds cannot be used for a class project;

BRIEFING NOTE

TITLE OF BRIEFING NOTE

ISSUE

Staff has prepared a new set of operational policies.

BACKGROUND

The transition to an adapted model of Policy Governance, the development of the Board Policies, and the re-housing of pre-existing Society policies requiring significant review has created the requirement for a new set of operational policies.

The Board has mandated and empowered the CEO to manage the development and approval of these policies.

A great deal of staff consultation has gone into the development of these policies, ensuring that all Society operations are captured.

CURRENT STATUS

A final draft of the policy is ready for Board review and feedback.

KEY CONSIDERATIONS

1. Operational Policies are managed by the CEO
2. Operational Policies regulate staff functions
3. These policies are a snapshot of existing, staff administered services.
4. Policies seek to achieve the following:
 - a. Establish a clear department or coordinator responsible for a particular service accessible to various clients (i.e. Directors, Staff, Members)
 - b. Establish who may be a client of the service
 - c. Establish a clear means of requesting the service
 - d. Establish a clear means of providing feedback on the quality of the service received
 - e. Established the interdepartmental or client/service provider interactions necessary to the delivery of the service
 - f. Establish any authorizations required in the provision of the service

5. Operational policies **do not** determine how to perform the service. This will be addressed in Standard Operating Procedures that staff who've been attributed an area of responsibility will have to develop with their supervisor.
6. These policies constitute a minimum viable product that will be revised as required on the basis of feedback from all stakeholders on a regular and continuous basis.
7. The main goal, and biggest gain provided by these policies is making explicit what services staff provide, who has access to those services, and clarifying the chain of accountability and responsibility for their delivery.
8. These policies are not meant to address Board processes as may be captured in additional Board Policies or eventual Standard Operating Procedures.

OPTIONS

N/A

RECOMMENDATION

1. I recommend the Board:
 - a. provide a list of any services it feels are not captured in the policies, if any,
 - b. note any services where directors are or are not listed as clients, providing feedback on whether they believe they ought to be added or removed, and
 - c. review and approve the terms of the FP-2, given Board's role in the process of approving the SFSS Annual Budget.
2. Pass the following motion:

Whereas the Society has undertaken wholesale review of its operational policies to ensure a clear and comprehensive list of operational service areas and a clear chain of accountability and responsibility for those areas;

Where the Board is a client of many operational policies;

Whereas the Board participates in the implementation of FP-2 and CMP-4;

Be it resolved to approve FP-2 and CMP-4, and endorse the implementation of the new SFSS Operational Policies.

NEXT STEPS

1. Pass the motion at the next Board meeting.
2. Make adjustments where required.
3. Have management enact the policies.

The following SFSS Operational Policies establish clear outputs, outcomes, and areas of responsibility for Society service areas and programming.

SFSS Operational Policies

Simon Fraser Student Society

simon fraser
student society

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PURPOSE OF THESE POLICIES

The goal of this document is to establish a clear set of expected operational outcomes, a primary point of contact and accountability for each outcome, and a procedural guideline for achieving each outcome.

POLICY REVIEW AND APPROVAL PROCESS

Each policy will be reviewed annually by any staff involved in achieving the stated policy outcome. The Campaigns, Research, and Policy Coordinator will provide staff with an annual review schedule.

Where no change is required, the Chief Executive Officer shall sign the policy indicating it has been reviewed.

Where a need or an opportunity for improvement arises, policy shall be created, changed, or repealed in the following way:

1. Management or the office responsible for the policy outcome shall propose amendments and communicate those to the CEO.
2. The CEO shall review the proposed changes with the department heads involved.
3. Any new, amended, or repealed policy shall be signed by the CEO or designate.

OFFICE ADMINISTRATION POLICIES



OAP-1: KEY ACCESS

<i>POLICY TYPE: OFFICE ADMINISTRATION POLICY</i>		
<i>POLICY TITLE: ACCESS TO SOCIETY SPACES</i>		
<i>POLICY REFERENCE NUMBER: OAP-1</i>		
		Adopted Next Scheduled Revision Previous Revisions
Position	Signature	Date
Chief Executive Officer		

Policy

The Administrative Supervisor is responsible for ensuring that all staff and directors are provided with access to the spaces they require in the performance of their duties.

Clients

1. Directors
2. Staff

Standards

3. Only those with an operational need for keys will be provided with keys.
4. No one with a key may provide access to non-authorized individuals.
5. No one other than the Administrative Supervisor may distribute, collect, copy, loan, or alter Society keys.
6. Lost keys will be reported immediately to the Administrative Supervisor.

Procedures

7. Keys will be provided to directors and staff by the Administrative Supervisor during their office orientation, after having completed and signed all new director and employee forms and waivers.
8. Key holders will be required to pay a deposit for each key they are given.
9. Where a director or employee leaves the Society, that person is responsible for returning all Society keys to the Administrative Supervisor.
 - a. Only once those keys are returned will that person be eligible to have their deposit reimbursed.

- b. The cost of key and lock replacement may be deducted from a person's last paycheque where keys are not remitted before that person's end date.
- 10. Where a client needs a key with which they have not been provided during their orientation, they are to submit a Society Key Work Order.



OAP-2: SPACE BOOKING

<i>POLICY TYPE: OFFICE ADMINISTRATION POLICY</i>		
<i>POLICY TITLE: SPACE BOOKING</i>		
<i>POLICY REFERENCE NUMBER: OAP-2</i>		
		Adopted Next Scheduled Revision Previous Revisions
Position	Signature	Date
Chief Executive Officer		

Policy

The General Office is responsible for booking space at the Burnaby and Vancouver campuses on behalf of directors, staff, and members, and ensuring those spaces are clean, organised, accessible, and prepared as requested prior to the booking time.

The Surrey Campus Coordinator is responsible for booking space at the Surrey campus on behalf of directors, staff, and members, and ensuring those spaces are clean, organised, accessible, and prepared as requested prior to the booking time.

Clients

1. Directors
2. Staff
3. Members

Booking options

Burnaby

4. Build SFU Think Tank - only accessible to directors and staff
5. Executive Conference Room - only accessible to directors
6. Maggie Benston Centre Conference Rooms
7. Forum Chambers
8. SFU administered spaces (where available)

Surrey

9. SFU administered spaces (where available)

Procedures

10. Anyone booking space must submit a completed Space Booking Work Order Form.
11. The General Office or Surrey Campus Coordinator will:
 - a. administer requests on a first come first served basis,
 - b. confirm the cost of any booking with the client,
 - c. submit any required invoices or cheque requisitions to the Finance Department for processing and copies to the client for record keeping,
 - d. confirm bookings in writing with the requestor, and
 - e. ensure bookings are reflected in the corporate calendar.
12. A feedback form will be made available to all clients using the room booking service.



OAP-3: EQUIPMENT BOOKING

<p><i>POLICY TYPE: OFFICE ADMINISTRATION POLICY</i></p> <p><i>POLICY TITLE: EQUIPMENT BOOKING</i></p> <p><i>POLICY REFERENCE NUMBER: OAP-3</i></p>		
<p>Adopted</p> <p>Next Scheduled Revision</p> <p>Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

Policy

The General Office is responsible for booking equipment at the Burnaby and Vancouver campuses on behalf of directors, staff, and members.

The Surrey Campus Coordinator is responsible for booking space at the Surrey and Vancouver campus on behalf of directors, staff, and members.

Clients

1. Directors
2. Staff
3. Members

Booking options

4. Audio-visual equipment
5. Instruments
6. Table
7. Rolling Board
8. Easel/Whiteboard
9. Rolling Board
10. Easel/Whiteboard
11. Button Maker
12. Fencing
13. Power

Procedures

14. Anyone booking equipment must submit a completed Equipment Booking Work Order Form.
15. The General Office or Surrey Campus Coordinator will:
 - f. administer requests on a first come first served basis,
 - g. confirm the cost of any booking with the client,
 - h. submit any required invoices or cheque requisitions to the Finance Department for processing and copies to the client for record keeping, and
 - i. confirm bookings in writing with the requestor.
16. A feedback form will be made available to all clients using the room booking service.



OAP-4: OFFICE SUPPLIES

<p><i>POLICY TYPE: OFFICE ADMINISTRATION POLICY</i></p> <p><i>POLICY TITLE: OFFICE SUPPLIES</i></p> <p><i>POLICY REFERENCE NUMBER: OAP-4</i></p>		
<p>Adopted</p> <p>Next Scheduled Revision</p> <p>Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

Policy

The Administrative Supervisor is responsible for ordering and distributing all director and staff office supplies.

Clients

1. Directors
2. Staff

Procedures

3. Anyone wishing to order office supplies must submit an Office Supply Order Form.
4. The Administrative Supervisor will ensure that:
 - a. the details of all orders are confirmed,
 - b. confirm the cost of any supplies with the client,
 - c. all required invoices or cheque requisitions are submitted to the Finance Department for processing and copies to the client for record keeping, and
 - d. clients are notified of the arrival of their orders once received.
5. A feedback form will be made available to all clients using the office supply ordering service.



OAP-5: PHOTOCOPIER AND PRINTER SUPPORT

<i>POLICY TYPE: OFFICE ADMINISTRATION POLICY</i>		
<i>POLICY TITLE: PHOTOCOPIER AND PRINTER SUPPORT</i>		
<i>POLICY REFERENCE NUMBER: OAP-5</i>		
		Adopted Next Scheduled Revision Previous Revisions
Position	Signature	Date
Chief Executive Officer		

Policy

The Administrative Supervisor is responsible for forwarding all requests for photocopier and printer support to the appropriate vendor, excepting the specialized equipment in the Copy Centre.

Clients

1. Directors
2. Staff

Procedures

3. Anyone requiring printer or photocopier support will submit a Photocopier or Printer Support Work Order Form.
4. The Administrative Supervisor will:
 - a. confirm the details of the work order,
 - b. where applicable, confirm the cost of any service request with the client,
 - c. where necessary, submit a work order to external vendors,
 - d. submit any required invoices or cheque requisitions to the Finance Department for processing and copies to the client for record keeping, and
 - e. confirm with the client that the issue has been resolved.
5. A feedback form will be made available to all clients using the photocopier and printer support service.



OAP-6: EMAIL ACCOUNT SUPPORT

<p><i>POLICY TYPE: OFFICE ADMINISTRATION POLICY</i></p> <p><i>POLICY TITLE: EMAIL ACCOUNT SUPPORT</i></p> <p><i>POLICY REFERENCE NUMBER: OAP-7</i></p>		
<p>Adopted</p> <p>Next Scheduled Revision</p> <p>Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

Policy

The Administrative Supervisor is responsible for administering the Society’s corporate email account for directors, staff, and any other members provided with an SFSS email account.

Clients

1. Directors
2. Staff
3. Members (where members are provided with an SFSS email account)

Procedures

4. Anyone requiring additional support with, or changes to their email account will submit an Email Account Support Work Order Form.
5. The Administrative Supervisor will ensure that:
 - a. the details of the issue have been confirmed,
 - b. where feasible, make any requested changes to the corporate account, and
 - c. confirm with the client that the issue has been resolved.
6. A feedback form will be made available to all clients using the email account support service.



OAP-7: MAIL SERVICES

<p><i>POLICY TYPE: OFFICE ADMINISTRATION POLICY</i></p> <p><i>POLICY TITLE: MAIL SERVICES</i></p> <p><i>POLICY REFERENCE NUMBER: OAP-8</i></p>		
<p>Adopted</p> <p>Next Scheduled Revision</p> <p>Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

Policy

The General Office is responsible for administering the Society’s mail services for directors and staff in Burnaby.

The Surrey Campus Coordinator is responsible for administering the Society’s mail services for directors and staff in Surrey.

Clients

1. Directors
2. Staff
3. Members

Procedures

4. Anyone wishing to send mail via internal or external mail or carrier services will submit the item to the General Office or Surrey Office front counter along with a cheque requisition containing all the necessary details for the cost of the shipping.
5. The General Office or Surrey Campus Coordinator will:
 - a. ensure that the details of the mailing are confirmed and correct, and
 - b. confirm the cost of any mailing with the client,
 - c. submit any required invoices or cheque requisitions to the Finance Department for processing and copies to the client for record keeping.
6. A feedback form will be made available to all clients using the mail service.



OAP-8: OFFICE PHONE SUPPORT

<i>POLICY TYPE: OFFICE ADMINISTRATION POLICY</i>		
<i>POLICY TITLE: OFFICE PHONE SUPPORT</i>		
<i>POLICY REFERENCE NUMBER: OAP-9</i>		
		Adopted Next Scheduled Revision Previous Revisions
Position	Signature	Date
Chief Executive Officer		

Policy

The Administrative Supervisor is responsible for forwarding all requests for office phone support to SFU Network Services or the appropriate vendors on behalf of directors and staff where those phones are located.

Clients

1. Directors
2. Staff

Procedures

3. Anyone requiring support with their office telephone will submit an Office Phone Support Work Order Form.
4. The Administrative Supervisor will:
 - a. confirm the details of the issues,
 - b. confirm the cost of any work order with the client,
 - c. where necessary, submit a request for support to SFU Network Services,
 - d. submit any invoices or cheque requisitions for phone support to the Finance Department for processing and copies to the client for record keeping, and
 - e. confirm with the client submitting the request that the issue has been resolved.
5. A feedback form will be made available to all clients using the office phone support service.



OAP-9: OFFICE FURNITURE

<i>POLICY TYPE: OFFICE ADMINISTRATION POLICY</i>		
<i>POLICY TITLE: OFFICE FURNITURE</i>		
<i>POLICY REFERENCE NUMBER: OAP-10</i>		
		Adopted Next Scheduled Revision Previous Revisions
Position	Signature	Date
Chief Executive Officer		

Policy

The Administrative Supervisor is responsible for administering any requests from directors or staff relating to acquisition or removal of office furniture.

Clients

1. Directors
2. Staff

Procedures

3. Anyone requesting new office furniture, or the installation or removal of existing office furniture, will submit an Office Furniture Work Order Form.
4. Departments are responsible for budgeting for the purchase of any office equipment.
5. The Administrative Supervisor will:
 - a. ensure that the details of the request are confirmed,
 - b. confirm the cost of any work or furniture order with the client,
 - c. where necessary, a request for support from SFU Facilities Services or other appropriate vendor is duly submitted,
 - d. submit any invoices or cheque requisitions for office furniture to the Finance Department for processing and to the client for record keeping, and
 - e. confirm with the client that the work order has been fulfilled.
6. A feedback form will be made available to all clients using the office furniture service.



OAP-10: MAINTENANCE REQUESTS

<p><i>POLICY TYPE: OFFICE ADMINISTRATION POLICY</i></p> <p><i>POLICY TITLE: MAINTENANCE REQUESTS</i></p> <p><i>POLICY REFERENCE NUMBER: OAP-11</i></p>		
<p>Adopted</p> <p>Next Scheduled Revision</p> <p>Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

Policy

Society coordinators are responsible for submitting maintenance requests to SFU Facilities Services as those requests relate to the spaces administered by their departments.

Definitions

1. Maintenance requests for Society spaces include, but are not limited to:
 - a. cleaning,
 - b. painting,
 - c. lighting, heating, and cooling repairs, and
 - d. event table set up.

Clients

2. Directors
3. Staff

Procedures

4. Anyone requiring maintenance support will submit the appropriate Work Order at <http://www.sfu.ca/fs/Services/Burnaby/Maintenance-Requests.html> for Burnaby or <http://www.sfu.ca/fs/Services/Surrey/> for Surrey.
5. Coordinators will submit any invoices or cheque requisitions for maintenance to the Finance Department for processing and copies to the client for record keeping, and

COMMUNICATIONS POLICIES



CMP-1: SOCIETY ADVERTISING, MARKETING, AND PROMOTIONS

<p><i>POLICY TYPE: COMMUNICATIONS POLICY</i> <i>POLICY TITLE: ADVERTISING ON CAMPUS</i> <i>POLICY REFERENCE NUMBER: CMP-1</i></p>		
<p>Adopted Next Scheduled Revision Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

Policy

The Communications Coordinator is responsible for the administration of all Society advertising, marketing, and promotional services.

Definitions

1. For the purposes of this policy, the term “advertising, marketing, and promotions” encompasses any materials used to advertise or promote an organization, product, service, or event, including but not limited to:
 - a. posters,
 - b. signs,
 - c. banners,
 - d. notices,
 - e. handbills,
 - f. flyers,
 - g. leaflets,
 - h. emails,
 - i. social media posts,
 - j. online advertising,
 - k. brochures,
 - l. samples,
 - m. give-aways, and
 - n. other promotional devices.

Clients

2. Directors
3. Staff
4. Members

Process

5. Anyone wishing to advertise Society programs, services, or projects, must submit a Communications Services Work Order.
6. The Communications Department will:
 - a. evaluate advertising proposals on the basis of adherence to the SFSS Communications Policy and Society standards,
 - b. consult with the client for additional details where required,
 - c. develop a proposal that meets the stated requirements,
 - d. submit the proposal to the client for review,
 - e. where approved, develop the promotional materials,
 - f. where necessary, submit a request for production to the SFSS Copy Centre, and
 - g. notify the requestor once the materials are ready for pick up.
7. A feedback form will be made available to all clients using the advertising, marketing, and promotions services.



CMP-2: GRAPHIC DESIGN

<i>POLICY TYPE: COMMUNICATIONS POLICY</i>		
<i>POLICY TITLE: GRAPHIC DESIGN</i>		
<i>POLICY REFERENCE NUMBER: CMP-2</i>		
Adopted Next Scheduled Revision Previous Revisions		
Position	Signature	Date
Chief Executive Officer		

Policy

The Communications Coordinator is responsible for the administration of all Society graphic design services.

Clients

1. Directors
2. Staff
3. Members

Procedures

4. Anyone seeking graphic design development must submit a Communications Services Work Order.
5. The Communications Department will:
 - a. consult with the client for additional details where required,
 - b. develop a proposal that meets the stated requirements,
 - c. submit the proposal to the client for review,
 - d. where approved, develop the promotional materials,
 - e. where necessary, submit a request for production to the SFSS Copy Centre, and
 - f. notify the requestor once the materials are ready for pick up.
6. A feedback form will be made available to all clients using the graphic design service.



CMP-3: WEBSITE CONTENT MANAGEMENT

<i>POLICY TYPE: COMMUNICATIONS POLICY</i>		
<i>POLICY TITLE: WEBSITE CONTENT MANAGEMENT</i>		
<i>POLICY REFERENCE NUMBER: CMP-3</i>		
		Adopted Next Scheduled Revision Previous Revisions
Position	Signature	Date
Chief Executive Officer		

Policy

The Communications Coordinator is responsible for the addition, change, and deletion of all Society website content.

The Administrative Supervisor is responsible for holding all Society website administrative credentials.

Clients

1. Directors
2. Staff
3. Members

Procedures

4. Anyone wishing to add, change, or remove Society web content must submit a Communications Services Work Order.
5. The Communications Department will:
 - a. consult with the requestor for additional details where required,
 - b. evaluate any submitted content on the basis of adherence to the SFSS Communications Policy, and ensure that all Society standards are respected,
 - c. where necessary, develop a proposal that meets the stated requirements,
 - d. submit the proposal to the requestor for review,
 - e. where approved, publish the content to the website.
6. A feedback form will be made available to all clients using the website content management service.



CMP-4: PRESS RELEASES

<i>POLICY TYPE: COMMUNICATIONS POLICY</i>		
<i>POLICY TITLE: PRESS RELEASES</i>		
<i>POLICY REFERENCE NUMBER: CMP-4</i>		
		Adopted Next Scheduled Revision Previous Revisions
Position	Signature	Date
Chief Executive Officer		

Policy

The Communications Coordinator is responsible for the review, development, and distribution of all Society press releases.

Clients

1. Directors
2. Staff
3. Members

Procedures

4. A list of standard recipients of any Society press release will be developed by the Communications Coordinator and approved by the CEO and Board of Directors.
5. Anyone wishing to develop or distribute a press release must submit a Communications Services Work Order.
6. The Communications Department will:
 - a. consult with the client for additional details where required,
 - b. evaluate any submitted content on the basis of adherence to the SFSS Communications Policy, and ensure that all Society standards are respected
 - c. where necessary, develop a proposal that meets the stated requirements,
 - d. submit the proposal to the client for review,
 - e. where approved, submit to the CEO for approval, and
 - f. where approved by the CEO, and where necessary the Board of Directors, distribute the press release to list of recipients and publish its content to the website.

7. A feedback form will be made available to all clients using the press release service.



CMP-5: VIDEO PRODUCTION

<p><i>POLICY TYPE: COMMUNICATIONS POLICY</i> <i>POLICY TITLE: VIDEO PRODUCTION</i> <i>POLICY REFERENCE NUMBER: CMP-5</i></p>		
<p>Adopted Next Scheduled Revision Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

Policy

The Communications Coordinator is responsible for administering all video production services.

Clients

1. Directors
2. Staff
3. Members

Procedures

4. Anyone wishing to develop a Society video production must submit a Communications Services Work Order.
5. The Communications Department will:
 - a. consult with the client for additional details where required,
 - b. evaluate any submitted content on the basis of adherence to the SFSS Communications Policy and Society standards,
 - c. submit the proposal to the CEO for approval,
 - d. develop a video production that meets the stated requirements,
 - e. submit the proposal to the client for review,
 - f. where approved, submit to the CEO for approval, and
 - g. publish and distribute the video as appropriate.
6. A feedback form will be made available to all clients using the video production service.



CMP-6: PHOTOGRAPHY

<i>POLICY TYPE: COMMUNICATIONS POLICY</i>		
<i>POLICY TITLE: PHOTOGRAPHY</i>		
<i>POLICY REFERENCE NUMBER: CMP-6</i>		
Adopted Next Scheduled Revision Previous Revisions		
Position	Signature	Date
Chief Executive Officer		

Policy

The Communications Coordinator is responsible for administering the photography service.

Clients

1. Directors
2. Staff
3. Members

Procedures

1. Anyone wishing to develop photography assets must submit a Communications Services Work Order.
2. The Communications Department will:
 - a. consult with the client for additional details where required,
 - b. evaluate any submitted content on the basis of adherence to the SFSS Communications Policy and Society standards,
 - c. develop the photographic assets,
 - d. submit the proposed assets to the client for review, and
 - e. publish and distribute the photos as appropriate.
3. A feedback form will be made available to all clients using the photography service.



CMP-7: SURVEY DEVELOPMENT AND DISTRIBUTION

<i>POLICY TYPE: COMMUNICATIONS POLICY</i>		
<i>POLICY TITLE: SURVEY DEVELOPMENT</i>		
<i>POLICY REFERENCE NUMBER: CMP-7</i>		
		Adopted Next Scheduled Revision Previous Revisions
Position	Signature	Date
Chief Executive Officer		

Policy

The Communications Coordinator is responsible for administering the development, distribution, and analysis of all Society surveys.

Clients

1. Directors
2. Staff
3. Members

Procedures

1. Anyone wishing to develop or distribute a survey must submit a Communications Services Work Order.
2. The Communications Department will:
 - a. consult with the client for additional details where required,
 - b. evaluate any submitted content on the basis of adherence to the SFSS Communications Policy, and ensure that all Society standards are respected,
 - c. seek management approval and review of survey drafts,
 - d. submit the proposed survey to the client for review,
 - e. conduct the survey, with the help of the Board where required,
 - f. analyse a report of the survey results along with a briefing note for the client, management, and Board,
 - g. where required, develop a summary of the result for public distribution, and
 - h. publish the summary results as appropriate.

3. A feedback form will be made available to all clients using the survey development and distribution service.

FINANCE POLICIES

Please note that the Finance Policies are still under general review to ensure that all possible expenditures and disbursements are traceable back to a sole and official transaction record.



FP-1: STUDENT SOCIETY FEES

<p><i>POLICY TYPE: FINANCE POLICY</i></p> <p><i>POLICY TITLE: STUDENT SOCIETY FEES</i></p> <p><i>POLICY REFERENCE NUMBER: FP-1</i></p>		
<p>Adopted</p> <p>Next Scheduled Revision</p> <p>Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

Policy

The establishment and collection of Student Society Fees is conducted in a manner consistent with the Requirements contained in the *University Act*, Section 27.1, and the Regulations of the Act.

Definitions

1. "Capital Fee" means a Student Society Fee collected for capital expenditures.
2. "Prescribed Fee" means a Student Society Fee collected from all students registered in undergraduate courses at SFU, including non-members of the Society.
3. "Program or Service Fee" is a prescribed Student Society Fee or a Student Society Fee for a prescribed program or service, which may include:
 - a. the operating expenditures of a student society,
 - b. support by a student society for students, student activities, or student organizations,
 - c. support by a student society for individuals other than students, non-student activities, or non-student organizations,
 - d. financial assistance from a student society to individuals or organizations,
 - e. cultural, educational, political, recreational and social activities and events,
 - f. health care benefit plans,
 - g. dental care benefit plans,
 - h. transportation programs,
 - i. advocacy activities,
 - j. the provision of goods, and
 - k. the provision of services.

4. “Part-Time Student” means a student at Simon Fraser University taking three (3) or fewer course hours per semester.
5. “Full-Time Student” means any undergraduate student at Simon Fraser University other than a Part-Time Student.
6. “Student Society Fee” is a fee collected by the University on behalf of the Society as provided for in *University Act*, Section 27.1.

Schedule

Student Society Fee	Part-Time Fee Value	Full-Time Fee Value	Collection Schedule	Fee Category
Student Society Building Fund/Capital Levy	\$5.00	\$2.50	Collected each semester	Prescribed Student Society Fee
Build SFU Levy (2016)	\$30.00	\$15.00	Collected each semester	Prescribed Student Society Fee
Build SFU Levy (2017)	\$40.00	\$20.00	Collected each semester	Prescribed Student Society Fee
Simon Fraser Student Society Membership Fee	\$42.74	\$21.38	Collected each semester	Prescribed Student Society Fee
SFSS Food Bank Program	\$0.25	\$0.13	Collected each semester	Prescribed Student Society Fee
Accessibility Fund	\$0.75	\$0.38	Collected each semester	Prescribed Student Society Fee
Universal Transit Pass	\$158.00	\$158.00	Collected each semester	Prescribed Student Society Fee
Health Plan	\$86.40	\$86.40	Collected annually (Fall semester)	Prescribed Student Society Fee
Dental Plan	\$168.60	\$168.60	Collected annually (Fall semester)	Prescribed Student Society Fee
Simon Fraser Public Research Interest Group	\$3.50	\$1.75	Collected each semester	Prescribed Student Society Fee

Student Society Fee	Part-Time Fee Value	Full-Time Fee Value	Collection Schedule	Fee Category
Peak Publication Society	\$4.90	\$2.45	Collected each semester	Prescribed Student Society Fee
CJSF – Campus Community Radio Society	\$3.75	\$1.88	Collected each semester	Prescribed Student Society Fee
Embark (Sustainable SFU)	\$2.00	\$1.00	Collected each semester	Prescribed Student Society Fee
First Nations Student Association	\$0.75	\$0.38	Collected each semester	Prescribed Student Society Fee

Exemptions

7. Canadian citizens and permanent residents aged 60 years of age or more are exempt from all Student Society Fees.
8. Visiting students enrolled in the Foreign Exchange Program (FEP), who pay their fees through their home institution are exempt from all Student Society Fees.
9. The following undergraduate segments are not charged the Health and Dental Plan Student Society Fees unless they register themselves directly with the I have a plan Administration Office:
 - a. students beginning their academic year in May.
 - b. students registered exclusively in Distance Education or programs based outside the Lower Mainland,
 - c. students enrolled in the Professional Development Program (PDP) who were registered as off-campus are not automatically covered,
10. The following undergraduate segments are not eligible for the Health and Dental Plan, and are not charged the Health and Dental Student Society Fees:
 - a. students registered in Continuing Education,
 - b. student registered in non-credit programs,
 - c. students studying on exchange or Co-op who are paying fees to their home institution, and
 - d. auditing students.

Procedures

1. Each year, on April 1, the Finance Department will submit to the University Board of Governors, care of Korina Chu:

- a. an annual notice listing the Student Society Fees to be collected from members of the Society and non-members who are taking undergraduate courses at the University,
 - b. a note stating that the requirement to make available to its members annual audited financial statements and a report on those financial statements by an auditor who meets the requirements of section 112 of the Societies Act has been met, and
 - c. a note stating any changes to the listed Student Society Fees since the last notice.
2. Each semester, the University will submit a student count and Student Society Fees breakdown chart to the Society.



FP-2: SOCIETY BUDGET

<p><i>POLICY TYPE: FINANCE POLICY</i> <i>POLICY TITLE: SOCIETY BUDGET</i> <i>POLICY REFERENCE NUMBER: FP-2</i></p>		
<p>Adopted Next Scheduled Revision Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		
Board President		

Policy

The Board of Directors is responsible for the approval of the Society’s annual budget and accountable to the Society membership for that budget.

Definitions

1. ‘Fiscal year’ is defined as the year starting May 1st of any calendar year, and ending on April 30th of the next calendar year.

Standards

2. The Society will accumulate and hold six months-worth of estimated SFSS operating expenses in a separate, internally restricted bank account.

Schedule

3. January: Departmental, Board, and Board committee budget preparation.
4. February: Management consolidation of departmental budgets, Board, Board committee, submission of non-departmental budgetary items, and preparation of draft budget
5. March: Finance and Audit Committee review and submission of draft budget to Board
6. April: Board review and approval of annual budget

Procedures

Departmental budget preparation

7. Every January, departmental coordinators shall:
 - a. review departmental budget accounts to ensure their areas of responsibility fit reasonably within those categories,
 - b. review their year-to-date departmental budgets to assess whether budgetary allocations are adequate to existing and ongoing programs, noting any trends in the increased or decreased use of those programs,
 - c. determine any new programs or projects projected for the coming fiscal year and develop a proposed annual budget for any such new project or program,
 - d. determine any needs for new or renewed equipment, and
 - e. submit a draft budget to the CEO by February 1st.

Departmental budget review

8. During the first two weeks of every February, the CEO shall:
 - a. consolidate all draft budgets submissions,
 - b. review each and consult with their authoring coordinators where necessary,
 - c. supply draft budget allocation for non-departmental accounts,
 - d. develop a brief summary of any notable changes or additions to the budget, and
 - e. submit a consolidated draft to the Finance Coordinators for preparation.

Submission of draft budget to the Finance and Audit Committee

9. The Finance Department shall:
 - a. review the information submitted to it by the CEO, providing recommendations where necessary,
 - b. develop a consolidated draft Society budget, and
 - c. submit that draft to the Finance and Audit Committee.
10. The Finance and Audit Committee shall:
 - a. review the draft budget, directing any questions to the Finance Coordinators and CEO,
 - b. request any principled changes to the budget where required, and
 - c. submit the draft budget to Board for approval.

Submission of draft budget to the Board of Directors

11. The Finance and Audit Committee will submit and present a draft Society budget to the Board of Directors for review.
12. The Board shall:
 - a. review the draft budget directing any questions to the Finance and Audit Committee, as well as the CEO,
 - b. request any principled changes to the budget where required, and

- c. approve the final draft of the annual budget.

Mid-year review

13. Every December, departmental coordinators will review their year-to-date budgets with the CEO.



FP-3: CHEQUE REQUISITIONS

<p><i>POLICY TYPE: FINANCE POLICY</i> <i>POLICY TITLE: CHEQUE REQUISITIONS</i> <i>POLICY REFERENCE NUMBER: FP-3</i></p>		
<p>Adopted Next Scheduled Revision Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

Policy

All Society expenses shall be administered by the Finance Department according to the cheque requisition process.

Definitions

1. A cheque requisition is the formal manner of requesting the processing of a payment by the Society.

Clients

2. Directors
3. Staff
4. Members

Approval Thresholds

5. Departmental expenses less than \$1,000 will be authorized or not by departmental coordinators.
6. Departmental expenses between \$1,000 and \$5,000 will be authorized or not by the Chief Executive Officer.
7. Departmental expenses over \$5,000 will be authorized or not by the Board of Directors.

Standards

8. A Cheque Requisition, submitted along with all required supporting documentation satisfactory to the Society's auditor must be supplied to the Finance Office before a issuing a disbursement.

9. Eligible expenses must be supported by an original invoice/receipt on company letterhead itemizing the purchase.

Procedures

10. The Finance Department will:
 - a. ensure that any cheque requisition is completed correctly, and includes all required supporting documentation, and
 - a. return any incomplete or incorrect cheque requisitions to their authors, noting any errors that need to be correcting for processing.
11. A feedback form will be made available to anyone using the Cheque Requisition Process.



FP-4: CREDIT CARD PURCHASES (UNDER REVIEW)

<p><i>POLICY TYPE: FINANCE POLICY</i> <i>POLICY TITLE: CREDIT CARD PURCHASES</i> <i>POLICY REFERENCE NUMBER: FP-4</i></p>		
<p>Adopted Next Scheduled Revision Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

Policy

Only those jointly authorized by the Board President and Chief Executive Officer will be permitted to carry corporate credit cards in their name.

Clients

1. Directors
2. Staff

Approval Thresholds

3. Departmental expenses less than \$1,000 will be authorized or not by departmental coordinators.
4. Departmental expenses between \$1,000 and \$5,000 will be authorized or not by the Chief Executive Officer.
5. Departmental expenses over \$5,000 will be authorized or not by the Board of Directors.

Standards

6. Anyone in whose name a corporate credit card has been issued is responsible for all charges on that credit card.
7. Only budgeted expenses that may not be purchased on invoice may be purchased using the company credit card.
8. Credit card purchase requests will be administered on a weekly basis by the Finance Department.

Procedures

9. Anyone wishing to make a credit card purchase will:
 - a. complete a Cheque Requisition Form detailing:
 - i. the expense,
 - ii. a description and price listing for the item,
 - iii. a link to the online ordering page where applicable, and
 - iv. any required records of decisions necessary to demonstrating that the expense has been duly approved,
 - b. present that Cheque Requisition Form and attached information to the Finance Department for review,
10. The Financial Department will process requests for credit card purchases on a weekly basis.
11. A feedback form will be made available to anyone using the Credit Card Purchase Process.



FP-5: ELECTRONIC FUND TRANSFERS

<i>POLICY TYPE: FINANCE POLICY</i>		
<i>POLICY TITLE: ELECTRONIC FUND TRANSFERS</i>		
<i>POLICY REFERENCE NUMBER: FP-5</i>		
		Adopted Next Scheduled Revision Previous Revisions
Position	Signature	Date
Chief Executive Officer		

Policy

An Electronic Fund Transfer (EFT) is a mode of payment administered by the Finance Department.

Clients

1. Directors
2. Staff

Approval Thresholds

3. Departmental expenses less than \$1,000 will be authorized or not by departmental coordinators.
4. Departmental expenses between \$1,000 and \$5,000 will be authorized or not by the Chief Executive Officer.
5. Departmental expenses over \$5,000 will be authorized or not by the Board of Directors.

Standards

6. EFTs may only be used for the following payments:
 - a. Society payroll,
 - b. Build SFU disbursements,
 - c. RRSP contributions,
 - d. government remittances, and
 - e. business to business payments.

7. EFTs may only be processed where they have been approved by the appropriate coordinator, manager, or Board representative.

Procedures

8. Financial Coordinators are responsible for the processing of EFTs in a manner consistent with these standards.



FP-6: INVOICE PAYMENTS

<p><i>POLICY TYPE: FINANCE POLICY</i> <i>POLICY TITLE: INVOICE PAYMENTS</i> <i>POLICY REFERENCE NUMBER: FP-6</i></p>		
<p>Adopted Next Scheduled Revision Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

Policy

Invoice payments shall be administered by the Finance Department.

Clients

1. Directors
2. Staff

Approval Thresholds

1. Departmental expenses less than \$1,000 will be authorized or not by departmental coordinators.
2. Departmental expenses between \$1,000 and \$5,000 will be authorized or not by the Chief Executive Officer.
3. Departmental expenses over \$5,000 will be authorized or not by the Board of Directors.

Procedures

3. Anyone wishing to make a purchase on invoice will:
 - a. complete a Cheque Requisition Form detailing the expense, and attach a description and price listing for the item,
 - b. present that Cheque Requisition Form and attached information to the financial coordinators for review,
 - c. where the form meets the standards of the Finance Department, the Finance Department will approve the purchase holding the Cheque Requisition Form as a record of the approved purchase providing a signed copy to the client, and

- d. when the invoice is received, a Finance Coordinator will process the invoice payment and attach the invoice to the Cheque Requisition Form.
4. A feedback form will be made available to anyone using the Invoice Payment Process.



FP-7: ACCESSIBILITY FUND

<i>POLICY TYPE: FINANCE POLICY</i>		
<i>POLICY TITLE: ACCESSIBILITY FUND ADMINISTRATION</i>		
<i>POLICY REFERENCE NUMBER: FP-7</i>		
		Adopted Next Scheduled Revision Previous Revisions
Position	Signature	Date
Chief Executive Officer		

Policy

The Accessibility Fund is established to help the Society increase the accessibility of, and removing barriers to, Student Society or other campus related activities for students with disabilities.

Procedures

1. Proposals for accessing the Accessibility Fund are submitted in writing to the Chair of AFAC using the Accessibility Fund Grant Request Form.
 - a. Departmental coordinators may submit a proposal to the Chair of AFAC on behalf of student groups.
2. Proposals must include a budget and a link between the proposed budget and the purpose of the Accessibility Fund.
3. Where a proposal is accepted, the proponent must submit a report on the use of the funds and the impact on the membership of the SFSS.
 - a. A template will be provided to all proponents for required proposals and reports.



FP-8: SPACE EXPANSION FUND

<i>POLICY TYPE: FINANCE POLICY</i>		
<i>POLICY TITLE: SPACE EXPANSION FUND</i>		
<i>POLICY REFERENCE NUMBER: FP-8</i>		
		Adopted Next Scheduled Revision Previous Revisions
Position	Signature	Date
Chief Executive Officer		

Policy

The Space Expansion Fund is established to provide for the renovation, repair, maintenance, and creation of Society space on campus.

Procedures

1. Proposals for accessing the Space Expansion Fund are submitted in writing to the Chair of the Board using the Grant Request Form.
 - a. Departmental coordinators may submit a proposal to the Chair of Board on behalf of student groups.
2. Proposals must include a budget and a link between the proposed budget and the purpose of the Space Expansion Fund.
3. Where a proposal is accepted, the proponent must submit a report on the use of the funds and the impact on the membership of the SFSS.
 - a. A template will be provided to all proponents for required proposals and reports.



FP-9: HEALTH AND DENTAL PLAN RESERVE FUND

<i>POLICY TYPE: FINANCE POLICY</i>		
<i>POLICY TITLE: HEALTH AND DENTAL PLAN RESERVE FUND</i>		
<i>POLICY REFERENCE NUMBER: FP-9</i>		
		Adopted Next Scheduled Revision Previous Revisions
Position	Signature	Date
Chief Executive Officer		

Policy

The Health and Dental Plan Reserve Fund is established in order to ensure that the Society has the resources necessary should the cost of the Health and Dental Plan exceed the Student Society Fee established.

Standards

1. The Society will work to maintain the fund at \$500,000.

Procedures

2. Proposals for accessing the Health and Dental Plan Reserve Fund are submitted in writing to the Chair of the Board.



FP-10: BUILD SFU FUND

<p><i>POLICY TYPE: FINANCE POLICY</i> <i>POLICY TITLE: BUILD SFU FUND</i> <i>POLICY REFERENCE NUMBER: FP-10</i></p>		
<p>Adopted Next Scheduled Revision Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

Policy

The Build SFU Fund is established for the construction, maintenance, and utility costs for the Student Union Building located on the Burnaby campus.

Procedures

1. The Build SFU Fund is administered according to the Fund Management Agreement, dated January 1, 2014. Disbursements
2. The Build SFU Fund is comprised of the Student Society Fee – Build SFU Levy, which is held in trust by Simon Fraser University in the Build SFU Account.
3. The fund is collected each semester by the University and deposited directly into the Build SFU Account, excepting up to six percent (6%) of the collected Student Society Fee that makes up the Fund, which is provided to SFU Financial Aid and Awards to be distributed to undergraduate students in financial need.
4. The disbursement of funds from the Build SFU Fund requires the signature of one authorized representative from the Society and one authorize representative from the University.

CORPORATE RECORDS AND INFORMATION POLICIES



CIP-1: RECORDS OF DECISIONS

<i>POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY</i>		
<i>POLICY TITLE: RECORDS OF DECISIONS</i>		
<i>POLICY REFERENCE NUMBER: CIP-1</i>		
		Adopted Next Scheduled Revision Previous Revisions
Position	Signature	Date
Chief Executive Officer		

Policy

The Administrative Supervisor is responsible for ensuring that all records of decisions of the Board of Directors and its committees are properly filed, secured, and accessible.

Standards

1. The primary purpose of any record of a meeting is to provide a record of the date, time, and location of the meeting, attendance, agenda items, and the decisions made during that meeting.
2. A record will be kept of all meetings of the Board of Directors, as well as any Board committee provided with a budget.
3. All records of decisions shall be kept permanently.

Procedures

4. The Administrative Supervisor will ensure that:
 - a. all meetings are listed on the corporate calendar,
 - b. all members of the Board or committee are notified of a scheduled meeting, and are invited to submit agenda items to the Chair,
 - c. agenda items are compiled and distributed to members of the Board or committee at least three days in advance of any meeting,
 - d. at least the following items are recorded:
 - i. the date of the meeting,
 - ii. the time at which the meeting is called to order,
 - iii. the location of the meeting,
 - iv. the attendance,

- v. the mover and seconder of any motion,
 - vi. the exact wording of all motions,
 - vii. the result of any vote on a motion,
 - viii. a brief, point form summary of the discussion points for any motion,
 - ix. all items of discussion,
 - x. a brief, point form summary of the discussion, and
 - xi. the time at which the meeting is adjourned,
- e. records are distributed to the Board or committee at least three days prior to the next meeting, during which the group will approve those minutes, noting any requested changes to be made before they are officially filed.
5. Minutes shall be stored:
 - a. permanently,
 - b. electronically, and
 - c. on a shared server, accessible by staff and Board.
 6. Minutes for the current and previous fiscal year shall be made available online.
 7. Any records of decision not accessible online are available for review by members where a written request is submitted to the Administrative Supervisor.



CIP-2: RECORDS OF ELECTIONS

<i>POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY</i>		
<i>POLICY TITLE: RECORDS OF ELECTIONS</i>		
<i>POLICY REFERENCE NUMBER: CIP-2</i>		
		Adopted Next Scheduled Revision Previous Revisions
Position	Signature	Date
Chief Executive Officer		

Policy

The Chief Commissioner is responsible for ensuring that all records of elections are properly developed and distributed to Society staff for record keeping.

The Administrative Supervisor is responsible for ensuring that all records of elections are properly filed, secured, and accessible.

Definitions

1. 'Records of elections' include:
 - a. Agreement between the IEC and Staff,
 - b. Statement of Consent,
 - c. Nomination Form,
 - d. the exact language contained on the ballot,
 - e. a summary statement of the results of the election as they pertain to each individual candidate,
 - f. the standard report generated by the SFU survey tool used to conduct the elections, and
 - g. the official Election Report.

Procedures

2. Upon taking office, the Chief Commissioner, SFSS President, and Chief Executive Officer will sign and date three (3) copies of the Agreement between the IEC and Staff, providing each party with an original copy.
 - a. The staff copy will be filed with the Administrative Supervisor.

3. Following the end of the Nomination Period, the Chief Commissioner will provide the Administrative Supervisor with copies of:
 - a. all signed Statements of Consent, and
 - b. all signed Nomination Forms.
4. Following the Voting Period, the Chief Commissioner will provide the Administrative Supervisor with:
 - a. the exact language contained on the ballot,
 - b. any standard printout of the survey tool used to conduct the elections, and
 - c. a summary statement of the results of the election as they pertain to each individual candidate,
5. Following the Post-Election Period, the Chief Commissioner will provide the Administrative Supervisor with:
 - a. the official Election Report.



CIP-3: RECORDS OF REFERENDA

<i>POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY</i>		
<i>POLICY TITLE: RECORDS OF REFERENDA</i>		
<i>POLICY REFERENCE NUMBER: CIP-3</i>		
		Adopted Next Scheduled Revision Previous Revisions
Position	Signature	Date
Chief Executive Officer		

Policy

The Chief Commissioner is responsible for ensuring that all records of referenda are properly developed and distributed to Society staff for record keeping.

The Administrative Supervisor is responsible for ensuring that all records of referenda are properly filed, secured, and accessible.

Definitions

1. ‘Records of elections’ include:
 - a. Agreement between the IEC and Staff,
 - b. Nomination Form,
 - c. the exact language of each referendum question,
 - d. a summary statement of the results of each referendum question, and
 - e. the standard report generated by the SFU survey tool used to conduct the referendum, and
 - f. the official Referendum Report.

Procedures

2. Upon taking office, the Chief Commissioner, SFSS President, and Chief Executive Officer will sign and date three (3) copies of the Agreement between the IEC and Staff, providing each party with an original copy.
 - a. The staff copy will be filed with the Administrative Supervisor.
3. Following the end of the Nomination Period, the Chief Commissioner will provide the Administrative Supervisor with copies of all signed Nomination Forms.

4. Following the Voting Period, the Chief Commissioner will provide the Administrative Supervisor with:
 - a. any standard printout of the survey tool used to conduct the elections,
 - b. a summary statement of the results of each referendum question, and
 - c. any standard printout of the survey tool used to conduct the elections,
5. Following the Post-Election Period, the Chief Commissioner will provide the Administrative Supervisor with:
 - a. the official Referendum Report.



CIP-4: PERSONAL INFORMATION AND PRIVACY POLICY

<p><i>POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY</i></p> <p><i>POLICY TITLE: PERSONAL INFORMATION AND PRIVACY POLICY</i></p> <p><i>POLICY REFERENCE NUMBER: CIP-4</i></p>		
<p>Adopted</p> <p>Next Scheduled Revision</p> <p>Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

Policy

This policy aims to establish the standards according to which all SFSS processes will collect, use, or disclosed personal information, ensuring thereby that all obligations under Canada’s *Privacy Act (PA)* and *Personal Information Protection and Electronic Documents Act (PIPED)*, as well as British Columbia’s *Personal Information Protection Act (PIPA)*, are respected.

The Campaigns, Research, and Policy Coordinator serves as the Privacy Officer of the Simon Fraser Student Society (SFSS).

Definitions

1. ‘Personal information’ means recorded information about an identifiable individual which includes, but is not limited to names, home addresses and telephone numbers, age, sex, marital or family status, identifying number, race, national or ethnic origin, colour, religious or political beliefs or associations, educational history, medical history, disabilities, blood type, employment history, financial history, criminal history, anyone else's opinions about an individual, an individual's personal views or opinions, and name, address and phone number of parent, guardian, spouse or next of kin.
2. ‘Privacy Officer’ means the individual designated responsibility for ensuring that the SFSS complies with this policy.

Standards

3. The Society will ensure that:

- a. the purpose for the collection of any personal information is clear or evident,
- b. the process for obtaining consent from clients providing personal information is clear or evident,
- c. the collection, use, and disclosure is limited to what is necessary for the conduct of its operations,
- d. the personal information it collects is accurate,
- e. the personal information it collects is secure,
- f. there are clear schedules for the retention and destruction of the personal information it possesses, and
- g. directors, staff, and volunteers are trained so as to ensure they comply with the requirements of this policy.

Purpose of collection

4. Personal information will only be collected, used, or disclosed where required by the provision of Society services or the Society's adherence to its legal obligations.

Process for obtaining consent

5. The Society will obtain consent to collect, use, or disclose personal information at the time of collection, except for the purposes of, for instance:
 - a. acquiring the SFSS member registry, and
 - b. improving Society programs and services.
6. Subject to certain exceptions (e.g. the personal information is necessary to providing a service or product, or the withdrawal of consent would frustrate the performance of a legal obligation), clients can withhold or withdraw their consent.

Limitations on collection, use, and disclosure

7. The Society will only collect, use, or disclose personal information where necessary to fulfill the purposes identified at the time of collection or for a purpose reasonably related to those purposes such as the conduct of surveys intended to enhance the provision of our services.

Access to personal information

8. Clients have a right to access their personal information.
9. A request to access personal information must be made in writing and provide sufficient detail to identify the personal information being sought.
10. A minimal fee may be charged for providing access to personal information.
11. If a request is refused in full or in part, we will provide the reasons for refusal and the recourse available to the client.

Assurances of accuracy

12. The Society will make every reasonable effort to ensure that the personal information it uses is accurate and complete. Upon request by an individual to

whom information relates, the Society will correct or annotate the information with a correction when documentary evidence, satisfactory to the Society, is provided to substantiate the correction.

Assurances of security

13. The Society will protect personal information by making reasonable security arrangements to prevent the risk of unauthorized collection, access, use, disclosure or disposal of personal information.

Questions and Complaints

14. Complaints, concerns or questions should be directed, in writing, to the Privacy Officer. If the Privacy Officer is unable to resolve the concern, the Information and Privacy Commissioner of British Columbia may be contacted. The Privacy Officer may be contact by email at policy.research@sfss.ca.



CIP-5: REQUESTS FOR INFORMATION

<i>POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY</i>		
<i>POLICY TITLE: REQUESTS FOR INFORMATION</i>		
<i>POLICY REFERENCE NUMBER: CIP-5</i>		
		Adopted Next Scheduled Revision Previous Revisions
Position	Signature	Date
Chief Executive Officer		

Policy

The Administrative Supervisor is responsible for administering all requests for information from members.

The CEO is responsible for administering all requests for information from the public.

Clients

1. Directors
2. Staff
3. Members
4. Public

Processes

1. Where a client wishes to request information not available on the Society website, that client must submit an Information Request Form.
2. Where the client is a director, staff, or member, the Administrative Supervisor will:
 - a. consult with the client for additional details where required,
 - b. collect the documents requested, ensuring no sensitive information is included in the package,
 - c. coordinate the time and place where the client may access and review the requested documents or, where appropriate, provide the client with the documents in electronic format, and
 - d. retrieve the documents after the client is finished their review where those documents are made available on location.

3. Where the client is external to the Society, the CEO will:
 - a. consult with the Board where appropriate,
 - b. refer the request to the Administrative Supervisor with direction on how to proceed.
4. A feedback form will be made available to all client using the request for information service.

STAFF-LED EVENTS POLICIES



EP-1: AD-HOC EVENT PROPOSALS

<p><i>POLICY TYPE: EVENT POLICY</i></p> <p><i>POLICY TITLE: EVENT PROPOSALS</i></p> <p><i>POLICY REFERENCE NUMBER: EP-1</i></p>		
<p>Adopted</p> <p>Next Scheduled Revision</p> <p>Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

Policy

The General Office, Surrey Campus Coordinator, and Student Union Organiser are responsible for supporting the development of all event proposals, and filing a copy of each.

Definitions

1. 'Event' is defined for the purpose of this policy as a staff-led event.

Clients

2. Directors
3. Staff

Procedures

4. Anyone wishing to host an ad-hoc Society event must submit an Event Proposal Form.
5. The General Office, Surrey Campus Coordinator, and Student Union Organiser will:
 - a. receive and file a copy of all ad-hoc event proposals, and
 - b. consult with the client for additional details where required.
6. A feedback form will be made available to all clients using the event proposal consultation and filing service.



EP-2: EVENT BUDGETS

<p><i>POLICY TYPE: EVENT POLICY</i> <i>POLICY TITLE: EVENT BUDGETS</i> <i>POLICY REFERENCE NUMBER: EP-2</i></p>		
<p>Adopted Next Scheduled Revision Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

Policy

The General Office, Surrey Campus Coordinator, and Student Union Organiser are responsible for supporting the development of all event budgets, and filing a copy of each for record keeping.

Definitions

1. 'Event' is defined for the purpose of this policy as a staff-led event.

Clients

2. Directors
3. Staff

Procedures

4. Anyone wishing to host an ad-hoc Society event must submit an Event Budget Proposal.
5. The General Officer, Surrey Campus Coordinator, and Student Union Organiser will:
 - a. receive and file a copy of all event budget proposals, and
 - b. consult with the client for additional details where required.
6. A feedback form will be made available to all clients using the event budget proposal consultation and filing service.



EP-3: EVENT REPORTS

<p><i>POLICY TYPE: EVENT POLICY</i></p> <p><i>POLICY TITLE: EVENT REPORTS</i></p> <p><i>POLICY REFERENCE NUMBER: EP-3</i></p>		
<p>Adopted</p> <p>Next Scheduled Revision</p> <p>Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

Policy

The General Office, Surrey Campus Coordinator, and Student Union Organiser are responsible for supporting the development of all ad-hoc event reports, and filing a copy of each for record keeping.

Definitions

1. 'Event' is defined for the purpose of this policy as a staff-led event.

Clients

2. Directors
3. Staff

Procedures

4. Anyone having hosted a Society event must submit an Event Report.
5. The General Officer, Surrey Campus Coordinator, and Student Union Organiser will:
 - c. receive and file a copy of all event reports, and
 - d. consult with the client for additional details where required.
6. A feedback form will be made available to all clients using the event report consultation and filing service.



EP-4: ELECTIONS AND REFERENDA

<i>POLICY TYPE: EVENT POLICY</i>		
<i>POLICY TITLE: ELECTIONS AND REFERENDA</i>		
<i>POLICY REFERENCE NUMBER: EP-4</i>		
		Adopted Next Scheduled Revision Previous Revisions
Position	Signature	Date
Chief Executive Officer		

Policy

Designated Society staff will be made available to the Independent Electoral Commission to support their work in administering Society elections and referenda.

Staff will not seek to influence the outcome of Society elections.

The Campaigns, Research, and Policy Coordinator will:

- serve as the primary point of contact between the IEC and staff,
- provide recommendations on policy and bylaw interpretation in the administration of Society elections and referenda, and
- forward any requests for support to the appropriate staff departments.

The Communications Coordinator will:

- sit on the IEC hiring committee,
- prepare all marketing and promotion materials for all election periods,
- ensure all timelines for notices and promotions are communicated to the IEC, and
- provide support to the IEC in managing the elections website content.

The Administrative Supervisor will:

- administer the IEC hiring, which culminates in a recommendation to Board,
- maintain all personnel records for the IEC staff, and
- ensure that all electoral and referendum results are duly filed.

The Finance Office will:

- provide the Chief Commissioner with the annual IEC budget upon taking office, and
- the budgets and spending breakdown for each election and referendum over the past five years.

Procedures

1. Prior to taking office, the Chief Commissioner, Board President, and Chief Executive Officer will sign an agreement stipulating the nature and scope of Society staff support made available to the IEC, as well as the recourse available to the IEC should they believe staff sought to influence the outcome of an election.
2. Where the IEC seeks support from Society staff, requests will be made by the Chief Commissioner, in writing, using the Campaigns, Research, and Policy Work Order.
3. Where necessary, the Campaigns, Research, and Policy Coordinator will forward requests for support to the appropriate office.
4. A feedback form will be made available to Chief Commissioner where they make use of Society staff support.



EP-5: ANNUAL AND SPECIAL GENERAL MEETINGS

<i>POLICY TYPE: EVENT POLICY</i>		
<i>POLICY TITLE: ANNUAL AND SPECIAL GENERAL MEETINGS</i>		
<i>POLICY REFERENCE NUMBER: EP-5</i>		
		Adopted Next Scheduled Revision Previous Revisions
Position	Signature	Date
Chief Executive Officer		

Policy

The Administrative Supervisor is responsible for coordinating all members’ meetings.

The President of the Board, on behalf of the Board, is responsible for:

1. determining the dates of any members’ meeting,
2. determining the agenda items for any members’ meeting, and
3. communicating those dates and agenda items to the Administrative Supervisor.

The Communications Coordinator is responsible for:

4. developing and publishing all advertising and marketing materials for members’ meetings, and
5. developing all documents necessary for members’ meetings, including the Annual Report for the annual members’ meeting.

The Retail Services Coordinator is responsible for:

6. The production of all print materials for the member’s meetings.

The Campaigns, Research, and Policy Coordinator is responsible for:

7. providing support in interpreting the requirements of provincial legislation, and Society bylaws and policies, and
8. preparing the Chair of the members’ meeting regarding their responsibilities as Chair.

Processes

9. The Society will host an annual members' meeting, as required by the *Society Act* and the *SFSS Bylaws*, at the end of every September.
10. The Society will host additional members' meeting at the request of Board, or following a members' requisition, as required by the *Society Act* and *SFSS Bylaws*.
11. To coordinate the hosting of the annual, or an ad-hoc members' meeting, the Administrative Supervisor will:
 - a. develop a calendar, listing all deadlines for required items,
 - b. communicate the deadlines for all required items to the appropriate departments,
 - c. develop a meeting agenda, which includes at least:
 - i. confirming that quorum has been met,
 - ii. electing a Chair for the meeting, if the President of the Board is not present and the Chair was not designated by the Board,
 - iii. approving the agenda,
 - iv. approving the Minutes from the last General Meeting, and
 - v. terminating the General Meeting.

RETAIL SERVICE POLICIES



RSP-1: COPY CENTRE SERVICES

<p><i>POLICY TYPE: RETAIL SERVICE POLICY</i></p> <p><i>POLICY TITLE: COPY CENTRE SERVICES</i></p> <p><i>POLICY REFERENCE NUMBER: RSP-1</i></p>		
<p>Adopted</p> <p>Next Scheduled Revision</p> <p>Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

Policy

The Retail Services Coordinator is responsible for the administration of the SFSS Copy Centre

Clients

1. Directors
2. Staff
3. Members
4. Public

Copy Centre Services

5. Thesis printing and binding
6. Printing
7. Photocopying
8. Binding
9. Scanning
10. Large format printing (e.g. banners, signs)

Procedures

11. Anyone seeking Copy Centre services must submit a Copy Centre Work Order.
12. The Copy Centre staff will:
 - a. consult with the client for additional details where required, and
 - b. notify the client once the materials are ready for pick up or delivery.
13. A feedback form will be made available to all clients using Copy Centre services.



RSP-2: FOOD AND BEVERAGE SERVICES – CATERING AND EVENTS

<p><i>POLICY TYPE: RETAIL SERVICE POLICY</i></p> <p><i>POLICY TITLE: FOOD AND BEVERAGE SERVICES – CATERING AND EVENTS</i></p> <p><i>POLICY REFERENCE NUMBER: RSP-2</i></p>		
<p>Adopted</p> <p>Next Scheduled Revision</p> <p>Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

Policy

The Food and Beverage Services Manager is responsible for the administration of the SFSS Food and Beverage Services.

Clients

1. Directors
2. Staff
3. Members
4. Public

Food and Beverage Services

5. Catering
6. Pub event bookings

Procedures

7. Anyone seeking Food and Beverage Services must submit a Food and Beverage Services Work Order.
8. The Food and Beverage Services staff will:
 - a. consult with the client for additional details where required,
 - b. refer any marketing or promotional requirements to the Communications Department, and
 - c. ensure all bookings and events are communicated to the Communications Department for submission to the corporate calendar.

9. A feedback form will be made available to all clients using Food and Beverage Services.



RSP-3: BUTTON MAKER RENTAL AND MATERIAL SALES

<i>POLICY TYPE: RETAIL SERVICE POLICY</i>		
<i>POLICY TITLE: BUTTON MAKER RENTAL AND MATERIAL SALES</i>		
<i>POLICY REFERENCE NUMBER: RSP-3</i>		
		Adopted Next Scheduled Revision Previous Revisions
Position	Signature	Date
Chief Executive Officer		

Policy

The General Office is responsible for the administration of the button maker rental and material sales service at the Burnaby campus.

The Surrey Campus Coordinator is responsible for the administration of the button maker rental and material sales service at the Surrey campus.

Clients

1. Directors
2. Staff
3. Members

Procedures

4. Anyone wishing to rent the button maker or purchase button maker materials must present themselves to the General Office or Surrey Campus Office and complete a Button Maker Rental of Materials Purchase Order Form.
5. The General Office or Surrey Campus Coordinator will:
 - a. administer requests on a first come first served basis,
 - b. confirm the cost of the request with the client,
 - c. receive payment for the rental or purchase before providing the client with any materials.
6. A feedback form will be made available to all clients using the button maker rental and material sales service.



RSP-4: PORTABLE SINK RENTAL

<p><i>POLICY TYPE: RETAIL SERVICE POLICY</i></p> <p><i>POLICY TITLE: PORTABLE SINK RENTAL</i></p> <p><i>POLICY REFERENCE NUMBER: RSP-4</i></p>		
<p>Adopted</p> <p>Next Scheduled Revision</p> <p>Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

Policy

The General Office is responsible for the administration of the portable sink rental service at the Burnaby campus.

Clients

1. Directors
2. Staff
3. Members

Procedures

4. Anyone wishing to rent the portable sink must present themselves to the Surrey Campus Office and complete a Portable Sink Rental Order Form.
5. The General Office will:
 - a. administer requests on a first come first served basis,
 - b. confirm the cost of the request with the client,
 - c. receive payment for the rental or purchase before providing the client with any materials.
6. A feedback form will be made available to all clients using the portable sink rental service.



RSP-5: ONE-DAY PARKING PASS SALES

<p><i>POLICY TYPE: RETAIL SERVICE POLICY</i></p> <p><i>POLICY TITLE: ONE-DAY PARKING PASS SALES</i></p> <p><i>POLICY REFERENCE NUMBER: RSP-5</i></p>		
<p>Adopted</p> <p>Next Scheduled Revision</p> <p>Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

Policy

The General Office is responsible for the administration of the one-day parking pass sales service at the Burnaby campus.

Clients

1. Directors
2. Staff
3. Members
4. General Public

Procedures

5. Anyone wishing to purchase a one-day parking pass must present themselves to the General Office and complete One-Day Parking Pass Order Form.
6. The General Office will:
 - a. administer requests on a first come first served basis,
 - b. confirm the cost of the request with the client,
 - c. receive payment for the purchase before providing the client with the pass.
7. A feedback form will be made available to all clients using the one-day parking pass service.



RSP-6: MEETING SPACE RENTAL

<p><i>POLICY TYPE: RETAIL SERVICE POLICY</i></p> <p><i>POLICY TITLE: MEETING SPACE RENTAL</i></p> <p><i>POLICY REFERENCE NUMBER: RSP-6</i></p>		
<p>Adopted</p> <p>Next Scheduled Revision</p> <p>Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

Policy

The General Office is responsible for the administration of the meeting space rental service at the Burnaby campus for designated spaces.

Clients

1. Simon Fraser University

Space Rental Options

2. MBC 2290
3. MBC 2292
4. MBC 2294
5. MBC 2296
6. Undergrounds
7. Council Chambers MBC 2901

Procedures

7. Anyone wishing to rent space must complete a Space Rental Order Form.
8. The General Office will:
 - a. administer requests on a first come first served basis,
 - b. confirm the cost of any booking with the client,
 - c. submit any required invoices or cheque requisitions to the Finance Department for processing and copies to the client for record keeping,
 - d. confirm bookings in writing with the requestor, and
 - e. ensure bookings are reflected in the corporate calendar.

9. A feedback form will be made available to all clients using the space rental service.



RSP-7: STUDENT EVENT TICKET SALES

<p><i>POLICY TYPE: RETAIL SERVICE POLICY</i></p> <p><i>POLICY TITLE: STUDENT EVENT TICKET SALES</i></p> <p><i>POLICY REFERENCE NUMBER: RSP-7</i></p>		
<p>Adopted</p> <p>Next Scheduled Revision</p> <p>Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

Policy

The General Office is responsible for the administration of the Student Event Ticket Sales service at the Burnaby campus.

The Surrey Campus Coordinator is responsible for the administration of Student Event Ticket Sales service at the Surrey campus.

Clients

1. Directors
2. Staff
3. Members

Procedures

1. Anyone wishing to sell tickets to student events at the General Office Counter or Surrey Office Counter must present themselves to the General Office or Surrey Campus Office and complete a Student Event Ticket Sales Order Form.
2. The General Office and Surrey Campus Coordinator will:
 - a. administer requests on a first come first served basis,
 - b. confirm the cost of the service request with the client,
 - c. receive payment for tickets, and
 - d. submit any required invoices or cheque requisitions to the Finance Department for processing and copies to the client for record keeping.
3. A feedback form will be made available to all clients using the button maker rental and material sales service.

INFORMATION TECHNOLOGY POLICIES



IT-1: HARDWARE AND SOFTWARE REQUESTS

<p><i>POLICY TYPE: INFORMATION AND TECHNOLOGY POLICY</i></p> <p><i>POLICY TITLE: HARDWARE AND SOFTWARE REQUESTS</i></p> <p><i>POLICY REFERENCE NUMBER: IT-1</i></p>		
<p>Adopted</p> <p>Next Scheduled Revision</p> <p>Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

Policy

Coordinators are responsible for administering the purchase of computing hardware, and computing software not made available by SFU ITS or included in the Society’s IT renewal plan.

Clients

1. Staff

Standards

2. Coordinators may consult with the Chief Executive Officer should the provisions for purchasing IT hardware or software be unclear.
- 3.

Procedures

4. Coordinators wishing to acquire additional computing hardware or software will:
 - a. ensure their departmental budgets are developed to include the cost of any new hardware or software not provided for in the Society’s IT plan,
 - b. submit an SFU ITS request at <http://www.sfu.ca/itds/help> detailing the proposed purchase to determine whether or not it is available via SFU ITS and whether there are any relevant considerations regarding the proposed purchase in relations to the Society’s IT environment, and
 - c. submit a completed Cheque Requisition Form to the Finance Department for the processing of any purchase or reimbursement.

5. A feedback form will be made available to all clients using the computing hardware and software ordering service.



IT-2: COMPUTING HARDWARE RECYCLING AND REPURPOSING

<i>POLICY TYPE: INFORMATION AND TECHNOLOGY POLICY</i>		
<i>POLICY TITLE: COMPUTING HARDWARE RECYCLING AND REPURPOSING</i>		
<i>POLICY REFERENCE NUMBER: IT-2</i>		
		Adopted Next Scheduled Revision Previous Revisions
Position	Signature	Date
Chief Executive Officer		

Policy

The SFSS Administrative Supervisor is responsible for the repurposing or recycling of any unwanted computing hardware.

Clients

1. Directors
2. Staff

Procedures

3. Anyone wishing to discard a piece of computing hardware must submit a Computing Hardware Recycling or Repurposing Work Order.
4. The SFSS Administrative Supervisor will:
 - a. consult with the client for additional details where required,
 - b. determine whether the hardware is still viable and whether there are other clients that are interested in it, and
 - c. where no one is interested in the item, have the item disposed of appropriately.
2. A feedback form will be made available to all clients using the Computing Hardware Recycling and Repurposing service.



IT-3: IT SUPPORT

<i>POLICY TYPE: INFORMATION AND TECHNOLOGY POLICY</i>		
<i>POLICY TITLE: IT SUPPORT</i>		
<i>POLICY REFERENCE NUMBER: IT-3</i>		
		Adopted Next Scheduled Revision Previous Revisions
Position	Signature	Date
Chief Executive Officer		

Policy

SFU ITS is responsible for providing support

Services

1. Trouble shooting and problem resolution of all Macs and PCs.
2. Trouble shooting and problem resolution of all local and networked printers.
3. Standardized settings and installation of tested and security approved software products.

Procedures

4. Anyone wishing to request SFU ITS support must submit a support ticket at <http://www.sfu.ca/itds/help>.

PROPERTY MANAGEMENT POLICIES



PMP-1: PROPERTY MANAGEMENT SUPPORT REQUEST

<i>POLICY TYPE: PROPERTY MANAGEMENT POLICY</i>		
<i>POLICY TITLE: PROPERTY MANAGEMENT SUPPORT REQUEST</i>		
<i>POLICY REFERENCE NUMBER: PMP-1</i>		
		Adopted Next Scheduled Revision Previous Revisions
Position	Signature	Date
Chief Executive Officer		

Policy

The Build SFU General Manager is responsible for administering the relationship with lease holders to Society administered spaces.

Clients

1. Vendors leasing spaces administered by the Society.

Procedures

2. Any lease holder seeking information or support from SFSS as their landlord must submit a completed Property Management Work Order Form.
3. The Build SFU General Manager will:
 - a. confirm the receipt of any work order with the client,
 - b. determine the appropriate response to the request,
 - c. submit any required invoices or cheque requisitions to the Finance Department for processing and copies to the client for record keeping, and
 - d. confirm client needs have been addressed.
4. A feedback form will be made available to all clients using the property management support service.

ORIENTATION AND TRAINING POLICIES



OTP-1: NEW EMPLOYEE ORIENTATION

<p><i>POLICY TYPE: ORIENTATION AND TRAINING POLICY</i></p> <p><i>POLICY TITLE: NEW EMPLOYEE ORIENTATION</i></p> <p><i>POLICY REFERENCE NUMBER: OTP-1</i></p>		
		<p>Adopted</p> <p>Next Scheduled Revision</p> <p>Previous Revisions</p>
Position	Signature	Date
Chief Executive Officer		

Policy

The Administrative Supervisor is responsible for coordinating all new staff orientations.

Procedures

1. The Administrative Supervisor shall:
 - a. ensure that the required Employee information and forms are completed and collected for payroll and benefits,
 - b. ensure that the Employee is provided with a copy of the SFSS Personnel Policies,
 - c. ensure that copies of an Employee’s relevant degrees and certifications are filed,
 - d. ensure that that the Employee signs out keys and/or entry codes they require,
 - e. submit to IT Services all required for email and PC setup,
 - f. review the job description of the Employee with the Employee,
 - g. review the “New Employee Health & Safety Checklist” with the new Employee,
 - h. arrange for business cards if required, and
 - i. review timesheet and reporting requirement.
2. The CEO shall:
 - a. meet with the new Employee, and
 - b. provide an overview of the SFSS structure, mission, values, services, and strategic plan.

3. The appropriate Coordinator and/or the Administrative Supervisor shall conduct an orientation to the building, including:
 - a. a site tour,
 - b. information on the location and proper use of:
 - i. first aid and earthquake kits,
 - ii. phone and voice mail systems,
 - iii. fire extinguishers, and
 - iv. photo copiers.
4. An orientation evaluation will be made available to all new employees following their orientation.



OTP-2: NEW DIRECTOR ORIENTATION

<p><i>POLICY TYPE: ORIENTATION AND TRAINING POLICY</i></p> <p><i>POLICY TITLE: NEW DIRECTOR ORIENTATION</i></p> <p><i>POLICY REFERENCE NUMBER: OTP-2</i></p>		
<p>Adopted</p> <p>Next Scheduled Revision</p> <p>Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

Policy

The CEO is responsible for coordinating all new director orientations to Society operations.

Procedures

1. The Administrative Supervisor will:
 - a. ensure that each new director completes the required director information and forms are completed and collected for payroll and benefits,
 - b. ensure that each new director signs out keys and/or entry codes they require,
 - c. submit to IT Services all required for email and PC setup,
 - d. review the New Director Health & Safety Chequelist with the new director, and
 - e. arrange for business cards.
2. The Campaigns, Research, and Policy Coordinator will ensure that the director is provided with a copy of the Director Orientation Package, which includes:
 - i. SFSS Board Manual,
 - ii. SFSS Strategic Plan,
 - iii. Board Plan and Annual Society Calendar,
 - iv. Societies Act,
 - v. University Act,
 - vi. SFSS Constitution and Bylaws, and
 - vii. SFSS Board Policies.
3. The CEO will:

- a. meet with the new directors, and
 - b. provide an overview of the SFSS structure, mission, values, services, and strategic plan.
4. The appropriate Coordinator and/or the Administrative Supervisor will conduct an orientation to the building, including:
 - a. a site tour,
 - b. information on the location and proper use of:
 - i. first aid and earthquake kits,
 - ii. phone and voice mail systems,
 - iii. fire extinguishers, and
 - iv. photo copiers.
5. An evaluation of operational orientation will be made available to all new directors following their orientation.



OTP-3: VOLUNTEER ORIENTATION

<p><i>POLICY TYPE: ORIENTATION AND TRAINING POLICY</i></p> <p><i>POLICY TITLE: NEW EMPLOYEE ORIENTATION</i></p> <p><i>POLICY REFERENCE NUMBER: OTP-3</i></p>		
<p>Adopted Next Scheduled Revision Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

Policy

The Administrative Supervisor is responsible for coordinating all volunteer orientations.

Procedures

1. The Administrative Supervisor shall:
 - a. ensure that the required volunteer information and forms are completed and collected for payroll and benefits,
 - b. ensure that the volunteer is provided with a copy of the SFSS Personnel Policies,
 - c. where required, submit to IT Services all required for email and PC setup,
 - d. review the job description of the volunteer with the volunteer,
 - e. review the “New Employee Health & Safety Chequelist” with the new Employee,
 - f. review reporting requirement.
2. The appropriate Coordinator and/or the Administrative Supervisor shall conduct an orientation to the volunteer role, including:
 - a. a site tour,
 - b. information on the location and proper use of:
 - i. first aid and earthquake kits,
 - ii. phone and voice mail systems,
 - iii. fire extinguishers, and
 - iv. photo copiers.
3. An orientation evaluation will be made available to all new volunteers following their orientation.

