

1. CALL TO ORDER

Call to Order – 9:35 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
Communications Coordinator.....	Sindhu
Dharmarajah	
Administrative Assistant.....	Zoya Nari

3.3 Regrets

Faculty Representative (Education).....	John Ragone
Faculty Representative (Applied Sciences)	Alan Lee

4. RATIFICATION OF REGRETS

4.1 MOTION BOD 2017-03-27:01

Arr/Pritesh

Be it resolved to ratify regrets from John Ragone (Academic), and Alan Lee (Out-Of-Town).

CARRIED

5. ADOPTION OF THE AGENDA

5.1 MOTION BOD 2017-03-27:02

Mudi/Jimmy

Be it resolved to adopt the agenda as presented.

To move:

- MBC 2361 Lease Offer as 7.1
- MBC Zero Level License Agreement as 7.2
- Board Semester Reports as 7.5
- U-Pass BC Advisory Committee as 7.6.

To add:

- In-camera discussion before 'New Business'
- Visa Cards during 'Announcements'

CARRIED

Prab Bassi arrived at 9:37 AM

6. MATTERS ARISING FROM THE MINUTES

6.1 MOTION BOD 2017-03-27:03

Rajaan/Thadoc

Be it resolved to receive and file the following minutes:

- Board of Directors 2017-03-20.docx

CARRIED

7. NEW BUSINESS

7.1 MBC 2361 Lease Offer - MOTION BOD 2017-03-27:04

Hangue/Mudi

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.

CARRIED

7.2 MBC Zero Level License Agreement - MOTION BOD 2017-03-27:05

Mudi/Arr

Be it resolved that the SFSS terminate the MBC Zero Level License Agreement effective April 30, 2017.

WITHDRAWN

MOTION BOD 2017-03-27:06

Mudi/Arr

Be it resolved to withdraw from this item.

CARRIED

7.3 March 1-15, 2017 Board Work Report & Committee Updates - MOTION BOD 2017-03-27:07

Prab/Pritesh

Be it resolved to approve and file the March 1-15, 2017 Board Work Report & Committee Updates.

CARRIED

- Strategic Engagement, Advocacy, and Events Committee are missing updates
- Any concerns can be directed to respective chairs for those committees

7.4 SFSS Operational Policies - MOTION BOD 2017-03-27:08

Arr/Prab

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

- Updated version is available
- Distinction made for Board members to be able to make changes

MOTION BOD 2017-03-27:09

Hanguet/Prab

Be it resolved to postpone this item for the next meeting.

CARRIED

Curtis Pooghkay arrived at 10:12 AM

7.5 Board Semester Reports - MOTION BOD 2017-03-27:10

Arr/Jimmy

Whereas all directors are required to submit a semester report 30 days after the semester ends for every semester of their term;

Whereas the disbursement of the final stipend of the 2016-2017 board term is dependent on a "Spring semester" report being submitted to board;

Whereas the society for several years has failed to receive reports from many directors, which has led to a number of issues for the organization;

Be it resolved to require directors to submit their "Spring semester" report by April 30th 2017 at midnight.

CARRIED

- Report is meant to hold Board members accountable and utilized for Board transition
- Motion to have the reports complete earlier to prevent outstanding reports (apparent from prior years)
- Board members to receive a paycheck at the time the report is given instead of direct deposit

Blossom Malhan arrived at 10:16 AM

7.6 U-Pass BC Advisory Committee - MOTION BOD 2017-03-27:11

Christine/Pritesh

Whereas the U-Pass BC Advisory Committee has a voting seat for the Simon Fraser Student Society;

Be it resolved to appoint Christine Dyson as the SFSS representative.

CARRIED

- First meeting to occur on Friday, March 31, 2017
- SFSS representative previously VP Student Services
- In future years, representative role is open to all Board members

8. DISCUSSION ITEMS

8.1 SFSS Website Development Update

- Initial process is complete, website is mobile friendly, and website is meant to provide easy access to specific needs
 - Added: Languages (translatable to any language in relation to google translate), four pillars of values, Instagram feed, feedback form, common icons (subject to change), colour coded icons to highlight specific events of interest, chronological events, monthly visuals were requested, and a centralized events page
 - Next steps: content to be reviewed with a final version to be submitted on Friday, March 31 with a testing phase schedule for the end of April
- Tabs moved to the bottom of the home page to keep users from going directly to those websites
 - White space used as the background to avoid an overcrowded look
- Events page: chronological dates to possibly be seen on a monthly view for the day of the week, and to possibly have filters for specific events
- Board of Directors page: To possibly include the video that explains what Board members do and to possibly have it automatically play when page is opened
- Granting form: Awaiting confirmation
- “Who are you” component: to include information based on the interests of individuals
 - Events that would apply to certain interests, selected by the respective student
 - Receive notifications according to interests with an option to unsubscribe
 - To include a clause explaining use of the information being taken, which is subject to privacy policies
- Will be working with department coordinators for the service options
- Committee updates to possibly be included after testing based on its popularity
- Suggestions: To possibly have shareable posts on the majority of posts on the website, an interactive map of SFSS spaces, group colours to be possibly be changed to SFSS colours or the specific colours to that group

9. REPORTS FROM SOCIETY

9.1 Report from Council Liaison

- Motion on Freedom of Speech to be reviewed by Council before bringing it to Board for discussion due to the use of an inaccurate and outdated report

9.2 SFSS Monthly Operations Report (Feb 2017)

9.3 Social Media Tracking Update (Feb 2017)

- An increase in following since tracking initiated

10. ANNOUNCEMENTS

10.1 SFSS Elections Voting Link LIVE

- Currently taking place online, from March 27th to 30th, 2017.

10.2 SFSS Referenda Questions re: Bylaws & Health & Dental Plan

- Note for elections

10.3 Tank Farm Expansion Awareness Rally

- Taking place on Wednesday, April 5th with Board members as group leaders
- Check-in to occur at 2:30pm and speeches to commence between 4pm to 4:45pm
- Embark is hosting a Tank Farm informative event earlier in the week
- It is noted that SFU has not taken an official stance on Tank Farms and will not accept due to a possible increase risk to students, despite Tank Farms being an increased risk for students
- Roughly 850 signatures have been noted with another 1000 cards to be printed

10.4 Visa Cards

- 1 Visa card will be used for FCAT formal as a raffle prize on April 7th
- 1 Visa card to be used for the Health Science Gala
- Currently 6 Visa Cards remaining

10.5 FANFIT

- Free event to occur on the Burnaby Campus on Saturday at 10am (2-hour long event)
- Event is a workout challenge with Olympians
- Board members to share Facebook event page with networks

11. ATTACHMENTS

- 2017-03-03 BN - Operational Policies.docx
- BN - MBC 0 Level License Agreement with attachment.pdf
- BOD67March1-15WorkReportCommitteeUpdate.pdf
- SFSS Operational Policies v.5.docx
- SFSS Ops Monthly Report February 2017.docx
- Social Media tracking Feb 2017.xlsx

12. ADJOURNMENT

MOTION BOD 2017-03-27:12

Curtis/Arr

Be it resolved to adjourn the meeting at 10:56 AM.

CARRIED

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.

BRIEFING NOTE

MBC ZERO LEVEL LICENSE AGREEMENT

Prepared by Marc Fontaine, General Manager, Build SFU

ISSUE

The SFSS has the opportunity to terminate the MBC Zero Level License Agreement that governs the study/lounge space on the bottom floor of the MBC. This will eliminate the SFSS need to set aside funds to repair and maintain the space in good condition.

BACKGROUND

In order to allow the Space Expansion Fund to be used to fund the 2012 renovation of the space, the SFSS entered into a license agreement with SFU. This agreement gave the SFSS jurisdiction over the space, thereby allowing access to the Space Expansion Fund.

CURRENT STATUS

This license agreement is in effect on a month to month basis for an indefinite period of time. The furniture in the space has recently been reupholstered with the work paid for by SFU Student Services and SFU Facilities Services.

KEY CONSIDERATIONS

1. Under the license agreement, the SFSS is responsible for repairing and maintaining the space in good condition. This means that the SFSS should have funds available for future repair and maintenance work.
2. If the agreement is terminated, the SFSS will no longer have the express right to place branded signage in the space. The opportunity for brand exposure may be lost.

RECOMMENDATION

1. Terminate the license agreement effective April 30, 2017.

Attachment: MBC Zero Level License Agreement

This document is confidential and intended solely for the use of the individual or entity to whom it is addressed, and remains the property of the Simon Fraser Student Society. It may not be cited or distributed without the express written consent of the SFSS President and Chief Executive Officer.

LICENSE AGREEMENT

THIS AGREEMENT made effective as of the 1st day of December, 2011.

BETWEEN:

SIMON FRASER UNIVERSITY, 8888 University Drive,
Burnaby, British Columbia V5A 1S6

("SFU")

AND:

THE SIMON FRASER STUDENT SOCIETY, 8888 University
Drive, Burnaby, British Columbia V5A 1S6

("SFSS")

WHEREAS:

- A. SFU is the registered owner of the lands and premises legally described as Lot 1, District Lots 31, 101, 102, 141, 144, 147, 209, 210 and 211, NWD, Plan BCP45523 (the "**Property**") where the Maggie Benston Centre (the "**Building**") is located;
- B. SFSS wishes to obtain a license from SFU with respect to certain space on the ground floor of the Building located as shown on the sketch plan attached as Schedule A hereto (the "**Space**") for the purpose of group study and student gathering space; and
- C. SFU has agreed to grant a license to SFSS with respect to such Space all on the terms and conditions contained herein.

NOW THEREFORE in consideration of \$1.00 (ONE DOLLAR) paid by SFSS to SFU, the mutual covenants and agreements contained in this Agreement, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. GRANT OF LICENSE

- 1.1 Subject to the terms and conditions contained in this Agreement, SFU hereby grants a non-exclusive license to SFSS to use the Space for the purpose of creating and maintaining appropriate student group study and/or social gathering space during the Term (as defined in section 2.1) and extensions or renewals thereof.
- 1.2 The Space is limited to the centre area, away from walkway, at MBC 0000 Level (ground floor).

2. TERM AND TERMINATION

- 2.1 This Agreement shall be valid for a 5 year term commencing on December 1, 2011 and ending on November 30, 2016 (the “**Term**”), unless terminated earlier in accordance with the terms herein.
- 2.2 This Agreement shall remain in effect thereafter from month to month unless and until either party has served 30 days’ prior written notice to the other party declaring its desire to terminate or amend the terms of this Agreement.
- 2.3 This Agreement may be terminated during the Term by SFU:
 - (a) upon 60 days’ prior written notice to SFSS; or
 - (b) upon 30 days’ prior written notice to SFSS if in the reasonable opinion of SFU, SFSS has failed to abide by any of its obligations under this Agreement or any obligations under any other agreement between SFU and SFSS, and has not remedied such failure within 15 days of receiving written notice from SFU to do so.
- 2.4 Upon expiration or earlier termination of this Agreement, SFSS will surrender the Space in good condition.

3. RIGHT OF USE

- 3.1 SFSS shall only use the Space for group study or social gathering for SFU students on a first come first serve basis, like other open study and lounge space on SFU’s Burnaby campus.
- 3.2 SFSS may install appreciation signage in the Space to acknowledge SFSS’ contribution to the renovations contemplated in section 4.1 (c) of this Agreement. The design or such signage must be approved in advance by SFU Facilities Services per SFU Policy AD 13-5 and meet the approval of the SFU Associate Vice-President, Students.
- 3.3 The use or storage of alcohol or liquor will not be permitted in the Space at any time or for any reasons.
- 3.4 SFU Policies prevail in the Space.

4. SFSS’S COVENANTS

- 4.1 SFSS covenants with SFU that:
 - (a) SFSS will not use the Space for any purposes other than those set out in section 3.1, nor will it carry on or perform in the Space any practice or act or engage in any activity which may be deemed by SFU to be a nuisance or menace.

- (b) SFSS will not construct any improvements, including any signs, without the prior written consent of SFU.
- (c) SFSS may at any time and from time to time during the Term, or any extensions or renewals thereof, at its sole cost and expense, paint, decorate and renovate the Space and make such changes, alterations, additions or improvements provided that:
 - (i) all painting, decorations, installations, changes, alterations, additions and improvements to the Space will require the prior written consent of SFU;
 - (ii) all changes, alterations, additions and improvements will comply with all statutes, regulations and by-laws of any municipal, provincial, federal or other lawful authority and SFSS will be responsible for the cost of obtaining all permits and licenses in connection therewith; and
 - (iii) all changes, alterations, additions and improvements which may be made or installed in or upon the Space by SFSS or by SFU on behalf of SFSS and which in any manner are attached to the floors, walls or ceilings or to any system of the Space so as to become a fixture will form part of the Space and remain upon and be surrendered with the Space as part thereof without disturbance, molestation or injury and, together with any floor covering affixed to the floor of the Space, will be the property of SFU absolutely.
- (d) SFSS will at all times during the Term, or any extensions or renewals thereof, be responsible for well and sufficiently repairing and maintaining the Space in good condition, including all fixtures and improvements which at any time during the Term, or any extensions or renewals thereof, are located or erected in or upon the Space (including repair and replacement of floor coverings), and all appurtenances and contents thereof, all as a prudent owner would do, when, where and so often as required.
- (e) SFSS must maintain the Space to a suitable standard of good repair. If, in the opinion of SFSS, the Space requires repairs above SFU established standards the cost of such services will be paid for by SFSS.
- (f) When SFSS carries out any of the repairs, maintenance or tidying required by this Agreement or carries out any of the painting, decoration, installations, changes, alterations, additions or improvements as contemplated by section 4.1(c) of this Agreement, SFSS will, at all times, engage the servants or agents of SFU through its Department of Facilities Services for the purposes of effecting any such work, and SFSS will not engage any other person, firm, corporation or other entity to do any such work.
- (g) SFU may at any time, by its employees and agents, enter and view the condition of the Space and its state of repair and maintenance, and SFSS will repair,

maintain and tidy upon SFU giving to SFSS reasonable notice of no less than twenty-four (24) hours (except in the event of an emergency in which event, any such work shall be carried out and completed forthwith).

- (h) In the event that any repair, maintenance or tidying is required by SFSS, and SFSS has not effected the same within a reasonable time of such requirement arising, SFU, its agents or employees, may enter the Space to carry out the required work.
- (i) SFSS will pay to SFU all reasonable costs, expenses, impositions and outlays of every nature and kind whatsoever (whether of any of the foregoing types or not, and whether in the nature of capital or operating expenses) which are incurred by SFU or to which SFU becomes subject and which are attributable to the Space or any activity, event or occurrence therein or thereon, except as otherwise expressly set out below:
 - (i) all costs incurred by SFU in respect of services or utilities provided to the Space, and the systems by which such services or utilities are so provided, including (without limitation) heat, water, light, power, gas, janitorial services, and garbage collection; and
 - (ii) all other costs related to the normal maintenance and operation of the Space.

5. SFU'S COVENANTS

- 5.1 SFU covenants with SFSS that SFSS will not be charged for its use of the Space, other than as expressly provided for in this Agreement.

6. GENERAL COVENANTS

- 6.1 SFSS will indemnify save harmless, and defend SFU and any of its employees, agents and members of its Board of Governors (the “**Indemnitees**”) against and from all fines, suits, proceedings, liabilities, costs, claims, demands and actions of any kind or nature which any of the Indemnitees may become liable for, be made a party, incur or suffer, in whole or in part, to the extent that such liability or burden is by reason of any breach, violation or non-performance by SFSS of any covenant, term, or provision hereof or by reason of any injury (including death resulting at any time therefrom) occasioned to or suffered by any person or persons or damage to or destruction of any property caused by, either directly or indirectly, any wrongful act or omission, neglect or default on the part of SFSS or any of its employees, agents or licensees.
- 6.2 SFSS, at its own cost, will place and maintain in effect the following insurance throughout the Term, and any extensions or renewals thereof:
 - (a) “Comprehensive general liability insurance in respect of all operations of SFSS (including coverage for tenant’s legal liability for the full replacement cost of the Space, products liability, personal injury, bodily injury including death, non-

owned automobile liability) on such terms, covering such additional liabilities and with such an insurer, as in each instance SFSS from time to time, acting reasonably, considers satisfactory, provided that such insurance shall at a minimum conform with the following:

- (i) the Indemnitees referred to in section 6.1 of this Agreement shall be named as Additional Insureds under such policy(ies) and such policy(ies) shall contain a standard cross liability clause;
 - (ii) the insurance shall provide for a limitation of liability of not less than \$10,000,000 per occurrence (and in the aggregate in respect only of products liability), or such greater amount as is reasonably consistent with industry standards and a self-retention amount (or deductible) that does not exceed \$50,000, or such other amount as is reasonably consistent with industry standards;
 - (iii) the insurance shall provide for not less than 30 days' prior written notification to SFU of any form of cancellation or material change; and
 - (iv) the insurer(s) shall be licensed to carry on the insurance business in British Columbia.
- (b) SFSS will provide proof of insurance to SFU by providing either a copy of the policy or a certificate of insurance, as SFU may require, which confirms that all insurance requirements hereunder are in force. Such proof shall be provided at the commencement of the Term and thereafter, prior to the expiry or termination of any insurance placed by SFSS, proof that such insurance has been renewed or replaced on terms that accord with all insurance requirements hereunder.

- 6.3 SFSS will not at any time during the Term, or any extensions or renewals thereof, use, exercise, or carry on, or permit or suffer to be used, exercised or carried on, in, on or about the Space any noxious, noisome or offensive act, activity, event, process or practice, and no act, matter or thing whatsoever will, at any time during the Term, or any extensions or renewals thereof, be done in, on or about the Space, or any part thereof, which may be or give rise to the annoyance, nuisance, damage or disturbance of users of any of the adjoining lands and buildings or the other SFU buildings and facilities, or which may constitute a fire hazard or environmental hazard.
- 6.4 SFSS will abide by all laws, by-laws, legislative and regulatory requirements of all lawful authorities, and all orders of all lawful authorities and officials, which relate to the Space, any property therein, any activity thereon or the use or occupation of the Space or any part thereof, and will save SFU harmless from all costs or charges incidental thereto, including damages, fines and penalties, by reason of breach thereof.

SFSS will, in its use and occupation of the Space and fulfilling its obligations hereunder, abide by and conform to all rules and regulations established by SFU from time to time, acting reasonably, respecting the use and occupation of other SFU buildings and facilities

in general, provided that such reasonable rules and regulations are in writing as part of SFU's general policies and are made known to SFSS by the provision of a copy thereof. In the event of a hazard, SFU retains the right to restrict access until such hazard has mitigated.

- 6.5 Any notice, request, demand, consent or other communication (each a "Notice") provided or permitted hereunder shall be in writing and given by personal delivery (against receipt), or sent by registered mail (against receipt) postage prepaid, or transmitted by facsimile, addressed to the other party for which it is intended at its address below:

To SFSS: The Simon Fraser Student Society

The Simon Fraser Student Society
8888 University Drive
Burnaby BC V5A1S6

Attention: Senior Organizational Advisor or President
Simon Fraser Student Society Office

Fax No.: (778) 782-5843

To SFU:

Simon Fraser University
8888 University Crescent
Burnaby, BC V5A 1S6

Attention: Associate Vice-President Students

Fax No.: (778) 782-4341

Any Notice given pursuant to this Agreement shall make specific reference to this Agreement. Any Notice so given shall be deemed to have been received on the date on which it was delivered in person, or, if transmitted by facsimile during the regular business hours of the party receiving the notice, on the date it was transmitted, or if sent by registered mail on the fifth business day thereafter. Provided, however, that either party may change its address or facsimile number for purposes of receipt of any such communication by giving ten days prior written notice of such change to the other party in the manner prescribed above.

- 6.6 The occupancy of the Space by SFSS as permitted herein will be construed as a license only and will not create or be deemed to create any interest in land in SFSS's favour. SFSS may not register this Agreement in the *Land Title Act* under any circumstances.
- 6.7 SFSS will not suffer or permit any liens under the *Builders' Lien Act* (British Columbia) to be registered against title to the Space or the Property by reason of labour, services or materials supplied to SFSS. In the event that any lien is so filed, SFSS will immediately

take all action necessary to cause same to be removed without any request by or cost to SFU.

- 6.8 The terms of this Agreement may not be altered without the written consent of both parties via their authorized representatives.
- 6.9 This Agreement shall enure to the benefit of and be binding upon each of the parties and their respective successors and permitted assigns.
- 6.10 SFSS may not assign this Agreement or any rights or obligations hereunder except with the prior written consent of SFU.
- 6.11 If any portion of this Agreement shall be held to be invalid or unenforceable by a court or forum of competent jurisdiction, the remaining portions of this Agreement shall remain in effect and enforceable.
- 6.12 Nothing herein expressed or implied is intended nor shall be construed to confer on or to give any person, other than the parties and their respective successors and assigns, any rights or remedies under or by reason of this Agreement.
- 6.13 Time shall be the essence of this Agreement and every part thereof.
- 6.14 Waiver by either party of any violation or breach of this Agreement in any instance shall not be taken or held to be a waiver of any subsequent violation or breach or as a waiver of the provision itself that is breached, nor shall any delay or omission on the part of either party to exercise any right arising from such violation or breach alter or impair that party's right as to the same or any future violation or breach.
- 6.15 The headings used throughout this Agreement are solely for convenience and are not to be used as an aid in the interpretation of this Agreement.
- 6.16 This Agreement is to be read with all changes in gender or number as required by the context. In this Agreement, "person" means an individual, partnership, corporation (including a business trust), trust, unincorporated association, any country or political subdivision thereof or any agency of such country or subdivision.
- 6.17 This Agreement is governed by the laws of the Province of British Columbia and the laws of Canada applicable therein. The parties agree to submit to the exclusive jurisdiction of the courts of the Province of British Columbia.
- 6.18 Any reference in this Agreement to any statute, law, regulation, bylaw, guideline, information bulletin or other enactment or publication by any Governmental authority means such enactment or publication as amended, superseded or replaced from time to time.
- 6.19 This Agreement may be executed in any number of counterparts with the same effect as if all parties had all signed the same document. All counterparts will be construed together and will constitute one and the same agreement.

6.20 This Agreement or any counterpart may be executed by a party and delivered by facsimile or electronically in PDF format and if so executed and delivered this Agreement or such counterpart shall for all purposes be as effective as if the party had executed and delivered the Agreement or a counterpart bearing an original signature.

IN WITNESS WHEREOF the parties have signed this Agreement as of the date first mentioned above.

SIMON FRASER UNIVERSITY

Signature:



Name:

Tim Rahilly

Title:

AVP Students

THE SIMON FRASER STUDENT SOCIETY

Signature:



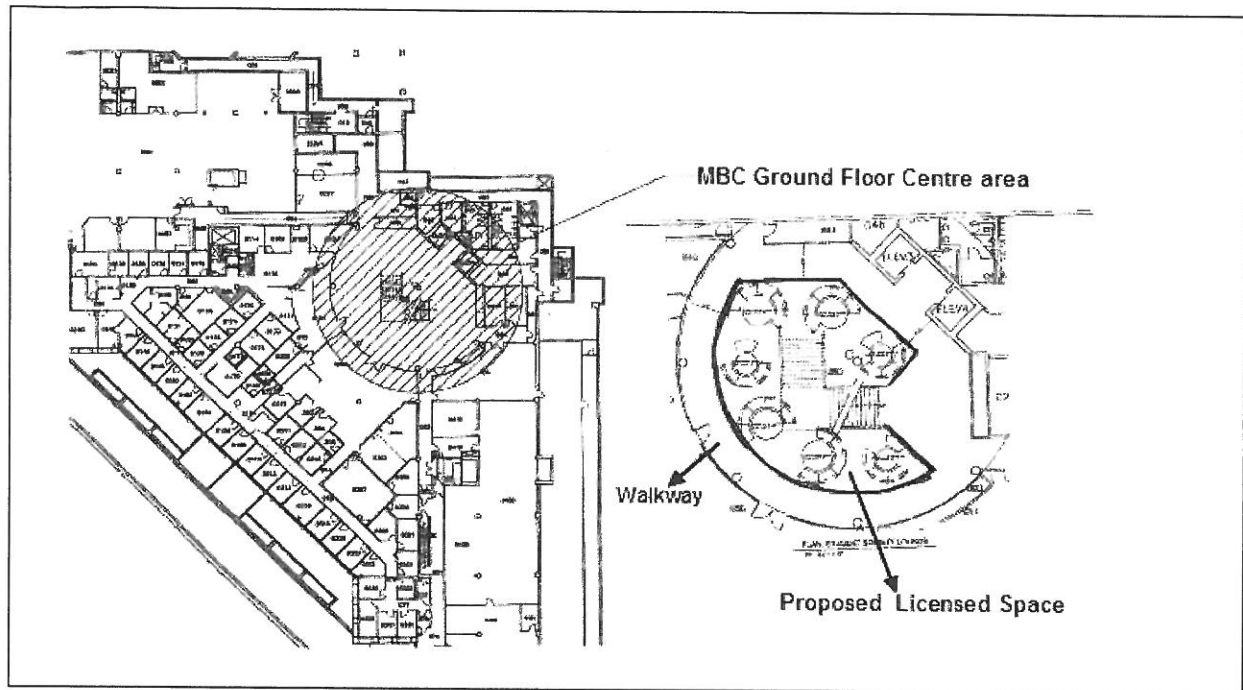
Name:

JEFF MACCANNELL

Title:

SFSS President

Schedule A
Maggie Benston Centre Level 0000 (Ground Floor)
SFU Burnaby Campus



SFSS BOARD WORK REPORT

This report reflects the Board work from
March 1-15, 2017

PRESIDENT

Named SFSS Committee Work & Action Items

Board

- Developed agenda & compiled attachments, chaired Board meeting for March 6 & 13.
- Developed agenda & compiled attachments for March 20 Board meeting.

Accessibility

- Developed agenda & compiled attachments, chaired meeting for March 3.
- Discussed closed captioning services, past usage of Accessibility Fund and revised Accessibility Event Checklist.
- Discussed Hi-FIVE ME Week 2017 event proposal & made recommendation to Board.
- Received presentation from Director of SFU Centre for Students with Disabilities.

Executive

- Prepared agenda & compiled attachments, chaired March 7 Executive meeting.

Advocacy

- Meeting x1
- Finalized Tank Farm Expansion Awareness Rally proposal.

Sexual Violence & Misconduct Policy (SVP) Advisory Group

- Awareness video filming.
- Reviewed finalized proposal to be brought forward to BOG.

Website Development

- Submitted website videos recommendations.
- Met with SFSS Communications Coordinator re: front page draft.

Meetings & Action Items

- Hi-Five Executive
- Monthly President Petter & Tim Rahilly Meeting
 - Prepared updates regarding current SFSS activities (Referendum questions, General Membership Survey, Tank Farm Awareness campaign, Appreciation Week, Culture Fest, Art Expo, etc.)
- SFU Global Student Centre x2
- CEO & President x3
- SFSS & SFU Student Services
- SFU WUSC Refugee Program
- Board Agenda Setting Meeting x3
- SFSS Communications Coordinator & VP University Relations re: referendum campaigns
- SFU Director of Operations, Planning, and Projects
- FCAT Rep re: Vancouver Tea @ Three
- Council

Projects

Referendum Questions

- Updated referendum campaign plan.
- Finished script for Health & Dental Plan referendum campaign video.
- Finished Health & Dental Plan referendum campaign presentation.
- Submitted Facebook event.
- Finalized advertisements

Culture Fest

- Finalized event lead positions.
- Created volunteer & student group tabling Google Form.
- Submitted event logistics plan.
- Submitted SFSS Communications Work Order Form.

Appreciation Week

- Created volunteer Google Form.
- Confirmed logistics for Scavenger Hunt.
- Created social media promotions plan for weeklong activities.
- Created sponsorship email & letter.
- Met with Menchie's & awaiting confirmation of sponsorship.
- Confirmed Puppy Therapy logistics at Wellness Wednesday.

General Membership Survey

- Wrote email to be sent out to membership.

Art Expo

- Responded to student inquiries.
- Communications Work Order Form - Art Expo tickets.
- Created Facebook album, displaying submissions.

Office/Engagement Hours

- Office hours by appointment, made via president@sfss.ca
- Student-requested meetings x1
- General Membership Survey Tabling

Events

- SFU Sustainability 20-Year Vision Celebration
- Bangladesh Student Alliance Amar Ekushey Concert

Administrative

- Prepared for meetings: reviewed agenda items, minutes and supporting documents.
- Emails.
- CEO Key Performance Review: developed timeline, researched best practices & sample templates.

VP STUDENT SERVICES - VACANT**VP EXTERNAL RELATIONS****Named SFSS Committee Work & Action Items****Board**

- Meeting x 2

Advocacy

- Meeting x 2

- Finalized Tank Farm Rally proposal, Finalized Mental Health Resource Proposal, completed work order forms, put up 'run with it' posters, assembled Tank Farm Letter packages for interested Clubs/DSu's, worked on communications plan for rally

Governance

- Committee did not meet

Executive

- Meeting x 1

Nominations Committee

- Committee did not meet

Meetings & Action Items

- Meeting with Communications Coordinator, IEC Chief Commissioner, CEO and Campaigns, Research and Policy Coordinator
 - SFSS Elections communications
- Meeting with Communications Coordinator x 3
 - Elections videos, posters, pamphlets
- U-Pass Student Caucus meeting x 1
 - Discussed business case, upcoming UAC meeting
- Phone call with Communications Coordinator and Ballistic Arts x2
 - Reviewed and made edits to videos
- Meeting with Embark ED
 - Discussed Tank Farm Rally
- Phone call with AMS and UVSS x 1
 - Debrief of meetings
- Meeting with CEO
 - Review of mental health resources
- Meeting with students x 2
 - SFSS elections
- Phone call with FanFit Representative x 2
 - Discussed upcoming event

Projects

- Consent Proposal for Board of Directors Orientation
 - Arranged for HCS 'Active Bystander training' for advocacy committee and board members, reviewed feedback forms
- Vancouver Tea @ Three
 - Assisted chair with proposal/ budget

Office/Engagement Hours

- General Membership/ Tank Farm Letters/ SFSS Elections tabling
- Office Hours
 - By appointment

Events

- SFU's 20 Year Sustainability Vision and Goals

Administrative

- Prepared for meetings: reviewed agenda items, minutes and supporting documents
- Emails

VP FINANCE

Named SFSS Committee Work & Action Items

- Board
- Executive
- Finance and Audit
 - Outstanding payrolls
 - Budget
 - Bank reconciliation
- Surrey Campus
 - SCC Confessions
- Events
- Accessibility

Meetings & Action Items

- Financial Coordinators
 - Budget
 - Bank reconciliation
 - Payrolls
- Campaigns Research and Policy Coordinator
 - Updated board policies
- Candidates for VP Finance, SFSS Elections
- IEC Commissioner, payroll
- SFU Scholarships and Awards Director, bursary contributions
- SFU Fashion week, event planning

Projects

- Budget
 - SFSS Fixed Asset Amortization Schedule
 - Departmental changes
 - Finalizing draft to send to Board
- Board stipend policy approved at Board

Office/Engagement Hours

- Office hours (by appointment on Surrey or Burnaby Campus)
- General Membership Survey

Events

- Bright Ideas Workshop
- Active By-stander workshop

Administrative

- Reviewed minutes and important documents for meetings
- Emails

VP STUDENT LIFE

Named SFSS Committee Work & Action Items

- Events Committee X2
- Strategic Engagement X1
- Board meeting X2
- Council X1
- Meeting with general office

Meetings & Action Item

- Meeting regarding st patrick's day pub night
- Communications with RHA

Projects

- Volunteer Gala
 - Finished proposal and presented at board.
 - Booked venue
 - Sent in communications work order form
 - Looked at food options
 - Created budget
 - Diversified invitation system

Office/Engagement Hours

- Engagement through tank farm awareness letters

Events

- Tabling for Student Engagement Survey
- SFU volunteer gala
- Search committee review of documents

Administrative

- Emails
- Reviewed Minutes

VP UNIVERSITY RELATIONS

Named SFSS Committee Work & Action Items

Board

- 2 Board meetings
- Prepared for presentation to board regarding Build SFU

Advocacy

- 2 Advocacy meetings

Governance

- This committee has not met during this period due to many other priorities for both staff and board.

Finance and Audit

- 1 committee meeting

Executive Committee

- 1 committee meeting

Meetings & Action Items

- Met with CRPC regarding Referendum Campaign
- Several meetings with Communications Coordinator
- Meeting with IEC Chief

Projects

Health and Dental Plan Referendum Question

- Reviewed and approved Posters, flyers and fact sheet
- Wrote Referendum Platform
- Prepared speaking points for upcoming debates
- Ordered print material from Copy Centre
- Prepared presentation for council
- Created campaign budget

Bylaw Changes Referendum Question

- Reviewed and approved Posters, flyers and fact sheet
- Wrote Referendum Platform
- Prepared speaking points for upcoming debates
- Ordered print material from Copy Centre
- Prepared presentation for council
- Created campaign budget

Events

- Tabling outreach for the GMS and Tank Farm Campaigns

Administrative

- Office hours for the remainder of the term will be, by appointment only.
- If you have any questions, comments or concerns feel free to contact me at vpuniversity@sfss.ca

AT-LARGE REPRESENTATIVE (BWAKURA)

Named SFSS Committee Work & Action Items

- Events
 - Did not meet
- Governance
 - Did not meet

Meetings & Action Items

- BOD
 - March 6th, 2017
 - March 13th, 2017
- Art Expo with ArtNet
 - March 6th, 2017 (1hour)
 - Update on project
 - Logistical planning

Projects

- Appreciation week
- Art Expo

Office/Engagement Hours

- General Membership Survey
 - March 7th, 2017 (1hour)
 - March 8th, 2017 (2hours, 30mins)
 - March 14th, 2017 (3hours)

- Wednesdays, MBC 2220 11am - 1pm
- Mondays , MBC 2220 1pm - 2pm
- By appointment via atlarge1@sfss.ca

Events

N/A

Administrative

- Event Planning
- Emails

AT-LARGE REPRESENTATIVE (HANS)**Named SFSS Committee Work & Action Items**

- Board
 - Attended both meetings, gave announcements and update regarding GMS
 - Presented the Stadium Update `
- Build SFU
 - Discussed with committee throughout the period regarding communications plan and strategy about stadium motion
- FAC
 - Attended Meeting, proposed yearly budget for the GMS
- Strategic Planning
 - Chaired Meeting and prepared relevant documents
 - Updated on the progress of the GMS and the Strategic Plan Objectives of 2016-2017 board year.

Meetings & Action Items

- Met with Communications team twice to discuss the communications plan for the GMS
- Attended Strategic Engagement Committee Meeting regarding coffee drop for General Membership Survey
- Attended council meeting to promote GMS and get support of council
- Met with Mark regarding Build SFU Presentation
- Met with Nathan from the PEAK to promote GMS on social media
- Met with CEO and VP Finance regarding budget for GMS

Projects

- General Membership Survey
 - Completed Campaign Document and Sent to Board Members
 - Organized all volunteer and board member shifts
 - Met with GO and communications for necessary tabling materials
 - Presented to two classrooms in order to complete the survey
 - Board/volunteer tabling everyday

Office/Engagement Hours

- Wednesday 10:30-12:30 WMC 3370
- Tabled at General Membership Survey

Events

Administrative

- Emails and reading minutes and relevant documents

APPLIED SCIENCES REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Accessibility
 - Attended meetings
 - Reviewed grant request put forth by hi-five
- Granting
 - Reviewed updated document
 - Crafted motion for board meeting to accept revised document
 - Crafted motion for process for external granting

Meetings & Action Items

- Board meetings
 - March 6th/13th
- DSUs
 - Gave stadium update to ESSS

Projects

- FAS Formal
 - Following up with project
 - Updating project lead with information
 - Answering questions regarding budgets/granting
 - Helping coordinate ticket sales
 - Social media and email promotions

Office/Engagement Hours

- Mondays 9:30-12:30 MBC 2220 or ASB Atrium
 - Or by Appointment appscirep@sfss.ca
- GMS Tabling
 - Got students to fill out GMS survey at the table
 - Sent emails to DSUs to promote it via email
 - Tank farm awareness letters

Events

- N/A

Administrative

- Emails
- Reading agenda documents

ARTS & SOCIAL SCIENCES REPRESENTATIVE

Named SFSS Committee Work & Action Items:

- Governance: Did not meet
- Advocacy: Discussed the upcoming Tank Farm Rally

Meetings & Action Items:

- Board Meeting: March 6th and 13th
- FASS Exec Meeting: Received a presentation from Anna regarding the relationship between DSUs and the SFSS as well as the granting process
- SASS Council: Discussed the upcoming SASS election and brainstormed events that we could host next year
- Advocacy's Active Bystander Training: Workshop hosted by SFU Health and Counselling

Projects:

- FASS FLASH: Sent out the mid month reminder to submit info about upcoming FASS DSU events and gatherings
- Appreciation Week: Proof-read volunteer sign up forms
- Spanish Certificate Program: Talked to Senate Secretary and the student representatives that were concerned about the cancellation of the program and now we're looking for ways to reverse the decision

Office/Engagement Hours:

- Thursdays 12:30 to 1:30, Harbour Centre 3221
- GMS Tabling: March 7th only
- GMS Presentation at FASS Exec Meeting and SASS Council Meeting

Events: N/A**Administrative:**

- Emails
- Prepared for meetings: reviewed agenda items, minutes, and any related documents

BUSINESS REPRESENTATIVE**Named SFSS Committee Work & Action Items****Surrey Campus Committee**

- No meeting was held during this time

Vancouver Campus Committee

- Vancouver Tea at 3 event - planning/budget

Meetings & Action Items

- 03/06: Board Meeting
- 03/13: Board Meeting
- Met with student interested in getting involved and in my position

Projects

- Vancouver Tea at 3 event
 - Budget for the event

Office/Engagement Hours

- Office hours are by appointment for the remainder of the term. Please email me @ busrep@sfss.ca to set a time to meet (Surrey, Vancouver, Burnaby Campuses)
- General Membership Survey Tabling
 - 03/06: 2 hours
 - Quick presentation asking people to do survey
 - 03/13: 2 hours
 - 03/14: 1 hour
- Tank Farm Expansion Awareness
 - Presented to tutorial and answered any questions people had
 - Reached out to students, many people interested in sending letter

Events**Administrative**

- Reviewed documents and agenda to be prepared for meetings
- Checked and sent emails

COMMUNICATION, ART & TECHNOLOGY REPRESENTATIVE**Named SFSS Committee Work & Action Items**

- Advocacy Committee
 - 03/08: Meeting
 - 03/15: Meeting
 - Discussed the upcoming Tank Farm Rally
- Vancouver Campus Liaison/Committee
 - 03/09: Vancouver Campus Facebook Group work
- Strategic Plan Steering Committee
 - 03/06: Meeting

Meetings & Action Items

- 03/06: Board Meeting
- 03/06: Meeting with SFSS President
- 03/13: Board Meeting
 - Presented Tea at Three Proposal
- 03/15: Advocacy's Active Bystander Training: Workshop hosted by SFU Health and Counselling

Projects

- Tea at Three Vancouver Event
 - Created proposal, budget and outline for the event
 - Sent in work order forms
 - Ordered catering
 - Contacted Strategic Engagement Chair
- FCAT Formal
 - Contact OC for formal updates
 - Promoted fundraising
- General Membership Survey

- Worked with Chair to determine faculty rep involvement
- Helped organized all volunteer and board member shifts
- Presented to my classrooms in order to complete the survey

Office/Engagement Hours

- General Membership Survey Tabling
 - 03/06: Tabling
 - 03/08: Tabling
 - 03/13: Tabling
 - 03/15: Tabling
 - At the same time I also tabled for Tank Farm Expansion Awareness
- Office Hours
 - Office hours for the remainder of the semester will be by appointment only.
Please email me at fcatrepsfss.ca

Events

- SFU's 20 Year Sustainability Vision and Goals

Administrative

- Prepared for meetings: reviewed agenda items, minutes, and any related documents
- Email

EDUCATION REPRESENTATIVE**Named SFSS Committee Work & Action Items****Meetings & Action Items**

- Board Meeting (Mar 6)
 - I attended the closed session portion of the meeting
- Finance & Audit Committee (Mar 6)
 - I was absent from the Mar 13 meeting due to illness
- Strategic Engagement Committee (Mar 3, Mar 10)
 - On Mar 3 we looked met with Paul Hans, the coordinator for the Membership Survey and we went over our plan for connecting with students the following Friday
 - On Mar 10 I joined one other member from SEC and together we took a large urn of coffee and headed to the AQ to give free coffee to students to connect with them, make them feel valued and support our engagement survey initiative.
- Education Student Association Meeting (Mar 7)
 - Began plan to create and implement an end of the year hike and picnic for education students at Admiralty Point.
 - My role is to create the timeline for the event.

- Also discussed the faculty's reconciliation council and have put together a team of undergrad students to join the council.

Projects

Events

Office/Engagement Hours

- Membership Survey
 - Tabled and connected with students to inform them about the tank farm expansion and the membership survey!
 - March 8
 - March 10
 - March 13
 - March 14
 - I did not attend my March 15 shift as the table was set up and I had class immediately after my shift. Seeing as no one was there, I would have had to take the table set up down as well giving me even less time to commit to the initiative.

ENVIRONMENT REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Accessibility
- Strategic Engagement

Meetings & Action Items

- Accessibility (3rd)
- Board (6th, 13th)
- Environmental Science Student Union (3rd)

Projects

- Conservation Movie Night (Collaboration with Biology Student Union, Wildlife Conservation Society, Environmental Science + Environmental Resource Student Unions)

Office/Engagement Hours

- Office hours for the remainder of the semester will be by appointment only. Please contact envrep@sfss.ca to schedule an appoint.
- Tabling for General Membership Survey (7th, 10th, 14th)
 - Served coffee and engaged with students for Strategic Engagement Committee
- Acquired signatures from students for the Advocacy Committee's Pipeline Safety Plan Implementation Petition

Events

- 20 Year Sustainability Vision and Goals Release Event (1st)
- Geography Student Union Board Game Night (8th)
- Interfaith Center Power 2 Change Alpha screening Event (8th)
- Faculty of Environment 3 Minute Thesis Symposium (9th)
- Active Bystander Training (15th)
- Puppy Therapy (15th)

Administrative

- Emails

- Reviewed Agenda Items and Documents

HEALTH SCIENCE REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Advocacy Committee
 - Was not able to attend meeting due to another committee commitment; followed up with chair.
- Surrey Campus Committee
 - No meeting was held during this time
- Search Committee for the Dean of Health Sciences
 - 03/07: Full Day Interviews
 - 03/08: Full Day Interviews
 - All short-listed candidates went through an extensive interview process over the span of 2 days, and the top 3 candidates were chosen for second-round interviews.

Meetings & Action Items

- 03/06: Board Meeting
- 03/13: Board Meeting
- 03/09: HSUSU Meeting
- 03/15: Active By-stander Training

Projects

- Health Sciences Gala
 - DJ booking
 - Sponsorship

Office/Engagement Hours

- Office hours for the remainder of the semester will be by appointment only. Please email me at healthrep@sfss.ca
- 02/09: General Membership Survey Tabling (2 hours)
- 02/14: General Membership Survey Tabling (2 hours)

Events

- N/A

Administrative

- Prepared for meetings: reviewed agenda items, minutes, and documents
- Emails

SCIENCE REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Finance and Audit Committee
 - Did not meet during this time
- Strategic Engagement Committee
 - 03/09: Coffee drop engagement
- Strategic Plan Joint-Steering Committee

- 03/06: General Membership Survey Outline and Strategic Plan Update
- Grant Restructuring and Guidelines Committee
 - This committee did not meet during this time

Meetings & Action Items

- 03/08: Science Undergraduate Society Meeting
- 03/06: Board Meeting
- 03/13: Board Meeting

Projects

- Peer Mentorship Program Completed
 - randomly selected mentor and mentee check-ins

Office/Engagement Hours

- General Membership Survey:
 - 03/07: Tabling
 - 03/08: Tabling
 - 03/09: Tabling
 - 03/10: Tabling
- Office hours for the remainder of the semester will be by appointment only. Please email me at sciencerep@sfss.ca

Events

- N/A

Administrative

- Prepared for meetings: reviewed agenda items, minutes, and documents
- Emails

SFSS BOARD COMMITTEE UPDATE

This report summarizes SFSS committee activities that took place from
March 1-15, 2017

ADVOCACY

ACCESSIBILITY FUND

The Accessibility Fund Committee met on March 3 to review the Hi-FIVE ME Week 2017 event proposal, where the committee was supportive of the event and made a recommendation to the Board. Subsequently, the committee also requested a revised proposal, follow-up report and proper documentation with facilities/AV costs considered. Furthermore, the committee discussed closed captioning services for students and the revised Accessible Event Planning Checklist and reviewed a report on previous uses.

Lastly, the Director of Centre for Students with Disabilities was a guest member and provided information about the services and resources available to the centre's members.

EVENTS

FINANCE & AUDIT

The Finance and Audit Committee reviewed the annual budget and suggested a few more changes. We reviewed bank reconciliations, outstanding payments and payrolls of staff and Board members. We also discussed our current contribution to the bursaries, the terms of reference behind them and the value it provides students.

GOVERNANCE

NOMINATION

The Nomination Committee did not meet during this time.

STRATEGIC ENGAGEMENT

STRATEGIC PLAN

The Strategic Plan committee met and discussed the updated GMS campaign and other engagement strategies. We concluded that the final report for the GMS and Internal Survey will be presented to Board at the subsequent meeting after March 20. We also discussed the

progress of the Strategic Plan for the 2016-2017 board term. The committee has been working vigorously on the GMS campaign during this time.

SURREY CAMPUS

The Surrey Campus Committee did not meet during this time but is working the SCC Confessions Board event occurring at the end of March,

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>		
<div style="text-align: right;"> Adopted Next Scheduled Revision Previous Revisions </div>		
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>		
<div style="text-align: right;"> Adopted Next Scheduled Revision Previous Revisions </div>		
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

<i>POLICY TYPE: OFFICE ADMINISTRATION POLICY</i> <i>POLICY TITLE: EQUIPMENT BOOKING</i> <i>POLICY REFERENCE NUMBER: OAP-3</i>		
<div style="text-align: right;"> Adopted Next Scheduled Revision Previous Revisions </div>		
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

<i>POLICY TYPE: OFFICE ADMINISTRATION POLICY</i> <i>POLICY TITLE: OFFICE SUPPLIES</i> <i>POLICY REFERENCE NUMBER: OAP-4</i>		
<div style="text-align: right;"> Adopted Next Scheduled Revision Previous Revisions </div>		
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>		
<div style="text-align: right;"> Adopted Next Scheduled Revision Previous Revisions </div>		
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

<i>POLICY TYPE: OFFICE ADMINISTRATION POLICY</i> <i>POLICY TITLE: EMAIL ACCOUNT SUPPORT</i> <i>POLICY REFERENCE NUMBER: OAP-7</i>		
<div style="text-align: right;"> Adopted Next Scheduled Revision Previous Revisions </div>		
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

<i>POLICY TYPE: OFFICE ADMINISTRATION POLICY</i> <i>POLICY TITLE: MAIL SERVICES</i> <i>POLICY REFERENCE NUMBER: OAP-8</i>		
<div style="text-align: right;"> Adopted Next Scheduled Revision Previous Revisions </div>		
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>		
<div style="text-align: right;"> Adopted Next Scheduled Revision Previous Revisions </div>		
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>		
<div style="text-align: right;"> <i>Adopted</i> <i>Next Scheduled Revision</i> <i>Previous Revisions</i> </div>		
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

POLICY TYPE: OFFICE ADMINISTRATION POLICY POLICY TITLE: MAINTENANCE REQUESTS POLICY REFERENCE NUMBER: OAP-11		
<div> <div>Adopted</div> <div>Next Scheduled Revision</div> <div>Previous Revisions</div> </div>		
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

<i>POLICY TYPE: COMMUNICATIONS POLICY</i> <i>POLICY TITLE: ADVERTISING ON CAMPUS</i> <i>POLICY REFERENCE NUMBER: CMP-1</i>		
<div style="text-align: right;"> <i>Adopted</i> <i>Next Scheduled Revision</i> <i>Previous Revisions</i> </div>		
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>		
<div style="text-align: right;"> <i>Adopted</i> <i>Next Scheduled Revision</i> <i>Previous Revisions</i> </div>		
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>		
<div style="text-align: right;"> <i>Adopted</i> <i>Next Scheduled Revision</i> <i>Previous Revisions</i> </div>		
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>		
<div style="text-align: right;"> <i>Adopted</i> <i>Next Scheduled Revision</i> <i>Previous Revisions</i> </div>		
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

<i>POLICY TYPE: COMMUNICATIONS POLICY</i> <i>POLICY TITLE: VIDEO PRODUCTION</i> <i>POLICY REFERENCE NUMBER: CMP-5</i>		
<div style="text-align: right;"> Adopted Next Scheduled Revision Previous Revisions </div>		
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>		
<div style="text-align: right;"> Adopted Next Scheduled Revision Previous Revisions </div>		
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

POLICY TYPE: COMMUNICATIONS POLICY POLICY TITLE: SURVEY DEVELOPMENT POLICY REFERENCE NUMBER: CMP-7		
<div style="text-align: right;"> Adopted Next Scheduled Revision Previous Revisions </div>		
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

POLICY TYPE: FINANCE POLICY POLICY TITLE: STUDENT SOCIETY FEES POLICY REFERENCE NUMBER: FP-1		
<div style="text-align: right;"> Adopted Next Scheduled Revision Previous Revisions </div>		
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

POLICY TYPE: FINANCE POLICY POLICY TITLE: SOCIETY BUDGET POLICY REFERENCE NUMBER: FP-2		
<div style="text-align: right;"> Adopted Next Scheduled Revision Previous Revisions </div>		
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

POLICY TYPE: FINANCE POLICY POLICY TITLE: CHEQUE REQUISITIONS POLICY REFERENCE NUMBER: FP-3		
<div style="text-align: right;"> Adopted Next Scheduled Revision Previous Revisions </div>		
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)

POLICY TYPE: FINANCE POLICY POLICY TITLE: CREDIT CARD PURCHASES POLICY REFERENCE NUMBER: FP-4		
Adopted Next Scheduled Revision Previous Revisions		
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>		
<div style="text-align: right;"> Adopted Next Scheduled Revision Previous Revisions </div>		
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

<i>POLICY TYPE: FINANCE POLICY</i> <i>POLICY TITLE: INVOICE PAYMENTS</i> <i>POLICY REFERENCE NUMBER: FP-6</i>		
<div style="text-align: right;"> <i>Adopted</i> <i>Next Scheduled Revision</i> <i>Previous Revisions</i> </div>		
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>		
<div style="text-align: right;"> Adopted Next Scheduled Revision Previous Revisions </div>		
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>		
<div style="text-align: right;"> <i>Adopted</i> <i>Next Scheduled Revision</i> <i>Previous Revisions</i> </div>		
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>		
<div> <div>Adopted</div> <div>Next Scheduled Revision</div> <div>Previous Revisions</div> </div>		
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

<i>POLICY TYPE: FINANCE POLICY</i> <i>POLICY TITLE: BUILD SFU FUND</i> <i>POLICY REFERENCE NUMBER: FP-10</i>		
<div style="text-align: right;"> Adopted Next Scheduled Revision Previous Revisions </div>		
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>		
<div style="text-align: right;"> <i>Adopted</i> <i>Next Scheduled Revision</i> <i>Previous Revisions</i> </div>		
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>		
<div style="text-align: right;"> Adopted Next Scheduled Revision Previous Revisions </div>		
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>		
<div style="text-align: right;"> Adopted Next Scheduled Revision Previous Revisions </div>		
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

POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY POLICY TITLE: PERSONAL INFORMATION AND PRIVACY POLICY POLICY REFERENCE NUMBER: CIP-4		
<div> <div>Adopted</div> <div>Next Scheduled Revision</div> <div>Previous Revisions</div> </div>		
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>		
<div style="text-align: right;"> Adopted Next Scheduled Revision Previous Revisions </div>		
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

<i>POLICY TYPE: EVENT POLICY</i> <i>POLICY TITLE: EVENT PROPOSALS</i> <i>POLICY REFERENCE NUMBER: EP-1</i>		
<div style="text-align: right;"> Adopted Next Scheduled Revision Previous Revisions </div>		
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

POLICY TYPE: EVENT POLICY POLICY TITLE: EVENT BUDGETS POLICY REFERENCE NUMBER: EP-2		
<div style="text-align: right;"> Adopted Next Scheduled Revision Previous Revisions </div>		
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

<i>POLICY TYPE: EVENT POLICY</i> <i>POLICY TITLE: EVENT REPORTS</i> <i>POLICY REFERENCE NUMBER: EP-3</i>			Adopted Next Scheduled Revision Previous Revisions
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

POLICY TYPE: EVENT POLICY POLICY TITLE: ELECTIONS AND REFERENDA POLICY REFERENCE NUMBER: EP-4		
<div> <div>Adopted</div> <div>Next Scheduled Revision</div> <div>Previous Revisions</div> </div>		
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>		
<div style="text-align: right;"> <i>Adopted</i> <i>Next Scheduled Revision</i> <i>Previous Revisions</i> </div>		
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

<i>POLICY TYPE: RETAIL SERVICE POLICY</i> <i>POLICY TITLE: COPY CENTRE SERVICES</i> <i>POLICY REFERENCE NUMBER: RSP-1</i>		
<div style="text-align: right;"> <i>Adopted</i> <i>Next Scheduled Revision</i> <i>Previous Revisions</i> </div>		
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

<i>POLICY TYPE: RETAIL SERVICE POLICY</i> <i>POLICY TITLE: FOOD AND BEVERAGE SERVICES – CATERING AND EVENTS</i> <i>POLICY REFERENCE NUMBER: RSP-2</i>		
<div style="text-align: right;"> <i>Adopted</i> <i>Next Scheduled Revision</i> <i>Previous Revisions</i> </div>		
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

<i>POLICY TYPE: RETAIL SERVICE POLICY</i> <i>POLICY TITLE: PORTABLE SINK RENTAL</i> <i>POLICY REFERENCE NUMBER: RSP-4</i>		
<div style="text-align: right;"> <i>Adopted</i> <i>Next Scheduled Revision</i> <i>Previous Revisions</i> </div>		
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

<i>POLICY TYPE: RETAIL SERVICE POLICY</i> <i>POLICY TITLE: ONE-DAY PARKING PASS SALES</i> <i>POLICY REFERENCE NUMBER: RSP-5</i>		
<div style="text-align: right;"> <i>Adopted</i> <i>Next Scheduled Revision</i> <i>Previous Revisions</i> </div>		
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

<i>POLICY TYPE: RETAIL SERVICE POLICY</i> <i>POLICY TITLE: MEETING SPACE RENTAL</i> <i>POLICY REFERENCE NUMBER: RSP-6</i>		
<div style="text-align: right;"> <i>Adopted</i> <i>Next Scheduled Revision</i> <i>Previous Revisions</i> </div>		
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

<i>POLICY TYPE: RETAIL SERVICE POLICY</i> <i>POLICY TITLE: STUDENT EVENT TICKET SALES</i> <i>POLICY REFERENCE NUMBER: RSP-7</i>		
<div style="text-align: right;"> <i>Adopted</i> <i>Next Scheduled Revision</i> <i>Previous Revisions</i> </div>		
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

POLICY TYPE: INFORMATION AND TECHNOLOGY POLICY POLICY TITLE: HARDWARE AND SOFTWARE REQUESTS POLICY REFERENCE NUMBER: IT-1		
<div style="text-align: right;"> Adopted Next Scheduled Revision Previous Revisions </div>		
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/its/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>		
<div style="text-align: right;"> Adopted Next Scheduled Revision Previous Revisions </div>		
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>		
<div style="text-align: right;"> <i>Adopted</i> <i>Next Scheduled Revision</i> <i>Previous Revisions</i> </div>		
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>		
<div style="text-align: right;"> Adopted Next Scheduled Revision Previous Revisions </div>		
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

<i>POLICY TYPE: ORIENTATION AND TRAINING POLICY</i> <i>POLICY TITLE: NEW EMPLOYEE ORIENTATION</i> <i>POLICY REFERENCE NUMBER: OTP-1</i>		
<div style="text-align: right;"> Adopted Next Scheduled Revision Previous Revisions </div>		
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

<i>POLICY TYPE: ORIENTATION AND TRAINING POLICY</i> <i>POLICY TITLE: NEW DIRECTOR ORIENTATION</i> <i>POLICY REFERENCE NUMBER: OTP-2</i>		
<div style="text-align: right;"> Adopted Next Scheduled Revision Previous Revisions </div>		
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

<i>POLICY TYPE: ORIENTATION AND TRAINING POLICY</i> <i>POLICY TITLE: NEW EMPLOYEE ORIENTATION</i> <i>POLICY REFERENCE NUMBER: OTP-3</i>		
<div style="text-align: right;"> <i>Adopted</i> <i>Next Scheduled Revision</i> <i>Previous Revisions</i> </div>		
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.

CEO Monthly Report: February 2017

1) Introduction

The intent of this monthly report is to provide a synopsis of key activities, events and other items that are related to SFSS service-delivery and administration.

A) Campaigns, Research, Policy

- ✓ Completed briefing notes on the following topics:
 - Proposed language for Health and Dental Plan referendum question
 - Proposed language for SFSS Bylaws referendum question
- ✓ Completion of final version of proposed SFSS By-Laws
- ✓ Provided Election support:
 - Orientation for Chief Electoral Officer and Commissioners
 - Office and computer set-up
 - Electoral process scheduling support
 - Bylaw and policy analysis
 - Staff mediation
 - Form review and update
 - Event planning
- ✓ Assisted with requests for support:
 - 2 requests from Board directors
 - 5 requests from staff
 - 2 requests from Board/Board committees
 - 1 request from a student

B) Finance

- ✓ Performed regular payroll, accounts receivable/payable functions.
- ✓ Completed and submitted government and payroll remittances.
- ✓ Reconciled T-4 data with Canada Revenue Agency payroll source deductions; distributed T-4's to SFSS and FBS employees

- ✓ Began research for new accounting and payroll software
- ✓ Formally established SFSS contingency fund
- ✓ Completed second draft of 2017/18 budget

C) Communications

- ✓ Received 52 work orders (45 completed) in the following areas:
 - Promotion (14)
 - Graphic Design (24)
 - Photos/Videos (1)
 - Web Content Management (8)
 - Other (5)
- ✓ Continued work on our website redevelopment project
- ✓ Initiated work on two SFSS Advocacy Committee videos; both will be completed in March
- ✓ Produced a variety of campaign posters and graphics to support the March SFSS election campaign
- ✓ Helped develop the plan for the March student survey
- ✓ Continued the “staff spotlight” newsletter;
- ✓ See separately attached social media report

D) Copy Centre

- ✓ Copy Centre was closed for Reading Week
- ✓ Working with Martin and Pierre to developing a new work order process that will meet the needs of the Copy Centre while helping us track sales
- ✓ Majority of orders were related to thesis production

E) Food and Beverage Services

- ✓ Hosted a number of events, including:
 - Comedy Night
 - Wings Night/Peak Trivia
 - Profs and Pitchers
 - Kappa Beta Gamma fundraiser
 - Pakistani Student Association
 - Punjabi Student Association
- ✓ Hired new dishwasher
- ✓ Night Supervisor and Cook positions still vacant...will not be filled before end of April due to scheduled closure for summer semester

F) Surrey

- ✓ 26 in-person member service requests
- ✓ 4 member service requests by e-mail
- ✓ Types of service requests:
 - Club/DSU information: 10
 - Wayfinding: 6
 - Event planning: 5
 - Health/Dental plan: 1
 - Cheque req. support: 4
 - Academic questions: 1
- ✓ Processed the following equipment rentals:
 - Equipment from SFU 4
 - SFSS media cart 14
- ✓ Completed 179 room bookings

G) Out on Campus

- ✓ A meeting schedule for collective has been established
- ✓ Participated in “We Are All SFU” event
- ✓ Participated in office space and furniture consultations for student union building
- ✓ Conducted a Positive Space Network workshop for the Advisors’ Forum
- ✓ 5 new volunteers recruited; re-establishing the volunteer program
- ✓ Provided peer support for five members. Themes explored included:
 - Job and school stress
 - Housing challenges
 - Handling homophobia and transphobia in classrooms

H) General Office

- ✓ Supported numerous events, including the following:
 - Wildlife Conservation Club: Hissing Friends
 - SAM Project: Throwback Pub Night
 - Fishing Society Icebreaker
 - Shia Muslim Society: Interfaith Dialogue
 - TECHNOVUS: Build It Yourself Workshop
- ✓ Processed 56 club grant requests
- ✓ Processed 19 facilities request, 20 club catering requests
- ✓ Processed 44 A/V requests
- ✓ Completed 171 room bookings
- ✓ Processed 256 Food Bank submissions

I) Women's Centre

- ✓ Supported the Collective in organizing numerous events, including:
 - Women's Memorial March
 - International Women's Day clothing swap
 - March Pancake Breakfast
 - Crafternoons
 - Residence Sexual Health Night
- ✓ Service referrals:
 - Women Against Violence Against Women
 - QMUNITY
 - Dragonstone Counselling
 - VGH Sexual Assault Service
- ✓ Recruited and trained 2 new volunteers
- ✓ Signed-up 5 newsletter subscribers
- ✓ Supported 10 students. Peer support themes included:
 - Access to emergency contraception
 - Resources for students on autism spectrum
 - Gender identity
 - Finding a Doctor
 - Sexual violence
 - Post sexual assault hospital accompaniment
 - Homophobia
 - Relationship violence
 - Post-abortion counselling
 - Break-up stress

J) Build SFU GM

- ✓ Finalized Build SFU departmental budget submission
- ✓ Developed and presented briefing note regarding the Build SFU levy for fall 2016 and onwards
- ✓ Continuing to work with SFU to correct the GST rebate
- ✓ Prepared and submitted first SUB progress draw
- ✓ Secured commitment from SFU Facilities Services to have them pay for all 4-stream waste containers in the SUB (an estimated \$68,000 saving for SFSS)
- ✓ Participated in the development of a Contribution Agreement with SFU for the Stadium project
- ✓ Provided offer to lease to new potential food court tenant

K) Administration/HR

- ✓ Assisted with the hiring processes for the Finance Assistant, Copy Centre Assistant and a second Administrative Assistant
- ✓ Prepared time off tracking system
- ✓ Provided orientation and training support for new employees
- ✓ Helped coordinate annual staff performance reviews
- ✓ Arranged and attended meetings with union and employer representatives

L) Student Union Organizer

- ✓ Provided support for the following groups:
 - GSU experiential trip planning
 - FCAT Formal
 - FCAT Expo
 - FAS Formal
 - FAS Dodgeball Tournament
 - SASSA workshops/events planning
- ✓ Developed new outreach plan with Outreach Worker
- ✓ Helped develop granting guidelines for clubs and student unions
- ✓ Coordinated First Aid and ESSU orientation workshops
- ✓ Booked and planned mental health first aid and self-defense workshops
- ✓ Processed 14 grant requests (12 were approved)

M) CEO

- ✓ A second draft of the SFSS budget has been completed.
- ✓ We continued to meet with representatives from SFU's dining services and Student Services to review opportunities to work together for the benefit of students.
- ✓ We have continued to review opportunities to provide more mental health support for students. We will be meeting with representatives from SFU's student services in March to learn more about their mental health service delivery plans.
- ✓ Preparation for March elections continued in February. Staff have continued to engage with members of the IEC, to determine how we can be of best assistance.

- ✓ Staff met to review and respond to Board recommendations related to granting. Staff will be attending a Board meeting in March to present a report.
- ✓ We met with representatives from Student Services, to exchange information about the programs and services that we each deliver on behalf of students. SFSS prepared and delivered a presentation regarding the services we deliver and points of potential intersection with Student Services. The next step will be to identify a few key initiatives to work on together. We have already begun work on improving open space booking processes.
- ✓ It has come to light that SFSS has been providing benefits administration support for employees of SFPIRG, CJSF, TSSU, GSS and CUPE. There are no agreements in place between SFSS and any of the aforementioned groups regarding benefits administration. We have met with representatives from each group to advise them of the increases that are being forecast for the year ahead (from the insurer). We have also indicated that we will be reviewing our role as administrator in the months ahead.

Social Media Tracking

	Apr-16	16-May	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17
Facebook Likes	9,794	9,799	9,815	9,833	9,903	10,096	10,099	10,115	10,140	10,182	10,192
Facebook Posts	26	26	11	18	22	40	40	50	10	62	19
Facebook Post Engagement (reactions, comments, shares received by content/post)	628	200	404	149	781	2169	511	495	211	777	291
Twitter Followers	1,797	1,806	1,806	1,814	1,824	1,845	1,859	1,859	1,875	1,886	1,900
Tweets	5	11	5	9	8	12	11	17	6	15	7
Twitter Engagement (retweets, replies, quotes, likes)	10	29	23	25	37	28	23	27	13	21	9
Instagram Followers	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	289	296	304