

1. CALL TO ORDER

Call to Order – 2:37 PM

2. TERRITORIAL ACKNOWLEDGMENT

We acknowledge that this meeting takes place on the traditional, unceded territories of the Coast Salish peoples, including the x^wməθk^wəyəm (Musqueam), Sk̓wx̓wú7mesh (Squamish), Sel̓ílwitulh (Tsleil-Waututh), k^wik^wəłəm (Kwikwetlem) and Katzie Nations, on which we are privileged to live, work and play. Unceded means that these territories have never been handed over, sold, or given up by these nations, and we are currently situated on occupied territories.

3. ROLL CALL OF ATTENDANCE

3.1 Board Composition

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

3.2 Society Staff

Campaign, Research, and Policy Coordinator.....	Sarah Edmunds
Executive Director	Sylvia Ceacero
SUB Project Assistant.....	Zoya Nari

3.3 Guests

ESS President.....	Audrey Radstake
FASS Engagement Programming Assistant	Brianna Mau
Linguistics FASS Representative	Hanna Yang
SASS VP Finance	Andrew Araneta
Student.....	Phum Luckkid
The Peak Editor-in-Chief.....	Gabrielle McLaren

3.4 Regrets

VP External Relations	Jasdeep Gill
VP University Relations	Shina Kaur
Faculty Representative (Applied Sciences)	Nick Chubb
Faculty Representative (Environment)	Julian Loutsik
Faculty Representative (Science).....	Simran Uppal
Faculty Representative (Communications, Art, & Technology)	Fiona Li

4. RATIFICATION OF REGRETS

4.1 MOTION BOD 2019-07-25:01

Rayhaan/Christina

Be it resolved to ratify regrets from Nick Chubb, Jasdeep Gill, Shina Kaur, Julian Loutsik, Fiona Li, and Simran Uppal.

CARRIED AS AMENDED

- Amendment: add Julian Loutsik, Simran Uppal, and Fiona Li

5. ADOPTION OF THE AGENDA

5.1 MOTION BOD 2019-07-25:02

Osob/Tawanda

Be it resolved to adopt the agenda as amended.

CARRIED AS AMENDED

- Discussion: 8.4 Fall Kickoff Updates, 8.5 StudentCare Pamphlets Update, and 8.6 Banning Harmful Conversion Therapy

6. APPROVAL OF THE MINUTES

6.1 MOTION BOD 2019-07-25:03

Maneet/Tawanda

Be it resolved to receive and file the following minutes:

- BOD_2019_07_11.pdf

CARRIED

6.2 Minutes of the Committees – MOTION BOD 2019-07-25:04

Jennifer/Christina

Be it resolved to receive and file the following minutes:

- EVENTS_2019_07_08.pdf
- GOV_2019_07_02.pdf
- AFAC_2019_07_02.pdf

CARRIED

7. NEW BUSINESS

7.1 SASS Grant Application for Frosh –MOTION BOD 2019-07-25:05

Osob/Tawanda

Be it resolved to approve SASS' grant of \$4,000.00 for FASS Fest (Frosh) in September 2019.

NOT CARRIED

- Abstention: Osob Mohamed
- Jennifer Chou abstained due to a conflict of interest and left the room after Board members asked questions related to the presentation
- Refer to attachment
- Purpose: To promote general student engagement, team building activities, etc.
 - There will be some low-energy activities occurring at the same time as the high-energy events in case some attendees have a preference
- Goal:
 - About 150 attendees
 - 50 volunteers (currently at 29 volunteers with the deadline weeks from now)
 - About \$30 for tickets instead of \$40-\$50 if grant is given
- Notes:
 - Most of the items in the expense report already have tax included, hence, the additional ~\$1,000 tax shown in the expense report should not be there
- Suggestion:
 - To brainstorm innovative ideas as giveaways, other than a T-shirt for the attendees
 - To redirect the group to follow procedures and be in contact with the Executive Director for support and advice for their event
- It was noted at the Board table that the line item for grants has been historically underused by Clubs and Student Unions

7.1.1. MOTION BOD 2019-07-25:05-01

Osob/Tawanda

Be it resolved to approve up to \$4,000.00 for FASS Fest (Frosh) in September 2019 and to direct the organizers to consult with the Executive Director to find cost efficiencies.

NOT CARRIED

- Abstention: Emerly Liu

7.1.2. MOTION BOD 2019-07-25:05-02

Tawanda/Osob

Be it resolved to amend the agenda to include an additional motion.

CARRIED

7.1.3. MOTION BOD 2019-07-25:05-3

Osob/Emerly

Be it resolved to redirect the FASS executive team to work with the SFSS Executive Director to allocate the appropriate funds to the FASS event.

CARRIED

7.2 Endorsement of the BCFS Knockout Interest Campaign –MOTION BOD 2019-07-25:04

Osob/Christina

Be it resolved to formally endorse the BCFS Knockout Interest campaign.

CARRIED

- The Campaigns, Research, and Policy Coordinator stated that they will probably be endorsing the campaign during Fall Lobbying with BCFS and AMS from UBC

- It is noted that the campaign is a federal request

**7.3 Surrey Campus Committee Membership Policy Update – MOTION BOD 2019-07-25:05
Osob/Jennifer**

Be it resolved to approve the updated policies to include the new terms of the Surrey Campus Committee Membership.

CARRIED

- This is to allow students who are not taking classes in Surrey during a specific semester to still be part of the committee

**7.4 Surrey Campus Committee At-Large Appointment – MOTION BOD 2019-07-25:06
Jennifer/Emerly**

Be it resolved to appoint Freshta Ahmadzai and Shay Hayashi as Student At-Large members on the SFSS Surrey Campus Committee.

CARRIED

8. DISCUSSION ITEMS

8.1 GSS Letter Regarding SFPIRG Space Campaign

- Refer to attachment
- The letter dates from a year old motion

8.2 SFSS Board Meeting/Development Sessions in August

- This item is to discuss if Board members would like to continue hosting Board Development sessions after August 8th or to pause and resume in September due to exams and availability
- Board members are to inform the Executive Director with their decision by early next week

8.3 SFSS By-Law Review

- The Executive Director is in contact with a consultant who will be drafting a proposal in reference to the upcoming changes in the Societies Act
 - The consultant did a 3-year consultation for a 200,000 membership
- Vantage Point will be hosting an event on August 1st regarding the upcoming changes
- The President suggested that extensive consultation should occur for any changes to the bylaws in relation to the changes of the Societies Act and that structural changes should be done separately from the bylaws

8.4 Fall Kickoff Updates

- Crescendo1 was signed last week
- There will be a Facebook launch tomorrow at noon
 - \$30 early bird tickets will be available in limited quantities
 - Tier 1 \$35, Tier 2 \$40, Tier 3 \$45, SFU only VIP \$75, non-SFU 19+ \$50
 - Tier tickets will be available in person once they are available on ShowPass
- The line-up for the event will be posted soon

8.5 StudentCare Pamphlets Update

- Brochures will be handed out on Welcome Day
- The associated cost will be split with StudentCare at around \$900
 - The cost may be less once it is confirmed

8.6 Banning Harmful Conversion Therapy

- This item is to discuss the banning of this practice
- The petition can be found at the following link: https://act.leadnow.ca/conversion-therapy/?utm_source=&utm_medium=email&utm_campaign=blast2019-07-15

9. ATTACHMENTS

- SFSS Board Policies 2019-06-26.pdf
- Frost Event Plan – Detailed Schedule of Activities.pdf
- SFSS Grant for SASS.pdf
- GSS Letter regarding the SFPIRG Space Campaign.pdf
- SFSS SCC BN
- DONE SRS Event Security Plan
- SFSS-Grant-Proposal-Updated-Attachment
- FASS Event Plan - Detailed Schedule of Activities
- FASS SFSS Presentation
- rough map fass fest

10. ADJOURNMENT

MOTION BOD 2019-07-25:07

Osob/Tawanda

Be it resolved to adjourn the meeting at 4:25 PM.

CARRIED

	Location	Activity	Who leads?	Supplies	Volunteer Duties
12:00 - 1:00pm	WMC Atrium	Check in		Name tags	Mingle
		Mentors welcoming guests		FASS Banners	Help with wristbands
		Giving out name tags, wristbands		SASS Banner	
		Bag Check		Pens	
		Warm Up activities		Swag	
				Speakers	
				Posters with social media	
				Tshirts	
1:00 - 1:20pm	WMC Atrium	Welcome	Brian	Mic	Active listening
		Land Acknowledgment	TBA		
		Safety and Rules	Hanna		
1:20 - 1:30pm		Walk from WMC Atrium to AQ Stairs			Help herd
1:30 - 1:50pm	AQ Stairs	Team and Cheer Creation		Pompoms?	Provide ideas
		Organize attendees by colour		Poster paper?	Hype team up
		Create cheers with mentor		Speakers	
1:50 - 2:00pm	AQ Stairs	Cheer Sharing		Speakers	Hype team
					Participate
2:00 - 2:10pm	AQ Stairs	Explain Scavenger Hunt			Active listening
2:10 - 3:30pm	Various Locations	Scavenger Hunt			Leading attendees
		End in West Mall Atrium			
3:30 - 4:15pm	WMC Atrium	Break		Snacks	Mingle
				Drinks	Help set up field (SUS isn't done till 3:45pm)
				Speakers	Direct to bathrooms
					Hand out snacks
4:15 - 4:30pm		Walk from WMC Atrium to Field			Help herd
4:30 - 5:50pm	Field	Capture the Flag		Speakers	
		Switich happens at 5:10			
		Obstacle Course			
5:50 - 6:00pm		Walk from Field to WMC Atrium			
6:00 - 7:15pm	WMC Atrium	Dinner/Break		Plates	Mingle
				Cups	
		Uncle Fatihs, veggies, chips		Napkins	Help hand out food etc.
				Speakers	Connection building
7:15 - 7:30pm		Walk from WMC Atrium to Images Theater			Help herd

7:30 - 8:30pm	Images Theater	Improv Show		Mic	Active listening
				Lighting?	Participate
				Speakers?	Hype
8:30 - 8:45pm		Walk from Images to Education Building Gym			
8:45 - 9:40pm	Education Building Gym	FASS Riff off		Glow sticks	Lead
				Phones	Hype
					Mingle
9:40 - 10:00pm		Break/Snacks???			Museum atrium, AQ North Hallway, Saywell Atrium,
10:00 - 12:00am	James Douglas	Dance		Decor	Bring attendees to WMC as they get bored
				Glow sticks	
				DJ stuff	
				snacks	
12:30-ish		Dance ends, walk to WMC			Walk attendees to WMC or bus stops (145 last bus = 12:45ish)
12:30 - 1:30am	WMC Atrium	Cops and Robbers		glow sticks	15 minute rounds, 1 team switch
				flashlights??	
(12:30) - 6:00am	WMC Rooms	Painting			Snacks needed at HQ
		Yoga & Meditation		mats & glow sticks	
		Karaoke			
		Charades		Speakers	
		Board Games			
		Party Games with NO alcohol?			
2:30am-3:30am	WMC Atrium	Minute to Win-It Games (needs another name)		Supplies	
4:00am - 6:00am	WMC Atrium	Movie		Projector	Movie is needed
6:00 - 7:00am	WMC Atrium	Breakfast		Napkins	Mingle
		Muffins, Fruit, Yogurt, Coffee, Juice		Speakers	Help hand out food etc.
				Cups	
				Plates	Connection building
7:00 - 8:00am	WMC Atrium	chill time because we are all tired			
		clean up			
8:00 - 9:00am	WMC Atrium	Wrap Up		Prizes	Helps with prizes
				Speakers	Sit with their teams
YAY					



The Graduate Student Society at Simon Fraser University

To the SFSS Board of Directors,

I am writing on behalf of the Graduate Student Society at SFU (GSS) to add to the discussion surrounding the new Student Union Building (SUB) and the space campaign of the Simon Fraser Public Research Interest Group (SFPIRG). As you are likely aware, SFPIRG is campaigning to secure accommodations within the SUB that meet accessibility standards and is large enough for their staff, library, and associated club storage. They seek similar arrangements for the other student groups currently located in the Rotunda.

First, let me offer my congratulations to all newly elected and re-elected Board members, especially those who I have not yet met in person. As you begin your new term, SFU begins a new annual budget process, which is one of the reasons why I am writing this letter about the space issue. It has come to our attention that there are more and less expensive methods of resolving this debate, with SFU having drawn up a pricey backup plan in case negotiations between the remaining groups and the SFSS don't result in a mutually satisfactory agreement. Finding ways to reduce the pressure on student tuition and fees and avoid cuts to student services is one of the key mandates of the GSS (and, I believe, a shared concern of all SFU students), and so we are keenly interested in any possibility of avoiding unnecessary costs arising from this dispute.

In addition, as the Board is largely composed of first time members, I thought it would be helpful to remind you that the GSS Council has endorsed the SFPIRG space campaign, an April 2018 endorsement which included tasking our directors with writing a letter to the SFSS Board. This letter has unfortunately taken some time, through the twists and turns of the space debate and the turnover of directors that is all too familiar to student societies. However, I believe that as we draw closer to critical points in the 2019-20 SFU budget process and the opening of the new SUB, now is an appropriate time to offer our perspective and friendly assistance in resolving this long-running dispute.

This issue matters. At the beginning of the design process for the new SUB, SFPIRG was informed in communications with the SFSS that space would be made available to them. Their long-term planning around student services thus rested on this assumption: provision of services of course depends on having an appropriate space to work in. As the GSS has heard from many students, undergraduate and graduate alike, SFPIRG and the other Rotunda groups like CJSF, Embark, SOCA and FNSA fulfill a very important role on campus and have done so for many years. SFPIRG not only provides meeting places, effective organizational guidance and other assistance to student clubs, but holds various workshops and events that help make SFU a safer, more inclusive and diverse educational environment.

It appears that in the past few months, Embark and the FNSA have secured space arrangements. As mentioned earlier, the SFU administration has been working on a backup plan, which involves an expensive renovation of the Forum Chambers, an area not optimized for Rotunda group space. Keeping in mind overall SFU budget priorities and the need to emphasize student affordability, the GSS believes that the best solution to this issue is a continuation of the long relationship between the independent groups and the SFSS and GSS. Of course, the details matter, are complex, and need to be worked out through dialogue, but the GSS believes renewed efforts at dialogue are well-worth the nearly \$1M in savings.

It is important to the GSS and to the campus more broadly that a deal be worked out to allocate space to SFPIRG and the other groups that are part of the space campaign, so that they can continue to provide services with minimal disruption when the new SUB opens in the coming academic year. The transition to the SUB has caused quite a lot of uncertainty for student groups around campus. Even the GSS is currently dealing with serious questions about its future home, which has given us a heightened awareness of the stresses and planning difficulties that such a situation can create. I therefore hope that you take this letter both as a sign of how much importance we place on a fair resolution to the often-fierce debate over the future of SFPIRG and the other Rotunda groups at SFU and as an open offer of any assistance from the GSS that could help the SFSS and student groups achieve this resolution.

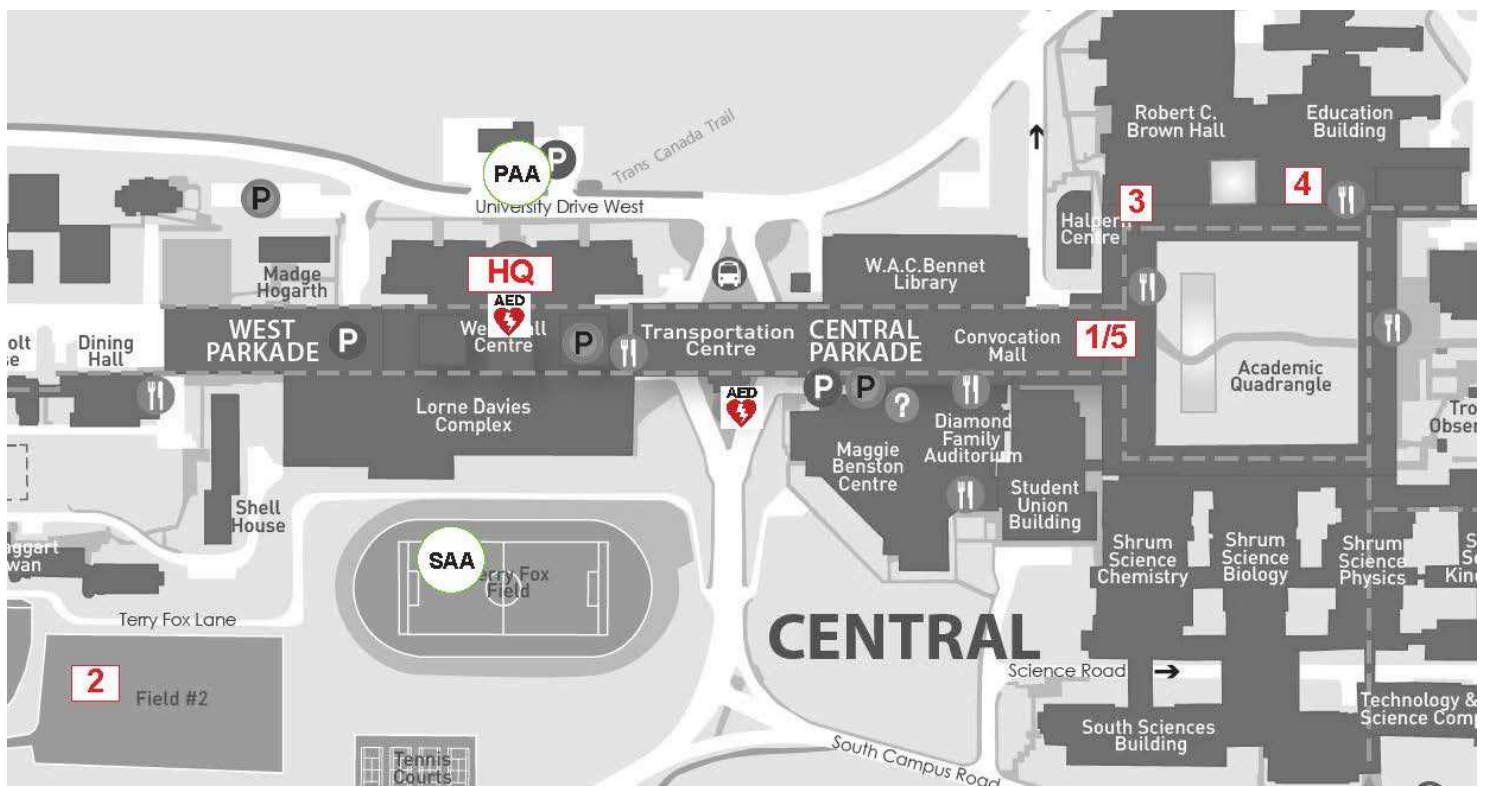
Please feel free to contact me with any questions or concerns you may have – as GSS Director of External Relations, my door is always open for members of the SFSS Board.

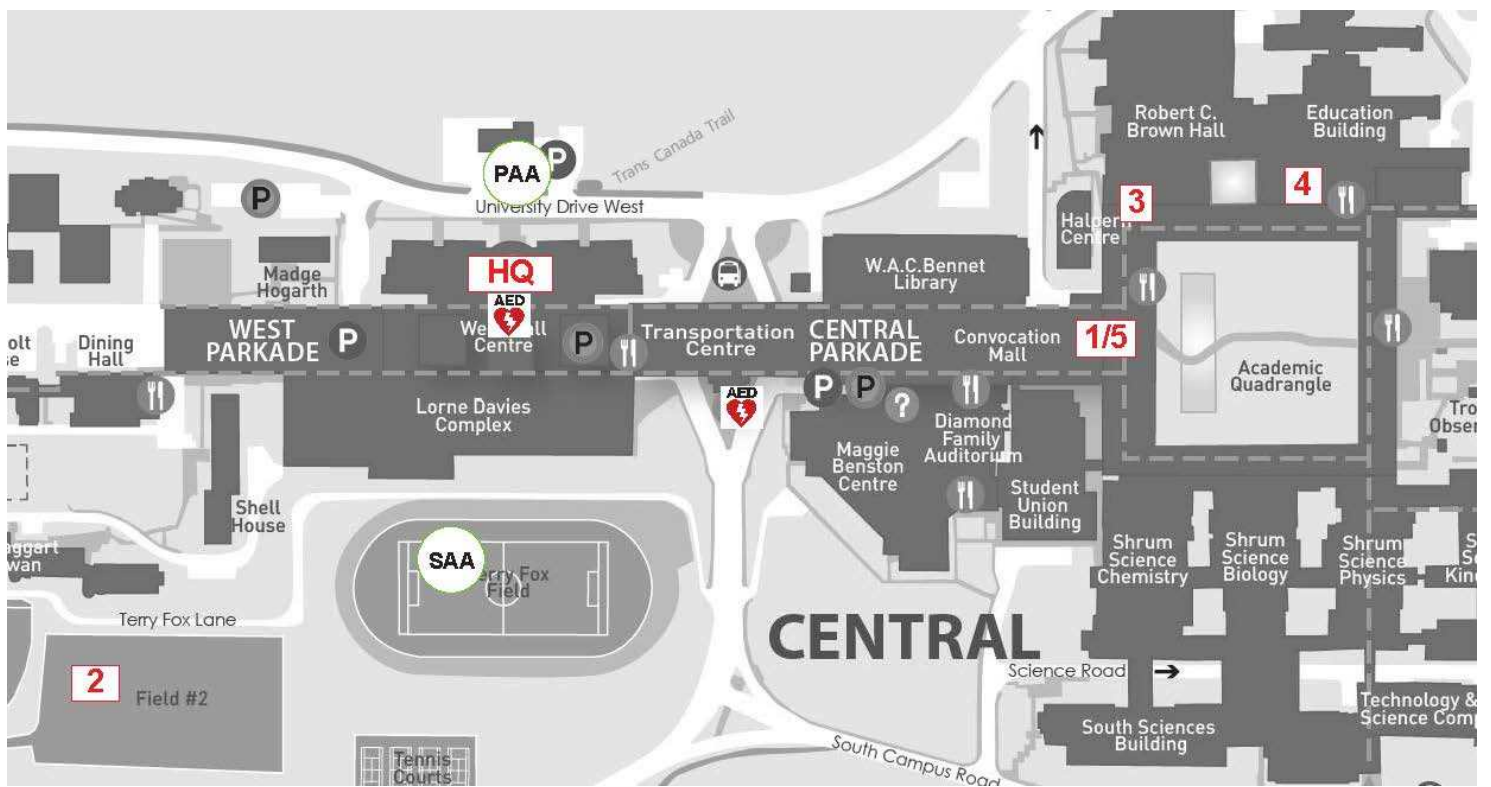
Sincerely,

A handwritten signature in black ink that reads "Matt McDonald". The signature is written in a cursive, flowing style.

Matt McDonald

Director of External Relations, The Graduate Student Society at Simon Fraser University





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

SFSS Board Policies

Simon Fraser Student Society

simon fraser
student society

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ENDS POLICIES



GLOBAL ENDS STATEMENT – MISSION AND VALUES

POLICY TYPE: ENDS POLICIES

POLICY TITLE: GLOBAL ENDS STATEMENT – MISSION AND VALUES

POLICY REFERENCE NUMBER: N/A

Adopted: September 18, 2015

Next Scheduled Revision: May 2020

Previous Revisions

MISSION STATEMENT

The Simon Fraser Student Society exists to improve the undergraduate student experience, as comprised of the following aspects:

- academic,
- social,
- financial, and
- health and wellbeing.

ORGANIZATIONAL VALUES

In all its activities, the members, employees, and guests of the Society will act in a manner consistent with the Society's fundamental values:

- Inclusivity
- Integrity
- Empowerment
- Advocacy
- Community



ENDS-1: IMPROVED ACADEMIC CONDITIONS

POLICY TYPE: ENDS POLICIES

POLICY TITLE: IMPROVED ACADEMIC CONDITIONS

POLICY REFERENCE NUMBER: ENDS-1

Adopted: September 18, 2015

Next Scheduled Revision: May 2020

[Previous Revisions](#)

The academic experience of members is of the highest possible quality.

1. Members are provided with sufficient and appropriate study space.
2. Members have access to high-quality and responsive academic support services.
3. Members have the highest quality libraries and research tools at their disposal.
4. Members have access to high-quality and available courses.



ENDS-2: IMPROVED SOCIAL CONDITIONS

POLICY TYPE: ENDS POLICIES

POLICY TITLE: IMPROVED SOCIAL CONDITIONS

POLICY REFERENCE NUMBER: ENDS-2

Adopted: September 18, 2015

Next Scheduled Revision: May 2020

Previous Revisions

Members enjoy a rich social life.

1. Members are able to find and connect with other students.
2. Members have access to appropriate space.
3. Members have the resources available to support their activities.
4. Members are informed about the social activities.



ENDS-3: IMPROVED FINANCIAL CONDITIONS

POLICY TYPE: ENDS POLICIES

POLICY TITLE: IMPROVED FINANCIAL CONDITIONS

POLICY REFERENCE NUMBER: ENDS-3

Adopted: September 18, 2015
Next Scheduled Revision: May 2020
Previous Revisions

Members can afford the cost of their education.

1. Members can afford the cost of their tuition and fees.
2. Members have access to financial support on the basis of:
 - a. academic standing, and
 - b. financial need.
3. Members have access to lower-cost educational resources.
4. Members have access to revenue generating opportunities on campus.



ENDS-4: IMPROVED HEALTH CONDITIONS AND WELLBEING

POLICY TYPE: ENDS POLICIES

POLICY TITLE: IMPROVED HEALTH CONDITIONS AND WELLBEING

POLICY REFERENCE NUMBER: ENDS-4

Adopted: September 18, 2015

Next Scheduled Revision: June 2018

Previous Revisions

Members pursue their studies in health promoting conditions that contribute to their wellbeing.

1. Members have access to the services and supports necessary to achieve their optimal mental health.
2. Members have access to the services and supports necessary to achieve their optimal physical health.

BOARD-MANAGEMENT DELEGATION POLICIES



GLOBAL BOARD-MANAGEMENT DELEGATION STATEMENT

POLICY TYPE: BOARD-MANAGEMENT DELEGATION POLICIES

POLICY TITLE: GLOBAL BOARD-MANAGEMENT DELEGATION STATEMENT

POLICY REFERENCE NUMBER: N/A

Adopted: September 18, 2015

Next Scheduled Revision: June 2018

Previous Revisions

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



BMD-1: UNITY OF CONTROL

POLICY TYPE: BOARD-MANAGEMENT DELEGATION POLICIES

POLICY TITLE: UNITY OF CONTROL

POLICY REFERENCE NUMBER: BMD-1

Adopted: September 18, 2015

Next Scheduled Revision: June 2018

[Previous Revisions](#)

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

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



BMD-2: ACCOUNTABILITY OF THE CHIEF EXECUTIVE OFFICER

POLICY TYPE: BOARD-MANAGEMENT DELEGATION POLICIES

POLICY TITLE: ACCOUNTABILITY OF THE CHIEF EXECUTIVE OFFICER

POLICY REFERENCE NUMBER: BMD-2

Adopted: September 18, 2015

Next Scheduled Revision: June 2018

Previous Revisions

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

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



BMD-3: DELEGATION TO THE CHIEF EXECUTIVE OFFICER

POLICY TYPE: BOARD-MANAGEMENT DELEGATION POLICIES

POLICY TITLE: DELEGATION TO THE CHIEF EXECUTIVE OFFICER

POLICY REFERENCE NUMBER: BMD-3

Adopted: September 18, 2015

Next Scheduled Revision: July 2018

Previous Revisions

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

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

accountability. By doing so, the Board changes the latitude of choice accorded to the Chief Executive Officer. However, so long as any particular policy is in place, the Board and its members will respect and support the choices of the Chief Executive Officer.



BMD-4: MONITORING CHIEF EXECUTIVE OFFICER PERFORMANCE

POLICY TYPE: BOARD-MANAGEMENT DELEGATION POLICIES

POLICY TITLE: MONITORING EXECUTIVE PERFORMANCE

POLICY REFERENCE NUMBER: BMD-4

Adopted: September 18, 2015

Next Scheduled Revision: July 2018

Previous Revisions

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

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

three methods listed above. A schedule will be determined at the outset of every Board term.

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

Table 1: Compliance Evaluation Schedule

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

Acronym	Method
IR	Internal Chief Executive Officer Report
ER	External Report

EXECUTIVE LIMITATIONS POLICIES



GLOBAL EXECUTIVE LIMITATIONS STATEMENT

POLICY TYPE: EXECUTIVE LIMITATIONS POLICIES

POLICY TITLE: GLOBAL EXECUTIVE LIMITATIONS STATEMENT

POLICY REFERENCE NUMBER: N/A

Adopted: September 18, 2015

Next Scheduled Revision: July 2018

Previous Revisions

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

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



EL-1: TREATMENT OF MEMBERS

POLICY TYPE: EXECUTIVE LIMITATIONS POLICIES

POLICY TITLE: TREATMENT OF MEMBERS

POLICY REFERENCE NUMBER: EL-1

Adopted: September 18, 2015
Next Scheduled Revision: July 2018
Previous Revisions

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

The Chief Executive Officer shall not:

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



EL-2: TREATMENT OF STAFF

POLICY TYPE: EXECUTIVE LIMITATIONS POLICIES

POLICY TITLE: TREATMENT OF STAFF

POLICY REFERENCE NUMBER: EL-2

Adopted: September 18, 2015

Next Scheduled Revision: August 2018

[Previous Revisions](#)

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

The Chief Executive Officer shall not:

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



EL-3: FINANCIAL CONDITION AND ACTIVITIES

POLICY TYPE: EXECUTIVE LIMITATIONS POLICIES

POLICY TITLE: FINANCIAL CONDITION AND ACTIVITIES

POLICY REFERENCE NUMBER: EL-3

Adopted: September 18, 2015

Next Scheduled Revision: August 2018

[Previous Revisions](#)

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

The Chief Executive Officer shall not:

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



EL-4: FINANCIAL PLANNING AND BUDGETING

POLICY TYPE: EXECUTIVE LIMITATIONS POLICIES

POLICY TITLE: FINANCIAL PLANNING AND BUDGETING

POLICY REFERENCE NUMBER: EL-4

Adopted: September 18, 2015

Next Scheduled Revision: August 2018

[Previous Revisions](#)

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

The Chief Executive Officer shall not allow the Society budget to:

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



EL-5: ASSET PROTECTION

POLICY TYPE: EXECUTIVE LIMITATIONS POLICIES

POLICY TITLE: ASSET PROTECTION

POLICY REFERENCE NUMBER: EL-5

Adopted: September 18, 2015

Next Scheduled Revision: August 2018

[Previous Revisions](#)

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

The Chief Executive Officer shall not:

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

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



EL-6: COMPENSATION AND BENEFITS

POLICY TYPE: EXECUTIVE LIMITATIONS POLICIES

POLICY TITLE: COMPENSATION AND BENEFITS

POLICY REFERENCE NUMBER: EL-6

Adopted: September 18, 2015

Next Scheduled Revision: September 2018

[Previous Revisions](#)

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

The Chief Executive Officer shall not:

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



EL-7: COMMUNICATION AND SUPPORT TO THE BOARD

POLICY TYPE: EXECUTIVE LIMITATIONS POLICIES

POLICY TITLE: COMMUNICATION AND SUPPORT TO THE BOARD

POLICY REFERENCE NUMBER: EL-7

Adopted: September 18, 2015

Next Scheduled Revision: September 2018

[Previous Revisions](#)

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

The Chief Executive Officer shall not:

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



EL-8: EMERGENCY EXECUTIVE SUCCESSION

POLICY TYPE: EXECUTIVE LIMITATIONS POLICIES

POLICY TITLE: EMERGENCY EXECUTIVE SUCCESSION

POLICY REFERENCE NUMBER: EL-8

Adopted: September 18, 2015

Next Scheduled Revision: September 2018

[Previous Revisions](#)

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



EL-9: NEW PROGRAM, SERVICE, OR ENTERPRISE

POLICY TYPE: EXECUTIVE LIMITATIONS POLICIES

POLICY TITLE: NEW PROGRAM, SERVICE, OR ENTERPRISE

POLICY REFERENCE NUMBER: EL-9

Adopted: September 18, 2015

Next Scheduled Revision: September 2018

[Previous Revisions](#)

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

The Chief Executive Officer shall not initiate any new enterprise that:

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

GOVERNANCE PROCESS POLICIES



GLOBAL GOVERNANCE PROCESS STATEMENT

POLICY TYPE: GOVERNANCE PROCESS POLICIES

POLICY TITLE: GLOBAL GOVERNANCE PROCESS STATEMENT

POLICY REFERENCE NUMBER: N/A

Adopted: September 18, 2015

Next Scheduled Revision: October 2018

[Previous Revisions](#)

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

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



GP-1: GOVERNING STYLE

POLICY TYPE: GOVERNANCE PROCESS POLICIES

POLICY TITLE: GOVERNING STYLE

POLICY REFERENCE NUMBER: GP-1

Adopted: September 18, 2015

Next Scheduled Revision: October 2018

[Previous Revisions](#)

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

The Board shall:

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



GP-2: BOARD JOB DESCRIPTION

POLICY TYPE: GOVERNANCE PROCESS POLICIES

POLICY TITLE: BOARD JOB DESCRIPTION

POLICY REFERENCE NUMBER: GP-2

Adopted: September 18, 2015

Next Scheduled Revision: October 2018

[Previous Revisions](#)

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

The job contributions of the Board are to:

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



GP-3: CODE OF CONDUCT

POLICY TYPE: GOVERNANCE PROCESS POLICIES

POLICY TITLE: CODE OF CONDUCT

POLICY REFERENCE NUMBER: GP-3

Adopted: September 18, 2015

Next Scheduled Revision: October 2019

Previous Revisions: February 9, 2018

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

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

1. Directors shall:
 - a. demonstrate an unwavering loyalty to the interests and purposes of the Society as a whole,
 - b. avoid any conflict of interest in the performance of their fiduciary duties,
 - c. act in accordance with the Human Rights Act as it relates to the individual's race, ethnicity, language, religion, marital status, gender, sexual orientation, age, disabilities, economic status, political affiliation, and national ancestry,
 - d. treat one another and all persons associated with the Simon Fraser Student Society in such a way as to preserve their dignity and communicate respect and fairness,
 - e. protect the confidentiality of all information, records, and material acquired through their service with the Simon Fraser Student Society by understanding and adhering to the Board Policies of the Simon Fraser Student Society, the Federal Privacy Act, the Freedom of Information and Protection of Privacy Act, and any other relevant government acts and regulations,

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



GP-4: OFFICER JOB DESCRIPTIONS

*****THIS POLICY IS CURRENTLY UNDER REVIEW*****

POLICY TYPE: GOVERNANCE PROCESS POLICIES

POLICY TITLE: ROLE OF THE CHAIR

POLICY REFERENCE NUMBER: GP-4

Adopted: September 18, 2015

Next Scheduled Revision: November 2018

Previous Revisions: May 25, 2018

PRESIDENT

1. The President shall:
 - a. Be the Chair of the Board of Directors, and as Chair ensure that:
 - i. the Board adherence to Board Process Policies,
 - ii. Board discussions relate to issues that fall within the scope of Board responsibilities,
 - iii. deliberations will be timely, fair, focused, and orderly, and
 - iv. Robert's Rules of Order will be observed except where Board Policies provide explicitly for an alternative.
 - b. Be the only member of the Board of Directors authorized to speak on behalf of the Board, except where otherwise authorized by the Board,
 - c. Be a signing officer.
 - d. Represent the Board to outside parties in communicating the positions and decisions established by the Board.

VICE PRESIDENT STUDENT SERVICES

2. The Vice-President Student Services shall:
 - a. Assume and carry out the rights, duties and obligations of the President during her or his absence or in the event that she or he should resign, be impeached or abandon office.
 - b. Coordinate the compilation of the Annual Report of the Board for consideration at the Annual General Meeting.
 - c. Coordinate and facilitate activities and services for the members of the Society.
 - d. Be a signing officer.

- e. Undertake all other duties and responsibilities the Board may delegate to the Vice-President of Services from time to time.

VICE PRESIDENT EXTERNAL RELATIONS

3. The Vice-President External Relations shall:
 - a. Be responsible for keeping the Board informed of plans or actions of external organisations, outside the University, and federal and provincial governments that have a direct bearing on the Society or its members.
 - b. Be responsible for Society business related to, and organize Society representation at conferences held by external organisations, other than the University, in which the Society may have membership or interest.
 - c. Act as a liaison between the Society and other student unions.
 - d. Undertake all other duties and responsibilities the Board may delegate to the Vice-President External Relations from time to time.

VICE PRESIDENT STUDENT LIFE

4. The Vice-President Student Life shall:
 - a. Act as a liaison between the Board, Council, and other student groups at the University.
 - b. Oversee the establishment and maintenance of Faculty Student Unions and Department Student Unions, and act as a liaison between the Board and Faculty Student Unions and Department Student Unions.
 - c. Undertake all other duties and responsibilities the Board may delegate to the Vice-President Student Life from time to time.

VICE PRESIDENT FINANCE

5. The Vice-President Finance shall:
 - a. Ensure that all Society funds are deposited in an appropriate account at a financial institution selected by the Board.
 - b. Keep careful account and be responsible for all monies received and disbursed by or on behalf of the Society. The Vice-President Finance shall not disburse funds except as provided for in these By-Laws, or by regulation.
 - c. Render, upon request of the Board and within fourteen calendar days, a detailed written report on the Society's financial affairs.
 - d. Prepare a detailed written report on the Society's financial affairs for consideration at the Annual General Meeting.
 - e. Coordinate the preparation of the budget of the Society.
 - f. Coordinate the commercial and legal affairs of the Society.
 - g. Be a signing officer.
 - h. Undertake all other duties and responsibilities as the Board may delegate to the Vice-President Finance from time to time.

VICE PRESIDENT UNIVERSITY RELATIONS

6. The Vice-President University Relations shall:
 - a. Act as a liaison between the Board and the University.

- b. Coordinate student representation on all University committees to which the Society nominates or appoints.
- c. Coordinate student involvement in University community affairs and activities.
- d. Be a signing officer

Undertake all other duties and responsibilities as the Board may delegate to the Vice-President Student Affairs from time to time.



GP-5: EXITING THE BOARD

POLICY TYPE: GOVERNANCE PROCESS POLICIES

POLICY TITLE: EXITING THE BOARD

POLICY REFERENCE NUMBER: GP-5

Adopted: September 18, 2015

Next Scheduled Revision: November 2018

[Previous Revisions](#)

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

The Board shall:

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



GP-6: BOARD COMMITTEE PRINCIPLES

POLICY TYPE: GOVERNANCE PROCESS POLICIES

POLICY TITLE: BOARD COMMITTEE PRINCIPLES

POLICY REFERENCE NUMBER: GP-6

Adopted: September 18, 2015

Next Scheduled Revision: November 2018

[Previous Revisions](#)

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

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Board committees shall:

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

Board committees shall not:

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



GP-7: BOARD COMMITTEE STRUCTURE

POLICY TYPE: GOVERNANCE PROCESS POLICIES

POLICY TITLE: BOARD COMMITTEE STRUCTURE

POLICY REFERENCE NUMBER: GP-7

Adopted: September 18, 2015

Next Scheduled Revision: November 2018

**Previous Revisions: July 6, 2018,
June 19, 2017**

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

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

1. Nominating Committee
 - a. The Nominating Committee will focus on the appointment of at-large members to Board Committees.
2. Governance Committee
 - a. The Governance Committee will focus on the SFSS Board Policies
3. Finance and Audit Committee
 - a. The Finance and Audit Committee will focus on the financial condition of the Society.
4. Executive Committee
 - a. The Executive Committee will focus on supporting the Board should it be unable to meet in a timely manner.
5. Federal, Provincial, and Municipal Advocacy and Lobbying Committee
 - a. The Federal, Provincial, and Municipal Advocacy Committee will focus on non-University advocacy and lobbying campaigns.
6. University Advocacy and Lobbying Committee
 - a. The University Advocacy and Lobbying Committee will focus on University advocacy and lobbying campaigns.

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



GP-8: BOARD TRAINING, DEVELOPMENT, AND TOOLS

POLICY TYPE: GOVERNANCE PROCESS POLICIES

POLICY TITLE: BOARD TRAINING AND DEVELOPMENT

POLICY REFERENCE NUMBER: GP-8

Adopted: September 18, 2015

Next Scheduled Revision: December 2018

[Previous Revisions](#)

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

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



GP-9: ANNUAL PLANNING

POLICY TYPE: GOVERNANCE PROCESS POLICIES

POLICY TITLE: ANNUAL PLANNING

POLICY REFERENCE NUMBER: GP-9

Adopted: September 18, 2015

Next Scheduled Revision: December 2018

[Previous Revisions](#)

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

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

The Annual Board Planning Cycle shall:

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



GP-10: CONFLICT OF INTEREST GUIDELINES

POLICY TYPE: GOVERNANCE PROCESS POLICIES

POLICY TITLE: CONFLICT OF INTEREST GUIDELINES

POLICY REFERENCE NUMBER: GP-10

Adopted: April 15, 2016

Next Scheduled Revision: December 2018

[Previous Revisions](#)

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

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

DEFINITIONS

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

EXAMPLES

Conflicts of interest

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

Not conflicts of interest

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

GUIDELINES

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

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

BREACH OF CODE

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

WHERE TO SEEK CLARIFICATION

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



GP-11: CREATION AND DISSOLUTION OF BOARD COMMITTEES

POLICY TYPE: GOVERNANCE PROCESS POLICIES

POLICY TITLE: CREATION AND DISSOLUTION OF BOARD COMMITTEES

POLICY REFERENCE NUMBER: GP-11

Adopted: April 15, 2016

Next Scheduled Revision: December 2018

[Previous Revisions](#)

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



GP-12: COMMITTEE MEMBER APPOINTMENT AND RESIGNATION

POLICY TYPE: GOVERNANCE PROCESS POLICIES

POLICY TITLE: COMMITTEE MEMBER APPOINTMENT AND RESIGNATION

POLICY REFERENCE NUMBER: GP-12

Adopted: April 15, 2016

Next Scheduled Revision: January 2019

[Previous Revisions](#)

This process provides the steps for the annual appointment of members to Board committees.

APPOINTMENT OF DIRECTORS TO COMMITTEES

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

APPOINTMENT OF AT-LARGE MEMBERS TO COMMITTEES

Schedule

2. Preparation for the appointment of at-large members to Board committees begins in March.
 - a. The Communications Office will prepare print materials for on-site engagement initiatives, as well as social media posts and website content to communicate the opening of the nomination period.
 - b. Directors will actively engage members at all three campuses to submit their nomination.
3. Nominations of at-large members to committee positions open the third week of April and close at the end of the first week of May.
4. The Nominating Committee will meet at the request of the Board or where called by its Chair.
5. Nominees will be interviewed by the Nominating Committee and its recommendations will be provided to the Board.
6. Committees members will be appointed by the Board.

Evaluation Criteria

7. Nominees will be evaluated on the basis of the following criteria:
 - a. knowledge of the SFSS and its purposes,
 - b. knowledge of the terms of reference of the committee to which they are applying,
 - c. demonstrated past involvement in Society activities,
 - d. other work or volunteer experience in the area of responsibility of the committee,
 - e. an ability and interest in planning and volunteering, and
 - f. an ability to work well with others.

Selection Process

8. Each candidate will be provided 2 minutes to motivate for their appointment at a meeting of the Nominating Committee.
 - a. Meetings of Nominating Committee will take place at all three campuses.
9. Board will receive the recommendations of the Nomination Review Committee and discuss the recommendations in camera.
10. Board will appoint by majority vote the successful candidates ex-camera.
 - a. Each director will have as many votes as there are members to appoint to a committee.
 - b. A director may not vote more than once for any applicant.
 - c. Nominees with the highest number of votes will be appointed.

RESPONSIBILITIES OF COMMITTEE MEMBERS

11. The Chair of a committee shall:
 - a. ensure all meetings included in the SFSS Society calendar (Gmail),
 - b. convene meetings as needed or where requested by the Board,
 - c. establish meeting agenda,
 - d. ensure all relevant documents and materials are distributed to the committee prior to the committee meeting,
 - e. ensure attendance is properly tracked,
 - f. act as the primary point of contact between the committee and its designated staff support if any, and
 - g. report committee work to Board on behalf of the committee.
12. Committee members shall:
 - a. attend all meetings of the committee,
 - b. read all materials provided to the committee and prepare constructive critical feedback regarding committee business prior to every meeting, and
 - c. regularly volunteer in support of committee initiatives.

TERM OF APPOINTMENTS

13. Committee appointments will expire on April 30th of each year.
14. Committee members will be deemed to have vacated their position where they have missed two consecutive meetings without submitting notice and cause to the Chair that have been approved by the committee.
15. The committee Chair may expel a committee member where that member has missed more than one-third of the regularly scheduled meetings in any one semester.
16. Notwithstanding the terms of reference of any committee, the Board may, at its discretion, remove a committee member by 2/3 majority vote.



GP-13: DIRECTOR STIPEND REDUCTION SCHEDULE

POLICY TYPE: GOVERNANCE PROCESS POLICIES

POLICY TITLE: DIRECTOR STIPEND REDUCTION SCHEDULE

POLICY REFERENCE NUMBER: GP-13

Adopted: March 6, 2017

Next Scheduled Revision: January 2019

Previous Revisions: December 1, 2017

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

BI-WEEKLY REPORTS ARE SUBMITTED LATE

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

SEMESTER REPORTS ARE SUBMITTED LATE

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

FAILURE TO ATTEND A BOARD OR BOARD COMMITTEE MEETING

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

LATE ARRIVAL AT A BOARD MEETING

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

LATE ARRIVAL AT A BOARD COMMITTEE MEETING

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

FAILURE TO MEET COMMITTEE OBLIGATIONS

10. Directors must be appointed to at least 2 Board committees at all times, and Executive Directors must Chair at least one Board committee.
 - a. The stipend of an Executive Board member will be reduced by \$200 where they are not named to at least two (2) committees, and \$100 where they are not named to one (1) committee.

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

FAILURE TO COMPLETE REQUIRED ENGAGEMENT HOURS

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

APPEALS PROCESS

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



GP-14: IN-CAMERA SESSIONS

POLICY TYPE: GOVERNANCE PROCESS POLICIES

POLICY TITLE: IN-CAMERA SESSIONS

POLICY REFERENCE NUMBER: GP-14

Adopted: March 6, 2018
Next Scheduled Revision
Previous Revisions

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

The Board may deliberate in camera where those deliberations involve:

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



GP-15: ADVOCACY AND LOBBYING STANDARDS

POLICY TYPE: GOVERNANCE PROCESS POLICY

POLICY TITLE: ADVOCACY AND LOBBYING STANDARDS

POLICY REFERENCE NUMBER: GP-X

[Adopted](#)
[Next Scheduled Revision](#)
[Previous Revisions](#)

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

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

Definitions

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

Standards

4. Board must approve all advocacy and lobbying campaigns.
5. Advocacy and lobbying campaigns may only be pursued by the Board where the members have expressed a need and the Board has at its disposal evidence of that need.
6. The VP External Relations will act as the lead, on behalf of the Board, and liaison, to and with the Board, for all SFSS advocacy and lobbying initiatives not directly involving the University.
7. The VP University Relations will act as the lead, on behalf of the Board, and liaison, to and with the Board, for all SFSS advocacy and lobbying directly involving the University.
8. Notwithstanding GP-X.3 and GP-X.4, the Board may appoint another director or a member to act as lead or liaison for an advocacy or lobbying initiative.
9. All advocacy and lobbying initiatives presented to the Board for approval must be accompanied by a written plan containing an overview of the following:

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

Process

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

APPENDIX 1: AGREEMENT TO ADHERE TO THE SFSS BOARD POLICIES



AGREEMENT TO ADHERE TO THE SFSS BOARD POLICIES

I, _____ (print name), have read, understood, and
agreed to abide by the SFSS Board Policies.

Date

Print Board member name

Board member signature

Print CEO name

CEO signature

APPENDIX 2: BOARD COMMITTEE STRUCTURE



NOMINATING COMMITTEE

Name and Type

Name: Nominating Committee

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

Purpose

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

Membership

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

The Board shall appoint the Chair of the committee.

Deliverables

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

Governance

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

A majority of voting members constitutes quorum.

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

Communications

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

The committee shall report on its progress at Board meetings.

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

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

Relevant Policies

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

- SFSS Board Policies



GOVERNANCE COMMITTEE

Name and Type

Name: Governance Standing Committee

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

Purpose

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

Membership

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

The Board shall appoint the Chair of the committee.

Deliverables

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

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

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

Governance

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

A majority of voting members constitutes quorum.

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

Communications

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

The committee shall report on its progress at Board meetings.

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

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

Relevant Policies

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

- SFSS Constitution
- SFSS Bylaws
- SFSS Board Policies
- SFSS Strategic Plan
- Society Act of British Columbia



FINANCE AND AUDIT COMMITTEE

Name and Type

Name: Finance and Audit Committee

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

Purpose

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

Membership

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

Deliverables

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

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

- the production of regular monitoring reports by the CEO, which are to be presented to the Board.

Governance

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

A majority of voting members constitutes quorum.

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

Communications

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

The committee shall report on its progress at Board meetings.

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

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

Relevant Policies

- Ends Policies
- GP-6: Board Committee Principles
- GP-7: Board Committee Structure
- EL-3: Financial Condition and Activities
- EL-4: Financial Planning and Budgeting
- EL-5: Asset Protection
- GP-9: Annual Planning



EXECUTIVE COMMITTEE

Name and Type

Name: Executive Committee

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

Purpose

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

Membership

- Voting members
 - President (Chair) or another executive director as designated by the Board
 - all currently sitting executive directors
 - all currently sitting non-executive directors (ex-officio)
- Non-voting ex-officio members
 - Chief Executive Officer

The Board shall appoint the Chair of the committee.

Deliverables

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

- items considered, and
- motions passed.

Governance

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

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

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

Communications

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

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

Relevant Policies

- Ends Policies
- GP-6: Board Committee Principles
- GP-7: Board Committee Structure



FEDERAL, PROVINCIAL, AND MUNICIPAL ADVOCACY AND LOBBYING COMMITTEE

Name and Type

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

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

Purpose

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

Membership

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

The Board shall appoint the Chair of the committee.

Deliverables

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

- advocacy and lobbying campaigns directed towards the provincial and municipal governments,
- information campaigns directed towards the Society membership regarding provincial and municipal governments,
- plans for the implementation of accepted proposals, including:

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

Governance

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

A majority of voting members constitutes quorum.

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

Communications

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

The committee shall report on its progress at Board meetings.

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

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

Relevant Policies

- Ends Policies
- GP-6: Board Committee Principles
- GP-7: Board Committee Structure



UNIVERSITY AND ACADEMIC AFFAIRS COMMITTEE

Name and Type

Name: University and Academic Affairs Committee

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

Purpose

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

Membership

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

The Board shall appoint the Chair of the committee.

Deliverables

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

- advocacy and lobbying campaigns directed towards the University,
- information campaigns directed towards the Society membership regarding the University,
- plans for the implementation of accepted proposals, including:
 - a budget,

- resource requirements,
 - staffing requirements, and
 - timelines,
- summary reports on the progress of campaigns which include:
 - spending actuals,
 - campaign highlights, and
- coordinate campaigns with student senators and student governors.

Governance

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

A majority of voting members constitutes quorum.

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

Communications

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

The committee shall report on its progress at Board meetings.

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

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

Relevant Policies

- SFSS Constitution
- SFSS Bylaws
- SFSS Board Policies (Ends-1 policy)
- SFSS Strategic Plan
- Society Act of British Columbia



EVENTS COMMITTEE

Name and Type

Name: Events Committee

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

Purpose

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

Membership

- Voting members
 - President (ex-officio)
 - VP Student Life (Chair) or another director as designated by the Board
 - at least 2 and up to ~~5~~4 Board members in addition to the Chair
 - up to ~~7~~6 at-large members
- Non-voting ex-officio members
 - Chief Executive Officer
 - Communications Coordinator

The Board shall appoint the Chair of the committee.

Deliverables

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

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

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

Governance

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

A majority of voting members constitutes quorum.

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

Communications

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

The committee shall report on its progress at Board meetings.

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

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

Relevant Policies

- Ends Policies
- GP-6: Board Committee Principles
- GP-7: Board Committee Structure



COMMITTEE FOR BOARD CONTINUITY

Name and Type

Name: Committee for Board Continuity

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

Purpose

This purpose of this committee is to provide the Board and its directors with a point of continuity with past Boards and past Society governance work.

Membership

- 1 past members of Board who sat as a director over 10 years ago
- 1 past members of Board who sat as a director between 5 and 10 years ago
- 2 past members of Board who sat as a director in the last 5 years.
- Board President
- 2 current Board members, and
- Chief Executive Officer (CEO).

The President is the Chair of the committee.

Deliverables

As a Board committee, the purpose of this committee is to provide the Board with formal recommendations relating to good governance, strategic planning, and professional development.

Governance

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

A majority of voting members constitutes quorum.

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

Communications

The committee shall meet once per semester.

The committee shall report on its progress at Board meetings.

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

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

Relevant Policies

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

- SFSS Board Policies



SURREY CAMPUS COMMITTEE

Name and Type

Name: Surrey Campus Committee

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

Purpose

This purpose of this committee is to make and report on the development of recommendations to the Board of Directors regarding the all aspects of the undergraduate experience at the Surrey campus.

Membership

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

The Board shall appoint its Chair by majority vote.

Deliverables

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

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

Governance

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

A majority of voting members constitutes quorum.

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

Communications

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

The committee shall report on its progress at Board meetings.

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

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

Relevant Policies

- Ends Policies
- GP-6: Board Committee Principles
- GP-7: Board Committee Structure



VANCOUVER CAMPUS COMMITTEE

Name and Type

Name: Vancouver Campus Committee

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

Purpose

This purpose of this committee is to make and report on the development of recommendations to the Board of Directors regarding the all aspects of the undergraduate experience at the Vancouver campus.

Membership

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

The committee shall appoint its Chair by majority vote.

Deliverables

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

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

Governance

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

A majority of voting members constitutes quorum.

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

Communications

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

The committee shall report on its progress at Board meetings.

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

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

Relevant Policies

- Ends Policies
- GP-6: Board Committee Principles
- GP-7: Board Committee Structure



ACCESSIBILITY FUND COMMITTEE

Name and Type

Name: Accessibility Fund Committee

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

Purpose

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

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

Membership

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

The committee shall appoint its Chair by majority vote.

Deliverables

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

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

Governance

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

A majority of voting members constitutes quorum.

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

Communications

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

The committee shall report on its progress at Board meetings.

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

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

Relevant Policies

- Ends Policies
- GP-6: Board Committee Principles
- GP-7: Board Committee Structure
- EL-3: Financial Condition and Activities
- EL-4: Financial Planning and Budgeting
- EL-5: Asset Protection
- GP-9: Annual Planning



A Shared Vision

1. Academic
2. Health and Well-being
3. Social
4. Financial

Safety & Security

- Alcohol/drug-free event
- Volunteers:
 - Consulting with SFU SRS to create proper training, waivers, bag check
 - Will keep a list of volunteers who have First Aid, CPR, AED
 - Representatives will be in contact with SRS for duration of event
- Attendees:
 - All name tags will have volunteer and emergency contact info

Volunteer Management

- Asking: Peer Mentors, DSUs
- Goal is 50 volunteers
- Recruitment & Training:
 - Mandatory training sessions with SVSPO & on FASS Fest specific procedures (event itinerary, accessibility, registration & bag checks)
- Roles
 - Leaders for each group
 - Game leaders
 - Extra people for set up and take downs

Accessibility Information

- Accessible pathways
 - West Mall Center - always open with board games and other activities (quiet rooms)
- Allergies: Nut and scent-free zone
 - Eventbrite sign up includes dietary restrictions

Accessibility Information (cont.)

- Locations for gender-neutral washrooms & sleeping rooms
 - Pronouns on name tags
- Packing List
- Working with Center for Accessible Learning to make sure all needs are met
- fassfestcommunications@gmail.com for questions
- bit.ly/fassfest for more information

Finances: Budget and Contributions

UPDATED BUDGET AND CONTRIBUTIONS						
Expenses	Amount	Notes		Contributions	Amount	Notes
Fixed Expenses				Criminology	\$250	
Entertainment and Rentals		Refer Appendix 1		Philosophy	\$60	
Improv	\$1,632.75	Refer Appendix 1a		Economics	\$100	
DJ	\$373.00	Refer Appendix 1b		SASU	\$250	
Photographer	\$280.00	Refer Appendix 2		Psychology	\$250	
Merchandise	\$2,297.64	Refer Appendix 3		SASS	\$1,358	
Equipment	\$1,020.53	Refer Appendix 4		Linguistics	\$100	
Marketing	\$200.00	Refer Appendix 5		International Studies	\$100	
On-Campus Rentals		Refer Appendix 6		FASS	\$2,000	
Field	\$210.00					
AV - WMC	\$15.00					
Variable Expenses (Food)	\$3,026.79	Refer Appendix 7				
Expenses (Before Tax)	\$9,055.71			Total Contributions	\$4,468	
Variance Analysis	CASE 1	CASE 2	CASE 3	CASE 4	SFSS GRANT	
Ticket Sales (Units)	\$80.00	90	100	150	80	
Ticket Revenue	\$2,400.00	\$2,700	\$3,000	\$4,500	\$2,400	
Total Contributions (See above)	\$4,468.00	\$4,468	\$4,468	\$4,468	\$8,468	
Total Revenue	\$6,868.00	\$7,168	\$7,468	\$8,968	\$10,868	
Expenses (Before Tax)	\$9,055.71	\$9,055.71	\$9,055.71	\$9,055.71	\$9,055.71	
Tax (GST + PST)	\$1,086.69	\$1,086.69	\$1,086.69	\$1,086.69	\$1,086.69	
Total Expenses	\$10,142.40	\$10,142.40	\$10,142.40	\$10,142.40	\$10,142.40	
Contingency (10% of Total Expenses)	\$1,014.24	\$1,014.24	\$1,014.24	\$1,014.24	\$1,014.24	
Surplus (Deficit)	-\$4,288.63	-\$3,988.63	-\$3,688.63	-\$2,188.63	-\$288.63	

Finances: Total Revenue

Revenue	Total Revenue			Notes
	Units	Unit Price	Projected	
Ticket Sales			2400	
Tickets	80	30		Expected turn out. SUS Last year ~80 Students, FASS CAMPS ~ 67 ~ FASS Kickoff ~82
External Sponsorship			2000	
FASS			2000	
In-Kind Sponsorshop				
Internal Sponsorship			2468	
SASS Core			1358	
Criminology Student Union Core			250	
Philosophy Student Union Core			60	
Economics Student Society Core			100	
SASU			250	
Psychology Student Union Core			250	
Linguistics Student Society Core			100	
International Studies Society Core			100	
TOTAL REVENUE			6868	

Finances: Use of SFSS Grant

Source	Expenses	Amount
SFSS Grant		\$4,000.00
	Merchandise	2297.64
	Field	210
	Variable Expenses (Food)	1492.36

Questions?



Thank you!





SFSS GRANT PROGRAM PROPOSAL FORM

1. PROPONENT INFORMATION

First Name: _____
Last Name: _____
Email: _____
Telephone: _____
Name of SFSS Group: _____
Proposal Title: _____

2. PROJECT PLAN

Please describe the proposed project/event.

Event/Project location: _____
Event Date: _____

Please attach all supporting documents for this application (set up diagram, posters, A/V list etc.)

3. MANDATE OF THE SFSS

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

- () Social _____
() Academic _____
() Financial _____
() Health and Well-being _____

4. MANDATE OF THE CLUB / STUDENT UNION / GROUP

What is the mandate of your SU/Club/Group and how does this event/project support it?

5. SUCCESS OF PREVIOUS EVENTS/PROJECTS FUNDED BY THE SFSS:

Please attach the Final Report/Event Summary Form for the previous grant application.

6. SCOPE OF THE PROJECT/EVENT

Who will participate/benefit from this event/project?

Please break down the numbers into the following categories:

SFU students:

SFU staff/faculty:

Non-SFU students:

Invited speakers/presenters:

General public:

7. COLLABORATION

Are you working with any other groups on this event/project? If yes, please list the groups.

If any of these groups are student unions, please attach their meeting minutes confirming their contributions.

8. ACCESSIBILITY

All events and projects supported by SFSS must be open to all members of SFSS.

I have read the Accessible event planning checklist ([HERE](#)) and agree to include a note on our advertising materials that accessibility accommodations are available upon request

9. BUDGET

9.1 EXPENSES (LIST)*

9.2 REVENUE*

Ticket sales _____
Sponsorship _____
Contributions from the applicants (DSUs, Clubs, etc.) _____
Other: _____

9.3 GRANT AMOUNT REQUESTED*

Please note that the SFSS requires at least 10 calendar days (excluding submission and event day) to process Grant requests. Please refer to the SFSS granting Program Guidelines for more information.

SFSS Surrey Campus Committee Briefing Note

MOTION: Be it resolved to approve the updated policies to include the new terms of Surrey Campus Committee Membership (Pg. 77 of “SFSS Board Policies 2019-06-26” attachment)

Explanation: This gives more leeway to students taking a semester off or doing co-op during the summer which is very common specifically amongst Software Systems and Mechatronics Engineering students, both of which whose departments are located in Surrey, and also has the advantage of not excluding those who are very involved in Surrey, even if they may not take many classes there often/at all. The old policies only allowed students to be on the committee who were taking a class in Surrey during the time they served on the committee.

UPDATED BUDGET AND CONTRIBUTIONS

Expenses	Amount	Notes		Contributions	Amount	Notes	
Fixed Expenses				Criminology	\$250		
Entertainment and Rentals		Refer Appendix. 1		Philosophy	\$60		
Improv	\$1,632.75	Refer Appendix. 1a		Economics	\$100		
DJ	\$373.00	Refer Appendix. 1b		SASU	\$250		
Photographer	\$280.00	Refer Appendix. 2		Psychology	\$250		
Merchandise	\$2,297.64	Refer Appendix. 3		SASS	\$1,358		
Equipment	\$1,020.53	Refer Appendix. 4		Linguistics	\$100		
Marketing	\$200.00	Refer Appendix. 5		International Studies	\$100		
On-Campus Rentals		Refer Appendix. 6		FASS	\$2,000		
Field	\$210.00						
AV - WMC	\$15.00						
Variable Expenses (Food)	\$3,026.79	Refer Appendix. 7					
Expenses (Before Tax)	\$9,055.71			Total Contributions	\$4,468		
Variance Analysis	CASE 1	CASE 2	CASE 3	CASE 4	SFSS GRANT		SFSS GRANT
Ticket Sales (Units)	\$80.00	90	100	150	80		4,000
Ticket Revenue	\$2,400.00	\$2,700	\$3,000	\$4,500	\$2,400		
Total Contributions (<i>See above</i>)	\$4,468.00	\$4,468	\$4,468	\$4,468	\$8,468		
Total Revenue	\$6,868.00	\$7,168	\$7,468	\$8,968	\$10,868		
Expenses (Before Tax)	\$9,055.71	\$9,055.71	\$9,055.71	\$9,055.71	\$9,055.71		
Tax (GST + PST)	\$1,086.69	\$1,086.69	\$1,086.69	\$1,086.69	\$1,086.69		
Total Expenses	\$10,142.40	\$10,142.40	\$10,142.40	\$10,142.40	\$10,142.40		
Contingency (10% of Total Expenses)	\$1,014.24	\$1,014.24	\$1,014.24	\$1,014.24	\$1,014.24		
Surplus (Deficit)	-\$4,288.63	-\$3,988.63	-\$3,688.63	-\$2,188.63	-\$288.63		

Revenue	Total Revenue			Notes
	Units	Unit Price	Projected	
Ticket Sales			2400	
Tickets	80	30		
External Sponsorship			2000	
FASS			2000	
In-Kind Sponsorshop				
Internal Sponsorship			2468	
SASS Core			1358	
Criminology Student Union Core			250	
Philosophy Student Union Core			60	
Economics Student Society Core			100	
SASU			250	
Psychology Student Union Core			250	
Linguistics Student Society Core			100	
International Studies Society Core			100	
TOTAL REVENUE			6868	

Fixed Expenses	Total Costs			Notes	Appendix
	Units	Unit Price	Projected		
				Accommodating 130 students and volunteers	
Entertainment and Rentals			2005.75		<i>Appendix. 1</i>
Improv Show (VTS)			1632.75		<i>Appendix. 1a</i>
Vancouver Theater Sports			1569.75	Cheaper compare to magic show = \$2000, Comedy = \$1350	
Images Theatre (Projector and Speakers)	1	50	50		
Mic (Clip On)	1	13	13		
DJ			373		<i>Appendix. 1b</i>
Brian Vo	2	100	200		
Speakers (Medium Space)	2	50	100	SFU/SFSS	
Laser Light/Starball	2	20	40		
Smoke Machine	1	20	20	Celebration Party Rentals Coquitlam	
Mic (Handheld)	1	13	13	SFU/SFSS	
Photographer			280		<i>Appendix. 2</i>
Videographer		100	100	Hugo Li - Videographer	
Photographer	9	20	180	Mikaela Grey (w/ editing time and sending the photos) - Photographer	
Merchandise/Swag			2297.64		<i>Appendix. 3</i>
Wrist Bands	4	9.79	39.16	Staples (Advantus)	
Name Tags (100-pack)	2	6.79	13.58	Staples	
Pens (500-pack)	1	140	244.95	4imprint - Value Stick Pen	
Drawstring bags					
4imprint	150		499.95	Includes Shipping	
T-Shirts			1500	Average Price among options below	
Get Bold	210		1454.5	Free shipping	
Artik	210		1628.99	Includes Shipping	
4imprint	210		1373.9	Includes Shipping	
Great West Graphics	220		1496.61	Free Shipping	
Equipment			1020.53	Walmart, Superstore, Amazon, Dollar Store and Party City	<i>Appendix. 4</i>
Fabric			150	4ft x 4ft > 16 sq. ft. > 1.78 yards > round to 2 yards >	
Glow Sticks (300-pack)	2	29.99	59.98		
Capture the Flag Packet	3	26	78	Amazon - 10 belts+flags/pack.	
Hoola Hoops	15	3	45	SFU Rec	
Slip and Slide	1	40	40	Canadian Tire	
Soap (2-pack)	1	7.72	7.72		
Crawl Tunnel	1	16	16		
Streamers (9 rolls of 81ft)	3	7.4	22.2		
Photo Booth: Wallpaper	2	6.99	13.98		
Balloons (12-pack)	6	3	18		
FASS Balloon Helium Refill	4	1	4		
Posters	30	1	30		
Glowsticks (300-pack)	1	52.97	52.97		
Flashlights	7	2	14		
Batteries (16-pack)	1	9.98	9.98		
Paint	3	24	72		
Canvas (36-case)	2	45	90		
Paint Brushes (72-case)	2	3	6		
Cups	1	14.99	14.99		
Ping Pong Balls (6-pack)	1	3	3		
Pencils (140-pack)	1	23.99	23.99		
Beanbags (12-pack)	1	12.99	12.99		
Foam Bowls (50-pack)	1	2.97	2.97		
Whipped Cream	3	2.98	8.94		
Rockets Candy (36-case)	1	36	36		
Thrift Store Clothing			80	Scavenger Hunt	
Face Paint (4-pack)	12	3.99	47.88		
Makeup Wipes (25-pack)	4	1.25	5		
Unicorn Floaty	1	25	25		
Baby Food	15	1	15		
Safety Supplies (First Aid Kit)	1	14.94	14.94	180 pieces: bandages/dressings, antiseptic wipes cold pack, gloves	
Marketing			200		<i>Appendix. 5</i>
Posters					
Facebook Marketing/Advertisements					
Rentals			225		<i>Appendix. 6</i>
Overhead Projector (WMC)	3	5	15		
Field Rental	3	70	210		
TOTAL FIXED EXPENSES			6028.92		

Variable/Food Expenses	Total Costs			Notes
	Units	Unit Price	Projected	
Lunch			552	Accommodating ~150 people = 80 new students and volunteers
Uncle Fatih's	23	24	552	For 50-60 Volunteers
Dinner			1266	
Uncle Fatih's	50	24	1200	Large Pizzas and Medium Gluten Free and there will be vegetarian options
Large Fruit Platter	2	18	36	Dinner and Breakfast
Large Veggie Platter	2	15	30	Dinner and Breakfast
Snacks and Breakfast			925.31	
Energy Bars (24-pack)	8	38.39	307.12	Snacks
Large Fruit Platter	8	18	144	Breakfast
Large Veggie Platter	8	15	120	Breakfast
Croissants (6-pack)	15	3	45	Breakfast
Presidents Choice Mini Muffins (12-pack)	8	4	32	Breakfast
Sun Rype Assorted Fruit to Go (72 pack)	1	22.99	22.99	Breakfast
Cookies (18-pack)	8	6	48	Snacks
Popcorn	6	8	48	Snacks
No Name Chips	10	3.98	39.8	Snacks
Lays Party Size (450 gm)	6	4.28	25.68	Snacks
Munchies Party Size (1.1g)	3	7.58	22.74	Snacks
Banana Chips (12 x 100g)	1	32.99	32.99	Snacks
Assorted Candy (3 x 1kg)	1	36.99	36.99	Snacks
Drinks			352.42	
Coke Cans (24-pack)	4	10.99	43.96	
Sprite Cans (24-pack)	4	10.99	43.96	
Boxed Juice (10x200ml)	15	2.98	44.7	
Coffee	15	12	180	Tim Hortons
Hot Chocolate (10-pack)	10	3.98	39.8	Superstore
Other			283.48	
Paper Plates (20/pack)	10	3	30	
Napkins (250 sheets/pack)	1	34.99	34.99	
Plastic Forks (100-pack)	2	32.99	65.98	
Plastic Knives (100-pack)	2	32.99	65.98	
Blue Recycling Bags (8-pack)	1	31.99	31.99	
Garbage Bags (100-pack)	1	33.59	33.59	
Cups (280-pack)	1	14.99	14.99	
Paper Bags (100-pack)	2	2.98	5.96	
TOTAL VARIABLE EXPENSES			3026.79	

Source	Expenses	Amount
SFSS Grant		\$4,000.00
	Merchandise	2297.64
	Field	210
	Variable Expenses (Food)	1492.36

Security & Emergency Plan

1. Event Description

Provide a brief description of the event including the purpose, schedule, expected attendance and type of activity.

2. Roles & Responsibilities

Fill in roles and responsibilities as required for the event.

2.1 Event Chair

Identify who has overall responsibility for the event and the tasks they will be performing during the event.

2.2 Event Volunteers & Training

Indicate how many volunteers will be participating and what roles they will have. Also, indicate what training and supporting materials will be provided for volunteers.

2.3 First Aid

Indicate how first aid will be managed during the event including how many first aid providers will be present and the level of first aid they are trained to perform, including AED/CPR training.

2.4 Additional Security (if required)

Indicate how many additional contract security guards will be on site and what duties will they perform.

2.5 Traffic Safety & Parking (if required)

If the event occurs outdoors and/or has the potential to impact traffic flow, indicate how traffic and parking will be managed. Include a diagram or map.

3. Emergency Communications

In an emergency call 911

3.1 Event Contacts

Include all relevant positions, names and contact information (including mobile numbers).

Title/Position	Name	Contact Number (mobile)
Security Emergency Line	Dispatch	778-782-4500
Security Non-emergency	Dispatch	778-782-3100
Event Chair		
Event Coordinator		
Volunteer Coordinator		

3.2 Decision-Making

Upon notification of an incident or hazard (eg. severe weather), immediately notify event contacts listed above in 3.1.

Decisions for any cancellation or postponement/suspension of activities of the event will be decided by:

4. Functions

4.1 Access/Emergency Exits & Perimeter Control

How will access to the event area be managed? Identify all access points for the event and emergency exit routing and signage. Include information related to fencing or other barriers such as stages.

4.2 Alcohol (if required)

Explain how will alcohol service be managed. Who will be serving alcohol? Who will be checking identification?

5. Medical

5.1 AED Locations

Identify the two nearest AED's to the event location and include the location description. For all locations, go to:

<https://www.sfu.ca/srs/emergency/response/aed.html> AED Map

Primary: _____

Secondary: _____

6. Emergency Procedures

6.1 Evacuation & Assembly Areas

There are various situations that could lead to the necessity to evacuate a building (i.e. fire, hazardous materials release, earthquake, power outage etc.). An evacuation may be triggered by an alarm or announcement.

Identify the primary and secondary assembly areas for the event. Maps of the assembly areas can be found at

<https://www.sfu.ca/srs/emergency/response/evacuation.html>

Primary Assembly Area:

Secondary Assembly Area:

Include map

EMERGENCY PROCEDURES

IN AN EMERGENCY CALL 911

CAMPUS SECURITY

**EMERGENCY/
FIRST AID LINE**
778.782.4500

**NON-EMERGENCY/
SAFEWALK LINE**
778.782-7991

EMERGENCY NOTIFICATIONS

WWW.SFU.CA/SFUALERTS

- In an emergency, visit www.sfu.ca and follow @SFU on Twitter.
- Download the SFU snap app

SEE SOMETHING, SAY SOMETHING

- Report suspicious persons/objects to Campus Security.

REPORT SAFETY HAZARDS AND INCIDENTS

WWW.SFU.CA/EMERGENCY



FIRE

- Pull the nearest fire alarm, leave the area and close the door
- Evacuate the building via the nearest exit, do not use elevators
- Proceed to the assembly area
- Do not re-enter until authorized by Fire Department or Campus Security



EARTHQUAKE

- **Drop, cover, hold on** under a heavy desk or table, interior wall, or corner
- Wait 60 seconds after the shaking stops
- Proceed to the designated assembly area



ACTIVE THREAT

- **Run** - Evacuate the area if it is safe to do so
- **Hide** - Lockdown and hide yourself if you cannot evacuate safely
- **Take action** - As a last resort, commit yourself to delay, block or overcome the threat



CARDIAC ARREST

- **Phone 911** and shout for an AED. AED locations: www.sfu.ca/aed
- **Push** hard and fast in the centre of the chest
- **Use an AED** following the automated verbal instructions



SEVERE WEATHER

- Know before you go. Visit www.sfu.ca and follow @SFU on Twitter



SHELTER-IN-PLACE

- During hazardous outdoor environments:
- Seek shelter indoors
 - Close exterior doors and windows
 - Stay indoors until officially advised