1. CALL TO ORDER

Call to Order – 2:32 PM

2. TERRITORIAL ACKNOWLEDGMENT

We respectfully acknowledge that the SFSS is located on the traditional, unceded territories of the Coast Salish peoples, including the xʷməθkʷəy̓əm (Musqueam), Sḵwx̱wú7mesh Úxwumixw (Squamish), Seĺíĺwitulh (Tsleil-Waututh), kʷikʷəƛ̓əm (Kwikwetlem) and q̓icə̓y̓ (Katzie) Nations. Unceded means that these territories have never been handed over, sold, or given up by these nations, and we are currently situated on occupied territories.

3. ROLL CALL OF ATTENDANCE

3.1 Board Composition

President *(Chair)* .... Osob Mohamed
VP External Relations .... Samad Raza
VP Finance .... Corbett Gildersleve
VP Student Services.. Matthew Provost
VP Student Life .... Jennifer Chou
VP University Relations *(Vice Chair)* .... Gabe Liosis
At-Large Representative .... Balqees Jama
At-Large Representative .... Phum Luckkid
Faculty Representative (Applied Sciences) .... Harry Preet Singh
Faculty Representative (Arts & Social Sciences) .... Sude Guvendik
Faculty Representative (Business) .... Mehtaab Gill
Faculty Representative (Communications, Art, & Technology) ..... Haider Masood
Faculty Representative (Education) .... Emerly Liu
Faculty Representative (Environment) .... Anuki Karunajeewa
Faculty Representative (Health Sciences) .... Nafoni Modi
Faculty Representative (Science).. WeiChun Kua

3.2 Society Staff

Campaign, Research, and Policy Coordinator .... Sarah Edmunds
Administrative Assistant.. Kristin Kokkov
Executive Assistant .... Shaneika Blake
Member Services Coordinator – Surrey .... Shelley Durante
Build SFU General Manager .... Marc Fontaine
Shop Steward for the Union.. Melanie Ling

3.3 Guests

The Peak News.. Michelle Gomez
Student... Alvin David
Student... Kimia Rezaeian
Student... Helen Sofia Pahou

4. ADOPTION OF THE AGENDA

4.1   MOTION BOD 2020-06-12:01
Corbett/Gabe
Be it resolved to adopt the agenda as amended.
CARRIED AS AMENDED unanimously

4.1.1. MOTION BOD 2020-06-12:01-01
Gabe/Matthew
Be it resolved to add the motions 10.8 The FNSA Emergency Assistant Fund and the FNSA/SFSS agreement, 10.9 OER Campaign Letter, and 10.10 Townhall Slido to the agenda.
Be it further resolved to add discussion items 11.4 ERSE Food Hub and Game Show, 11.5 Student Union Cheerleader, 11.6 AGM Planning, and 11.7 Townhall to the agenda.
CARRIED unanimously

5. APPROVAL OF THE MINUTES

5.1   Board Minutes – MOTION BOD 2020-06-12:02
Corbett/Nafoni
Be it resolved to receive and file the following minutes:
- BOARD 2020-05-29

CARRIED unanimously

5.2   Committee Minutes – MOTION BOD 2020-06-12:03
Nafoni/Harry
Be it resolved to receive and file the following minutes:
- AFAC 2020-02-25
- AFAC 2020-03-03
- UAA 2020-05-22

CARRIED unanimously

5.3   Council Minutes – MOTION BOD 2020-06-12:04
Matthew/Sude
Be it resolved to receive and file the following minutes:
- BOARD and COUNCIL 2020-04-30

CARRIED unanimously

6. REPORT FROM EXECUTIVE COMMITTEE

- Refer to the attachment "Executive Committee Report to the Board of Directors_ Administrative Review 2020"
  - The review of the restructuring has been completed.
- It was pointed out that by implementing the Carver Model in 2015 the Board of Directors were pushed out of all the operational aspects of the Society and this created a big gap in the understanding and in the relation with the staff.

- The Board of Directors were elected and given a mandate to build student power across the campus – the SFSS needs to be a strong organisation that is the voice for the student body and pushes for free and accessible education, healthcare, transportation, and academic accommodation for everyone.
    - In order to do this effectively, it is necessary to understand how the SFSS works from within.
- It was pointed out that under the Carver Model, the relationship with a lot of the staff has been disjointed and the communication has been funneled through management structures and this has caused a lot of harm.
    - This is the reason the structural change was necessary.

- The Executive Committee recommends the Governance Board/Executive management hybrid model for adoption by the Board of Directors.
- It was emphasised that the new model was chosen considering the context of the SFSS and the documents were looked at taking into account the best interest of the students.
    - It was added that the Board needs to show the students that the Board of Directors are there for them.
        - The Governance Board/Executive management hybrid model makes it more efficient.
- It was explained that this new model will help the students to connect to the people they elected more directly.
    - Under the Carver Model, most of the tasks were delegated to the administrative side of the organisations and the Board was not involved.
- It was emphasised that key decisions should be made by the Board rather than having them made by non-elected non-students, who may not make decisions that are the best for the students.
    - The Board members would like to make things more transparent and have a closer connection with the staff members who work with the students every day.

- Executive Assistant addressed some of the concerns highlighted in the Executive committee report:
    - In the report it was said that Board members are not aware of the policies, however, the Board members are provided all the policies in their onboarding session and it is the Board members' responsibility to read them and be aware of what is in them.
        - In addition, the Board members have the right to ask for any documents in the Society they may want to see.
        - The ED also provides the president with weekly reports, and they have weekly meetings, and it is the president's responsibility to update the Board.
- Executive Assistant pointed out that although the restructuring was done in good intention and with the interest of the organisation, there could have been a better approach where all affected parties had been consulted.
- Executive Assistant found the process to be unjust and uncompassionate and showing lack of value for staffs' work.
    - It has caused emotional undue stress on staff, and as the employer it is the responsibility of the Board to ensure that people can work in a safe and healthy environment.

- The president pointed out that the Board is not requesting the reports or policy documents, because the new Board members do not know what to request and what they want.

- o The ED and the president have weekly meetings, but it was pointed out there are still a lot of policies that the president had not seen.
  - ▪ Standing orders and operational policies that under the Carver Model were not relevant for the Board to see.
    - However, these should be available to the Board.
- The president pointed out that there were several meetings with the managers and coordinators to get their opinions and to see how to incorporate their ideas.
- The Board members emphasise that they value all the work that has been done to the SFSS.
- It was insisted that the Board has been compassionate throughout the process and has done a thorough job, and it is the job of the Board to make sure that the Society is moving in the direction that they think is appropriate.
  - o The Students Society is about the students and the Board is going to do what is best for the student body.
- The Board promised to ensure that they will move forward in a way that is compassionate and cognisant of the situation.

7. IN-CAMERA

7.1   MOTION BOD 2020-06-12:05
Matthew/Samad
Be it resolved to go in-camera.
CARRIED AS AMENDED unanimously

7.1.1. MOTION BOD 2020-06-12:05-01
Osob/Corbett
Be it resolved to strike out the words "for the remainder of the meeting"
CARRIED unanimously
- There are motions and discussion items after the in-camera session.

7.2   Administrative Restructuring

8. EX-CAMERA

8.1   MOTION BOD 2020-06-12:06
Corbett/Balqees
Be it resolved to go ex-camera.
CARRIED unanimously

8.2   MOTION BOD 2020-06-12:07
Corbett/Gabe
Be it resolved to amend the agenda by adding the following motion "Be it resolved to delegate and task the Staff Liaison officer on the Executive Committee, alongside the Executive Committee, to execute on the recommended administrative restructuring model in line with the report from the Executive Committee titled "Executive Committee Report to the Board of Directors 2020" ("Report"), by giving appropriate notices and executing releases for positions affected, and taking any other necessary steps to implement the Report."
CARRIED unanimously

8.3 MOTION BOD 2020-06-12:08
Corbett/Balqees

Be it resolved to delegate and task the Staff Liaison officer on the Executive Committee, alongside the Executive Committee, to execute on the recommended administrative restructuring model in line with the report from the Executive Committee titled "Executive Committee Report to the Board of Directors 2020" ("Report"), by giving appropriate notices and executing releases for positions affected, and taking any other necessary steps to implement the Report.
CARRIED
In favour (15): Anuki Karunajeewa, Balqees Jama, Corbett Gildersleve, Emerly Liu, Gabe Liosis, Haider Masood, Harry Preet Singh, Jennifer Chou, Matthew Provost, Nafoni Modi, Osob Mohamed, Phum Luckkid, Samad Raza, Sude Guvendik, WeiChun Kua.
Against (1): Mehtaab Gill
Abstain (0)

- The motion was discussed at the in-camera session.

Break at 4:53 PM, the meeting resumes at 4:58 PM

9. REPORT FROM GOVERNANCE COMMITTEE

- Refer to the attachment "Full Report from Governance Committee".
  - It was emphasised that the attached Board and Administrative Policies are not in the final stage of completion and they will be continually reviewed by the Governance committee.
    - The process is not over, there are areas of improvement, and policy review is an ongoing process throughout the Board year.
    - It was brought out that also the Council has to be consulted.

10.   NEW BUSINESS

10.1 Governance restructuring – MOTION BOD 2020-06-12:09
Corbett/Gabe

Whereas the Governance Committee has compiled and presented the report and recommendations titled "Governance Committee Report to the Board of Directors: Governance Review 2020"

Be it resolved that the Society follows the principles of the "Policy-Administrative Hybrid Governance Model" as recommended by the Governance Committee and outlined in the report,

Be it further resolved that the Board repeal the current Board policies, and adopts the attached Board Policies: Rules and Standing Orders, with a coming into effect date of June 15th, 2020

Be it further resolved that the Board repeals the current Operational Policies, and adopts the attached Administrative Policies as: Office Administration Policies, Communications Policies, Finance Policies, Corporate Records Policies, Society Events Policies, Retail Services Policies, Information Technology Policies, Property Management Policies, Orientation and Training Policies, Member Services and Groups Policies; with a coming into effect date of June 15th, 2020.

Be it further resolved that the Board repeals the current Personnel Policies and adopt the attached Personnel Policies; with a coming into effect date of June 15th, 2020.

CARRIED unanimously

- It was explained that the policies are split up into standalone sections to improve the readability.
- Policymaking is an iterative process – the policies will be reviewed, analysed, and improved throughout the year.

- o Policies can be approved at any Board meeting.
- It was pointed out that everything will be published on the SFSS website so that the membership can hold the Board accountable.

- The Campaigns, Research and Policy Coordinator argued that the Board did engage in bargaining work.
- In addition, the main concern of the Campaigns, Research and Policy Coordinator and the rest of the staff is that the policies contain small errors, mistakes, old terminology, and incorrect things.
- It was also brought out that the staff is concerned about not being able to deliver the services to the students.
    - o If the policies do not align with the SFU policies that the SFSS is constrained by, this is going to impact the students.
- The Campaigns, Research and Policy Coordinator emphasised that the restructuring process was rushed.
    - o The new process requires to post the policies for the Council and students' comments, which is going to make the process of making small changes difficult.
    - o It was highly recommended to correct the errors in the policies before passing the motion.
        - ▪ It was also pointed out that there is a missing document in terms of privacy policy.
- It was emphasised that the abovementioned concerns are important because they impact the membership.

- The Board members asked why this was the bargaining work – the policy development and review are under the jurisdiction of the Board, and all policies have to be passed by the Board.
    - o The Campaigns, Research and Policy Coordinator clarified that the Board manages all the work, but when the Board hires unionized staff and has a collective agreement, the Board is delegating some of these tasks to the staff.
        - ▪ The Board is still owner of all the tasks, but several tasks are to be carried out by the staff.

- The Board members emphasised that the Governance committee is doing policy review and implementation, and the Board members do not believe that they have engaged with any bargaining work.
    - o The small errors in policies will be revisited by the Governance committee.
- It was pointed out that the functionality of the policies is good, and it emphasises the direction where the society wants to go.
- The Board members did not see any issues in implementation of the policies, and did not agree that the process was rushed, rather review was done thoroughly.
- It was clarified that the privacy policies are under review and will come to the Board later.

10.2 Extension of the Meeting - MOTION BOD 2020-06-12:10
Osob/Matthew
Be it resolved to extend the meeting for 1 hour until 6:30 PM.
CARRIED unanimously

10.3 Governance Committee Appointment – MOTION BOD 2020-06-12:11
Matthew/Corbett

Be it resolved to appoint WeiChun Kua as a member of the Governance Committee.

CARRIED unanimously

10.4 Black in BC Community Emergency Support Fund Contribution – MOTION BOD 2020-06-12:12
Balqees/Anuki

Whereas the Black community support initiative is a fundraiser for a low-barrier, emergency, micro-grant program for Black people in British Columbia who are experiencing financial hardship due to the COVID-19 pandemic,

Whereas Black people are disproportionately affected by COVID-19, due to systemic barriers.

Whereas the University of British Columbia AMS has pledged to donate $6,000 towards the Black in BC Community Support Fund for COVID-19,

Be it resolved SFSS donates $3,000 towards the Black in BC Community Support Fund for COVID-19 from an appropriate line item to be decided by the relevant staff and the VP Finance.

CARRIED AS AMENDED unanimously
- Refer to the attachment.
- Nafoni Modi pointed out that she has a conflict of interest regarding this agenda items, and she will be leaving the meeting until the motion has been voted on.
- This motion was put forward to support the Black community in BC.
  - The SFSS is standing in solidarity with Black Lives Matter, and supporting the Black community also financially is part of this.
  - Black people are disproportionally affected by the pandemic and are facing system racism.
- It was added that the fund prioritizes people who are unable to access the government support.

10.4.1.   Black in BC Community Emergency Support Fund Contribution – MOTION BOD 2020-06-12:12-01
Osob/Gabe

Be it resolved to strike the "Executive Director" and replace it with "relevant staff".
CARRIED unanimously
- ED is not available now and the aim is to get this done in timely manner.

10.5 Just Recovery for All Endorsement and House of Commons Brief Submission – MOTION BOD 2020-06-12:13
Balqees/WeiChun

Whereas Canada is rebuilding during and after the COVID-19 pandemic,

Whereas hundreds of organizations have joined the movement for a Just Recovery,

Whereas the Principles of a Just Recovery align with the Society's guiding values of equity, community, empowerment, sustainability,

Whereas the House of Commons Standing Committee on Industry, Science and Technology is accepting briefs on Canada's COVID-19 response until June 19th, 2020,

Be it resolved, SFSS endorses the Just Recovery Principles.

Be it further resolved, the SFSS submits a brief, via the VP External, on Canada's COVID-19 response, to the House of Commons Standing Committee on Industry, Science and Technology.

CARRIED unanimously

- Refer to the attachment.
  - o It was suggested that the SFSS endorses Just Recovery Principles and uses it as the framework for the future work.
  - o It was further suggested to submit a brief to the House of Commons.
- Board members are in support of this motion because the pandemic has shown how the system is putting corporations before people.
  - o Investing in the communities benefits us in the long run.
- It was also pointed out that the pandemic brought to light how important the front-line workers are.

10.6 TMX Opposition – MOTION BOD 2020-06-12:14
WeiCHun/Corbett

Whereas the Board of Directors has taken a stance against the Expansion Project (TMX) when it was previously owned by Kinder Morgan back in 2014;

Whereas in October 2019, the Board of Directors passed a motion in support of calling on government bodies at all levels to take more immediate and impactful actions to address the ongoing climate crisis and any efforts in the advancement of climate justice;

Whereas the TMX project poses substantial safety risks to our membership;

Be it resolved that the Board of Directors release a statement to reaffirm opposition, and take public action and advocacy against the TMX Project.

Be it further resolved that the Board of Directors work with student climate justice advocacy groups to deliver a letter to the student unions across Canada and the United States to sign on in support of calling on the Federal Government of Canada to terminate the Trans Mountain Expansion project in pursuit of a Just Recovery.

Be it further resolved for the SFSS to make and provide any campaign materials related to the advocacy against TMX.

CARRIED AS AMENDED unanimously

- Refer to the attachment.
- It was pointed out that the project is unsafe, and the price of oil has dropped due to the Covid-19 pandemic.
  - o Therefore, this project is not profitable any longer.
- It was insisted that the SFSS should be in opposition of the pipeline project.

10.6.1.   TMX Opposition – MOTION BOD 2020-06-12:14-01
WeiChun/Anuki

Be it resolved to amend the motion to as it now reads:

Whereas the Board of Directors has taken a stance against the Expansion Project (TMX) when it was previously owned by Kinder Morgan back in 2014;

Whereas in October 2019, the Board of Directors passed a motion in support of calling on government bodies at all levels to take more immediate and impactful actions to address the ongoing climate crisis and any efforts in the advancement of climate justice;

Whereas the TMX project poses substantial safety risks to our membership;

Be it resolved that the Board of Directors release a statement to reaffirm opposition, and take public action and advocacy against the TMX Project.

Be it further resolved that the Board of Directors work with student climate justice advocacy groups to deliver a letter to the student unions across Canada and the United States to sign on in support of calling on the Federal Government of Canada to terminate the Trans Mountain Expansion project in pursuit of a Just Recovery.

Be it further resolved for the SFSS to make and provide any campaign materials related to the advocacy against TMX.
CARRIED unanimoulsy

10.7 Investigation of a SFSS Black Student Support Staff Position – MOTION BOD 2020-06-12:15

Balqees/Matthew

Whereas the SFSS is has committed to fighting anti-Black racism,

Whereas the SFSS has committed to maintaining Black community space on campus,

Be it resolved that the SFSS Board of Directors authorizes staff to investigate the hiring of a Black student support staff person to assist in effective support, advocacy and service delivery for the space that has been allocated for the SFSS SOCA constituency group in the new Student Union Building and report on options at a following Board meeting.

CARRIED unanimously
- Refer to the attachment.
- The motion helps to support the process of investigating the position.
- The work order will be sent out.
    - The plan is to look into the support for black students that already exist in Canada and in US.

10.8 The FNSA Emergency Assistant Fund and the FNSA/SFSS Agreement – MOTION BOD 2020-06-12:16

Matthew/Corbett

Be it resolved that the SFSS support the FNSA and SFU terms of reference for the 'FNSA Emergency Assistance Fund' passed by the FNSA to provide funding to indigenous students in light of COVID-19;

Be it further resolved that the SFSS re-ratify the FNSA/SFSS agreement signed March 27, 2009;

Be it further resolved that future motions of the FNSA as it related to the FNSA fund, as long as duly constituted meeting with quorum, and within the FNSA Fund's budget, that cheque requisitions and payments be approved by the SFSS staff in line with the SFSS-FNSA agreement.

CARRIED unanimously
- Refer to the attachments.
- The FNSA Emergency Fund was established in April 2020 to help the indigenous students during the pandemic.
    - However, it was pointed out that the fund has been delayed and the SFSS is serving as a roadblock.
- The FNSA has signed agreement with the SFSS in 2009 and 2002.
- It was brought out that the paternalistic oversight has been an ongoing issue with the SFSS over the FNSA.
- The staff member explained that the money was not issued before, because the auditor questioned it, and there was a need to provide clarity – this was the reason for the delay.

10.9 OER Campaign Letter – MOTION BOD 2020-06-12:17

Emerly/WeiChun

Be it resolved to mandate the SFSS Faculty Representatives to email the OER Campaign Letter to their respective Faculty Deans.

CARRIED unanimously
- Refer to the attachment.

- o It was pointed out that this was brought to the Board already last year, but the Covid-19 got in the way.

10.10   Slido – MOTION BOD 2020-06-12:18
Balqees/Matthew
Whereas, SFSS intends to host a student town hall,
Be it resolved to allocate up to $350 from line item 17. Communications Office for a one-time use plan with web-based application Slido.
CARRIED AS AMENDED unanimously
- This is a paid version of the application and has the features that are necessary for running a townhall.
  - o Crowd sourcing questions, live participation and engagement, polling, and replies.
  - o The application can be integrated with Google Slides which will be used for closed caption purposes.
  - o Livestreaming to YouTube and Facebook.

10.10.1.   Townhall Slido – MOTION BOD 2020-06-12:18-01
Balqees/Gabe
Be it resolved to change the motion to "Whereas, SFSS intends to host a student town hall, Be it resolved to allocate up to $350 from line item 17. Communications Office for a one-time use plan with web-based application Slido".
CARRIED unanimously
- The amendment shows the price that includes VAT.

11.   DISCUSSION ITEMS

11.1 SFSS supports Black Lives Matter

- The statement is available on the SFSS website, SFSS Facebook page, and SFSS Instagram page.

11.2 Research is Work Campaign support

- The SFSS put out a statement on the website in support of the RAs and TSSU.

11.3 Health and Counselling Services Collaboration

- Tabled to the next Board meeting.

11.4 Emergency Response Food Hub and Game Show

- This will be brought as a motion at the next Board meeting.

11.5 Student Union Cheerleader

- This item will be discussed offline.

11.6 AGM Planning

- A working group was formed for organizing the AGM.

- The AGM will take place in the end of October.
  - Updates will be given at the next Board meeting.

11.7 Townhall
- The townhall is being organized.
  - The parties involved: Covid-19 Coalition, GSS, and Tuition Freeze Now.
- The tentative date for the townhall is June 23rd.

12. GUEST 30 MIN Q&A
- No questions

13. ATTACHMENTS
- Executive Committee Report to the Board of Directors_ Administrative Review 2020.pdf
- Full Report from Governance Committee.pdf
- SFSS Property Management Policies.pdf
- SFSS Personnel Policies.pdf
- SFSS Staff-Led Events Policies.pdf
- SFSS IT Policies.pdf
- SFSS Retail Service Policies.pdf
- SFSS Orientation And Retention Policies.pdf
- SFSS Communications Policies.pdf
- SFSS Finance Policies.pdf
- SFSS Corporate Records and Information Policies.pdf
- SFSS Office Administration Policies.pdf
- SFSS Member-Service & Groups Policies.pdf
- SFSS Board Policies.pdf
- Briefing Note - BOD Motion 2020-05-12_ Black In BC Community Emergency Support Fund Contribution.pdf
- Briefing Note - BOD Motion 2020-05-12_ Just Recovery.pdf
- TMX Motion Briefing Note.pdf
- Briefing Note - BOD Motion 2020-05-12_ Black Support Staff Investigation.pdf
- FNSA-SFSS-Agreement-2009.pdf
- [UPDATED] OER FARM Letter.pdf
- SFU OER Sample Email.pdf

14. ADJOURNMENT
14.1 MOTION BOD 2020-06-12:19
Matthew/Gabe
Be it resolved to adjourn the meeting at 6:31 PM.
CARRIED unanimously

Executive Committee Report to the Board of Directors: Administrative Review

Authors: Members of the Executive Committee 2020/21

INTRODUCTION

SUMMARY

The Executive Committee was given the mandate to do a wholesale review of the SFSS Administrative structure at the Board of Directors meeting on May 15, 2020. This review has been conducted concurrently with the Governance Committee's governance review that was also mandated by the Board of Directors.

ADMINISTRATIVE REVIEW PROCESS

Executive Committee members reviewed job descriptions, employment contracts, and reporting requirements for current administrative employees. Additionally, we reviewed the governance and administrative structures of other student societies in and outside of British Columbia. The Executive Committee has also completed a thorough analysis of the administrative history of the SFSS, with ample consideration of the pros and cons of each respective model. Through this review process, the Executive Committee has developed three options for the Board to consider, including a recommended option.

HISTORICAL CONTEXT AND CURRENT MODEL ANALYSIS

Due to incomplete records it is not easy to know the SFSS's administrative structure before the mid-2000s. Reviewing Peak archive articles from the 70s, 80s, and 90s for SFSS news stories reveals that the SFSS has at one time or another had Business Managers, General Managers, Operations Managers, and other similar positions. Often these news articles talk about the removal of said position due to financial constraints or changes in Board direction. It would not be unreasonable to assume that the SFSS has cycled between Working Boards and Administrative Board Governance models and administrative structures in its 50+ year history.

Looking at Board Exit reports and older SFSS Constitutions and Bylaws, since at least 2004 there was an Internal Relations Officer (IRO) board member who was responsible for much of the HR tasks in the organization including staff hiring, scheduling, grievance process, and collective agreement negotiations. There were few administrative roles with the Senior Organizational Advisor and the Food and Beverage Services General Manager being the main ones. In 2012, the Build SFU General Manager was hired to oversee the Build SFU SUB and Stadium Project. In 2013 the Senior Organizational Advisor was transitioned into the Executive Director role and

the IRO position was removed in a bylaw reform passed at the 2013 Special General Meeting. The FBS General Manager was replaced in 2013. From 2013-2015 it appears the Board tried to transition from a working board to an administrative or policy board.

In 2015, the Executive Director retired and the Board hired a new CEO and changed the governance model to Policy Governance (also known as the Carver Model). This model separated the Governance (Board) and Operations (CEO) of the organization. An Administrative Supervisor was created in 2016. Also in 2016 the Food and Beverage Services were shut down and the FBS General Manager was later let go. The General Manager was hired in 2018, and the CEO left the organization later that year. The current Executive Director was hired in 2019 and additional administrators were hired shortly afterwards including the Administrative Services Manager (retooled Administrative Supervisor role), Building Manager, and Finance Manager. Suffice it to say, there have been many Administrative changes to the SFSS in the last five years.

2015 to 2020 - Carver Model

- No management responsibilities designated to Executives
- Few committees
- No Board involvement in hiring/firing, contract negotiations, hiring committees, etc.
- Reduced requests for reports from ED to Board members in recent years, with no reports coming from the 2018-2019 board, and only one report coming from the 2019-2020 board
- 7 Excluded managers for approximately 22 employees
- Before 2015, total administrative costs were around $250,000 across three administrators. From 2015-2020 this number grew to now almost $670,000, more than doubling, with five managers, one Executive Assistant, and one Executive Director.

During the development of the Governance Report, interviews were conducted with Board members on what they felt works, and what they feel doesn't work in relation to the current model we use.

WHAT ARE SOME EXAMPLES OF WHAT WORKS WELL?

Board members noted:

- The accountability is always on the Executive Director when something on the operational side goes wrong, so the Board has a single point of accountability and the Board would determine their continued employment or not
- Things that Board members are not an expert on can be delegated to ED or staff, and this works because they handle it well. It also helps with things Board members might not do well because we are also students.
- Students are not experts on things like policy, law or finance - which is why we have people who study those things for a living and assist us with making those decisions.

WHAT ARE SOME EXAMPLES OF WHAT DOESN'T WORK WELL?

Board members noted:

- Changes happen to member services without input of the Board, for example the changes to food policy requirements by staff happened without input of the Board.
    - A Board member mentioned that students elected students to the Board to be more hands on in decision making and management, and we as a Board are held responsible for mishaps even though it might not have been caused by the Board directly.
- SFSS Staff are supposed to report to the Executive Director, and this leaves Board members feeling disconnected with reports and Board members do not know what is going on.
    - This Board member noted an example was the cancellation of Virtual Clubs Days. This board member found out of this decision in their capacity as a club Executive before they found out in their capacity as a Board member.
    - Another example this Board member cited was the Bubble Tea Fundraiser decision, where staff decided to cancel all food-related fundraising and there was backlash. Board members only discovered the policy change at the same time as general membership did.

REVIEW OF GOVERNANCE MODEL (WITH AN ADMINISTRATIVE FOCUS)

POLICY-GOVERNANCE, OR CARVER MODEL (CURRENT)

- Governance Model Description:
  - Board's responsibility lies in developing and reviewing policies for administration and staff to follow, long term strategic planning, acts as an oversight body by requesting and reviewing reports through Executive Director

- Board Role
  - Focus on governance, which includes long term strategic planning, stakeholder engagement

- Executive Role
  - Under a pure Carver model there's very few executives as their duties are handled by staff. Solely on setting strategic direction. Set policy as Executive Limitations and Board Management delegation subject to monitoring review, focused on a lot of reporting. Operational decisions and documents are internal

- Administrative Role
  - All operations work is delegated to the Executive Director/Chief Executive Officer who then oversees the 'Means' (methods to achieve the 'Ends'). This includes the budgeting, hiring/firing of administration and staff, etc. They are primarily restricted by the bylaws of the organization and the executive limitation policies.

- Staff Role
  - They carry out work as directed by the Executive Director or their designates

- Strengths
  - Sole point of accountability on the staff side
  - Less opportunity for grievances against Board members due to separation of Board from staff relations
  - Creates more free time for Board members to engage in membership engagement activities, such as tabling, campaign development etc.

- Weaknesses
  - Lack of transparency, and little to no Board involvement in operational decisions, including key ones such as hiring/firing, operational policy development etc.
  - Very reliant on requesting regular reports, which may be a struggle for future Boards
  - Harder to hold excluded staff accountable for decisions than Board members, as there are bigger financial implications to make any changes
  - Costs more as management tier grows, as more traditionally board-delegated roles become more operationalized

Generally, the Policy Governance model's separation of Governance and Operations is too stark. A reasonable expectation in a student society would be for elected student leaders to advocate for students as they intimately know the issues. Communicating those issues to the Executive Director to then communicate that to staff will not produce effective results, as things are always lost in translation. Student societies with Carver has a student as the Executive Director/CEO position (See Saint Mary's University Student Association and Wilfrid Laurier University Student Union).

WORKING BOARD

- Governance Model Description
  - A common model for small nonprofits or those that are starting out and have limited financial resources to hire staff. In this model the board carries out a majority or all of the work in the organization, including taking on the role of staff and administrators to carry out the purposes off the organization

- Board Role
  - Performs much or all of the work that the organization requires, including all administrative, operational and HR tasks

- Executive Role
  - Executives act as managers with specialized departments/committees. Directing other board members in carrying out the purposes of the organization

- Administrative Role
  - Few if any dedicated administrative employees

- Staff Role
  - Few if any dedicated staff

- Strengths
  - It is very clear who members can hold to account if any decision making is found to be against the interests of the Society and student population
  - No confusion around who has jurisdiction over certain aspects of the organization
  - All decisions and initiatives are student-led by elected representatives, and all campaigns, projects etc. have direct Board involvement
  - Few or no administration would greatly decrease employment costs
  - Historical and helpful in setting up student unions across the country for decades

- Weaknesses
  - A difficult model to implement for an organization as large as the SFSS
  - Student board members do not have the time or capacity to be members of a fully working board alongside academic commitments
  - A number of tasks that a working board would have to take on could reduce their capacity for membership engagement tasks, which should not be delegated away from the Board
  - It is difficult for board to think strategically and plan for the long term due to heavy involvement in day-to-day tasks without proper compensation

ADMINISTRATIVE BOARD

- Governance Model Description
  - The Board of Birectors act as the main management of the organization, focusing on policy development and staff delegation. Similar to a working board, but with a stronger focus on administrative activities, with a significant portion of administrative tasks being designated to Executives and the few administrators to deal with some roles.

- Board Role
  - The Board of Directors are responsible for the activities of the organization through policy development and delegation of staff. Focus on policy review and development as well as the direction of the Society

- Executive Role
  - Act as managers of the Society, and delegate tasks to the Board through dedicated committees and departments

- Administrative Role
  - Few dedicated administrators as the executives cover that role. They might be a dedicated role that liaises with one board member, or it might be a board member.
  - Administrative roles would be focused on specialized areas that a Board members may not have the skills or capacity to complete, such as some operational and HR matters like staffing, etc.

- Staff Role
  - Dedicated staff to carry out the purposes of the Society as directed by the board executives and/or administrative personnel

- Strengths
  - Strengthened relationships between Board and unionized staff, a more cooperative model in which Board members, coordinators and other staff are able to work together directly
  - Limited number of administrative staff would allow for savings in employment costs

- Weaknesses
  - Increased susceptibility to grievances from unionized staff
  - Executive has limited guidance and support,
  - Requires significant board executive training to be effective in the role, and with high annual board turnover, this can be expensive

GOVERNANCE BOARD/EXECUTIVE MANAGEMENT HYBRID GOVERNANCE MODEL

Model Description:

  - Similar to an Administrative board, but with clearer definitions between board role and responsibilities
  - Management roles are distributed amongst the Executive, and excluded administrative staff positions.

- Board Role

- Focuses on policy review and development as well as the direction of the Society
- All policies must be passed by the Board

- Exec Role
    - Oversight and management of the Society, acts as the Board in between Board meetings except the power to pass policy.

- Admin Role
    - Manages staff relations and day to day support on behalf and in tandem with the Executive Committee
    - Focused on administrative areas that are not well suited for student board members like Human Resources, Payroll, etc.

- Staff Role:
    - Dedicated staff to carry out the purposes of the Society as directed by the board executives and/or administrative personnel, work on committees as outlined in the operational policies.
    - Will have input and reflective of a cooperative workplace environment
    - Report to the Executive and Admin roles as outlined in policies

- Strength
    - Greater transparency on who to hold accountable for decisions due to less overlapping duties.
    - Board members are more well versed in the operational side of the organization and are better able to fulfil their fiduciary responsibilities.
    - Board members held accountable directly for their actions, every operational decision has to be reported by the Executive to the Board

- Weakness
    - Executive members may experience a learning curve in adjusting from their current capacity into taking on some organizational responsibilities
    - First month of the new Board will require extensive training on roles and responsibilities, especially the executives.

ESTIMATES AND IMPACT

The administrative restructuring costs and savings are estimates. Actual costs will be confirmed when the annual audit is conducted in the following year. The committee has taken every effort to provide a good estimate of costs and savings..

Total administrative staffing costs are budgeted to be around $670,000 this year.

WORKING BOARD GOVERNANCE MODEL

In the working Board governance model admin restructuring, this would result in there being no administration to assist the board's work; and the board would take over all administrative roles. As such, restructuring costs would be the highest in all cases, but the total savings would also be the highest in this year, and in the following.

Compassionate restructuring costs (all impacted positions receive packages beyond what their contracts outlines) would result in savings of $1,035,000 over the next two years after factoring in restructuring costs.

Although the cost savings are high, this model is not the option the Executive is recommending, due to the size and complexity of the organization, and the required expertise to carry out certain tasks would be missing.

ADMINISTRATIVE BOARD GOVERNANCE MODEL

In the Administrative Board governance model admin restructuring, this would result in there being some administration to assist the board's work; This would result in all administrative roles excluding the Build SFSS General Manager and Building Manager to be re-routed to the Executive Committee. The Build SFU General Manager's contract would be finished at the end of the Build SFU Project. The Building Manager would continue to exist due to the SUB being complete and needing a dedicated specialized position to manage it. The Board would then hire an Operations Organizer to work with the Board on HR and Service support. As such, the cost of restructuring would be lower than a working board, but it would also mean that savings would also be lower due to more administrative roles existing.

Compassionate restructuring costs (all impacted positions receive packages beyond what their contracts outlines) would result in savings of $760,000 over the next two years after factoring in restructuring costs.

GOVERNANCE BOARD/EXECUTIVE MANAGEMENT HYBRID GOVERNANCE MODEL

This is similar to the Administrative Board's administrative structure, however the Executive Assistant position is retooled into a Board Organizer role tasked with supporting the Board and Executive Committee. Additionally, just like the Administrative Board, an Operations Organizer will be hired to help the Board and Executive with HR and Service support, and the Building Manager will oversee the SUB. As such, the release costs and saving costs are the least of all models, but this is also the model with the easiest transition for the organization and should provide minimal disruption compared to the previous governance and administrative model.

Compassionate restructuring costs (all impacted positions receive packages beyond what their contracts outlines) would result in savings of $675,000 over the next two years after factoring in restructuring costs .

CARVER MODEL GOVERNANCE MODEL

Status Quo, no changes made to the organization, so restructuring costs, and no savings in administrative costs. Current administrative staff stay in their positions and continue to provide dedicated administrative support. However, the Board passed a motion on May 15th committing to repealing the Carver Model, so this is not a viable option to select.

ADDITIONAL FINANCIAL CONSIDERATIONS

Due to the COVID-19 Pandemic we are projected to have an operating deficit of $340,000. This is down from over $500,000 at the end of April due to good summer enrollment numbers. We will know more by the end of July if the Fall enrollment numbers are similar to projections or not. Therefore, this deficit might grow, shrink, or stay the same.

Our service delivery agreement with FIC expires this December. This agreement provides just over $300,000 a year in revenue to the General Fund and similar amounts to the Build SFU Fund. If this contract expires, we would see a reduction for this fiscal year of around $120,000 to the General Fund.

We will begin negotiations of the Collective Agreement with CUPE 3338 this summer. As the contract expired in August 2019, any increases to wages or the cost of benefits would have to be back paid from September 2019. It's hard to gauge what that cost would be at this point.

A worst-case scenario where both the deficit projection, FIC contract expires, and the Collective Agreement sees some kind of cost increase, would result in a sizable operating deficit this year. Fortunately, we have significant operational reserves and operational surplus to weather this storm, but we have the opportunity to mitigate some of the potential deficit with this administrative restructuring.

The Working Board Restructuring would provide the most short and long term savings, but would also be the hardest to transition to. All administrative duties would have to be divided among the Board Executive, more policies would have to be modified, and there would be potential for both burnout and grievances with the union.

Keeping things as is with the Carver model is also not viable as that would not avoid the projected deficits due to our high administrative costs.

The best way forward is to adopt the Governance Board/Executive Management Hybrid Governance Model as it saves some money on release costs, is the closest structure to our current model, and still provides savings for the year to help mitigate a worst-case scenario.

A best-case scenario is that the enrollment projections are better than expected and we successfully renegotiate both the FIC and Collective Agreement, resulting in a minimized operational deficit. In that case, almost all administrative restructuring recommendations would result in either a break-even operating budget or a small surplus without the need to cut back on services and programs.

RECOMMENDED GOVERNANCE MODEL

The Governance Committee recommends a **Governance Board/Executive Management Hybrid Governance Model,** similar to some student societies where the Board shall outline the limit of operations of the student society, and the management of the student society is delegated to the Executive Committee.

The Board should also hire non-union excluded personnel (with one or more non-union excluded personnel on the same level) who should assist with the day to day operational aspects of staff relations.

The reporting relationship should be clear, and these excluded staff persons should report to the President of the Society.

The President, alongside an HR committee (subcommittee of the Executive as established in the policies) shall ensure that the excluded staff are reviewed periodically as set out in policy to be developed.

Budget changes should be brought to the Finance Committee for a recommendation to the Board.

Operational decisions outside the scope of what's written in policies shall go to the Executive Committee, and that Board members are consulted, then reported to. Board has final say on Executive decisions.

The Board makes all policy decisions (operational or otherwise) and money motions passed at the Board.

All these relationships shall be outlined in society policies.

RECOMMENDED ADMINISTRATIVE RESTRUCTURING

The Executive Committee is recommending a transition to an Governance Board/Executive Management Hybrid Governance Model, and reducing the number of administrations to 4, with 3 continuing as long-term administration. This structure will be made up of the Board Organizer (BO), Operations Organizer (OO), Building Manager, and Build SFU General Manager until the completion of their contract, projected to be complete in the late Summer or early Fall semester.

EXECUTIVE MANAGEMENT FOCUS

- Executive Committee, and other Committees on delegated authority, conducting review of admin support staff
- Clear reporting relationship of support staff outlined by Board in policies and executed by the Executive
- Work with Board committees to recommend changes and operational decisions
- President serves as staff relations officer as outlined in the bylaws
- The President is the point of contact on decisions in between meetings of the Executive, if a decision is immediate and the Executive is unable to meet. The Executive Committee has the power of the Board in between the meetings of the Board if the Board is unable to meet.

ADMINISTRATIVE SUPPORT FOCUS

- Reports to Executive, supervised by the President, and work monitored via an HR Committee
- Supports the Executive, the Board and other committees to do its work, and to manage the day to day staff relations of the Society on behalf of the Board
- One Admin serves as staff relations officer
- One Admin staff fields requests for vacation, be a first point of contact for requests, and the President as the secondary point of contact if operational and staff policies aren't clear on a decision.
- The President is the point of contact on decisions in between meetings of the Executive, if a decision is immediate and the Executive is unable to meet. The Executive Committee has the power of the Board in between the meetings of the Board if the Board is unable to meet.
- Hiring committees for Admin brought to the Board by the Executive Committee.
- Hiring committees for department coordinator staff brought to the Board

The Executive Committee recommends an administrative structure that redistributes management tasks to the Executive Committee who are supported by two excluded staff- the Board Organizer (BO) and Operations Organizer (OO).

Board organizer (BO): The BO reports directly to the President, and provides support to the Executive Officers of the SFSS. They would work closely to support the Executive in all aspects of Board stewardship. Main tasks would include providing logistical support, serving as a liaison to external parties on request of the Executive, scheduling meetings with stakeholders on behalf of Executives and Board members. The BO would oversee the Administrative Assistants (x2). The BO would support the Board in planning key committee and Board meetings, assist in Board orientation and training. This includes tracking, monitoring and follow up on the progress of projects; tracking meeting participants, action items and strategies that emanate from the BO's office; collecting and ensuring the preparation and distribution of appropriate materials; and initiation of subsequent follow up meetings, help coordinate AGM, and help as strategic support in line with the strategic plan of the Society.

The Operations Organizer (OO) will report to the President, and provide human resources support to the SFSS, and is responsible for the smooth operation of SFSS facilities, and members facing services at the discretion of the Board. This would include monthly reports on metrics of all services, reviewing and proposing amendments for the annual budget, and other tasks as directed by the Board. The OO would also act as a human resources individual, in providing advice regarding job descriptions, managing job postings, recruiting, training, and coaching administrative personnel, and acting as the primary Staff Liaison Officer (SLO) alongside the President and the Board Labour Committee. Other major responsibilities of the OO are facility management, which includes liaising with SFU facilities services and tenants and member facing service delivery, which includes assisting and training member facing staff, scheduling and evaluating performance of member facing staff, approving grants between $1500 and $3000, and other operational tasks as delegated by the Board.

The Building Manager and Build SFU General manager portfolios include overseeing the completion and operation of the SUB, and will continue as is.

NEXT STEPS

The Executive Committee recommends the Governance Board/Executive management hybrid model for adoption by the Board of Directors.

APPENDICES

Appendix: 1: Board Exit Reports (1994-2014) <u>Link Here</u>

GOVERNANCE COMMITTEE REPORT TO THE BOARD OF DIRECTORS: GOVERNANCE REVIEW

GOVERNANCE MODELS AND CURRENT POLICY IMPLICATIONS

Authors: Members of Governance Committee 2020/21

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INTRODUCTION

SUMMARY

The Governance Committee was given the mandate to do a wholesale governance review at the Board of Directors on May 15, 2020. This review has been conducted concurrently with the Executive Committee's administrative review that was also mandated by the Board of Directors.

The review of the governance model will lead to a recommendation on a new governance model that stipulates the composition and structure of the policies, and what the relationship between these policies and Staff, Board, the Executive Committee and the union-excluded support staff should be. In line with this recommendation, the current policies will be reviewed and the 2015 Policy Manual will be reviewed to ascertain the appropriateness of adopting some of the old policies from the 2015 Policy Manual (from before the current model was implemented) if applicable.

GOAL SETTING

The goal of this review is to develop a recommendation for a new governance model for the Simon Fraser Student Society that follows our values, our individual student environment, and the needs of the Society.

REVIEW PROCESS

A. Current Model Analysis:

1. Review of what works and what does not work in our current model through interview and comments of the Board members: Led by Gabe Liosis (VP University; Chair of Governance Committee)
2. Review of current model by committee member report: Led by Corbett Gildersleve (VP Finance; Member of Governance Committee)

B. Comparison Across student societies:

3. Support from Campaigns Research and Policy Coordinator regarding various student society governance models
4. Governance Committee research on student societies using Carver model

C. Governance Models Review and Comparison

D. Review of 2015 Policy Manual and applicability

CURRENT MODEL ANALYSIS

REVIEWING WHAT WORKS AND DOESN'T WORK THROUGH INTERVIEW AND COMMENTS

Author: Gabe Liosis (VP University Relations; Chair of Governance Committee)

Through interviews with Board members and comments made at previous Board meetings, Governance Committee meetings, and Executive Committee meetings, I have compiled the various thoughts of Board members on the strengths and weaknesses of the current model employed by the SFSS, the Carver Model.

INTERVIEWS AND PAST COMMENTS

What are some examples of what works well?

Board members noted:

- The accountability is always on the Executive Director when something on the operational side goes wrong, so the Board has a single point of accountability and the Board would determine their continued employment or not
- Things that Board members are not an expert on can be delegated to ED or staff, and this works because they handle it well. It also helps with things Board members might not do well because we are also students.
- Students are not experts on things like policy, law or finance - which is why we have people who study those things for a living and assist us with making those decisions.

What are some examples of what does not work well?

Board members noted:

- Currently, many Board members stated, we do not follow a pure Carver Model, and do more of a Hybrid. By keeping Carver in place, it is restricting us from doing our work effectively.
- Changes happen to member services without input of the Board, for example the changes to food policy requirements by staff happened without input of the Board.
    - A Board member mentioned that students elected students to the Board to be more hands on in decision making and management, and we as a Board are held responsible for mishaps even though it might not have been caused by the Board directly.
- A big issue is Carver's focus on speaking wish "one voice" and the concept of "board solidarity"
- SFSS Staff are supposed to report to the Executive Director, and this leaves Board members feeling disconnected with reports and Board members do not know what is going on.

- ○ This Board member noted an example was the cancellation of Virtual Clubs Days. This board member found out of this decision in their capacity as a club Executive before they found out in their capacity as a Board member.
- ○ Another example this Board member cited was the Bubble Tea Fundraiser decision, where staff decided to cancel all food-related fundraising and there was backlash. Board members only discovered the policy change at the same time as general membership did.
- On this note, a Board member also mentioned the need to improve how we reach our staff, and how work orders are processed. They suggested that we have more opportunities to ask direct questions to staff and work with them as a team, and get to know them better.
- Carver creates more barriers for students trying to be more actively engaged with the Society, and is not easy for students to follow. Students want to ask questions and hold the people responsible whom they have elected.
- Additionally, by splitting operations and governance so starkly, it often is hard for our membership to be in the loop about critical information regarding clubs, the SUB, etc.

CURRENT MODEL ANALYSIS:

A MORE THOROUGH REVIEW OF THE CURRENT MODEL

Author: Corbett Gildersleve, VP Finance, Member of Governance Committee

The Simon Fraser Student Society changed their governance model to Policy Governance (aka, the Carver Model) in Summer 2015. Since then, there have been five Boards who have worked with this model, each that has engaged with it in different ways.

PRINCIPLES OF POLICY GOVERNANCE AND WHY THEY DON'T WORK FOR STUDENT SOCIETIES

This section of the report takes the **principles of Policy Governance** as listed in a blog post by Dustin Macdonald and explains how each principle often doesn't fit the student society environment. Please see the article [here](#):

"The Trust in Trusteeship"

> Simply put, a trustee system doesn't work in a student society like the SFSS as that requires board members to be experts in areas relevant to the organization (think lawyers, accountants, fundraisers, etc.)

"The Board speaks with 'one voice' or not at all"

> The SFSS Board and student environment is one that is inherently political. It is undemocratic and dehumanizing to make Board members support all decisions of the Board or be required to resign.

> For many board members, the stipend they receive is the only source of income, therefore they cannot just resign on principle without risking homelessness or other harms.

"Board Decisions should predominantly be policy decisions"

> Students expect student leaders to work on tangible goals like lowering costs, expanding space, and offering new services and events. They won't accept a board that mostly focuses on adjusting policy.

> The SFSS can be focused on policy decisions even relating to operations not just restrictions on the Executive Director, that is how student environments would stay accountable

"Boards should formulate policy by determining the broadest values before progressing to the more narrow ones"

This principle is compatible with the SFSS. It can be done inherently through the constitution to bylaws and to policies.

"A board should define and delegate rather than react and ratify."

Policy Governance's separation of Governance and Operations is too stark.

A reasonable expectation in a student society would be for elected student leaders to advocate for students as they intimately know the issues. Communicating those issues to the Executive Director to then communicate that to staff will not produce effective results, as things are always lost in translation.

"Ends determination is the pivotal duty of governance."

This ties into the trustee and delegation aspects of Carver. Due to the annual elections and high turnover of the student board, it's very very difficult for it to only think strategically and focus on monitoring outcomes.

"The board's best control over staff means is to limit, not prescribe"

While it's good to have student boards provide expectations and limitations, policy development is not something student boards often have experience in. Therefore, they're left with relying on expensive lawyers and consultants.

"A board must explicitly design its own products and services"

This is correct, but again, due to the lack of knowledge or experience most student boards have, they often have to rely on policy frameworks and templates as a start.

"A board must forge a linkage with management that is both empowering and safe"

This principle makes sense if the board was full of people who served on it for 3-5 years instead of annual changes where a 100% turnover could happen.

"Performance of the CEO must be monitored rigorously, but only against policy criteria"

Due to the "working board" nature of many of the student unions and clubs that many SFSS board members come from, going from that system to one that focuses on policy development and Executive Director performance is too much of a jump. That, combined with the annual elections and high turnover, this just doesn't work.

CRITICISMS OF THE CARVER MODEL AND WHY IT'S DANGEROUS FOR STUDENT SOCIETIES

This section of the report takes the **criticisms of Policy Governance** as listed in a blog post by Tom Coyne's and explains how each principle often doesn't fit the student society environment. Please see the article here:

Its failure to drive organizational results unless the Board strictly monitors Ends achievement and Executive Limitation compliance, which many boards do not;

> **Issue:** The 2015-2016 Board of Directors developed the SFSS's first known strategic plan in the spring of 2016. It was to last from 2016-2019. I don't know if it was ever formally analysed in 2019, but when I (Corbett) reviewed it in 2018, some items had failed miserably (staff treatment), some items were not started and some were completed, but were at least a year behind. In some cases, while the tasks were completed, I'm not confident they reached the goals they were supposed to. Due to high annual turnover on the board, it's always hit or miss whether a new board will want to work on the strategic plan or monitor Ends achievements and compliance. Speaking of Executive Limitation compliance, the 2016 and 2017 Boards did conduct these actions, but due to issues with board members not understanding the policies or the reports, they were repeatedly simplified and the 2018 Board stopped conducting them.

Its tendency to create excessively powerful CEOs;

> **Issue:** A highly centralized board with significant power means the CEO is highly centralized and powerful, as their powers are delegated from the board. This is not always to a student society's benefit because the CEO/ED is often not a student or hasn't been one for a very long time, therefore they don't always understand the needs or issues that students have or care about.

Its overly rigid focus on the CEO being the board's only employee. For example, audit firms report to the board; similarly, in the case of a proposed management buyout, whistleblower complaints, or other potential conflicts between the board and management, prudence, case law, and regulation, particularly in a post Sarbanes-Oxley and Dodd-Frank environment, often requires boards to hire outside advisors;

> **Issue:** While the examples given relate to American law (Dodd-Frank for instance) the overall issue is still true in the SFSS. In 2014, the VP Finance was the legal liaison between the board and

its lawyers. Now that's through the Executive Director. Under Policy Governance, lawyers, consultants, trainers, etc. are hired through the ED. The organization's budget, including the board's budget, is handled through the ED.

The limitations it imposes on a board's ability to offset management's natural tendencies towards over optimism, overconfidence, confirmation bias, and conformity;

> **Issue:** Due to the student board's lack of knowledge about operational issues due to the separation of governance and operations, combined with high annual turnover, it's rather difficult for the board to effectively provide sober second looks at management activities.

Its tendency to weaken information flows to directors, and thus undermine their ability to perform their fiduciary duties;

> **Issue:** This is very much true, as the Governance-Operations barrier combined with high turnover of the board that over time creates boards that have very little knowledge of the organization they are legally responsible for overseeing and managing.

Its lack of transparency with respect to critical decisions, many of which are made by the CEO out of view of the board (and, in the case of school districts, out of view of the public as well);

> **Issue:** All decisions made by a Student Society should be transparent and open to its membership. If most of the decisions are being made behind the scenes by the ED or other operational processes, outside of the purview of the Board, this creates a transparency problem and makes accountability of the Board more difficult.

"The danger that the board and staff feel disconnected from each other. With the separation of roles, board members lose their understanding of programs because of a lack of program details. Staff may be resentful or dismissive of board decisions when they perceive the board as remote and without understanding of implementation realities. The staff may also feel disempowered to contribute to the direction of the organization";

Issue: This is especially true in the SFSS as few staff members interact with board members now outside of specific committees.

Its denial of the benefits of director expertise to organizations ("Great demands are made on management, who require the necessary skills to implement the ends set by the board. Weaknesses and inadequacies on either side can not be compensated for through mutual-help and team-like activities between staff and board, since it is thought that this would result in a confusion of roles"); and,

Issue: Our expertise is that we are students who have a good connection to the "pulse" of the student body.

Carver's rigid and damaging separation of ends (determined by the board) from the means (i.e, strategy and budget) of achieving them (determined by management), which is particularly unrealistic in a complex, uncertain, and fast changing environment.

Issue: Student societies, including the SFSS, are fast moving, ever changing environments, especially in relation to advocacy efforts. In the last five years, we've seen a multi-year student space counter-campaign, significant political swings, counter campaigns to governance changes, closing of long running services with little-to-no warning, etc. And, that's not even touching on the provincial and federal elections, COVID-19, and other matters.

COMPARISON ACROSS STUDENT SOCIETIES
SUPPORT AND REPORT FROM CAMPAIGNS, RESEARCH, AND POLICY COORDINATOR

Author: Gabe Liosis, VP University Relations, Chair of Governance Committee

As part of our review, I reached out to the Campaigns, Research and Policy Department for support on researching Governance Models to cross-reference with our own research. The research provided consisted of 10 different types of Governance Models used by other Student Societies across Canada, with at least 3 in British Columbia.

This report went through student associations, that as highlighted in the report uses a hybrid model: such as:

1. **University of Victoria student Union**: Representative Board, Policies outlines operations
2. **Capilano Student Union**: Internal policies governs operations staff, policy board, delegated admin
3. **UBC AMS**: Exec managers, support from Managing director
4. **BCIT Students' Association (BCITSA):** ED who reports to President and support operations
5. **Students' Union (SU) of University of Calgary (SU - C):** Board of Directors, smaller Cabinet that makes recommendations regarding staff and employment, personnel policies
6. **University of Alberta Students' Union (SU - A):** Representative Council, Executive of Council approves all policies, "Core Management" assists in operations.
7. **University of Toronto Students' Union (UTSU):** Board approves all policies, General Manager implements all personnel/HR policies
8. **McMaster Students Union (MSU):** Representative Assembly, smaller Executive making day-to-day decisions and long-term operational planning,
9. **Western University Students Council (USC):** Board responsible for operations, Student Council works on advocacy, Chief Operating Officer assists in operations, leads staff, but reports to the President

The other two uses a hybrid working board / governing board model

10. **Thompson Rivers University Students' Union (TRUSU)**: Board handles hiring and direction of staff
11. **Concordia Students' Union (CSU #2)**: elected Council, elected Board, Executives perform administrative duties.

The report discusses three main types of governance models: working boards, policy governance boards, and the advisory model board.

Overall, there was no Student Society/Association that used purely a Carver form of Governance in this specific report. The report highlights that the SFSS is an anomaly among student associations as it relates to the Governance model.

COMPARISON ACROSS STUDENT SOCIETIES

Student Unions that Use Carver Model

Author: Corbett Gildersleve, VP Finance, Member of Governance Committee

Canadian Alliance of Student Associations (CASA) and StudentsNS in Nova Scotia went to review student associations and gave recommendations for student societies to follow Carver, https://drive.google.com/open?id=1o8EFUBq_TMDoG86AHw5ZjYQcvxU_ES1-

I did a search to see some student societies that currently employ policy governance with the current policy template as outlined in (https://www.carvergovernance.com/pg-np.htm) that uses Ends, Board-Management Delegation and Executive Limitations with the Executive Director as the sole employee of the Board - where all other staff are employees of the Executive Director, there are two student organizations over a total of 20 that were looked into. Of the 20 that were looked into, five (5) of these student associations engaged in a report on behalf of 5 Nova Scotia based Student Associations in StudentsNS (a provincial student organization). The result of this shows that out of the 5 student associations, only one (1) of these student associations went towards implementing policy governance in their student societies.

These student associations that had the report commissioned were **Acadia Students' Union, Cape Braeton University Students' Union, Dalhousie Agricultural Student' Association, St. Francis Xavier University Students Union and Saint Mary's University Students Association.**

Out of these, the one that actually implemented Policy Governance - otherwise known as the Carver model - is **Saint Mary's University Student Association**. Another student association that uses Carver is the **Wilfrid Laurier University Student Union** and we will look through these two student associations. **Western University Students Council** uses a very similar model with a unique hybrid.

SAINT MARY'S UNIVERSITY STUDENTS ASSOCIATION (6,373 STUDENTS):

Policies: https://cdn.smusa.ca/SMUSA-Policies-2019.pdf

The President of this student association is the Chief Executive Officer under the Carver Model at this Student Association, the General Manager serves as the Chief Operating Officer and the Chair of Board serves as the Chief Governance Officer. Executive Limitations apply not to the COO, but to the President. This shifts the accountability to the Elected Student Leader being the President of the Association. The Chief Operating Officer is a delegated staff reporting to the President as an excluded staff, but the senior manager of the Society is the President.

Article VII: Chair of the Board of Directors and Chief Governance Officer

1.1 The Chief Governance Officer shall be the Chair of the Board of Directors, a specially empowered Director responsible for overseeing the operations of the Board and its members.

1.2 The Chair shall be elected annually by the Directors from amongst their own membership by a simple majority.

1.3 The Chair may choose to resign their office at which point the Board will select a successor from amongst their membership.

1.4 The Duties of the Chair shall be determined from time-to-time by the Board of Directors.

1.5 The Chair shall sign an Oath of Office, prior to assuming their duties, to be set from time-to-time by the Board of Directors.

Article VIII: President and Chief Executive Officer

1.1 The Chief Executive Officer shall be the President of the Association elected by the members annually by preferential balloting.

1.2 The President must be of 18 years of age and hold membership in the Association for the duration of their term.

1.3 The Board shall be empowered to collectively supervise the President and may, where determined prudent and in the best interests of the members, dismiss the President from office.

1.4 Should the office of President and Chief Executive Officer become vacant for any reason, the Board shall appoint an interim successor to manage the day-to-day affairs of the corporation to

serve for not more than thirty (30) days, during which time a general meeting of the members shall be held for the purposes of electing a permanent successor to complete the duration of the vacant term.

1.5 The President shall be responsible for the general oversight and management of the daily operations of the Association and advancing the interests of the Association; and, for achieving the objectives determined by the Board of Directors.

1.6 The President shall be the official representative of the Association; this duty may be delegated.

1.7 The President shall be the Secretary to the Board and shall be the custodian of all records and papers of the Board; this duty may be delegated.

1.8 The President shall sign an Oath of Office prior to assuming their duties, to be set from time-to-time by the Board of Directors.

Section I: Presidential Guidelines
1.0 General
2.0 Treatment of Clients, Staff, and Volunteers
3.0 Compensation and Benefits
4.0 Financial Activities
5.0 Budgeting
6.0 Asset Protection
7.0 Reputation
8.0 Supporting the Board
9.0 President Succession
Section II: Board Governance
1.0 Governance Process
2.0 Governance Style
3.0 Board Meetings and Minutes
4.0 Board Code of Conduct
5.0 Board Chair Role
6.0 Board Vice Chair Role
7.0 Board Secretary Role
8.0 Board Committees
9.0 Human Resources and Governance Committee
10.0 Training and Development
11.0 Board Cost of Governance
12.0 Board Management Delegation

Takeaway: It is very interesting to see that the one school from the model report uses policy governance, but instead of having an externally hired Executive Director, they have a President to act as the Chief

Executive that is accountable on a year to year basis that the staff report to. Seems as if the rest of the Executive are also appointed by the Board that is seperate from the other elected Board of directors (https://www.smusa.ca/about/our-team/). The President is directly elected by the students.

WIFFRIED LAURIER UNIVERSITY STUDENT UNION (WLUSU) USES CARVER (18,589):
Policies: https://yourstudentsunion.ca/board-resources/

The President of this student association is the Chief Executive Officer under the Carver Model at this Student Association, the General Manager serves as the Chief Operating Officer

Takeaway

Similar to Saint Mary's University, the student associations that go to Carver model, has students as the delegated authority and a Board that serves as oversight.
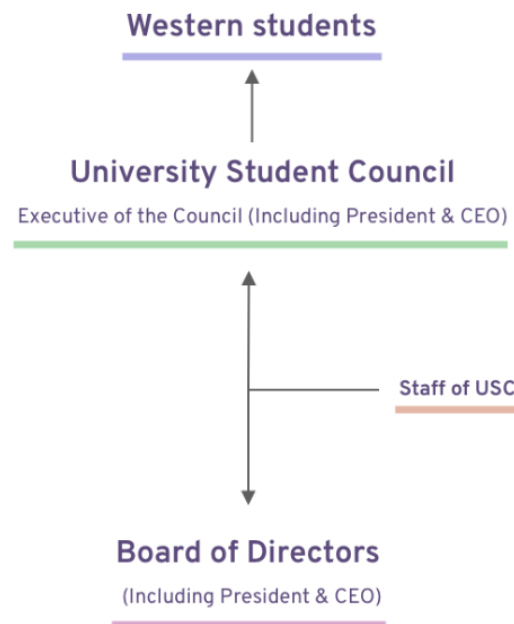
WESTERN UNIVERSITY STUDENT COUNCIL - HYBRID WITH POLICY-MAKING/POLICY GOVERNANCE DELEGATION AND CONSTITUENCY REPRESENTATIVE MODEL (28386 STUDENTS)
Policies: https://docs.google.com/document/d/e/2PACX-1vR9JXiA21AA8kkk7Y8zEd_Ioc4WASx6KAPypVurOsegistUvY2B_3evwoE8-rjDWrxR9az_dmTTnDZ1/pub

This association has two decision making bodies, a Board that sets direction and governs corporate affairs, a representative council that represents students from all faculties. Interestingly enough, they have an Executive Committee separate from the elected Board that manages the operations of the Society alongside a Chief Operating Officer (COO) service as admin staff. As outlined in the other report, the Western University also has a stark Policy Governance divide where on one hand is a Board who focuses on setting executive limitations, but they also have a Student Representative Council that has an Executive Committee that serves as the Managers

Lines of Authority: https://westernusc.ca/wp-content/uploads/2016/06/Lines-of-Authority-Overview.pdf

The President is the CEO, Treasurer the CFO and the ED is the COO. The Chief Operating Officer reports to the board of directors. The President/CEO of the Student Council supervises this staff role.

Western students

↑

University Student Council

Executive of the Council (Including President & CEO)

↑

— Staff of USC

↓

Board of Directors

(Including President & CEO)

Takeaway:

Student Executive as the delegated authority and a Board that serves as oversight on financial matters as well as.and a Students Council that serves as the representative body with student interests. While not carver, the Board and Council divide is stark and represents a hybrid model between policy-making or governing board, and Exec management.

The other student unions that had the report commissioned did not end up moving to carver model and all have representative councils and an Executive Committee as managers of the Society in between Board meetings.

ACADIA STUDENTS' UNION
Policies: http://theasu.ca/governance.html

This Student Union uses a representative Council

Article 4: SRC Member Roles & Responsibilities

1. Executive Board

    (a)   The Executive Board shall consist of the President (elected), Vice President Academic & External (elected), Vice President Events & Promotions (elected), Vice President Finance & Operations (elected), and Vice President Student Life (elected).

2. The President shall:

    (a)   Be the Chief Executive Officer of the Union, and be responsible to Council for efficient and proper administration of the Union;

Takeaway:

Does not use carver even though the report was commissioned for them.

DALHOUSIE AGRICULTURAL STUDENTS ASSOCIATION DOES NOT USE CARVER
Policies: http://dalaggies.ca/data/documents/Policies-and-Procedures_FINAL_Oct-2017.docx

This Student Association has executive managers and Representative Council that serves as the Board

1. The Directors shall engage the following Executive Staff to manage and operate the Society:
    a)   President
    b)   Vice-President Finance
    c)   Vice-President External Affairs
    d)   Vice-President Administration
    e)   Vice-President Internal Affairs
These positions shall be filled based upon the vote of the membership in elections conducted pursuant to these Procedures.

2. The Executive Staff shall perform the duties assigned to them by the DASA Policies and Procedures, and shall perform other duties as assigned by the Directors.

Takeaway: Does not use carver even though the report was commissioned for them

THE ST. FRANCIS XAVIER STUDENTS' UNION POLICY MANUAL
Policies: https://www.theu.ca/governance/

- Students' Union Representative Council
- Execs as managers with a General Manager
- Execs report each meeting and General manager reports on businesses

Takeaway: Does not use carver even though the report was commissioned for them

SUMMARY:

THE MOST COMMON MODEL THAT SEEMS TO BE APPLICABLE TO STUDENT UNIONS ACROSS THE COUNTRY ARE EXECUTIVE COMMITTEE MANAGERS, WITH THE PRESIDENT AS THE CEO, AND A POLICY MAKING BOARD WHERE OPERATIONS ARE SET THROUGH POLICY. STUDENT UNIONS THAT SEEM TO FOLLOW THIS MODEL NOT LISTED ABOVE ARE INCLUDING BUT NOT LIMITED TO:

1. University of Victoria Student Society: does not use carver
2. Capilano Students Union: does not use carver
3. UBC AMS: does not use carver
4. BCIT Students Association: does not use carver
5. Students Union of Calgary: does not use carver
6. University of Alberta Students Union: does not use carver
7. University of Toronto Students Union: does not use carver
8. McMaster Students Union: does not use carver
9. York Federation of Students: does not use carver
10. Ryerson Students Union: does not use carver
11. L'AFESH-UQAM: does not use carver
12. Concordia Student Union: does not use carver
13. Douglas College: does not use carver
14. Selkirk College: does not use carver
15. Langara College: does not use carver
16. Kwantlen Students Association
17. University of Manitoba Students Union

MODEL REVIEW AND COMPARISON ACROSS STUDENT SOCIETIES

Author: Osob Mohamed, President, Ex-Officio Member of the Governance Committee

Below are the list of the models and the values fit to the SFSS, the Board's Role, the Executive's Role, Admin's Role (non-unionized excluded staff), Strength and Weakness in Relation to the SFSS

WORKING BOARD

Model Description:

- Board members take on the role of staff and administrators to carry out the purposes of the organization. This model is common in many new non-profit organizations, including the SFSS in its early years.

Values Fit:

- Accountability
  - The board and its members are ultimately accountable for every action they undertake
  - All decisions, and execution of all decisions are essentially the responsibility of the Board and the Executive

- Transparency
  - It's clear who is in charge of what areas of the organization and its actions, and creates a very clear delegation of tasks and gives members the opportunity to follow up and hold the Board accountable for administrative tasks

- Empowerment
  - Students who serve on the board are empowered to make decisions and enact change through their actions.

- Community
  - Due to the direct involvement of the board in activities of the organization, they will interact regularly with the community

Board Role:

- They act as staff, managers, and board members

Exec Role

- The executive board members act as managers, directing other board members in carrying out the purposes of the organization

Admin Role

- There would be few if any non-board administrative roles

Staff Role

- There might be few if any dedicated staff roles

Strengths and relation to the SFSS:

- It is very clear who our members can hold to account if they are making decisions against the interest of the student population.
- There is no confusion around who has jurisdiction over certain aspects of the organization.

Weaknesses and relation to the SFSS:

- This model is common among new not-for-profit organisations, and not wise governance models to adopt for a well-developed organisation such as the SFSS.
- Students simply do not have the capacity to be members of a working Board on top of their academic commitments without risking burnout.
- A number of tasks that a working board would take on could reduce their capacity for membership engagement tasks, which should not be delegated away from the Board
- It is difficult for the board to think strategically and plan for the long term due to their heavy involvement in day-to-day tasks.

ADMINISTRATIVE BOARD

Model Description

- The board of directors act as the main management of the organization, focusing on policy development and staff delegation

Values Fit

- Accountability
  - The Board of Directors are responsible for the activities of the organization through policy development and delegation of staff

- Transparency
  - It is generally clear who is in charge of what areas of the organization but can become unclear as the organization grows and more dedicated administration and staff are added.

- Community
  - Community engagement with the board is reduced due to the board working on policy and the executives managing the organization.

Board Role

- Focus on policy review and development as well as the direction of the Society

Exec Role

- Act as managers of the Society, and delegate tasks to staff through dedicated committees/departments

Admin Role

- Few administrative roles, mostly focused on specialized areas that a board might not consistently have the skills to oversee such as some operations, HR and staffing matters, etc.

Staff Role

- Dedicated staff to carry out the purposes of the Society as directed by the board executives and/or administrative personnel

Strengths and relation to the SFSS

- Close ties with staff and more cooperative model as outlined in policies
- Cost savings with limited number of administrative staff

Weaknesses and relation to the SFSS

○ Possibility for grievances from unionized staff
○ Executive have limited guidance and support, and can be more prone to mistakes
○ Requires significant board executive training to be effective in the role, and with high annual board turnover, this can be expensive
○ Board executives can become overloaded and burnout trying to balance the needs of their role and being a student.

POLICY-MAKING BOARD / EXEC MANAGERS HYBRID / SUPPORT FROM ADMIN STAFF FOR STAFF RELATIONS

Model Description:

● Similar to an Administrative board, but with clearer definitions between board role and responsibilities
● Management roles are distributed amongst the Executive, and excluded administrative staff positions.

Values Fit

● **Accountability**
  ○ The Board of Directors are responsible for the activities and results of staff as well as the policies they pass
● **Transparency and Community**
  ○ All operational changes have to be passed by motion at the Board
  ○ Executives report on the operations under their purview, and receive support from excluded staff

Board Role

● Focuses on policy review and development as well as the direction of the Society
● All policies must be passed by the Board

Exec Role

● Oversight and management of the Society, acts as the Board in between Board meetings except the power to pass policy.

Admin Role

● Manages staff relations and day to day support on behalf and in tandem with the Executive Committee

- Focused on administrative areas that are not well suited for student board members like Human Resources, Payroll, etc.

Staff Role:

- Dedicated staff to carry out the purposes of the Society as directed by the board executives and/or administrative personnel, work on committees as outlined in the operational policies.
- Will have input and reflective of a cooperative workplace environment
- Report to the Executive and Admin roles as outlined in policies

Strength:

- Greater transparency on who to hold accountable for decisions due to less overlapping duties.
- Board members are more well versed in the operational side of the organization, and are better able to fulfil their fiduciary responsibilities.
- Board members held accountable directly for their actions, every operational decision has to be reported by the Executive to the Board

Weaknesses:

- Executive members may experience a learning curve in adjusting from their current capacity into taking on some organizational responsibilities
- First month of the new Board will require extensive training on roles and responsibilities, especially the executives.

POLICY-GOVERNANCE BOARD

Model Description:

- Board's responsibility lies in developing and reviewing policies for administration and staff to follow, long term strategic planning, acts as an oversight body by requesting and reviewing reports through Executive Director

Values Fit

- Accountability
  - The board of directors are responsible for the activities and results of staff as well as the policies they pass
- Transparency and Community
  - The operational changes done will have to go out to the Board at Board meetings

○ The ED can make operations decisions unless there is a limitation in the policies through Executive Limitations and Board Management Delegation policies in Carver.

Board Role:

- Solely on setting strategic direction. Set policy as Executive Limitations and Board Management delegation subject to monitoring review, focused on a lot of reporting. Operational decisions and documents are internal

Exec Role

- Meets on an adhoc basis when Board can't meet, no specific role different from the Board

Admin Role

- All operations of the organization are led by an Executive Director

Staff Role

- Take sole direction from the Executive Director

Strength

- Sole point of accountability on the staff side
- Less opportunity for grievances against Board members due to separation of Board with staff relations

Weaknesses

- Lack of transparency around operational decisions
- Harder to hold excluded staff accountable for decisions than Board members as there are bigger financial implications to make any changes
- Cost more as management tier grows, as more traditionally board roles become operationalized

POLICY DOCUMENTS REVIEW

Author: Osob Mohamed, President, Ex-Officio Member of the Governance Committee

The current policies reflect Board policies and the Operational Policies. The current structure of our policies highly reflects the stratification of our Board being responsible only to policy that is related directly to them. All operational policies can only be approved by the executive director through delegated authority. This principle of Carver, and the subsequent policy documents coming from that, works in a regular non-profit, but is not applicable in a student society that fosters the ideals of democracy and holds the Board accountable.

CURRENT MODEL (2015 - PRESENT)

Note:

- Board policies passed by Board
- Operational Policies Passed by Executive Director.

Strengths

- There is less time spent on passing Operational policies, so frees up time to do outreach work by the Board

Weakness

- The Board is not accountable to the policies passed that may have adverse effects on membership
- Board is unaware of some of the logistical decisions made by the staff in relation to society decisions
- Admin staff is unaccountable as the operational policies are developed outside of the Board
- No opportunity for student or Council review of the Board policies
- No consultation with the membership or no requirement to send to the SFSS Council

PREVIOUS MODEL (PRE-2015)

Note:

- Policy Manual Including: Rules, Standing Orders and Administrative Policies.
- All policies passed by the Board and had to be subject to a two weeks notice after posting on the society website, and must be circulated to Council for review and comment.\
- More language around board roles and responsibilities, as well as clarity on stipends and processes

Strengths

- More community and stakeholder engagement due to the policy approval process.
- Greater transparency and accountability around board roles and responsibilities
- Greater transparency around board stipend amounts and their responsibilities for earning it

Weakness

- The Board is not accountable to the policies passed that may have adverse effects on membership
- The policy approval process can be slow in an emergency situation
- The policy approval process requires an engaged council and at least some engaged members of the student body to be effective

SUMMARY OF THE POLICY DOCUMENTS REVIEW:

The Governance Committee is to decide on a documents structure that moves away from carver in line with the reports above. We recommend keeping the good pieces of some administrative policies portion of the 2015 Policy manual, in a separate document from any Board Policies. This part of the review is underway and will be completed for the June 11, 2020 Governance meeting for a report.

We have started the process of converting some of the Older 2015 Policies, namely the Rules and Standing Orders, with the plan to readopt those (as Board Policies), while adding Rules that come from our current Board policies that, in the Governance Committee's discretion, would be good to adopt. Standing Orders are committee terms of reference and would be straightforward to adopt while assessing some of the current committees and seeing which of the older committees would still be applicable.

The Operations Policies currently approved by the Executive Director must be reviewed and brought in as new Administrative policies, going back to the naming convention as stipulated in the bylaws. Each administrative policy is being looked into as stand-alone policies related to various operational aspects of the society for accessibility purposes instead of one long policy document.

Recommendations for the Governance Review & Restructuring from the Governance Committee

Governance Model

That the Governance Committee recommends a **Governance Board / Exec Managers Hybrid**, similar to the some student societies where the Board shall outline the limit of operations of the student society, and the management of the student society is delegated to the Executive Committee.

The Board should also hire non-union excluded personnel (with one or more non-union excluded personnel on the same level) who should assist with the day to day operational aspects of staff relations.

The reporting relationship should be clear, and these excluded staff persons should report to the President of the Society.

The President, alongside an HR committee (subcommittee of the Executive as established in the policies) shall ensure that the excluded staff are reviewed periodically as set out in policy to be developed.

Budget changes should be brought to the Finance Committee for a recommendation to the Board.

Operational decisions outside the scope of what's written in policies shall go to the Executive Committee, provided that Board members are consulted.

Operational decisions outside the scope of what's written in policies shall go to the Board.

All these relationships shall be outlined in policies of the Board.

Board Governance Focus in new Model:

Policy Setting: The Board shall pass all policies of the Student Society. Any changes of the Society should be posted publicly for comment and get proper consultation for changes. Board Policies should be made alongside administrative policies.

Strategic Planning: The Board shall set the strategic direction and set the review process and check-ins with the Board. We must define the Guiding Principles and how they are applicable to the Society and outline this as an appendix. The Board shall ensure adherence to the strategic plan alongside other policies.

Current Strategic Plan in-effect
- **Vision**: Students thriving everywhere
- **Mission**: To support students reach their full potential by providing resources and services that represent, connect and benefit our membership.
- **Strategic Priorities**: Student Engagement, Student Wellbeing, Student Financial Health, University Relations, Government and Stakeholder Relations, and Organizational Development.
- **Guiding Principles**: Equity, Community, Empowerment, Integrity, Sustainability, Accountability
- **Indicators of Success**: Enhance students' experience, growth in students' financial resources, Increase student engagement & sense of belonging, Successful SFSS advocacy campaigns, Streamline & improve governance and operations

EXEC MANAGEMENT FOCUS:
- Executive Committee, and other Committees on delegated authority, conducting review of admin support staff
- Clear reporting relationship of support staff outlined by Board in policies and executed by the Executive
- Work with Board committees to recommend changes and operational decisions
- President serves as staff relations officer

ADMIN SUPPORT FOCUS:
- Reports to Executive, supervised by the President, and work monitored via an HR Committee
- Supports the Executive, the Board and other committees to do its work, and to manage the staff relations of the Society on behalf of the Board
- One Admin serves as staff relations officer
- One Admin staff fields requests for vacation, be a first point of contact for requests, and the President as the secondary point of contact if operational and staff policies aren't clear on a decision.
- The President is the point of contact on decisions in between meetings of the Executive, if a decision is immediate and the Executive is unable to meet. The Executive Committee

has the power of the Board in between the meetings of the Board if the Board is unable to meet.

- Hiring committees for Admin brought to the Board by the Executive Committee.
- Hiring committees for coordinating staff brought to the Board

POLICY BREAKDOWN

The Policy Manual from 2015 is an amalgamation of three types of policies: Rules, Standing Orders and Administrative purposes. For the purposes of the Governance review, it is decided that instead of keeping one document with all three types of the policies, that we should instead keep the principle of having (1) a separate Board policies manual for Board related functions (Rules and Standing Orders) and Board Committee structures, and (2) a separate Administrative Policies that will outline the operations of the Society including but not limited to hiring policies, finance policies, communication policies, member services policies et al.

The Governance committee therefore recommends two sets of policies that outline how the internal structure of the Society will work, **Board policies** and **Administrative Policies**. These documents are still under review, and will be completed for the June 11, 2020 Governance meeting for a report. There shall be other policies that will continue to remain in effect and require no changes such as Issues Policies, Elections and Referenda Policies (to be reviewed at a later date), Accessibility Standard Policies, etc.

Board policies will include rules and standing orders of the Society that will stipulate all the work of the Board in relations to Board members, Board and its committees, roles of the Board members, Board of Directors, how they are remunerated and how society policies are changed.

Administrative policies shall outline Finance policies, Communication policies, Staff relations policies, internal access, member services and how they are run, all of which has to be put to the Council for comment, the membership and so the Board stays accountable to operational changes.

SFSS Board Policies

Definitions

"Board Policies" consists of the rules and standing orders of the Society as enacted by the Board.

"Rules" are authoritative statements or guides for conduct and action that outline what the Society is to do, or not do, in a specific situation.

"Standing Orders" are the rules that govern the authority of standing committees, ad hoc committees, and working groups of the society. They describe who sits on which committee or working groups, the type of business, the terms of reference, and how meetings are called and conducted.

Rules

R-1: Establishment and Revision of Society Policies

Society Policies

1.1   The Board of Directors has exclusive authority of the regulation of the Society as it relates to supervising and managing the internal affairs of the Society between meetings of the membership, including the establishment of Board policies, Issues Policies, Administrative Policies and any other such policy enacted by the Board. The Board of Directors does not have authority over Council policies.

1.2.   A motion to establish or amend any policy of the Society shall be:
    a.   given two (2) weeks notice of motion,
    b.   posted on the SFSS website,
    c.   circulated to the Council email list, and
    d.   if necessary, brought to the Governance Committee for a recommendation and report on:
        i.   its impact and effects, and
        ii.   its compatibility with the constitution, bylaws, and policies.

1.3   A policy shall only be adopted or amended by a:
    e.   2/3^{rds} majority vote of the members present and voting at a quorate meeting of the Board where that policy is a rule,
    f.   simple majority vote of the members present and voting at a quorate meeting of Board of Directors where that policy is a standing order, administrative policy, issues policy, or any other policy of the Society, with the exception of Council Policies.

1.4   Suspension of a policy shall be for a definite time period and purpose, to be specified in the motion to suspend, and shall require a 2/3^{rds} majority vote of the members present and voting at a quorate meeting of the Board of Directors.
    g.   Any suspension of R-1 or any of its parts shall not suspend or impact any other Rule or Standing Order adopted by the Board.

1.5   All amendments to any Rules or Standing Orders shall be recorded under that Rule or Standing Order. All amendments, and additions to other policies of the Society that are not Rules or Standing Orders shall be recorded in accordance to the method highlighted in that specific policy of the society.

1.6   All suspensions of Rules or Standing Orders shall be recorded in Appendix 1: Suspensions and Deletion History.

1.7   This rule applies to all policies of the society under the authority of the board.

Council Policies

1.8   The Council is an advisory body of the Society as established in the bylaws of the Society that shall serve as the primary medium for discussion of issues of importance to members of Council. Council shall advise the Board as necessary, and may strike advisory committees, establish their terms of reference, and appoint their members, at its discretion.

1.9   Council has the exclusive power to establish, revise, and repeal Council policies as it relates to Council business.

1.10   Council policies shall have the right to a section of the Society website to house all Council policies and procedures, and other relevant information to Council.

1.11   The Board of Directors shall respect and recognize the authority of any policies established by Council, as it relates to its powers as outlined in the Society By-laws, for Council to effectively serve as an advisory body of the Board of Directors.

R-2: Governance and Operations Processes
Governance Model

2.1 The function of the Board is to represent the interest of the members of the Simon Fraser Student Society, by establishing a Strategic Plan in line with the Society constitution:

  (a) The Strategic Plan shall be reviewed every three years, and shall set the strategic direction of the Society.

2.2 The Board shall employ the principles of a **Policy-Administrative Hybrid Governance Model**. This includes:

  (b) delegating operational and administrative duties to the Executive; or union-excluded personnel where necessary, all of whom must report directly to the President, the Executive Committee and the Board of Directors. Performance evaluation of union-excluded personnel will be done by the HR & Personnel Committee under the leadership of the President, when such a committee exists.

Maintenance of Administrative Policies

2.1 The Board shall establish and maintain Administrative Policies for the purposes of setting expected operational outcomes, a primary point of contact on staff, and an Executive Officer, as the person responsible and as oversight for each function so that there is accountability for each outcome, and a procedural guideline for achieving each outcome.

2.3 The Board shall oversee the maintenance of Administrative Policies, and review said policies annually. Where no change is required, the President and VP Finance shall notify and sign the policy indicating it has been reviewed. The Campaigns, Research, and Policy Coordinator will provide staff and Board with an annual administrative review schedule.

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

  (a) Coordinators may bring an administrative policy to the Executive Committee,

  (b) The Executive Committee shall review the proposed Administrative policy changes and strive for consensus at a Committee meeting and then recommend to the Board for approval,

  (c) A Notice of motion for the proposed changes will be put to a Board meeting for the approval of the Board at the next or a following meeting of the Board of Directors. If necessary, the Board shall refer the motion to governance for review and/or recommendation.

2.5 Administrative Policies shall include:

  (a) SFSS Communications Policies,

  (b) SFSS Finance Policies,

  (c) SFSS Corporate Records and Information Policies,

  (d) SFSS Staff-Led Events Policies,

  (e) SFSS Retail Service Policies,

(f)   SFSS Information Technology Policies,

(e)   SFSS Property Management Policies,

(g)   SFSS Orientation and Retention Policies,

(h)   SFSS Member-Services and Group Policies,

(i)   SFSS Personnel Policies,

(j)   SFSS Investment Policy.

2.6   Any amendments to Administrative Policies shall be recorded under that policy in the header of the policy - listing previous amendments and the next scheduled revisions for each administrative policy. The list of Administrative Policies under R-2(5) must be updated if the name of an administrative policy is renamed, or any administrative policies are adopted or repealed.

2.7   Any operational decisions that are not outlined within the SFSS Board Policies and SFSS Administrative Policies shall go to the Executive Committee; Board members shall be consulted.

2.8   Departmental coordinators may draft terms of references and guidelines that do not conflict with current society policy for provision of the department services, but shall engage in consultation with all those impacted by the creation or amendment of any policy.

Maintenance of Other Society Policies
2.9   The Board shall oversee the maintenance of other society policies such as:

(a)   Issues Policies,

(b)   Elections and Referenda Policies,

(c)   Accessibility Standard Policy.

Role of the Board
2.10   In general, the job of the Board is to contribute strategically and cohesively to the strategic goals of the Society, by:

(a)   engaging with the membership and, external community stakeholders,

(b)   reporting the results of these engagement activities,

(c)   establish, review, and adjust as required the governing policies, and

(d)   cultivate a clear understanding of, and adherence to the principles of the Board's governing and operational processes.

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

2.12   The board shall set an annual Board plan in line with the strategic plan, before June 30 of every board year.

2.13   In the event that the strategic plan is expiring, the Board commence the strategic planning process throughout the summer semester in the year before the strategic plan is expired; and, evaluate and review the expiring strategic plan and launch the new strategic plan before the end of the year, with full participation of society membership.

R-3: Board Training and Development

Training and Development

3.1   At the beginning of each annual elected board term, an orientation to the Board of Directors shall be organised for all new and re-elected directors. The orientation shall cover all aspects of the Society, including but not limited to:

      (a)   finance and operations,

      (b)   society governance,

      (c)   legal responsibilities of directors,

      (e)   advocacy on student issues,

      (f)   clubs, student unions, constituency groups,

      (g)   events, and marketing,

      (h)   justice, equity, diversity and inclusion.

3.2   Upon assuming office, a board resource manual shall be issued to all directors so that they understand their role and responsibilities, how the Society is governed, and what resources they can access.

3.3   During the first four (4) months of the board term, directors shall attend a workshop on anti-oppressive organizing, and consent training. When possible, these workshops should occur during board orientation.

3.4   Throughout the board term, the Board of Directors shall schedule a minimum of two (2) workshops in intersectional areas including but not limited to: non-violent communication, decolonization, anti-racism and allyship, gender equity, power and privilege, inclusive workplace practices and accessibility.

3.5   Throughout the board term, the Board of Directors shall schedule mandatory and continuous training, and development sessions in subjects such as:

      (a)   marketing,

      (b)   business development,

      (c)   finance/accounting,

      (d)   non-profit management,

      (e)   social enterprise management,

      (f)   strategic planning,

      (e)   and any other relevant topics that will build the capacity of directors and contribute to the overall well-being of the Society.

3.6   The Board will invest in its governing and operational capacity, including:

(a)   engagement mechanisms and processes to ensure a direct communications conduit with the Society membership, and

(b)   the administrative tools necessary to facilitate its function.

3.7   The Executives shall, at the beginning of each annual elected board term, have an orientation covering:

(a)   operational and administrative aspects of the Society,

(b)   establishing team frameworks and dynamics, and

(c)   creating approachability statements.

Executive Transition Training
3.8   Before assuming office on May 1, an incoming Executive Officer shall be paid for a maximum of 30 hours of training with the outgoing Executive Officer in their position.

3.9   At the start of the board term, outgoing Executive Officers shall be paid for a maximum of 30 hours to provide on-the-job training to incoming Executive Officers. These training hours must be completed by May 31.

R-4: Executive Officer Duties, Responsibilities, and Stipend Requirements

Duties and Responsibilities of Executive Officers

4.1   Executive Officers shall attend all regularly scheduled meetings of the Executive Committee.

4.2   Executive Officers shall attend all meetings of the Board of Directors and Council.

4.3   Executive Officers shall attend all General Meetings of the Society.

3.4   Executive Officers are expected to chair at least one standing committee of the Society, and actively participate in one other committee of the Society other than the Executive Committee, or to which committee the Society nominates or appoints.

4.5   Executive Officers are expected to work on average sixty (60) hours in every two week period during their term of office. Executive Officers shall post and keep office hours in-person or electronically.

4.6   Executive Officers shall report on the work done in their portfolios at weekly executive committee meetings, and shall report on all their work done on behalf of the society in their bi-weekly work report to be compiled by the VP Finance and submitted to the Board of Directors.

4.7   Executive Officers shall provide a semesterly written report detailing work completed and projects undertaken for the benefit of the Society to be submitted before the end of that semester. Exit reports shall take the place of work reports for the Spring Semester which must be completed before the end of the Board term.

Stipend Eligibility

4.8   The eligibility of an Executive Officer for full stipend is determined by fulfilling each of the requirements contained in the above section, R-2: Duties and Responsibilities of Executive Officers.

4.9 Directors must fulfill all the requirements of bylaw 6.1, return keys, and settle all their outstanding debts to the Society to be eligible to receive their final stipend.

4.10 Failure to submit an exit report within ten (10) business days following the end of their term will result in a $150 deduction per week from the final stipend, unless extenuating circumstances exist.

>   (a) Executive officers who have been re-elected to a subsequent term on the Board of Directors will have all further stipends withheld until such time as an exit report has been submitted.

Stipends for Executive Officers

4.11 In recognition of the time Executive Officers volunteer the Society provides a stipend of $1750.00 per month.

R-5: Faculty Representative and At-Large Board of Directors Duties, Responsibilities & Stipend Requirements

Duties and Responsibilities of Faculty Representative and At-Large Representatives

5.1   Faculty representatives and at-large representatives shall attend all regularly scheduled meetings of the Board of Directors and Council called during the month.

5.2   Faculty representatives and at-large representatives shall attend all general meetings of the Society called during the month.

5.3   Faculty representatives and at-large representatives will be expected to assist with projects and campaigns and facilitate communications between the Society and its members.

5.4   Faculty representatives will be expected to participate in the work of the Society, including but not limited to:

(a)   informing students in their faculty of the Society's activities,

(b)   forwarding issues of importance from their faculty to the Board of Directors,

(c)   making efforts to attend departmental student union and faculty student union meetings, and

(d)   reporting the activities of the Society to unions within their faculty as necessary or, if requested.

5.5   Faculty representatives and at-large representatives shall be members of and actively participate in at least two standing committees of the Society.

5.6   Faculty representatives and at-large representatives are expected to work on average sixty (30) hours in every two week period during their term of office. Faculty representatives and at-large representatives shall post and keep office hours in-person or electronically.

5.7   Faculty representatives and at-large representatives shall report on all their work done on behalf of the society in their bi-weekly work report to be compiled by the VP Finance and submitted to the Board of Directors.

5.8   Faculty representatives and at-large representatives shall provide a semesterly written report detailing work completed and projects undertaken for the benefit of the Society to be submitted before the end of that semester. Exit reports shall take the place of work reports for the Spring Semester which must be completed before the end of the Board term

Stipend for Faculty Representative and At-Large Representatives

5.9   In recognition of the time that faculty representatives and at-large representatives volunteer to the Society, each faculty representative and at-large representative shall receive a stipend of $875 per month.

5.10   Notwithstanding the above, if Faculty representatives and at-large representatives work above and beyond the scope of their duties with the prior permission of the Board of Directors, they may collect a stipend of $1,166 instead of $875.

R-6: Council Stipend Requirements

Stipend Eligibility for Council Representatives

6.1   Council Stipends are awarded on a per-meeting basis.

6.2   In recognition of the time Council Representatives volunteer, the Society provides a stipend of $35.00 per scheduled meeting attended.

6.3   In recognition of the time the Council Chair volunteers, the Society provides a stipend of $110.00 per scheduled meeting attended.

6.4   This Rule shall not be amended without the consultation of members of Council.

R-7: Ethical Standards of Conduct and Conflict of Interest for Members of Board of Directors and its Committees

7.1   Proper operation of a democratic student organization requires that students elected to the Board of Directors, or appointed by the Board of Directors to a Society or University committee, be duly responsible to the membership. To this end, it is imperative that:

   (a)   Society decisions and policy be made through the proper channels of the Society's structure, and

   (b)   elected and appointed positions not be used for personal gain.

7.2   Members of the Board of Directors and Society committees shall:

   (a)   maintain the highest ideals of honour and integrity while serving on the Board of Directors or a committee,

   (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,

   (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)   respect the professional and intellectual work of others, giving those others full credit and citations when reproduced in any form.

   (h)   avoid any situations that could cause any person to believe that they may have brought bias or partiality, due to personal interest to a matter before the Board of Directors or its committees,

   (i)   avoid any situation that could impair their judgment in the performance of their elected duties while in office,

   (j)   carry out their duties with impartiality and equity of service to students,

   (k)   declare a conflict of interest to the Board of Directors at the first opportunity their personal interests real or perceived, or known interests of any close relatives, acquaintances, or business partners, in any enterprise which proposes to transact business with the Society,

      (i)   leave the meeting during any discussion or vote on a subject where such an interest exists,

   (f)   not use information designated confidential for the personal gain of themself or any other person, and

   (g)   not communicate information designated confidential to anyone not entitled to access that information.

(h)   Where a director is found to have breached their duty by violating this policy, that director may be:

    (i)   censured by the Board

    (ii)   be requested to resign their position by the Board

    (iii) removed as a Director by the membership - with the Board or Council initiating the proceedings for removal.

7.3   Members of the Board of Directors of Committees shall not:

(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 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 at the Board table, irrespective of their individual position on the issue, and

    (vi)   sign the acknowledgement of, and the agreement to act in accordance with SFSS Board Policies, 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.

R-8: Society Records and Property in relation to Board and its committees

8.1   Any documents or materials received or obtained by members of the Board of Directors or its committees in the course of fulfilling their duties, shall be considered the property of the Society and must be returned to the Society upon vacating their position, including, but not limited to:

(a)   keys,

(b)   correspondence,

(c)   office supplies,

(d)   hardware,

(e)   software,

(f)   equipment received or obtained by the members of the Board of Directors or its committees in the course of fulfilling their duties.

(g)   Failure to return Society property shall be considered theft.

(h)   The means of access to the aforesaid materials shall also be considered the property of the Society.

    (i)   Such means of access must be returned to the Society upon vacating a position on the Board.

R-9: Board of Directors Meetings

Duration
9.1   Regular meetings of the Board of Directors shall be limited in duration to three hours, which shall be calculated from the time when quorum has been achieved.

9.2   Where necessary, the Board may extend a meeting past three hours on a majority vote of the Board at any particular meeting.

Quorum
9.3   Once a meeting of the Board of Directors becomes quorate, that meeting shall be considered quorate until such time that a question of quorum is raised.

9.4   A question of quorum shall be treated as a point of order, as defined by Robert's Rules of Order.

Speaking Privileges
9.5   All students who are members in good standing shall have speaking privileges at all meetings of the Board of Directors.

8.6   All Society staff shall have speaking privileges at all meetings of the Board of Directors.

9.7   Board members shall always be given priority on the speaking list before a student guest or Society staff speaks at a Board meeting. The Chair will maintain a speaker's list during Board meetings.

Chair
9.8   The President shall be the Chair of the Board of Directors, and shall Chair all Board meetings unless otherwise voted on by the Board at a particular meeting, or for the duration of a semester.

Vice Chair
9.9   The Board shall, by a simple majority vote, appoint a Vice Chair of the Board of Directors for the duration of a Board term.

9.10   The Vice Chair shall convene and chair a Board meeting in the absence or at the discretion of the Chair of the Board.

9.11   The Vice Chair shall support the duties of the Chair, including but not limited:

(a)   Communicating with Committee Chairs and Committee Vice Chairs on behalf of the Chair, when necessary.

(b)   Communicating with the Council Chair and Council Vice Chair on behalf of the Chair, when necessary.

(c)   Collect agenda items from Board members on behalf of the Chair and send them to the Administrative Assistant through proper communication channels, when necessary.

External Chair
9.12   The Board of Directors may appoint an external chair in a manner consistent with the bylaws.

9.13   An external chair shall receive a $75 honorarium for each meeting that they chair.

9.14   The external chair shall continue to chair Board of Directors meetings during in camera sessions.

9.15   The external chair is bound by all rules governing in camera sessions.

Agenda

9.16   The order and items of business for meetings of the Board of Directors are:

   (a)   Call to Order

   (b)   Territorial Acknowledgment

   (c)   Roll Call of Attendance

   (d)   Adoption of the Agenda

   (e)   Adoption of the Minutes

   (f)   Old Business

   (g)   Reports from Committees

   (h)   New Business

   (i)   30 Minute Q&A Period

   (j)   Notices of Motion

   (k)   Announcements

   (l)   Attachments

   (m)   Adjournment

9.17   Agenda items for regularly scheduled Board of Directors meetings and supporting documents must be submitted to the Chair, President, and Administrative Assistant. The Agenda for Board of Directors meetings must be distributed to Board members no later than three business days before a Board of Directors Meeting.

9.18   Board of Directors agenda packages will be available electronically on the Society website and/or social media at least two business days prior to regularly scheduled Board of Directors meetings.

Location

9.19   At least one meeting of the Board of Directors shall be held at the Harbour Centre campus over the course of any administration.

9.20   At least one meeting of the Board of Directors shall be held at the Surrey campus over the course of any administration.

9.21   The agenda, time, and location of regularly scheduled Board of Directors meetings shall be published on the Society website and/or social media prior to these meetings. The agenda, time, and location of emergency Board of Directors meetings shall be published on the Society's website if possible.

R-10: In Camera Sessions

10.1   Board of Directors and its committees may by simple majority vote to move items for discussion in camera, only where deliberations involve:

(a)   SFSS HR matters,

(b)   open contract negotiations or competitive processes,

(c)   a litigation process in which the Society is involved,

(d)   discussions involving advice subject to solicitor-client privilege, such as legal counsel, where the Society wishes to maintain that privilege, and

(e)   subject matter that relates to, or is subject to the Personal Information Protection Act (PIPA).

10.2   In camera items are strictly confidential and members present are bound by the Societies Act and are not to disclose the proceedings of in camera sessions.

10.3   Only members of the Board of Directors and its committees, and invited third parties as may be required are allowed to remain in the meeting.

10.4   No motions may be moved during in-camera sessions.

10.5   Directors are bound by the proscription of not disclosing the contents of any documents relating to in camera sessions.

R-11: Remuneration of Elected Representatives

Definitions

11.1   "Regulation" refers to any rule, standing order, administrative policy, issue policy, or Council policy or any other policy enacted by the Board.

11.2   "Remuneration motion" refers to any motion to create or amend any regulation which shall set or change the amount of a stipend or other remuneration paid to a member of the Board of Directors or Council, or which shall establish or change any other form of remuneration available to them.

Remuneration Motions

11.3   Any remuneration motion shall be referred to the Finance and Administrative Services Committee for a report.

11.4   The Board of Directors and Council will not consider any remuneration motion except as recommended by the Finance and Administrative Services Committee.

Applicability

11.5   The Finance and Administrative Services Committee shall provide a period for student comment on proposed changes to the remuneration paid to the Board of Directors or Council, with the following stipulations:

(a)   Notification of the comment period shall be published on the Society's website no less than four (4) weeks prior to the Committee providing a recommendation to the Board of Directors or Council.

(b)   Notification shall include an invitation for students to attend a special meeting of the Finance and Administrative Services Committee held primarily to hear student comments. This meeting shall be held no less than two (2) weeks after the comment period has commenced and no less than one (1) week before the comment period ends.

(c)   No more than two (2) weeks of the comment period shall take place during the months of August, December, or April.

R-12: Stipends and Director Stipend Reduction Schedule
Stipends
12.1   There shall be no advances on Board of Directors or other stipends.

12.2   The VP Finance (or designate) shall provide the Financial Office staff with a stipend list of directors including the amount payable by the payroll processing date, based on the attendances of directors at Board and committee meetings or their eligibility to receive a stipend.

12.3   Remuneration to the Executive Officers shall be in the form of semi-monthly payments. Payroll processing will occur on the first business day after the 15th and the first business day of the following month.

12.4   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. All reductions to a Director's stipend must be communicated to the Director so that they can have the ability to choose to appeal. The VP Finance shall withhold from a member's stipend an amount equal to any outstanding sums of money owed to the Society

12.5   Payments may be made at the discretion of the VP Finance up to the full stipend amount at any time during the months of April, August, and December, provided the expected hours of work are reasonably met.

Bi-weekly Reports are Submitted Late
12.6   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 Officer member will be reduced by $100 where the report is late or incomplete.
>
> > (i)   Sections may be listed as 'not applicable.'
>
> (b) The stipend of a nFaculty or At Large Representative Members will be reduced by $50 where the report is late or incomplete.
>
> > (i)   Sections may be listed as 'not applicable.'
>
> (c)   Stipends shall not be paid for months where the work report is submitted more than one month late, unless the Board has authorized a prior exception.

Semester Reports are Submitted Late
12.7   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

Exit Reports are Submitted Late

12.8   Failure of directors to submit an exit report within ten (10) business days following the end of their term will result in a $100 deduction per day from the final stipend, unless extenuating circumstances exist.

    (a) Directors who have been re-elected to a subsequent term on the Board of Directors will have all further stipends withheld until such time as an exit report has been submitted.

    (b)   Enforcement of this regulation shall be the responsibility of the incoming VP Finance. The incoming President shall ensure that the VP Finance complies with the terms of this Rule.

12.9   Failure of directors to submit an exit report within twenty (20) business days shall result in the entirety of the stipend being withheld and becoming a member in poor standing of the Society

    (a)   Directors who have been re-elected to a subsequent term on the Board of Directors will have all further stipends withheld until such time as an exit report has been submitted.

12.10   The exit report of the VP Student Services shall, in accordance with the bylaws and policies, comprise a section as a draft for inclusion in the Annual Report presented at the next AGM.

Failure to Attend a Board or Committee Meetings
12.11   Directors must attend all Board and committee meetings, excepting for academic, health, and Society related work obligations that have been communicated to the Board or Committee Chair in advance and by email, and which are approved by motion at the Board or Committee meeting.

    (a)   The stipend of an Executive Board member will be reduced by $100 where they fail to attend a Board or committee meeting.

    (b)   The stipend of a Non-Executive Board member will be reduced by $50 where they fail to attend a Board or committee meeting.

12.12   The Chair of the Board or the chair of the committee is responsible for communicating failure to attend Board or committee meetings, to the VP of Finance via email.

    (a)   In the event of the VP Finance being in breach of not attending the Board or committee meeting with approved regrets, the Chair of the Board, or the Chair of the committee where this failure to attend the meeting has occurred, shall notify the President via email.

Late Arrival at Board Meeting
12.13   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 committee meeting

12.14   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

12.15   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

12.16   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

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

R-13: Resignation, Leave of Absence, and Regrets

Resignation

13.1   Notices of resignation from the Board of Directors shall be directed to the President and accepted at the subsequent meeting of the Board of Directors.

Leave of Absence

13.2   Leaves of absence approved by the President or VP Finance shall be reported to the Board of Directors.

13.3   Requests by members of the Board of Directors for leaves of absence shall be directed to the President for approval. In the event that the President requests a leave of absence, it shall be directed to the VP Finance for approval.

13.4   All requests for leaves of absence shall be accompanied by a written explanation of the reasons for seeking it.

13.5   In the event that a request for a leave of absence is denied, the President or VP Finance shall provide written reasons for their decision.

13.6   No more than two (2) months leave of absence shall be granted within a one-year term of office.

13.7   A director will not be remunerated while on a leave of absence.

13.8   Members of the Board of Directors who have not paid Society fees within the semester for which they are requesting a leave of absence (maximum of up to two (2) months leave of absence) shall have these society fees deducted from the first month's stipend in the month they return.

Regrets

13.9   'Regret' is a term that refers to a written document or electronic message submitted as a request to be excused from attending a meeting where attendance would otherwise be required.

13.10   Regrets must be submitted to the chair of the Board of Directors or the chair of the committee, as well as the Administrative Assistant, and must:

   (a)   include the specific extent of that absence,

   (b)   include the reason for that absence, and

   (c)   be submitted at least one (1) hours in advance of the meeting in question.

13.11   Acceptable reasons for the submission of regrets include, but are not limited:

   (a)   bereavement,

   (b)   illness,

   (c)   an academic or employment specific conflict

(d)   a personal or family emergency.

13.12   Regrets are deemed acceptable or not by a simple majority vote of the body organizational unit to which they have been submitted.

13.13   Where such regrets are deemed unacceptable, an explanation must be provided in writing to the submitter by the chair of the organizational unit.

R-14: Direction to Society Employees

13.1   The Board of Directors recognizes the cooperative nature of the society workplace and shall strive to work collaboratively on issues related to the Society, in order to effectively serve society membership. If any member of the Board has any employee-related issue, they shall communicate this to/through the President at all times. If any staff member has a direction-related issue with a Board member, this shall be communicated to the President directly or indirectly through the staff's direct supervisor or union-excluded personnel immediately.

14.2   The Executive Committee, in consultation with the employees concerned, shall set employee workload priorities. This shall not preclude Executive Officers from requesting support or giving direction to employees as needed to ensure that the duties associated with their portfolios are fulfilled and to ensure that the Society's day-to-day operations are carried out.

   (a)   If in a staff person's reasonable opinion, the directive given by an Executive Officer requires action that might conflict with the view of the Executive as a whole, the staff may ask for a clarification from the President for the opinion of the Executive. The President shall seek the advice of the Executive Committee, as qualified by written expressed opinion, or via motion.

   (b)   If the request is unclear in relation to the society policies, the staff person must ask the President for the opinion of the Board, which the President shall seek advice from the Board on the interpretation of the policy. This may be decided via a vote of the board. If it is determined that there is a policy breach, the request shall not be carried out, until the policy at hand is amended, removed or suspended.

   (c)   In the event that the opinion of the President and the Executive Committee conflict, the opinion of the Executive committee prevails. In the event that the opinion of the Executive Committee and the Board conflict, the opinion of the Board prevails.

14.3   Union-Excluded personnel will assist the Executive in the day to day staffing operations of the Society, and may give direction on behalf of the Executive, within limits set by the Executive and Society policies. All union-Excluded personnel will report to the President, the Executive Committee and the Board of Directors in that order; and will be monitored on their performance by the HR/Personnel Committee. One Union-Excluded personnel, alongside the President, shall serve as the staff liaison officers for the Society in line with the collective agreement.

14.4   Executive Officers may give full direction to society staff if a staff person is specifically hired under the Office of that Executive Officer, and that staff person directly reports to the Executive Officer, and that all direction given is in line with society policies and staff relations policies.

14.5   The Chair of the Board, may give direction to Society employees on the approval of a motion of the Board, or, a Committee Chair on approval of a Board committee that has the authority delegated to execute activities on behalf of the Board.

14.6   Faculty and At-Large representatives shall not at any time give direction to Society employees without prior approval of a Board motion, and they were identified as liaison for that motion.

14.7   The Executive shall ensure there is a mechanism for Board members, or members of the Society to submit online work orders as for the efficient staff support requests to be submitted on matters of the Society, or for the benefit of the membership.

      (a)   The President shall be copied in on all these requests, and also serve as a resource to staff as to the position of the Executive or Board on said requests.

14.8   In the event that due to a director, any direction to Society employees breach any staff relations policies or agreements (eg. Collective agreement), the President shall be notified immediately, and that resolution process in the related staff relation policy or agreement shall apply.

R-15: Employment, Board of Directors Members

15.1   No member of the Board of Directors shall be employed by the Society during, or for a period of two years following their term of office.

15.2   An employee may not be an elected student member of the Board of Directors, but employees may become and maintain membership in the Simon Fraser Student Society.

14.3   If an employee is elected to become a member of the Board of Directors, then this employee must resign from their position of staff of the society before their tenure as a Board of Director begins.

R-16: Minutes

Board Minutes

16.1   Board shall adopt the minutes of Board and Board committees.

16.2   Minutes of meetings of Board of Directors shall include:

(a)   a summary of Committee discussion, including any comments that participants ask to be recorded, and

(b)   a record of motions passed, direction given, and action taken

(c)   list a record of who voted in favour, and against or abstained on a motion, or if a motion passes unanimously.

16.3   Minutes of meetings of committees shall be approved by the Committee, and submitted to the Administrative Assistant for their inclusion in the Board of Directors package and shall include:

(a) a summary of Committee discussion, including any comments that participants ask to be recorded, and

(b) a record of motions passed, direction given, and action taken.

16.4   Minutes shall not be kept for working groups.

(a)   Working groups may keep a written record of discussion to be included in minutes of the committee out of which the working group was created.

16.5   Draft Board of Directors minutes shall be posted to the website following the approval of the Board Chair or Board designate prior to approving them at the following Board meeting.

(a)   The Board Chair or designate shall ensure that they communicate with the communications coordinator to have the draft minutes posted on the website with "DRAFT" watermark noted on the document.

(b)   After the official minutes are approved at a Board meeting, the draft shall be taken down and swapped for the official minutes approved by the Board.

Council Minutes

16.6   Notwithstanding the other clauses of this policy, Council shall adopt the minutes of Council and Council committees.

16.7   Council Minutes shall be posted on the Society's website after their adoption by the Council.

Minute Preparation

16.8   Minutes for meetings of Council, the Board of Directors, and all Society committee meetings, except joint committees with SFU Graduate Student Society and/or those with the University, shall be completed and submitted to the chair of each committee within fourteen (14) days of the meeting.

16.9   Notwithstanding the other requirements of this policy, minutes for meetings of the Board of Directors shall be ready for inclusion in the agenda package for the next regularly scheduled Board of Directors meeting as required by the policies.

Implementation

16.10   The Executive Committee shall be responsible for ensuring the implementation of this policy.

R-17: Special Funding Request Policy (tbr)

Purpose
For members or a group of members of the SFSS who are not part of a recognized SFSS club, student union, or constituency group but wish to request funding for an event, project, or initiative that would involve and benefit the SFSS membership.

Restrictions
All use of the funding must be in compliance with SFSS policies

17.1   Special Funding Requests for advocacy-related events will be presented to the chair of the University and Academic Affairs Committee, or the External and Community Affairs committee.

17.2   This policy does not apply to funding requests from working groups of the University and Academic Affairs Committee, or the External and Community Affairs committee..

17.3   Donations from the University and Academic Affairs Committee, or the External and Community Affairs committee shall be limited to a maximum of $200.

17.4   All other requests for special event funding will be presented to the chair of the Finance and Administrative Services Committee for a recommendation to the Board of Directors. The Finance and Administrative Services Committee shall advise and recommend to the Board the appropriate line item for the special funding request, including the unrestricted surplus.

17.5   All requests for constituency groups, department student unions or faculty student unions grant funding must be made through the Student Union Department. If the Student Union Organizer believes that funding from a Board is recommended, they may refer the request to the Board of Directors to top up that student union/constituency group grant funding as per this special funding request policy from a Board line item.

17.6   All requests for clubs grant funding must be made through the Clubs Department. If the Club Coordinator believes that funding from a Board is recommended, they may refer the request to the Board of Director to top up that club grant funding as per this special funding request policy from a Board line item.

17.7   Total projected expenditures for the funding request must not exceed the amount remaining in the relevant line item(s).

17.8   A representative of the applicant(s) must be available to attend all relevant meetings.

17.9   Groups may seek funding from only one of the following:

   (a)   the Board of Directors,

   (b)   a Society committee,

   (c)   Out on Campus, or

   (d)   The Women's Centre.

17.10   This policy does not impede the Board or Committee from working with student groups on an event, initiative or campaign on an event as collaborating partners.

R-18: Board Reimbursements

Reimbursement for charges

18.1   Board members shall receive a reimbursement for charges. The VP Finance shall oversee the reimbursements.

(a)   The President shall oversee the VP Finance's reimbursements.

Restrictions

18.2   All reimbursements require detailed original receipts. A credit or debit card receipt with a company name and total does not qualify.

Cell Phone Allowance

18.3   Cell phone reimbursements rates are as follows:

(a)   Up to $50 per month during board term.

18.4   Reimbursement requests must be accompanied by the directors's corresponding monthly service bill. A copy of the phone bill must be submitted with the cheque requisition. Reimbursement will be via cheque.

18.5   Reimbursement will cease if the Officer's corresponding monthly service bill is not received by the VP Finance.

(a)   Reimbursement may also be discontinued if a Financial Coordinator is notified in writing by the VP Finance or the recipient of the reimbursement.

18.6   The Society's corporate credit card may not be used to pay for director's cell phones.

Transportation Allowance

18.7   Board members may be reimbursed up to $600 a year for transportation to and from SFSS offices. Proof of payment and copies of invoices are required. As these are taxable benefits, reimbursements are added to stipend payments. Including:
(a)   U-Pass
(b)   Parking Pass

Travel for Meetings Events, and Conference Allowance

18.8   Board members may be reimbursed for flights, meals, and mileage for attendance at conferences and meetings. Reimbursement will be via cheque. Travel reimbursement does not count towards the $600 transportation allowance.
(a)   Flights require booking and payment information is required
(b)   Meals require a detailed listing of the mail so that reasonableness may be considered. Board members may not claim meal costs that are provided by the hotel, conference, or a third party.
(c)   For automobile reimbursements, Board members may be reimbursed according to the latest published annual automobile allowance rate as provided by the CRA (eg: 2020 year rate: $.59 per km)

Other amounts

18.9   For expenses related to SFSS events, Board supplies, and incidentals required by the SFSS, Board members may be reimbursed upon the approval of the VP Finance (up to a maximum of $500), or on approval of the Board or Board standing committee with the power to expend via a motion.

R-19: Annual and Special General Meetings, Preparation, Staffing, and Procedures

19.1   In addition to the procedures and obligations set out in Society bylaws and policies, the following preparatory guidelines shall apply to the planning and procedures of annual and special general meetings.

19.2   The Society will host an annual general meeting, as required by the Societies Act and the SFSS Bylaws, in September or October in accordance with society bylaws.

19.3   The Society will host special general meetings at the request of Board, Council or following a members' requisition, as required by the Societies Act and the SFSS Bylaws.

The Board of Directors
19.4   The Board of Directors shall:

(a)   oversee the fulfilling of all duties with regards to annual and special general meetings as detailed in society bylaws and policy rules.

(b)   determine the date and time of the Annual General Meetings or Special General meetings, and:

(i)   shall try to determine a date at least sixty (60) days in advance in the case of Annual General Meetings (to give members the opportunity to put member proposals), in a manner compliant with the bylaws and the Societies Act;

(ii)   and shall immediately inform the Administrative Services department of all event logistics required;

(iii)   and shall develop and post on the society website the mechanisms for membership to bring proposals to the annual general meeting ie: through a petition, Council or the Board.

(c)   communicating those dates and agenda items to the Administrative Services Department.

(d)   encourage the general membership to attend, bring proposals, and participate in the general meetings, and incentivize the Executives of Department Student Unions and Faculty Student Unions to attend.

(e)   If the President is unable or unwilling to act as chair, and the Board fails to recommend a chair in lieu of the President, then the appointment of a chair shall happen at the meeting in accordance with the by-laws and the Societies Act.

(f)   ensure the society gives notice for the meeting at least twenty-one (21) and not more than sixty (60) days prior to the meeting, in accordance with the Societies Act and the SFSS bylaws.

(g)   assist in the set up of the meeting, under the coordination of the VP Student Services, with support from the Administrative Services department.

(h)   assist with registration of members and acting as floor captains for the duration of the meeting for vote and quorum counts, under the coordination of

the VP Student Services with assistance from the Administrative Services Department,

(i)   ensure that all contributions to the annual report are submitted to the VP Student Services at least thirty (30) days prior to the meeting date (in the case of an AGM), and

(j)   ensure that staff members are consulted to adjust hours and priorities accordingly.

19.5   The VP Student Services shall coordinate or oversee:
(a)   the compilation of the annual report of the Board for consideration at the annual general meeting (Bylaw 4.4.d),

(b)   the roles and responsibilities of the members of the Board of Directors in preparing for the meeting,

(c)   the roles and responsibilities of the members of the Board of Directors during the meeting and ensuring that registration and floor captain needs are adequately staffed,

(d)   the monitoring of attendance at meetings,

(e)   the monitoring of vote and quorum counts, and reporting those counts to the chair

(f)   booking a meeting room and any audio-visual equipment, appropriate for the needs of the meeting as established by the Board of Directors.

(g)   the provision of microphones for speakers from the floor (if necessary)

(h)   accommodating students with special needs.

(i)   working with staff as necessary for the preparation of the AGM.

Staff
19.6   The Communications Coordinator shall:

(a)   developing and publishing all advertising and marketing materials for members' meetings, and

(b)   developing all documents necessary for members' meetings, including the Annual Report for the annual members' meeting.

(c)   comply with the provisions of the bylaws regarding serving notice of meeting,

(d)   layout, design, edit, and print the Society's annual report,

(e)   produce or oversee the production of all print materials for the member's meetings.

(f)   compile and print the agenda

19.7   The Administrative Services department shall:

(a)   developing a calendar, listing all deadlines for required items,

(b)   communicating the deadlines for all required items to the appropriate departments,

(c)   developing a draft meeting agenda, which includes at least:

(i)   confirming that quorum has been met,

(ii)   electing a Chair for the meeting, if the President of the Board is not present and the Chair was not designated by the Board,

(iii)   approving the agenda,

(iv)   approving the Minutes from the last General Meeting, and

(v)   terminating the General Meeting.

(i)   procure a membership list(s),

(j)   compile the previous meetings' minutes for inclusion in the annual report,

(k)   assist the VP Student Services with their duties described in this policy,

(l)   ensure that the chair receives an agenda and all other written materials at least 48 hours before the meeting, and is kept informed of expected attendance, the course of proceedings, the length of presentations, and any room changes, and

(m)   ensure that the full text of any proposed bylaw changes is available to all members at the meeting.

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

(a)   providing support in interpreting the requirements of provincial legislation, and Society bylaws and policies, and

(b)   preparing the Chair of the members' meeting regarding their responsibilities as Chair.

19.9   The Student Union Organizer shall:

(a)   send written or electronic memoranda to Council and all active unions and constituency groups in accordance with the bylaws, and

(b)   assist in the staffing the meeting and any preparations as necessary.

STANDING ORDERS

SO-1: Standing and Ad-hoc Committees, Subcommittees and Working groups

Establishment and Dissolution of Society Committees and Working Groups

1.1   The Board may delegate its authority and/or empower committees between Board meetings to make decisions, within their delegated authority, to standing committees, ad-hoc committees, and working groups.

    (a)   The Board will establish a standing or ad-hoc committee by including a Standing Order establishing its terms in the Board Policies.

    (b)   The Board will dissolve a standing or ad-hoc committee by repealing a Standing Order consisting of its terms from the Board Policies.

    (c)   The Board or a Board Committee will establish a working group amongst itself by a majority vote.

Standing and Ad-hoc Committees

1.2   The Board of Directors establishes the Standing Orders that comprise the terms of reference for all standing and ad-hoc committees. Committees have the authority to act in accordance with their terms of reference, but must seek the direction and approval of the Board of Directors on any matters of serious concern or significance to the membership of the Society.

1.3   Unless otherwise specified in the Standing Order establishing the committee, standing and ad-hoc committees are chaired by an Executive Officer.

1.4   The duties of the Chair include:

    (a)   ensure all meetings are included in the SFSS Society Calendar (GMail),

    (b)   convening regular meetings,

    (c)   informing committee members of meeting times and locations,

    (d)   preparing agendas and collect agenda items,

    (e)   distributing any documents or materials to committee members,

    (f)   submitting attendance to the VP Finance, and

    (g)   reporting on committee activities to the to the Board of Directors

    (h)   act as the primary point of contact between the committee and its staff support, if any.

1.5   The duties of the Vice-Chair include:

    (a)   convening meetings in the absence or at the discretion of the Chair,

    (b)   any other duties as may be assigned by the Chair

1.6   The duties of Committee members include:

(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

1.7   Composition of committee membership is specified by the committee's Standing Order. Unless otherwise specified by the standing order establishing the committee, only members in good standing may be appointed to a voting seat on a committee.

1.8   Duties of committee members include:

(a)   attending all meetings of the committee,

(b)   representing to the best of their abilities the interests of the Society, and

(c)   performing any duties assigned as part of the committee's mandate.

1.9   Unless otherwise specified in the standing order establishing the committee, members of standing and ad-hoc committees shall be elected/removed by a simple majority vote of the Board of Directors.

1.10   Unless otherwise specified in the standing order establishing the committee, quorum for all standing and ad-hoc committees shall be a majority of the seats filled.

1.11   For the purposes of the standing orders, 'student at-large' shall refer to a student who does not hold a position on the Board of Directors, but is a member in good standing of the Society.

1.12   For the purposes of the standing orders, "Councillor" shall refer to those members who sit as members of Council and are not members of the Board of Directors of the Society.

Sub-Committees
1.13   Standing or Ad-hoc Board committees may, if its terms of reference allow, strike subcommittees and adopt its own terms of reference for the subcommittee, establishing its mandate, authority, and jurisdiction - and may delegate tasks to sub-committees for recommendation to the Committee.

1.14   Sub-committees are established by a majority vote.

1.15   Committees shall select the chair of a sub-committee from among its members who shall convene meetings, prepare agendas, distribute documents to sub-committee members, and report subcommittee activities and recommendations back to the committees.

1.16   Duties of sub-committee members include:

(a)   attending all meetings of the sub-committee,

(b)   representing to the best of their abilities the interests of the Society, and

(c) performing any duties assigned as part of the committee's mandate.

1.17 Sub-Committees are established by a Standing Order of the Committee.

(a) All Committee Standing Orders establishing a Sub-Committee must be reported to the Governance Committee, who will keep record of the Standing Orders.

(b) If a Committee establishes a Sub-Committee by Standing Order, this action must be reported to the Board of Directors.

Working Groups

1.17 The Board of Directors, or standing or ad-hoc committees, may establish working groups, as well as their mandates, authority, and jurisdiction by motion.

1.18 The Board of Directors, or standing or ad-hoc committees select the chair of a working group from among its members who shall convene meetings, prepare agendas, distribute documents to working group members, and report working group activities and recommendations back to the standing or ad-hoc committees.

1.19 Composition of working groups is open to all members in good standing of the Society.

(a) Duties of working group members include:

(i) attending all meetings of the working group,

(ii) representing to the best of their abilities the interests of the Society, and

(iii) performing any duties assigned as part of the working group's mandate.

1.20 Meeting times and locations of all standing committees, ad-hoc committees, and working groups shall be published on the Society's website and social media, and in person in the vicinity of the Society's General Office/Student Center prior to these meetings.

1.21 Information about student-at-large vacancies on the Society's committees shall be published on the Society's website prior to these meetings.

SO-2: Appointments, Selection Process and Resignations to and from Committees

Appointments

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

2.2   Unless otherwise specified by the committee's terms of reference, the Board of Directors appoints its members for a term of office expiring April 30th each year.

Schedule

2.3   Preparation for the appointment of at-large members to Board committees begins on May 1st of each new Board term, or when there is a vacancy on a Board committee.

2.4   Directors will actively engage members at all three campuses to submit their nominations.

2.5   Calls for applications will be communicated to members through approved SFSS channels.

2.6   Recommendations for appointment will be made at the Nominating Committee, who will provide these recommendations to the Board.

2.7   Nominees will be evaluated on the basis of criteria established by each Board committee through their application forms and/or interview process.

2.8   Committee members will be appointed by the Board.

Selection

2.9   Each Board committee shall establish a selection process for appointment of at-large members to the committee.

2.10   Each Board committee may request the assistance of the Nominating Committee in the selection process.

2.11   The Nominating Committee will meet at the request of the Board or where called by its Chair.

2.12   Board committee Chairs will report their recommended selections to the Nominating Committee, who will submit these recommendations to the Board for consideration at the next regularly scheduled Board meeting.

2.13   Board will receive the recommendations of the Nominating Committee and discuss the recommendations in camera.

2.14   Board will appoint by majority vote the successful candidates ex-camera.

   (a)   Each director will have as many votes as there are members to appoint to a committee.

   (b)   A director may not vote more than once for any applicant.

(c)   Nominees with the highest number of votes will be appointed until all vacant positions are filled.

2.15   Where there is no Nominating committee established in the Board Policies, the Board shall establish an alternate protocol to assist in the Selection of at-large members to committees.

Resignations

2.16   Resignations from committees are to be delivered to the Committee Chair who shall report them to the subsequent meeting of the Board of Directors.

2.17   The committee Chair may expel a committee member where that member has been absent for more than one-third of the meetings called by the Chair in any one semester, as long as the meetings are called with advance notice as specified in the committee's terms of reference.

2.18   Any member of a committee who, without prior authorization by the committee chair, is absent from two consecutive meetings of the committee shall be deemed to have abandoned their position on the committee

2.19   Notwithstanding the terms of reference of any committee, the Board may, at its discretion, remove a committee member by 2/3 majority vote.

2.20   Any member of a committee who, without prior authorization by the committee chair, is absent from two consecutive meetings of the committee shall be deemed to have abandoned their position on the committee

(a)   The Chair shall declare that position vacant forthwith.

Standing Committees

SO-3: External and Community Affairs Committee

3.1   The Board of Directors shall maintain the External and Community Affairs Committee as a standing committee.

3.2   This Committee shall generally coordinate the advocacy work regarding federal, provincial, and municipal advocacy and lobbying campaigns and community-facing student information campaigns.

Composition
1.   Chairperson: VP External Relations
2.   Five Board members
3.   Up to 1 Councillor on the recommendation of Council
4.   Up to 7 At-Large members
5.   [Non-voting] All constituency group representatives on Council
6.   [Non-voting] Campaigns, Research, and Policy Coordinator

Terms of Reference
3.3   Identify and prioritize issues of concern to students external to the University community.

3.4   Develop and coordinate strategies to address those concerns.

3.5   Establish working groups to implement campaigns and take actions to address those concerns.

3.6   Ensure that the Society members are informed of these issues, and the steps taken to address them.

3.7   Review the progress of business from the Federal, Provincial and Municipal governments or other decision-making bodies external to the University.

3.8   Creating information campaigns directed towards the Society membership regarding External and Community advocacy.

3.9   This Committee may strike sub-committees when necessary, and sparingly, in order to conduct the business of the Committee.

(a)   The Committee shall establish Working Groups wherever possible, and use Sub-Committees sparingly.

SO-4: University and Academic Affairs Committee

4.1 The Board of Directors shall maintain the University and Academic Affairs Committee as a standing committee.

4.2 This Committee shall generally coordinate work regarding university advocacy campaigns and member-facing student information campaigns.

Composition
1. Chairperson: VP University Relations
2. Five Board members
3. Up to 1 Councillor on the recommendation of Council
4. Up to 7 At-Large members
5. [Non-voting] All undergraduate student representatives sitting on the University Board of Governors or Senate
6. [Non-voting] All constituency group representatives on Council
7. [Non-voting] Campaigns, Research, and Policy Coordinator

Terms of Reference

4.3 Identify and prioritize issues of concern to students.

4.4 Develop and coordinate strategies to address those concerns.

4.5 Establish working groups to implement campaigns and take actions to address those concerns.

4.6 Ensure that the Society members are informed of these issues, and the steps taken to address them.

4.7 Review the progress of business from the Senate, the Board of Governors, Senate Committees, and other Committees, Assemblies or decision-making bodies of the University.

4.8 Creating information campaigns directed towards the Society membership regarding University advocacy.

4.9 This Committee may strike sub-committees when necessary, and sparingly, in order to conduct the business of the Committee.

   (a) The Committee shall establish Working Groups wherever possible, and use Sub-Committees sparingly.

SO-5: Governance Committee

5.1   The Board of Directors shall maintain the Governance Committee as a standing committee.

Composition
1. Chairperson: Executive Officer
2. [Ex-officio] President
3. Four Board of Directors members
4. Up to 1 Councillor on the recommendation of Council
5. [Non-Voting] Campaigns, Research, and Policy Coordinator

Terms of Reference

5.2   Review proposals and make recommendations to amend, add and delete sections of the Society's constitution, bylaws, and policies.

5.3   Review appeals or questions regarding the interpretation and application of the Society's constitution, bylaws, and policies, except those specifically reserved for other committees of the Society.

5.4   Inform the Board of any legislative changes that impact the activities of the SFSS.

5.5   The committee shall meet in person or electronically as required and at the call of the Chair. The Chair may call a meeting where a notice of three working days has been provided.

5.6   This Committee may strike sub-committees when necessary, and sparingly, in order to conduct the business of the Committee.

> (a)   The Committee shall establish Working Groups wherever possible, and use Sub-Committees sparingly.

Relevant Policies

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

> (a)   SFSS Constitution

> (b)   SFSS By-Laws

> (c)   SFSS Strategic Plan

> (d)   Societies Act of British Columbia

> (e)   Universities Act of British Columbia

> (f)   SFSS Elections and Referenda Policies

> (g)   SFSS Board Policies

> (h)   SFSS Administrative Policies

> (i)   SFSS Issues Policies

> (j)   any other policies of the society.

SO-6: Executive Committee

6.1   The Executive Committee is a standing committee of the Society as established in the bylaws.

Composition
1. Chairperson: President, or another Executive Officer as designated by the Board
2. All currently sitting Executive Officers
3. [Non-Voting] all currently sitting Non-Executive Board members
4. [Non-voting] Union-excluded personnel serving as Staff Liaison officer
5. [Non-voting] Other staff as requested by the Executive from time to time

Terms of Reference

6.2   Generally coordinate and manage the day-to-day activities of the Society in between meetings of the Board.

6.3   Report to the Board of Directors as required on the activities of Society committees as well as other matters of importance.

6.4   Discuss and report on the work done in each executive member's specific portfolios since the last meeting.

6.5   Recommend actions for consideration by the Board of Directors and its committees.

6.6   Conduct the business of the Board between Board meetings where three working days have been provided.

6.7   Ensure the timely implementation of all directives of the Board of Directors.

6.8   Between the last quorate Board of Directors meeting of each semester, and the first quorate meeting of each subsequent semester, be enabled to spend up to $20,000, make appointments to committees, and carry out the day-to-day operations of the Society.

6.9   The committee shall meet weekly, in person or electronically, at the call of the Chair. The Chair may call a meeting where a notice of two working days has been provided.

6.10   The committee chair must call an executive meeting within 24 hours upon a petition signed by three (3) of the executive committee members and give notice of at least 1 working day.

6.11   This Committee may strike sub-committees when necessary, and sparingly, in order to conduct the business of the Committee.

   (a)   The Committee shall establish Working Groups wherever possible, and use Sub-Committees sparingly.

SO-7: Finance and Administrative Services Committee

7.1   The Board of Directors shall maintain the Finance and Administrative Services Committee (FASC) as a standing committee.

7.2   This committee shall oversee the financial and internal administrative matters of the Society.

Composition
1. Chairperson: VP Finance
2. [Ex-officio] President
3. VP Student Services
4. Three Board of Directors members, one of whom must be an Executive Officer
5. Up to 1 Councillor on the recommendation of Council
6. Two students at-large
7. [Non-voting] Financial Coordinator
8. [Non-voting] Campaigns, Research, and Policy Coordinator

Terms of Reference

7.3   This committee shall not unreasonably limit the normal duties and responsibilities of the VP Finance.

7.4   Coordinate the preparation of the annual operating budget and the annual capital budget of the Society and make recommendations to the Board of Directors as necessary.

7.5   Provide the Board with formal recommendations and reports relating to the audit of the Society such as the appointment of the external auditor, the annual financial statements, and the auditor's unobstructed access to information and personnel.

7.6   Responsible for the presentation of semesterly financial statements to the Board.

7.7   Coordinate the preparation of the annual operating budget and the annual capital budget of the Society's services

7.8   Review and propose any amendments or adjustments to the annual operating budget or annual capital budget of the Society and make recommendations to the Board of Directors as necessary.

7.9   Administer the budget of the Society, including the approval of any financial disbursements or discretionary spending approved within the Society's budget, where authority to do so is not delegated elsewhere in this policy manual.

7.10   Monitor and oversee all funds, investments, and other financial assets and liabilities maintained by the Society, and make recommendations to the Board of Directors as necessary.

7.11   Monitor and oversee all other financial aspects of the Society and make recommendations to the Board of Directors as necessary.

7.12   All discussions of a sensitive or confidential nature regarding financial or administrative matters of the Society shall be held in-camera.

7.13   Oversee the processes of 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.

7.14   Hear and rule on any appeals of decisions made by the Student Union Organizer or the General Office Coordinators regarding club or student union creation, dissolution, suspension, grant approvals or any other decision.

7.15   Consider business referred to it, regarding remuneration motions, by the Board of Directors or Council, and shall make one or more recommendations on each such matter to the Board of Directors, or Council, or both, as appropriate whereby the rule on "Remuneration of Elected Representatives" will apply

7.16   This Committee may strike sub-committees when necessary, and sparingly, in order to conduct the business of the Committee.

   (a)   The Committee shall establish Working Groups wherever possible, and use Sub-Committees sparingly.

SO-8: Accessibility Advisory Committee

8.1   Board of Directors shall maintain the Accessibility Advisory Committee as a standing committee.

Definitions

8.2   "Disability" is defined as a 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 equitable basis with others.

8.3   "Barriers" are defined as attitudinal, environment, 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.

8.4   "Accessibility" is defined as countering and eliminating barriers by providing specific accommodations; changing attitudes, environments, structures and processes; and implementing practices of universal design.

Composition
1. Chairperson: VP Student Services or another director as designated by the Board; or, on recommendation of the Committee, another member of the Committee
2. President (Ex-Officio)
3. Four Board of Directors members
4. minimum 2, up to 4 at-large members
5. Up to 1 Councillor on the recommendation of Council

Selection

8.5   The selection of students At-Large members and Councillors for this Committee shall be prioritized to students with lived experiences.

Terms of Reference

8.6   Review and monitor usage of the Student Society Accessibility Fund.

8.7   Make decisions and give approval to accessibility related capital expenses such as technological aides as well as approve other accessibility related projects.

8.8   Review and make recommendations to amend, add and, delete sections of policy relating to issues of accessibility and the Accessibility Fund.

8.9   Review and make recommendations regarding the SFSS Accessibility Policy.

8.10   Shall seek engagement with the community of members with disabilities, and engagement with SFU regarding the supports made available to students with disabilities

8.11   Research, maintain, and approve a list of priced accessibility services to be made available in the General Office.

8.12   The Committee shall meet at least once per semester or as required.

8.13   All discussions of a sensitive or confidential nature shall be held in camera.

8.14   To promote wellness on campus wherever possible in conjunction with SFU Health and Counselling and the Centre for Disabilities.

8.15   Make recommendations to the Governance Committee on amendments and additions to SFSS Accessibility Policies.

8.16   This Committee may strike sub-committees when necessary, and sparingly, in order to conduct the business of the Committee.

>   (a)   The Committee shall establish Working Groups wherever possible, and use Sub-Committees sparingly.

SO-9: Surrey Campus Committee

9.1   The Board of Directors shall maintain the Surrey Campus Committee as a standing committee. The Surrey Campus Committee is to connect the Board with undergraduate students and create opportunities for increased student engagement at the Surrey campus and recommends improvement of the undergraduate experience at the Surrey campus.

Definitions

9.2   "SFU Surrey student" means a student who is enrolled in at least one course during the current or previous semester located primarily at SFU Surrey.

Composition

1. Chairperson: Board member
2. President [Ex-Officio]
3. At least 2 and up to 4 Board members in addition to the Chair
4. Up to 1 Councillor on the recommendation of Council
5. 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.
6. [Non-voting] Surrey Campus Coordinator

Terms of Reference

9.3   Provide an opportunity for discussion of issues of concern to SFU Surrey students.

9.4   Advise the Board of Directors on all issues of concern to SFU Surrey students.

9.5   Recommend actions for consideration to the Board of Directors.

9.6   Encourage the participation of SFU Surrey students in all aspects of the Society's operations.

9.7   Represent campus-specific issues of concern to the University, in liaison with the VP University Relations.

9.8   Represent campus-specific issues of concern to the external community, in liaison with the VP External Relations.

9.9   Coordinate campus-wide activities in liaison with active Department Student Unions.

9.10   This Committee may strike sub-committees when necessary, and sparingly, in order to conduct the business of the Committee.

   (a)   The Committee shall establish Working Groups wherever possible, and use Sub-Committees sparingly.

SO-10: Vancouver Campus Committee

10.1   The Board of Directors shall maintain the Vancouver Campus Committee as a standing committee.

10.2   The Vancouver Campus Committee is to connect the Board with undergraduate students and create opportunities for increased student engagement at the Vancouver campus and recommends improvement of the undergraduate experience at the Surrey campus.

Definitions

10.3   "SFU Vancouver student" means a student who is enrolled in at least one course during the current or previous semester located primarily at SFU Vancouver.

Composition

1. Chairperson: Board member
2. President [Ex-Officio]
3. At least 2 and up to 4 Board members in addition to the Chair
4. Up to 1 Councillor on the recommendation of Council
5. Up to 6 At-Large members that are enrolled in a major or minor based on Vancouver campus, are taking at least one of their courses at the Vancouver

Terms of Reference

10.4   Provide an opportunity for discussion of issues of concern to SFU Vancouver students.

10.5   Advise the Board of Directors on all issues of concern to SFU Vancouver students.

10.6   Recommend actions for consideration to the Board of Directors.

10.7   Encourage the participation of SFU Vancouver students in all aspects of the Society's operations.

10.8   Represent campus-specific issues of concern to the University, in liaison with the VP University Relations.

10.9   Represent campus-specific issues of concern to the external community, in liaison with the VP External Relations.

10.10   Coordinate campus-wide activities in liaison with active Department Student Unions.

10.11   This Committee may strike sub-committees when necessary, and sparingly, in order to conduct the business of the Committee.

  (a)   The Committee shall establish Working Groups wherever possible, and use Sub-Committees sparingly.

SO-11: Faculty and At-Large Representatives Members Committee (FARM)

11.1   The Board of Directors shall maintain the Faculty and At Large Committee as a standing committee.

Composition
1. All faculty representatives and at-large directors
2. [Rotating chair] FARM reps, designate a new chair for the next meeting at the end of each meeting
3. [ex-officio] President
4. [Non-voting] VP University Relations
5. [Non-voting] Student Union Organizer

Terms of Reference

11.2   Coordinate the activities of the faculty representatives and at-large directors within their portfolios and delegated duties as described in policy.

11.3   Report to the Board of Directors as required on the activities of the faculty representatives and at-large directors.

11.4   Collaborate on faculty and department based campaigns and advocacy

11.5   This Committee may strike sub-committees when necessary, and sparingly, in order to conduct the business of the Committee.

   (a)   The Committee shall establish Working Groups wherever possible, and use Sub-Committees sparingly.

Chairperson

11.6   There shall be a rotating chair, the first of which will be the VP University Relations.

SO-12: Events Committee

12.1   The Board of Directors shall maintain the Events Committee as a standing committee.

12.2   The committee shall generally oversee the events of the Society.

Composition
1. Chairperson: VP Student Life
2. [Ex-Officio] President
3. Five Board Members
4. Up to 1 Councillor on the recommendation of Council
5. Up to 7 At-Large members
6. [Non-voting] Events Coordinator

Terms of Reference

12.3   Develop and coordinate events on behalf of the Board of Directors.

12.4   The committee may strike working groups to aid in the organization of any events and promotions.

12.5   Upon request the committee may assist clubs, department student unions and constituency groups in the planning of events

12.6   Prepare the annual budget for events of the Board of Directors for consideration by the Finance and Administration Services Committee

12.7   This Committee may strike sub-committees when necessary, and sparingly, in order to conduct the business of the Committee.

(a)   The Committee shall establish Working Groups wherever possible, and use Sub-Committees sparingly.

SO-13: First Year Engagement Committee

13.1   The Board of Directors shall maintain the First Year Engagement Committee as a standing committee.

Definitions

13.2   "First Year" is defined as a student in their first or second semester at the University.

Composition

1. [ex-officio] President
2. [Chairperson] 1 Board member
3. At least 2 and up to 4 Board members
4. Up to 1 Councillor on the recommendation of Council (first year preferred)
5. Up to 6 first year at-large members

Terms of Reference

13.3   Coordinate activities and engagement events and initiatives, such as community building events.

13.4   Coordinate first year advocacy activities and projects.

13.5   This Committee may strike sub-committees when necessary, and sparingly, in order to conduct the business of the Committee.

   (a)   The Committee shall establish Working Groups wherever possible, and use Sub-Committees sparingly.

SO-14: Member Services Advisory Committee

14.1   The Board of Directors shall maintain the Member Services Advisory Committee as a standing committee.

Composition
1. [ex-officio] President
2. [Chairperson] VP Student Life, VP Student Services, or another director as voted by the Board
3. At least 2 and up to 4 Board members
4. Up to 1 Councillor on the recommendation of Council (first year preferred)
5. Up to 4 at-large members
6. [Non-voting] Club Coordinators
7. [Non-voting] Student Union Organizer

Terms of Reference

14.2   Give advice regarding the coordination of the society member services (Clubs, DSUs, Food Bank etc)

14.3   Coordinate operations and give assistance and advice to coordinators on member services, clubs and DSU operations

14.4   Make recommendations to policies relating to the member-services of the Society.

14.5   Receive updates on issues that have happened in the delivery of member-services, and for possible improvements to clubs and DSU policies and solicit feedback from students.

14,6   Review aggregated and anonymized complaints/how-to-improve forms about members services and give advice on how improvements may be incorporated

14.6   This committee shall meet at least monthly

SO-15: Black Indigenous People of Colour Committee

15.1   The Board of Directors shall maintain the Black Indigenous People of Colour Committee as a standing committee. Any change to these terms shall be at the discretion of the Board with proper consultation with BIPOC student groups and communities.

Purpose
15.2   The purpose of this committee is to ensure and prioritize the voices of the Black, Indigenous and People of Colour (BIPOC) community at Simon Fraser University within the framework of the Simon Fraser Student Society, and that the lived experience of racialized folks is always considered, recognized and acknowledged. Historically Black, Indigenous, and People of Colour disproportionately face more barriers due to the constructs that have been established without BIPOC folks in mind. Academia and university settings are not exempt to the mistreatment and misappropriation of BIPOC voices.

Preamble
15.3   Academia as we know has been used as a tool to assimilate and indoctrinate racialized voices. This committee is to ensure that Black, Indigenous and People of Colour have the ability to speak on issues that directly affect our BIPOC communities within SFU and their educational experience. This committee shall work with the Board of Directors and the SFSS to properly support racialized students from a BIPOC perspective. The role of this committee should be to support, voice opinions and give advice to where the SFSS and SFU are lacking and to close the gaps and barriers that racialized students face in their university experience.

15.4   The SFSS prioritizes Indigenous voices, and we acknowledge that the SFSS is located on the traditional, unceded territories of the Coast Salish peoples, including the xʷməθkʷəy̓əm (Musqueam), Sḵwx̱wú7mesh Úxwumixw (Squamish), Selíl̓witulh (Tsleil-Waututh), kʷikʷəƛ̓əm (Kwikwetlem) and q̓icəy̓ (Katzie) Nations.

Definitions
15.5   "BIPOC" is defined as Black, Indigenous, People of Colour. This is an acronym that makes the distinction of racialized folks who face disproportionately more barriers than other groups due to the systemic oppression, colonization, racism, capitalism, dispossession etc.

15.6   "Racialized" - Racialized refers to anyone who experiences racism because of their race, skin colour, ethnic background, accent or culture. Racialized people are people of colour, Indigenous peoples and ethnic and cultural minorities. 7

15.7   "Barrier" - An overt or covert obstacle; used in equity-based approaches, to mean a systemic obstacle to equal opportunities or outcomes; an obstacle which must be overcome for equality to be possible. 7

15.8   "Colonialism" - Colonialism is the establishment, maintenance, acquisition and expansion of colonies through violence in one territory by people from another territory. The way in which colonization manifests itself may vary depending on the global location. In all forms, colonialism creates an unequal relationship between the dominant colonial state and between the Indigenous peoples of the colonized territory. 7

15.9   "Privilege" - Privileges are systemic advantages based on certain characteristics that are celebrated by society and preserved through its institutions. These can include being white, having money, being straight, not having a disability, etc. People are often unaware that these

characteristics can act as privileges as they are so effectively normalized. Privilege is not earned but is awarded automatically based on characteristics and traits of an individual." 7

15.8   "Marginalization" - a process of social devaluation that serves to justify disproportional access to scarce social and material resources. It's a process that pushes a particular group or groups of people to the edge of society by not allowing them an active voice, identity or place in it. It does this through the exclusion or isolation of people from being able to participate in political, social and economic mainstreams than others in society who hold power and privilege can participate in. 7

15.9   "Systemic Barriers" refers to the systems that have been established without Black, Indigenous, and People of colour in mind and are often excluded.

15.10   "Systemic Oppression" refers to how the systems of our society have inherently created disadvantages to Black, Indigenous, and People of colour. Including but not limited to patriarchy, sexism, heteroism, racism, ableism, ageism, militarism, and colonialism.

15.11   "EDI" is defined as Equity, Diversity and Inclusion. EDI is brought forward from individuals who have lived experience, and the SFSS acknowledges that these are key factors in order to properly practice EDI.

Composition
1. [ex-officio] President
2. [Chairpersons] 2 board members (Co-Chairs), **or** on recommendation of the committee, another member of the committee
3. at least 2 and up to 4 Board members in addition to the Chair
4. 1 member of First Nations Student Association Board of Directors
5. 1 member of Students of Caribbean and African Ancestry Executive
6. up to 1 councillor on the recommendation of Council
7. up to 6 BIPOC At-Large members

Selection
15.12   The selection of Student At-Large members for this Committee will be prioritized to BIPOC community members. A method to self-identify as BIPOC will be a part of the application process in the selection of At-large members.

15.13   For appointment of Board members, the Board shall take into consideration Board members with lived experience/those who identify as BIPOC when appointing members to the committee.

Terms of Reference
15.13   organize engagement initiatives and seeking results that equitably benefits BIPOC students on campus,

15.14   highlighting and educating folks on issues that impact affect racialized students on campus

15.15   support those who face barriers on campus due to systematic barriers.

15.16   supporting initiatives by BIPOC groups on campus, and ensuring those groups receive proper consideration and consultation.

15.17   guide SFSS' advocacy on behalf of BIPOC students and to ensure accountability on SFU's EDI efforts and reconciliation efforts and that they are committed to action

15.18   Addressing concerns and challenging institutional and overt racism at SFU

15.19   Building an anti-racist approach to training and development sessions, and cultural awareness training within the SFSS and SFU

15.20   Fostering an anti-racist environment through community building events, cultural events, advocacy, and campaigns

15.21   The Committee will recognize and respect Indigenous forms of governance, and recognize how often other forms of governance overrule Indigenous ways of knowing especially on occupied stolen territories. When we take into account Indigenous forms of governance we will consider other aspects and ways of knowing in order to properly support this decision making process.

    (a)   This can include:

        (i)   inviting Indigenous Elders of the Territories and asking for advice or support in the decision making process,

        (ii)   finding ways to include Indigenous forms of governance (i.e. talking circles), and,

        (iii)   transparency process and community engagement.

15.22   The Committee shall make recommendations to the Governance Committee on the creation or addition to the SFSS Issues Policies.

Relevant Documents
The members of this committee should be familiar with the following:

1. SFU Aboriginal Reconciliation Council Report "Walk This Path With Us"
2. UNDRIP - UN Declaration on the Rights of Indigenous Peoples
3. Draft Principles that Guide the Province of British Columbia's Relationship with Indigenous Peoples
4. SFU EDI Initiative
5. Truth and Reconciliation Commission of Canada: Calls to Action
6. International Decade for People of African Descent: Report of the Working Group of Experts on People of African Descent on its mission to Canada.
7. Anti-Racism Toolkit: Campus Tool-kit for Combatting Racism (C

SO-16: HR & Personnel Committee

16.1   The Board of Directors shall maintain the HR & Personnel Committee as a standing committee. This committee shall act as the Labour Committee for the purposes outlined in the SFSS/CUPE 3338 collective agreement. This committee is not open to members to attend.

Composition
1. [Ex-officio] President
2. [Chair] President
3. VP Finance
4. VP Student Services
5. Board member (preferably non-Executive Officer)
6. [Non-Voting] All union-excluded personnel

Purpose
16.2   Guiding the President in their role as the liaison between the Board of Directors and staff, subject to the limits of this policy; and to guide the President, as outlined in the bylaws to ensure compliance with and enforcement of all relevant Collective Agreements, employment contracts and staff relations policies.

16.3   To executive the duties of the Labour Committee as outlined in the collective agreement and fulfill the duties and responsibilities set out in the agreement.

16.4   To negotiate collective agreements with CUPE 3338.

16.5   Ensure accountability, transparency, inclusion, and democratic participation in executing the responsibilities of the committee.

16.6   Ensure the confidentiality of personnel files and the privacy of union-excluded and unionized staff.

Quorum
16.7   Quorum shall be the chair and at least 1 other voting member of the committee.

Terms of Reference
16.8   Oversee all aspects of hiring, managing, and evaluating union-excluded personnel, including:

(a)   review the performance of all union-excluded staff against established objectives on a regular basis under the leadership of the President, asking union-excluded personnel to leave during these discussions as is appropriate.

(b)   Provide semesterly reports to the Board of Directors on the performance of union-excluded personnel. Prepare an evaluation report for the BoD before the end of April each year and recommend any compensation adjustments where necessary.

(c)   Annually review the Administrative Policies, Personnel Policies and union-Excluded Personnel Job descriptions and make policy proposals as needed. Periodically review Personnel policies as issues arise.

(d)   Ensure that all members of this Committee receive external training in nonprofit management and effective management of nonprofit union-Excluded Personnel within four weeks of being appointed to this Committee.

(i) Ensure that ongoing training in these key areas happens for the duration of the Board term.

16.6 Provide reports to the Board of Directors on personnel issues and activities and projects undertaken by the Committee.

16.7 Seek direction from the Board of Directions to advise the President and Excluded personnel on addressing major personnel issues.

16.8 Advise the President and excluded personnel on addressing major personnel issues, including, but not limited to:

(a) Collective Bargaining

(b) Grievances

(c) Organizational and technological changes

(d) The creation of new unionized staff positions

(e) The elimination of current unionized staff positions

(f) Personnel management practices including hiring, evaluation and training

16.9 Ensure Board participation on hiring committees for key vacancies (eg: Department coordinator level and above)

16.10 The Committee will meet at least bi-weekly and give a report to the Board at every Board meeting.

Relevant Policies

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

(a) SFSS Board Policies

(b) SFSS Administrative Policies

(c) SFSS/CUPE 3338 Collective Agreement

(d) Societies Act of British Columbia

(e) BC Employment Standards Act

(f) BC Labour Relations Code

Ad-Hoc Committees

SO-17: Nominating Committee

17.1   The Board of Directors shall maintain the Nominating Committee as an ad-hoc committee.

Composition
1. [ex-officio] President
2. [Chairperson] Board member
3. VP Student Life
4. 2 Board members
5. [Non-voting] Campaigns, Research, and Policy Coordinator

Terms of Reference

17.2   Provide the Board with formal recommendations with formal recommendations and reports relating to the appointment of at-large members to Board committees, in consultation with all Board Committee Chairs and Vice-Chairs.

17.3   Work with the VP Student Life to provide the Board with formal recommendations and reports relating to the appointment of Council representatives to Board Committees, in consultation with all Board Committee Chairs and Vice-Chairs.

APPENDIX 1: SUSPENSIONS AND DELETIONS HISTORY

APPENDIX 1: CREATION, SUSPENSIONS AND DELETIONS HISTORY

R-1
- Implemented 06-15-2020

R-2
- Implemented 06-15-2020

R-3
- Implemented 06-15-2020

R-4
- Implemented 06-15-2020

R-5
- Implemented 06-15-2020

R-6
- Implemented 06-15-2020

R-7
- Implemented 06-15-2020

R-8
- Implemented 06-15-2020

R-9
- Implemented 06-15-2020

R-10
- Implemented 06-15-2020

R-11
- Implemented 06-15-2020

R-12
- Implemented 06-15-2020

R-13
- Implemented 06-15-2020

R-14
- Implemented 06-15-2020

R-15
- Implemented 06-15-2020

R-16
- Implemented 06-15-2020

R-17
- Implemented 06-15-2020

R-18

- Implemented 06-15-2020

R-19
- Implemented 06-15-2020

SO-1
- Implemented 06-15-2020

SO-2
- Implemented 06-15-2020

SO-3
- Implemented 06-15-2020

SO-4
- Implemented 06-15-2020

SO-5
- Implemented 06-15-2020

SO-6
- Implemented 06-15-2020

SO-7
- Implemented 06-15-2020

SO-8
- Implemented 06-15-2020

SO-9
- Implemented 06-15-2020

SO-10
- Implemented 06-15-2020

SO-11
- Implemented 06-15-2020

SO-12
- Implemented 06-15-2020

SO-13
- Implemented 06-15-2020

SO-14
- Implemented 06-15-2020

SO-15
- Implemented 06-15-2020

SO-16
- Implemented 06-15-2020

SO-17

- Implemented 06-15-2020

COMMUNICATIONS POLICIES

CMP-1: SOCIETY ADVERTISING, MARKETING, AND PROMOTIONS

Policy

1.1 The Communications Coordinator is responsible for the administration of all Society advertising, marketing, and promotional services. As the society's spokesperson, the President will serve as oversight for this function and will work to ensure the process does not break down.

Definitions

1.2 For the purposes of this policy, the term "advertising, marketing, and promotions" encompasses any materials used to advertise or promote an organization, product, service, or event, including but not limited to:

   (a)   posters,

   (b)   signs,

   (c)   banners,

   (d)   notices,

   (e)   handbills,

   (f)   flyers,

   (g)   leaflets,

   (h)   emails,

   (i)   social media posts,

   (j)   online advertising,

   (k)   brochures,

   (l)   samples,

   (m)   give-aways, and

   (n)   other promotional devices.

Supports
   1. Directors

2. Staff
3. Members

Process

1.3 Anyone wishing to advertise Society programs, services, or projects, must submit a Communications Services Work Order.

1.4 The Communications Department will:

(a) evaluate advertising proposals on the basis of adherence to the SFSS Communications Policy and Society standards - the President shall serve as a resource for interpretation of adherence to Communications Policy and Society standards policies; the President shall consult the Board of Directors for expressed approval where necessary.

(b) consult with the requestor for additional details where required,

(c) develop a proposal that meets the stated requirements,

(d) submit the proposal to the requester for review,

(e) where approved, develop the promotional materials,

(f) where necessary, submit a request for production to the SFSS Copy Centre, and

(g) notify the requestor once the materials are ready for pick up.

1.5 A feedback form will be made available to all requesters using the advertising, marketing, and promotions services.

CMP-2: MEMBER GROUPS ADVERTISING ON CAMPUS

2.1   If excessive or inappropriate advertising occurs, those responsible will be subject to any or all of the following:

      (a)   a written reprimand,

      (b)   the removal of posters, and

      (c)   the suspension of their privileges to use space.

2.2   General Office staff shall make the determination of what constitutes excessive or inappropriate advertising.

      (a)   All appeals to any such determination shall be directed to the Board of Directors.

2.3   This policy shall not apply to campaign materials for University or Student Society elections or referenda.

CMP-3: GRAPHIC DESIGN

Policy

3.1   The Communications Coordinator is responsible for the administration of all Society graphic design services. The President will serve as oversight for this function and will work to ensure the process does not break down.

Supports

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

Process

3.2   Anyone seeking graphic design development must submit a Communications Services Work Order.

3.3   The Communications Department will:

(a)   consult with the requestor for additional details where required,

(b)   develop a proposal that meets the stated requirements,

(c)   submit the proposal to the requestor for review,

(d)   where approved, develop the promotional materials,

(e)   where necessary, submit a request for production to the Copy Centre that the society will contract to, and

(f)   notify the requestor once the materials are ready for pick up.

3.4   A feedback form will be made available to all requesters using the graphic design service.

CMP-4: WEBSITE CONTENT MANAGEMENT

Policy

4.1   The Communications Coordinator is responsible for the addition, change, and deletion of all Society website content. The President will serve as oversight for this function and will work to ensure the process does not break down.

4.2   The Administrative Services Department Liaison is responsible for holding all Society website administrative credentials - the President shall serve as a resource for interpretation of adherence to Communications Policy and Society standards policies; the President shall consult the Board of Directors for expressed approval where necessary.

Supports
1. Directors
2. Staff
3. Councillors
4. Members

Process

4.3   Anyone wishing to add, change, or remove Society web content must submit a Communications Services Work Order.

4.4   The Communications Department will:

(a)   consult with the requestor for additional details where required,

(b)   evaluate any submitted content on the basis of adherence to the SFSS Communications Policy, and ensure that all Society standards are respected,

(c)   where necessary, develop a proposal that meets the stated requirements,

(d)   submit the proposal to the requestor for review,

(e)   where approved, publish the content to the website.

4.4   A feedback form will be made available to all requesters using the website content management service.

CMP-5: PRESS RELEASES

Policy

5.1   The Communications Coordinator is responsible for the review, development, and distribution of all Society press releases. As the society's spokesperson, the President will serve as oversight for this function and will work to ensure the process does not break down.

Supports
1. Directors
2. Staff
3. Members

Process

5.2   A list of standard recipients of any Society press release will be developed by the Communications Coordinator and approved by the President and the Board of Directors.

5.3   Anyone wishing to develop or distribute a press release must submit a Communications Services Work Order.

5.4   The Communications Department will:

   (a)   consult with the requester for additional details where required,

   (b)   evaluate any submitted content on the basis of adherence to the SFSS Communications Policy, and ensure that all Society standards are respected - the President shall serve as a resource for interpretation of adherence to Communications Policy and Society standards policies; the President shall consult the Board of Directors for expressed approval where necessary.

   (c)   where necessary, develop a proposal that meets the stated requirements,

   (d)   submit the proposal to the requester for review and approval,

   (e)   where approved by the requestor, and where the content of the press release is consistent with positions already approved by the Board, submit to the President for approval and publish,

   (f)   where approved by the requester, and where the content of the press release is not consistent with positions already approved by the Board, submit to the President for approval, where the President shall consult the Board for approval in writing before giving said approval.

(g) where approved by the President, distribute the press release to the list of recipients and publish its content to the website.

5.5 A feedback form will be made available to all requesters using the press release service.

CMP-6: VIDEO PRODUCTION

Policy

6.1   The Communications Coordinator is responsible for administering all video production services. The President will serve as oversight for this function and will work to ensure the process does not break down.

Supports
1. Directors
2. Councillors
3. Staff
4. Members

Process

6.2   Anyone wishing to develop a Society video production must submit a Communications Services Work Order.

6.3   The Communications Department will:

    (a)   consult with the requester for additional details where required,

    (b)   evaluate any submitted content on the basis of adherence to the SFSS Communications Policy and Society standards, the President shall serve as a resource for interpretation of adherence to Communications Policy and Society standards policies; the President shall consult the Board for expressed approval in writing or motion.

    (c)   submit the proposal to the President for approval,

    (d)   develop a video production that meets the stated requirements,

    (e)   submit the proposal to the requester for review, and

    (g)   publish and distribute the video as appropriate.

6.4   A feedback form will be made available to all requesters using the video production service.

CMP-7: PHOTOGRAPHY

Policy

7.1   The Communications Coordinator is responsible for administering the photography service. The President will serve as oversight for this function and will work to ensure the process does not break down.

Supports

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

Process

7.2   Anyone wishing to develop photography assets must submit a Communications Services Work Order.

7.3   The Communications Department will:

(a)   consult with the requester for additional details where required,

(b)   evaluate any submitted content on the basis of adherence to the SFSS Communications Policy and Society standards,

(c)   develop the photographic assets,

(d)   submit the proposed assets to the requester for review, and

(e)   publish and distribute the photos as appropriate.

7.4   A feedback form will be made available to all requesters using the photography service.

CMP-8: SURVEY DEVELOPMENT AND DISTRIBUTION

Policy

8.1   The Communications Coordinator and the Campaigns, Policy and Research Coordinator is responsible for supporting the development, distribution, and analysis of all Society surveys. The President will serve as oversight for this function and will work to ensure the process does not break down.

Supports

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

Process

8.2   Anyone wishing to develop or distribute a survey must submit a Communications Services Work Order.

8.3   The Communications Department will:

(a)   consult with the requester for additional details where required,

(b)   evaluate any submitted content on the basis of adherence to the SFSS Communications Policy, and ensure that all Society standards are respected - the President shall serve as a resource for interpretation of adherence to Communications Policy and Society standards policies; the President shall consult the Board of Directors for expressed approval where necessary.

(c)   seek approval from the President and review of survey drafts,

(d)   submit the proposed survey to the requester for review,

(e)   conduct the survey, with the help of the Board where Board related or if additional assistance from the Board needed by the requestor,

(f)   analyse a report of the survey results along with a briefing note for the requester, management, and Board,

(g)   where required, develop a summary of the result for public distribution, and

(h)   publish the summary results as appropriate.

8.4   A feedback form will be made available to all requesters using the survey development and distribution services

CORPORATE RECORDS AND INFORMATION POLICIES

CIP-1: CORPORATE RECORDS REPOSITORY

Policy

1.1   All corporate records are stored on the Simon Fraser Student Society file share, provided by SFU ITS, and access privileges will be managed by the Administrative Services Department Liaison and the President. The VP Finance will serve as oversight for this function and will work to ensure the process does not break down.

Standards

1.2   The SFSS Corporate Records will include the following content:

(a)   Annual Reports

(b)   Audited Financial Statements

(c)   BC Registry Filings

(d)   Constitution and Bylaws

(e)   Elections and Referenda Reports

(f)   Leases

(g)   Member Meetings

(h)   Organisational Chart

(i)   Policies

(j)   Records of Decisions

(k)   Strategic Plan

(l)   Standard Operating Procedures

1.3   The following chart define the content and access privileges for each type of corporate record:

Record Type	Contents	Read Access	Write Access
Annual Reports	SFSS Annual Report distributed to the Society membership	● Board ● All staff	● Administrative Services Department Liaison

			● Campaigns, Research, and Policy Coordinator
Audited Financial Statements	Audited financial statements produced by the Society's external auditors and remitted to the membership at the Annual General Meeting.	● Board ● All staff	● Administrative Services Department Liaison ● Campaigns, Research, and Policy Coordinator
BC Registry Filings	Image file outputs made available by Societies Online after filing a submission online.	● President ● Board ● Campaigns, Research, and Policy Coordinator	● Administrative Services Department Liaison ● Campaigns, Research, and Policy Coordinator
Constitution and Bylaws	Current SFSS Constitution and Bylaws	● Board ● All staff	● Administrative Services Department Liaison ● Campaigns, Research, and Policy Coordinator
Elections and Referenda Reports	SFSS Elections and Referenda Reports submitted to the Society by the Independent Electoral Commission as required by the SFSS Elections and Referenda Policies	● Board ● All staff	● Administrative Services Department Liaison ● Campaigns, Research, and Policy Coordinator
Leases	Leases include copies of all leases to which the SFSS is or has been a party	● Board ● Build SFU General Manager ● Finance Coordinators	● President ● VP Finance ● Build SFU General Manager
Member Meetings	Minutes of annual general meetings and special general meetings	● Board ● All staff	● Administrative Services Department Liaison ● Campaigns, Research, and Policy Coordinator
Organisational Charts	Current SFSS Organisational Chart	● Board ● All staff	● Administrative Services Department Liaison ● Campaigns, Research, and Policy Coordinator

Policies	Current SFSS Operational Policies, SFSS Personnel Policies, SFSS Board Policies, and SFSS Elections and Referenda Policies	• Board • All staff	• Administrative Services Department Liaison • Campaigns, Research, and Policy Coordinator
Records of Decision	Public Minutes of Board, its committees, and Council	• Board • All staff	• Administrative Services Department Liaison • SFSS Administrative Assistant • Campaigns, Research, and Policy Coordinator
Strategic Plan	Current SFSS Strategic Plan	• Board • All staff	• Administrative Services Department Liaison • Campaigns, Research, and Policy Coordinator
Standard Operating Procedures	Departmental SOPs	• Board • All staff	• Administrative Services Department Liaison • Campaigns, Research, and Policy Coordinator

CIP-2: ANNUAL REPORTS

Policy

2.1   The Administrative Services Department Liaison is responsible for ensuring that all annual reports are properly filed, secured, and accessible. The VP Student Services will serve as oversight for this function and will work to ensure the process does not break down.

Standards

2.2   SFSS Annual Reports are to be filed on the Corporate Records file share.

2.3   SFSS Annual Reports are to be filed as pdf image files.

2.4   SFSS Annual Reports are to be named according to the following naming convention: [YYYY-MM-DD Document Title]

Process

2.5   Following the SFSS Annual General Meeting, the SFSS Manager Administrative Services will ensure that a copy of the SFSS Annual Report is placed in the Corporate Records repository.

CIP-3: AUDITED FINANCIAL STATEMENTS

Policy

3.1   The Administrative Services Department Liaison is responsible for ensuring that all audited financial statements are properly filed, secured, and accessible. The VP Finance will serve as oversight for this function and will work to ensure the process does not break down.

Standards

3.2   Audited Financial Statements are to be filed on the Corporate Records file share.

3.3   Audited Financial Statements are to be filed as pdf image files.

3.4   Audited Financial Statements are to be named according to the following naming convention: [YYYY-MM-DD Document Title]

Process

3.5   Following the annual audit, the SFSS Manager Administrative Services will ensure that a copy of the Audited Financial Statements is placed in the Corporate Records repository.

CIP-4: BC Registry Filings

Policy

4.1   The Campaigns, Research, and Policy Coordinator (CRPC) is responsible for ensuring that all BC Registry filings are properly filed, secured, and accessible. The VP Finance will serve as oversight for this function and will work to ensure the process does not break down.

Standards

4.2   BC Registry Filings are submitted using the Societies Online portal (https://www.bcregistry.ca/societies/).

4.3   BC Registry Filings include:

   (a)   Submission of annual report

   (b)   Change of directors

   (c)   Change of address

   (d)   Change to bylaws

   (e)   Change of purposes (i.e. change to constitution)

   (f)   Change of name and purposes (i.e. change to constitution)

   (g)   Dissolve a society

   (h)   Delay the dissolution of a society, and

   (i)   Extension of an annual general meeting date.

4.4   Societies Online also allows the user to:

   (a)   review past filings,

   (b)   review notifications received from the BC Registry,

   (c)   manage authorised administrators of the account, and

   (d)   establish a pre-approved payment method for BC Registry service charges.

4.5   BC Registry filings are to be named according to the following naming convention: [YYYY-MM-DD Document Title]

4.6   Filing that pre-date the availability of the Societies Online portal will be scanned, consolidated into one record per calendar year, and placed in the Corporate Records Repository.

Process

4.7   Immediately following the SFSS Annual General Meeting, the CRPC will:

    (a)   submit an annual report to the BC Registry,

    (b)   print a copy of the filing to pdf, and

    (c)   place a copy of the electronic record of the filing in the Corporate Records Repository.

4.8   On May 1 of each calendar year, the CRPC will:

    (a)   submit a change of directors,

    (b)   print a copy of the filing to pdf, and

    (c)   place a copy of the electronic record of the filing in the Corporate Records Repository.

4.9   Immediately following any successful special resolution changing the name or purposes of the SFSS, the CRPC will:

    (a)   submit a change of name and/or purposes,

    (b)   print a copy of the filing to pdf, and

    (c)   place a copy of the electronic record of the filing in the Corporate Records Repository.

CIP-5: CONSTITUTION AND BYLAWS

Policy

5.1   The Administrative Services Department liaison is responsible for ensuring that the current SFSS Constitution and Bylaws are properly filed, secured, and accessible. The VP Finance will serve as oversight for this function and will work to ensure the process does not break down.

5.2   The Campaigns, Research, and Policy Coordinator is responsible for ensuring that all previous SFSS Constitution and Bylaws are retained.

CIP-6: ELECTIONS AND REFERENDA REPORTS

Policy

6.1   The Administrative Services Department Liaison responsible for ensuring that all SFSS Elections and Referenda Reports are properly filed, secured, and accessible. The VP Finance will serve as oversight for this function and will work to ensure the process does not break down.

Definitions

6.2   'Records of elections' include:

   (a)   Agreement between the IEC and Staff,

   (b)   Statement of Consent,

   (c)   Nomination Form,

   (d)   the exact language contained on the ballot,

   (e)   a summary statement of the results of the election as they pertain to each individual candidate,

   (f)   the standard report generated by the SFU survey tool used to conduct the elections, and

   (g)   the official Election Report.

Process

6.3   Upon taking office, the Chief Commissioner, President, and Administrative Services Department liaison will sign and date three (3) copies of the Agreement between the IEC and Staff, providing each party with an original copy.

   (a)   The staff copy will be filed with the Manager Administrative Services.

6.4   Following the end of the Nomination Period, the Chief Commissioner will provide the Administrative Services Department liaison with copies of:

   (a)   all signed Statements of Consent, and

   (b)   all signed Nomination Forms.

6.5   Following the Voting Period, the Chief Commissioner will provide the Administrative Services Department liaison with:
   (a)   the exact language contained on the ballot,

(b)   any standard printout of the survey tool used to conduct the elections, and

(c)   a summary statement of the results of the election as they pertain to each individual candidate,

6.6   Following the Post-Election Period, the Chief Commissioner will provide the Administrative Services Department liaison with:

(a)   the official Election Report.

CIP-7: LEASES

Policy

7.1   The Administrative Services Department Liaison is responsible for ensuring that all Society leases are properly filed, secured, and accessible. The VP Finance will serve as oversight for this function and will work to ensure the process does not break down.

CIP-8: MEMBER MEETINGS

Policy

8.1   The Administrative Services Department Liaison is responsible for ensuring that all member meeting minutes are properly filed, secured, and accessible. The VP Finance will serve as oversight for this function and will work to ensure the process does not break down.

CIP-9: ORGANISATIONAL CHARTS

Policy

9.1   The Administrative Services Department Liaison is responsible for ensuring that the current SFSS Organisational Chart is properly filed, secured, and accessible. The VP Finance will serve as oversight for this function and will work to ensure the process does not break down.

9.2   The Communication Coordinator is responsible for ensuring that all previous SFSS Organisational Chart are retained.

CIP-10: POLICIES

Policy

10.1   The Administrative Services Department Liaison is responsible for ensuring that all current SFSS policies are properly filed, secured, and accessible. The President will serve as oversight for this function and will work to ensure the process does not break down.

10.2   The Campaigns, Research, and Policy Coordinator is responsible for ensuring that all previous SFSS policies are retained.

CIP-11: RECORDS OF DECISIONS

Policy

11.1   The Administrative Services Department Liaison is responsible for ensuring that all current SFSS Records of Decisions are properly filed, secured, and accessible. The VP Finance will serve as oversight for this function and will work to ensure the process does not break down.

Standards

11.2   The primary purpose of any record of a meeting is to provide a record of the date, time, and location of the meeting, attendance, agenda items, and the decisions made during that meeting.

11.3   A record will be kept of all meetings of the Board of Directors, as well as any Board committee provided with a budget.

11.4   All records of decisions shall be kept permanently.

Process

11.5   The Administrative Services Department Liaison will ensure that:

   (a)   all meetings are listed on the corporate calendar,

   (b)   all members of the Board or committee are notified of a scheduled meeting, and are invited to submit agenda items to the Chair,

   (c)   agenda items are compiled and distributed to members of the Board or committee at least three days in advance of any meeting,

   (d)   at least the following items are recorded:

      (i)   the date of the meeting,

      (ii)   the time at which the meeting is called to order,

      (iii)   the location of   the meeting,

      (iv)   the attendance,

      (v)   the mover and seconder of any motion,

(vi)   the exact wording of all motions,

(vii)   the result of any vote on a motion, including a record of votes cast

(viii)   a brief, point form summary of the discussion points for any motion,

(ix)   all items of discussion,

(x)   a brief, point form summary of the discussion, and

(xi)   the time at which the meeting is adjourned,

(e)   records are distributed to the Board or committee at least three days prior to the next meeting, during which the group will approve those minutes, noting any requested changes to be made before they are officially filed.

11.6   Minutes shall be stored:

(a)   permanently,

(b)   electronically, and

(c)   on a shared server, accessible by staff and Board.

11.7   Minutes for the current and previous fiscal year shall be made available online.

11.8   Any records of decision not accessible online are available for review by members where a written request is submitted to the Manager Administrative Services.

CIP-12: STRATEGIC PLAN

Policy

12.1   The Administrative Services Department liaison is responsible for ensuring that the current SFSS Strategic Plan is properly filed, secured, and accessible. The VP Finance will serve as oversight for this function and will work to ensure the process does not break down.

12.2   The Campaigns, Research, and Policy Coordinator is responsible for ensuring that all previous SFSS Strategic Plans are retained.

CIP-13: MEMBER RESIGNATIONS

Policy

13.1   The Campaigns, Research, and Policy Coordinator (CRPC) is responsible for administering all requests for member resignation from members. The VP Finance will serve as oversight for this function and will work to ensure the process does not break down.

Standards

13.2   Members who wish to resign their membership must be informed of the following:

(a)   by resigning their membership, they resign all their rights as members,

(b)   they are still required to pay all prescribed Student Society Fees,

(c)   they may contact affiliate organizations to whom the SFSS remits funds for reimbursement, should they offer such reimbursements, and

(d)   they will still be provided with access to Society services.

Supports

1. Members

Process

13.3   Where a member submits a request to resign their membership, the CRPC will:

(a)   acknowledge the receipt of the request, where that request is submitted via email,

(b)   book an appointment with the member to process the request in person, and

(c)   file the record of the resignation.

13.4   A feedback form will be made available to all requesters using the member resignation service.

CIP-14: PERSONAL INFORMATION

Policy

14.1   The Campaigns, Research, and Policy Coordinator (CRPC) and the VP Finance are responsible for ensuring the society is compliant with the Personal Information Protection Act and are both hereby referred to as a Privacy officer for the Simon Fraser Student Society. The Privacy Officer ensures that the Society is compliant including the Board of Directors, staff, departments, committees, working groups, departmental student unions, clubs, and constituency groups of the Society.

Standards

14.2   Personal information as defined by the Act is information about an identifiable individual and includes employee personal information but does not include

      (a)   work contact information, or

      (b)   work product information.

14.3   Personal information shall not be disclosed to outside persons or organizations, except as required by law, without the consent of the individual. Personal information shall not be sold to other persons or organizations.

14.4   Personal information shall not be included on the agenda or supporting documentation of meetings of the Society's Board of Directors, Student Council, committees or working groups without the consent of the individual. Such consent shall include an understanding that such documents are publicly available to the Society's membership.

14.5   The President and the VP Finance jointly serve as Privacy Officers for the Society and shall be responsible for:

      (a)   familiarizing themselves with the Act and the legal requirements that it places on the Society,

      (b)   coordinating the education of the Society's staff, Board of Directors, Student Council, committees, working groups, and the executive officers of the Society's departmental student unions, clubs, and constituency groups concerning their obligations and responsibilities under the Act and this policy,

(c)   ensuring that all forms, petitions, and other documents that are used to collect personal information clearly note the purposes for which such information shall be collected,

(d)   receiving and responding to all personal information protection requests and complaints, and

(e)   ensuring that the Society maintains appropriate controls over all personal information that is under the control of the organization, and

(f)   ensuring that the Society destroys personal information that may no longer be used or disclosed.

Supports
1. Members

Process

14.5   The following shall be listed on a document in order for SFSS to use any personal information of any member:

"I, the aforementioned member, hereby give consent for the Simon Fraser Student Society (SFSS) to collect, use and disclose any and all personal information provided on this form required for the purposes of _____ to the SFSS. My name and affiliation will/will not be published on the SFSS website. No use or disclosure of personal information about me to the SFSS is permitted beyond the terms described herein without my express written authorization or unless permitted or required by law. If you do not consent to this, please refrain from providing us with your information."

14.8   All completed forms used to collect personal information shall be kept in a locked filing cabinet or box. Any electronic files containing information gathered from said forms shall be stored on a password-protected computer.

14.9   Each office and/or department of the Student Society shall develop a retention and destruction schedule that will be kept on file with the Society's Privacy Officers.

14.10   Any decision of the Privacy Officers may be appealed to the Executive Committee. The Society will make every reasonable effort to resolve disputes without the need to involve the Privacy Commissioner under the Act.

FINANCE POLICIES

FP-1: STUDENT SOCIETY FEES

Policy

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

Definitions

1.2 "Capital Fee" means a Student Society Fee collected for capital expenditures.

1.3 "Prescribed Fee" means a Student Society Fee collected from all students registered in undergraduate courses at SFU, including non-members of the Society.

1.4 "Program or Service Fee" is a prescribed Student Society Fee or a Student Society Fee for a prescribed program or service, which may include:

  (a) the operating expenditures of a student society,

  (b) support by a student society for students, student activities, or student organizations,

  (c) support by a student society for individuals other than students, non-student activities, or non-student organizations,

  (d) financial assistance from a student society to individuals or organizations,

  (e) cultural, educational, political, recreational and social activities and events,

  (f) health care benefit plans,

  (g) dental care benefit plans,

  (h) transportation programs,

  (i) advocacy activities,

  (j) the provision of goods, and

  (h) the provision of services.

1.5 "Part-Time Student" means an undergraduate student at Simon Fraser University taking three (3) or fewer course hours per semester.

1.6   "Full-Time Student" means an undergraduate student at Simon Fraser University other than a Part-Time Student.

1.7   "Student Society Fee" is a fee collected by the University on behalf of the Society as provided for in *University Act*, Section 27.1.

1.8   **Schedule – 2018-2019**

(a)   The following table provides a list of the Student Society Fees to be collected each semester on its behalf by Simon Fraser University for the 2018-2019 academic year.

Student Society Fee Name	Fee Type	Fee Category	Full-Time Student Fee	Part-Time Student Fee	Note
Simon Fraser Student Society Membership Fee	Prescribed Fee	Program or Service Fee	$ 42.74	$ 21.38	
Student Society Building Fund/Capital Levy	Prescribed Fee	Capital Fee	$ 5.00	$ 2.50	
SFSS Food Bank Program	Prescribed Fee	Program or Service Fee	$ 0.25	$ 0.13	
Build SFU Levy (Effective until December 31, 2018)	Prescribed Fee	Capital Fee	$ 50.00	$ 25.00	1
Build SFU Levy (Effective as of January 1, 2019)	Prescribed Fee	Capital Fee	$ 60.00	$30.00	1
Simon Fraser Public Interest Research Group	Prescribed Fee	Program or Service Fee	$ 3.00	$ 1.50	
Peak Publication Society	Prescribed Fee	Program or Service Fee	$ 4.90	$ 2.45	
CJSF – Campus Community Radio Society	Prescribed Fee	Program or Service Fee	$ 3.75	$ 1.88	
Student Refugee – WUSC	Prescribed Fee	Program or Service Fee	$ 2.50	$ 1.25	
First Nations Student Association	Prescribed Fee	Program or Service Fee	$ 0.75	$ 0.38	
Universal Transit Pass	Prescribed Fee	Program or Service Fee	$ 164.00	$ 164.00	
Accessibility Fund	Prescribed Fee	Program or Service Fee	$ 0.75	$ 0.38	
Embark Sustainability Society	Prescribed Fee	Program or Service Fee	$ 3.50	$ 1.75	

(b)   The following table provides a list of the Student Society Fees to be collected once per calendar year on its behalf by Simon Fraser University for the 2018-2019 academic year:

Student Society Fee Name	Fee Type	Fee Category	Full-Time Student Fee	Part-Time Student Fee	Note
Health Plan (for students beginning in Fall 2018)	Prescribed Fee	Program or Service Fee	$ 90.72	$ 90.72	2

Dental Plan (for students beginning in Fall 2018)	Prescribed Fee	Program or Service Fee	$ 177.03	$ 177.03	2
Health Plan (for students beginning in Spring 2019)	Prescribed Fee	Program or Service Fee	$ 60.48	$ 60.48	2
Dental Plan (for students beginning in Spring 2019)	Prescribed Fee	Program or Service Fee	$ 118.02	$ 118.02	2
Health Plan (for students beginning in Summer 2019)	Prescribed Fee	Program or Service Fee	See Note	See Note	2
Dental Plan (for students beginning in Summer 2019)	Prescribed Fee	Program or Service Fee	See Note	See Note	2

Notes

1.9   Note 1: Build SFU Levy approved via student referendum in March 2012 as follows:

   (a)   Effective January 1, 2018: $50.00 for full time and $25.00 for part time.

   (b)   The levy will increase by $10.00 for full time and $5.00 for part time on January 1 of each following year until 2022, at which point it will be capped and adjusted annually for inflation according to the Canadian Consumer Price Index (CPI).

1.10   Note 2: Undergraduate Student Health and Dental Plan
   (a)   Students will only be assessed Health Plan and Dental Plan fees once per calendar year according to the first term attended.

   (b)   Students beginning in Summer term may enroll themselves during the term's Change-of-Coverage Period through the health plan provider.

1.11   Note 3: Students will only be assessed Health Plan and Dental Plan fees once per calendar year according to the first term attended. Students beginning in Summer term may enroll themselves during the term's Change-of-Coverage Period through the health plan provider.

Exemptions

1.12   Canadian citizens and permanent residents aged 60 years of age or more are exempt from all Student Society Fees.

1.13   Visiting students enrolled in the Foreign Exchange Program (FEP), who pay their fees through their home institution are exempt from all Student Society Fees.

1.14   The following undergraduate segments are not charged the Health and Dental Plan Student Society Fees unless they register themselves directly with the "I Have A Plan" Administration Office:

   (a)   students beginning their academic year in May.

(b)   students registered exclusively in Distance Education or programs based outside the Lower Mainland,

(c)   students enrolled in the Professional Development Program (PDP) who were registered as off-campus are not automatically covered,

1.15   The following undergraduate segments are not eligible for the Health and Dental Plan, and are not charged the Health and Dental Student Society Fees:

(a)   students registered in Continuing Education,

(b)   student registered in non-credit programs,

(c)   students studying on exchange or Co-op who are paying fees to their home institution, and

(d)   auditing students.

Process

1.16   Each year, on April 1, the Finance Department will submit to the University Board of Governors, care of Student Financial Director:

(a)   an annual notice listing the Student Society Fees to be collected from members of the Society and non-members who are taking undergraduate courses at the University,

(b)   a note stating that the requirement to make available to its members annual audited financial statements and a report on those financial statements by an auditor who meets the requirements of section 112 of the Societies Act has been met, and

(c)   a note stating any changes to the listed Student Society Fees since the last notice.

1.17   Each semester, the University will submit a student count and Student Society Fees breakdown chart to the Society.

1.18   As the Society receives fees from the University they shall be apportioned among the Society and affiliate organizations for which fees are collected

1.19   The Finance and Administrative Services Committee shall review a report from the University once a semester that indicates:

(a)   the total value of the Student Activity Fee that was collected,

(b)   the number of students, broken down by category and by part- and full-time status who are exempt from paying the Student Activity Fee or who are only charged half the fee and this document will automatically reflected on the end of that review

FP-2: PAYMENT OF STUDENT SOCIETY FEES BY NON-STUDENT MEMBERS

Policy

2.1   In order to maintain their good standing, a member not currently registered in any undergraduate courses at SFU must pay their SFSS Membership Fee.

Standards

2.2   A person who is not registered in an undergraduate course at SFU in the current semester is a member if, and only if, they were registered in an undergraduate course in the semester immediately preceding the current semester.

2.3   Only a member not registered in an undergraduate course at SFU may pay their SFSS Membership Fees to the Society directly.

2.4   Payment of the SFSS Membership Fees by members not currently registered in an undergraduate course only ensures their good standing. It is not a sufficient condition to affect their status as members or their status as active members.

Supports

1. Directors
2. Members

Process

2.5   Where a person wishes to pay the SFSS Membership Fee to the Society directly, they will:

(a)   present themselves to the Campaigns, Research, and Policy Coordinator (CRPC) to determine their status as members,

(b)   where the person is deemed to be a member, the CRPC will complete and sign a Confirmation of Member Status Form, and provide that form to the General Office for processing,

(c)   upon receiving the Confirmation of Member Status Form, the General Office will:

(i)   receive payment for the Part-Time SFSS Membership Fee, the value of which is listed in FP-1: Student Society Fees,

(ii)   indicate on the receipt the date, time, and that the payment was received for the Part-Time SFSS Membership Fee,

(iii)   the staff processing the payment will write their name and sign the receipt, make a copy of the Confirmation of Member Status Form and receipt for the member, and

(iv)   provide the original copies of the Confirmation of Member Status Form and receipt to the CRPC for filing.

2.6   A feedback form will be made available to all requesters using the Payment of Student Society Fee by Non-Students service.

FP-3: REIMBURSEMENT OF STUDENT SOCIETY FEES

Policy

3.1   The collection and reimbursement of Student Society Fees is a process administered by Simon Fraser University on behalf of, and in a manner consistent with, the requirements of the *University Act*.

3.2   Only in exceptional circumstances will the Society reimburse and/or advocate for the reimbursement of Student Society Fees.

Standards

3.3   The SFSS does not administer the reimbursement process or reimbursement standards for the following Student Society Fees that are remitted to affiliate organizations:

(a)   Simon Fraser Public Interest Research Group

(b)   Embark Sustainability Society

(c)   CJSF – Campus Community Radio Society

(d)   Peak Publication Society

3.4   The SFSS does not administer the reimbursement process or standards for the following Student Society Fees remitted to externally administered programs and services:

(a)   Student Refugee – WUSC (SFU)

(b)   Health Plan (Student Care)

(c)   Dental Plan (Student Care)

(d)   Universal Transit Pass (Translink)

3.5   The SFSS may administer a reimbursement process and standards for the following Student Society Fees in specific and exceptional circumstances:

(a)   SFSS Membership Fee

(b)   SFSS Food Bank Program

(c)   Accessibility Fund

(d) First Nations Student Association

(e) Build SFU Levy

(f) Student Society Building Fund / Capital Levy

3.6 Members are only eligible to the SFSS administered reimbursement process under the following exceptional circumstances:

(a) the member has provided all documentation requested by Society staff to them to verify their eligibility,

(b) the member has provided Society staff with explicit, written consent to receive from the University any and all information necessary to the verification of the reimbursement application,

(c) the member has provided Society staff with explicit, written consent to advocate on their behalf for the reimbursement of all their fees paid at the time of registration to the University,

(d) all University fees, such as tuition, have been reimbursed by the University,

(e) Student Society Fees have not been reimbursed by the University,

(f) the member is no longer registered in any undergraduate courses for the semester in question, and

(g) the member has submitted the request for reimbursement prior to the end of the semester for which reimbursement is sought.

Supports
1. Members

Process
3.7 Where a person seeks to access the SFSS administered reimbursement process, they will:

(a) present themselves or be directed to the Campaigns, Research, and Policy Coordinator (CRPC) to:

(i) determine their status as members,

(ii)   complete and sign any requisite forms authorizing the Society to access the member's information from the University,

(iii)   complete and sign any requisite forms authorizing the Society to advocate on behalf of the member to the University for the reimbursement of their Student Society Fees,

(iv)   complete and sign a Reimbursement Request Form, and

(v)   submit all relevant supporting documentation to their application.

3.8   The CRPC will:

(a)   review all the relevant documents,

(b)   make requests for additional information from the University where necessary,

(c)   make copies and file all documents associated to the application,

(d)   submit copies of the documentation along with a recommendation to the Administrative Services Department Liaison, and

(e)   provide the member with the contact information for accessing non-Society administered reimbursement processes.

3.9   The Administrative Services Department Liaison will:

(a)   consult with the Board President where necessary,

(b)   make a determination regarding the reimbursement request,
(c)   make a recommendation to the President that they advocate on behalf of the member for the University administered reimbursement of the members' Student Society Fees,

(d)   submit copies of that determination to the CRPC and Finance Coordinators, and

(e)   submit or delegate the submission of a cheque requisition for the reimbursement of the applicable Student Society Fees to the Finance Office.

3.10   The President will:

(a) where necessary, advocate to the University for the reimbursement of the members' Student Society Fees

3.11 The Finance Coordinators will:

(a) process any reimbursements submitted by cheque requisition by the Administrative Services Department Liaison..

3.12 A feedback form will be made available to all requesters using the Reimbursement of Student Society Fees service.

FP-4: SOCIETY BUDGET

Policy

4.1   The Board of Directors shall, in consultation with Council and on the recommendation of the VP Finance, and the Finance and Administrative Services Committee, set an annual budget for the Society each spring semester preceding the commencement of the new fiscal year.

(a)   The Finance and Administrative Services Committee shall review the Society's annual budget six (6) months into each fiscal year, taking into account the actual revenues and expenditures to date, and make recommendations to the Board of Directors as necessary.

(b)   The Board of Directors shall ensure that the annual budget of the Society, to the best of its ability, reasonably and accurately reflects the projected levels of revenues and expenditures in all areas and departments of the Society for the new fiscal year in a consolidated and comprehensive manner.

(c)   The annual operating budget of the Society shall maintain six months worth of estimated annual operating expenditures in an internally restricted bank account.

4.2   Department and area coordinators and/or managers shall be responsible for monitoring their departments' or areas' budgets monthly and by semester.

(a) No expenditures in excess of amounts budgeted shall be permitted without the specific authorization of the Board of Directors upon recommendation by the Finance and Administrative Services Committee.
(b) Projected Expenditures for an event or campaign of the Society must not exceed the amount remaining in the relevant line item(s).

Definitions

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

Standards

4.3   The Society's Finance Office shall maintain and prepare monthly statements of revenues and expenditures for each internal department and area no later than the 15th day of the following month. Department and area coordinators and/or managers shall review and regularly monitor such statements.

Schedule

4.4   November: Departmental, Board, and Board committee budget preparation.

4.5   January: Consolidation of departmental budgets, Board, Board committee, submission of non-departmental budgetary items, and preparation of draft budget

4.6   January: Finance and Administrative Services review and submission of 1rst draft budget to the Board and Council for comment and then make revisions based on those comments.

4.7   February: Finance and Administrative Services review and send a 2nd draft budget to be posted to membership on the Society website, a printed copy at the Board of Directors offices, and circulate on social media or other methods of sharing the info deemed appropriate, for comment and then makes revisions based on those comments. .

4.7   March: Finance and Administrative Services review and submission of 3rd draft budget to Board.

4.7   April: Board review and approval of annual budget.

Process
Departmental budget preparation
4.8   Internal budgets for all departments and areas of the Society shall be, at a minimum, broken down by semester, except that internal budgets for commercial service departments shall be broken down by month.

Every November, departmental coordinators shall:

(a)   review departmental budget accounts to ensure their areas of responsibility fit reasonably within those categories,

(b)   review their year-to-date departmental budgets to assess whether budgetary allocations are adequate to existing and ongoing programs, noting any trends in the increased or decreased use of those programs,

(c)   determine any new programs or projects projected for the coming fiscal year and develop a proposed annual budget for any such new project or program,

(d)   determine any needs for new or renewed equipment, and

(e)   submit a draft budget to the VP Finance and Finance Coordinators by December 1st.

Departmental budget review
4.9   During the first two weeks of every January, the VP Finance shall :

(a)   consolidate all draft budgets submissions,

(b)   review each and consult with their authoring departmental coordinators where necessary,

(c)   supply draft budget allocation for non-departmental accounts,

(d)   develop a brief summary of any notable changes or additions to the budget, and

(e)   submit a consolidated draft to the Finance Coordinators for preparation.

Submission of draft budget to the Finance and Administrative Services Committee
4.10   The Finance Department shall:

(a)   review the information submitted to it alongside the VP Finance, providing recommendations where necessary,

(b)   develop a consolidated draft Society budget, and

(c)   submit that draft to the *Finance and Administrative Services Committee.*

4.11   The Finance and Administrative Services Committee shall:

(a)   review the draft budget, directing any questions to the Finance Coordinators, department coordinators and other Board committee chairs,

(b)   request any changes to the budget, and

(c)   submit the 1rst draft budget and make a presentation to the Board as well as the Council for comment then revise the budget based on those comments, and

(d)   submit a 2nd draft to membership via society website, social media and other means of communication, for comment and revises based on feedback

(e)   submit a final draft budget and make a presentation to the Board

Submission of draft budget to the Board of Directors
4.12   The Finance and Audit Committee will submit and present a draft Society budget to the Board of Directors for review.

4.13   The Board shall:

(a) review the draft budget directing any questions to the Finance and Administrative Services Committee, as well as the VP Finance,

(b) request any final principled changes to the budget where required, and

(c) approve the final draft of the annual budget.

Mid-year review

4.14   Every November, departmental coordinators will review their year-to-date budgets with the VP Finance and the Administrative Services Department liaison.

FP-5: RESTRICTED ACCOUNT TRANSFERS

Policy

5.1   The Board of Directors must approve any transfers between restricted accounts, excepting the SFSS Operating Account and the SFSS Payroll Account.

Standards

5.2   The record of decision (i.e. minutes) for the Board approval of the transfer must be attached to the journal entry ledger.

Process

5.3   The Finance Coordinators will perform transfers between restricted accounts online, record the journal entry in the accounting system, and do so in a manner consistent with the standards listed in this policy.

FP-6: CHEQUE REQUISITIONS

Policy

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

Definitions

6.2   The terms 'Cheque Requisition' means the formal manner of requesting the processing of a payment by the Society.

Supports

1. Directors
2. Staff
3. Members

Standards

6.3   A cheque requisition, submitted along with all required supporting documentation satisfactory to the Society's auditor, must be supplied to the Finance Office before the Finance Office issues any payment.

(a)   Expense claims must be supported by an original invoice/receipt on company letterhead itemizing the purchase.

6.4   Check requisitions submitted to the Finance Office for processing must be signed by:

(a)   the VP Finance, where submitted by the Board or a Board committee,

(b)   a coordinator of the departmental budget area, where submitted by staff and where the value of the requisition is below $1,500, or

(c)   a coordinator of the departmental budget area and the Administrative Services Liaison where submitted by staff and where the value of the requisition $1,500 or more.

6.5   Unbudgeted check requisitions must be approved by the Board.

6.6   Budgeted check requisition must be approved by two signing authorities.

(a)   Where the payment is less than $20,000, the payment may be approved by any two signing officers.
(b)   Where the payment is equal to or greater than $20,000, may payment must be approved by two signing officers, one of which must be a director of the Society.

Process

6.7   The Finance Department will:

(a)   ensure that any cheque requisition is completed correctly, and includes all required supporting documentation,

(b)   process the check requisition, and

(c)   return any incomplete or incorrect cheque requisitions to their authors, noting any errors that need to be corrected for processing.

6.8.   A feedback form will be made available to anyone using the Cheque Requisition Process.

FP-7: CREDIT CARD PURCHASES (UNDER REVIEW)

Policy

7.1   Only those jointly authorized by the Board President and Administrative Services Department liaison will be permitted to carry corporate credit cards in their name.

Supports

1. Directors
2. Staff

Approval Thresholds

7.2   Departmental expenses less than $1,500 will be authorized or not by departmental coordinators.

7.3   Departmental expenses between $1,500 and $3,000 will be authorized or not by the Administrative Services Department liaison.

7.4   Departmental expenses over $3,000 will be authorized or not by the Board of Directors.

Standards

7.5   Anyone in whose name a corporate credit card has been issued is responsible for all charges on that credit card.

7.6   Only budgeted expenses that may not be purchased on invoice may be purchased using the company credit card.

7.7   Credit card purchase requests will be administered on a weekly basis by the Finance Department.

Process

7.8   Anyone wishing to make a credit card purchase will:

(a)   complete a Cheque Requisition Form detailing:

(i)   the expense,

(ii)   a description and price listing for the item,

(iii)   a link to the online ordering page where applicable, and

(iv)   any required records of decisions necessary to demonstrating that the expense has been duly approved,

(b)   present that Cheque Requisition Form and attached information to the Finance Department for review,

7.9   The Financial Department will process requests for credit card purchases on a weekly basis.

7.10   A feedback form will be made available to anyone using the Credit Card Purchase Process.

FP-9: ELECTRONIC FUND TRANSFERS

Policy

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

Supports
1. Directors
2. Staff

Standards

9.2   EFTs may only be used for the following payments:

(a)   Society payroll,

(b)   Build SFU disbursements,

(c)   RRSP contributions,

(d)   government remittances, and

(e)   business to business payments.

9.3   Unbudgeted payments by EFT must be approved by the Board.

9.4   Budgeted payments by EFT must be approved by two signing authorities.
   a.   Where the payment is less than $20,000, the payment may be approved by any two signing officers.
   b.   Where the payment is equal to or greater than $20,000, may payment must be approved by two signing officers, one of which must be a director of the Society.

Process

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

FP-10: INVOICE PAYMENTS

Policy

10.1   Invoice payments shall be administered by the Finance Department.

Supports

1. Directors
2. Staff

Approval Thresholds

10.2   Departmental expenses less than $1,500 will be authorized or not by departmental coordinators.

10.3   Departmental expenses between $1,500 and $3,000 will be authorized or not by the Administrative Services Department liaison.

10.4   Departmental expenses over $3,000 will be authorized or not by the Board of Directors.

Process

10.5   Anyone wishing to make a purchase on invoice will:

(a)   complete a Cheque Requisition Form detailing the expense, and attach a description and price listing for the item,

(b)   present that Cheque Requisition Form and attached information to the financial coordinators for review,

(c)   where the form meets the standards of the Finance Department, the Finance Department will approve the purchase holding the Cheque Requisition Form as a record of the approved purchase providing a signed copy to the requester, and

(d)   when the invoice is received, a Finance Coordinator will process the invoice payment and attach the invoice to the Cheque Requisition Form.

10.6   A feedback form will be made available to anyone using the Invoice Payment Process.

FP-11: ACCESSIBILITY FUND

Policy

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

   (a)   The VP Student Services shall be responsible for ensuring that the fund is meeting the needs of students with disabilities to the greatest extent.

Definitions

11.2   "Activities" shall include, but not be limited to:

   (a)   Simon Fraser Student Society elections

   (b)   the production and distribution of printed materials

   (c)   departmental student union meetings and events

   (d)   club meetings and events

   (e)   meetings of the society, and

   (f)   events of the Society.

11.3   Furthermore, "Activities" may include events related to student life, where barriers exist that prevent them from participating.

Process

11.3   Proposals for accessing the Accessibility Fund are submitted in writing to the Chair of Accessibility Advisory Committee (AAC) using the Accessibility Fund Grant Request Form.

   (a)   Departmental coordinators may submit a proposal to the Chair of AAC on behalf of student groups.

11.4   Proposals must include a budget and a link between the proposed budget and the purpose of the Accessibility Fund.

11.5   Where a proposal is accepted, the proponent must submit a report on the use of the funds and the impact on the membership of the SFSS.

   (a)   A template will be provided to all proponents for required proposals and reports.

Note:

11.6   The Accessibility Fund was created in a referendum of the Society on

FP-12: SPACE EXPANSION FUND

Policy

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

    (a) The Space Expansion Fund Levy is non-refundable.

    (b) The levy shall be collected within the same restrictions as the Student Activity Fee.

12.2   The Space Expansion Fund may only be spent on the renovation, operating expenditures, repair, maintenance, and creation of student space on campus under the jurisdiction of the Simon Fraser Student Society.

Process

12.3   Proposals for accessing the Space Expansion Fund are submitted in writing to the Chair of the Board using the Grant Request Form.

    (a)   Departmental coordinators may submit a proposal to the Chair of Board on behalf of student groups.

12.4   Proposals must include a budget and a link between the proposed budget and the purpose of the Space Expansion Fund.

12.5   Where a proposal is accepted, the proponent must submit a report on the use of the funds and the impact on the membership of the SFSS.

    (a)   A template will be provided to all proponents for required proposals and reports.

FP-13: HEALTH AND DENTAL PLAN RESERVE FUND

Policy

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

Standards

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

Process

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

FP-14: BUILD SFU FUND

Policy

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

Process

14.2 The Build SFU Fund is administered according to the Fund Management Agreement, dated January 1, 2014. Disbursements

14.3 The Build SFU Fund is comprised of the Student Society Fee – Build SFU Levy, which is held in trust by Simon Fraser University in the Build SFU Account.

14.4 The fund is collected each semester by the University and deposited directly into the Build SFU Account, excepting up to six percent (6%) of the collected Student Society Fee that makes up the Fund, which is provided to SFU Financial Aid and Awards to be distributed to undergraduate students in financial need.

14.5 The disbursement of funds from the Build SFU Fund requires the signature of one authorized representative from the Society and one authorized representative from the University.

INFORMATION TECHNOLOGY POLICIES

DRAFT

IT-1: Hardware and Software Requests

Policy

1.1 Departmental coordinators are responsible for administering the purchase of computing hardware, and computing software not made available by SFU ITS or included in the Society's IT renewal plan. The VP Finance will serve as oversight for this service and will work to ensure the process does not break down.

Supports

1. Staff

Standards

1.2 Departmental coordinators may consult with the Administration Services Department Liaison should the provisions for purchasing IT hardware or software be unclear.

Process

1.3 Departmental coordinators wishing to acquire additional computing hardware or software will:

(a) ensure their departmental budgets are developed to include the cost of any new hardware or software not provided for in the Society's IT plan,

(b) submit an SFU ITS request at http://www.sfu.ca/itds/help detailing the proposed purchase to determine whether or not it is available via SFU ITS and whether there are any relevant considerations regarding the proposed purchase in relations to the Society's IT environment, and

(c) submit a completed Cheque Requisition Form to the Finance Department for the processing of any purchase or reimbursement.

IT-2: COMPUTING HARDWARE RECYCLING AND REPURPOSING

Policy

2.1   The SFSS Administrative Services Department Liaison is responsible for the repurposing or recycling of any unwanted computing hardware. The VP Finance will serve as oversight for this service and will work to ensure the process does not break down.

Supports

1. Directors
2. Staff

Process

2.2   Anyone wishing to discard a piece of computing hardware must submit a Computing Hardware Recycling or Repurposing Work Order.

2.3   The SFSS Manager Administrative Services will:

   (a)   consult with the requester for additional details where required,

   (b)   determine whether the hardware is still viable and whether there are other requesters that are interested in it, and

   (c)   where no one is interested in the item, have the item disposed of appropriately.

2.4   A feedback form will be made available to all requesters using the Computing Hardware Recycling and Repurposing service.

IT-3: IT SUPPORT

Policy

3.1   SFU IT Services is responsible for providing IT support.

Services

3.2   Troubleshooting and problem resolution of all Macs and PCs.

3.3   Troubleshooting and problem resolution of all local and networked printers.

3.4   Standardized settings and installation of tested and security approved software products.

Process

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

MEMBER-SERVICES & GROUPS POLICIES

MGP-1: FOODBANK

Policy

1.1   The Foodbank makes a $25 voucher available to any member in a state of food security need, up to three times per semester. It is administered by the Member Services Coordinators.

Standards

1.2   Vouchers are redeemable at Nestor's and Safeway depending on the specific features of the request.

1.3   Requestors must meet the following criteria to be eligible to receive Foodbank services:

   (a)   Requestors must be registered undergraduate students.

   (b)   No more than 3 requests may be approved for any one undergraduate student.

   (c)   No more than 1 request may be approved on any one day for any one undergraduate student.

1.4   Where the budget is insufficient to meet service demand, the eligibility requirements may be adjusted by the service administrators with the approval of the President.

1.5   Vouchers may only be picked up upon the presentation of a confirmation of enrolment, which will be stored securely for the duration of the semester.

1.6   Only current staff contributing to the administration or the supervision of the administration of the service may access or have access to the SFU IT account used to develop the Websurvey form used to collect foodbank request information.

1.7   Only current staff contributing to the administration or supervision of the administration of the service may access or have access to Excel log tracking requests.

   (a)   The log must be password protected.

   (b)   The log must be stored on the SFU IT administered file share.

1.8   The data collected in the process of administering this request will support:

   (a)   determining the eligibility of the requestor,

   (b)   communicating with the requestor regarding the request, and

(c) improving the service.

1.9   Request forms must contain a required field acknowledging and consenting to the collection of personal information, including:

(a)   name of the requestor,

(b)   student id of the requestor,

(c)   email of the requestor,

(d)   number of dependents of the requestor,

(e)   primary campus of the requestor, as determined by the requestor,

(f)   whether the requestor has previously used the service, as reported by the requestor,

(g)   any other resources used to ensure the requestor's food security needs, as reported by the requestor,

(h)   evaluation of the concern the requestor has regarding their financial situation.

Supports
  1. Undergraduate students

Process
1.10   Requests for foodbank support are submitted online, via the <u>SFSS website</u>, using the SFU Websurvey tool.

1.11   Upon the reception of a request, and within 24 hours of receiving the requests (excluding weekends and office holidays), the Member Service Coordinators must ensure that:
  a. the request is logged, noting the following information about the requestor and the request:
      i.   name of the requestor,
      ii. student id of the requestor,
      iii. email of the requestor,
      iv. number of dependents of the requestor,
      v.   primary campus of the requestor, as determined by the requestor,
      vi. whether the requestor has previously used the service, as reported by the requestor,

       vii.   any other resources used to ensure the requestor's food security needs, as reported by the requestor,

     viii.   evaluation of the concern the requestor has regarding their financial situation

b.   the request is processed and the voucher is made available for pick-up at the requested location,

c.   the approval or denial of the request, and the availability of the voucher where the request is approved, is communicated to the requestor,

d.   the collection of the voucher is logged, and

e.   the usage levels of the service is reported to management, noting where usage suggests that budgetary allocations will not be sufficient to meet demand.

MGP-2: Clubs

Definitions and Purposes

2.1   Clubs are organized student groups that have a mandate to pursue interdisciplinary, social, or activist goals

2.2   Clubs shall not duplicate departmental student unions.

2.3   All clubs must agree to abide by the rules set out in the SFSS Club Terms of Reference in order to be an approved club. Any changes to the template clubs terms of reference must be approved at a Board meeting upon recommendation of Clubs coordinators and after consultation with society membership. Clubs can create additional rules around their specific practices as long as it does not conflict with the Cubs Terms of Reference.

Membership Criteria

2.3   Club membership shall be open to all members of the University community.

2.4   Each club shall consist of a minimum of ten members in good standing of the Society.

2.5   Each club must have at least two (2) executive officers that are members in good standing of the Society.

Registration Criteria

2.7   To be eligible to be registered as a club, groups must follow the requirements of this policy and other Societies policies where applicable.

   (a)   The Member Service Coordinator - Club of the SFSS may not allow a club's registration, subject to an appeal to the Executive Committee.

2.8   To be eligible for initial registration the club shall submit to the General Office online, a membership list, and a minimum of two (2) club members serving as Executive Officers and signing officers.

2.9   To remain eligible for registration the club shall submit to the General Office each semester by having members confirm their membership online, and a list of current Executive members and signing officers.

2.10   To be eligible for initial or continuing registration of a club, clubs must send a representative to attend the Club Orientation Meeting in person or online held by the General Office at the beginning of each semester.

Clubs Terms of Reference

2.11   Clubs must use the default terms of reference provided by the Members Services Centre as a minimum set of rules that must be followed unless there are specific

requirements that must be met, subject to the approval of the Member Services Coordinators - Clubs. Clubs must outline as additional terms:

(a)   a statement of the aim(s) and purposes of the club,

(b)   procedures for holding meetings of its membership,

(c)   the composition of an election procedure for an Executive Committee (or equivalent), and

(d)   a clause that requires the transfer of all assets to the Society upon dissolution of the club.

Club Structure and Operation

2.12   Clubs are subject to the Societies Funding Guidelines which includes:
   (a) Core Funding
   (b) Resource Funding
   (c) Grants
   (d) Other funding sources as the Board develops from time to time

2.13   Clubs may maintain a Society trust account.

2.14   The Club grant funding shall be used to cover costs reasonably related to each club's activities.

2.15   Unused grant funding shall revert back to the Society at the end of each semester.

2.16   Unused funds held in trust accounts of clubs shall carry forward semester to semester unless a club becomes inactive, in which case all funds shall revert to the Society's club line item after a minimum of two years of inactivity.

2.17   Clubs may collect membership fees.

(a)   Membership fees shall be held by the Society in the respective trust fund account.

2.18   Clubs may seek additional funding for special events and projects by requesting a grant via a proposal.

2.19   Granting Thresholds, The grant will be awarded based on the merits of the event or project and at the discretion of the Member Services Coordinators - Clubs, the Administrative Services Department liaison or the Board.

   (a) The Member Services Coordinators - Clubs will grant requests under $1,500.
   (b) The Administrative Services Department liaison must approve or not approve all requests between $1,500 and $3,000 inclusive.
   (c) The Board will grant requests over $3000.

2.20   Funding decisions of the Student Union Organizer and the Administrative Services Department Liaison may be appealed, in writing, to the Finance and Administrative Services Committee. The final decision on an appeal for grant funding $3000.00 and under will be made by the Finance and Administrative Services Committee. An appeal form must be provided to all clubs.

2.21   The Board may decide to top up funding for a club event through a Board line item (eg: events or advocacy board budget) through the Special Funding Request Policy, in exceptional circumstances.

2.22   Clubs may maintain an external bank account, however, the signing officers must sign a Club Liability Disclaimer and advise all club members of the nature of the disclaimer. In the event a club decides to use an external bank, it is encouraged to consult the General office coordinator about banking options. It is highly encouraged to use Society trust accounts,

Financial Accountability

2.23   Any request for reimbursement shall be made by a signing officer of the club and shall be supported by documentation satisfactory to the Society.

2.24   Reimbursement of amounts of less than $50 may be paid out in cash.

2.25   Reimbursement of amounts of more than $50 shall be by cheque.

2.26   Clubs with a negative trust or core account balance may not register until the debt owing to the Society is repaid.

Recognition of Society Sponsorship

2.27   All club publications and promotional materials must include the phrase "Sponsored by the Simon Fraser Student Society" in a prominent location.

Administrative Authority and Appeals Process

2.28   The General Office Coordinators shall have administrative authority over club operations, and may suspend the activities, disallow registration, or impose requirements upon any club, particularly if a club is found to have violated any Society bylaw or policy.

2.29   Decisions of the General Officer Coordinators regarding this may be appealed, in writing, to the Executive Committee.

MGP-3: Constituency Groups

Definition

3.1   "Constituency Groups" are student-run bodies that represent undergraduate students that share an experience of oppression, systemic discrimination and/or barriers. Constituency groups have a defined membership that represents specific groups within the student body.

Council Representative

3.2   Constituency groups with a Council seat elect a member to serve as their representative on Council for that semester.

Funding

3.3   The sections below (1.4 to 1.18) on Constituency Group funding of constituency groups will not apply to Women's Centre Collective Constituency Group, Out On Campus Collective Constituency Group, and First Nations Student Association Constituency Group as they have alternate sources of funding.

   (a)   The Women's Center Collective Constituency Group shall have a portion of the Women's Center budgetary allocation for the Women's Center Collective activities and campaigns. Women's Center Collective Constituency Group must be consulted during the preparation of the Center's department budget.

   (b)   The Out on Campus Collective Constituency Group shall have a portion of the Out on Campus Center budgetary allocation for the Out on Campus Center Collective Constituency Group activities and campaigns. Women's Center Collective Constituency Group must be consulted during the preparation of the Center's department budget.

   (c) The First Nations Students Association Constituency Group shall have full jurisdiction over the FNSA fund as established by the referendum of membership (2002) which the society acts as pass through funding to the Constituency group. The latest signed SFSS/FNSA letter of agreement on the internal administrative structure for the distribution of funds for the benefit and use of FNSA shall apply. Any changes to the fund or rerouting thereof, must be approved through a referendum of the Society membership. The Society may hire staff for the FNSA Center through CUPE 3338 (SFSS bargaining unit) to support FNSA's work - funded by mutually agreed upon terms (ie: the SFSS Operating Budget, or the FNSA fund, or both).

3.4   Constituency groups may apply for grant funding to cover event costs when a constituency group is the organizer or sponsor, and the event is intended for purposes that are of collective benefit to the membership.

3.5   To be eligible for Society funding, a constituency group must be active. To be considered active, the constituency group must have

   (a)   a constitution filed with the Student Union Resource Office.

   (b)   conducted at least one quorate meeting in the last four months unless they were created in term they are applying for funding

3.6   Each semester, constituency groups must submit to Student Union Resource Office:

(a)   the minutes of at least one properly constituted meeting conducted in the semester for which the request is made, and

(b)   a list of current Executive Committee members (or other contact persons), signing officers, and the constituency group representatives to Council.

3.7   Subject to budgetary constraints, active constituency groups shall receive a core budget of $300/semester.

3.8   Active constituency groups are entitled to spend core funds at their discretion and to be reimbursed for expenditures from core funds with the approval of their membership.

3.9   Net core funds remaining from active semesters shall carry forward semester to semester, except that all unused core funds shall revert to the Society at the end of each fiscal year.

3.10   The signatures of two signing officers of the constituency groups are required to release any Society funds.

3.11   Constituency groups may establish trust accounts for securing funds other than Society core or grant allocations.

3.12   The Student Union Organizer may approve requests of up to $1,500.

3.13   The Administrative Services Department Liaison may approve grant requests between $1,500 and $3,000.

3.14   Funding decisions of the Student Union Organizer and the Administrative Services Department Liaison may be appealed, in writing, to the Finance and Administrative Services Committee. The final decision for an appeal on grant funding $3000.00 and under will be made by the Finance and Administrative Services Committee. An appeal form must be provided to all constituency groups.

3.15   The Board of Directors may approve grant requests over $3000.00. The decision made at the Board for grants over $3000.00 is final.

3.15   The Board may decide to top up funding for a constituency group event through a Board line item (eg: events or advocacy board budget) through the Special Funding Request Policy, in exceptional circumstances.

3.16   Requests grant funding shall be made in advance of any activity, and shall be supported by documentation satisfactory to the Society.

3.17   Constituency groups may maintain an external bank account, however, the signing officers must sign a Liability Disclaimer and advise all members of the nature of the disclaimer. In the event a constituency decides to use an external bank, it is

encouraged to consult the Student Union organizer about banking options. It is highly encouraged to use Society trust accounts,

MGP-4: Department Student Unions

4.1   Society funds may be used to cover event costs when a union is an organiser or sponsor and the event is intended for purposes that are of collective benefit to the membership.

4.2   To be eligible for Society funding, a union must be active. To be considered active, the union must have a constitution filed with the Student Union Resource Office and approved by the Student Union Organizer.

4.3   The union must submit to that Student Union Resource Office each semester:

(a)   the minutes of all properly constituted general meetings conducted in the semester for which the request is made,

(b)   advanced electronic notice of all meetings held in accordance with the union constitution, and

(c)   a list of current Executive members (or other contact persons), signing officers and department representative(s).

4.4   In the event that a union remains inactive for four consecutive semesters all assets shall revert to the Society.

4.5   At least one executive officer must attend training in person or online with the SFSS Organiser before the core fund can be released.

4.6   Net core funds remaining from active semesters shall carry forward semester to semester, except that all unused core funds shall revert to the Society at the end of each fiscal year.

4.7   The signatures of two Union officers are required to release any Society funds.

4.8   Unions may establish trust accounts for securing funds other than SFSS core or grant allocations.

4.9   Receipts must be turned in for reimbursement within 30 days of incurring an expense and must be accompanied by supporting minutes from a properly constituted quorate meeting.

Allocation of Maximum Core Budgets

4.10   Unions that become 'active' in the first month of semester will be eligible for the full core amount.

4.11   Unions that become active in the second month will be entitled to 3/4 of the funding.

4.12   Unions that become active in the third month will be entitled to 1/2 of the funding.

4.13   Unions that become active in the final month of the semester will be entitled to 1/4 of the funding.

Use of Core Funding
4.14   Core funding may not be used for:

   (a) Donation to another organization, and

   (b) other restrictions as determined from time to time by the Student Union Organiser or the Finance and Administrative Services Committee.

Grant Funding
4.16   Grant funding may be provided to assist Unions with their activities, with the following stipulations:

4.17   Some core funds must be committed to every undertaking for which grant funding is requested.

4.18   There must be active Union involvement in the project/event.

4.19   Grant funds shall not be used for fund-raising events.

4.20   Grant funds shall not be donated to off-campus organizations.

4.21   Grant funds shall not be spent on alcohol

4.23   Other restrictions as determined from time to time by the Student Union Organizer or Finance and Administrative Services Committee.

4.24   Receipts must be turned in for reimbursement within 30 days of incurring an expense and must be accompanied by supporting minutes from a properly constituted quorate meeting.

4.25   The Student Union Organizer may approve single requests of up to $1,500, provided that the total annual grant allocation per union or caucus does not exceed $3500 of the grant budget.

4.26   The Administrative Services Department Liaison Committee may approve requests between $1500 and $3000 inclusive.

4.27   The Board of Directors may approve grant requests over $3000.00. The decision made at the Board for grant over $3000.00 is final.

4.28　Grant Funding decisions of the Student Union Organizer and the Administrative Services Department Liaison may be appealed, in writing, to the Finance and Administrative Services Committee. The final decision for an appeal on grant funding $3000.00 and under will be made by the Finance and Administrative Services Committee. An appeal form must be provided to all constituency groups.

4.29　The Board may decide to top up funding for a student union through a Board line item (eg: events or advocacy board budget) through the Special Funding Request Policy, in exceptional circumstances.

4.30　Decisions of the Student Union Organiser may be appealed, in writing, to the Finance and Administrative Services Committee

4.31　The Board of Directors may suspend the activities of any Union found to have violated any Society By-law, Rule, Standing Order or Administrative Policy.

4.32　All trust accounts must be established with the SFSS, except under extenuating circumstances they may establish an external bank account with the following stipulations:

(a) SFSS Student Union Organiser may be one of the trustee

(b) Departmental Student Union must disclose bank account numbers to the SFSS Student Union Organiser

(c) Monthly bank financial statement must be submitted to the SFSS Student Union Organiser

(d) Semesterly financial report must be submitted to the VP Finance and Student Union Organiser

4.33　If specifically provided in the organization's Constitution or policies, a Union may permit voting by teleconference or videoconference.

MGP-5: Conference Funding

5.1   The Society shall maintain a Travel/Conference Fund that shall be administered by the Society's Student Union Organiser Office.

5.2   Between May first and April 30th each year, each Society member shall be limited to two travel awards of up to $100 in total.

5.3   Travel/Conference awards may be used for the following expenses:

      (a)   conference registration fees,

      (b)   admission and related fees,

      (c)   commercial accommodation, and

      (d)   out-of-town transportation costs to and from the conference.

5.4   Travel and Conference funding is for extra curricular conferences, and cannot be used for work placement or coop placements, field schools, or employment- related travel.

5.5   Applications shall be made in advance of the conference to the Student Union Organiser Office on the appropriate form, and shall be accompanied by a copy of the minutes of a meeting of the members' union that clearly indicates endorsement of the application.

      (a) Applications must be approved by a vote of the member's union in the same fiscal year in which the conference is held.

5.6   Applications shall be approved on a first-come, first-served basis.

MGP-4: Groups Recognition Policy

4.1 The Simon Fraser Student Society recognizes the Simon Fraser Residence Hall Association (RHA) as a representative body of undergraduate students living in residence at Simon Fraser University. Upon incorporation of the RHA the SFSS will revisit this policy.

4.2 The Simon Fraser Student Society recognizes the Simon Fraser Student-Athlete Advisory Committee (SAAC) as a representative body of undergraduate student athletes at Simon Fraser University.

4.3 The Simon Fraser Student Society recognizes the Graduate Student Society as the official representative group of graduate students at Simon Fraser University. We strive to foster a positive and collaborative relationship with the GSS and work together in advance of shared undergraduate and graduate student interests.

4.3 The Simon Fraser Student Society recognizes the on-campus Affiliated organizations such as the Simon Fraser Public Interest Research Group (SFPIRG), CJSF, Embark Sustainability and the Peak as vital independent student societies of the SFSS that share undergraduate membership with the SFSS. They also share graduate student membership with the Graduate Student Society. We strive to foster a positive and collaborative relationship with these independent student societies at SFU.

OFFICE ADMINISTRATION POLICIES

OAP-1: Key Access

Policy

1.1   The Administrative Services Department liaison and the VP Student Services is responsible for ensuring that all staff and directors are provided with access to the spaces they require in the performance of their duties.

Supports
1. Directors
2. Staff

Standards

1.2   Apart from this policy, access designations may be granted by motion of the Executive Committee or the Board of Directors.

1.3   Only the President, the VP Student Services, and the Administrative Services Department liaison are authorized to order University keys for Society spaces.

1.4   The President and Administrative Services Department Liaison shall have access to all Society spaces in emergency situations and as necessary when scheduled maintenance is to be performed.

1.5   Only those with an operational need for keys will be provided with keys.

1.6   No one with a key may provide access to non-authorized individuals.

1.7   No one other than the Administrative Services Department liaison and the VP Student Services may distribute, collect, copy, loan, or alter Society keys.

1.8   Lost keys will be reported immediately to the Administrative Services Department liaison or the VP Student Services.

Process

1.9   Keys will be provided to directors and staff by the Administrative Services Department liaison during their office orientation, after having completed and signed all new director and employee forms and waivers.

1.10   Key holders will be required to pay a deposit for each key they are given.

1.11   Directors and employees of the Society may sign keys out for short-term use for up to 4 hours without deposit.

1.12   Where a director or employee leaves the Society, that person is responsible for returning all Society keys to the Administrative Services Department liaison.

    (a)   Only once those keys are returned will that person be eligible to have their deposit reimbursed.

    (b)   The cost of key and lock replacement may be deducted from a person's last paycheque where keys are not remitted before that person's end date.

1.13   If a key is lost, a replacement fee will be charged as billed by SFU.

1.14   Where a support needs a key with which they have not been provided during their orientation, they are to submit a Society Key Work Order.

OAP-2: Space Booking

Policy

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

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

Supports
1.   Directors
2.   Staff
3.   Members

Booking options
Burnaby
1.   Executive Conference Room – only accessible to directors
2.   Maggie Benston Centre Conference Rooms
3.   Forum Chambers
4.   SFU administered spaces (where available)

Surrey
1.   SFU administered spaces (where available)

Vancouver

1.   SFU administered spaces (where available)

Process

2.3   Anyone booking space must submit a completed Space Booking Work Order Form.

2.4   The General Office or Surrey Campus Coordinator will:

(a)   administer requests on a first come first served basis,

(b)   confirm the cost of any booking with the requester,

(c)   submit any required invoices or cheque requisitions to the Finance Department for processing and copies to the requester for record keeping,

(d)   confirm bookings in writing with the requestor, and

(e)   ensure bookings are reflected in the SFSS calendar.

OAP-3: Conference Room, Forum Chambers, and Atrium Bookings

Audio-Visual Equipment

3.1   Student groups may borrow audio-visual equipment for student activities, except that students who require equipment for class projects shall arrange to borrow it through their departments.

3.2   For audio-visual equipment set-up involving an audio-visual technician, or for equipment that is to be used off-campus, borrowers shall complete an Instructional Media Centre Work Order to be signed by a General Office coordinator.

3.3   Where there will be a charge for a student group with no Society budget or trust account, a deposit or pre-payment shall be required.

3.4   Rooms may be booked by submitting an appropriate form and attaching the name and contact information of two people.

3.5   The walls which separate the Society's conference rooms may only be opened or closed by a trained employee or trained directors of the Society. Between Friday 4:00 pm and Monday 10:00 am, all the walls will be opened. Between Monday and Thursday after 4:00 pm the wall configurations will be set and may not be moved.

3.6   Groups booking the Society's conference rooms, the Atrium and the Forum Chambers must return the room to the original set-up as laid out by posted diagrams. Groups who do not complete this requirement may have their booking privileges revoked or restricted for up to one semester. Any cost incurred on behalf of an event will be forwarded to the group.

3.7   Non-paying groups may make up to 2 conference room bookings. Any subsequent booking may only be made at the end of the current bookings. Groups may book the Forum Chambers on a semester basis.

3.8   Furniture may not be removed from any conference room, the Atrium or the Forum Chambers of the Society, unless given prior permission by a General Office employee. All applicable work orders must be forwarded to the General Office for prior approval.

3.9   The General Office reserves the right to require a deposit from groups who are hosting events involving food in conference rooms, the Atrium and Forum Chambers. The deposit will be returned upon a clean inspection by a General Office.

3.10   The conference rooms, the Atrium and the Forum Chambers are not available for booking between the last working day in December and the first school day of the Spring semester.

3.11 Any group or individual booking conference rooms, Forum Chambers or the Atrium for the purpose of review or exam preparatory sessions relating to University courses may charge:

    (a)   a maximum of $10 per student for admission to the session, and

    (b)   a maximum of the cost of producing the materials for the materials provided at the session.

OAP-4: Equipment Booking

Policy

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

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

Supports
1. Directors
2. Staff
3. Members

Booking options
1. Audio-visual equipment
2. Instruments
3. Table
4. Rolling Board
5. Easel/Whiteboard
6. Rolling Board
7. Button Maker
8. Fencing
9. Power

Process

4.3   Anyone booking equipment must submit a completed Equipment Booking Work Order Form.

4.4   The General Office or Surrey Campus Coordinator will:

(a)   administer requests on a first come first served basis,

(b)   confirm the cost of any booking with the requester,

(c)   submit any required invoices or cheque requisitions to the Finance Department for processing and copies to the requester for record keeping, and

(d)   confirm bookings in writing with the requestor.

4.5   A feedback form will be made available to all requesters using the room booking service.

OAP-5: OFFICE SUPPLIES

Policy

5.1   The Administrative Services Department liaison is responsible for ordering and distributing all director and staff office supplies. VP Student Services will serve as oversight for this service and will work to ensure the process does not break down.

Supports
1. Directors
2. Staff

Process

5.1   Anyone wishing to order office supplies must submit an Office Supply Order Form.

5.2   The Administrative Services Department liaison will ensure that:

(a)   the details of all orders are confirmed,

(b)   the cost of any supplies with the requester is confirmed,

(c)   all required invoices or cheque requisitions are submitted to the Finance Department for processing and copies to the requester for record keeping, and

(d)   requesters are notified of the arrival of their orders once received.

5.3   A feedback form will be made available to all requesters using the office supply ordering service.

OAP-6: PHOTOCOPIER AND PRINTER SUPPORT

Policy

6.1   The Administrative Services Department liaison is responsible for forwarding all requests for photocopier and printer support to the appropriate vendor. VP Student Services will serve as oversight for this function and will work with the department to ensure the process does not break down.

Supports
1. Directors
2. Staff

Process

6.2   Anyone requiring printer or photocopier support will submit a Photocopier or Printer Support Work Order Form.

6.3   The Administrative Services Department liaison will:

(a)   confirm the details of the work order,

(b)   where applicable, confirm the cost of any service request with the requester,

(c)   where necessary, submit a work order to external vendors,

(d)   submit any required invoices or cheque requisitions to the Finance Department for processing and copies to the requester for record keeping, and

(e)   confirm with the requester that the issue has been resolved.

6.4   A feedback form will be made available to all requesters using the photocopier and printer support service.

OAP-7: EMAIL ACCOUNT SUPPORT

Policy

7.1 The Administrative Services Department liaison is responsible for administering the Society's corporate Gmail account for directors, staff, and any other members provided with an SFSS email account.

(a) The President will serve as backup and oversight for this function and will work to ensure this process does not break down.

(b) The President will take over the responsibility of this policy in the event of a transition in staff role.

(c) The President shall have access to any and all information in dormant accounts.

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

Process

7.2 Anyone requiring additional support with, or changes to their email account will submit an Email Account Support Work Order Form.

7.3 No deletions of an account shall be made without approval of the Board of Directors.

7.4 The Administrative Services Department liaison will ensure that:

(a) the details of the issue have been confirmed,

(b) where feasible, make any requested changes to the corporate account, and

(c) confirm with the requester that the issue has been resolved.

7.5 A feedback form will be made available to all requesters using the email account support service.

OAP-8: Mail Services

Policy

8.1   The General Office is responsible for administering the Society's mail services for directors and staff in Burnaby. VP Student Services will serve as oversight for this function and will work to ensure the process does not break down.

8.2   The Surrey Campus Coordinator is responsible for administering the Society's mail services for directors and staff in Surrey. VP Student Services will serve as oversight for this function and will work to ensure the process does not break down.

Supports
1. Directors
2. Staff
3. Members

Process

8.3   Anyone wishing to send mail via internal or external mail or carrier services will submit the item to the General Office or Surrey Office front counter along with a cheque requisition containing all the necessary details for the cost of the shipping.

8.4   The General Office or Surrey Campus Coordinator will:

(a)   ensure that the details of the mailing are confirmed and correct, and

(b)   confirm the cost of any mailing with the requester,

(c)   submit any required invoices or cheque requisitions to the Finance Department for processing and copies to the requester for record keeping.

8.5   A feedback form will be made available to all requesters using the mail service.

OAP-9: OFFICE PHONE SUPPORT

Policy

9.1   The Administrative Services Department liaison is responsible for forwarding all requests for office phone support to SFU Network Services or the appropriate vendors on behalf of directors and staff. VP Student Services will serve as oversight for this function and will work to ensure the process does not break down.

Supports
1. Directors
2. Staff

Process

9.2   Anyone requiring support with their office telephone will submit an Office Phone Support Work Order Form.

9.3   The Administrative Services Department liaison will:

    (a)   confirm the details of the issues,

    (b)   confirm the cost of any work order with the requester,

    (c)   where necessary, submit a request for support to SFU Network Services,

    (d)   submit any invoices or cheque requisitions for phone support to the Finance Department for processing and copies to the requester for record keeping, and

    (e)   confirm with the requester submitting the request that the issue has been resolved.

9.4   A feedback form will be made available to all requesters using the office phone support service.

OAP-10: OFFICE FURNITURE

Policy

10.1　The Administrative Services Department liaison is responsible for administering any requests from directors or staff relating to acquisition or removal of office furniture. VP Student Services will serve as oversight for this function and will work to ensure the process does not break down.

Supports
1. Directors
2. Staff

Process

10.2　Anyone requesting new office furniture, or the installation or removal of existing office furniture, will submit an Office Furniture Work Order Form.

10.3　Departments are responsible for budgeting for the purchase of any office equipment.

10.4　The Administrative Services Department liaison will:

(a)　ensure that the details of the request are confirmed,

(b)　confirm the cost of any work or furniture order with the requester,

(c)　where necessary, a request for support from SFU Facilities Services or other appropriate vendor is duly submitted,

(d)　submit any invoices or cheque requisitions for office furniture to the Finance Department for processing and to the requester for record keeping, and

(e)　confirm with the requester that the work order has been fulfilled.

10.5　A feedback form will be made available to requesters using the office furniture service.

OAP-11: MAINTENANCE REQUESTS

Policy

11.1   Departmental coordinators are responsible for submitting maintenance requests to SFU Facilities Services as those requests relate to the spaces administered by their departments. VP Student Services will serve as oversight for this function and will work to ensure the process does not break down.

Definitions

11.2 Maintenance requests for Society spaces include, but are not limited to:

   (A)   cleaning,

   (b)   painting,

   (c)   lighting, heating, plumbing, and cooling repairs, and

   (d)   event table set up.

Supports
   1. Directors
   2. Staff

Process

11.3   Anyone requiring maintenance support will submit the appropriate Work Order at http://www.sfu.ca/fs/Services/Burnaby/Maintenance-Requests.html for Burnaby or http://www.sfu.ca/fs/Services/Surrey/ for Surrey.

11.4   Departmental coordinators will submit any invoices or cheque requisitions for maintenance to the Finance Department for processing and copies to the person submitting the request for record keeping.

11.5   Board director will submit any invoice or cheque requisition for maintenance to the VP Finance who shall liaise with the Finance Department on behalf of the director.

ORIENTATION AND RETENTION POLICIES

OTP-1: NEW EMPLOYEE ORIENTATION

Policy

1.1 The Administrative Services Department liaison is responsible for coordinating all new staff orientations. The President will serve as oversight for this service and will work to ensure the process does not break down.

Process

1.2 The Administrative Services Department liaison shall:

(a) ensure that the required Employee information and forms are completed and collected for payroll and benefits,

(b) ensure that the Employee is provided with a copy of the SFSS Personnel Policies,

(c) ensure that copies of an Employee's relevant degrees and certifications are filed,

(d) ensure that that the Employee signs out keys and/or entry codes they require,

(e) submit to IT Services all required for email and PC setup,

(f) review the job description of the Employee with the Employee,

(g) review the "New Employee Health & Safety Checklist" with the new Employee,

(h) ensure new employees are trained on the "SFSS Privacy and Information Management Policies", and ensure they provide their signature to acknowledge that they have read the policy,

(i) arrange for business cards if required, and

(j) review timesheet and reporting requirement.

1.3 The President shall:

(a) meet with the new Employee, and

(b) provide an overview of the SFSS structure, mission, values, services, and strategic plan.

1.4   The appropriate Coordinator and/or the Administrative Services Department Liaison shall conduct an orientation to the building, including:

    (a)   a site tour,

    (b)   information on the location and proper use of:

        (i)   first aid kits,

        (ii)   phone and voicemail systems,

        (iii)   fire extinguishers, and

        (iv)   photocopiers.

1.5   An orientation evaluation will be made available to all new employees following their orientation.

OTP-2: NEW BOARD ORIENTATION

Policy

2.1   The incoming President is responsible for coordinating all new Board of Directors orientations. The outgoing President must provide advice and support during this transition. The Administrative Services Department Liaison will ensure the Incoming Board has the appropriate support from the society operations and is aware of the various departments of the society. Prior to orientation, the incoming Board should shadow the outgoing Board on their role.

Process

2.2   The Administrative Services Department liaison will:

(a)   ensure that each new director completes all required forms,

(b)   ensure that each new director signs out keys and/or entry codes they require,

(c)   submit to IT Services all required forms and information for email and PC setup,

(d)   review the New Director Health & Safety Checklist with the new director,

(e)   ensure new directors are trained on the "SFSS Privacy and Information Management Policies", and ensure they provide their signature to acknowledge that they have read the policy,

(f)   arrange for business cards if required

2.3   The Campaigns, Research, and Policy Coordinator will ensure that the Board of Directors is provided with the following in electronic format:

(a)   SFSS Constitution,

(b)   SFSS Bylaws,

(c)   SFSS Board Policies,

(d)   SFSS Strategic Plan,

(e)   SFSS Board Priority Dashboard, and

(f)   SFSS Board Baseline Calendar.

(e)   Societies Act, University Act and other relevant legislation, and Robert's Rules of Order.

2.4.   A senior designated liaison will:

(a)   meet with the new Board of Directors, and

(b)   with the direction of the incoming President, provide an overview of the SFSS structure, mission, values, services, and strategic plan.

(c)   ensure that presentations take place during orientation with direction from the incoming President on the history of the student movement and the SFSS, the Director liability and insurance, HR training, Budget overview and training on budgeting and financial statements.

(d) assist in setting up logistics for Board retreat by working with the outgoing Board to approve funding for team building and annual planning.

2.5   The appropriate Coordinator and/or the Administrative Services Department liaison will conduct an orientation to the building, including:

(a)   a site tour,

(b)   information on the location and proper use of:

(i)   first aid kits,

(ii)   phone and voicemail systems,

(iii)   fire extinguishers, and

(iv)   photocopiers.

2.6   An evaluation of operational orientation will be made available to all new Board of Directors following their orientation.

OTP-3: VOLUNTEER ORIENTATION

Policy

3.1   The Administrative Services Department liaison is responsible for coordinating all volunteer orientations.

Process

3.2   The Administrative Services Department liaison shall:

(a)   ensure that the required volunteer information and forms are completed and collected for payroll and benefits,

(b)   ensure that the volunteer is provided with a copy of the SFSS Personnel Policies,

(c)   where required, submit to IT Services all required for email and PC setup,

(d)   review the job description of the volunteer with the volunteer,

(e)   review the "New Employee Health & Safety Checklist" with the new Employee,

(f)   review reporting requirement.

3.3   The appropriate Coordinator and/or the Manager Administrative Services shall conduct an orientation to the volunteer role, including:

(a)   a site tour,

(b)   information on the location and proper use of:

(i)   first aid kits,

(ii)   phone and voicemail systems,

(iii)   fire extinguishers, and

(iv)   photocopiers.

3.4   An orientation evaluation will be made available to all new volunteers following their orientation.

OTP-4: SUCCESSION PLANNING EXPECTATION POLICIES

Policy

2.1   All staff must prepare succession planning reports in the event of any change in employment status. The Administrative services department liaison will be responsible for ensuring a succession planning report is in place for each staff member at the end of every semester.

2.2   The President is responsible for communicating changes to each department upon changes to a society staff, such as a change in employment status of any staff, or in any change of director vacancy status of any Board position, or in an very unfortunate event, the death or inability to continue employment or their term due to illness, of any Society staff or directors.

2.3   In the event of staff, each departmental coordinator is responsible to remove staff members from any regular and ad-hoc communications channels to which they belong, and end any subscription in the programs and services they administer or supervise.

2.4   All staff are responsible for maintaining the confidentiality of any changes in the employment status of any staff, or director vacancy status of any director, and await official communication from the Board if there is any.

Process

2.4   The President will notify all departmental coordinators in writing that a staff member's employment status has changed in the event of death or if they are unable to continue employment due to illness.

2.5   Departmental coordinators will:

(a)   permanently remove the staff member from any regular or ad-hoc communications distributed on the basis of any service or program they administer, and

(b)   notify any staff they supervise of the change, ensuring those staff know they are not to disclose that information to anyone.

OTP-5: STAFF MONTHLY REPORT POLICIES

Policy

3.1   All staff coordinators and excluded staff must prepare monthly reports for the Executive Committee. The Administrative services liaison will be responsible for ensuring monthly reports across departments are prepared for the Finance and Administrative Services Committee, and the Executive Committee where requested. The President shall serve as oversight of this policy.

Process

3.2   Every month, department coordinators will send staff reports on the activities of each of the committees and its alignment with the strategic plan.

3.3   Administrative Services Liaison will:

    (a)   Prepare a template report for the various departments to submit a report of their activities, events, services delivery and transitions alongside any metrics, as well as its results in aligning with the SFSS Strategic Plan

    (b) Collect and compile the monthly reports of all the departmental coordinators, and

    (c)   Compile their own report for the inclusion in said report,

    (c)   Submit the report for the inclusion of the Finance and Administrative Services Committee through the chair of that committee, as well as to the Executive committee through the President.

PURPOSE OF THIS MANUAL

The Simon Fraser Student Society (SFSS) Personnel Policy should be considered in conjunction with the current Collective Agreement that exists between the Employer and the union. Where there is a discrepancy between those Collective Agreement and these policies, the Collective Agreement shall take precedence, and a review process will be initiated to bring the policies into compliance. Compliance with the policies is a requirement of employment with SFSS.

SFSS may change, add or delete part(s) of the Manual with the approval of the Board. Any changes to the Manual shall apply to all existing and future employees. No contradicting statement by a staff member may be interpreted as a change in policy.
This does not preclude from the introduction of new Standard Operating Procedures, terms of reference, or guidelines or a change in the policy in the future.

Should any provision in this Policy Manual be found to be unenforceable and invalid, such finding does not invalidate the entire Manual, but only the subject provision.

This manual replaces all other previous Personnel Policy Manuals for SFSS. Personnel Policy Manuals must be approved by the Board of Directors and placed on the Society Website.

This manual was reviewed and signed off by the Executive Committee and will be in effect pending approval of the Board.

POLICY REVIEW AND APPROVAL PROCESS

Personnel policies are reviewed annually by the Executive Committee alongside the excluded personnel in consultation with staff, and will be approved by the Board of Directors. Once revisions are approved by the Executive Committee, an updated version of the Personnel Policy will be provided electronically to all staff members by the President, and posted on the Society website. If there is no change to the policy upon review, the newly revised policy will include the date that it was revised on the cover page and on each policy page within the document.

Staff will also be instructed to take older versions of the policy, whether they are electronic or hard copies, out of circulation.

PERSONNEL POLICIES

PP-1: OFFICE CLOSURE

Policy

1.1   Employees will not suffer a loss of pay if the Simon Fraser Student Society closes due to inclement weather or other circumstances.

Process

1.2   In the event of inclement weather an employee who is unable to attend work, or who feels that it would be unsafe to attempt to attend work, will receive no pay for that day, unless specifically instructed by the Administrative Services Department Liaison or their designate to not attend work.

1.3   In the event that an employee is at work and requests to leave early because of inclement weather and is allowed to leave work early, they will be paid only for the hours they actually worked that day. In the event an employee is instructed by the Administrative Services Department Liaison or their designate to leave work early because of inclement weather, the employee will be paid for the balance of hours they were scheduled to work.

1.4   If the Administrative Services Department Liaison or delegate closes the Society due to inclement weather or other circumstances, employees will not be expected to work and will not suffer any loss of pay. If circumstances require that the SFSS remain closed beyond 24 hours, the Administrative Services Department Liaison will review the possibility of layoffs, seeking approval from the Executive committee for any such layoff.

PP-2: ABUSE

Policy

2.1   All relationships at the Simon Fraser Student Society (SFSS) should be based on mutual respect, where the rights and self-determination of members are top priorities. Abuse of members, staff or volunteers is unacceptable.

Definitions

2.2   **Physical Abuse:** Any physical force or threat of force that is in excess or is inappropriate to the situation.

2.3   **Sexual Abuse:** Any sexual behaviour by a staff member, volunteer or any other person in a position of trust or authority, that is directed at a member, volunteer or staff member including but not limited to sexual exploitation, whether consensual or not.

2.4   **Emotional Abuse**: Any act, contact or lack of action, which diminishes a member, volunteer or staff person's sense of well-being. Examples include, but are not limited to, verbal harassment such as use of profanity, confinement, threats and humiliation.

2.5   **Financial Abuse:** Acts of financial abuse include but are not limited to: theft of members' money or personal property; solicitation for compensation; fraud, deceitful manipulation of finances.

Examples

2.6   Any act or omission, behavioural intervention, or reaction which causes a person physical pain, fear, restraint, embarrassment, shame, or alienation.

2.7   Any physical and/or verbal actions which would jeopardize the working relationships between staff member/volunteer and member.

2.8   Any act or omission towards a person that infringes upon their personal rights or degrades or lowers their personal esteem.

Process

2.9   SFSS members, staff and volunteers have a right to expect an environment which is safe and free from any abuse or manipulation.

2.10   All concerns related to possible abuse that are raised by members, employees, volunteers, or other persons, must be reported immediately to the Administrative Services Department Liaison. In the event the Administrative Services Department Liaison is the subject of the complaint, this must be reported immediately to the President.

2.11   Upon receiving a report, the Administrative Services Department Liaison will report, where appropriate, to:

    (A)   the appropriate authorities,

    (b)   their supervisor, the President of the Society.

2.12   Upon receiving a report that the subject of the complaint is the Administrative Services Department Liaison, the President must where appropriate, report to:

    (a)   the appropriate authorities,

    (b)   the Executive Committee in an in-camera session of the Executive, or a sub-committee of the Executive focused on HR matters for excluded staff.

2.13   A staff person named in an allegation may be required to take a three day leave of absence with pay and will have no contact with members during this leave. The Administrative Services Department Liaison will recommend whether the leave shall continue, and make a joint decision alongside the President of the Society. A volunteer named in an allegation may be relieved of duties until an investigation is complete and determination of culpability is made. In the event of the subject of the allegation being the Administrative Services Department Liaison, The President will recommend whether the leave shall continue, and the the Executive Committee of the Society shall make a decision.

2.14   Employees/volunteers who have engaged in any form of abuse will be subject to disciplinary action up to and including dismissal.

2.15   The allegations, investigation, determination of culpability and any ensuing discipline or termination will be documented.

PP-3: CONFIDENTIALITY

Policy

3.1   Information concerning a member, volunteer, employee, and the affairs of the Employer is confidential. The release of confidential information, when authorized, shall be on a need-to-know basis.

Process

3.2   The Administrative Services Department Liaison will review requests for the release of confidential information. Employees will not release such information without prior authorization from the Administrative Services Department Liaison.

3.3   All matters and information pertaining to members will be treated as confidential.

3.4   Under no circumstances may member information be divulged either inside or outside the organization other than to persons authorized to receive such information in the course of their duties, except as agreed to by the member and approved by the Administrative Services Department Liaison.

3.5   Under no circumstances will any person working in or for the SFSS use any such information to their personal advantage. Violation of this policy may result in dismissal.

3.6   Information requests from newspapers and other public news organizations should be referred to the President, who will consult with the Executive before proceeding. Staff will make no public comments without prior approval. From time to time, program or events staff will be assigned "spokesperson" responsibility for a particular story, service, initiative or campaign. They will be given direction, parameters, and supervision regarding this responsibility.

3.7   All employees will sign the Confidentiality Statement. The signed -statement will be placed in the employee's personnel file. A breach of confidentiality may result in disciplinary action up to and including dismissal.

PP-4: CONFLICT OF INTEREST

Policy

4.1   The Simon Fraser Student Society (SFSS) recognizes the right of staff members and volunteers to be involved in activities as citizens of the community. However, staff members and volunteers must keep their role as private citizens separate and distinct from their responsibilities as staff members or volunteers.

Examples

4.2   A conflict of interest exists where a staff member's or volunteer's interests:

> (a)   are in conflict with their work duties, responsibilities and obligations, or may result in a public perception that a conflict exists,

> (b)   impair the staff member's or volunteer's ability to act in the interest of the members, or

> (c)   compromise or undermine the trust which the members place in the organization.

Process

4.3   Staff members and volunteers will not place themselves in a situation where they are under obligation to any person who might benefit from or seek to gain special consideration or favour. The honesty and impartiality of employees and volunteers must be above suspicion.

4.4   SFSS Staff and volunteers will consult with the Administrative Services Department Liaison or designate if they are unsure about particular actions being seen as in conflict with their employment. The President shall be consulted for the opinion of the Executive where necessary.

PP-5: EMPLOYEE CONTACT INFORMATION

Policy

5.1   It is the responsibility of each staff member to keep the Employer informed at all times of any changes in their name, address, telephone number, home e-mail address, marital status, emergency contact information, and number of dependents. These changes are required to ensure that SFSS can contact employees to provide instructions, benefit entitlement, and other official communications.

Process

5.2   These changes should be given in writing to the Administrative Services Department Liaison, who will place the information in the employee's personnel file.

5.3   When resigning from the organization, a forwarding address must be filed by the employee with the Employer so that income tax T-4 slips and other relevant documentation can be forwarded to them.

PP-6: PARTICIPATING IN PUBLIC ELECTIONS

Policy

6.1   SFSS respects the contributions that are made by individuals who are seeking, or already holding, an elected position in any level of government. Public service, whether it is paid or voluntary, helps us shape our community.

6.2   While we encourage public service, we will maintain a clear, transparent, non-partisan role in public election campaigns. SFSS has employees and volunteers from all walks of life, with political views and other opinions that are diverse and strongly-held. While individual employees or volunteers may wish to support particular parties or candidates, such support may not be positioned as "support from the SFSS."

6.3   This policy applies to all SFSS employees (permanent employees, students, project workers, and designated assistants) who seek public office, or who are involved with the campaigns of others who are seeking office. This policy does not apply to SFSS referendum campaigns submitted through a resolution of the SFSS Board of Directors. Those employees seeking (or elected to) public office may request, in writing, a leave of absence without pay.

Examples

6.4   Examples of public election campaign activities include, but are not limited to, the following:

(a)   reviewing voice, text, email or other messages related to the campaign,

(b)   composing and/or distributing campaign messages,

(c)   reviewing, developing or distributing campaign literature, and

(d)   discussing campaign activities or issues with colleagues, volunteers, clients, media, donors, partners, or members of the public.

6.5   Examples of solicitation for public election campaigns may include, but are not limited to, the following:

(a)   seeking financial contributions to campaigns,

(b)   individual invitations to campaign events,

(c)   requests for volunteer support for campaigns,

(d)   assistance in distributing campaign material and/or campaign messages,

(e)   requests for use of equipment or office space, and

(f)   requests for support services.

Process

6.6   As an organization, we may choose to engage in conversation or debate about issues that are closely aligned to our values, our mission, and our vision. Such conversation or debate will only be led by the President of the Society.

6.7   During work hours, staff will refrain from providing public support to any particular candidate or party, or from suggesting that particular candidates or parties should *not* receive support.

6.8   No campaign activities for a particular candidate or party are to occur during work hours.

6.9   SFSS equipment, material, facilities, information, systems and communication tools are not to be used to support public election campaigns, including, but not limited to, the following:

(a)   telephones (desktop and mobile),

(b)   email and/or Internet services,

(c)   office space, meeting rooms, common areas in SFSS facilities, d. information related to donors/donations,

(e)   twitter, Facebook and other SFSS social media vehicles,

(f)   computers,

(g)   photocopiers, and

(h)   office supplies.

6.10   SFSS staff and volunteers are to respond to solicitations by candidates or by candidate representatives with a statement that "our staff cannot engage in political activities during work hours."

6.11   SFSS logos, signs, and/or other marketing material are not to be used in public election campaign pamphlets, business cards, door hangers, web sites, social media profiles or on any other publicity related to the campaign.

6.12   Failure to abide by the guidelines in this policy may lead to disciplinary action, up to and including termination.

PP-7: EMPLOYMENT OF RELATIVES

Definitions

7.1   **Relative:** The parent, partner, child, sibling, parent-in-law, grandparent, or grandchild of an employee.

Policy

7.2   A relative of an employee may be refused employment or a transfer may be denied if there is a direct supervisory relationship between the relatives. Should circumstances change within a supervisory or reporting relationship to create such a situation, the same principle applies.

Procedure

7.3   Hiring Committees shall ascertain whether applicants for positions are related to present employees.

7.4   All employees are responsible to report to their immediate supervisor any change in status, which would put them in contravention of this policy.

PP-8: HIRING PRACTICES

Policy

8.1   The Simon Fraser Student Society (SFSS) will adhere to a standardized hiring procedure that is consistent with related requirements of the Collective Agreement and that is equitable, non-discriminatory, and consistently applied.

Process

8.2   The Executive Committee is authorized to hire excluded and unionized staff.

8.3   Once the President has determined or has been notified that there is a vacant position, the Executive Committee will authorize the forming of a Hiring Committee composed of up to two representatives from the Employer and two representatives -from the Union. The committee will authorize the posting of   - the position. All postings must have a current job description.

> (a)   The Administrative Services Department Liaison will serve as a support to the Executive Committee.

8.4   Applicants will be screened to determine if they meet the qualifications required for the position as stated in the job description.

8.5   Applicants, who through the screening process are recognized as meeting the required qualifications, will be invited to an interview.

8.6   Interviews will be conducted by the Hiring Committee.

8.7   Each applicant will be asked questions from a prepared list of questions. The questions are intended to solicit information as to the applicant's knowledge and experience related to the position. Each applicant's answers will be recorded and be used for deciding candidacy.

8.8   Additional interviews and screening practices, including tests and demonstrations of the applicant's work, may be used to gather information to determine the applicant's suitability.

8.9   Prior to determining whether to offer an applicant the position, a minimum of two references will be checked by an Employer representative on the Hiring Committee. The completed Reference Check Form will be placed in the personnel file.

8.10   The Hiring Committee will review the information from the interviews and reference checks and will make the final determination as to whether the applicant is the successful candidate for the position. If the applicant is an internal candidate, the decision making will include a review of the candidate's personnel file.

8.11   The position will be offered to the successful applicant subject to the results of all relevant licensure, certification, and registration being verified. Verifying

credentials may include verifying degrees and certifications with the issuing institution/organization. A completed hiring checklist and hiring letter information form will be placed in the successful candidate's personnel file.

8.12   All applicants who have participated in an interview process will be advised as to their status relative to the posting.

8.13   All new hires will be given a written Offer of Employment outlining the requirements of the position, starting date, salary, benefits, and other conditions of employment.

8.14   All hiring letters are signed by the President. No staff person can start in a position without signing an Offer of Employment.

PP-9: HUMAN RESOURCES

Policy

9.1   The Simon Fraser Student Society (SFSS) will consistently apply Human Resources policies and practices that are in accordance with all relevant legislation, with current Collective Agreements, and with the values of honesty, integrity, and respect.

9.2.   SFSS is committed to:

(a)   Recruiting, hiring, and retaining qualified staff.

(b)   Recruiting in accordance with human rights legislation and with the needs and make-up of the community of students we serve.

(c)   Ensuring equity in employment, advancement, and compensation in accordance with the Collective Agreement.

(d)   Respecting confidentiality in accordance with the agency policies and procedures, and with privacy legislation.

(e)   Providing supervision and learning opportunities that best support employees to do their job.

(f)   Working with employees to have a work environment free of discrimination and harassment.

PP-10: HEALTH AND SAFETY STANDARDS

Policy

10.1   Simon Fraser Student Society is committed to providing all employees and volunteers with a safe and healthy environment, free from hazards that may cause injury or occupational illness.

Standards

10.2   The actions of any one person may affect other individuals and areas. Therefore, all individuals have a responsibility for ensuring a safe and healthy work environment and/or workspace. The Employer shall have a Health and Safety bulletin board that contains information including but not limited to, the current Health and Safety Policies, First Aid attendants, location of first aid kits and names of current Joint Health and Safety Committee members.

10.3   SFSS is responsible for:

(a)   providing a safe and healthy work environment,

(c)   maintaining and promoting a comprehensive health and safety program,

(d)   establishing standards of safety and maintenance in occupied buildings, facilities and equipment through SFU Facilities,

(e)   developing safe work procedures and practices where applicable,

(f)   taking action to eliminate unsafe conditions,

(g)   supporting and evaluating staff regarding their safety responsibilities, and

(h)   reporting accidents and investigations to Work Safe B.C..

10.4   Employees and volunteers are responsible for:

(a)   maintaining a safe and healthy work environment,

(b)   participating in Joint Health and Safety related programs,

(c)   knowing and complying with all safe work procedures and practices, and

(d)   reporting injuries, unsafe acts or conditions and broken equipment immediately to their supervisor or manager.

10.5   Any violation of SFSS Health and Safety policies, standards and/or practices may lead to disciplinary action up to and including dismissal.

PP-11: ACCIDENT AND INJURY REPORTING

Policy

11.1　All new employees and volunteers of SFSS will receive full and complete instruction on job safety where applicable, and will be warned of workplace health and safety hazards according to the *Workers' Compensation Act* (BC), the *Occupational Health & Safety Act* (BC) and any regulations made under either act.

11.2　Any accident/incident, included near misses, must be reported immediately to Joint Health and Safety Committee (JHSC) member and/or Manager. Any accidents that result in workplace shall be reported to the First Aid Attendant or the JHSC member who will ensure:

(a)　The individual receives proper first aid and a First Aid Record form must be completed;

(b)　The accident/incident is thoroughly investigated for the purpose of implementing corrective action to avoid recurrence of the same in future;

(c)　The incident will be reported to the SFSS Health and Safety Committee and to WorkSafeBC (WSBC) if necessary.

Process

11.3　In the event that an employee/individual experiences a work-related incident/injury, it must be reported to a First Aid Attendant and a JHSC member, who will administer first aid treatment and may recommend that the Employee follow-up with their physician or other qualified professional where applicable. If an investigation is required by the WSBC, notify the WSBC of the incident.

11.4　A first aid record will be provided to the employee if necessary.

11.5　The accident/incident must be investigated promptly, in conjunction with a Union member (if appropriate). Furthermore, an SFSS Incident Report Form must be completed jointly by the JHSC Employee and a Employer representative, not the injured employee.

11.6　Any serious injury or other event that requires an investigation by WSBC, the employee will complete the first section of the WSBC Worker's Report of Injury of Occupational Disease to Employer (Form 6a)3 and return to their designated Manager.

11.7　The Employer must fill out the WSBC Employer Incident Investigation Report.

(a) If medical attention is required as advised by a physician or other qualified practitioner, the employee may not be able to continue with full duties and/or will miss time from work. Further:

(i)　The WSBC Employer's Report of Injury of Occupational Disease (Form 7) must be completed by the designated supervisor or Administrative Services Department Liaison;

(ii)   The employee shall complete the SFSS Fitness to Work Assessment Form6 with their physician and submit to the Employer

(iii)   After reviewing the completed Fitness to Work Assessment, the Employer shall offer modified work duties, where applicable, and complete the SFSS Offer of Modified Work7 form with the employee.

(iv)   Form 7 must be forwarded to the WSBC within 3 days. Relevant additional information should be included, such as: Fitness to Work Assessment form, (FWAF), WSBC Employer Incident Investigation Form (EIIF), First Aid Report and Offer of Modified Work

(v)   The employee shall produce a medical note to support their absence from work if necessary

(vi)   Designate supervisor or Administrative Services Department Liaison will oversee the employee's claim going forward, communicating with the employee and Work Safe B.C as necessary to facilitate a timely recovery and return to work;

(vii)   Once the claim has been established, all pertinent information received in relation to the claim (e.g. doctor's notes, Fitness to Work Assessments) must be forwarded to the designated manager and Administrative Services Manager for ongoing management of the claim.

(b)   The Employer, in conjunction with the JHSC Employee, must prepare a report detailing corrective action and provide it to the Employees.

PP-12: LEAVES OF ABSENCE

Policy

12.1   When staff request a leave of absence, they can expect the following criteria to be important factors in deciding whether their request will be granted[9]:

    (a)   The impact of the request on SFSS operations

    (b)   The previous granting of a leave to the employee

    (c)   The purpose of the leave

    (d)   The employee's length of service with the society

Process

12.2   All requests for a leave of absence must be made in writing.

12.3   Requests must be reviewed by the Administrative Services Department Liaison, in consultation with the President.

12.4   Emergencies (family related crisis for example) will be responded to on a case by case basis.

12.5   The decision will be documented and the Administrative Services Department Liaison will give the staff person the response in writing. A copy of the request and response will be kept in the employee's time off file.

PP-13: RESPONDING TO LEGAL ACTIONS

Policy

13.1   SFSS employees will cooperate with legal authorities in responding to subpoenas, search warrants, investigations, and other legal actions.

Process

13.2   Employees will bring legal actions related to SFSS business to the immediate attention of the President.

13.3   When an Employee is served with a subpoena related to society business, they will accept the legal document and contact the President as soon as possible.

13.4   If the document served is a search warrant for a society premise the Employee will accept the warrant and advise the peace officer that they do not have the authority to allow them entry, and that they will request permission immediately. The Employee will immediately contact the President to request direction.

13.5   If the Employee is asked to participate in an interview as part of an investigation by police or other legal authority, the Employee will seek direction from the President prior to participating. The Employee will -record the name, badge number, contact phone number, and any other identifying information of the "investigator." Once the Employee has received direction from the President, the Employee is expected to follow the Society's direction.

13.6   The SFSS and the Employee may each need to obtain legal advice and an opportunity to obtain such advice should be requested immediately.

13.7   Legal actions are considered unusual occurrences and are to be documented.

13.8   The President will make decisions related to responding to legal actions, giving consideration to:

      (a)   the importance of cooperating in legal investigations,

      (b)   existing, relevant policies and procedures at SFU, and

      (c)   protecting the rights, confidentiality, and safety of members, staff, and volunteers.

PP-14: OCCUPATIONAL CERTIFICATION

Policy

14.1   Employees must maintain the professional or occupational certification as dictated by their job description.

Process

14.2   Any fees or costs associated with maintaining the professional or occupational certification of an Employee is the sole responsibility of the Employee, unless otherwise noted in the employee contract, in which case it may be borne by the Employer.

14.3   Employees are required to submit copies of their re-certification to the Employer, as required.

14.4   Failure to maintain a required certification may result in the termination of the Employee's employment.

PP-15: ORIENTATION

Policy

15.1   All newly hired staff will participate in a series of orientation activities to prepare and support them in doing their work.

15.2   The purpose of the orientation is:

(a)   to introduce the new staff member to their colleagues,

(b)   to thoroughly acquaint the new staff member with the organization and the requirements of their new job, and

(c)   to lay the groundwork for positive relationships between current and new staff members.

(d)   Familiarize the new employee with health and safety policies of the University and the organization

Process

15.3   The Administrative Services Department Liaison and the appropriate Coordinator(s) or designates will organize the new employee's orientation process, which will be documented on the Orientation check list.The Administrative Services Department Liaison-is responsible for ensuring that the orientation is completed and that the Orientation Checklist and the New Employee Health and Safety Checklist are completed and placed in the Employee's personnel file.

15.4   The Administrative Service Department liaison shall:

(a)   ensure that the required Employee information and forms are completed and collected for payroll and benefits,

(b)   ensure that the Employee is provided with a copy of the SFSS Personnel Policies,

(c)   ensure that the Employee has completed the SFSS Privacy Policies sign off.,

(d)   ensure that copies of an Employee's relevant degrees and certifications are filed,

(e)   ensure that that the Employee is provided signs out keys and/or entry codes they require,

(f)   submit to IT Services all required for email and PC setup,

(g)   review the job description of the Employee with the Employee,

(h)   review the "New Employee Health & Safety Checklist" with the new Employee,

(i)   arrange for business cards if required, and

(j)   review timesheet and reporting requirement.

(k)   meet with the new Employee, and

(l)   provide an overview of the SFSS structure, mission, values, services, and strategic plan.

15.5   The appropriate Coordinator and/or the Administrative Services Department liaison shall conduct an orientation to the building, including:

(a)   a site tour,

(b)   information on the location and proper use of:

(i)   first aid

(ii)   phone and voicemail systems,

(iii)   photocopiers.

(c)   In the event of union-excluded personnel, the President of the Society will lead the orientation.

PP-16: OUTSIDE EMPLOYMENT

Policy

16.1   Staff are expected to arrive at work ready to do their job and clear of conflict that might occur as a result of other employment. Staff members may engage in remunerative employment with another employer, carry on a business, or receive remuneration from public funds for activities outside their position provided that:

    (a)   It does not interfere with the performance of their duties as an SFSS staff member;

    (b)   It does not bring SFSS into disrepute;

    (c)   It is not performed in such a way as to appear to be an official act or to represent SFSS opinion or policy; and

    (d)   It does not involve the use of SFSS premises, services, equipment, or supplies to which the staff member has access by virtue of their employment.

Process

16.2   Employees will consult with their supervisor prior to committing to outside employment. Issues related to outside employment will be discussed with potential new hires to ensure they are not entering into such a conflict by accepting employment with the SFSS.

16.3   If the supervisor has concerns regarding a potential conflict or time commitment, the Employee and their Supervisor will work together to resolve the concerns so that the outcome is satisfactory to both. If they are unable to achieve this outcome, they will seek the involvement of the Administration Services Department Liaison, or the President when necessary.

16.4   Where there is a conflict of interest that arises from an Employee's volunteer involvement, the same principles outlined above will apply.

PP-17: PERFORMANCE REVIEWS

Policy

17.1   A formal written performance review shall be carried out prior to the end of an employee's probationary period and annually or as needed thereafter, unless otherwise noted. Casual employees who work less than 12 hours per week in regular/irregular employment may receive less frequent reviews, to be determined by the Administrative Services Department Liaison.

Process

17.2   Performance reviews will include progress made toward goals identified in the previous review.

17.3   The Shop Steward shall be present at the review if necessary or requested by the employee.

17.4   The Employee will be given a copy of the review, given time to read it, discuss it, and respond to its contents.

17.5   They will sign the review and indicate their acceptance or objection. At the time of signing, the employee shall receive a copy of the review. The original shall be placed in the employee's personnel file.

17.6   In the event that an employee objects to the review, they can put their objections in writing and have the submission attached to the review and placed in the personnel file.

17.7   A performance review signed by an employee shall not be changed without the knowledge of the employee. Performance reviews shall be completed by the employee's supervisor.

17.8   The following criteria will be considered during the review process:

    (a)   job requirements,

    (a)   achievement of performance requirements, including annual goals,

    (b)   job performance,

    (c.)   quality of work,

    (d)   conduct,

    (e)   ability to get along with co-workers and supervisors,

(f)   willingness to cooperate,

(g)   attendance record, and

(h)   training and development plans and goals.

17.9   In the event of the union-excluded personnel, the HR and Personnel committee will review the staff person on the basis of all of section 17.8, as well as aligning the accomplishments of the goals as set out in the strategic plan, alongside a 360 review of their performance through a survey of Board members, Executive Officers and Department Coordinator Staff.

PP-18: PERSONNEL FILES

Policy

18.1   Personnel files shall be maintained for each Employee.

Process

18.2   Personnel files shall contain the following Employee information:

> (a)   completed employment information form,
>
> (b)   hiring documents,
>
> (c)   contact information,
>
> (d)   hiring letter(s),
>
> (e)   job description(s),
>
> (f)   resume,
>
> (g)   completed Reference Check Form,
>
> (h)   verified copies of credentials,
>
> (i)   completed SFSS orientation checklist,
>
> (j)   all performance reviews,
>
> (k)   signed Confidentiality Agreement,
>
> (l)   documentation of staff development activities, including professional development
>
> (m)   documentation related to disciplinary actions (As per Article 40), and
>
> (n)   other relevant information.

18.3   Personnel files will be kept in a secure area and shall not be accessed by anyone other than the Staff Liaison Officers.

18.4   An Employee shall be permitted to review their personnel file upon giving the Employer 24 hours written notice. The file shall be reviewed in the presence of an Employer representative. The Employee may have copies of material in their files but may not remove any material from their file.

PP-19: PROGRESSIVE DISCIPLINE

Policy

19.1   An Employee or volunteer who breaches an SFSS policy or engages in behaviour that damages the Employer/Employee relationship or reputation of the SFSS may be subject to discipline ranging from a verbal warning, a written warning, a suspension and dismissal.

19.2   The goal of progressive discipline is to correct unacceptable behaviour by working with the employee. In cases where the behaviour is not corrected, the disciplinary penalty will increase in proportion to the seriousness of the misconduct, the individual's record, and other relevant factors.

Procedure

19.3   Progressive discipline contains the following stages:

    (a)   verbal warning,

    (b)   written warning,

    (c)   suspension, and

    (d)   termination.

19.4   The supervisor or manager will discuss the unacceptable behaviour with the Employee to:

    (a)   reach a consensus on the behaviour involved and its problematic nature, and

    (b)   offer support to the person in changing that behaviour.

19.5   These discussions will:

    (a)   be held over an appropriate length of time, and

    (b)   be documented by the Employer.

19.6   The nature and/or seriousness of the incident warranting discipline may be such that the Employer determines it is appropriate to bypass the normal steps of progressive discipline. In cases of serious misconduct, discipline may commence at suspension and lead to termination, or discipline may start and end with termination as a result of a single incident.

19.7   The Administrative Services Department Liaison or their designate is responsible for approving suspension or discharge.

19.8   The Employee being disciplined has the right to use the grievance procedure as outlined in the Collective Agreement.

PP-20: RECORDS RETENTION

Policy

20.1   In order to ensure appropriate records are kept and accessible, the following practices will be followed. All records that contain personal information about members, volunteers, staff, and others will be kept in a secure fashion.

Process

20.2   Except where specifically stated otherwise, all retained records will be kept in an appropriate manner on the program site for a period of one year. Any records which are to be retained for a longer period, or indefinitely, may be kept off site (including with a third party service provider) in such manner as the Administrative Services Department liaison and the President jointly determines appropriate, subject to legislative requirements. Except where prohibited by law, any records which are to be retained may, where authorized by the Administrative Services Department liaison and the President, be converted to an electronic or digital format whereupon the originals (hard copy) may be destroyed.

Administrative Records

20.3   The Administrative Services Department liaison is responsible for keeping current and complete Administrative Records.

20.4   The following Administrative Records are to be kept for a period identified in the Records Retention table:

    (a)   administrative volunteers, and

    (b)   personnel records for staff, including:

        (i)   resumes,

        (ii)   all hiring documentation,

        (iii)   performance reviews,

        (iv)   disciplinary actions,

        (v)   emergency contact and medical information

    (c)   meeting minutes for the Board of Directors, Board Committees, Staff Committees or meeting, Occupational Health and Safety Committee and Labour/Management Committee,

    (d)   documentation of unusual occurrences and complaints, and e.

(f)   Board Reports, Annual General Meeting minutes, and other Society
meeting records.

Society Records and Governance Records

20.5 The Campaigns, Research and Policy Coordinator is responsible for maintaining all records required to be kept by the Societies Act, including member meeting minutes and Director meeting minutes, and any and all other Society governance, policy and elections and referenda documents.

20.6   The following records are to be kept for a period identified in the Records Retention table:

(a)   SFSS Constitution and By-laws, and documentation of filed
changes to these documents,

(b)   statement of directors, register of directors, and statement of the

(c)   registered office of the Society, and documentation of filed changes to these documents,

(d)   IEC reports (including elections results and referendum questions and results), and

(e)   elections and referendum packages, including written consent to act as a director and all resolutions.

(f)   referendum questions and results,

Financial Records

20.7   Finance Coordinators are responsible for all financial records.

20.8   The following Financial Records are to be kept for a period identified in the Records Retention table:

(a)   budgets,

(b)   accounts payable and receivable reports,

(c)   government remittances,

(d)   payroll records, and

(e)   audited financial statements

20.9   The following Financial Records are to be kept for a period identified in the Records Retention table:

    (a)   contracts and amendments,

    (b)   deeds,

    (c)   leases,

    (d)   rental agreements,

    (e)   insurance policies,

    (f)   licenses, and

    (g)   certifications.

Other Records

20.10   The Administrative Services Department Liaison is responsible for all other records that are subject to this policy.

20.11   The following records are to be kept indefinitely:

    (a)   legal records (e.g. court cases and arbitrations), and

    (b)   grievance records.

Records Retention Table

Record	Retention Period	Relevant Legislation	Owner
Administrative Records: personnel records for staff, interns, practicum students and administrative volunteers, including: - resumes, - all hiring documentation, - performance reviews,	One year	Personal Information Protection Act (PIPA), SBC 2003 *Section 35 (1)*	Admin

- disciplinary actions, - emergency contact and medical information			
Administrative Records: meeting minutes for the Board of Directors, Board Committees, Staff Committees, Occupational Health and Safety Committee and Labour/Management Committee	(a)the record is no longer relevant to the activities or internal affairs of the society, and (b)10 years have passed since the record was created or, if the record has been altered, since the record was last altered.	BC Societies Act *Sec. 21*	Admin
Administrative Records: documentation of unusual occurrences and complaints,	One year	Personal Information Protection Act (PIPA), SBC 2003 *Section 35 (1)*	Admin
Administrative Records: Board Reports, Annual General Meeting minutes, and other	(a) the record is no longer relevant to the activities or internal affairs	BC Societies Act *Section 21*	Admin

Society meeting records	of the society, and (b) 10 years have passed since the record was created or, if the record has been altered, since the record was last altered.		
Society Records and Governance Records: - SFSS Constitution and By-laws, and documentation of filed changes to these documents - statement of directors, register of directors, and statement of the registered office of the Society, and documentation of filed changes to these documents - IEC reports (including elections results and referendum questions and results) - elections and referendum packages, including written consent to act as a director and all resolutions	(a) the record is no longer relevant to the activities or internal affairs of the society, and (b) 10 years have passed since the record was created or, if the record has been altered, since the record was last altered.	BC Societies Act *Section 21*	CRPC Department

Financial Records: - budgets, - accounts payable and receivable reports, - government remittances, - payroll records, and - audited financial statements	Current tax year plus an additional six years (7 years)	Canadian Revenue Agency Information Circular (*IC78-10R5 Books and Records Retention/Destruction*): - Income Tax Act *Section 230/230.1* - Employment Insurance Act *Section 87* - Canada Pension Plan *Section 24*	Finance Department
Financial Records: f. contracts and amendments, g. deeds, h. leases, i. rental agreements, j. insurance policies, k. licenses, and l. certifications.	Current tax year plus an additional six years (7 years)	Canadian Revenue Agency (*IC78-10R5 Books and Records Retention/Destruction*) - Income Tax Act Section 230/230.1 - Employment Insurance Act Section 87 - Canada Pension Plan Section 24	Finance Department

PP-21: RISK MANAGEMENT

Policy

21.1   The Administrative Services Department Liaison, working with the President and staff, and other stakeholders will identify and reduce or eliminate risks to people, organizational property, and interests that may be present in SFSS operations.

Process

21.2   The Administrative Services Department Liaison and the President will ensure that actions are taken to minimize and contain the costs and consequences in the event of harmful or damaging incidents arising from those risks and provide for adequate and timely restoration and recovery from the impact of such consequences.

21.3   The Administrative Services Department Liaison will develop an annual risk management plan, which will include the following items:

(a)   identification and evaluation of risks,

(b)   strategies to minimize risks and their impact (e.g. safety training, media training, security precautions, and emergency procedures),

(c)   strategies to contain the harmful effects of an event,

(d)   restoration and recovery planning in the event of harmful events, including provision of feedback to improve the system, and

(e)   regular monitoring and annual updating of the risk management plan.

21.4   The risk management plan will be shared with employees and the Board of Directors in order to increase their awareness of how their actions can contribute to or mitigate against risk, and how they can also become involved in mitigating the negative impact of any potentially damaging events or circumstances.

21.5   At year end, the The Administrative Services Department Liaison will review and analyze the plan, any actions that have been taken and recommendations that have been generated.

21.6   At year end, the The Administrative Services Department Liaison will present a summary report to the Board and employees.

PP-22: CODE OF CONDUCT

Policy

22.1   Employees (paid staff and volunteers) should always conduct themselves in a professional manner appropriate to a member-service environment, including:

      (a)   maintaining an appropriate and respectful atmosphere for members,

      (b)   being courteous, friendly and cooperative, and

      (c)   showing respect for members.

22.2   Abusive language, disrespect for clients or fellow employees, and engaging in sexual or other forms of personal harassment will not be permitted.

PP-23: USE OF TELEPHONES

Policy

23.1   SFSS telephones are for official business only. Personal telephone calls during working hours are discouraged and should be kept to a minimum. If it is necessary to make a personal telephone call, it should be done at a break time unless it is an emergency situation.

23.2   Staff members are reminded that no information regarding another staff member is to be given out to anyone by telephone. All requests for information regarding staff members, including requests for telephone numbers, must be referred to the Administrative Services Department Liaison or the President.

23.3   Only SFSS business-related long distance calls shall be made from SFSS phones.

23.4   Use of personal mobile phones, tablets and other devices for personal purposes is only permitted during approved breaks.

23.5   Should it be determined by the The Administrative Services Department Liaison that specific employees need to have regular access to a mobile phone to conduct their work, the Employer will either provide the employee with a phone for this purpose, or provide compensation for the employee's use of their personal phone for work related purposes as per their employment contract or Collective Agreement.

PP-24: EMAIL, VOICEMAIL, AND INTERNET USE

Policy

24.1   Staff and volunteers may use email, voice mail, and internet services for work related purposes during scheduled hours of work. Please note that this policy and all procedures are in effect at all times when using equipment that is the property of SFSS.

24.2   Communications systems and all data contained in the communications systems, including email and voicemail, are the property of the SFSS.

24.3   All employees are required to provide accurate usernames and passwords for all voicemail, email, social media, and Internet accounts used for SFSS business.

24.4   SFSS communication and computer systems, including email, intranet, and internet access are intended for business purposes.

24.5   Use of SFSS communication systems must be lawful, ethical, and consistent with SFSS professional reputation, standards, policies, procedures, and guidelines.

24.6   There is no right to privacy for employees or volunteers regarding the use of SFSS communications systems or the data contained in the communications systems, including e-mail, voice mail, and internet use.

24.7   SFSS may access, inspect, retrieve, review, read, copy, store, archive, delete, destroy, distribute, or disclose to others (including courts and law enforcement authorities) all communications systems data and uses, including e-mail, voice mail and Internet use, without any further notice as may be considered necessary or appropriate.

Process

24.8   Email signatures should include the following text:

> "*This email and any attached files are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error, please delete the email (including your incoming and trash files), and notify the sender immediately by email or by telephone. Please note that all email communication sent from and received by this address is the property of the Simon Fraser Student Society.*"

Internet Use

24.9   The internet must not be used for reasons which include, but are not limited to, the following:

(a)   browsing that is unrelated to workplace projects,

(b)   personal use,

(c)   accessing, downloading, possessing, making, or distributing offensive material such as pornography,

(d)   issuing threats,

(e)   making slanderous comments,

(f)   using racist, sexist, homophobic, or abusive language,

(g)   participating in activities that have the potential for copyright infringement,

(h)   accessing other employees' messages without specific authorization,

(i)   advertising or listings for personal benefit,

(j)   creating personal web pages, and

(k)   participating in 'chat lines' unless authorized by a program manager.

24.10   The Internet is not a secure environment. Do not assume any activities are private.

24.11   If employees suspect that their password has become compromised, they must immediately contact The Administrative Services Department Liaison and their Supervisor.

24.12   Unauthorized bypass or any attempt to circumvent any security system is prohibited.

24.13   Users must comply with all applicable laws and regulations and must respect the legal protection provided by copyright and licenses with respect to both programs and data.

24.14   Internet usage must be able to withstand public scrutiny and or disclosure. Users must avoid accessing sites that might bring SFSS into disrepute, such as those that carry offensive material.

24.15   Sensitive information must not be transmitted via or exposed to Internet access without appropriate consent, safeguards in place and provisions respected.

24.16   For personal improvement, or information gathering, staff and volunteers may use the Internet outside of scheduled hours of work, provided that the supervisor has approved such use. Such use will be consistent with accepted professional standards of

conduct and cannot be used for personal financial gain. The approval will be documented and placed in the employee's personnel file.

24.17   Internet Relay Chat channels, social media or other internet forums such as newsgroups or net servers may be used only to conduct work related business, including technical or analytical information exchange.

24.18   Users must not attempt to obscure the origin of any message or download material under an assumed Internet address.

24.19   Allegation of inappropriate use of the Internet will be reviewed by the Administrative Services Department Liaison or the President and may lead to disciplinary action up to and including dismissal.

PP-25: SUBSTANCE MISUSE

Policy

25.1   Any Employee reporting for duty under the influence of alcohol, drugs, or other substance(s) that impairs their judgement, ability to perform work as per their job description, endangers their health or safety, or the health or safety of other persons, will not be permitted to remain on the premises.

25.2   Should employees wish to receive information on the services available to address substance misuse problems, the employer will provide supportive referral to the Employee Assistance Program or an appropriate on- or off-campus service.

25.3   Storage, possession, or consumption of alcohol or non-prescribed drugs by any employee on the premises is prohibited.

25.4   Violation of this policy will be grounds for discipline up to and including termination.

Process

25.5   On a first offence, the Employee shall be sent home for the remainder of their shift without pay and be given a written warning regarding the seriousness of the incident. The Employee will be encouraged to seek counselling or support.

25.6   On a second offence, the Employee will face serious disciplinary measures up to and including dismissal.

25.7   In the event that the job performance of an employee is impaired by a prescription or non-prescription medication, employees may be sent home on sick leave, and may be required to supply a doctor's certificate.

PP-26: USE OF SOCIAL MEDIA

Policy

26.1   This policy governs publication and commentary on social media by employees of SFSS. Authorized employees of SFSS will use social media tools to introduce and promote programs and initiatives, to bring recognition to members of SFSS and the broader community for their support, and to bring attention to articles and issues of relevance. This policy is in addition to and complements any existing or future policies regarding the use of technology, computers, e-mail, and the Internet.

Definitions

26.2   **Social media:** Any facility for online publication and commentary, including but not limited to blogs, Snapchat, wiki's, social networking sites such as Facebook, LinkedIn, Twitter, Flickr, Pinterest, and YouTube.

Process

26.3   All social media posts to be completed by the Communications Coordinator, the Women's Centre Coordinator, the Out on Campus Coordinator, and the Digital Media Assistant. Should any of the aforementioned positions be unavailable to perform this function, employees will seek permission from their supervisors or managers before publishing social media content.

26.4   Unless authorized by the The Administrative Services Department Liaison or the President, SFSS employee(s) may not publish or comment via social media in any way during work hours or while using work facilities, or in any way that suggests they are doing so in connection with SFSS.

26.5   Social media identities, login ID's, and user names may not include the SFSS name or logo without prior approval from The Administrative Services Department Liaison.

26.6   Assistance in setting up social media accounts and their settings may be obtained from the SFSS Communications Coordinator.

26.7   Publication and commentary on social media carries similar obligations to any other kind of publication or commentary. Users must comply with the laws governing copyright and fair use/fair dealing of copyrighted material owned by others, including SFSS copyrights and brands. Short excerpts only should be posted of someone else's written work or image, and must be attributed to the original author/source. Wherever possible users will provide links to written work reference rather than reproducing the entire work.

26.8   All users of social media must follow the same ethical standards that SFSS employees must otherwise follow:

> (a)   Users will exercise good judgment before posting content/comments, i.e., consider how the content/comments will reflect on SFSS.

(b)   Users will refrain from any content or comment that is defamatory, demeaning or could be reasonably interpreted as offensive.

(c)   Users will not disclose confidential information including personal member information, vendor and service provider information, and financial information.

26.9   Questions regarding appropriate use shall be directed to the President.

26.10   Prohibited uses of social media include:

(a)   breaching applicable laws or SFSS policies,

(b)   sending threatening, harassing, or discriminatory messages,

(c)   misrepresenting the User's identity as a poster and/or sender of messages and content,

(d)   infringing upon the copyright of computer programs, data compilations and all other works (literary, dramatic, artistic, or musical),

(e)   infringing upon the legal protection provided by trademark law and the common law for names, marks, logos, and other representations that serve to distinguish the goods or services of one person from another,

(f)   failing to maintain the confidentiality of passwords, access codes, or identification numbers used with SFSS social media systems,

(g)   seeking information on passwords or information belonging to another User without authorization,

(h)   destroying, altering, dismantling, disfiguring or disabling SFSS social media systems without authorization,

(i)   attempting to circumvent security controls on SFSS social media systems without authorization,

(j)   knowingly introducing a worm, virus, or other malware, and k. engaging in any uses that result in the loss of another user's information without authorization.

26.11   Failure to abide by the guidelines in the policy may lead to disciplinary action, up to and including termination.

PP-27: SENTINEL EVENTS

Policy

27.1   The SFSS will deal with sentinel events in a timely manner through investigation and response, and provide support to those people who have been affected by the event.

Definitions

27.2   **Sentinel events:** Unexpected occurrences that can lead to serious physical or psychological injury of staff or volunteers

Process

27.3   During sentinel events, all staff actions will be guided by following safety standards and our code of ethics:

   a. Staff are expected to protect their own safety and that of their members and volunteers where possible.
   b. They are to ask other staff or emergency personnel for help/support where it is safe to do so.
   c. Staff are to move themselves, volunteers, and persons served away from violent situations or situations they perceive may become violent where they can (e.g. in the event of a robbery, staff will hand over any funds/goods requested).

27.4   Staff, volunteers, and members will be encouraged to seek support that is most helpful for them (e.g. debrief with team, counselling, critical incident stress debriefing). This will be documented as part of the SFSS Incident Report Form.

27.5   Sentinel events will be reported and documented.

27.6   Sentinel events will be investigated by the Administrative Services Department Liaison and the President where necessary, or their designate.

PP-28: CODE OF CONDUCT

Policy

28.1   All employees and volunteers will deliver services and conduct SFSS business in accordance with the following:

(a)   The informed consent and voluntary participation of the member served in decisions about service.

(b)   Privacy and confidentiality protections for members.

(c)   Member rights to file complaints in accordance with prescribed procedures that will not result in retaliation or barriers to service.

28.2   SFSS Staff and volunteers will serve members in accordance with the Human Rights Act. They shall not discriminate against a person or class or persons because of the race, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or that group or class or persons. More information on the obligations of SFSS staff and volunteers can be found in the Human Rights Act, accessible via http://www.bclaws.ca/Recon/document/ID/freeside/00_96210_01.

Process

28.3   SFSS staff and volunteers shall:

(a)   treat one another and all members served in such a way as to preserve their dignity and communicate respect and fairness.

(b)   protect the confidentiality of all information, records and material acquired professionally or otherwise through their employment with SFSS by understanding and adhering to the our Confidentiality Statement, the Federal Privacy Act, the Freedom of Information and Protection of Privacy Act, and any other relevant government acts and regulations.

(c)   conduct business on behalf of the SFSS with integrity and honesty, ensuring that selection of vendors is accomplished through a consistent and fair process. Any advertising or marketing will represent SFSS practices and policies honestly and truthfully. The Society will not willfully or knowingly waste, abuse or fraudulently use Society resources.

(d)   clearly understand and respect the differences between professional and personal relationships with members, colleagues and Board of Directors and will behave in ways appropriate to these differences. All personnel will be consistently aware of managing their personal boundaries in their interactions so as to avoid using undue or unhealthy influence and/or inappropriate use of power.

(e)   provide services in a manner that promotes integrity and ethical decision-making with the primary purpose being professional responsibility, not personal preference. When a conflict exists, priority is always given to the needs and rights of the member.

(f)   accept full and complete accountability for their own acts and omissions, exhibiting self-discipline and the pursuit of excellence in all activities.

(g)   participate and cooperate in expressing and resolving their own and other's grievance processes and outcomes.

28.4   SFSS staff and volunteers shall not:

(a)   behave in ways that pose a real or perceived conflict of interest during employment with respect to business, marketing and fundraising on behalf of SFSS, provide services, referrals, information, records and materials, recorded in any medium,

(b)   have a direct or indirect financial interest in the assets, leases, business transactions or professional services of SFSS.

28.5   After employment ends, nothing will be used for the person's own purposes or disclosed to any other party.

PP-29: PUNCTUALITY AND ATTENDANCE

Policy

29.1   It is the responsibility of every Employee to attend work as scheduled on a regular and consistent basis. Employees are expected to be punctual and ready to commence work at the start of their scheduled shift and to remain on duty until the stipulated completion of their shift. Employees who are unable to report for work at the scheduled time must advise their Supervisor and Administrative Services Department Liaison in advance so that necessary arrangements can be made.

29.2   Employees who are incapable of providing regular, consistent attendance may fail to meet the requirements for continued employment. Attendance is considered a criterion of performance and is measured when assessing overall Employee performance at work.

PP-30: COMPLAINTS

Policy

30.1   The Simon Fraser Student Society will respond to all complaints made by members or the general public regarding services, staff or our policies or practices.

30.2   We will:

(a)   be respectful of the complainant and communicate in a respectful manner,

(b)   gather pertinent information,

(c)   document their actions and information gathered,

(d)   behave in an ethical, honest and fair manner, and

(e)   advise the complainant as to the outcome of their complaint.

30.3   The complainant will:

(a)   be respectful of agency staff and volunteers, and communicate in a respectful manner, and

(b)   behave in an ethical, honest and fair manner.

Process

30.4   All recipients of SFSS services will be informed of their right to bring forward complaints regarding services they have received or SFSS policies or practices, and will be assured of a no-reprisal policy and practice regarding making a complaint. They will be informed of our procedure for reviewing all complaints, through posted notices in our offices.

30.5   All complaints shall be documented and investigated by the appropriate Coordinator. SFSS will respond to the complainant within five working days and inform them of the investigation process. Complainants will be informed of the outcomes resulting from their complaint.

30.6   If the complainant requires assistance or support to make their complaint, SFSS will either provide an advocate or refer the person to another agency that can provide an advocate.

30.7   The complaint, complainant, process of investigation, and any outcomes shall be recorded on a standardized form and submitted to the Administrative Services Department Liaison. The Administrative Services Department Liaison will ensure that

there is an annual summary and analysis of complaints, including a summary of resulting policy and practice changes. This report will be shared with SFSS leadership (executive, Board and staff).

30.8   Complaints alleging negligence or abuse shall be brought to the immediate attention of the Administrative Services Department Liaison and the President.

PP-31: WHISTLEBLOWING

Policy

31.1 The Simon Fraser Student Society has put in place governance and management systems that it believes will ensure that its business practices and the delivery of its services will meet the highest possible standards. The Board of Directors, employees, and volunteers are required to adhere to their applicable Code of Conduct. Nevertheless, the possibility that a breach of conduct may occur, either knowingly or unknowingly, will always exist.

31.2 The intent of this policy is not to supersede policies and mechanisms already in place that encourage accountable business and service delivery practices or the complaint processes that exist for people to voice their concerns. This policy is an added layer of protection to those who make a good faith disclosure of improper activity on the part of the SFSS Board of Directors, management, employees, or volunteers. A good faith disclosure is one in which the complainant is bringing forward information that any reasonable person would consider evidence of improper conduct.

31.3 Anyone making a good faith disclosure will be protected from any harassment or retaliation. Any allegation that a member of the Board, management, employee, or volunteer of SFSS has harassed someone who has made a good faith disclosure will be investigated. If the allegation is proven, the person accused of harassment or retaliation will be subject to a disciplinary process. A complainant who is determined to be not acting in good faith will also be subject to a disciplinary process.

31.4 A person acting in good faith is anyone who has reasonable grounds to believe that the information they are bringing forward constitutes a breach of the code of conduct or is a violation of the law. This policy is not meant to protect someone who knowingly makes an allegation of improper conduct that they know is false.

Process

31.5 Complaints will be forwarded to the Administrative Services Department Liaison. If the complaint is related to the Administrative Services Department Liaison, then it should be forwarded to the President of the SFSS Board of Directors.

31.6 The complaint will be in writing and will provide details regarding the alleged improper conduct. The Administrative Services Department Liaison or President shall meet with the complainant as required and will make a determination as to whether an investigation is required.

31.7 If an investigation is required, the Administrative Services Department Liaison or President shall lead the investigation. Alternatively, they may choose to delegate this task to a third-party.

31.8   Once the investigation is complete, the results will be shared with the complainant and with the person named in the complaint.

PP-32: BULLYING AND HARASSMENT

Policy

32.1   The Simon Fraser Student Society (SFSS) promotes a work environment that is characterized by professionalism, collegiality, and harmony. This policy prohibits conduct defined below as either personal or sexual harassment or bullying. The SFSS will not tolerate personal or sexual harassment or bullying in any interactions connected to our work. Where such conduct is found to have occurred, the SFSS may take disciplinary action, up to and including termination. This policy is not intended to constrain normal social interactions, nor does it.

32.2   As per WorkSafeBC, "bullying and harassment should not be confused with a manager or supervisor exercising authority as part of his or her job. Examples of reasonable management action might include decisions relating to a worker's duties, workloads, deadlines, transfers, reorganizations, work instructions or feedback, work evaluation, performance management, or disciplinary actions."

32.3   This policy is not meant to protect someone who knowingly makes an allegation of improper conduct that they know is false.

Purpose

32.4   The purpose of this policy is to assist all employees in identifying and preventing personal and sexual harassment and bullying in the workplace, and to provide procedures for handling and resolving complaints. It is intended to promote the well-being of everyone in the workplace and to foster the values of integrity, trust, and respect that are essential for a sound organization.

Application and Scope

32.5   This policy applies to all bargaining unit staff, non-unionized staff, and management. This policy applies to all situations where activities are connected to work with, or completed on behalf of, the SFSS, including:

   (a)   Activities on the premises of SFSS;

   (b)   Work assignments outside of the premises of SFSS;

   (c)   Work-related training sessions, education seminars, and conferences;

   (d)   Work-related travel;

   (e)   Work-related social functions that are sponsored or organized by SFSS.

Definitions

32.6   **Bullying:** Workplace bullying usually involves repeated incidents or a pattern of behaviour that is intended to intimidate, offend, degrade, or humiliate a particular person or group of people.

32.7   **Harassment:** Harassment in the workplace can include "engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome", or "any vexatious behaviour in the form of repeated and hostile or unwanted conduct, verbal comments, actions or gestures, that affects an employee's dignity or psychological or physical integrity and that results in a harmful work environment for the employee."

Process

32.8   Employees with bullying or harassment complaints should direct them to the Administrative Services Department liaison who will act as the initial investigator. Should the complaint involve union-excluded staff, the complaint should be directed to the President, who will act as the initial investigator. Complaints should be submitted in writing, be specific and include the names of possible witnesses.

32.9   Reported complaints are measured against the Bullying and Harassment Policy. If, after reviewing the complaint, it is deemed that an investigation is warranted, a third-party investigator may be appointed to develop and implement an investigation, which may require the implementation of interim workplace measures.

32.10   Investigations shall be conducted as quickly as possible, and a complainant will ultimately be informed of the outcome of the complaint process regardless of whether any action is taken against the alleged harasser.

PP-33 MEAL PERIODS AND RELIEF PERIODS

Policy

33.1   In order to ensure that Society services are delivered in a professional atmosphere that fosters a healthy, balanced workplace, all staff are required to take all their meal periods and relief periods, as provided for in the Collective Agreement, and take them outside of any Society office space.

Standards

33.2   Society office spaces include:

(a)   management offices,

(b)   General Office,

(c)   Surrey Office,

(d)   Finance Office,

(e)   Resource Office, including the Communications Office, Student Union Organiser Office, and Campaigns, Research, and Policy Coordinator Office,

(g)   Women's Centre, and

(h)   Out on Campus.

33.3   Society staff may take their breaks, including their lunch break, in the SFSS break room or elsewhere on campus.

PP-34: SAFELY WORKING ALONE POLICY

Policy

34.1   The Society acknowledges that individuals may have to deviate from the regular office hours (Monday – Friday, 9:00 am to 4:00 pm) in order to facilitate programming and events for their departments. The SFSS and the Joint Health and Safety Committee strive to take all measures possible to protect the health and safety of all its employees and minimize risks associated with employees working alone. This policy applies to all employees, who shall use this guideline while working alone and/or in physical isolation.

Standards

34.2   In accordance with the Workers Compensation Act, Occupational Health and Safety Regulation, (Sections 4.20 – 4.23), working alone is defined as "*working in circumstances where assistance may not be readily available to the worker in a case of emergency*", workplace injury or ill health.

34.3   The SFSS is committed to minimizing safety risks by:

(a)   ensuring that all employees receive safety training and/or instructions with detailed, updated safety protocols during their Orientation,

(b)   ensuring that routine safety inspections are conducted, hazards are identified and eliminated or minimized,

(c)   promoting safe work practices within the workplace though staff meetings and/or the Joint Health and Safety Committee meetings.

Process

34.4   Employees working alone must inform and obtain their Supervisor's approval in advance.

34.5   Employees shall comply with the Safely Working Alone policy and other safety protocols highlighted during the orientation and safety training.

34.6   At the time of working alone, employees must register to the "Lone Workers Program". They must contact Campus Public Safety and let them know their location and the time they expect to be finished with their tasks. The staff must call Campus Public Safety to check-in every 2 hours; or the predetermined time or intervals. If they do not check in, security will attempt to get in touch with the person via phone. If they do not answer, then security personnel will be sent to the employee's location to verify their safety and wellbeing.

34.7   All SFSS employees shall participate in risk assessment of hazards and controls, and report any concerns to their immediate supervisor.

Campus Public Safety Contacts

Emergency Line (Urgent Security/ First Aid)   778-78**2-4500**

Non-Emergency Line (Security/ Safe Walk)   778-78**2-7991**

PP-35: PROFESSIONAL AND PERSONAL DEVELOPMENT

Policy

35.1   The Society acknowledges that professional and personal development is integral to an Employee's job satisfaction, workplace productivity, and is critical to the achievement of the Society's mission and vision of continuous improvement in the quality of its department programs and services.

35.2   The Society is committed to providing a supportive and rewarding environment for employees and recognizes that the quality and professionalism of Employees are linked to the further development of their skills and competencies.

35.3   The Society undertakes that, through Professional Development, it will encourage and assist Employees to:

(a)   acquire the knowledge and skills needed to maximize their performance in their current position,

(b)   acquire new competencies in response to, or in preparation for, changing position requirements or new position opportunities,

(c)   develop and/or redirect their career as individual or as organizational needs evolve,

(d)   acquire knowledge and understanding regarding Code of Conduct and Health and Safety.

Standards

35.4   All Permanent full-time employees and Designated Assistants as described in the Collective Agreement are eligible to apply for Professional and Personal Development.

   (a)   A Permanent full time Simon Fraser Student Society Employee is eligible for reimbursement of 100% of the course costs of professional and personal development courses, conferences and educational programs approved by their supervisor, up to a maximum of $2,000.00 in any one (1) fiscal year. This amount is an annual eligibility and cannot be carried forward to future fiscal years. The expenses covered by this fund may include tuition costs, examination fees, textbooks and required course material.

   (b)   Designated assistants shall be eligible for professional development after completion of one (1) year of service with the Society. Requests for professional development for designated assistants shall be supported by their supervisor, reviewed on a case by case basis and granted as the budget allows.

35.5   **Required Professional Development:** The Administrative Services Department Liaison or President may suggest and/or decide that it is necessary for an Employee to acquire a particular skill, to learn specific material, or to earn specific qualifications in order for them to carry out the duties attached to their existing position. This includes continuing education courses for the maintenance of licenses that are a requirement of the employee's position as highlighted in their job description.

(a)   When an employee is required to attend a professional development program, the time spent in attendance shall be counted as time worked (paid out as straight time), the full fees and related costs, i.e., materials, travel and per diem, etc. shall be paid by the Employer. The Society will also grant leave with pay to attend the courses and write examinations, subject to operational requirements.

35.6   **Elective Professional Development:** In performance review procedures, the designated manager or The Administrative Services Department Liaison may encourage the employees to explore their available professional development options.

(a)   Where an employee wishes to pursue education or training independent of the suggestions provided by the The Administrative Services Department Liaison, or where the The Administrative Services Department Liaison has not required that person to acquire a particular skill, learn specific material, or earn specific qualifications to carry out the duties attached to their existing position, the Society shall strive to facilitate related education and/or training through:

(i)   approving (at the discretion of the The Administrative Services Department Liaison and operational needs) any rearrangement of working hours that would assist such development,

(ii)   permitting use of the organization's equipment or services that would assist in that development outside of the regular work hours,

(iii)   granting leave with pay to attend the course or write examinations on regular workdays, subject to operational needs,

(iv)   reimbursing the employee's course related fees upon its successful completion.

(b)   The employee may not bank hours or take time off in lieu if the course is taken during non-working days. Travel costs, accommodations and per diem, etc. shall be subject to review by the The Administrative Services Department Liaison or management for reimbursement.

35.7   **Personal Development:** If a permanent employee wishes to take course(s) at any accredited institution, the Society shall grant leave without pay for up to five (5) hours per week to attend the course and examinations. Cost of the course(s), related materials, travel and per diem shall be subject to review by the management for reimbursement.

Process

35.8   An Employee shall prepare a proposal for Professional and Personal Development application using the provided Professional and Personal development form. The employees are recommended to reach out to the immediate supervisor to discuss and refine their proposals.

35.9   The proposal and application must be submitted to the Staff Liaison Officer by the Shop Steward at least 7 calendar days **prior** to initiating the registration to the courses, conferences or seminars.

35.10   Any necessary arrangements for time off must be approved in advance by the designated manager. The employee and the department head are responsible for ensuring that education does not interfere with the department's normal level of service.

35.11   The Employee must be on the payroll both at the start and the conclusion of the course. Any course related work or assignments are to be completed outside of regular work hours.

35.12   For professional development totaling up to and including $500.00, proof of successful completion of the education and proof of fee payment must be submitted to Human Resources and Finance Coordinators for reimbursement.

35.13   For professional development over $500.00, authorized Simon Fraser Student Society credit cards may be used to remit payment prior to the completion of the education, provided an approved Professional and Personal Development form has been submitted to Human Resources and Finance Coordinator.

35.14   Upon successful completion of the Professional Development education, employees shall discuss the program summary and learning outcomes with other employees at meetings scheduled during working hours. If the courses or programs are related to job duties in the workplace, employees will establish a collection of related written and visual material, if necessary.

APPENDICES

Property Management Policies

PMP-1: PROPERTY MANAGEMENT SUPPORT REQUEST

Policy

1.1   The President, VP Finance, the Administrative Services Department liaison are responsible for administering the relationship with leaseholders to Society administered spaces.

Supports

1.2   Vendors leasing spaces administered by the Society.

Process

1.3   Any lease holder seeking information or support from SFSS as their landlord must submit a completed Property Management Work Order Form.

1.4   The Build SFU General Manager will:

    (a)   confirm the receipt of any work order with the requester,

    (b)   determine the appropriate response to the request,

    (c)   submit any required invoices or cheque requisitions to the Finance Department for processing and copies to the requester for record keeping, and

    (d)   confirm requester needs have been addressed.

1.5   A feedback form will be made available to all requesters using the property management support service.

Retail Service Policies

RSP-1: BUTTON MAKER RENTAL AND MATERIAL SALES

Policy

1.1   The General Office is responsible for the administration of the button maker rental and material sales service at the Burnaby campus. The VP Finance will serve as oversight for this service and will work to ensure the process does not break down.

1.2   The Surrey Campus Coordinator is responsible for the administration of the button maker rental and material sales service at the Surrey campus. The VP Student Services will serve as oversight for this service and will work to ensure the process does not break down.

Supports
1. Directors
2. Staff
3. Members

Process

1.3   Anyone wishing to rent the button maker or purchase button maker materials must present themselves to the General Office or Surrey Campus Office and complete a Button Maker Rental of Materials Purchase Order Form.

1.4   The General Office or Surrey Campus Coordinator will:

(a)   administer requests on a first come first served basis,

(b)   confirm the cost of the request with the requester,

(c)   receive payment for the rental or purchase before providing the requester with any materials.

1.5   A feedback form will be made available to all requesters using the button maker rental and material sales service.

RSP-2: PORTABLE SINK RENTAL

Policy

2.2   The General Office is responsible for the administration of the portable sink rental service at the Burnaby campus. The VP Finance will serve as oversight for this service and will work to ensure the process does not break down.

Supports
1. Directors
2. Staff
3. Members

Process

2.3   Anyone wishing to rent the portable sink must present themselves to the General Office or the Surrey Campus Office and complete a Portable Sink Rental Order Form.

2.4   The General Office will:

    (a)   administer requests on a first come first served basis,

    (b)   confirm the cost of the request with the requester,

    (c)   receive payment for the rental or purchase before providing the requester with any materials.

2.5   A feedback form will be made available to all requesters using the portable sink rental service.

RSP-3: ONE-DAY PARKING PASS SALES

Policy

3.1   The General Office is responsible for the administration of the one-day parking pass sales service at the Burnaby campus. The VP Finance will serve as oversight for this service and will work to ensure the process does not break down.

Supports

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

Process

3.2   Anyone wishing to purchase a one-day parking pass must present themselves to the General Office and complete One-Day Parking Pass Order Form.

3.3   The General Office will:

(a)   administer requests on a first come first served basis,

(b)   confirm the cost of the request with the requester,

(c)   receive payment for the purchase before providing the requester with the pass.

3.4   A feedback form will be made available to all requesters using the one-day parking pass service.

RSP-4: MEETING SPACE RENTAL

Policy

4.1   The General Office is responsible for the administration of the meeting space rental service at the Burnaby campus for designated spaces. The VP Finance will serve as oversight for this service and will work to ensure the process does not break down.

Supports

1. Simon Fraser University

Space Rental Options

1. MBC 2290
2. MBC 2292
3. MBC 2294
4. MBC 2296
5. Undergrounds
6. Forum Chambers

Process

4.2   Anyone wishing to rent space must complete a Space Rental Order Form.

4.3   The General Office will:

(a)   administer requests on a first come first served basis,

(b)   confirm the cost of any booking with the requester,

(c)   submit any required invoices or cheque requisitions to the Finance Department for processing and copies to the requester for record keeping,

(d)   confirm bookings in writing with the requestor, and

(e)   ensure bookings are reflected in the corporate calendar.

4.4   A feedback form will be made available to all requesters using the space rental service.

RSP-5: HARD COPY TICKET SALES

Policy

5.1   The General Office is responsible for the administration of the Student Event Ticket Sales service at the Burnaby campus. The VP Finance will serve as oversight for this service and will work to ensure the process does not break down.

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

Supports
1. Directors
2. Staff
3. Members

Process

5.3   Hard copy tickets can be sold for an SFSS-related event so long as they adhere to the following:
    a. 40% of the total amount of tickets allotted, or a total maximum of $2,500 in ticket value can be hard copy tickets.

5.4   Acceptable methods of payment for hard copy tickets can include:
    b. Cash,
    c. Debit (via Square App or General Office), and
    d. Credit (via Square App or General Office).

5.5   Hard copy ticket sellers cannot carry more than $300 at any given time.
    e. A list of ticket sellers must be recorded and shared with Management and should be limited to Board members and/or Events Committee at-large members only, and
    f. Once the sale amount exceeds $300, a deposit needs to be made at the General Office.

5.6   Any existing ticket designs must be verified by the Communications Coordinator, or new ticket designs can be created by the Communications Coordinator.
    g. The GST Registration Number (#107981870RT0001) must be printed on each ticket, and
    h. Hard copy tickets can be requested to be printed by the Communications Coordinator by completing the appropriate Work Order Request Form, paying mind to request timelines.

5.7   Any discrepancies must be reported immediately to the General Office Coordinators or the Finance Coordinators or the VP Finance, and they reserve the right to cancel hard copy ticket sales.

STAFF-LED EVENTS POLICIES

EP-1: AD-HOC EVENT PROPOSALS

Policy

1.1   The General Office, Surrey Campus Coordinator, and Student Union Organiser are responsible for supporting the development of all event proposals, and filing a copy of each. The VP Student Life will serve as a Board liaison for this function and ensure that this process does not break down.

Definitions

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

Supports
1. Directors
2. Staff

Process

1.3   Anyone wishing to host an ad-hoc Society event must submit an Event Proposal Form.

1.4   The General Office, Surrey Campus Coordinator, and Student Union Organiser will:

   (a)   receive and file a copy of all ad-hoc event proposals, and

   (b)   consult with the requester for additional details where required.

1.5   A feedback form will be made available to all requesters using the event proposal consultation and filing service.

EP-2: EVENT BUDGETS

Policy

2.1 The General Office, Surrey Campus Coordinator, and Student Union Organiser are responsible for supporting the development of all event budgets, and filing a copy of each for record keeping. The VP Student Life will serve as a Board liaison for this function and ensure that this process does not break down.

Definitions

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

Supports

1. Directors
2. Staff

Process

2.3 Anyone wishing to host an ad-hoc Society event must submit an Event Budget Proposal.

2.4 The General Officer, Surrey Campus Coordinator, and Student Union Organiser will:

    (a) receive and file a copy of all event budget proposals, and

    (b) consult with the requester for additional details where required.

2.5 A feedback form will be made available to all requesters using the event budget proposal consultation and filing service.

EP-3: EVENT REPORTS

Policy

3.1   The General Office, Surrey Campus Coordinator, and Student Union Organiser are responsible for supporting the development of all ad-hoc event reports, and filing a copy of each for record keeping. The VP Student Life will serve as a Board liaison for this function and ensure that this process does not break down.

Definitions

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

Supports

1. Directors
2. Staff

Process

3.3   Anyone having hosted a Society event must submit an Event Report.

3.4   The General Officer, Surrey Campus Coordinator, and Student Union Organiser will:

(a)   receive and file a copy of all event reports, and

(b)   consult with the requester for additional details where required.

3.5   A feedback form will be made available to all requesters using the event report consultation and filing service.

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BRIEFING NOTE
June 5, 2020
Black In BC Community Emergency Support Fund Contribution

BACKGROUND

The uncertain nature of the COVID-19 pandemic has affected Canadians in various ways. The most marginalized are experiencing heightened levels of financial harm in a system already catered to those with power and privilege. Rooted in systemic anti-Black racism, Black people in Canada left to be one of the most vulnerable groups to this harm and they are in need of support to help keep their community safe.

Within the Black community of BC, there are people and families for whom this pandemic has already left in desperate, urgent, and precarious situations. Many of them have lost their means of income for the foreseeable future. Data on Black communities in Toronto and Montreal highlight disparities in the healthcare system, as well as access to resources. This has only been exacerbated by COVID-19 [1]. This pandemic, and the financial insecurity attached to it, means they are likely to experience a heightened threat of harm. In recognizing this heightened threat, Black in BC: Mutual Aid have launched a fundraising campaign to provide financial relief to community members who are in need.

The Black in BC Community Fund [2] is an emergency relief effort organized and fulfilled by Black organizers throughout BC. They call out to allies with financial means and resources to help further support their cause.

The funds raised through the initiative will be distributed in one time allotments of $150 to Black community members in BC. There is no expectation that the funds will be repaid. The funds raised will cover urgent costs of people in the Black community who are in need.

KEY CONSIDERATIONS

It is important to recognize that Black folks are on the front-line of COVID-19, overrepresented in working precarious jobs, and bearing the brunt of this pandemic [3]. Black people are struggling, especially given the current climate of the world in terms of police violence and systemic oppression. The SFSS has stated that it stands in solidarity with Black lives, as well as strive to create a future that is equitable for all. A part of this strive for equity includes financial stability within the Black community.

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RECOMMENDATION

The University of British Columbia AMS has pledged to donate an amount of $6,000.00 towards the Black in BC Community Fund. Given that UBC has an undergraduate population that is approximately double the size of Simon Fraser University, I ask that this be proportional to our donation. Therefore, I recommend a donation of $3,000.00 towards the The Black in BC Community Fund.

REFERENCES

1. Black neighbourhoods in Toronto are hit hardest by COVID-19 — and it's 'anchored in racism'
   https://globalnews.ca/news/7015522/black-neighbourhoods-toronto-coronavirus-racism/
2. Black in BC Community Support Fund for COVID-19
   https://www.gofundme.com/f/covid19-black-community-support-vancouver/
3. Canada's lack of race-based COVID-19 data hurting Black Canadians
   https://globalnews.ca/news/6892178/black-canadians-coronavirus-risk/

MOTION

Black In BC Community Emergency Support Fund Contribution

Whereas the Black community support initiative is a fundraiser for a low-barrier, emergency, micro-grant program for Black people in British Columbia who are experiencing financial hardship due to the COVID-19 pandemic,

Whereas Black people are disproportionately affected by COVID-19, due to systemic barriers,

Whereas the University of British Columbia AMS has pledged to donate $6,000 towards the Black in BC Community Support Fund for COVID-19,

Be it resolved, SFSS donates $3,000 towards the Black in BC Community Support Fund for COVID-19 from an appropriate line item to be decided by the Executive Director and the VP Finance.

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BRIEFING NOTE
June 5, 2020
Just Recovery For All Endorsement and House of Commons Brief Submission

BACKGROUND

As Canada responds to the COVID-19 health crisis and prepares to re-build, along with the rest of the world, organizations across the country are voicing to the government that society cannot "go back to normal".

"For years, we have witnessed the results of chronic underinvestment and inaction in the face of the ongoing, pre-existing crises of colonialism, human rights abuses, social inequity, ecological degradation, and climate change." [1]

The pandemic is an undeniable wake-up call for civil society and governments as to how fragile, inequitable, and unsustainable current systems are. For this reason, hundreds of organizations endorse the Principles of a Just Recovery. These principles were developed by organizations working together from communities across the country.

The 6 Principles for a Just Recovery:

- **Put people's health and wellbeing first. No exceptions**
    - Health is a human right and is interdependent with the health and wellbeing of ecological systems.
    - Recognizing this, ensure that all policies and programs address the social, economic and environmental determinants of health and are responsive to the climate emergency, which is, in itself, a health crisis.

- **Strengthen the social safety net and provide relief directly to people**
    - Focus relief efforts on people – particularly those who are structurally oppressed by existing systems.
    - Prioritize redistributive policies and social services that meet the immediate and long-term needs of all people and eliminate social, economic, and wealth inequalities. Rebuild a single-tier immigration

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system with permanent resident status for all.

- **Prioritize the needs of workers and communities**
  - Support must be distributed in a manner consistent with Indigenous sovereignty, a climate resilient economy, and worker rights, including safe and fair labour standards and a right to unionize. Improved conditions for essential service workers must be maintained beyond this crisis.
  - Bailout packages must not encourage unqualified handouts, regulatory rollbacks, or regressive subsidies that enrich shareholders or CEOs, particularly those who take advantage of tax havens. These programs must support a just transition away from fossil fuels that creates decent work and leaves no one behind.

- **Build resilience to prevent future crises**
  - We cannot recover from the current crisis by entrenching systems that will cause the next crisis.
  - We must invest in sustainable infrastructure and build resiliency within communities, ensuring that people can access public essential services, meet their basic needs, and engage in cultural and artistic expression.

- **Build solidarity and equity across communities, generations, and borders**
  - In a globalized world, what happens to one of us matters to all of us.
  - A Just Recovery must be guided by the principles of equity, solidarity, and sustainability across domestic and international relations. Recovery plans must honour and expand human rights, including the rights of Indigenous peoples, and advance gender equity while opposing authoritarian regimes and oppressive systems.

- **Uphold Indigenous Rights and work in partnership with Indigenous peoples**
  - A Just Recovery must uphold Indigenous Rights and include the full and effective participation of Indigenous Peoples, in line with the standard of free, prior, and informed consent.

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○ Indigenous Peoples require sustained resources and investments that stimulate Indigenous economies, create healthy communities, and protect the lands and waters. Indigenous communities need investment in infrastructure, along with social and health services.

KEY CONSIDERATIONS

This pandemic has amplified and further highlighted that the current ways of Canadian life are unsustainable. On October 5, 2019, Simon Fraser Student Society officially recognized that we are in a climate emergency and called on SFU, other public institutions, and government bodies at all levels to take more immediate and impactful actions to address the ongoing climate crisis.[2] This acknowledgement falls perfectly in line with the *Just Recovery For All* movement. The SFSS, along with the rest of society, has the unique opportunity to commit to re-creating a new normal – one that centres well-being and justice in a resilient economy.

The SFSS has been supporting students amidst the pandemic. This includes providing financial relief, academic advocacy, and pressure on the University to provide adequate support for students and workers. Just as the Society advocates within the University, it is imperative that we continue to meaningfully extend these advocacy efforts beyond SFU. The House of Commons is currently accepting briefs on Canada's COVID-19 response, particularly through the Standing Committee on Industry, Science and Technology.[3] Submitting a brief in line with the Principles of a Just Recovery is one way that the Society can contribute on a large-scale to advocate for equitable outcomes for students and everyone in Canada.

RECOMMENDATIONS

The SFSS should use the Principles for Just Recovery as a framework for future responses when it comes to building a sustainable future that prioritizes justice and well-being. I recommend the SFSS:

1. Endorse the Just Recovery Principles
2. Submit a brief on Canada's COVID-19 response to the House of Commons Standing Committee on Industry, Science and Technology

REFERENCES

1. 6 Principles for a Just Recovery
   https://justrecoveryforall.ca/
2. 7.2 Climate Strike and Divestment of Fossil Fuels - MOTION BOD 2019-10-04:06

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3. House of Commons Standing Committee on Industry, Science and Technology: Canadian Response to the COVID-19 Pandemic https://www.ourcommons.ca/Committees/en/INDU/StudyActivity?studyActivityId=10819646

MOTION
Just Recovery For All Endorsement and House of Commons Brief Submission

Whereas Canada is rebuilding during and after the COVID-19 pandemic,

Whereas hundreds of organizations have joined the movement for a Just Recovery,

Whereas the Principles of a Just Recovery align with the Society's guiding values of equity, community, empowerment, sustainability,

Whereas the House of Commons Standing Committee on Industry, Science and Technology is accepting briefs on Canada's COVID-19 response until June 19th, 2020,

Be it resolved, SFSS endorses the Just Recovery Principles.

Be it further resolved, the SFSS submits a brief, via the VP External, on Canada's COVID-19 response, to the House of Commons Standing Committee on Industry, Science and Technology.

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BRIEFING NOTE

June 12, 2020

Opposing TMX

BACKGROUND

Trans Mountain Expansion Project (TMX)

On August 31, 2018, the Federal Government of Canada purchased the controversial $4.5 billion Trans Mountain Pipeline Expansion project (TMX) from Kinder Morgan[1]. If completed, this expansion will triple the current oil pipeline's capacity from 300,000 barrels per day to 890,000 barrels per day[2]. Two months prior to the approval, Canada's Changing Climate Report found that Canada is warming at twice the rate of other countries due to climate change[3]. The project was later approved on June 18, 2019 – one day after The House of Commons declared a national climate emergency in recognition of Canada's commitment to meeting the carbon reduction outlined in the Paris Agreement[4]. Presently, the cost of the project has soared to $12.6 billion[5].

Despite years of pushback from multiple First Nations (on whose territories the path of the pipeline expansion is located), environmental organizations, the City of Burnaby, and the BC Provincial Government[6], the Federal Government is continuously contradicting its own commitment to reconciliation[7] and tackling climate change, and has disregarded the safety of Burnaby residents by going ahead with the project.

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[1] "It's Official—Trudeau Government Now Owns Trans Mountain Pipeline After Kinder Morgan Shareholders Approve Sale."

[2] Al Jazeera, "Nations Divided: Mapping Canada's Pipeline Battle."

[3] Canada, "Canada's Climate Is Warming Twice As Fast As Global Average - Canada.Ca."

[4] Rauhala, "On Monday, Canada Declared A 'Climate Emergency.' On Tuesday, It Approved A Pipeline Expansion.."

[5] "Cost Of Trans Mountain Expansion Soars To $12.6B | CBC News."

[6] "Timeline: Key Dates In The History Of The Trans Mountain Pipeline | CBC News."

[7] "Federal Court's Trans Mountain Ruling Betrays Principles Of Reconciliation | The Tyee."

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Tank Farm Safety

The Burnaby Terminal Tank Farm facility at which the transported oil will be stored for distribution to two local terminals – the Parkland refinery, and the Westridge Marine Terminal – is located right off the intersection of Gaglardi Intersection. As part of the TMX project, one tank from the existing 13 will be demolished and 14 new tanks will be built, bringing it to a total of 26[8]. This will significantly increase the safety risk of the Burnaby Mountain community which includes SFU (see fig.1). Notably, Burnaby Deputy Fire Chief Chris Bowcock conducted a risk analysis and found most, if not all parts of the tank farm expansion, to constitute a high safety risk to the surrounding communities[9] (see fig. 2 & 3). Similarly, SFU also released a report of Evaluation of Risk to SFU which had the same findings.[10]. If a fire does erupt, it could take up to 6 hours to coordinate an emergency response with Trans Mountain's own firefighting team being located in Kamloops, and the Burnaby Fire Department not having any jurisdiction inside the fenceline of the facility[11].

Consequently, if fires are not extinguished and contained in a timely manner, a hazardous explosion called a "Boilover" may occur. "Boilover is an explosive discharge of molten crude

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[8] "Burnaby Terminal."
[9] Bowcock, TRANS MOUNTAIN TANK FARM TACTICAL RISK ANALYSIS.
[10] PGL Environmental Consultants, Trans Mountain Expansion Project (TMEP): Evaluation Of Risk To SFU.
[11] "Emergency Response At Trans Mountain'S Burnaby Tank Farm Could Take 6 Hours: Report."

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oil from the tank to all potential areas inside of 10 - 15 times the diameter of the storage tank"[9]. In addition to a fire, the tank farm is located at a lower elevation than SFU, meaning that smoke and toxic fumes (such as Sulphur Dioxide and Hydrogen Sulfide) would spread to the Burnaby campus (see fig. 3). The potential health effects of high exposure to Hydrogen Sulfide include, but are not limited to: extremely rapid unconsciousness, falling into coma, and death[9]. There have been many similar tank farm facilities around the world that had caught fire and exploded[12][13][14], and experts have argued that such a project would never be approved in the UK or the European Union. Lastly in 2016, NDP candidate Sven Robinson successfully unearthed a previously suppressed audit report that found the tank farm facility has failed to meet "industry best practices"[15] which contradicts Trans Mountain's claim that their facility "are designed and operated to industry best practices"[16].

If a fire spread to the adjacent forest, access routes to/from SFU and infrastructure at the UniverCity and on campus could be compromised. This is summarized graphically below.
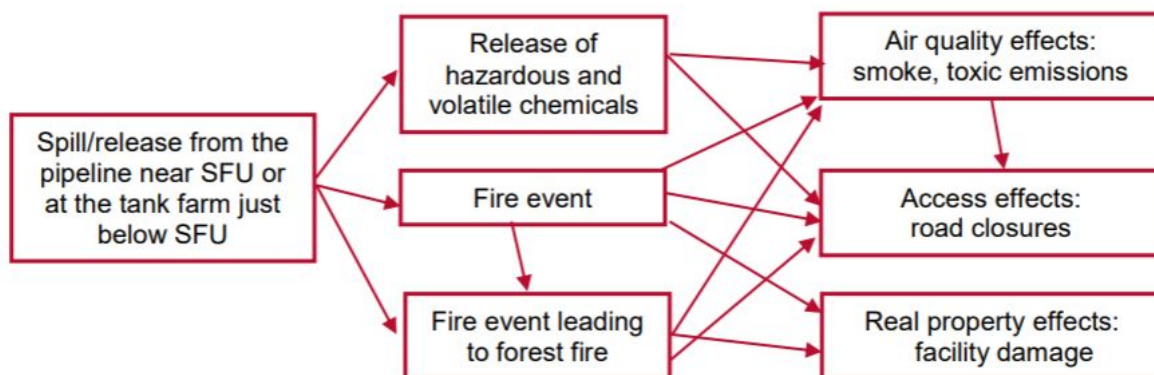

Fig. 1. Chain of events that increase risk to the Burnaby Mountain community.
http://world.350.org/vancouver/files/2017/02/5_SFU_TMEP-Risk-Summary-PGL.pdf

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[12]Hirsch, "Buncefield Depot Fire: Total Faces £750M Damages Bill."
[13]"Massive Fire At Crockett Fuel Facility Contained, Shelter In Place Lifted."
[14]"Fuel Storage Tank Fire Near Brazil's Santos Port Enters Fourth Day."
[15]Cruickshank, "Portions Of A Fire Safety Audit Of The Trans Mountain Pipeline Were Rejected By Canada'S Pipeline Regulator."
[16]Davies, "Letter: Trans Mountain Says Nothing To Fear At Burnaby Tank Farm."

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Wildland Fire Impact Potential
Burnaby Mountain Conservation Area

Figure. 2. High fire impact potential areas. Bowcock, TRANS MOUNTAIN TANK FARM TACTICAL RISK ANALYSIS.
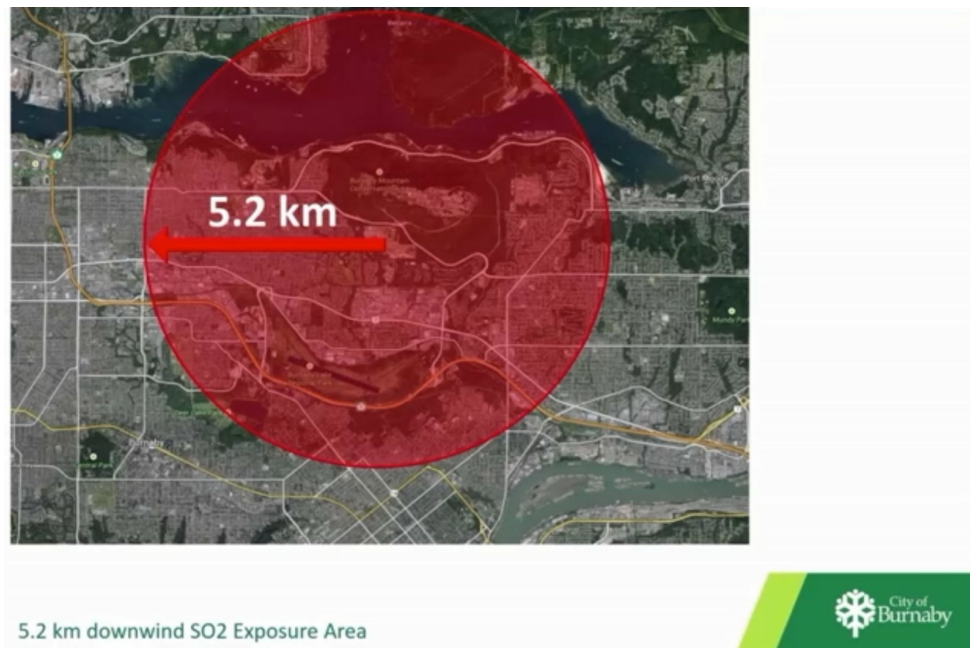
5.2 km downwind SO2 Exposure Area

Figure. 3. Possibility of SO2 exposure area. Bowcock, TRANS MOUNTAIN TANK FARM TACTICAL RISK ANALYSIS.

KEY CONSIDERATIONS

Only 3.6% of the Trans Mountain Pipeline has been built, and the remainder of the expansion requires $10 billion to complete[14]. The COVID-19 pandemic has also seen negative oil prices and exposed the instability and decline of the fossil fuel industry. So, rather than expanding a pipeline to transport unclean energy, these taxpayer dollars could be better invested in a more just and sustainable future. This means halting construction of fossil fuel infrastructure during the pandemic, not bailing out the fossil fuel sector (which would rather lay off workers and maintain the salaries of its CEOs), and investing in green energy while ensuring a just transition for workers[17].

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[17]IN THE FACE OF COVID-19, GOVERNMENTS HAVE A CHOICE: RESILIENT SOCIETIES OR FOSSIL FUEL BAILOUTS?.

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RECOMMENDATION

In light of the dangers that the Trans Mountain Pipeline Expansion project poses to the SFU Burnaby community, I recommend that the SFSS work with student unions in lobbying the Federal Government to stop the expansion and reinvest billions of taxpayer money into a Just Recovery[18]. As well, I recommend that the SFSS support any SFU student groups that are organizing against TMX, and to educate our membership on the risks of the Tank Farm. Finally, I recommend that the SFSS deliver an open letter to the Federal Government of Canada with the support of other student unions across Canada and the United States, as the oil to be transported by the pipeline is set to be shipped across the border, and materials that are being used to construct the pipeline are imported from the United States. In this way, the SFSS would be letting the Canadian federal government know that the youth demand a stop to the Trans Mountain Expansion Project.

MOTION

Whereas the Board of Directors has not taken an official stance on the Trans Mountain Expansion Project (TMX);

Whereas in October 2019, the Board of Directors passed a motion in support of calling on government bodies at all levels to take more immediate and impactful actions to address the ongoing climate crisis and any efforts in the advancement of climate justice;

Whereas the TMX project poses substantial safety risks to our membership;

Be it resolved that the Board of Directors officially oppose the TMX Project.

Be it further resolved that the Board of Directors work with student climate justice advocacy groups to deliver a letter to the student unions across Canada and the United States to sign on in support of calling on the Federal Government of Canada to terminate the Trans Mountain Expansion project in pursuit of a Just Recovery.

Be it further resolved for the SFSS to make and provide any campaign materials related to the advocacy against TMX.

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[18] "We Demand A Just Recovery From The COVID-19 Pandemic."

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BRIEFING NOTE
June 5, 2020
Investigation of a SFSS Black Student Support Staff Position

BACKGROUND

In February of 2020, the SFSS committed to allocating Black space to the constituency group Students of Caribbean and African Ancestry (SOCA) in the new Student Union Building.

KEY CONSIDERATIONS

SOCA is a constituency group where labour to maintain and operate it falls fully on Black students who are already navigating systemic racism and barriers. All other SFSS constituency groups have support staff to support, advocate, and facilitate service delivery for their spaces. It is appropriate, and needed, for SOCA to have a support staff person as well.

RECOMMENDATION

I recommend tasking staff to investigate and report on a plan for what a SFSS staff person could look like providing support in the space that is allocated to SOCA. This investigation can include research on support that exists across Canadian universities for Black students, and in the United States where applicable.

RESOURCES

- [Ontario's Anti-Black Racism Strategy](#)
- [Towards a Healthy City: Addressing Anti-Black Racism in Vancouver](#)
- [Report of the Working Group of Experts on People of African Descent on its mission to Canada](#)

MOTION
Investigation of a SFSS Black Student Support Staff Position

Whereas the SFSS is has committed to fighting anti-Black racism,

Whereas the SFSS has committed to maintaining Black community space on campus,

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Be it resolved that the SFSS Board of Directors authorize staff to investigate the hiring of a Black student support staff person to assist in effective support, advocacy and service delivery for the space that has been allocated for the SFSS SOCA constituency group in the new Student Union Building and report on options at a following Board meeting.

Letter of Agreement concerning:

The Simon Fraser Student Society
and
The First Nations Student Association

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1) Purpose

i) The SFSS and the FNSA enter this Letter of Agreement to ensure the autonomous operation of the FNSA with regard to their cultural and organizational distinctiveness.

ii) This agreement will serve as an interim administrative structure for the distribution of funds allocated for the benefit and use of the FNSA resulting from the SFSS referendum of March, 2002.

iii) This agreement will also act to bridge the value systems of the two organizations and act to maintain legal and fiscal responsibility by the SFSS for any and all Simon Fraser University Student fees collected for the sole benefit of the FNSA.

2) Definitions

For the purposes of this Letter of Agreement, the following definitions shall apply:

LOA means Letter of Agreement;

SFSS means Simon Fraser Student Society;

FNSA means First Nations Student Association;

SFU means Simon Fraser University;

Financial Account means a federally insured financial institution account;

Dissolution means three (3) consecutive semesters without financial activity.

3) Financial Duties and Responsibilities of Parties

i) The SFSS acknowledges that the results of the March, 2002 referendum are binding and all funds collected for the benefit of the FNSA shall be held in trust in an independent financial account.

ii) Any and all administrative expenses applied against the FNSA financial account shall be calculated separately from the SFSS budget and any surplus funds shall be carried forward to subsequent years for the exclusive use and benefit of the FNSA.

iii) The FNSA shall access their funds by check requisition through the SFSS general office and any such requisition shall include meeting minutes approving expenditure; any and all receipts and invoices; and the signature of two (2) FNSA Council members.

iv) The FNSA agrees to incur the cost of any check requisition processing through an administration fee of $2 per requisition.

v) The FNSA agrees to incur the cost of payroll associated with FNSA employees through an administration fee of $10 per cheque issued every pay period.

vi) Notwithstanding that the SFSS Board is ultimately accountable and responsible to its membership for the fees collected on behalf of the FNSA, the FNSA shall retain the exclusive right to submit the draft of the FNSA annual budget. The FNSA annual budget shall be approved by the SFSS and is subject to revision only in the event of perceived liability to the SFSS.

vii) The FNSA shall present an updated FNSA Council member list to the SFSS Finance Office within 14 days following their May elections of each year. Failure to provide any FNSA Council member list may result in the suspension of further check requisition processing until such time as the FNSA Council list is provided.

viii) The parties recognize and acknowledge that FNSA financial activities shall be audited as part of the SFSS annual audit. All records shall remain in the files of the SFSS Finance Office, however, the FNSA shall have access to any and all files pertaining to their financial activities upon written request.

4) FNSA Employees

i) The parties recognize and acknowledge that the SFSS Board is the employer of any staff hired for the FNSA. Any such FNSA staff shall be members of CUPE local 2396 – SFSS bargaining unit, or the union representing employees of the SFSS and shall enter into one of the existing job classifications.

ii) Any hiring committees regarding FNSA staff positions shall have FNSA Council members as employer representatives.

iii) Any and all expenses incurred in connection with the employment of FNSA staff, including all costs arising from, or in connection with the termination of FNSA staff, remain the sole responsibility of the FNSA.

5) Constitutional Conflict

i) The parties acknowledge and recognize that the FNSA conducts its affairs according to its independent constitutional provisions and mandate. In the event of conflict between the SFSS and FNSA constitutions, the SFSS constitutional provision shall prevail.

6) Dissolution

i) In the event of FNSA dissolution, all non-donated assets in possession of the FNSA shall be held, in secure care, for three (3) years under the direction of the SFSS Board. After the expiry of the three (3) year period, the SFSS Board shall seek redirection of the assets by SFSS referendum.

ii) Any and all assets acquired by the FNSA through donation by third parties shall be donated to the Burrard First Nation.

7) Termination of Agreement

i) This agreement shall remain in effect indefinitely, subject only to the following conditions:

a) funding for the continued operation of the FNSA ceases to continue, and/or

b) newly elected Council members of the FNSA fail to ratify the agreement within fourteen (14) days of the annual election;

c) both parties agree to terminate the LOA.

d) the FNSA becomes an autonomous society.

ii) In the event that any of the above four (4) conditions occur, this LOA shall lapse and be considered terminated.

Dated this ___Mar.___ day of ___27 / 09___

Signature of FNSA Council Members

Hedley
FNSA Rep.

Signed for the SFSS Board of Directors

Anne Belkine

SFSS Treasurer.

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simon fraser student society

(*Date*)

Dear (*Faculty Dean/Whoever this may concern*)

Open Educational Resources (OER) are freely accessible, openly licensed text, multimedia, and other digital assets that can be used in place of traditional textbooks that are required for teaching and learning. The Open Educational Resources Grants Program at Simon Fraser University (SFU) was established in 2016 and has since funded over 30 projects in the university, saving students over $1 million.

The mission of the Simon Fraser Student Society is to optimize the student experience by providing resources and services that represent, connect, and benefit our membership. Student financial health is one of our strategic priorities, and as such, we urge the deans of our faculties to champion this initiative by adopting, adapting, and supporting Open Educational Resources for SFU students.

To date, over 40 BC universities have adopted open textbooks, providing much needed financial support to their students, aiding in their academic success. According to BCcampus, the leading B.C. institutions currently adopting OER are Langara College, Kwantlen Polytechnic University, Douglas College, University of British Columbia, and Thompson Rivers University[1]. As of 2019, OER have saved students $12,683,125 – $13,547,681, province-wide[2].

We greatly encourage our faculty to provide leadership in this move towards more accessible and affordable education at SFU.

On behalf of the SFSS,

(*Director*)
(*Faculty*) Representative
Simon Fraser Student Society

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[1] BCcampus, Open Textbook Stats. https://open.bccampus.ca/advocate-for-open-education/open-textbook-stats/
[2] BCcampus, OpenEd Info Sheet Fall 2019. https://bccampus.ca/wp-content/uploads/2019/10/OpenEdInfoSheet_Fall2019.pdf

In the transition to remote teaching and learning due to the COVID-19 crisis, students at SFU need financial relief and academic support now more than ever. With the majority of fall classes being delivered online, now is the time for instructors to adopt and adapt Open Educational Resources (OER) over the summer in preparation for their courses in the fall semester. In doing so, faculty can enhance support for the students and maintain a high-quality level of education. Please see the attached letter from the SFSS for more information.

In the fall semester of 2019, the SFU Bookstore reported that the average price of a textbook was $72 and the average spend was $200. Instructors can significantly reduce these costs by incorporating OER into their courses in place of expensive traditional textbooks.

For faculty looking to adopt or adapt online, open-source resources for teaching, the SFU Library, the SFU Centre for Educational Excellence (CEE), and the SFU Institute for the Study of Teaching and Learning in the Disciplines (ISTLD) have a plethora of resources to assist in finding and developing of OER.