

1. CALL TO ORDER

Call to Order – 12:02 PM

2. TERRITORIAL ACKNOWLEDGMENT

We respectfully acknowledge that the SFSS is located on the traditional, unceded territories of the Coast Salish peoples, including the x^wməθk^wəyəm (Musqueam), Sḵw̓x̓wú7mesh Úxwumixw (Squamish), Sel̓íwítulh (Tsleil-Waututh), k^wik^wəłəm (Kwikwetlem) and q̓icəy̓ (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

VP Student Services (<i>Chair</i>)	Christina Loutsik
VP Finance	Tawanda Chitapi
VP External Relations	Jasdeep Gill
Board of Directors Representative.....	Fiona Li
Board of Directors Representative.....	Osob Mohamed

3.2 Society Staff

Administrative Assistant.....	Kristin Kokkov
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4. ADOPTION OF THE AGENDA

4.1 MOTION GOV 2020-01-30:01

Tawanda/Jasdeep

Be it resolved to adopt the agenda as presented.

CARRIED

5. MATTERS ARISING FROM THE MINUTES

5.1 MOTION GOV 2020-01-30:02

Osob/Tawanda

Be it resolved to receive and file the following minutes:

- GOV 2019-11-20

CARRIED

6. NEW BUSINESS

6.1 Roll Call voting system to the Board of Directors – MOTION GOV 2020-01-30:03

Jasdeep/Osob

Whereas the Board of Directors has committed to increased transparency with regard to board decisions and the voting practices of individual directors;

Whereas the Board of Directors referred the matter to the Governance Committee to bring back to the Board at a subsequent meeting;

Be it resolved that the Governance Committee recommend the adoption of Option 3, and implement a Ratio voting system to the Board of Directors.

CARRIED AS AMENDED

- It was brought out that the Roll Call is used, for example, in US Senate and governance should work with Roll Call.
 - The Board is political and therefore it would be good to take line from political practices.
 - Roll Call gives good records for students.
- However, another committee member suggested to have a ratio voting system instead of the Roll Call;
 - There was a worry that writing down names could keep people from voting.
 - In addition, if, by introducing the Roll Call voting system, we make this environment even more political, other projects can be pushed aside.
- It was pointed out that knowledge of the votes would not change the way the Board as a whole acts afterwards.
- A concern was expressed that since the reasons for saying ‘yes’ or ‘no’ are not always recorded, the names can put targets out.
 - For example, when there was voting on the SUB space motion, the Peak put out names and afterwards those people were attacked.
- If people want to protest, they should protest against the whole body of the Board.
- However, it was argued that there is not enough tracking – people should be able to come to you and express opinion or ask for reasons;
 - There has to be accountability on some level.
- It was proposed that the Board would have a joint statement after the ratio voting to show the reasoning behind the voting.

6.1.1. Roll Call voting system to the Board of Directors – MOTION GOV 2020-01-30:03

Jasdeep/Tawanda

Be it resolved to replace the ‘option 1’ with ‘option 3’ and implement a Ratio voting system.

CARRIED

7. DISCUSSION ITEMS

7.1 GP-16: Inter-Director Conflict Resolution

- It was suggested that instead of having Executive Director as a mediator, there could be a third-party person hired as a mediator.
- It was also suggested to have ‘options’ instead of ‘stages’, so that people could choose what works best for them.
- The Guidelines 1a says that the “Directors shall treat one another and all persons /.../ in such a way as to preserve their dignity and communicate respect and fairness”

- It was brought out that “communicate respect and fairness” is subjective – people have different understanding about what is respectful and fair.
 - It was suggested that the wording should be made more objective.
- It was decided to discuss this item again at the next meeting.

7.2 Issues policies review and development

- There was an issues policy in previous issues manual which is no longer in use.
 - However, it was brought out that there are some useful items that could be re-implemented.
- It will be recommended to the next Board to look at the Issues policy during the Orientation to see if there is anything they want to change or keep.
- It was suggested to ask the students for feedback about what they would like to see in the Issues policy;
 - A survey could be sent out to collect information for the next Board.
- It was proposed to do research about what other universities are doing and then make recommendations to the next Board.

8. ATTACHMENTS

- Policy-Manual-2015-01-07.pdf
- RSU Issues Policies.pdf
- Improving voting practices- Jan 21.pdf
- Draft Inter-Director Conflict Resolution Policy - updated 17_01_2020.pdf

9. ADJOURNMENT

9.1 MOTION GOV 2020-01-30:04

Jasdeep/Tawanda

Be it resolved to adjourn the meeting at 12:50 PM.

CARRIED

GP-16: INTER-DIRECTOR CONFLICT RESOLUTION

POLICY TYPE: GOVERNANCE PROCESS POLICIES

POLICY TITLE: INTER-DIRECTOR CONFLICT RESOLUTION

POLICY REFERENCE NUMBER: GP-16

Adopted:
Next Scheduled Revision:
Previous Revisions: n/a

The management of conflict in a positive and productive way is essential for the Board of Directors to conduct its business in accordance with the stipulations of the [Societies Act](#) and the Simon Fraser Student Society Constitution and Bylaws. Individual Directors will at some time or another experience internal conflict. The Board of Directors are committed to effective communication based on ethics, professionalism, and with proper decorum as individuals and as a group. Directors serve the Board, and Board can only ever be as effective as its members are able to work together. With this in mind, being an effective director mean caring and nurturing your relationship with other directors.

CONFIDENTIALITY

The Board of Directors shall act in accordance with the [Societies Act](#) and SFSS Privacy Policies.

GUIDELINES

1. Directors shall:
 - a. 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,
 - b. address any conflict or complaint of unfairness through an open and fair discussion between those affected,
 - c. make every effort to address the concerns of all people involved in a conflict in a comprehensive, timely, professional and sensitive manner,
 - d. make every effort to resolve the conflict between themselves, when conflict arises between or among Board members, and
 - e. accept full and complete accountability for their own acts and omissions, exhibiting self-discipline and the pursuit of excellence in all activities.
2. Directors shall not:
 - a. initiate any reprisals because an individual has initiated a conflict resolution process.

PROGRESSIVE DISCIPLINARY SCHEDULE

3. Stage 1: The steps Directors shall follow to manage conflict are:
 - a. address the issue as soon as possible after it occurred,
 - b. find a time to speak without interruption,
 - c. clearly outline the issue,
 - d. clarify the personal or professional impact of the issue, and
 - e. suggest a resolution to be agreed upon by the parties in conflict.
4. Stage 2: If the efforts in Stage 1 are not successful, the conflict shall be discussed in-camera at a Board meeting in order to clarify the issue, discuss a resolution, and decide on future actions. This process shall be documented.
5. Stage 3: If the conflict is not resolved through Stage 1 or 2, the parties in conflict shall contact the Executive Director to arrange a time to meet and discuss the issue. The Executive Director shall act as a mediator only in order to facilitate the discussion and help all individuals involved to find a solution.
6. Stage 4: If the conflict is not resolved successfully through the preceding stages, then the parties in conflict shall decide whether to contact the SFU Office of the Ombudsperson.

Improving Voting Practices: Updated Options

January 21, 2020

Option 1: List voting through a roll call vote

- Similar minute-taking practices as current procedure
- Roll call vote to note all votes in favour, abstentions & oppositions with names

Pros:

- Much more context for students who choose to read our minutes, and anyone who has further questions can contact the board member in question with the knowledge provided
- Students would know who to contact regarding their concerns
- Builds trust between board and membership
- Increased accountability in the decision making process

Cons:

- Slightly more time consuming

13. MOVED ANDY WU, SECONDED COLE EVANS:

"That Council remove Article 2.17 (banning employee endorsements) from the Code amendment report."

... Carried

For (22): Andrew Au, Kate Burnham, Jennifer Cheng, Priscilla Chan (proxy for Evan Zhou), Matthew Epstein, Cole Evans, Tanner Gjosund, Jerome Goddard, Chris Gooding, Daniel Lam (proxy for Yash Gurnani), Marium Hamid, Max Holmes, Cristina Ilnitchi, Andrew Huang (proxy for Jacqueline Wu), Nevena Rebic, John Segui, Arash Shadkam, Gurshabad Singhera, Darren Touch, Riley Ty, Andy Wu, Kevin Zhang, Daniel Lam (proxy for Yash Gurnani)

Against (1): Dylan Braam

Abstained: Andria Coulbourn

(Excerpt from AMS Council Meeting 2019-04-03)

Option 2: Option to include comment with abstention/opposition

- Board members would be given an opportunity to speak on their decision if they choose to do so
 - o By including commentary, any members could read/understand some context behind individual decisions
 - o Board members would be given the choice to elaborate if they felt it was necessary

8.2 BOD Meeting Voting – MOTION BOD 2019-02-01:05

Kia/Jasdeep

Be it resolved to note all Board members abstaining or voting against a motion in the minutes for all future motions.

CARRIED

- To increase transparency of who votes for each motion in order to better display the relationship between members and Board members
- Concerns:
 - Board members may change their answer/perspective to vote since it will be noted, even though Board meetings are public meetings for all members to attend
- Current procedure allows Board members to choose if they want their abstentions noted in the minutes
- Note:
 - Board meetings are public to members, hence votes from each member are visible regardless
 - Board members are elected by members, so members should be aware of how decisions are made and who votes for what to increase accountability
- 1 abstention

(Excerpt from SFSS Board of Directors Meeting 2019-02-01)

Pros:

- Some transparency/communication between board and students
- Members would have some understanding of how/why a decision was made

Cons:

- Board members might feel uncomfortable making a comment/having their voting noted
- Abstentions and dissent would still remain anonymous
- Board members are not required to make a comment

Option 3: Option to flesh out minutes to have more content, and not list voting

- We could list voting ratios (see below)
- 2 people taking minutes, with one additional staff member for commentary

JUDICIAL RECOMMENDATIONS

Judicial Recommendations on Elections Complaints

Dan Tran says shout out to the Judicial Committee for spending until 1:30 AM delivering on these issues. He says that 10 hours was spent between everyone in the committee to work on this report. He says for conflict of interest reasons, he would like to give the opportunity for Board members who were part of candidacy to disclose that.

Kevin Mendez says me.

Dan Tran says that he speaks on these recommendations on behalf of the committee, not himself.

Dan Tran reads Complaint 1: Vincy Fok v. ZeZe Sun. The complainant accused the respondent and affiliates of intimidation and harassment of a group of students. This was allegedly a result of prior communication about an online post. The Committee's Recommendation: The EPP lacks a policy on harassment, intimidation, and what constitutes as such. Thus, the Judicial Committee was forced to make an objective judgement based on the hearing and assess whether a person actively involved in an election would characterize the interaction as harassment or intimidation. The Judicial Committee is fully against harassment and intimidation and believes an accusation should be taken seriously. However, due to insufficient and inadequate evidence and testimony, the Judicial Committee could not rule that a violation had occurred. **Therefore, the Judicial Committee recommends that this complaint be dismissed.** The Judicial Committee strongly recommend that a new section be added to the EPP regarding harassment, intimidation, and what constitutes as such. This additional section would strengthen complaints regarding harassment and intimidation and allow a broader range of what constitutes or defines harassment or intimidation for the decisions the Judicial Committee makes.

Casey Duff says if he remembers correctly, the complaint wasn't against the candidate but about the alleged harassment from volunteers.

Riley Grace Bordan says harassment was spoken about five volunteers.

Dan Tran says he will be going through each of these complaints one by one, so there should be a motion to accept these.

Casey Duff motions to accept JCC Recommendation on Complaint 1.

VOTE: Motion passes 7-0 with no abstentions.

(Excerpt from ASUW Board of Directors Minutes, 2019-5-30)

Pros:

- More context for students who choose to read our minutes

Cons:

- Potential strain/increased workload on staff, we would need to determine if this is a plausible route we can take first without straining staff/board relationship
- No information on individual votes

Option 4: Continue current practices

Pros:

- Less time consuming

Cons:



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- Students are unable to know/keep track of how individual members vote, no transparency/student engagement
- Gives us the ability to “hide” behind a group decision, even if that isn’t our intention
- Provides little to no

Recommendation: I recommend that the Governance Committee suggest Option 1 to the Board of Directors.

Spring | 2015

Policy Manual
Simon Fraser Student Society
Last edited 2015-01-07

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Rules

R-1: Establishment and Revision of Policies

Society Policies

1. Policies are intended to establish the reciprocal responsibilities each part of the organization has to every other.
2. A motion to establish or amend a policy 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. referred to the Constitution and Policy Review Committee for a recommendation and report on:
 - i. its impact and effects, and
 - ii. its compatibility with the constitution, bylaws, and policies.
3. A policy shall only be adopted or amended by a:
 - a. 2/3rds majority vote of the members present and voting at a quorate meeting of the Board where that policy is a rule,
 - b. 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, or issue policy
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 2/3rds majority vote of the members present and voting at a quorate meeting of the Board of Directors.
 - a. Any suspension of R-1 or any of its parts does not suspend its requirements as they apply to rules.

Council Policies

1. Council policies regulate the conduct of Council business to ensure that it is conducted fairly and efficiently. They also regulate the relationship between Council and any advisory committees that are struck in accordance with bylaw 2.
2. Council has the exclusive power to establish, revise, and repeal Council policies.
3. A motion to establish or amend a Council policy shall be:
 - a. given three (3) weeks notice of motion, and
 - b. referred to the constitution and Policy Review Committee for a recommendation and for a report on its impact and effects, and its compatibility with the constitution, bylaws, and policies.
4. A Council policy shall only be adopted or amended by a 2/3rds majority vote of the members present and voting at a quorate meeting of Council.
5. Suspension of a Council policy shall be for a definite time period and purpose, to be specified in the motion to suspend, and shall require a 2/3rds majority vote of the members present and voting at a quorate meeting of Council.

Adopted: BOD 2002-07-15.
Amended: BOD 2015-01-07, BOD 2008-11-17,
BOD 2005-10-05.

R-2: Executive Officer Duties, Responsibilities, and Stipend Requirements

Duties and Responsibilities of Executive Officers

1. Executive officers shall attend all regularly scheduled meetings of the Executive Committee called during the month.
2. Executive officers shall attend all meetings of the Board of Directors and Council called during the month.
3. Executive Officers shall attend all General Meetings of the Society called during the month.
4. Executive Officers are expected to chair at least one standing committee of the Society, and to actively participate in one other committee of the Society, other than the Executive Committee, or to which the Society nominates or appoints.
5. Executive Officers shall complete 120 hours of work on behalf of the Society per month and shall submit a semi-monthly timesheet to the VP Finance confirming these hours. The President shall approve the timesheet of the VP Finance.
6. Executive Officers shall post and keep office hours
7. Executive Officers shall provide a semesterly written report by the 30th day of the first month of the following semester, detailing work completed and projects undertaken for the benefit of the Society. Exit reports shall take the place of work reports for the Spring Semester.
8. Executive Officers shall maintain and update the procedures manual for their respective positions.
9. Notwithstanding the above, during the months of April, August, and December it is understood that the duties and responsibilities of Executive Officers may be reduced by a maximum of one-half (1/2) of the required hours (60 hours), and that this reduction in activity shall not affect stipend allocations.

Stipend Eligibility

10. The eligibility of an executive officer for full stipend is determined by fulfilling each of the requirements contained in the above section, R-6: Duties and Responsibilities of Executive Officers.
11. At the first meeting of each semester, executive officers must offer proof of registration or proof of payment of the student society fee to the Board of Directors in order to be considered a member in good standing.
12. In the event of an illness, executive officers may be excused for a maximum of thirty (30) hours per one-year term of office.
 - a. Officers elected on a temporary basis may be excused for a maximum of ten (10) hours per semester.
 - b. Excused hours in any pay period must be fulfilled within the subsequent month.

13. 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.
14. 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

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

Amended: BOD 2013-07-18, BOD 2010-11-29,
BOD 2009-10-19, BOD 2009-07-29,
BOD 2009-04-22, BOD 2008-09-29,
BOD 2008-04-16, BOD 2004-05-01,
BOD 2005-08-10

R-3: Faculty Representative and At-Large Board of Directors Duties, Responsibilities & Stipend Requirements

Duties and Responsibilities of Faculty Representative and At-Large Representatives

1. Faculty representatives and at-large representatives shall attend all regularly scheduled meetings of the Board of Directors and Council called during the month.
2. Faculty representatives and at-large representatives shall attend all general meetings of the Society called during the month.
3. Faculty representatives and at-large representatives will be expected to assist with projects and campaigns, and facilitating communications between the Society and its members.
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 general meetings, and
 - d. reporting the activities of the Society to unions within their faculty if requested.
5. Faculty representatives and at-large representatives shall be members of and actively participate in at least two standing committees of the Society.
6. Faculty representatives and at-large representatives shall complete sixty (60) hours of work on behalf of the Society per month, and shall submit a monthly timesheet to the VP Finance confirming these hours.
7. Faculty representatives and at-large representatives shall post and keep office hours.

8. Faculty representatives and at-large representatives shall provide a semesterly written report by the 30th day of the first month of the following semester, detailing work completed and projects undertaken for the benefit of the Society. Exit reports shall take the place of work reports for the month of Spring semester
9. Faculty representatives and at-large representatives shall maintain and update the procedures manual for their respective positions.
10. Notwithstanding the above, during the months of April, August, and December, it is understood that the duties and responsibilities of Faculty representatives and at-large representatives may be reduced by a maximum of one-half (1/2) of the required hours (30 hours), and that this reduction in activity shall not affect stipend allocations.

Stipend eligibility for Faculty Representative and At-Large Representatives

11. The eligibility of faculty representatives and at-large representatives for full stipend is determined by fulfilling each of the requirements of this policy.
12. At the first meeting of each semester, each faculty representatives and at-large representatives must offer proof of registration or proof of payment of the Student Society fee to the Board of Directors in order to be considered a member in good standing.
13. In the event of illness, faculty representatives and at-large representatives may be excused by a maximum of fifteen (15) hours per one-year term of office.
14. Officers elected on a temporary basis may be excused for a maximum of five (5) hours per semester.
15. Excused hours in any pay period must be fulfilled within the subsequent month.

Stipend for Faculty Representative and At-Large Representatives

16. 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.
17. 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.

Amended: BOD 2013-07-19, BOD 2009-07-09
BOD 2009-04-22, BOD 2008-09-29
BOD 2008-04-16, BOD 2005-08-10
BOD 2009-10-19, BOD 2004-05-01

R-4: Council Representatives Duties, Responsibilities, and Stipend Requirements

Definition

1. “Council representative” shall refer to a department representative and a constituency group representative as defined in the bylaws.

Duties and Responsibilities of Council Representatives

2. Council Representatives are encouraged and expected to participate in the work of the Society, including but not limited to:
 - a. informing students in their departments of Society activities,
 - b. forwarding to the Board of Directors issues that are of concerns to the members of their department student union or constituency group,
 - c. assisting with projects and campaigns, and
 - d. facilitating communication between the Society and its members.
3. Council representatives shall:
 - a. post a reliable means by which students may contact them in their common rooms or departments, as well as at the general office of the Society,
 - b. provide a report of their activities at the request of the Board of Directors or their department student union or constituency group, and
 - c. attend all Council meetings, general meetings of the Society, and no less than 75% of the general membership meetings called by the department student union or constituency group called during the semester
4. Council representatives are strongly encouraged to be a member of the committees and working groups of the Society

Stipend Eligibility for Department Representatives

5. Stipends are awarded on a per-meeting basis.
6. In recognition of the time Council Representatives volunteer the Society provides a stipend of \$35.00 per scheduled meeting attended from May 1, 2008.

Amended: BOD 2008-06-23, BOD 2008-04-16
BOD 2005-12-07, BOD 2003-03-19

R-5: Society Affiliations

1. The Society cannot enter into a binding contract with an extra-university student association or federation from March 20th, 2009 to March 19th, 2014, as voted by referendum of the membership of the Simon Fraser Student Society.*
2. No meeting of the Board of Directors can vote to reinstate or acquire members in an extra university student association or other similar body, from March 20th, 2009 until March 19th, 2014, as voted by referendum of the membership of the Simon Fraser Student Society.
3. The Simon Fraser Student Society will remain independent of any extra-university association or similar body from March 20th, 2009 until March 19th, 2014, as voted by referendum of the membership of the Simon Fraser Student Society.
4. As such, it is a violation of this policy for any Board of Directors member to collect signatures on a petition for a referendum concerning membership in an external national or provincial student organization.

Adopted: BOD 2009-04-22

R-6: Ethical Standards of Conduct for Members of Board of Directors and its Committees

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.
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,
 - b. avoid any situations that could cause any person to believe that they may have brought bias or partiality to a question before the Board of Directors or its committees,
 - c. avoid any situation that could impair their judgment in the performance of their elected duties while in office,
 - d. carry out their duties with impartiality and equality of service to students,
 - e. declare to the Board of Directors at the first opportunity their interests, 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 himself/herself/herself or any other person, and
 - g. not communicate information designated confidential to anyone not entitled to access that information.

Amended: BOD 2003-03-19

R-7: Society Records and Property

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.
2. Failure to return Society property shall be considered theft.

3. The means of access to the aforesaid materials shall also be considered the property of the Society.
 - a. Such means of access must be returned to the Society upon vacating a position on the Board.

Amended: BOD 2010-07-07, BOD 2003-03-19

R-8: Board of Directors Meetings

Duration

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.

Quorum

2. 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.
3. A question of quorum shall be treated as a point of order, as defined by Robert's Rules of Order.
4. All students who are members in good standing shall have full speaking privileges at all meetings of the Board of Directors.

External Chair

5. The Board of Directors may, by simple majority vote, appoint a person to chair the Board of Director meetings from amongst its seated members, or it may appoint a chairperson external in a manner consistent with the bylaws.
6. An external chair shall receive a \$75 honorarium for each meeting that he/she/ze chairs.
7. The external chairperson shall continue to chair Board of Directors meetings during in camera sessions.
8. The external chairperson is bound by all rules governing in camera sessions.

Agenda

9. The order and items of business for meetings of the Board of Directors are:
 - a. Appointment of the Chair
 - b. Adoption of the Agenda
 - c. Guest Speaker
 - d. Adoption of the Minutes
 - e. Matters Arising from the Minutes
 - f. Appointments/Resignations
 - g. Unfinished Business
 - h. Reports from Executive and Department Representatives
 - i. Reports from Committees, Representatives, and Delegates
 - j. New Business
 - k. Notices of Motion
 - l. Announcements
 - m. Attachments

n. Adjournment

10. Agenda items for regularly scheduled Board of Directors meetings and supporting documents must be submitted to the Chair, President, and Minute Taker no later than noon, three business days before a Board of Directors meeting.
11. Board of Directors packages will be available electronically on the Society website two business days prior to regularly scheduled Board of Directors meetings.

Location

12. At least one meeting of the Board of Directors shall be held at the Harbour Centre campus over the course of any administration.
13. At least one meeting of the Board of Directors shall be held at the Surrey campus over the course of any administration.
14. The agenda, time, and location of regularly scheduled Board of Directors meetings shall be published on the Society website 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.

Adopted: BOD 2003-03-19

Amended: BOD 2014-08-26, BOD 2008-07-14,
BOD 2008-04-16, BOD 2005-03-16**R-9: In Camera Sessions**

1. Board of Directors and its committees may by simple majority vote move items for discussion in camera.
2. In camera items are strictly confidential and members present are bound by the Society Act not to disclose the proceedings of in camera sessions.
3. In camera sessions are reserved for discussions of staff relations (in accordance with the relevant collective agreements or contracts), legal matters, or other matters of a sensitive or confidential nature.
4. 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.
5. No motions may be moved during in camera sessions.
6. For the purpose of adequately preparing for in camera sessions of the Board of Directors or its committees not relating to labour issues, members of the Board of Directors or its committees who plan on bringing forward in camera items for discussion shall provide a representative member with any documentation relating to the in camera session.
 - a. The member shall then send an electronic mail message to the appropriate committee list alerting the committee that the representative member has said documentation.
 - b. The documentation will be available for review by the committee one hour prior to the meeting where the issue will be discussed in camera.
7. Directors are bound by the proscription of not disclosing the contents of any documents relating to in camera sessions.

Amended: BOD 2005-05-18, BOD 2003-03-19

R-10: Remuneration of Elected Representatives

Definitions

1. “Regulation” refers to any rule, standing order, administrative policy, issue policy, or Council policy.
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.
3. Any remuneration motion shall be referred to the Remuneration Advisory Committee for a report.
4. The Board of Directors and Council will not consider any remuneration motion except as recommended by the Remuneration Advisory Committee.

Applicability

5. This rule is applicable notwithstanding rules 1, 2, 3, 4, or 5.
6. For clarity, amendments to any regulation contemplated by this section are only those portions of motions fitting the definition of ‘remuneration motion.’
7. For clarity, any part of any remuneration motion that does not fit the definition of ‘remuneration motion’ is not subject to this rule and is instead subject to rules 1, 2, 3, 4, and 5, as applicable.
8. The 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 and in the student newspaper 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 Committee held primarily to hear student comment. 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.

Adopted: BOD 2009-04-30

R-11: Elections and Referenda

Campaigns

1. No campaigning shall occur until the Chief Electoral Officer officially opens the campaign period.

2. No Society, faculty student union, department student union, constituency group, or club mailing list or database information shall be used to distribute campaign materials.
3. No campaign materials or activities, irrespective of where or how those campaign materials are distributed or activities held, shall attack the person of any other candidate.
4. Campaigning is not permitted during the voting period.

Referenda

5. The Chief Electoral Officer must approve referenda campaigns.
6. Only one 'for' campaign and one 'against' campaign will be approved.

Debates

7. The Independent Electoral Commission shall organize and promote at least one all-candidates debate during the campaign period at each of the Surrey and Burnaby campuses, and, if possible, at the Vancouver campus.

Campaign materials

8. All campaign materials must:
 - a. indicate their authoring candidate or campaign, and
 - b. be approved by the Independent Electoral Commission.
9. No campaign materials may be posted in the Women's Centre, Out on Campus office, Food and Beverage Spaces, or in the Society Office Spaces.
10. With the exception of referenda questions, Society resources, including the time of staff and Board members, may not be used for the purposes of campaigning.

Campaign Expenses

11. The campaign budgets of any candidate may not exceed \$50.
 - a. The Society will reimburse this cost following the election.
12. The budget for any referendum campaign shall be \$300 for the cost of printed materials.
 - a. The Society will reimburse this cost following the election.

Campaign Infractions and Appeals

13. The Independent Electoral Commission shall adjudicate all disputes regarding any breach of election, by-election, and referendum bylaws and policies by candidates or campaigns on the basis of those bylaws and policies.
14. Complaints must be communicated to the Independent Electoral Commission in writing.
15. Where an infraction is discovered by the Independent Electoral Commission or where a complaint is lodged, the Independent Electoral Commission shall:
 - a. begin the adjudication process within one business day of receiving a complaint, and
 - b. invite the candidate(s) or campaign in question to speak on their own behalf.

16. The Independent Electoral Commission shall:
 - a. determine, on the basis of the evidence provided, whether or not an infraction was committed,
 - b. determine the penalties for any infractions,
 - c. communicate its decision to the candidate(s) or campaign in writing within two business days of the hearing, and
 - d. include that written record within its election report.

Appeals

17. A complainant may appeal a decision of the Independent Electoral Commission to the Independent Electoral Commission where:
 - a. an intention to appeal a decision is provided to the Chief Electoral Officer, in writing, within two business days of the original decision, and
 - b. new evidence is available.
18. The Independent Electoral Commission shall have the right to reject an appeal application that is deemed frivolous or invalid.

Voting

Ballots

19. The Independent Electoral Commission shall be responsible for designing the ballots.

Online Voting

20. Links to electronic ballots must be sent to all eligible student voters by email, and posted on all Society web-based communication tools, as well as the Independent Electoral Commission website.

Tabulation of Votes

21. Online votes shall be tabulated as soon as possible.
22. The unofficial results shall be promptly announced in a public location and posted on the Independent Electoral Commission website.
23. The Independent Electoral Commission may approve a maximum of three (3) scrutineers by lottery to observe the tabulation of the vote on behalf of all candidates.

Election Reporting

24. The Chief Electoral Officer shall submit a written report of the official election results and referenda outcomes to the Board of Directors for ratification.
25. Any outstanding appeals to the Independent Elections Commission must be submitted and resolved prior to the ratification of election results.
26. The Chief Electoral Officer shall provide a written report of the official election results and referenda outcomes to the Finance Office before the start of the following semester.

27. The Chief Electoral Officer shall create and present a comprehensive election report to the incoming Board within the first month of his/her/zir taking office.
 - a. The report shall contain:
 - i. the official results of the election and referendum questions,
 - ii. a financial statement outlining the cost of the election,
 - iii. a summary of all relevant issues arising from the election,
 - iv. suggestions for improvement of future elections, and
 - v. any other relevant information deemed necessary

Approved: BOD 2009-09

Deleted BOD 2010-09-20

Amended: BOD 2014-10-15, BOD 2010-09-20

R-12: Independent Electoral Commission

1. A full Independent Electoral Commission must be established no later than two (2) weeks before nominations are called for a general election or by-election.
2. The Society shall provide an office for the Independent Electoral Commission.

Appointments

3. Calls for candidates to all Independent Electoral Commission positions must be advertised at least on:
 - a. the Independent Electoral Commission website and include,
 - b. in the student newspaper,
 - c. as posters on SFU approved bulletin boards on all three campuses,
 - d. on all available Society web-based communications tools.
4. All advertisements for candidates to the Independent Electoral Commission must:
 - a. include the duration of the appointment,
 - b. include the nature and scope of the work, and
 - c. include the date and time of the Council meeting during which the applicants will be interviewed, and
 - d. be posted at least two (2) weeks prior to the date of the first Council meeting during which interviews will be held.

Chief Electoral Officer

5. Council will make a binding recommendation to the Board of Directors to appoint a Chief Electoral Officer to a one-year term commencing on December 1st of every calendar year.
6. All applicants shall be interviewed at a Board of Directors meeting during or prior to a Board of Directors meeting at which the Chief Electoral Officer will be appointed.
7. The Board shall appoint a Chief Electoral Officer by two-thirds (2/3) majority vote.
8. The Board shall appoint a replacement in the same manner in the event the Chief Electoral Officer vacates his/her/zir position prior to the end of his/her/zir term.

Commissioners

9. The Chief Electoral Officer shall make a binding recommendation to Board to appoint commissioners for a term lasting from two weeks prior to an election to the approval of the final election results by the Board.

Responsibilities

Chief Electoral Officer

10. Coordinates the elections, by-elections, and referenda of the Society.
11. Faculty Student Unions, Department Student Unions, Clubs, and Society recognized constituency groups may request that the Chief Electoral Officer coordinate their elections.
12. The Chief Electoral Officer may do so subject to Board approval, though not while coordinating the elections, by-elections, and referenda of the Society.
13. The Chief Electoral Officer may accept an honorarium from these groups under these circumstances.
14. The Chief Electoral Officer, in consultation with the Communications Coordinator, must ensure that the Independent Electoral Commission website is kept up to date.
15. The Chief Electoral Officer will maintain and ensure the distribution of the Elections Handbook to all candidates and campaigns.

Commissioners

16. Commissioners shall support the Chief Electoral Officer in the organization and conduct of an election, by-election, or referendum of the Society.

Stipends and Resources

Chief Electoral Officer

17. In recognition of services rendered, the Chief Electoral Officer shall receive a stipend.
 - a. It may be for up to one hundred fifty (150) volunteer hours during any election period.
18. The Board may increase the maximum number of volunteer hours eligible for stipend allotment following a request by the Chief Electoral Officer.
19. The stipend of the Chief Electoral Officer shall be disbursed semi-monthly.
20. The stipend of the Chief Electoral Officer shall be calculated at an hourly rate equivalent to that of the executive members of the Board of Directors
21. Should the Chief Electoral Officer fail to fulfill his/her/zir duties, the commissioners may, by majority vote, recommend a deduction of the stipend of the Chief Electoral Officer to the VP Finance.
22. The Chief Electoral Officer may appeal any deduction to his/her/zir stipend to the Stipend Appeals Committee.
23. The Society shall provide the Chief Electoral Officer with a cell phone during election, by-election, and referenda periods.

Commissioners

24. In recognition of services rendered, commissioners shall receive a stipend.
 - a. It may be for up to sixty (60) volunteer hours during any election period.
25. The Board may increase the maximum number of volunteer hours eligible for stipend allotment following a request by the Chief Electoral Officer.
26. Commissioner stipends shall be disbursed semi-monthly
27. Commissioner stipends shall be calculated at an hourly rate equivalent to that of the faculty and at-large representatives of the Board of Directors.
28. Should any Commissioner fail to fulfill his/her/his duties, the Chief Electoral Officer may make a binding recommendation that the VP Finance deduct a portion of that commissioner's stipend.
29. A Commissioner may appeal any such deduction to the Stipend Appeals Committee.

Approved: BOD 2011-04-06.

Amended: BOD 2015-01-07, BOD 2014-10-15.

R-13: Transition and Final Stipend Eligibility

Duties and Responsibilities of Executive Officers, Faculty Representatives, and At-Large Representatives upon the Completion of their Term

1. Final stipend eligibility requires executive officers, faculty representatives, and at-large representatives, hereinafter referred to as directors, to have completed all requirements contained in these bylaws.
2. Final stipend eligibility requires directors to have fulfilled the requirements contained in these rules and settled all outstanding debts to the Society within ten (10) business days following the end of their term.
3. Final stipend eligibility requires directors to have submitted an exit report detailing their activities during their term in office, within ten (10) business days following the end of their term.
4. The exit report of the VP Student Services shall, in accordance with the bylaws and policies, comprise of a section for inclusion in the Annual Report presented at the next AGM.

Final Stipend Eligibility

5. Failure to fulfill the requirements contained in these regulations shall be governed by rules 6 and 7.
6. Failure to fulfill the requirements of this regulation within ten (10) business days following the end of the Board of Directors term in office will result in a \$150 deduction per ten (10) business days, and up to twenty (20) business days, from the final stipend, unless extenuating circumstances exist. In the case of extenuating circumstances, cases shall be taken to the Stipend Appeals Committee.
7. Directors who have been re-elected to a subsequent term on Board will have all further stipends withheld until an exit report has been submitted. The

- requirements of rule 11 shall be waived if the material is pertinent to the new position.
8. Failure to fulfill the requirements of this regulation within twenty (20) business days shall result in:
 - a. the entirety of the stipend being withheld,
 - b. becoming a member in poor standing of the Society, and
 - c. being assessed a fine of \$25 per business day to a maximum of \$750.
 9. Standing shall be reversed only upon fulfilling requirements of this regulation.
 10. Stipends shall not be issued until the requirements of this regulation have been fulfilled.

Final Stipend for Directors

11. In recognition of the time Directors volunteer, the Society provides a final stipend in the amounts stipulated in rules 6 and 7.

Enforcement of this Policy

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

Approved: BOD 2011-04-06

STANDING ORDERS

SO-1: Society Standing Committees, Ad-hoc Committees and Working Groups

Establishment of Society Committees and Working Groups

1. The Board of Directors may, at its discretion, delegate its authority to standing committees, ad-hoc committees, and working groups.
 - a. Standing committees are established and empowered by the Board of Directors to consider and take action on routine duties and responsibilities relating to the Society on a regular and ongoing basis.
 - b. Ad-hoc committees are established and empowered by the Board of Directors to consider and take action on specific duties and responsibilities relating to the Society that arise regularly, but infrequently.
 - c. Working groups are established and empowered by the Board of Directors or its committees to consider and take action on specific tasks or issues on an as-needed basis. A working group is constituted for a limited duration and will be dissolved once its purpose has been served.

Standing and Ad-hoc Committees

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.
3. Unless otherwise specified in the standing order establishing the committee, standing and ad-hoc committees are chaired by an executive officer.
 - a. The duties of the Chair include:
 - i. convening regular meetings,
 - ii. informing committee members of meeting times and locations,
 - iii. preparing agendas,
 - iv. distributing any documents or materials to committee members,
 - v. submitting attendance to the VP Finance, and
 - vi. reporting on committee activities to the Executive Committee and to Board of Directors.
4. Composition of committee membership is specified by the committee's terms of reference. Unless otherwise specified by the standing order establishing the committee, only members in good standing may be appointed to a voting seat on a standing committee.
 - a. Duties of committee members include:
 - i. attending all meetings of the committee,
 - ii. representing to the best of their abilities the interests of the Society, and

- iii. performing any duties assigned as part of the committee's mandate.
- 5. Unless otherwise specified in the standing order establishing the committee, members of standing and ad-hoc committees shall be elected/impeached by a simple majority vote of the Board of Directors.
- 6. 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.
- 7. Unless otherwise specified in the standing order establishing the committee, all committee members, with the exception of persons employed by the Society, are voting members.
- 8. 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 and who is a member in good standing of the Society. Council members shall refer to those members who sit as members of Council and are not members of the Board of Directors of the Society.

Working Groups

- 9. The Board of Directors, or standing or ad-hoc committees establish working groups, as well as their mandates, authority, and jurisdiction by motion.
- 10. The Board of Directors, or standing or ad-hoc committees select the chair of a working group from among its members.
 - a. Duties of the chair include:
 - i. convening regular meetings,
 - ii. informing committee members of meeting times and locations,
 - iii. preparing agendas,
 - iv. distributing any documents or materials to working group members,
 - v. submitting attendance to the VP Finance, and
 - vi. reporting working group activities to its committee or the Board of Directors.
- 11. 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.
- 12. Meeting times and locations of all standing committees, ad-hoc committees, and working groups shall be published on the Society's website in a conspicuous place, and in the vicinity of the Society's General Office prior to these meetings.
- 13. Information about student-at-large vacancies on the Society's committees shall be published on the Society's website prior to these meetings.

Amended: BOD 2008-04-16, BOD 2006-03-10,
BOD 2006-02-24, BOD 2002-03-27.

SO-2: Appointments and Resignations to and from Committees

1. All candidates for positions on committees nominated by the Board of Directors must apply for those positions to Board of Directors.
2. Unless otherwise specified by the committee's terms of reference, the Board of Directors appoints its member for a term of office expiring April 30th each year.
3. Resignations from committees are to be delivered to the President who shall report them to the subsequent meeting of the Board of Directors.
4. 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.

Amended: BOD 2002-03-27

Standing Committees**SO-3: Advocacy Committee**

1. The Board of Directors shall maintain the Advocacy Committee as a standing committee.
2. This Committee shall generally coordinate the advocacy and university relations work of the Society.

Composition

3. Chairperson: VP External Relations
4. [Ex-officio] President
5. VP University Relations
6. VP Student Life
7. Two non-executive members of the Board
8. Four members of Council, a maximum of two from the Board, nominated by Council
9. Two students at-large
10. One representative selected by and from the student members of the Board of Governors
11. One representative selected by and from the student members of Senate
12. One representative selected by and from the Women's Centre Collective
13. One representative selected by and from the Out on Campus Collective
14. [Non-voting] Campaigns, Research, and Policy Coordinator
15. The Board of Directors shall attempt to ensure that at least one member of the committee is also a student member of the Senate Committee on University Priorities.

Terms of Reference

16. Identify and prioritize issues of concern to students.
17. Develop and coordinate strategies to address those concerns.

18. Establish working groups to implement campaigns and take actions to address those concerns.
19. Ensure that Society members are informed of these issues, and the steps taken to address them.
20. Prepare the annual budget for the Advocacy Committee for consideration by the Finance and Administrative Services Committee.
21. Review the progress of business through Senate, the Board of Governors, the Senate Committee on University Priorities, and the SFU Community Trust.
22. Assist the VP University Relations in recruiting students to sit on university committees and holding these students accountable for their work.

Amended: BOD 2011-06-07, BOD 2011-06-07,
 BOD 2008-04-16, BOD 2005-04-27,
 BOD 2003-11-05.

SO-4: Commercial Services Committee

1. The Board of Directors shall maintain the Commercial Services Committee as a standing committee.
2. This Committee shall serve to oversee the Society's commercial services, which shall include all food, beverage and retail services, and other revenue generating departments and operations as determined by the Board of Directors and shall not unreasonably limit the normal duties and responsibilities of the Student Society Food and Beverage Services Manager.

Composition

3. Chairperson: member of the Board of Directors
4. [Ex-officio] President
5. VP Finance
6. Five members of the Board of Directors
7. Three Council members
8. Two students at-large
9. [Non-voting] One representative selected by and from non-management Food and Beverage staff
10. [Non-voting] Financial Coordinator
11. [Non-voting] Communications Coordinator
12. [Non-voting] Student Society Food and Beverage Services Manager
13. [Non-voting] Pub Events and Promotions Coordinator

Terms of Reference

14. Receive regular reports and recommendations from the managers of the Society's commercial services.
15. Set goals, make decisions, and give direction with respect to the operation, administration, and management of the Society's commercial services, as well as make recommendations to the Board of Directors as necessary.
16. Review the performance and operations of the Society's commercial services, ensuring the needs of the Society's members are satisfied in so far as financial and

- operational realities permit, and make recommendations to the Board of Directors as necessary.
17. Coordinate the preparation of the annual operating budget and the annual capital budget of the Society's commercial services for consideration by the Finance and Administrative Services Committee.
 18. Review and propose any amendments or adjustments to the annual operating budget or annual capital budget of the Society's commercial services for consideration by the Finance and Administrative Services Committee.
 19. All discussions of a sensitive or confidential nature regarding the operations of the Society's commercial services shall be held in camera.
 20. The Chair is required to call a meeting of the Commercial Services Committee a minimum of once a semester.

Amended: BOD 2013-07-18, BOD 2010-11-29,
BOD 2008-07-14, BOD 2008-04-16,
BOD 2004-05-19.

SO-5: Constitution and Policy Review Committee

1. The Board of Directors shall maintain the Constitution and Policy Review Committee as a standing committee.

Composition

2. Chairperson: Executive Officer
3. [Ex-officio] President
4. Four Board of Directors members
5. Two students at-large
6. Two representatives from Council
7. [Non-Voting] Campaigns, Research, and Policy Coordinator

Terms of Reference

8. Review proposals and make recommendations to amend, add and delete sections of the Society's constitution, bylaws, and policies.
9. 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.

Amended: BOD 2008-04-16, BOD 2006-02-24,
BOD 2003-07-30.

SO-6: Executive Committee

1. Standing Committee Board of Directors shall maintain the Executive Committee as a standing committee.

Composition

2. Chairperson: President
3. VP Student Service
4. VP Finance
5. VP Student Life

6. VP External Relations
7. VP University Relations
8. [Non-voting] Campaigns, Research, and Policy Coordinator [2008-05-01]
9. [Non-voting] Communications Coordinator [2008-05-01]
10. [Non-voting] Student Union Organizer
11. Quorum Quorum shall be four Executive Officers, two of whom must be signing officers.

Terms of Reference

12. Generally coordinate the day-to-day activities of the Society.
13. Report to Board of Directors as required on the activities of Society committees as well as other matters of importance.
14. Recommend actions for consideration by Board of Directors and its committees.
15. Ensure the timely implementation of all directives of Board of Directors.
16. 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.

Amended: BOD 2008-04-16, BOD 2005-07-27,
 BOD 2002-03-27.

SO-7: Finance and Administrative Services Committee

1. The Board of Directors shall maintain the Finance and Administrative Services Committee (FASC) as a standing committee. This committee shall oversee the financial and internal administrative matters of the Society.

Composition

2. Chairperson: VP Finance
3. [Ex-officio] President
4. Four Board of Directors members, two of whom must be an Executive Officer
5. Two Council members
6. Two students at-large
7. [Non-voting] Financial Coordinator
8. [Non-voting] Campaigns, Research, and Policy Coordinator
9. [Non-voting] Executive Director

Terms of Reference

10. This committee shall not unreasonably limit the normal duties and responsibilities of the VP Finance.
11. 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.

12. 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.
13. 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 delegate elsewhere in this policy manual provided.
14. 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.
15. Monitor and oversee all other financial aspects of the Society and make recommendations to the Board of Directors as necessary.
16. Make decisions and give direction with respect to the internal administrative procedures and practices of the Society, including the administration of all internal services and activities of a non-commercial nature.
17. All discussions of a sensitive or confidential nature regarding financial or administrative matters of the Society shall be held in camera.

Amended: BOD 2013-02-20, BOD 2011-07-06,
BOD 2008-04-16, BOD 2002-03-27.

SO-8: Joint Services Committee

1. The Simon Fraser Student Society and the SFU Student Services shall maintain the Joint Services Committee as a standing committee.

Terms of Reference

2. The Committee shall coordinate services and events that are jointly administered by the Society and Student Services, as defined in the letter of agreement originally signed July 14, 2003.

Adopted: BOD 2004-03-27.
Name Changed: 2010-07-07.

SO-9: Accessibility Fund Advisory Committee

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

Composition

2. Chairperson: VP Finance
3. President (Ex-Officio)
4. VP Student Services
5. One member of the Board of Directors
6. Two students nominated by and from the membership of Students United for Disability Support or in the event that SUDS is not active in any given semester two students recommended by Council or by SFU's Centre for Disabilities
7. One at-large student member (not a member of the Board of Directors).
Notwithstanding Standing Order 1 (Society Standing Committees, Ad-hoc

Committees and Working Groups), said membership shall be appointed by Council.

8. [Non-Voting] Student Union Organizer
9. [Non-Voting] General Office Coordinator
10. [Non-Voting] HI-FIVE Representative

Terms of Reference

11. Review and monitor usage of the Student Society Accessibility Fund as per AP-22 Accessibility Fund
12. Make decisions and give approval to accessibility related capital expenses such as technological aides as well as approve other accessibility related projects as described in Definitions in the administrative policy Accessibility Fund
13. Review and make recommendations to amend, add and, delete sections of policy relating to issues of accessibility and the Accessibility Fund.
14. Research, maintain, and approve a list of priced accessibility services to be made available in the General Office.
15. Hear appeals of decisions taken by the Student Union Resource Office, the General Office, and the Finance and Administrative Services Committee.
16. The Committee shall meet at least once per semester or as required.
17. All discussions of a sensitive or confidential nature shall be held in camera.
18. To promote wellness on campus wherever possible in conjunction with SFU Health and Counselling and the Centre for Disabilities

Adopted: BOD 2005-06-29.
 BOD 2013-07-18, BOD 2009-03-25,
 BOD 2008-02-20, BOD 2005-11-16.

SO-10: Extended Health and Dental Plan Committee

1. The Board of Directors shall maintain the Extended Health and Dental Plan Committee as a standing committee.

Composition

2. Chairperson: President (ex-officio)
3. VP University Relations, who shall also act as alternate chair in the President's absence.
4. VP Student Services
5. VP Finance
6. One Board of Directors Member
7. Two Representatives selected by and from the members of Council.
8. [Non-voting] Campaigns, Research, and Policy Coordinator
9. [Non-voting] Representative chosen by the Health Plan Broker
10. Quorum and Compensation
11. Quorum shall be three voting members of the Committee excluding the resident/Chairperson.
12. Members of the Committee who are representatives of Council but not members of the Board of Directors will be compensated an honorarium equivalent to the pro-

rated Directors' hourly rate per [Rule 7.1.f and 7.3.3] of each Committee meeting, paid from the Extended Health and Dental Plan Reserve Fund.

Terms of Reference and Mandate

13. The Extended Health and Dental Plan Committee has two unique governing roles.
 - a. The committee shall receive written appeals from members about Extended Health and Dental Plan membership, claims coverage, and plan administration.
 - b. The committee shall reply in writing to written complaints from the membership.
14. The committee shall conduct hearings to address member appeals. The meetings shall be closed when an individual member's coverage is under appeal.
 - a. No public record shall be kept of the proceedings.
15. The committee shall rule on appeals.
 - a. All decisions made by the committee that arise from the resolution of appeals and complaints shall be recorded for audit purposes in accordance with the requirements of privacy legislation.
16. The committee chair shall communicate the committee's decisions to complainants in writing.
17. The committee shall also be responsible for recommending an annual budget for the management, promotion or maintenance of the Extended Health and Dental Plan to the Finance and Administrative Services Committee, and for administering the Extended Health and Dental Plan Reserve Fund, as set out in the Health Plan department budget.
18. The Extended Health and Dental Plan Reserve Fund budget shall be reviewed twice a year, during the regular and revision budget processes.
19. The Committee may authorize expenditures from within the Extended Health and Dental Plan Reserve Fund budget.
20. All financial decisions made by the committee shall be recorded for audit purposes in accordance with the requirements of privacy legislation.

Appeals

21. The Extended Health and Dental Plan Committee, in its role as appeal hearing body, is an internal administrative body, governed by the principles of natural justice and procedural fairness. Within this framework, it is free to develop procedures and practices to conduct hearings.
22. Discussions concerning procedures and practices for conducting hearings may be recorded for future reference.
23. Members of the committee are prohibited from disclosing any information about an appeal, any deliberations of the committee, and any decisions of the committee.
24. For all eligible appeals, the Extended Health and Dental Plan Committee shall:
 - a. determine whether an appellant who is not eligible for coverage based on the standard eligibility for enrolment criteria will be allowed to enrol in the Extended Health and/or Dental plan,

- b. determine whether an appellant who is eligible for coverage based on the standard eligibility for enrolment criteria and who does not have comparable coverage will be allowed to cease coverage of the Extended Health and/or Dental plan,
- c. determine whether an appellant has demonstrated extraordinary financial need (e.g. the appellant recently lost a source of income, or was denied previously communicated funding), and, if so, whether they can cease coverage or apply for a subsidy,
- d. determine whether an appellant can cease coverage based on a case wherein their personal security and wellbeing may be endangered by the release of personal information, and, if so, whether they can cease coverage, and
- e. determine whether an appellant can cease coverage where the appellant failed to meet the plan deadlines due to documented physical incapacity due to illness, work schedule, or residential constraints.

Adopted: BOD 2009-03-11.

Amended: BOD 2010-03-03.

SO-11: Surrey Campus Committee

1. The Board of Directors shall maintain the Surrey Campus Committee as a standing committee.

Definitions

2. In this standing order, “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

3. Chairperson: Chief Officer
4. Surrey Affairs Officer
5. Campus Life Officer
6. Promotions and Outreach Officer
7. Eight Officers
8. [Non-voting] One Board of Directors liaison
9. [Non-voting] Surrey Campus Coordinator
10. [Ex-officio] President.

Terms of Reference

11. Provide an opportunity for discussion of issues of concern to SFU Surrey students.
12. Advise the Board of Directors on all issues of concern to SFU Surrey students.
13. Recommend actions for consideration to the Board of Directors.
14. Encourage the participation of SFU Surrey students in all aspects of the Society’s operations.
15. Represent campus-specific issues of concern to the University, in liaison with the VP University Relations.

16. Represent campus-specific issues of concern to the external community, in liaison with the VP External Relations.
17. Coordinate campus-wide activities in liaison with active Department Student Unions.

Election of Members

18. The department student union representatives shall be elected by and from among the members of the department student union who are SFU Surrey students.
19. The representatives of each cohort-based program shall be elected by and from among the students enrolled in that program.
 - a. The committee shall be conducted the election in accordance with the special rules of order to be specified by the Committee.
20. The students at-large shall be elected by and from among SFU Surrey students.
 - a. The committee shall be conducted the election in accordance with the special rules of order to be specified by the Committee.
21. The representatives from the faculty of arts shall be elected by and from among Surrey students who are enrolled in at least one arts course at SFU Surrey.

Removal of Members

22. The department student union representatives may be removed from office in accordance with procedures that may be adopted by the department student union.
23. The representatives of each cohort-based program may be removed from office by a two-thirds (2/3) vote of the students enrolled in that program. Such a vote shall be conducted at a meeting that shall be called by the committee upon the request of any ten (10) students enrolled in that program.
24. The students at-large may be removed from office by a two-thirds (2/3) vote of the SFU Surrey students. Such a vote shall be conducted at a meeting that shall be called by the committee upon the request of any fifteen (15) SFU Surrey students.

Term of Office

25. The term of office of department student union representatives shall be in accordance with procedures that may be adopted by the departmental student union.
26. The term of office of representatives of cohort-based programs and students at-large shall be determined by a special rule of order of the committee.

Chairperson

27. Notwithstanding other standing orders, the chairperson shall be elected by and from among the voting members of the committee.
28. Temporary chairs shall be appointed by voting members and shall be from among non-voting SFU Surrey students.

Special Rules of Order and Standing Rules

29. In accordance with Robert's Rules of Order, the Committee may adopt special rules of order and standing rules to regularize its business.

30. The Surrey Campus Coordinator shall maintain the official copy of the Committee's Special Rules of Order and Standing Rules.
 - a. A copy shall be made available on the SFSS website.
31. The Surrey Campus Committee Special Rules of Order and Standing Rules, and any changes to them, shall be sent to the Board of Directors for ratification.

Funding

32. Subject to budgetary considerations, the committee shall receive, at minimum, funding calculated according to the model of department student unions, and may have both a core account and a trust account with the Society.
33. For the purpose of this section, the membership of the committee shall be deemed to consist of all SFU Surrey students.

Amended: BOD 2008-06-23, BOD 2008-04-16,
 BOD 2008-02-20, BOD 2007-06-02,
 BOD 2008-02-06, AGM 2007-10-10,
 BOD 2006-03-10.

SO-12: Remuneration Advisory Committee

1. Standing Committee The Society shall maintain the Remuneration Advisory Committee as a standing committee.

Composition

2. President (Ex-Officio)
3. One member of the Board of Directors
4. Two members of Council who are not members of the Board of Directors, appointed by Council
5. Two members of the Society who are not members of the Board of Directors or Council, one appointed by the Board of Directors and one appointed by Council
6. Members of the Society who are also staff shall not serve on the Committee
7. Members of the Committee may be impeached by a simple majority vote of the body that appointed them to the Committee
8. The Committee shall elect a chair from among its members
9. Quorum is four (4) members of the Committee, such that at least one member appointed pursuant to 2(c), and one member appointed pursuant to 2(d) are present

Terms of Reference

10. The Committee shall consider business referred to it by the Board of Directors or Council.
11. The Committee shall consider all matters related to the remuneration paid to members of the Board of Directors and Council and shall make one or more recommendations on each such matter to the Board of Directors, or Council, or both, as appropriate.
 - a. Such a recommendation may relate to any matter related to the issue of remuneration including, but not limited to:

- i. the value of remuneration provided,
 - ii. the form of remuneration provided, and
 - iii. the schedule for the provision of remuneration
12. The Committee may consider any information it considers pertinent when developing a recommendation to the Board of Directors or Council.

Adopted: BOD 2008-04-30

Amended: BOD 2009-03-25

SO-13: Faculty and At-Large Committee

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

Composition

2. All faculty representatives and at-large directors
3. [ex-officio] President
4. [Non-voting] One executive officer
5. [Non-voting] Student Union Organizer

Terms of Reference

6. Coordinate the activities of the faculty representatives and at-large directors within their portfolios and delegated duties as described in policy.
7. Report to the Board of Directors as required on the activities of the faculty representatives and at-large directors.

Chairperson

8. There shall be a rotating chair, the first of which will be the executive officer on the Committee.

Adopted: BOD 2010-03-03.

Amended: BOD 2013-02-20.

SO-14: Build SFU Student Advisory Committee

1. The Board of Directors shall maintain the Build SFU Student Advisory Committee as a standing committee.

Composition

2. Chairperson: VP University Relations or another member of the Board of Directors
3. Two Council members
4. Six Students-at-Large
5. [Non-voting] Build SFU General Manager
6. [Non-voting] Build SFU Consultation Coordinator

Terms of Reference

7. Organize consultations with the general membership.
8. Implement communications and promotions to the general membership.
9. Make recommendations to the Board of Directors about the project.

Adopted: BOD 07-04-2013

SO-15: Granting Committee

1. The Board of Directors shall maintain the Granting Committee as a standing committee. This Committee shall generally oversee club, departmental student union, and constituency group granting.

Composition

2. Chairperson: A member of the Board of Directors
3. [Ex-Officio] President
4. VP Student Life
5. Two Board of Directors Members
6. Two Council Members
7. Two students At-Large
8. [Non-voting] Two General Office Coordinators
9. [Non-voting] Student Union Organizer

Terms of Reference

10. Grant club requests greater than those provided for under AP-12.5h
11. Grant Departmental Student Union requests greater than those provided for under AP-16.4.c in AP-16.5.c
12. Approve requests by Constituency Groups for funding greater than that provided for in AP-17.6.c
13. Hear requests for Special Event Funding made under AP-28.1c
14. Hear appeals of decision made by the General Office Coordinators under AP-12.8.b
15. Hear appeals of decisions made by the Student Union Organizer under AP-12.8.b
16. Hear appeals of decisions made by the Student Union Organizer under AP-17.7
17. Budget
18. In conjunction with the general office coordinators, prepare the annual budget for the club core and grant line items.
19. In conjunction with the Student Union Organizer, prepare the annual budget for the department student union core and grant line items.
20. In conjunction with the Student Union Organizer, prepare the annual budget for constituency groups covered under AP-17.

Adopted: BOD 2011-07-06.
Amended BOD 2013-06-27.

SO-16: Events and Promotions Committee

1. The Board of Directors shall maintain the Events and Promotions Committee as a standing committee. The committee shall generally oversee the events and promotions of the Society.

Composition

2. Chairperson: VP Student Life

3. [Ex-Officio] President
4. Four Board of Directors Members
5. Two Council Members
6. Four Students At-Large
7. [Non-voting] Communications Coordinator
8. [Non-voting] FBS Promotions Coordinator

Terms of Reference

9. Develop and coordinate events on behalf of the Board of Directors.
10. Develop and coordinate the promotional materials and promotional campaigns of the Society and its services.
11. Develop and coordinate Board events in the Highland Pub and promotions of the SFSS Food and Beverage Services.
12. Develop and coordinate Board events in the Highland Pub and promotions of the SFSS Food and Beverage Services
13. The committee may strike working groups to aid in the organization of any events and promotions.
14. Upon request the committee may assist clubs, department student unions and constituency groups in the planning of events
15. Prepare the annual budget for events of the Board of Directors for consideration by the Finance and Administration Services Committee

Adopted: BOD 2011-07-06.
Amended: BOD 2013-07-18.

Ad-Hoc Committees

SO-17: Labour Committee

1. The Board of Directors shall maintain a Labour Committee as an ad-hoc committee.

Composition

2. Chairperson: Executive Officer
3. President (ex-officio)
4. Three Board members, two of whom are on the Executive Committee

Terms of Reference

5. To fulfill the duties and responsibilities set out in Article 41 of the CUPE 5936 collective agreement.
6. To negotiate collective agreements with CUPE 3338.

Remuneration

7. In recognition of the time the Labour Committee representatives volunteer, the Society shall provide a stipend of \$14.58 per hour. This stipend is separate from the executive officer and faculty and at-large representatives stipend. This

stipend shall only be paid for time spent in collective bargaining as set out in this standing order.

Chairperson

8. The Board of Directors shall appoint the chairperson of the Labour Committee from the members of the Labour Committee.
9. The President is not be eligible to be a Chairperson
10. The chair of the Labour Committee shall maintain a confidential e-mail list containing only the official e-mail addresses of the members of the Labour Committee.
11. The Labour Committee meetings shall be in camera with no minutes or records kept except in the case of Collective Agreement negotiations with CUPE 3338, during which the employer may keep wherein bargaining notes.
12. The Board of Directors is encouraged to appoint members to the committee based on merit; when possible, directors are encouraged to appoint a non-executive officers to the committee.

Amended: BOD 2009-04-30, BOD 2008-06-09,
BOD 2008-04-30, BOD 2004-06-04.

SO-18: Stipend Appeals Committee

1. The Board of Directors shall maintain a Stipend Appeals Committee as an ad-hoc committee.
2. The election and impeachment of members of the committee, with the exception of the President, shall be by a 2/3rds majority vote of the Board of Directors. Members may only be impeached with cause.

Composition

3. Chairperson: The Board of Directors shall elect a chairperson from amongst its own members
4. President (ex-officio)
5. Three students at-large
6. The Chairperson shall not be an Executive Officer

Quorum

7. Quorum shall be the Chair plus three other members of the Committee.
8. Terms of Reference
9. The committee is an internal administrative body governed by the principles of natural justice and procedural fairness. Within this framework, it is free to develop procedures and practices to conduct hearings and is not constrained by strict rules of procedure and evidence.
10. The VP Finance shall have primary responsibility over stipends, except that the President shall have responsibility over the VP Finance's stipend.
11. The President shall have the primary responsibility over excuses and leaves of absence.

12. Any decision taken by the VP Finance or the President regarding stipends, excuses, or leaves of absence may be appealed to the committee by the affected party. Appeals shall be in writing, and delivered to the committee chair within twenty (20) working days. In extenuating circumstances, the committee chair may extend the time limit for an appellant to dispute the findings of the VP Finance or the President.
13. Upon receiving any such appeal, the chair shall convene a meeting of the committee within fifteen working days. The appeal shall be deemed to have been allowed by the committee if the chair fails to convene a meeting as required.
14. The neutrality of any member of the committee scheduled to hear a case may be challenged and will be determined by the chair.
15. If the neutrality of the chair is challenged, the other members of the committee will determine it.
16. A member of the committee who's own stipend is under consideration shall not be deemed neutral.
17. The Committee is responsible for interpreting any policy under consideration.
18. The deliberations of the Committee shall be closed with no record kept.
19. The Chair of the Committee shall vote only in case of a tie. No members of the Committee shall abstain.
20. The Chair shall communicate the decision of the SAC, in writing, to the affected parties within five working days of the hearing. The decision shall include reasons. The appeal shall be deemed to have been allowed by the Committee if the Chair fails to communicate the decision as required.

Appeals

21. Appeals of decisions of the SAC shall be made to the next regularly scheduled meeting of Board of Directors. Board of Directors may, by a 2/3rds majority vote, overturn any decision of the SAC.

Amended: BOD 2004-06-02

SO-19: Student Space Oversight Committee

1. The Board of Directors shall maintain the Student Space Oversight Committee as an ad-hoc committee.

Composition

2. Chairperson: VP University Relations
3. [Ex-officio] President
4. VP Finance
5. VP Student Services
6. Two Board of Directors members
7. Two students-at-large
8. Two Council members
9. [Non-voting] Campaigns, Research, and Policy Coordinator

Terms of Reference

10. Review proposals and make recommendations to the Board of Directors for consultation and deliberation in a timely manner on all matters pertaining to the evaluation, design, development, alteration, renovation or assignment of Society space, including:
 - a. project concepts and initial scope of work proposals,
 - b. engagement of professional consultants,
 - c. evaluation of planning proposals,
 - d. research and design studies and proposals, including interior design,
 - e. financial management and planning of the Space Expansion Fund,
 - f. initial selection of tenants of society space, and
 - g. timely implementation of the Society space directives of the Board of Directors.
11. Organize and conduct consultations with all parties affected by space planning, including the general membership.
12. Receive regular reports from SFSS representatives on joint committees of the Society and other external organizations on the progress of work.
13. Maintain oversight on planning and implementation of internal renovations and new construction either directly or through a selected board member, depending on scope of work.
14. Review proposals and make recommendations to the Board of Directors on all matters affecting Society space negotiations with external parties including lease and maintenance items.

Adopted: BOD 2008-07-14
Amended BOD 2010-03-31

ADMINISTRATIVE POLICIES

AP-1: Regrets, Leave, and Resignation

1. Leaves of absence approved by the President or VP Finance shall be reported to the Board of Directors.
2. 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.

Resignation of Directors (as per bylaws)

3. In order to comply with the provisions of the bylaws, which requires that each director of the Society to be registered as a student in at least two (2) of the three (3) semesters comprising his/her/zir tenure of office, each person who is elected or appointed to be a director of the Society shall submit to the Society and to the University Registrar his/her/zir written consent for the University Registrar to, at any time during their tenure of office, produce a report on their registration status in each of the (3) three semesters comprising their tenure of office, and to make this information available to the Executive Director of the Society and to any member of the Society upon request. They shall give this consent no later than the first day of their tenure of office as a Director and they shall not withdraw this consent until the last day of their tenure of office.
 - a. Any person not giving such consent shall be deemed unregistered for classes for the purposes of bylaw 5.1.
4. For the purposes of this policy, a report on a registration status shall list whether the subject of the report is currently registered in a course or program at the University, and for each of the previous semesters in their term of office, if the subject was so registered in that semester.
5. The Executive Director of the Society will, no later than one week before the first scheduled meeting of Council in each semester, and as soon as possible after the University's last class withdrawal date for each semester, obtain from the University Registrar reports on registration status of each director of the Society.
6. The Executive Director of the Society will, in the case of a director elected in a by-election or appointed by Council or by ordinary resolution to be a director, obtain from the University Registrar a report on the registration status of that person on, or as soon as possible after, the first day of the tenure of office of the director.
7. As soon as possible after obtaining the reports on registration status, the Executive Director of the Society shall distribute to the members of the Student Council those reports along with a list of any directors who have paid their society fee for that semester directly to the Society, and a list of any directors who owe to the Society any fee, fine, or penalty levied by the Society in accordance with the bylaws and policies of the Society.

8. Upon the receipt of registration and fee-payment reports produced under this policy, Council shall review the report and shall advise the Board if they agree with the findings in those reports as they relate to the application of the bylaws.
9. If Council disagrees with any information provided to it under this policy, it shall provide clear and concise reasons to the Society of the nature of its disagreement with the report and the Society shall pursue those issues and a report on the issue will be provided to Council as soon as possible.
10. For the purposes of administering the bylaws, except as given otherwise in this policy, the Society shall consider each director to be a member in good standing until such time as Council has agreed with the content of the report indicating that the director is not a member in good standing.
 - a. Once Council has agreed with the content of a report indicating that a director is not a member in good standing, the Society shall deem that person to not to be a member in good standing, and they shall cease to be a director of the Society according to the bylaws.

Leave of Absence

11. 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.
12. All requests for leaves of absence shall be accompanied by a written explanation of the reasons for seeking it.
13. In the event that a request for a leave of absence is denied, the President or VP Finance shall provide written reasons for his/her/zir decision.
14. No more than two (2) months leave of absence shall be granted within a one-year term of office.
15. Members of the Board of Directors who have not paid Society fees for the semester for which they are requesting a leave of absence shall have these fees deducted from their first month's stipend in the semester they return.

Regrets

16. 'Regret' is a term that refers to a written document submitted as a request to be excused from attending a meeting where attendance would otherwise be required.
17. Regrets must be submitted to the chair of the Board of Directors or the committee, as well as the Minute Taker, 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.
18. Acceptable reasons for the submission of regrets include, but are not limited:
 - a. bereavement,
 - b. illness,
 - c. an academic or employment specific conflict, and
 - d. a personal or family emergency.

19. Regrets are deemed acceptable or not by simple majority vote of the organizational unit to which they have been submitted.
20. Where such regrets are deemed unacceptable, an explanation must be provided in writing to the submitter.

Amended BOD 2015-01-07, BOD 2008-04-16,
BOD 2008-02-25, BOD 2007-04-25,
BOD 2003-01-08.

AP-2: Access to Society Space

1. This policy determines and restricts access to all space controlled by the Society.

Key Control

2. Apart from this policy, access designations may be granted by motion of the Executive Committee or the Board of Directors, as well as by the President or the VP Student Services when meetings of either of these bodies are not in progress.
3. Only the President, the VP Student Services, and the General Office coordinating staff are authorized to order University keys for Society spaces.
4. The Food and Beverage Services General Manager and the Executive Director are authorized to provide access to Food and Beverage Service areas for Food and Beverage Services Employees.
5. Supervisory staff may request keys for those employees under their supervision in the spaces in which they work.
6. Directors and employees of the Society may sign keys out for short-term use for up to 4 hours without deposit.
7. A deposit of ten dollars (\$10) will be required for periods of longer than 4 hours, which may be deducted from a person's paycheque or stipend.
8. If a key is lost, a replacement fee will be charged as billed by SFU.
9. Members or guests authorized by an executive officer, general office coordinator, or staff member may sign keys out for short-term use if personal identification is provided and a deposit of ten dollars (\$10) is paid prior to the release of the key.
10. If a key is lost, a replacement fee will be charged as billed by SFU.
11. All keys must be returned immediately upon request.
12. Final stipend payments to directors will be withheld until all keys are returned to the Society.

Entitlement to Key Access

13. Only authorized persons may enter Society spaces within the scope of this policy. Other persons may only enter if a person so entitled attends or an executive officer (or specific officer) has granted them specific permission.
14. All directors, permanent employees, replacement employees, and term employees shall have access to their respective areas of work.
15. The Executive Director shall have access to all Food and Beverage space, the General Office, and the Finance Office.

16. The Food and Beverage General Manager shall have access to all Food and Beverage space, the General Office, and the Finance Office.
17. The Retail Service Coordinator shall have access to the Copy Centre, and the Copy Centre Storage areas.
18. The General Office coordinating staff shall have access to the General Office and to the North Storage facility.
19. The Financial Coordinators shall have access to the Financial Storage facility.
20. The Surrey Campus Coordinator shall have access to the Surrey Common Room.
21. Only those authorized by the Women's Centre Collective shall have access to the Women's Centre Office and shall require SFU Security to provide access.
22. All Directors shall have access to the Board of Directors Office.
23. Executive Committee members shall have access to the Executive Conference Room and the General Office.
24. The President shall have access to all Society space.
25. The VP Finance shall have access to the Financial Office.
26. The Surrey Campus Liaison shall have access to the Surrey Board of Directors Office and the Surrey Common Room.
27. All Officers of the Surrey Campus Committee, as defined in the standing orders, shall have access to the Surrey Common Room.
28. The Chief, Campus Life, Surrey Affairs, and Promotions and Outreach Officers shall have access to the Surrey Board of Directors Office.
29. Food and Beverage Service employees shall have access to areas authorized by the Food and Beverage Manager or the Senior Organizational Advisor.
30. The Women's Centre staff shall have access to the Women's Centre Lounge.
31. The Out on Campus Coordinator shall have access to the Out on Campus Lounge. Only Out on Campus staff members shall have access to the Out on Campus office.
32. Only trained volunteers and Centre staff will be given the punch code lock combination for the Out on Campus Lounge door. The Out on Campus Collective shall authorize semester access to the lounge door lock combination for volunteers, and for others on an as-needed basis.

Open Access

33. All members shall have access to the General Office during hours of operation.
34. All members shall have access to the Copy Centre during hours of operation.
35. All members shall have access to the Surrey Campus Lounge during hours of operation.
36. All members shall have access to the Rotunda lounge.
37. All self-identified female SFU community members shall have access to the Women's Centre Lounge.
38. All Lesbian, Gay, Bisexual, Transgender, Queer/Questioning- (LGBTQ-) friendly members shall have access to the Out on Campus Lounge when a trained office volunteer or an Out on Campus staff person is present to maintain a safe space.

Restricted Access

39. Only commissioners of the Independent Elector Commission may have access to the Commission Office during Society nomination, campaigning, and voting periods and for a period of 3 (three) weeks following the final day of voting. During this period, no one shall have access to the Commission Office unless a member of the IEC is present.
40. Society directors or their agents may have access to leased space according to the terms of signed lease agreements. Leaseholders are responsible for establishing access to spaces under their control.
41. The President and Executive Director shall have access to all Society spaces in emergency situations and as necessary when scheduled maintenance is to be performed.

Scheduled Access

42. The Society General Office shall schedule Society events on request from Society clubs and department student union signing officers in Council Chambers, the Arcade, Society Conference Rooms, and the Atrium Cafeteria on a first-come, first-served basis. Clubs and department student unions will be held responsible for damage or loss of property in the Society spaces booked for their events.
43. The Society General Office shall schedule events on request from other third parties in the Council Chambers, the Arcade, Society Conference Rooms, and the Atrium Cafeteria on a first-come, first-served basis. Those booking space will be held personally responsible for damage or loss of property in the Society spaces booked.
44. General Office coordinating staff may authorize access to Society spaces for use outside of regular office hours of operation.

Amended: BOD 2011-03-23, BOD 2010-11-29,
BOD 2010-04-28, BOD 2009-07-08,
BOD 2007-02-28, BOD 2003-12-03.

AP-3: Activity Fee

1. The Student Activity Fee shall be non-refundable.
2. Simon Fraser University students aged sixty years or more at the commencement of the summer semester, and who are Canadian citizens or who hold permanent resident status in Canada, are honorary members in good standing of the Society and are exempt from the Student Activity Fee.
3. Students only taking audit courses shall be exempt from the Student Activity Fee.
4. The following groups of students shall only be charged half the regular Student Activity Fee:
 - a. Students in off-campus programs; the term 'off-campus program' is defined as a program housed outside the SFU Burnaby, SFU Vancouver, SFU Surrey, and Great Northern Way campuses,
 - b. Students taking three or fewer course hours for credit,
 - c. Students taking Summer Session courses only, and

- d. Students taking Intersession courses only.
5. The Finance and Administrative Services Committee shall request and 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
 - c. the number of students, broken down by part time and full-time status, enrolled in courses at the SFU Program in Kamloops, and the total value of the fees collected from them.
6. As the Society receives fees from the University they shall be apportioned among the Society and affiliate organizations for which fees are collected.
7. Society members who are studying at another institution as part of a formal exchange program continue to be assessed and pay Society fees at Simon Fraser University. Students from another institution who are taking course work or conducting research under a formal exchange program shall not be assessed Society fees.
8. Except for those members whose fee status is stated otherwise in this policy, all members of the Society shall be assessed the full Society fee in any semester they are registered according to the bylaws.

Amended: BOD 2008-04-16, BOD 2008-02-25,
 BOD 2008-02-06, AGM 2007-10-10,
 BOD 2005-05-15, BOD 2001-02-28.

AP-4: Advertising on Campus

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. 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.
3. This policy shall not apply to campaign materials for University or Student Society elections or referenda.

Amended: BOD 2003-08-27

AP-5: Anti-Racism

1. The Society recognizes racism as a form of discrimination that deprives the community of full participation by its members.
2. The Society supports an environment that protects and promotes the dignity, worth, and human rights of every person, and it encourages mutual respect and cooperation among individuals. T

3. The Society:
 - a. acknowledges the challenge of becoming responsive to the needs of a pluralistic community,
 - b. affirms that the racial, ethno-cultural, linguistic, and religious diversity of its members and employees is a source of enrichment and strength for the organization and the University, and
 - c. commits to eliminating barriers that racial, ethno-cultural, linguistic, and religious groups encounter in the course of their efforts to participate in education and employment opportunities.
4. The Society is committed to:
 - a. promoting an inclusive environment where racial equality is fundamental to its goals and philosophy,
 - b. creating an understanding that race relations issues must not be trivialized or marginalized,
 - c. cultivating a mutual acceptance of cultural diversity among its members and employees,
 - d. taking into account the anticipated impact on the diverse membership when creating new programs, policies, and services,
 - e. working with its employees to ensure that collective agreements and employment practices reflect the Society's commitment to effectively dealing with issues of racism,
 - f. organizing campaigns for the purpose of increasing awareness about racism with the goal of creating a learning environment in which all members of the community can fully participate,
 - g. lobbying the University to develop policies and procedures to effectively deal with issues of racism, including:
 - i. an on-going review and evaluation of University curricula, programs, policies, hiring practices, services, and methods of service delivery with the goal of removing inequities and biases,
 - ii. a recognition that curricula must present a global view of the community, which includes the experiences and achievements of diverse cultural groups,
 - iii. recognition of the value and importance of first language(s) and educational experiences of First Nations students,
 - iv. continued support of English as a Second Language programs,
 - v. training, guidance and support for members, faculty, administration, and staff, to enhance cross-cultural understanding, mutual respect, unlearning racism, and acceptance of cultural diversity, and
 - vi. support for an Ethnic Relations Officer and appropriate counselling services for people of colour and First Nations people.

Adopted: BOD 2001-02-28

AP-6: Conference Room, Council Chambers and Atrium Bookings

Audio-Visual Equipment

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.
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. 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.
4. Rooms may be booked by submitting an appropriate form and attaching the name and contact information of two people.
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 be opened. Between Monday and Thursday after 4:00 pm the wall configurations will be set and may not be moved.
6. Groups booking the Society's conference rooms, the Atrium and the Council 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.
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 Council Chambers on a semester basis.
8. Furniture may not be removed from any conference room, the Atrium or the Council 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.
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 Council Chambers. The deposit to will be returned upon a clean inspection by a General Office.
10. The conference rooms, the Atrium and the Council Chambers are not available for booking between the last working day in December and the first school day of the Spring semester.
11. Any group or individual booking conference rooms, Council Chambers or the Atrium for the purpose of review or exam preparatory sessions relating to University courses may charge:
 - a. a maximum of \$5 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.
 - c. Materials so produced may cost no more than:

- i. the price of printing at the SFSS Copy Centre,
- ii. \$1.00 per data or audio compact disc, and
- iii. \$4.00 per data or video DVD.

Amended: BOD 2005-06-25, BOD 2003-11-05.

AP-7: Budget

1. The fiscal year for the Society shall be from May 1st to April 30th.
2. 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 each new fiscal year. The Finance and Administrative Services committee shall review the Society's annual budget (6) six months into each fiscal year, taking into account the actual revenues and expenditures to date, and make recommendations to Board of Directors as necessary.
3. 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 (including all commercial service areas) of the Society for the new fiscal year in a consolidated and comprehensive manner.
4. 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.
5. The annual operating budget of the Society shall maintain, at a minimum, a net surplus or return to members' equity (unrestricted fund balance) in the General Fund in an amount equal to or greater than 5% of the Society's net student activity fee revenue for that fiscal year. This requirement shall remain in force and effect until such time as the members' equity (unrestricted fund balance) of the Society, as indicated by the audited financial statements of the Society, is equal to or greater than the equivalent of 3 months of the Society's General Fund net annual operating expenditures.
6. Department and area coordinators and/or managers shall be responsible for monitoring their departments' or areas' budgets monthly and by semester. No expenditures in excess of amounts budgeted shall be permitted without the specific authorization of Board of Directors. Projected Expenditures for an event or campaign of the Society must not exceed the amount remaining in the relevant line item(s).
7. 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.
8. Changes to amounts allocated to line items within department budgets require the approval of the Finance and Administrative Services Committee.

Amended: BOD 2014-08-16, BOD 2014-07-08,
BOD 2013-12-04, BOD 2011-10-19,

BOD 2008-11-17, BOD 2008-04-16,
BOD 2004-12-15, BOD 2002-05-15.

AP-8: Cheque Requisitions

1. The Board of Directors, or an appropriate Society committee shall by resolution authorize all Society expenses.
2. One person cannot submit both a cheque requisition request and approval.
3. A General Office coordinator or the Surrey Campus Coordinator must pre-approve all club cheque requisitions.
4. The Student Union Organiser or the Surrey Campus Coordinator must pre-approve all department student union cheque requisitions.
5. The Chair of a standing committee must request cheque requisitions for committee-approved donations.
6. The VP Finance shall approve cheque requisitions for donations by the Board of Directors or Council.
7. A duly authorized cheque requisition and documentation satisfactory to the Society's auditor must be supplied to the Finance Office before a cheque is issued or payment is made with the use of the Society credit card.
8. An Executive Officer must give final approval to all cheque requisitions.
9. Section 2 shall not apply to the Food and Beverage Services.

Amended: BOD 2010-04-14, BOD 2005-08-10,
BOD 2005-03-02, BOD 2003-04-16.

AP-9: Childcare Expenses

1. Members of Council, the Board of Directors, and Society committees and working groups shall be entitled to reimbursement of childcare expenses that result from their involvement in meetings of the Society.
2. Childcare expenses shall be reimbursed up to:
 - a. five dollars (\$5) per hour per child to a maximum of one hundred dollars (\$100) per semester for Council representatives and students at-large,
 - b. two-hundred-fifty dollars (\$250) per semester for faculty and at-L;arge members of the Board of Directors,
 - c. and to a maximum of two thousand dollars (\$2 000) per semester for executive officers.
3. Applications for reimbursement shall be made to the Finance Office and shall be accompanied by supporting documentation satisfactory to the Society.

Amended: BOD 2008-04-16, 2008-02-06,
AGM 2007-10-10, BOD 2004-09-22,
BOD 2002-05-15.

AP-10: Clubs

Definitions and Purposes

1. Clubs are organized student groups that have a mandate to pursue interdisciplinary, social, or activist goals.

2. Clubs shall not duplicate departmental student unions.

Membership Criteria

3. Club membership shall be open to all members of the University community.
4. Each club shall consist of a minimum of ten members in good standing of the Society or of the Graduate Student Society.
5. A student member must provide their name, student number, status of membership in-good-standing in the Society or the Graduate Student Society, and signature or appropriate electronic verification to become valid members of the club.
6. Each club must have at least two (2) executive officers that are members in good standing of the Society or of the Graduate Student Society.

Registration Criteria

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 General Office Coordinators of the SFSS may disallow a club's registration, subject to an appeal to the Finance and Administrative Services Committee (FASC).
8. To be eligible for initial registration the club shall submit to the General Office using the provided club forms:
 - a. a membership list,
 - b. a minimum of two (2) club members serving as Executive Officers and signing officers, and
 - c. a Club Liability Disclaimer signed by two executive officers 19 years of age or older.
9. To remain eligible for registration the club shall submit to the General Office each semester using the provided club forms:
 - a. an updated membership list.
 - b. a list of current Executive Committee members and signing officers,
 - c. a Club Liability Disclaimer signed by two club executive officers 19 years of age or older, and
 - d. a written copy of any changes to the Constitution duly made in the previous semester.
10. To be eligible for initial or continuing registration of a club, clubs must send a representative to attend the Club Orientation Meeting held by the General Office at the beginning of each semester.

Constitutions

11. Clubs must use the default constitution provided by the General Office unless there are specific requirements that must be met, subject to the approval of the General Office Coordinators. Constitutions shall include:
 - 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

- 12. Clubs shall receive a core operating grant from the Society, and maintain a core operating fund account
- 13. Clubs may maintain a Society trust account.
- 14. Subject to budgetary constraints, clubs shall receive said operating grant based on their membership of members in good standing of the Society or the Graduate Student Society on a sliding scale. Allotment shall be made at the discretion of the General Office Coordinators.
- 15. The Club core operating grant shall be used to cover costs reasonably related to each club's mandate.
- 16. Unused core operating grants shall revert back to the Society at the end of each semester.
- 17. 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.
- 18. Clubs may collect membership fees.
 - a. Membership fees shall be held by the Society in the respective trust fund account.
- 19. Clubs may seek additional funding for special events and projects by requesting a grant via a proposal.
- 20. The General Office coordinators will grant requests under \$500. The Granting Committee must approve all requests over \$500. The grant will be awarded based on the merits of the event or project and at the discretion the General Office coordinators and/or the Granting Committee.
- 21. Clubs that met the registration criteria in the previous semester may be eligible for reimbursement of up to \$20 in expenses in advance of the distribution of semester operating grant allocations to assist in preparations for Clubs Days. Such allocations will be debited against the operating grant, and clubs must repay any over-expenditure.
- 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.

Financial Accountability

- 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.
- 24. Reimbursement of amounts of less than \$50 may be paid out in cash.
- 25. Reimbursement of amounts of more than \$50 shall be by cheque.

26. Operating grants and special event funding shall not be spent on alcohol, unless the event is open to all members of the SFU community who are of legal drinking age.
 - a. Minutes of the meeting proposing the event are submitted to the general office, and at least one club executive signs the appropriate liability forms.
27. Operating grants and special event funding shall not be used to provide stipends or donated to off-campus organizations.
28. 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

29. 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

30. 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.
31. Decisions of the General Officer Coordinators may be appealed, in writing, to the Granting Committee.

Amended: BOD 2011-07-06, BOD 2010-01-10,
BOD 2008-10-27, BOD 2008-04-30,
BOD 2008-02-20, BOD 2005-11-16,
BOD 2003-12-03.

AP-11: Vending Program in Council Chambers

1. Vending rates shall be set by the Society and are subject to change without notice.
2. Fees shall be paid in full two (2) weeks in advance.
3. One (1) week notice of cancellation shall be required for a refund.
4. A list of goods for sale shall be provided to the Society and the sale of goods shall be at the discretion of the Society, with a fixed cost assigned to all items.
5. Vendors shall obtain, and provide proof to the Society, of Fraser health permits and other operating licenses required by law, in addition to Commercial General Liability Coverage and Personal Injury Liability in the amount of \$2 000 000.
6. A fee may be charged by the Society for the provision of vending tables.
7. No tables shall be placed in front of any doorway, fire equipment, elevator, locker, alarm, or vending machine.
8. No part of any equipment or materials shall be attached to any University fixture.
9. Any extension cords shall be taped securely to the floor.
10. Lit candles shall not be permitted.
11. Equipment shall not be left in the area when not in use or outside of the time booked.
12. If equipment or other materials remain in the area outside of the time booked, and need to be removed or disposed of, the Society will not be held responsible.

13. The cost of repairs for any damage to property will be charged to the vendor. The Society will not be held responsible for any equipment or materials that are left in the area, outside of the time booked, and may remove any such items as required.
14. Violation of this policy, or of any other Society, University, or government rule, shall be grounds for termination of any vending permit, and eviction of the vendor without refund of the vending fee.
15. Any group or individual looking to advertise or sell commercial services or products in excess of the Society's advertising policy must notify the General Office for proper application of the vendor program and procedure.

Adopted: BOD 2010-03-17.

AP-12: Per Diem Allowance

1. A per diem allowance shall be paid to Directors or other representatives who are appointed or delegated to represent the Society at meetings or conferences, or to conduct Society business off-campus.
2. A per diem allowance will be paid:
 - a. when representatives must attend meetings or tend to Society business for full day periods, or a minimum of 6 hours, or
 - b. where the combined time of traveling to and from the meeting and meeting duration amount to 6 hours or more.
3. Each representative shall be paid a per diem allowance according to the following criteria:
 - a. Thirty-five dollars (\$35) for each day on which travel to or from the meeting is required and on which no meeting is convened
 - b. Thirty-five dollars (\$35) per day, where no meals are provided by the hosting organization
 - c. Fifteen dollars (\$15) per day, when at least one full meal per day is provided by the hosting organization
4. Per Diem allowances shall be paid in advance of the event.

Amended BOD 2010-07-07, BOD 2002-05-15.

AP-13: Corporate Affiliation

1. Any type of affiliation or purchasing agreement between the Society and a corporation or commercial operation shall be subject to the following guidelines:
 - a. Roaming canvassing on campus shall not be permitted.
 - b. Society membership lists shall not be made available.
 - c. The interests of existing Society programs, goods, and services shall be given first priority when considering new programs, goods, and services,
 - d. Any contract shall contain a cancellation clause allowing for the termination of said contract without penalty to the Society in the event that this policy is breached.
2. The Society shall endeavour not to be affiliated with or purchase from corporations or commercial operations that:

- a. follow unfair labour or business practices, including but not limited to the violation of fundamental human rights, and practices leading to increased poverty, abuse, violent or non-violent oppression, or unsafe working or living environments for individuals or groups,
 - b. directly or indirectly damage the natural or human environments, or
 - c. sell, promote, or advertise goods or services that promote violence or discrimination as set out in the British Columbia Human Rights Code.
3. Where practicable, preference shall be given to corporations or commercial operations that:
 - a. are Canadian owned and operated,
 - b. have a unionized work force, and
 - c. have a proven record of conducting business in accordance with this policy.

Adopted: BOD 2001-02-28.

Amended: BOD 2008-11-17.

AP-14: Department Student Unions

1. Society funds may be used to cover event costs when a union is a sponsor and the event is intended for purposes that are of collective benefit to the membership.
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.
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 Committee members (or other contact persons), signing officers and department representative(s).
4. In the event that a union remains inactive for four consecutive semesters all assets shall revert to the Society.
5. At least one executive officer must attend training with the SFSS Organiser before core fund can be released
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.
7. The signatures of two Union officers are required to release any Society funds.
8. Unions may establish trust accounts for securing funds other than SFSS core or grant allocations.
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

10. Unions that become 'active' in the first month of semester will be eligible for the full core amount.
11. Unions that become active in the second month will be entitled to 3/4 of the funding.
12. Unions that become active in the third month will be entitled to 1/2 of the funding.
13. Unions that become active in the final month of the semester will be entitled to 1/4 of the funding.

Maximum core budget limits

14. Subject to budgetary constraints Unions whose membership is equivalent to or less than an annual FTE of 200 shall receive a core budget of \$300/semester.
15. Subject to budgetary constraints Unions whose membership is greater than an annual FTE of 200, but less than an annual FTE of 301 shall receive a core budget of \$450/semester.
16. Subject to budgetary constraints Unions whose membership is greater than an annual FTE of 300, but less than an annual FTE of 501 shall receive a core budget of \$600/semester.
17. Subject to budgetary constraints Unions whose membership is greater than an annual FTE of 500, but less than an annual FTE of 750 shall receive a core budget of \$750/semester.
18. Subject to budgetary constraints Unions whose membership is greater than an annual FTE of 750, but less than an annual FTE of 1000 shall receive a core budget of \$900/semester.
19. Subject to budgetary constraints Unions whose membership is greater than an annual FTE of 1000, but less than an annual FTE of 1500 shall receive a core budget of \$1050/semester.
20. Subject to budgetary constraints Unions whose membership is greater than an annual FTE of 1500, but less than an annual FTE of 2000 shall receive a core budget of \$1200/semester.
21. Subject to budgetary constraints Unions whose membership is greater than an annual FTE of 2000, shall receive a core budget of \$1350/semester.

Use of Core Funding

22. Core funding may not be used for:
 - a. printing not done at the Society Copy Centre,
 - b. Donation to another organization, and
 - c. other restrictions as determined from time to time by the Student Union Organiser or the Granting Committee.
23. Society services should be used wherever possible.
 - a. Where SFSS services cannot be used, unions may apply to the Student Union Organiser or the Granting Committee to use non-SFSS services.

Grant Funding

24. Loans or supplementary grants may be provided to assist Unions with their activities, with the following stipulations:
25. Some core funds must be committed to every undertaking for which grant funding is requested.
26. No grant funds will be provided for strictly social events, except when the Student Union Organizer is conducting an organizing drive on behalf of the Union.
27. There must be active Union involvement in the project/event.
28. Grant funds shall not be used for fund-raising events.
29. Grant funds shall not be donated to off-campus organizations.
30. Grant funds shall not be spent on alcohol
31. Printing shall be done at the SFSS Copy Centre
32. SFSS Services should be used whenever possible. Where SFSS services cannot be used, Unions may apply to the Student Union Organizer or the Granting Committee to use external services.
33. Other restrictions as determined from time to time by the Student Union Organizer or Granting Committee.
34. 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.
35. The Student Union Organizer may approve single requests of up to \$1,000, provided that the total annual grant allocation per union or caucus does not exceed \$2700 of the grant budget.
36. The Granting Committee may approve requests greater than \$1000 or requests that would bring the total annual grant funding to a union or caucus in excess of 8 percent of the grant line item.
37. Requests for loans or supplementary grants shall be made in advance of any activity, and shall be supported by documentation satisfactory to the Society.
38. Core funds may be withheld until any outstanding loan has been recovered
39. Decisions of the Student Union Organizer may be appealed, in writing, to the Granting Committee
40. 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.
41. All trust accounts must be established with the SFSS except under extenuating circumstances with the following stipulations:
42. SFSS Student Union Organizer may be one of the trustees
43. Departmental Student Union must disclose bank account numbers to the SFSS Student Union Organizer
44. Monthly bank financial statement must be submitted to the SFSS Student Union Organizer
45. Semesterly financial report must be submitted to the VP Finance and Student Union Organizer

46. If specifically provided in the organization's Constitution or policies, a Union may permit voting by teleconference or videoconference.
47. A Union may not allow for proxy voting or for voting in meetings via text messages or email.

Amended: BOD 2013-07-18, BOD 2011-07-11,
BOD 2008-09-01, BOD 2008-07-14,
BOD 2008-04-16, BOD 2008-02-06,
AGM 2007-10-10, BOD 2007-03-28,
BOD 2004-10-20, BOD 2004-10-16,
BOD 2005-04-27, BOD 2005-03-16,
BOD 2005-07-13, BOD 2004-05-19,
BOD 2011-07-06.

AP-15: Constituency Groups

1. Society funds may be used to cover event costs when a constituency group is a sponsor and the event is intended for purposes that are of collective benefit to the membership.
2. This policy will not apply to Women's Centre Constituency Group, Out On Campus Constituency Group, and First Nations Student Association Constituency Group.
3. To be eligible for Society funding, a constituency group must be active.
 - a. To be considered active, the constituency group must have a constitution filed with the Student Union Resource Office.
4. Each semester, constituency groups must submit to Student Union Resource Office:
 - a. the minutes of at least one properly constituted general 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 constituency representatives to Council.
5. In the event that a constituency group remains inactive for four (4) consecutive semesters all assets shall revert to the Society.
6. Subject to budgetary constraints, active constituency groups shall receive a core budget of \$450/semester.
7. 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.
8. 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.
9. The signatures of two signing officers of the constituency groups are required to release any Society funds.
10. Constituency groups may establish trust accounts for securing funds other than Society core or grant allocations.

11. Loans or supplementary grants may be provided to assist Constituency Groups with their activities, except that grant funds will not be approved for funding purely social events.
12. The Student Union Organizer may approve requests of up to \$1 000.
13. The Granting Committee may approve requests greater than \$1 000.
14. Requests for loans or supplementary grants shall be made in advance of any activity, and shall be supported by documentation satisfactory to the Society.
15. Core funds may be withheld until any outstanding loan has been recovered.
16. Decisions of the Student Union Organizer may be appealed, in writing, to the Granting Committee.
17. The Board of Directors may suspend the activities of any Constituency Group found to have violated any Society bylaw or policy.

Amended: BOD 2013-07-18, BOD 2011-07-06,
BOD 2003-04-16.

AP-16: Direction to Society Employees

1. Department representatives shall not give direction to Society employees.
2. The Executive Committee and the Commercial Services Committee shall give direction to the Society Food and Beverage Services Manager, which shall be communicated through the President or VP Finance. Only the Society Food and Beverage Services Manager (or her/his designate) shall give direction to employees who work in the Society's commercial service areas.
3. The Executive Committee, in consultation with the employees concerned, shall set employee workload priorities. However, this shall not preclude Executive Officers from 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.

Amended: BOD 2003-04-16.

AP-17: Employment, Board of Directors Members

1. No member of the Board of Directors shall be employed by the Society during, or for a period of two years following her/his/zir term of office.
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.

Amended: BOD 2014-08-26, BOD 2003-04-16.

AP-18: Accessibility Fund

Definitions

1. For the purposes of this policy, 'activities' shall include, but not be limited to:
 - a. Simon Fraser Student Society elections,
 - b. the production and distribution of printed materials,
 - c. department student union meetings and events,
 - d. club meetings and events,

- e. meetings of the society, and
 - f. events of the society.
2. Furthermore, 'activities' may include events related to student life, where barriers exist that prevent them from participating.

Purpose

3. The Accessibility Fund shall be used for the purposes of increasing the accessibility of and removing barriers to participation in Student Society or other campus related activities for students with all forms of disabilities.
4. Expenditures related to the education and promotion of mental health and wellness as it relates to student life may be submitted for review and approval to the Accessibility Fund Advisory Committee

Responsibility

5. Organizers and facilitators of activities shall be responsible for ensuring that their event is accessible.
6. The VP Student Services shall be responsible for ensuring that the fund is meeting the needs of students with disabilities to the greatest extent possible by liaising with Students United for Disability Support (SUDDS), departments of the Society, and the Accessibility Fund Advisory Committee (AFAC).

Procedure

7. Organizers and facilitators of activities shall be responsible for booking accessibility services, but shall be limited to services approved by the Accessibility Fund Advisory Committee.
8. Accommodations shall be provided to active members by contacting the General Office or the VP Student Services.
9. Accommodation shall be provided, subject to verification of status of registration with the Centre for Students with Disabilities, as consented to by the requesting member.
10. Those students not registered with the Centre for Students with Disabilities or not consenting to a check of their status with the Centre for Students with Disabilities will provide sufficient documentation for an external assessment.
11. Requests from students who are not registered with the Centre for Students with Disabilities shall be referred directly to the Accessibility Fund Advisory Committee.
12. Invoices for accessibility services shall be sent to the General Office for processing.
13. The General Office shall maintain a list of accessibility service providers, to be made available for activity organizers and facilitators.

Interpretation

14. All matters concerning the interpretation of the present policy shall be referred to the Accessibility Fund Advisory Committee.

Amended: BOD 2013-07-08, BOD 2005-09-21,
BOD 2005-06-29.

AP-19: Management Consultant

1. The Board of Directors shall employ the services of a management consultant to fulfill the following duties:
 - a. Collective bargaining with CUPE 5396 and CUPE 3338
 - b. Functions related to particular sessions of collective bargaining such as mediation or arbitration
 - c. Aid with ongoing labour relations in the workplace including grievance proceedings
 - d. Maintenance of records related to collective bargaining
 - e. Legal referrals
2. The management consultant shall not be an employee of the Society.
3. No member of the Board of Directors shall be employed in the position of management consultant.
4. The management consultant shall be required to attend:
 - a. negotiations with CUPE 5396 and CUPE 3338,
 - b. mediation sessions with CUPE 5396 and CUPE 3338,
 - c. arbitration, and
 - d. court hearings.
5. The President shall be the Executive Officer primarily responsible for maintaining contact between Board of Directors and the management consultant. The President shall report to the Board of Directors on the activities of the management consultant on a regular basis.
6. The President shall require the management consultant to submit to her/him a monthly log of hours worked.
7. The President shall request, and the VP Finance shall approve, monthly remittances to the management consultant.
8. The President shall be responsible for determining an appropriate budget for the management consultant for recommendation to the Finance and Administrative Services Committee.
9. Any executive officer may request that the President require the management consultant to attend a given meeting.
10. Upon taking office, the President shall immediately contact and meet with the management consultant.
11. The management consultant shall meet with the Executive Committee at least once per semester.

Amended: BOD 2003-04-16.

AP-20: Minutes

1. 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.

2. Minutes of meetings of Society committees shall be in report format, approved by the Committee, and submitted to the Resource Office 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.
3. 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.

Minute Preparation

4. Minutes for meetings of Council, the Board of Directors, and all Society committee meetings (except joint committees with SFU Graduate Student Society and those with the University) shall be completed and submitted to the chair of each committee within fourteen (14) days of the meeting.
5. 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.

Storage

6. Upon adoption, a single copy of the minutes of the Board of Director, Society committee, and Council meetings shall be signed by the committee chair and one other member of the Board of Directors present at the meeting and kept on record in the Finance Office. They shall be stored in binder format.
7. In the event that the committee chair is not a member of the Board of Directors, the signature of an additional member of the Board present at the meeting will be required.
8. In the event that two members of the Board of Directors were not present at the meeting or are unable to sign the minutes, this requirement shall be voided.
9. A lack of signatures on minutes shall not render decisions made at that meeting invalid
10. Notwithstanding the other clauses of this policy, Council shall adopt the minutes of Council and Council committees
11. Minutes shall be posted on the Society's website after their adoption by the Board.
12. Notwithstanding the other clauses of this policy, Council minutes shall be posted on the Society website after their adoption Council.
13. Council committee minutes shall be posted as attachments to the minutes of the Council meeting at which they were adopted.

Implementation

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

Amended: BOD 2009-06-10, 2008-02-02,
BOD 2007-03-28, BOD 2005-08-10,
BOD 2004-09-22, BOD 2004-07-28.

AP-21: Credit Card Purchases

1. Only a Financial Office Coordinator and the Food and Beverage General Manager can carry corporate credit cards in his or her name.
2. Other employees or members of the Board of Directors may use the corporate credit card for the purchase of airline tickets and other authorized business expenditures.
3. In every case of credit card usage, the individual charging on the account will be held personally responsible in the event that the charge is deemed personal or unauthorized.
4. Authorized uses of the credit card include:
 - a. airline or rail tickets at coach class or lower rates for properly authorized business trips,
 - b. lodging and meal charges that do not exceed the authorized reimbursement rate for persons traveling on official Society business,
 - c. properly authorized expenditures for which a credit card is the only allowed method of payment, such as monthly internet access, or where it is deemed more expedient to use the credit card, and
 - d. business telephone calls.
5. Receipts should be compiled and submitted with an expense report on a weekly basis to the Financial Office.
6. Unauthorized uses of the credit card include:
 - a. personal or non-business expenditures of any kind, and
 - b. expenditures that have not been properly authorized.

Approved BOD 2010-04-14.

AP-22: Personal Information

1. The Simon Fraser Student Society shall comply with the Personal Information Protection Act (hereinafter referred to as the Act.). This includes the Board of Directors, staff, departments, committees, working groups, departmental student unions, clubs, and constituency groups of the Society.
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”.
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.
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.
5. The following, or similar language shall be included in or posted clearly by all sign up sheets, petitions, and any other forms or documents designed to collect personal information for the Society and its branches: “This form has been created in

- compliance with the Personal Information Protection Act. The personal information you provide will be used solely for _____ [fill in purpose here]. By providing it, you give the Simon Fraser Student Society [or name of department] consent to use this information in this way only. This information will be kept confidential and will not be sold or traded to any other organization. If you do not consent to this, please refrain from providing us with your information.”
6. 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.
 7. 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.
 8. 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.
 9. 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.

Adopted: BOD 2005-03-02.
Amended: BOD 2005-09-21.

AP-23: Special Funding Request Policy

1. To be eligible for special funding from the Society all applicants must fill out an administrative funding package a minimum of two weeks prior to the funding approval date.
2. Requests for advocacy-related events will be presented to the chair of the Advocacy Committee.
 - a. Requests must specify a line item from the Advocacy Budget.
3. This policy does not apply to funding requests from working groups to the Advocacy Committee.

4. Donations from the Advocacy Committee shall be limited to a maximum of \$200.
5. Priority in funding shall be given to on-campus, student events.
6. Funding for campaigns and events initiated by organizations external to the Society or by organizations of which the Society is a member shall be limited to 10% of the donations line item each fiscal year.
7. 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.
8. All requests for department student union funding must be made through the Student Union Organizer.
9. Total projected expenditures for an event must not exceed the amount remaining in the relevant line item(s).
10. A representative of the applicant(s) must be available to attend all relevant meetings.
11. 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.

Amended: BOD 2005-11-16, BOD 2004-12-15,
BOD 2003-09-10.

AP-24: Stipends

1. There shall be no advances on Board of Directors or other stipends.
2. The Resource Office shall provide the VP Finance (or designate) with an attendance list of the meetings of the Board of Directors and its committees after the last Board of Directors meeting of the month.
3. The VP Finance (or designate) shall provide the Financial Office staff with a stipend list of Society members eligible to receive a stipend including the amount payable by the payroll processing date as indicated below.
4. 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.
 - a. Payments through Board of Director's respective financial institutions will occur within two business days following the processing date.
5. Remuneration of faculty and at-large representatives shall be in the form of monthly payments. Payroll processing will occur on the first business day of the following month.
 - a. Payments through the Board of Director's respective financial institutions will occur within two business days following the processing date.
6. 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 required hours of work have been met.

7. The VP Finance shall withhold from a member's stipend an amount equal to any outstanding sums of money owed to the Society.
8. Stipends shall not be paid for months where the timesheet or work report is submitted more than one month late, unless the Board has authorized a prior exception.

Amended: BOD 2013-12-04, BOD 2009-07-29,
BOD 2008-04-16, BOD 2008-02-06,
BOD 2007-10-10, BOD 2005-11-16,
BOD 2005-01-05, BOD 2003-04-16.

AP-25: Executive Officer Cell Phone Allowance

Executive officers shall receive a reimbursement for charges

1. The VP Finance shall oversee the reimbursements.
 - a. The President shall oversee the VP Finance's reimbursements.

Cell Phone Allowance

2. Cell phone reimbursements rates are as follows:
 - a. up to \$30.00 per month where there is a land line in the Officer's office, and
 - b. up to \$60.00 per month where there is no land line in the Officer's office.
3. Reimbursement requests must be accompanied by the Officer's corresponding monthly service bill.
4. 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.
5. The Society's corporate credit card may not be used to pay for officer's cell phones.

Amended: BOD 2013-07-18, BOD 2003-04-19.

AP-26: Vendors Program

1. Vending rates shall be set by the Society and are subject to change without notice.
2. Fees shall be paid in full one (1) week in advance.
3. Two (2) working days notice of cancellation shall be required for a refund.
4. A list of goods for sale shall be provided to the Society and the sale of goods shall be at the discretion of the Society.
5. Vendors shall obtain, and provide proof to the Society if requested, any permit or license required by law.
6. A fee may be charged by the Society for the provision of vending tables.
7. Any racks supplied by the vendor shall be freestanding and stable.
8. No tables or racks shall be erected in front of any doorway, fire equipment, elevator, locker, alarm, or vending machine.

9. No tables or racks shall be erected in front of the University Art Gallery or in a location that would obstruct the ramp below the University's Audio-Visual Services department.
10. No part of any display shall be attached to any University fixture.
11. Any extension cord shall be taped securely to the floor.
12. Lit candles shall not be permitted.
13. Equipment shall not be left in the vending area on weekends.
14. The vendor's refund policy shall be clearly displayed.
15. Product distribution and placement of promotional materials shall remain at the location designated by the Society.
16. Vending set-up shall be restricted to a table length of eight (8) feet by six (6) feet.
17. Further space may be available upon payment of an additional fee.
18. Violation of this policy, or of any other Society, University, or government rule, shall be grounds for termination of any vending permit, and eviction of the vendor without refund of the vending fee.
19. Any group or individual looking to advertise or sell commercial services or products in excess of the Society's advertising policy must notify the General Office for proper application of the vendor program and procedure.

Amended: BOD 2003-08-27.

AP-27: Annual and Special General Meetings, Preparation, Staffing, and Procedures

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.

The Board of Directors

2. The Board of Directors shall:
 - a. fulfill 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 all annual and special general meetings in a manner compliant with the bylaws, and immediately informing the Resource Office of all event logistics,
 - c. encourage the general membership to attend and participate in the general meetings,
 - d. designate a chair for the meeting at least seven (7) days prior to the meeting, and immediately informing the Resource Office,
 - e. assist in the set up of the meeting, under the coordination of the VP Student Services,
 - f. 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,

- g. ensure that all contributions to the annual report are submitted to the VP Student Services at least seven (7) days prior to the meeting date (in the case of an AGM), and
 - h. ensure that staff members are consulted to adjust hours and priorities accordingly.
3. The VP Student Services shall coordinate:
- 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. the 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), and
 - h. accommodating students with special needs.

Staff

4. The Communications Coordinator shall:
- a. comply with the provisions of the bylaws regarding serving notice of meeting,
 - b. layout, design, edit, and print the Society's annual report,
 - c. compile and print the agenda, and
 - d. liaise with the Ombuds Office regarding the report presentation and production.
5. The Minute Taker shall:
- a. procure a membership list(s),
 - b. compile the previous meetings' minutes for inclusion in the annual report,
 - c. assist the VP Student Services with his/her/zir duties described in this policy,
 - d. ensure that the chair receives an agenda and all other written materials at least 24 hours before the meeting, and is kept informed of expected attendance, the course of proceedings, the length of presentations, and any room changes, and
 - e. ensure that the full text of any proposed bylaw changes is available to all members at the meeting.
6. The Student Union Organizer shall:
- a. send written or electronic memoranda to all active unions in accordance with the bylaws, and

- b. assist the Resource Office in the staffing the meeting and any preparations as necessary.

Amended: BOD 2005-04-27.

AP-28: Satellite Campus and Committee Liaisons

1. The Board of Directors shall select one liaison from amongst its members for:
 - a. SFU Surrey,
 - b. SFU Vancouver, and
 - c. SFSS Burnaby Residence.
2. Each liaison shall:
 - a. Attend the meetings of the respective satellite Campus Committee,
 - b. report the activities and concerns of the satellite Campus Committee regularly to the Board of Directors, and
 - c. maintain and update a living document with relevant information pertaining to their liaison portfolio.
3. Liaisons shall only be removed by a majority vote of the Board of Directors upon recommendation from the respective Campus Committee.

Adopted: BOD 2006-03-10.

Amended: BOD 2009-05-26, BOD 2008-08-04.

AP-29: Sustainability

1. The Society recognizes that wasteful activities cause significant detrimental impacts locally and globally, and that by taking steps to reduce the amount of waste generated by the Society it is contributing to the improvement of SFU.
2. The Society will endeavour to reduce waste wherever possible. This shall include, but shall not be limited to, the:
 - a. pre- and post-consumer food waste,
 - b. paper used for meeting packages,
 - c. energy used in all building spaces,
 - d. disposable packaging materials by all services,
 - e. recycling of paper, plastic, glass, and batteries.
3. The Society shall endeavour to develop sustainable practices wherever possible. This shall include, but shall not be limited to:
 - a. creating a composting program that services all of the Food and Beverage Services,
 - b. using non-chlorine bleached, recycled paper for all printed materials for meeting packages,
 - c. having any new construction project be Leadership in Energy and Environmental Design (LEED) certified,
 - d. using biodegradable packages for all of the vendors' take out orders and for all catering orders, and
 - e. lobbying the University to adopt policies and practices that support, promote and reflect sustainable practices.

Adopted: BOD 2006-04-27

AP-30: Extended Health and Dental Plan Fees

1. Preamble: Members of the Simon Fraser Student Society agreed in referendum (March 19, 2009) to a fee increase of no more than one-hundred-ninety-eight dollars (\$198) for an Extended Health and Dental Plan.

Current Members

2. Current Members who are automatically enrolled will be assessed these fees once a year in the fall semester:
 - a. The Extended Health Plan Fee is seventy-eight dollars (\$78.28).
 - b. The Dental Plan fee is one-hundred-six dollars (\$106.56).
 - c. The University reserves the right to collect a 1% surcharge on these fees.
3. From both the Extended Health Plan and the Dental Plan fees, the Society will receive two dollars and fifty cents (\$2.50) per member, per fee, for the Health Plan Reserve Fund.

New and Returning Members

4. As the university accepts spring and summer new enrolments, and some members opt to forgo enrolment in some semesters, the following will apply to new and returning members:
 - a. Members beginning their studies at SFU in the spring semester, or those returning after a hiatus in the fall semester, will be automatically assessed a pro-rated fee for eight (8) months of coverage.
 - b. Members beginning their studies at SFU in the Summer Semester, or those returning after a hiatus in the fall and spring semesters, will have the option to enrol in the health plan voluntarily through the Health Plan broker for a pro-rated fee for four (4) months coverage.
 - c. Notwithstanding the above, all members will be assessed the full year fee in the fall semester.

Eligibility and Ineligibility

5. Enrolment in the Extended Health and Dental Plan is subject to the following requirements:
 - a. All members registered in a designated “on-campus” programs at SFU at Burnaby or Surrey and Vancouver campuses, and taking a minimum of three-credits, as well as enrolled in the Co-op Program, and registered at and paying fees to SFU, while on foreign exchange will be automatically enrolled in the Extended Health and Dental Plan.
 - b. Students who are registered in a designated “off-campus” program at SFU, and those taking only distance education classes will not be automatically enrolled in the Health Plan but can opt-in through the Health Plan Broker during the change of coverage period.

Change of Coverage

6. During a time agreed to by the University, the Student Society, and the Health Plan Broker, and only in the first month of each semester, there will be a set time for the change of coverage period.
7. Members with comparable coverage may opt-out of either the extended health and/or the dental plan during the change of coverage period by providing proof of coverage to the Health Plan Broker, or by providing proof of coverage to the Ombudsperson who would then provide a letter to the Broker.
8. Members not automatically enrolled may choose to opt-in to the extended health and/or dental plans through the Health Plan Broker, with payment and proof of eligibility, during the change of coverage period.
9. Members who wish to enrol their spouse or dependents may do so by providing the Health Plan Broker with payment, proof of eligibility, and information necessary for additional dependents to be enrolled in the plan(s), during the change of coverage period.

Liaisons

10. For the purpose of maintaining communication with all parties involved, the following duties are assigned:
 - a. The President and VP Student Services will serve as the liaisons to the Health Plan Broker.
 - b. The President and VP University Relations will serve as the liaisons regarding matters of the Health Plan to the University
 - c. The VP Student Services and the Communications Coordinator are responsible for the promotion of the Health Plan(s) and change of coverage period.

Adopted: BOD 2009-04-22.

AP-31: Space Expansion Fund Levy

1. The Space Expansion Fund Levy is non-refundable.
2. The Levy shall be collected within the same restrictions as the Student Activity Fee.
3. 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.

Adopted: BOD 2009-04-22.

AP-32: Recognition of the Simon Fraser Residence Hall Association

1. The Simon Fraser Student Society recognizes the Simon Fraser Residence Hall Association (RHA) as a representative body of undergraduate students living on residence at Simon Fraser University.
2. Upon incorporation of the RHA the SFSS will revisit this policy.

Adopted: BOD 2009-05-26.

AP-33: Recognition of the Student-Athlete Advisory Committee

1. 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.

Adopted: BOD 2013-02-20.

AP-34: Conference Funding

1. The Society shall maintain a Travel/Conference Fund that shall be administered by the Society's Student Union Organiser Office.
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.
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.
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. 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.
6. Applications shall be approved on a first-come, first-served basis.

Funding Allocations

7. Unions whose combined membership is equivalent to or less than an annual Fulltime Equivalent Enrollment (FTE) of 200 shall be granted up to \$800 in travel/conference funding subject to budgetary constraints.
8. Unions whose combined membership is greater than an annual FTE of 200 but equivalent to or less than an annual FTE of 300 shall be granted up to \$900 in travel/conference funding subject to budgetary constraints.
9. Unions whose combined membership is greater than an annual FTE of 300 but equivalent to or less than an annual FTE of 500 shall be granted up to \$1000 in travel/conference funding subject to budgetary constraints.
10. Unions whose combined membership is greater than an annual FTE of 500 but equivalent to or less than an annual FTE of 750 shall be granted up to \$1100 in travel/conference funding subject to budgetary constraints.
11. Unions whose combined membership is greater than an annual FTE of 750 but equivalent to or less than an annual FTE of 1000 shall be granted up to \$1200 in travel/conference funding subject to budgetary constraints.

12. Unions whose combined membership is greater than an annual FTE of 1000 but equivalent to or less than an annual FTE of 1500 shall be granted up to \$1300 in travel/conference funding subject to budgetary constraints.
13. Unions whose combined membership is greater than an annual FTE of 1500 but equivalent to or less than an annual FTE of 2000 shall be granted up to \$1400 in travel/conference funding subject to budgetary constraints.
14. Unions whose combined membership is greater than an annual FTE of 2000 shall be granted up to \$1500 in travel/conference funding subject to budgetary constraints.
15. Reimbursement for travel/conference expenses shall be made after the conference has occurred, and after a cheque requisition supported by original receipts has been submitted to the Student Union Organiser Office.
16. Application for reimbursement must be made no later than the last day of the fiscal year.
17. Any approved assistance that remains unclaimed by the end of the first month following the end of the fiscal year shall be forfeited.

Amended: BOD 2013-12-04, BOD 2008-04-16,
BOD 2008-02-06, AGM 2007-10-10
BOD 2007-06-20, BOD 2004-05-19.
Suspended: BOD 2009-04-22.

AP-35: Anti-Bullying/Harassment Policy

Intent

1. This policy statement applies to all workers, including permanent, temporary, casual, contract, and student workers. It shall apply to any persons conducting business on society premises. This policy shall also include interpersonal and electronic communications such as email.
2. This policy applies to all activities which take place on the Simon Fraser Student Society premises, or which are connected to the workplace, and during any employment-related duties or activities, including conferences, training sessions, travel, and social functions.

The Definition of Bullying and Harassment

3. Workplace bullying and harassment can be defined as unwanted conduct, comments, actions, or gestures that affect an employee's dignity, psychological or physical health and wellbeing. It can be any form of offensive or abusive treatment or behaviour that creates an intimidating, hostile, or abusive work environment and may result from the actions of one individual towards another, or from the behaviour of a group.
4. Bullying and harassment are often characterized through insulting, hurtful, hostile, vindictive, cruel, or malicious behaviours that undermine, disrupt, or negatively impact another's ability to do his/her/zir job, and results in a harmful work environment for the employee.

5. Examples of conduct or comments that might constitute bullying and harassment include, but are not limited to, verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings, and spreading malicious rumours.
6. Bullying and harassment excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

Bullying and Harassment Are Prohibited

7. The Simon Fraser Student Society will not tolerate harassment or bullying in the workplace. Any person that experiences harassment or bullying shall be encouraged to report the activity to their immediate supervisor, manager, or the Executive Director. All complaints shall be taken seriously, and investigated appropriately. Any one that submits a report or complaint of harassment or bullying shall not be subject to any form of reprisal or retaliation as a result of the complaint.
8. The Simon Fraser Student Society shall apply disciplinary actions in accordance with the principles of progressive discipline for any and all incidents of harassment or bullying.

Roles and Responsibilities

9. Management shall:
 - a. promote a respectful and safe working environment,
 - b. ensure employee adherence to the Anti-Bullying/Harassment Policy,
 - c. investigate complaints of bullying and/or harassment promptly while respecting the organizational grievance procedures,
 - d. maintain a confidential file for complaints of harassment or bullying, investigations completed and actions taken,
 - e. report the incident to police where appropriate, and
 - f. apply appropriate disciplinary action where appropriate.
10. Employees shall:
 - a. treat others with respect, and contribute to a respectful and safe work environment,
 - b. report all acts of bullying to management,
 - c. participate fully and in good faith, in any resolutions process or formal complaint and investigation process where they have been identified as having potentially relevant information,
 - d. report any incidents which may be in violation of this policy, and
 - e. respect the rights to personal dignity, privacy, and confidentiality pertaining to this policy

Adopted: BOD 2013-12-04.

ISSUES POLICIES

IP-1: Deregulation of Tuition Fees

1. The Simon Fraser Student Society opposes the deregulation of tuition fees for students pursuing post-secondary education

Adopted: BOD 2003-03-19.

IP-2: Students with Disabilities

1. The Simon Fraser Student Society believes that students with disabilities have the right to full participation in the university environment. Further, the Simon Fraser Student Society supports equal access for students with disabilities, including freedom of choice of lifestyle, education, housing and employment as full and equal members of the university community.

Adopted: BOD 2003-03-19.

IP-3: Differential Tuition Fees

1. The Simon Fraser Student Society opposes differential tuition fees for students pursuing post-secondary education.

Adopted: BOD 2003-03-19.

IP-4: Plagiarism Detection Software

1. The Simon Fraser Student Society is opposed to any mandatory submission of student work to plagiarism detection software.
2. The Simon Fraser Student Society is opposed to any use of Turnitin.com™ software at Simon Fraser University.
3. The Student Society believes that the university should terminate any agreements with Turnitin.com™, and should not enter into any further agreements with Turnitin.com™.

Adopted: BOD 2003-03-19.

IP-5: Institutionally-Administered Loans

1. The Simon Fraser Student Society is opposed to the use of institutionally administered private student loans at Simon Fraser University, or elsewhere in Canada.
2. The Student Society is opposed to any partnerships between Simon Fraser University and the First Student Loan Company, or any other for-profit student loan provider.

Adopted: BOD 2003-03-19.

IP-6: The British Columbia Grants Program

1. The Simon Fraser Student Society supports the reinstatement of the B.C. Grants Program of at least \$4 000 a year for all low-income students.

Adopted: BOD 2008-06-23.

IP-7: Funding Cuts

1. The Simon Fraser Student Society is opposed to Provincial Government cuts to post-secondary funding, especially when expected funding targets have already been communicated, to the core operating budgets and individual full-time equivalence grants.

Adopted: BOD 2008-06-23.

IP-8: The Coalition for Student Loan Fairness

1. The Simon Fraser Student Society supports the Coalition for Student Loan Fairness' Eight-Point Plan for reducing student debt.
2. Adopted: BOD 06-23-08

IP-9: Flat Tuition Fees

1. The Simon Fraser Student Society opposes a flat tuition fee regardless of enrolled credit hours for all Undergraduate students.

Adopted: BOD 2009-06-10.

IP-10: Promotion of Public Transportation

1. Simon Fraser Student Society supports accessible, publicly funded quality transportation, especially improvements to transportation to all SFU campuses.
2. Simon Fraser Student Society supports the expansion of the Universal Transit Pass program to include all public post-secondary institutions in British Columbia.
3. Simon Fraser Student Society supports a publicly funded proposal to build a gondola system connecting SFU's Burnaby Mountain Campus with the Production Way-University Skytrain Station.

Adopted BOD: 2009-08-12.

IP-11: Student and Society Spaces**Department Student Common Rooms**

1. The Simon Fraser Student Society believes that every Department should provide a departmental student union common room space for the use of its students.
2. The Simon Fraser Student Society believes that common rooms set aside for departmental student unions should be exempt from all food service contracts the University holds, or will enter.

Quality Student Lounge Space

3. The Simon Fraser Student Society believes it is the University's job to provide safe, clean, and functional student and lounge space for students at all SFU Campus locations.

Quality University Space

4. The Simon Fraser Student Society believes that the University must maintain all teaching facilities in a good state of repair.

5. The Simon Fraser Student Society believes that every attempt should be made to keep learning facilities accessible, equipped with modern teaching aids, and provide electrical outlets for student use.
6. The Simon Fraser Student Society believes that the University should maintain water fountains in good repair.

Independent Student Society Governance of Leased Space

7. The Simon Fraser Student Society asserts that space under its lease with the University is independently managed by the Society.
8. Student Society Claim for Jurisdiction over MBC 3000 The Simon Fraser Student Society asserts that the space occupied by 'Student Central' in the Maggie Benston Centre should be operated and maintained by the Simon Fraser Student Society.

Adopted BOD: 2009-08-12.

Council Policies

CP-1: Excuses, Resignation

1. 'Excuse' refers to a protective mechanism that ought to be employed only in the event that unforeseen, extenuating circumstances prevent a member of Council from attending a meeting at which they otherwise would have been present.
2. Requests by Council members for excuses from meetings of Council shall be directed to the VP Student Life for approval. Such requests must be received no later than 24 hours prior to the meeting, except for unforeseen circumstances. In the event that the VP Student Life requests an excuse it shall be directed to the VP Finance to present at Council for the approval of Council.
3. All requests for excuses shall be accompanied by a written explanation of the reasons for seeking it.
4. In the event that a request for an excuse is denied, the VP Student Life or VP Finance shall provide written reasons for their decision.
5. Leaves of absence and excuses approved or denied by the VP Student Life shall be reported to Council.
 - a. Decisions of the VP Student Life may be appealed to Council.
6. Notices of resignation from Council shall be directed to the VP Student Life and reported at the subsequent meeting of Council. Notices of resignation shall also be sent to the representative's departmental student union or constituency group.

Amended: BOD 2008-04-16, BOD 2008-02-06,
AGM 2007-10-10, FOR 2006-01-19.

CP-2: Council Funding

1. Council shall maintain the Funding Advisory Committee as a standing committee.
2. The Council Funding Advisory Committee shall be comprised of seven (7) members of Council, including no more than three (3) Board members.
3. The Student Union Organizer shall be a non-voting member of the Committee.
4. The Committee shall elect its own chairperson.
5. The Council Funding Advisory Committee shall consider funding requests from organizations for funding from Council, and shall submit recommendations to Council regarding such requests.
6. Debate at Council on a funding request shall be limited to twenty (20) minutes, unless Council, by a two-thirds (2/3) super-majority vote, chooses to extend debate on the matter.

Amended: FOR 2005-04-06

CP-3: Council Chair

1. Council may, by simple majority vote, appoint a person to chair Council meetings, for a term of up to one semester, from amongst its seated members, or it may appoint a chairperson external to it.

2. An external chair shall receive a \$75 honorarium per meeting chaired. The external chairperson shall continue to chair Council meetings during in camera sessions and is bound by all rules governing in camera sessions.
3. In the event that no chair has been appointed by Council, the VP Student Life shall be deemed to be Chairperson pro term and shall have the authority to enforce Bylaw 16.3.

Amended: FOR 2006-01-18, FOR 2005-07-06

CP-4: Council Committee for Director Status Review

1. Council shall maintain a standing committee for the purpose of reviewing the registration status of the directors of the Society.
2. The composition of this committee shall be all members of the Council except the directors of the Society.
3. The authority to review information provided to council regarding the standing of directors of the Society, to concur with that information, and to advise the Society of any reason why Council does not concur with such information is delegated to the committee.
4. Any director or member of the Society who is not a member of the committee shall have full speaking privileges at meetings of the committee.
5. The quorum for the committee shall be a majority of the seats filled but shall in no case be fewer than three (3). If there are not enough members of the Committee to allow it to reach a quorum, then this policy shall be suspended and the powers delegated to the committee shall revert to Council until the committee can reach quorum.
6. The chair of Council is the chair of the committee unless the chair is a director of the Society, in which case, the committee shall elect a chair from among its members.
7. If the committee is in receipt of information regarding the status of any Director of the Society which indicates that the person should cease to be a Director of the Society, the chair of the Committee shall inform the person of:
 8. The fact that their standing as a Director is questioned.
 9. The information in the report indicating that the person should cease to be a Director of the Society.
 10. The date and time of the meeting of the committee to review their standing as a Director.
 11. The fact that the person is entitled to make submissions to the committee on their standing as a Director.
12. If the committee is without a chair, any member of the committee may issue such notice.
13. Meetings of the committee may be requisitioned in writing by at least one-half (1/2) of the members of the committee and the chair of the committee must call a meeting of it within nine (9) working days of the receipt of such a requisition. In the absence of a chair of the committee, the members of the committee requisitioning a meeting may organize the meeting themselves, so long as the

- requirements of notice specified in this policy are met and so long as the Society's rules of order are obeyed.
14. A meeting of the committee may occur concurrently with or immediately after a meeting of Council and such a meeting shall not require additional notice beyond that for the Council meeting. Any other meeting shall require at least one (1) week's notice to be given to the Committee and to any person whose status as a director of the Society is to be reviewed at the meeting.

Adopted: FOR 2007-06-05

APPENDICES

Appendix 1: Surrey Campus Committee Special Rules of Order

Responsibilities of Officers:

Chief Officer

1. Convene regular meetings
2. Chair Committee meetings
3. Inform committee members of meeting times and locations
4. Prepare meeting agendas
5. Distribute relevant documents or materials to committee members
6. Represent the committee to any external bodies
7. Be an ex-officio member on all Surrey Campus Committee sub-committees

Surrey Affairs Officer

8. Act as a liaison between the Committee and the Surrey Campus Administration
9. Sit on the Surrey Joint Operations Advisory Group

Campus Life Officer

10. Chair the Committee's Events Committee
11. Coordinate the planning and execution of Committee events
12. Work with the Surrey Campus Coordinator to budget for the fiscal year

Promotions and Outreach Officer

13. Chair the Committee's Promotions and Outreach Committee
14. Encourage student participation with the Committee and the campus
15. Maintain and update social networking mediums promoting the Surrey Campus Committee
16. Maintain the volunteer contact list for the Surrey Campus Committee
17. Work with the Surrey Campus Coordinator to budget for the fiscal year

Officer

18. Sit on at least one Committee subcommittee
19. Encourage student participation with the Committee and the campus
20. Liaise with the student body

Terms of Office

21. Term of office shall be May 1st to April 30th, inclusive.

Elections

22. Nominations for all positions shall open at 12:00pm on Monday of week nine in the Spring Semester

23. Nominations for all positions shall close at 12:00pm on Monday of week ten in the Spring Semester
24. Campaigning shall commence at 12:00pm on Monday of week ten in the Spring Semester
25. Campaigning shall end at 12:00pm on Monday of week eleven in the Spring Semester
26. Polling shall occur on the Tuesday and Wednesday of week eleven of the Spring semester.

By-Elections

27. Shall be conducted at a General Assembly Meeting of the Committee where every SFU Surrey Student has a vote.
28. Two weeks notice is to be given of the positions available by means of posters in conspicuous areas around campus.

Campaigning

29. Campaigning shall begin after the close of nominations and end at the beginning of polling not withstanding posters or banners.
30. Campaign expenses shall be limited to twenty dollars per candidate.
31. Campaign literature and activities shall not be libelous, inflammatory, in bad taste, or discriminatory.
32. All campaign materials must be printed at the Surrey Society office and be approved by the Surrey Campus Coordinator.
33. Campaigning shall consist of but shall not be limited to activities such as:

Posters

34. Conducted in accordance to campus rules all posters shall:
35. Be posted only on corkboards.
36. Have at most one poster from each candidate for each corkboard.
37. Be attached only with push pins or thumb tacks.

Banners

38. Conducted in accordance to campus rules all banners shall be hung and placed in approved locations.
39. Leaflets
40. Shall only be handed to individuals and not left in public areas
41. Classroom Speaking
42. Shall only be done with the approval of the instructor of the class.
43. Email
44. Shall not be solicited.

Polling

45. Polling shall preferably be overseen by the Independent Electoral Commission, otherwise it will be overseen by the Surrey Campus Coordinator.

46. The ballots will be printed with each candidates name for each position the names will be placed in a random order on each ballot to be designed by the Surrey Campus Coordinator.
47. If there is only one candidate running for a position the ballot will have a yes or no vote for the position. If the minority of votes is yes, the position will remain vacant.
48. Polling shall be conducted in the most conspicuous location at the Surrey Campus.

Attendance

49. Non-withstanding SO-2, regrets shall be sent to the Chair and presented to the Committee for ratification
50. If any member is absent from two consecutive meetings of the committee without ratified regrets, he shall be deemed to have abandoned their position on the committee and the Chair shall declare that position vacant forthwith.
51. Acceptable regrets shall be considered for events such as academic commitment, health or family commitment.
52. Leaves of absence can be granted by the committee for a period of up to four months per term.
53. The Officers may be removed from office by a two-thirds (2/3) vote of the SFU Surrey students present at a quorate meeting. Such a vote shall be conducted at a meeting that shall be called by the Committee upon the request of any fifteen (15) SFU Surrey students.

Subcommittees

54. The Surrey Campus Committee shall maintain the following subcommittees:
 - a. Joint Operations Advisory Group
 - b. The Committee and the SFU Surrey Administration shall maintain the Joint Operations Advisory Group as an ad-hoc committee
 - c. The Terms of Reference shall be jointly adopted and maintained by the Joint Operations Advisory Group.

Events

55. This sub-committee shall organize, budget, and execute the events of the Surrey Campus Committee.

Composition

56. Chairperson: Campus Life Officer
57. [ex-officio] Chief Officer
58. Four Officers of the Surrey Campus Committee
59. Two students at-large
60. [non-voting] Surrey Campus Coordinator

Terms of Reference

61. Plan all Surrey Campus Committee events for the year.
62. Prepare a budget of the events for consideration by the Surrey Campus Committee.

63. Work with the Promotions and Outreach Sub Committee to advertise events and raise awareness of the Surrey Campus Committee

Promotions and Outreach Sub-Committee

64. This Sub-Committee shall deal with the promotion of Surrey Campus Committee and its events.

Composition

65. Chairperson: Promotions and Outreach Officer
66. [ex-officio] Chief Officer
67. Two Officers of the Surrey Campus Committee
68. Two students at-large
69. [non-voting] Surrey Campus Coordinator

Terms of Reference

70. Promote Surrey Campus Committee Events
71. Gather and maintain a volunteer base for the Surrey Campus Committee
72. Coordinate and execute promotions and outreach programs for the Surrey Campus Committee with a special effort to reach out to first year students
73. Provide Surrey Campus Committee presence at University functions when possible

Approved BOD 2010-14-04.

Appendix 2: Deletions History

Rules

1. R-6: Executive Officers Duties, Responsibilities & Stipend Requirements
 - a. BOD 2010-11-20
 - b. All references to exit reports and other requirements upon expiry of term.
Note: intention is to develop new policy on these items and on Board transitions.
2. R-7: Faculty Representative and At-Large Board of Directors Duties, Responsibilities & Stipend Requirements
 - a. BOD 2010-11-20
 - b. All references to exit reports and other requirements upon expiry of term.
Note: intention is to develop new policy on these items and on Board transitions
3. R-9: Honorary Forum Members
 - a. Deleted BOD 2005-12-07
4. R-17: Elections and Referendum Policy
 - a. Deleted BOD 2010-09-20
 - b. Replaced with complete re-write BOD 2010-09-20
5. R-2, R-3, R-4, R-5
 - a. Deleted BOD 2015-01-07 (Amalgamated into R-1)

Standing Orders

6. SO-8: Graduate Issues Committee
 - a. Deleted AGM 2007-10-10, BOD 2008-02-06, BOD 2008-04-16
7. SO-13: Graduate Benefit Plan Appeals Committee
 - a. Deleted AGM 2007-10-10, BOD 2008-02-06, BOD 2008-04-16
8. SO-15: Graduate Benefit Plan Reserve Fund Committee
 - a. Deleted AGM 2007-10-10, BOD 2008-02-06, BOD 2008-04-16-08
9. SO-17: Residence Committee
 - a. Deleted BOD 2009-05-26
10. SO-18: Build SFU Project Committee
 - a. Deleted BOD 2013-07-04

Administrative Policies

1. AP-8: Canadian Federation of Students, National and BC Component Meetings
 - a. REF 2008-03-19, BOD 2008-04-16
2. AP-19: Elections
 - a. Replaced with Rule 17: BOD 2010-09-20
3. AP-21: Graduate Student Lounge
 - a. Deleted AGM 2007-10-10, BOD 2008-02-06, BOD 2008-04-16
4. AP-27: Referendum Campaigns
 - a. Amended BOD 2003-04-16, BOD 2008-04-30, BOD 2009-08-26
5. AP-35: Graduate Benefit Plan Appeals
 - a. Adopted BOD 2006-04-21, Deleted AGM 2007-10-10, BOD 2008-02-06, BOD 2008-04-16
6. AP-37: Newsletter
 - a. Adopted: 2008-04-16, Deleted: BOD 2014-08-05
7. AP-9: Payment by Check
 - a. Deleted: BOD 2015-01-07

Appendix 3: Suspensions History

1. R-3: Establishment and Revision of Administrative Policies
 - a. BOD 2009-07-08
 - b. Meeting only re: AP-2 approval
2. R-6: Executive Officers Duties, Responsibilities & Stipend Requirements
 - a. BOD 2009-05-26
 - b. Clauses 1.f & 2.a for 3 weeks commencing May 26, 2009, repeated 3 week suspension commencing July 8, 2009; amended and in force BOD 2009-07-29
3. R-7: Faculty and At-Large Representatives Board of Directors Duties, Responsibilities & Stipend Requirements
 - a. BOD 2009-05-26 Clauses 1.e & 2.a for 3 weeks commencing May 26, 2009, Repeated 3 week suspension commencing July 8, 2009; amended and in force BOD 2009-07-29
4. R-16: Remuneration of Elected Representatives

- a. BOD 2009-04-22
 - b. For the 2009-04-22 meeting only
5. R-17: Elections and Referenda
 - a. BOD 2009-04-22
 - b. For the 2009-04-22 meeting only; BOD 2011-02-22, section (c) and amended © to \$600 only for 2011-01 Referendum period.
6. SO-16: Remuneration Advisory Committee
 - a. BOD 2009-05-26
 - b. 3 weeks commencing May 26, 2009
 - c. Repeated 3 week suspension commencing July 8, 2009
7. AP 2: Access, Society Offices
 - a. BOD 2009-05-29
 - b. Clause 1.e to be reviewed by July 1, 2009, amended and in force BOD 2009-07-08
8. AP-7: Budget
 - a. BOD 2009-04-22
 - b. Section 5 only, pending Constitution and Policy Review Committee review
9. AP-13: Conference Funding
 - a. BOD 2009-04-22-09
 - b. For the 2009-2010 fiscal year
10. AP-14: Per Diem for Conferences and Meetings
 - a. BOD 2009-04-22
 - b. Pending Constitution and Policy Review Committee review.
 - c. Amended substantially BOD 2010-07-07
11. AP-19: Elections
 - a. BOD 2009-04-22
 - b. Section 1.b only pending Constitution and Policy Review Committee review; repealed BOD 2009-08-26
12. AP-30: Stipends
 - a. BOD 2009-05-26
 - b. Clauses 3 & 4, for 3 weeks commencing May 26, 2009,
 - c. Repeated 3 week suspension commencing July 8, 2009;
 - d. Amended and in force BOD 2009-07-29

NZH /CUPE 3338

POLICY MANUAL

Ryerson Students' Union
Local 24 Canadian Federation of Students

Revised and Approved December 14 2017

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Issue-based Policies

SECTION I

Issues Policy # 1
Accessibility

ADOPTED: March 20, 2003

AMENDED: N/A

Preamble

- 1.1 The Ryerson Students' Union opposes all forms of ableism, the prejudice or discrimination against people with disabilities. The RSU is committed to accessibility and seeks the meaningful participation of all of its members, free of barriers.

Policy

- 1.2 The Ryerson Students' Union is committed to fostering community and inclusion in adherence to the accessibility for Ontarians with Disabilities Act and the Ontario Human Rights code.
RSU events must be accessible for all members regardless of ability, and this accessibility must be communicated effectively.

Definitions

- 1.3 **Accessibility barrier**
The RSU defines an accessibility barrier as any obstacle that makes it difficult or impossible for members with disabilities to take part in the services and campaigns of the students' union.
- 1.4 **Ableism**
The RSU defines ableism as a form of discrimination or social prejudice against people with disabilities. It may also be referred to as disability discrimination, ablecentrism, physicalism, handicapism, and disability oppression.

Protocol

- 1.5 All RSU events advertising, including advertising for the AGM and SAGM, will include symbols and information on accommodation services available at said events. Accommodation services, such as American Sign Language interpretation, shall be available at RSU annual and semi-annual meetings.

Issues Policy #2
Anti-Racism

ADOPTED: April 11, 2007

AMENDED: August 24, 2011

AMENDED: April 22, 2015

Preamble

- 2.1 Racism is a phenomenon based on the social, political, economic and historical construction of race and power that affects the lived experiences of all people including students. Historically, racism has manifested itself through more explicit forms of verbal, psychological and physical discrimination. While racialised people today still experience explicit incidents of Racism, more common forms of racial discrimination are in the systemic and structural architecture of government, civil service, the criminal justice systems and many public and private institutions— even those of higher learning.

Racialised communities face numerous disadvantages in the social, political and economic spheres that are the direct result of both explicit and institutional forms of racism. Some examples of racism as it is manifested today include, but are not limited to:

- i. Racial profiling by police and security services;
- ii. Academic curricular that exclude the histories and contributions of racialised peoples, including First Nations and immigrant communities;
- iii. Economic deprivation of Racialised people, through discrimination in employment or relegation to part-time, precarious work with substandard pay and questionable labour and safety standards;
- iv. Restrictions on travel, or harassment when travelling based on race, ethnicity, country of origin and/or religious belief - whether real or perceived;
- v. Harassment and abuse-intentional or unintentional - on physical, verbal, emotional and psychological levels, from strangers, coworkers, superiors, colleagues, classmates or friends.

The Ryerson Students' Union (RSU) recognizes that oppression is rooted in historical, social, cultural, political and economical forms of systemic discrimination. This systemic discrimination is structural in nature and uniquely marginalizes racialised students and indigenous and/or Aboriginal students.

The RSU affirms that racism is a system of advantage based on race; the ability to act on the belief that people of different races have different qualities and abilities, and that some races are inherently superior or inferior. Racism manifests in many ways, from dislike and avoidance of people based on their race to discrimination against them on an institutional level to acts of race-based violence.

Racism is related to power, who has power, and who is given power by society; it exists beyond one-on-one interactions, hence its systemic and structural nature. The RSU acknowledges that racialised students disproportionately experience greater levels of poverty, lower incomes, and higher debt levels. In the student union's efforts to advocate for an affordable and accessible education, special attention will be placed on the unique socio-economic barriers that racialised students' experience.

Policy

- 2.2 The Ryerson Students' Union objects to any and all discrimination on the basis of race, ethnicity, place of origin, immigration status, linguistic ability, and religious or spiritual belief—both real and perceived. All students have the right to study, work and socialize in an affirming environment that is free from harassment, violence and discrimination.
- 2.3 The Ryerson Students' Union Supports:
 - i. An anti-racism committee with funding from the annual operating budget. The committee will be open to all students and mandated to conduct research and education on issues of racial oppression. The committee will work to promote anti-racism awareness on campus through events, educational materials, general campaigns and outreach. The committee will strive to implement the recommendations made by the Task Force on Campus Racism, organized the Canadian Federation of Students-Ontario;
 - ii. Access to an affordable education free from explicit and systemic forms of racism
 - iii. The work of all students, clubs and organizations that seek to eliminate racism both on and off campus;
 - iv. All equity based institutional initiatives that seek to correct the historical injustices of the past and create a level playing field for racialised students;
 - v. The inclusion of multiple cultural perspectives, histories and narratives in academic curricula and course material;
 - vi. Equal opportunity programs that promote equitable employment and academic opportunities for students from racialised communities, including aboriginal and immigrant students;
 - vii. The designation of campus spaces as official sanctuaries for undocumented migrants or the children of undocumented migrants to

safely pursue employment and education without the harassment of immigration, security or police authorities;

- viii. Policies and protocols that address the manifestation of racism on campuses and society, and their acknowledgement of the intersections on the basis of gender, class, sexual identity, religion, or ability;
- ix. The full adoption of the province-wide Task Force on Campus Racism Task Force and the local Anti-Racism Task Force,

2.4 The Ryerson Students' Union Opposes:

- i. All explicit and systemic forms of racism in campus life and outside of the institution, including, but not limited to the criminal justice system, employment, healthcare, childcare, mental health services, financial assistance, and housing;
- ii. The formation of student groups that deny the historical and present day existence of Racism against people of colour, and promote white supremacist ideology;
- iii. Institutional racism in hiring and curricula; policy and governance, and the delivery of services;
- iv. Discrimination and harassment from police or other security and government services both on and off campus;
- v. Reductions or elimination of funding for critical area studies including but not limited to African Studies, South Asian Studies, East Asian Studies, Latin American Studies, Caribbean Studies, Aboriginal Studies and Middle Eastern Studies.

Issues Policy #3
Bottled Water

ADOPTED: February 27, 2012
AMENDED: April 22, 2015

Preamble

- 3.1 Water, like education, is a public right, not a privilege. Like the invasion of commercial values into education, the treatment of water as a commodity that can be sold poses the risk of potentially denying access to this life-sustaining resource. It is a common responsibility of all people and governments to ensure that water is used sensibly to minimize negative environmental impacts and guarantee the free and universal access to clean drinking water into the future.

However, most city water in Canada is much more highly regulated and monitored for quality than bottled water. In addition, public water systems are the most responsible mechanism for ensuring that water is accessible. In addition, mass production of bottled water has negative environmental impacts due to the creation of landfills full of empty bottles and plastic leaching toxins endangering the surrounding environment and communities and posing hazardous risks.

Bottled water is one of the key products being promoted in the public school system and on college and university campuses across the country. Beverage exclusivity contracts on campuses are the marketing tool of choice for water bottling companies to guarantee access to the student and youth markets. Private beverage companies are engaged in aggressive marketing campaigns claiming that bottled water is the only safe source of drinking water available and creating a culture of dependence and reliance on private water sources that undermine public confidence in public water systems.

Buying bottled water sends a powerful message to our elected leaders that there is little need to maintain and improve Canada's water infrastructure.

General Description

- 3.2 The Ryerson Student's Union opposes the sale of water-which should be free and publically accessible.

Policy

3.3 The Ryerson Students' Union Supports:

- i. Adequate funding and support for clean and accessible water systems nationwide;
- ii. Public ownership of natural water sources;
- iii. Adequate funding for clean and accessible public water systems;
- iv. Public drinking fountains in spaces and public buildings, including college and university campuses;
- v. Enforced government regulations to establish standards and guidelines for public water systems that set international standards;
- vi. Government initiatives to clean up polluted water sources;
- vii. Bottled water bans for all events held by municipal, provincial or federal governments or public institutions;
- viii. Container deposit laws and other effective ways of reducing the amount of bottles piling up in landfills and polluting the environment.

3.4 The Ryerson Students' Union Opposes:

- i. The use of bottled water where safe drinking water is available;
- ii. The privatisation of natural water sources and water services;
- iii. Bulk water imports and exports;
- iv. Water theft by bottled water corporations of public water and public water sources;
- v. Any change to public policy that serves the private and commercial interests of bottled water companies instead of the public interest;
- vi. Government underfunding of public water systems and water testing programmes;
- vii. The allocation, sale or lease of land or natural resources by any level of government to bottled water companies;
- viii. National or international trade agreements that limit or undermine Canada's ability to regulate and protect public water systems.

Non-Academic Codes Of Conduct

ADOPTED: April 11, 2007

AMENDED: N/A

Preamble

- 4.1 Freedom of speech and peaceful assembly are fundamental human rights under the Ontario and Canadian Law. The Ryerson Students' Union believes that the university campus should be a place where students can access these rights, particularly when it comes to political dissent. The introduction of Non-academic codes of conduct on university campuses across the country, have the potential to threaten students' rights to freedom of peaceful assembly and protest. While we support Canadian Law that prohibits speech that is rooted in hate speech, we oppose university policy that penalizes students for exercising their democratic rights.

General Description

- 4.2 The Ryerson Student's Union believes that students have fundamental rights to freedom of assembly, dissent, and expression.

Policy

- 4.3 The Ryerson Students' Union Supports:
- i. Freedom of conscious and religion;
 - ii. Freedom of thought, belief, opinion and expression, including freedom of the press and other mediums of communication;
 - iii. Freedom of peaceful assembly; and
 - iv. Freedom of association.
- 4.4 The Ryerson Students' Union Opposes:
- i. Any speech or expression that is hate speech rooted in, but not limited to anti Semitism, Islamophobia, racism, sexism, homophobia, transphobia, and ableism;
 - ii. Any attempts by Ryerson University's administration to quiet or silence student dissent on or off campus which thereby denies students their fundamental freedoms under the guise of the Non-Academic Code of Conduct;
 - iii. Any University policies or processes that empower a single Administrator to be judge and juror of a particular complaint.

Ethical Investments

ADOPTED: April 22, 2015

AMENDED: N/A

Preamble

- 5.1 The Ryerson student union recognizes that it is imperative to have an ethical investment framework for all funds invested by Ryerson University. It is imperative to divest from industries and companies that actively perpetuate society's dependence on fossil fuels that not only contribute to climate change but also directly infringe upon the livelihoods and well-being of indigenous communities living on the frontlines of these industries. Similarly, it is imperative to divest from industries and companies who actively support war and occupation, including the apartheid regime of the state of Israel against the Palestinian population. It is important for Ryerson University to work with the entire university community to develop, adopt, and implement a broader policy of Socially Responsible Investment (SRI) for its Pension Fund and other investments, through a transparent and effective process.

Policy

- 5.2 The Ryerson Students' Union Supports:
- i. Lobbying efforts by students to encourage the University to divest all funds from the fossil fuel industry;
 - ii. Lobbying efforts by students to encourage the University to divest from all Israeli companies and other companies supportive of the state of Israel;
 - iii. University practices that are developed through consultation with the entire University community to implement a broad policy of Socially Responsible Investment (SRI).
- 5.3 The Ryerson Students' Union Opposes:
- i. Profiting off any kind of exploitation or oppression;
 - ii. The allocation of public and student money to fund enterprises that perpetuate oppression.

Federal, Provincial and Municipal Elections Campaigns

ADOPTED: May 9, 2004

AMENDED: N/A

Preamble

- 6.1 Government policies at all three levels of government have the potential to impact the daily lives of students. On a federal level decisions including transfer payment to the provinces, have a direct impact on the affordability, accessibility and quality of post-secondary education. The provincial government's tuition fee framework have a direct impact on the affordability of education for students, and on a municipal level, policies on public transit have an impact on how students get to and from campus. The Ryerson Students' Union recognizes the importance of elections and educating the student body on how and why to vote, and will organize non-partisan information campaigns to inform students about the federal, provincial and municipal election voting process.

Policy

- 6.2 The Ryerson Students' Union Supports:
- i. Campaigning methods that are diverse and that communicate information on how to register and vote in federal elections that could include, but are not limited to, email communication, website info, posters, ads, leaflets, tabling or information events at Ryerson;
 - ii. The use of informational material such as report cards to introduce students to party platforms;
 - iii. The ability for students to vote for candidates on campus for their home riding;
 - iv. Debates, meetings and forums for students to meet and speak with candidates.

Issues Policy #7
Multiculturalism

ADOPTED: March 31, 2012

AMENDED: N/A

Preamble

- 7.1 Celebrating multiculturalism is more than just the ability to share ethnic food, cultural attire, music, and participate in cultural festivals. Multiculturalism recognizes the diverse needs of different ethno-cultural groups and ensures that power structures truly represent the diverse fabric of societies within Canada.

Multiculturalism and diversity in Canada have strengthened the fibre of our society by allowing diverse views and opinions to enter our social, political, and economic spheres. Indigenous peoples play a crucial role in strengthening Canada's ethno-cultural composition. The various populations that have immigrated to Canada have made a lasting impact on the way our society functions, particularly in reference to priorities and values. People often migrate because of poverty, war, occupation, and colonization. It is important to acknowledge that Canada's foreign policy plays a role in forcing people to migrate and therefore the state has a responsibility to ensure that ethno-cultural groups are properly served.

Often, institutions and government use the term 'multiculturalism' as a way to assimilate newcomers, ignore systemic racism and deny Canada's historic and present day process of colonization of Indigenous communities.

The Ryerson Students' Union has the opportunity to raise awareness and educate its members on issues that affect the local and international community. With the continuing globalization of education and institutions actively recruiting international students, it is important to recognize the contributions and invaluable perspectives of international students, migrants, and other ethno-cultural groups in our society.

Policy

- 7.2 The Students' Union Supports:
- i. Immigration policies that are equitable, accessible, and strengthen Canada's cultural fabric;
 - ii. Justice and freedom for migrants, refugees, and non-status people;
 - iii. Access to social and government services regardless of immigration status;
 - iv. Government and decision-making bodies that truly reflect the socio-ethnic diversity of communities within Canada;

- v. Equitable frameworks of engagement that encourage the meaningful participation of racialised peoples in Canadian institutions and recognize Indigenous sovereignty.

7.3 The Students' Union Opposes:

- i. Legislation that undermines the value of Canada's diverse ethno-cultural identity;
- ii. Denying and cutting essential services such as shelters, welfare, housing, and education that support racialied communities, status and non-status immigrants;
- iii. The establishment of temporary work programs that exploit migrant labour;
- iv. The cultural assimilation of ethnic groups into a single national identity.

Originality Detection Software (Turn-it-in.com)

ADOPTED: November 17, 2003

AMENDED: N/A

Preamble

- 8.1 Turnitin.com is an online originality detection software that identifies cases in which there is cause for concern about academic integrity and citation issues in papers submitted by students for evaluation. It compares a student's work to a database of submitted work and provides the instructor with a report, which identifies cases where language is similar or identical to a previously submitted paper and/or academic journal. It is meant to identify cases where plagiarism may have happened. Access to this tool is expensive and requires supporting the corporations who develop them. The use of this software is on the rise at universities, even mandatory for some courses and assignments.

Policy

- 8.2 The Students' Union Supports:
- i. Proper training and guidance from supervising faculty for the appropriate use of originality detection software for TAs, GAs and other employees for who evaluate students' work;
 - ii. An educational focus to policy concerning academic misconduct and concerns of plagiarism and citation, if it has been proven to have been committed by a student;
 - iii. The academic exercise of sharing properly cited information through paraphrasing or verbatim use in papers being submitted as coursework or research.
- 8.3 The Students' Union Opposes:
- i. Using originality detection software reports as a determination of academic misconduct without proper investigation;
 - ii. Investing student tuition dollars into providing these expensive tools to faculty, and other marking staff;
 - iii. Mandatory submission through an originality detection platform without the opportunity to opt-out with reasonable deadlines.

Policing & Militarization

ADOPTED: March 31, 2012

AMENDED: N/A

9.1 Preamble

The police are an institution empowered by the state to enforce the law, protect property, and limit civil disorder. However, as an institution, the police force often acts in a manner that perpetuates violence, misconduct, discrimination and oppression against already marginalized people.

Racial profiling, excessive use of force, targeted surveillance, victim blaming, immigration raids and criminalization of political dissent are a few of the many ways in which the police uphold systems that perpetuate sexism, racism, homophobia, transphobia, ableism and other forms of marginalization.

Similarly, military forces act as government agents who work to protect the best interests of the state, and carry out policies rooted in colonization. In many cases, police and military forces are used interchangeably and often train and work together on policing initiatives in communities in Canada and around the world, often under the guise of peacekeeping.

At the 2011 G20 summit in Toronto, all levels of government aided in granting police special privileges, equipping them with sound cannons, SWAT teams, security fences, riot gear, and extra detention centers as tools to criminalize and silence dissent.

The excessive use of force by police can also be seen in low-income, marginalized communities, where groups of people who are racialised, impoverished, Indigenous, without status or dealing with mental health and addiction are targeted, placed under surveillance, harassed and profiled on an ongoing basis.

As a response to this, communities are developing alternative and community-based models of policing, to ensure community-wide accountability, and to curb high rates of brutality, criminalization, and incarceration.

All people should be free from endangerment and unfair treatment, both in Canada and globally. Governments have the responsibility to support people living within their borders and act on their behalf at home and internationally.

The police and the military both share a history of targeting marginalized communities, and a history of recruiting members from those very groups they target. Students are amongst those groups, the police and military have worked to

repress dissent, target student activists, and vulnerable low income students when recruiting new members.

Policy

9.2 The Students' Union Supports:

- i. Alternative, community-based policing that focuses on crime-prevention and rehabilitation;
- ii. Domestic and foreign policy that aims at peace-building, disarmament, and demilitarization and promotes the safety and human dignity of all people;
- iii. Pacifism as state and societal policy, which calls for the abolition of the institutions of the military and war;
- iv. The development of curriculum in peace studies;
- v. The ideal of multilateral disarmament;
- vi. The elimination of all nuclear weapons as a step towards global peace.

9.3 The Students' Union Opposes:

- i. Brutality in domestic policing and foreign military actions, including but not limited to actions classified as "peace keeping" and "security";
- ii. The use of police force to perpetuate racism and systemic discrimination;
- iii. The aggressive use of force by police or military against protestors or any civilians in an attempt to repress dissent;
- iv. War and occupation as state policies;
- v. The use of Police to further the Prison-Industrial Complex;
- vi. Cuts to social and educational programs in order to subsidize military spending;
- vii. Forced military conscription;
- viii. Military and police recruitment on campus;
- ix. Plain clothes or uniformed police on Campus as a form of general surveillance.

ADOPTED: March 31, 2012
AMENDED: N/A

Preamble

- 10.1 Prison-Industrial Complex (PIC) is a term attributed to the rapid expansion of the inmate population through the increased political influence of the private prison industry that supplies goods and services to government prison agencies. The promotion of prison building as a job creator and the use of inmate labour are also cited as elements of the prison industrial complex.

Additionally, PIC is used to describe the overlapping interests of government and industry that use surveillance, policing, and imprisonment as solutions to what are actually economic, social, and political issues. The system benefits government and industry, as well as those individuals who already hold power in our society. The processes by which this unequal power is garnered and maintained include: creating dominant media images that perpetuate stereotypes of people of color, poor people, queer people, immigrants, youth, etc., as criminal, delinquent or deviant; earning huge profits for companies that provide goods and services to the prison industrial complex; facilitating political gains; increasing the influence of prison guard and police unions; eliminating social and political dissent by people of color, Aboriginal, low-income, immigrant, and other communities who make demands for self-determination and reorganization of power.

As discourse grows regarding alternatives, many have visions to abolish the Prison Industrial Complex as a means of smashing structural and societal inequities. Overall, the over-use of incarceration as a solution to societal issues is not effective in deterring or rehabilitating offenders. It exposes offenders and accused offenders to conditions in which they develop habits and attitudes that leave them less, rather than more, able to integrate into society after serving their sentences. These Institutions are costly to build, maintain, operate, and are often used by governments as excuses to cut back funding to social services.

Definitions

The Prison-Industrial Complex is multi-faceted and has multiple components:

- 10.2 **Criminalization:** Criminalization is the process through which certain actions become illegal. The process of criminalization is an integral part of the prison industrial complex. It is one of the tools that make it possible for police and the courts to target not only specific actions, but specific groups of people while maintaining a public body that believes that "criminals" are a threat to them and

their families. Criminalization targets entire groups of people, or of particular social circumstances (the homeless, migrants, racialised, youth, sex workers, people with mental illnesses), through surveillance, punishment and control. As new laws are made, harsher punishments and sentencing are created for particular acts associated with certain communities. For example, the criminalization of homelessness includes the control of homeless people through laws that make everything from public urination, to sleeping in the park, to participation in informal economies illegal and punishable. The criminalization of non-citizens and immigrants contributes to racial profiling, unwarranted stop and search of non-citizens and immigrants as well as deportation, detention and imprisonment. The criminalization of youth of color includes the direct incorporation of police forces into school security, as well as laws in many cities that bar young people from congregating in groups (as small as three) on the street.

Criminalization also contributes to the myth that social, political, and economic problems are really "law enforcement" problems - that safety of all kinds, including economic security, can be ensured by watching, controlling, and caging certain groups of people who suffer most under structural inequalities such as poverty or racism.

- 10.3 Policing: The choices police make about which people to target, what to target them for, and when to arrest and book them, play a major role in who gets incarcerated. As we have seen, those choices are also made within the larger picture of a system of policing that is set up to target poor people, people of color, immigrants, and people who do not conform to socially acceptable behavior on the street or in their homes
- 10.4 Courts: Courts are another stage of criminalization and the perpetuation of social inequities. These institutions are used as punitive places, rather than rehabilitative, and its complexity disproportionately affects the homeless, migrants, and people with mental illnesses. Discrepancies in the application of harsh punishments are stark. Classism manifests itself in the court system. Those who can afford to hire their own attorneys are less likely to be imprisoned. They can afford bail, which allows them to leave jail and conduct their own investigations and better prepare for trial. They can afford better attorneys, better expert witnesses, better private detectives, and more "respectable" alibis.
- 10.5 Laws: Governmental laws work to further fuel the PIC. Laws that strengthen criminal offences, introduce mandatory minimum sentences, eliminate conditional sentences, increase pretrial detention, impose harsher sentencing for young offenders, and longer waiting times before individuals apply for pardons are all used as way to fill more bodies in prisons.

Policy

10.6 The Students' Union Supports:

1. Seeking alternatives to prisons for community safety, including crime prevention and rehabilitation;
2. Governments adequately funding public social services and services for youth as a means of crime prevention and community-building;
3. Initiatives that seek to change public discourse and policy on laws that disproportionately and unjustly target specific communities: racialised, immigrant, Aboriginal, low-income, homeless, youth, sex workers, etc.

10.7 The Students' Union Opposes:

1. The over-use and dependence on incarceration as a means to "fix" social issues;
2. Mandatory minimum sentencing laws;
3. The privatisation of our prison systems that seeks to provide massive profits for corporations;
4. Reforms to immigration policies that criminalize displaced people and refugees;
5. The specific targeting, over-policing, and criminalizing of marginalized and exploited communities.

Issues Policy #11

Privatisation of Universities and Colleges

ADOPTED: March 31, 2012

AMENDED: N/A

Preamble

- 11.1 Privatisation threatens access to post-secondary education and the integrity of colleges and universities as public institutions. Privatisation on campus can take the form of increased tuition fees, partnerships with the private sector for product sales and the provision of services, a cost-recovery approach to campus services, the transfer of institutional facilities and services to private ownership or management, and the opening of fully private post-secondary education institutions.

Privatisation is the result of a growing reliance by post-secondary programs and institutions on revenue from private, instead of public, sources. Higher tuition fees are the most common effect of privatisation and represent a significant barrier to access for low and middle-income students. In addition to high fees, an increasingly prevalent example of privatisation is the reliance of public-private partnerships for funding new buildings, departments, and facilities. Such funding regimes serve to starve certain programs within the post-secondary education system and exacerbate inequities between institutions and programs.

The encroaching privatisation of universities and colleges is also manifested in the increased outsourcing of institutional and student-run services, such as food services and administrative services, by large corporate chains. Such agreements frequently give the company exclusive rights to the campus that often can compete directly with, or prohibit the existence of, services and operations run by the campus student unions. Privatised services on campus prioritise profit by maintaining low wages, limiting consumer choice, avoiding ethical purchasing policies, and promoting consumption, all of which can undermine both quality and affordability.

In exchange for generous donations, corporations can receive direct or indirect influence over the governance and management of post-secondary institutions. Direct influence can come in the form of input into course content or research focus, ownership over research results and outcomes, and representation on departmental, faculty, and institutional governing bodies. As private fundraising increasingly becomes a permanent institutional objective, institutional governing boards have taken on appointees selected, over local community representatives, for their fundraising potential. Indirect influence is a by-product of a greater institutional reliance on private financing and can lead to informal and invisible control, as institutional priorities and policies are modified to fit the interests of corporate sponsors. Both forms of influence undermine the autonomy of institutional governing bodies and threaten to distort the mandate of public post-secondary institutions through the incorporation of business values into the policies and operations of public colleges and universities.

The establishment of fully private for-profit institutions threatens to undermine the entire public system of post-secondary education. The existence of a parallel and competing private education system siphons resources from the public system, offers sub-standard education, and endangers sovereign policy-making under international trade liberalization agreements.

Policy

11.2 The Students' Union Supports:

- i. A fully-funded and administered public post-secondary system;
- ii. Campus services and departments that are fully funded by the government;
- iii. Institutional policies that restrict the influence and reliance on private sponsorship and donations;
- iv. Departmental and institutional boards with a majority of members from the campus and immediate community;
- v. Full and completely academic freedom in regards to research results, outcomes, and content.

11.3 The Students' Union opposes:

- i. Any and all forms of privatised education;
- ii. The reduction of public funding to universities and colleges;
- iii. The trend toward the deregulation of tuition fees and other user fees for education;
- iv. Privatisation of existing public educational programs and institutions;
- v. The opening of accredited private post-secondary institutions;
- vi. The loss of public accountability caused by the replacement of public funds for research with private funds and/or the creation of public-private partnerships;
- vii. The transfer of institutional facilities and services to private ownership and/or management;
- viii. The outsourcing of college and university services to private for-profit companies;
- ix. Corporate representation on governing bodies of post secondary institutions.

Issues Policy #12

Public Funding for Pride

ADOPTED: March 31, 2012

AMENDED: N/A

Preamble

- 12.1 Homophobia, transphobia, and heterosexism are barriers faced by queer and trans students. Organizations and services are crucial in challenging these forms of oppression. Among these services are community agencies, coalitions, and not-for-profit organizations, include Pride festivities. Pride festivals are community-based events that celebrate queer and trans-identified people, provide spaces to take action on social issues faced by such communities, and challenge the hegemonic and heteronormative views of love and sexuality. They take on many forms, some as a march, and some as multiple events and actions spread across multiple days. Pride is a time for community organizations that serve the queer and trans community to do outreach and for queer and trans people and allies to take up public space and demand access and equity for all.

Pride festivals and other queer/trans services exist in many Canadian cities, but for many rural, northern, and smaller towns and regions, lack of resources have restricted their visibility and influence. Unfortunately, most Pride festivals and queer/trans service organizations (HIV/AIDS Prevention, youth shelters, suicide prevention, and health promotion organizations) are urban-centric and usually only receive support and funding in major urban centers, leaving queer and trans students in smaller communities without adequate community and public support.

The cities and communities that do have Pride festivities and LGBT services oftentimes face unpredictable public funding, censorship of political or sexual messaging, diminished support from elected officials, and threats from homophobic and transphobic members of the community.

Pride and services for the queer and trans communities provide crucial spaces for celebration, political action, and safe spaces for queer and trans-identified people, specifically students. Adequately funded Pride organizations ensure that the work extends beyond one march, but into year-round community support, resources, programming, and action. As homophobia and transphobia manifests in our campuses and communities, it is important for students to take the lead in demanding public, accessible, and adequately funded queer/trans services and Pride festivals.

Policy

- 12.2 The Ryerson Students' Union Supports:

- i. Pride festivals that are publicly supported and funded;
- ii. Pride festivals that are community-focused, not-for-profit, and political;
- iii. Pride festivals that acknowledge the intersection of identities, and the different and distinct barriers by those who identify as “queer”, LGB, or trans;
- iv. Pride festivals that include the meaningful participation and spaces for all members of the community, including women, trans, racialised, Status and Non-Status First Nations, Metis, and Inuit, and people with disabilities;
- v. Pride festivals that include alternative programming: actions, awareness events, and activities to include the diverse voices of voices of the queer and trans community;
- vi. Pride festivals and LGBT services publicly funded and supported to serve rural, northern, and smaller regions in Ontario.

12.3 The Ryerson Students’ Union Opposes:

1. Censorship of community organizations that explore political, social, and global issues
2. Pride festivals that prioritize the needs of corporate sponsors over community
3. Government bodies that cut funding for Pride festivals, and LGBT services and community organizations.

Issues Policy #13

Religious, Cultural and Spiritual Freedom

ADOPTED: March 31 2012

AMENDED:N/A

Preamble

- 13.1 The Ryerson Students' Union has an anti-oppression mandate and strives to achieve inclusion not only within the campus, but within society as well. Canada's and Ryerson's population is diverse and includes people with different religious, spiritual, and cultural identities.

Section two of the Canadian *Charter of Rights and Freedoms* affords all people of Canada the right to freedom of conscience and religion. Section 15 of the Charter, the *Canadian Human Rights Act* and of most, if not all, provincial human rights statutes, including the Quebec *Charter of Human Rights and Freedoms*, provides that all people shall be free from discrimination on the basis of their religion.

Policy

- 13.2 The Ryerson Students Union Supports:

- i. The consideration of religious, spiritual, and cultural holidays in academic scheduling;
- ii. The right of students to have access to multi-faith prayer space on campus that is stable, accessible, adequate, and respectful to the religious needs of all students;
- iii. The rights of Indigenous students, staff, and faculty in traditional ceremonial practices, smudging and pipe ceremonies, and to have outside foods brought in that are not accessible within the institution;
- iv. Universities and colleges offering courses on religious understanding and freedom;
- v. Food options that are inclusive of all religious, spiritual, and cultural dietary needs at campus dining establishments;
- vi. Opportunities for members of the campus community to bring in food that is otherwise non available, and the option to opt out of meal plans if dining options do not accommodate their dietary needs.

Issues Policy #14

Tuition Fees

ADOPTED: March 31 2012

AMENDED: N/A

Preamble

- 14.1 The Ryerson Students' Union is committed to the establishment of a high-quality, publicly-funded, affordable and accessible system of post-secondary education, free of all financial barriers that hinder attendance at college or university.

The Students' Union believes that access to post-secondary education is a right, and recognises that tuition fees leave too many students taking on large debt loads, working multiple part-time jobs, or unable to access post-secondary education at all. The current system of tuition fees coupled with loans-based financial assistance unfairly punishes those who cannot afford to pay the upfront costs of attending a post-secondary institution. An accessible, affordable education allows all students to pursue a post-secondary education in the field of their choice regardless of class, gender, race, ability, or sexual orientation.

The benefits of post-secondary education are spread horizontally across society, as a highly educated workforce attracts industry and investment, expands the tax base, and pays into a proportionately higher tax bracket. Therefore, if society shares in the benefits of affordable and accessible post-secondary education, then they should also share in the cost through stable and committed public funding.

Policy

- 14.2 The Students' Union Supports:
- i. The establishment of a high-quality, publicly funded system of post-secondary education that removes any and all financial barriers to participation;
 - ii. The creation of a federal Post-Secondary Education Act that will commit a dedicated portion of every provincial transfer payment to the sole purpose of funding post-secondary education;
 - iii. Any government strategy that calls for the progressive reduction of tuition fees with the ultimate goal of eliminating them entirely; and
 - iv. the replacement of loans-based financial assistance with a comprehensive system of non-repayable needs-based grants to cover the costs of participating in an institution of higher learning.
- 14.3 The Students' Union Opposes:
- i. Any increases in tuition fees
 - ii. The replacement of public funding with private sponsorship from individuals or corporations for any purpose;
 - iii. Differential fees including, but not limited to, those applied to international students
 - iv. The financing of post-secondary education through a debt-based system of loans and repayable financial assistance; and

- v. The establishment of income-contingent loans, that favour graduates with higher income employment and punishes those who are unable to receive full-time, stable employment with living wages.

Issues Policy # 15

Women's Issues

ADOPTED: March 31 2012

AMENDED: N/A

Preamble

- 15.1 Although women have achieved formal legal equality in Canada, gender-based discrimination occurs structurally, individually and institutionally, which directly

impacts women's access to post-secondary education and their experience as students. Despite some advancement in the participation of women in post-secondary education, women remain underrepresented in many areas of study including science, engineering and business. The inequity and socio-economic barriers faced by women are evident in the disproportionately high rates of poverty among women; lower wages of women relative to men; the over-representation of women in temporary or part-time work; less access to employment insurance relative to men; the high rates of gender-based violence faced by women, particularly on university and college campuses; and the underrepresentation of women in all levels of government. The Ryerson Students' Union recognizes that women are entitled to equal access, freedoms, and initiatives that strive to empower women. The Ryerson Students' Union also recognizes that the promotion of women's rights is integral to a fully accessible post-secondary education system.

Policy

15.2 The Ryerson Students' Union Supports A Woman's Right To:

- i. Freedom of choice of lifestyle, employment, and education as full and equal participants in Canadian society;
- ii. Equitable access to post-secondary education;
- iii. Employment, and the right to equal opportunity of employment with equal pay for work of equal value;
- iv. Access to full, government subsidized, quality daycare, provided by adequately trained and paid child care workers, since equal access to education is limited by a lack thereof;
- v. Financial student assistance programs which meet the needs of full-time students, part-time students, and single parents, the majority of whom are women, and which does not require dependence on their parents or spouse;
- vi. Concrete programs for re-entry of women into post-secondary education, to aid women in overcoming the barriers of interrupted studies and inadequate backgrounds;
- vii. Academic counselling which informs women of all educational and employment opportunities available, in order to actively combat the streaming of women into traditional fields;
- viii. Women's right to organize, since women's organizations within the student movement are necessary to actively raise the issues faced by women students, to provide a place for all women to develop organizational and political skills, and to provide a forum where all women can develop a sense of unity and co-operation;
- ix. Organizations that recognize, promote and fund a women's organization on campus to facilitate involvement in women's issues;
- x. An education through non-sexist instruction, textbooks and materials, recognizing that some literature and materials must be viewed relative

- to their historical or social context but that all instruction, contemporary textbooks and materials should be free of sexual stereotyping and discrimination;
- xi. An educational environment free of advertisements, entertainment programming and/or materials which promote violence against women, sexual stereotyping and/or discrimination;
 - xii. Government funded women's studies courses in post-secondary educational institutions;
 - xiii. A women's right to control their own bodies, including but not limited to:
 - xiv. freedom of expression of sexual orientation;
 - xv. freedom of reproductive choice, including access to publicly-funded reproductive health services;
 - xvi. freedom from sexual assault and all other forms of violence; and
 - xvii. the right to an educational environment free of sexual harassment;
 - xviii. Effective, legal, and academic grievance procedures recognized by students, faculty, and support staff; and
 - xix. The celebration of International Women's Day on campus.

15.3 The Ryerson Students' Union Opposes:

- i. The exclusion, exploitation and marginalization of women, whether directly or indirectly within patriarchal societies;
- ii. Any government legislation, act or designation that directly or indirectly contravenes or limits women's reproductive rights;
- iii. Any governmental legislation, act or designation that implies or suggests, directly or indirectly, that women in Canada have achieved equality, equity, or fairness, and no longer need to advocate for the development of women's rights;
- iv. Sexism and discrimination against women, including structural, cultural, institutional and individual manifestations;
- v. Violence against women in all its forms, including but not limited to, physical, verbal, and economic violence, and violent representations of women in media;
- vi. Cuts to women's and gender studies courses and programmes and academic programmes that seek to, investigate, research, and address gender inequity;
- vii. Cuts to grants, scholarships or bursaries dedicated to the support of women students and faculty, and the investigation of gender and women's issues;
- viii. Cuts to government funding allocated for women's advocacy, support and research organizations;
- ix. Differential wages for women and the segregation, stereotyping and undervaluing of work traditionally performed by women and;

- x. Privatisation of public services including childcare, health care, education and social services.

Operational Policies

SECTION II

Operational Policy #1

Accommodation For People With Disabilities

ADOPTED: November 16, 2011

AMENDED: N/A

Scope

- 1.1 This policy applies to the Ryerson Students' Union and all events, services, campaigns, initiatives affiliated with it.

Preamble

- 1.2 This policy aims to set out guidelines for the provision of accommodations for people with disabilities while accessing Ryerson Students' Union events or services, while maintaining the dignity and autonomy of people with disabilities. The Ryerson Students' Union is committed to fostering community and inclusion in adherence to the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. The Ryerson Students' Union strives for accessibility through the incorporation of Universal Design while also acknowledging that, at times, individual accommodation may still be required. The RSU is committed to working with people with disabilities in the provision of accommodations in order to create an inclusive environment while maintaining respect, dignity, autonomy, and ensuring the environment is free from harassment and discrimination.

Definitions

- 1.3 Disability: The Ryerson Students' Union rejects medically-based language like "impairment" or "limitations" in defining disability. Instead, the Students' Union recognises multiple definitions of disability that are unique to the individual and may include:
- i. An embodied experience, where people experience their own bodies as being the source of disability;
 - ii. Within society, such as in the attitudes of others, or in the stairs that prevent them from entering a building.
- 1.4 Accommodation: Accommodation refers to a planned variation in the provision of services in order to promote inclusion and accessibility for people with disabilities.
- 1.5 Accessibility: Accessible services are based on inclusive design that acknowledges the differences between groups of individuals when providing services. Ideally services, resources, and spaces will be designed to be inclusive at point of development. The Students' Union will work to create equitable access for people who have disabilities to all of its services and events.

Protocol

- 1.6 Providing Accommodations for persons with disabilities for RSU events and Initiatives. Ryerson Students' Union shall:
- i. Consult with those accessing events or initiatives to determine what accommodations they require;
 - ii. Educate staff, board members, and affiliates on their rights and responsibilities in relation to this policy;
 - iii. Provide resources in accessible formats whenever possible;

- iv. Ensure that people with disabilities have equal access to events and services provided by the Ryerson Students' Union;
- v. Advertise accessibility of services on all promotional materials;
- vi. Maintain confidentiality of all personal information in relation to the request for accommodation. Any information pertaining to disabilities, reason for accommodation, and the provision of accommodation will not be shared without the expressed consent of the individual.

1.7 People requesting accommodations shall:

- i. Provide the required information about the accommodations they require to the Ryerson Students' Union;
- ii. Contact the Ryerson Students' Union in a timely manner to make a request for accommodations;
- iii. Collaborate with the Ryerson Students' Union as needed to identify accommodation needs and find creative solutions.

1.8 Inability to Accommodate

In some instances there may be an inability to accommodate as a result of undue hardship. Should this occur, the Ryerson Students' Union is committed to exploring alternatives and finding creative solutions.

1.9 Dispute Resolution Process

In the event of a chronic inability to accommodate, the President of the Ryerson Students' Union will be responsible for negotiating a resolution that is satisfactory to all parties.

1.10 Providing Goods and Services to People with Disabilities

The Ryerson Students' Union is committed to equitable practices and ensuring all services are accessible to people with disabilities. The Ryerson Students' Union recognizes that universal design, along with individual accommodation, is an integral part of promoting inclusion. In addition, the Ryerson Students' Union commits to continuing to address barriers to access and ableism within the Ryerson community while ensuring dignity, privacy and independence for all.

1.10 Assistive Devices

The Ryerson Students' Union will ensure that all staff are trained and familiar with various assistive devices that may be used by individuals with disabilities while accessing our services.

1.11 Communication

The Ryerson Students' Union will communicate with people with disabilities in a way that takes into account their disability and treats the individual with dignity and respect.

1.12 Service Animals

The Ryerson Students' Union welcomes people with disabilities and their service animals to access all of our services, events, and spaces.

1.13 Support Persons

The Ryerson Students' Union welcomes people with disabilities who are accompanied by a support person. In the event that there is an admission charge to an event, the support person will not have to pay a fee.

1.14 Notice of Temporary Disruption

In the event of a planned or unexpected disruption to Ryerson Students' Union services or facilities for people with disabilities, the Ryerson Students' Union will notify the community promptly. Notices will be clearly posted and include information about the reason for the disruption, its anticipated length of time, and a description of alternative facilities or services, if available. The notice will be posted on the Ryerson Students' Union website (www.rsuonline.ca), and on the third floor of the Student Campus Centre, at the Ryerson Students' Union front desk.

1.15 Training for Staff

The Ryerson Students' Union will provide training to employees, volunteers and others who deal with the public or other third parties on our behalf. All positions will receive this training, within one month of hiring. Staff will also be trained when changes are made to our plan.

1.16 Training will include:

- i. An overview of the Accessibility for Ontarians with Disabilities Act, 2005 and the requirements of the customer service standard and the information and communication standard. Those in a managerial position will also receive training on the employment standards.
- ii. The Ryerson Students' Union's plan related to the customer service standard and the information and communication standard. Those in a managerial position will also receive training on the Ryerson Students' Union's plan related to the employment standards.
- iii. How to interact and communicate with people with various disabilities in a way that is respectful.
- iv. How to interact with people with disabilities who use an assistive device or require the assistance of a service animal or a support person.
- v. How to use the TTY, wheelchair lift in Oakham House, and other assistive technology as it becomes available to the Ryerson Students' Union.
- vi. What to do if a person with a disability is having difficulty in access the Ryerson Students' Union's services.

1.17 Feedback Process

Individuals who wish to provide feedback on the way the Ryerson Students' Union provides services to people with disabilities can do so through email, in person, with the suggestion box, or by telephone. All feedback will be directed to the Vice-President Equity. People can expect to get a response within 10 days. Complaints will be addressed according to the Ryerson Students' Union's regular complaint process.

Operational Policy #2
Affiliate Student Groups

ADOPTED: September 20, 2001

AMENDED: N/A

Definition

- 2.1 An affiliate student group is a group comprised of RSU members who share an interest in academic related projects, academic program-based issues, political views, or creating a Ryerson chapter of a third-party non-profit organisation.

Protocol

- 2.2 To apply for designation as an affiliate student group:
- i. An RSU member representing the group must submit to the RSU Executive Committee a written outline of the group's mandate and list of possible programming ideas for the year;
 - ii. Applications must include a written endorsement from the program chair of the corresponding academic department, or from a supervisor of the corresponding organisation, assuming risk and liability for the group;
 - iii. Executive members of the group shall consist of RSU members and be currently enrolled students of Ryerson.

Policy

- 2.3 The Executive Committee approves or denies affiliate student group status for a group of RSU members who apply in accordance with the following conditions:
- i. Affiliate groups are self-governing, and responsibility of the group solely lies within that of the academic program or organisation of which the affiliate group is a part of;
 - ii. Affiliate groups must be open to all RSU members;
 - iii. Organisations that restrict membership, charge a fee to be part of the local Ryerson chapter or conflict with the mandate of the Students' Union will not be granted Affiliate status. Sororities, Fraternities and other similar organizations will not receive Affiliate status;
 - iv. The affiliate group's actions must coincide with the Ontario Human Rights Code and all RSU and Ryerson University policies;
 - v. Affiliate groups are subject to RSU policies on room bookings, postering, and use of student space in regards to restrictions and terms of use;
 - vi. Affiliate groups have the right to place posters in designated areas with the RSU's stamped approval, space on the RSU website;

- vii. Affiliate groups may have up to two room bookings per semester during the academic year;
- viii. Affiliate groups also have tabling privileges for no more than two (2) days maximum in any given week, up to a maximum of eight (8) days per each semester;
- ix. Affiliate groups are not permitted to table for the sole purpose of fundraising for any third-party non-profit or charitable organisation. Tabling, outreach and/or events hosted by affiliate groups must include some aspect of education and awareness to the Ryerson community and RSU members;
- x. Chapter organisations cannot book space on behalf of third-party organizations, including their “parent” organization;
- xi. Affiliate groups are not eligible to receive an operational budget from the RSU. An affiliate group is eligible to apply for up to \$1000 in RSU grant funding per academic year, but no more than \$500 is available per project/event each semester;
- xii. If the affiliate group wants to renew its status annually, they must submit the contact information of the executive members, along with an RSU Affiliate Group form signed by the program chair of the academic program or supervisor of the parent organization by September 30 of each year. Groups who do not comply will be deemed defunct and must reapply via the aforementioned process.

ADOPTED: October 25, 2006
AMENDED: N/A

Preamble

- 3.1 Black History Month is formally recognized throughout Canada as it provides an opportunity to share the historical and present contributions of Black, African and Caribbean Canadians as well as to promote racial harmony. The Ryerson Students' Union officially recognises February as Black History Month.

Policy

- 3.2 They Ryerson Students' Union will recognize Black History in the following way:
- i. Every year, Black History Month will be formally recognized in the members' handbook;
 - ii. A Black History Month Committee will be formed that will include the Vice-President Equity The Vice President ,Student Life and Events, the Events and the Equity Issues Commissioner, Events Coordinator and at least one representative from each of the Black student groups on campus. The purpose of this committee will be to plan at least one educational/celebratory event to be programmed during the month or any other chosen month.

ADOPTED: November 13, 2002
AMENDED: N/A

Preamble

- 4.1 The RSU Bylaws are the legal document that outlines the governance structure of the organization. While the Bylaws may be changed, they may not be amended except by a majority vote of a meeting of members followed by written notice. All by-laws amendments require a final reading at the meeting of the members with a two-thirds (2/3) majority.

Protocol

- 4.2 To be considered at a meeting of members, a proposed bylaw amendment must be either:
- i. Submitted to the Board of Directors at least sixty (60) days prior to the date of the meeting. The Board of Directors shall take reasonable steps to notify the membership of all proposed by-law amendments at least thirty (30) days prior to the date of the meeting of members.
 - ii. The Board of Directors may initiate by-law changes with a two-thirds (2/3) majority vote of the members of the Board of Directors.

Operational Policy #5

Campus Group Access to Facilities Bookings and Events

ADOPTED: June, 9 2010
AMENDED: N/A

Scope

- 5.1 All sections of the following policy document apply to active registered Ryerson Students' Union Student Groups, Course Unions and Graduate Course Unions.

Preamble

- 5.2 Student Groups, Course Unions, and Graduate Course Unions maintain the right to access space and resources from the Ryerson Student's Union for their events and initiatives.

Definitions

- 5.3 "Campus Groups" herein refers to Ryerson Students' Union Student Groups, Course Unions and Graduate Course Unions

Protocol

- 5.4 Requirement to Follow External Room Booking Policies:
- i. All room bookings must adhere to the room booking procedures as outlined in Student Centre or Ryerson University room booking policies corresponding to the building in which the room is booked;
 - ii. All bookings are granted on a first-come first-serve basis.
- 5.5 All bookings must be made in accordance with the following process:
- i. One member of the course union's/student group's executive must be appointed as the authorized room booker. This individual's name and contact information must be provided to the Internal Coordinator by no later than September 15 of each year;
 - ii. All space must be booked a minimum of two (2) weeks in advance;
 - iii. All bookings must be done in person through the RSU main office at SCC311 with the Internal Coordinator or Front Desk staff.
- 5.6 Confirmation
A confirmation permit is required as proof for the room booking and must be brought to the event.

- 5.7 Restrictions

- i. Thomas Lounge, Oakham Lounge, SCC115 and Ryerson Campus lecture theatres and classrooms with a capacity larger than 80 people may be booked when available a maximum of once per week. If another room booking is required one of the smaller rooms may be booked;
- ii. Campus groups may book a maximum of two rooms per week when available year round;
- iii. Only one (1) Ram in the Rye booking can be made each semester;
- iv. Available booking dates for the Fall semester are announced at the All Executive training workshops held during the summer term;
- v. Winter semester dates will be available via email notice in November.

5.8 Cancellation/no show/relocation

- i. Rooms must be cancelled no later than 48 hours in advance of the scheduled booking;
- ii. The RSU's Internal Coordinator must be informed immediately at info@rsuonline.ca. The room, date and time of booking, and name of the campus group must be included in this email. A no-show may result in a penalty;
- iii. A Ram in the Rye cancellation requires a minimum of two weeks advance;
- iv. notice submitted via email to RSU's Internal Coordinator immediately at info@rsuonline.ca;
- v. Cancellations within two weeks, or where a campus group fails to execute a planned event without notice, will result in possible suspension of booking access for a period of one full year and staffing costs may be applied against the campus group's budget/trust account.

5.9 Audio/Visual Equipment

- i. Audio visual equipment must be booked at time of room booking and is only available through the Ryerson Students' Union for Student Centre bookings. Equipment requests for facilities outside the Student Centre must be through media services and booked via the RSU front desk at the same time as your room booking;
- ii. Repairs and damages to equipment will be charged to campus group's trust fund or budget.

5.10 Food

- i. Any arrangements that have a cost (e.g. food, beverages, and cash bars) must be approved through the Campus Groups Administrator

before the event. Campus groups cannot make contact with either Ryerson Food Services or the Student Centre catering until speaking with the Campus Groups Administrator first;

- ii. All food arrangements must be made at least ten (10) business days in advance through the RSU's Internal Coordinator.

5.11 Prizes, Raffles and Fundraisers

The following types of fundraisers are not permitted:

- i. Contests that involve alcohol consumption;
- ii. Raffles;
- iii. 50/50 draws;
- iv. Slave auctions;
- v. Date auctions;
- vi. Anything that contravenes Ryerson's Risk Management Guidelines, Ryerson's Student Code of Conduct or Discrimination & Harassment policies or the either those of the University or the Ryerson Students' Union.

Operational Policy #6

Capital Funds

ADOPTED: Nov 29, 2005

AMENDED: N/A

Preamble

- 6.1 Capital funds refer to any expenditure exceeding \$1500 that goes towards the purchase of items that can be used for a long period of time (i.e. new furniture for the office, a new server, new computers.)

Protocol

- 6.2 The allocation of capital funds exceeding \$1500 shall receive first reading at a meeting of the Executive Committee. Following its approval with a simple (50%+1) majority at Executive Committee, the proposed capital fund allocation shall be considered adopted following a two-thirds (2/3) majority vote of the members of the Board of Directors present. All other capital funds allocations shall be approved by the executive committee.

Operational Policy #7
Cheque Requisition

ADOPTED: Nov 23, 2007

AMENDED: N/A

Preamble

- 7.1 From time to time, executive members, or members of the full and part time staff complement may request that an RSU cheque be issued for the purpose of reimbursement of money spent for RSU activity, or to pay hired talent. All Cheque requisitions must be documented using the "RSU Cheque Requisition Form". The following outlines rules on how to properly request a cheque from the RSU.

Protocol

- 7.2 A cheque requisition form must be accompanied by:
- i. a receipt or an invoice of the purchase; or
 - ii. a copy of minutes where a decision was made; or,
 - iii. a reference to the RSU's by-laws.
- 7.3 A cheque will not be issued unless the following information is presented and completed in full on the cheque requisition form:
- i. Full name of payable;
 - ii. Complete address of payable including postal code and SIN if the payable is an individual being paid for a service;
 - iii. PST/GST amount;
 - iv. Signature of requisitioner; and,
 - v. Amount of the total requested.
- 7.4 Signing Officers
- i. Each cheque requisition will be signed by two (2) of the three (3) signing officers.
 - ii. The signing officers are the President, the Vice-President Finance and Services, and the Executive Director of Operations and Services.
- 7.5 Cheques
- Two (2) of the three (3) signing officers must sign all cheques.

7.6 Timeline

The timeline for a cheque requisition is up to two (2) week, with an effort for a one (1) week turn around. Cheques will only be issued on Fridays and by no later than 2:00PM.

Operational Policy #8
Conflict of Interest

ADOPTED: Mar 20, 2003
AMENDED: Oct 20, 2004
AMENDED: June 16, 2004

Policy

- 8.1 A conflict of Interest occurs when a Board Member jeopardizes his or her position of trust by having a private interest in the outcome of a decision. To avoid a conflict of interest, Board Members shall not engage in any business or transaction or have a financial or other personal interest that may improperly impact upon the performance of their official duties. This includes but is not limited to having material interest in any business that has dealing with the Ryerson Student's Union and/or having immediate relatives who have a material interest in the same manner. Any kind of recognition, accepting, offering or agreeing to a reward, commission, advantage, or benefit of any kind from a source that has dealings with the Ryerson Students' Union, is also considered a conflict of interest. Engaging in any business that interferes with their board performance may be a conflict of interest. Board Members must disclose all business, commercial, financial and other interests that may be construed as a potential conflict with their official duties. Board Members that do not do so, and are found to be in a conflict of interest, will have breached this policy.

Operational Policy #9
Course Union Groups

ADOPTED: Mar 20, 2003
AMENDED: Oct 20, 2004
AMENDED: June 16, 2004

Preamble

Definitions

- 9.1 A Course Union refers to campus groups that exist for the purpose of organizing students based on their program of study.

Protocol

- 9.2 Creating a Course Union

The RSU will automatically recognize a Course Union for every program at Ryerson. Students may communicate with Campus Groups Administrator for direction on how to access funding and resources.

- 9.3 Course Unions for New Programs

- i. In the event that a new program is created at Ryerson, the RSU will set aside funding for the creation of a new course union.
- ii. The Vice President Student Life and Events, with the help of the Campus Groups administrator, will connect with the Program director or administrator to identify a time or way to communicate with all students in the program. Communication with students can be through email, or by visiting a class of all students.
- iii. The Vice President Student Life and Events will seek nominations for Course Union Executive Members, and will facilitate an election process.
- iv. Successful candidates will be determined by a majority vote.

- 9.4 Course Union Operations

- i. The course union's actions must not be contrary to the Ontario Human Rights Code, RSU Policies, or the Policies of the University.
- ii. No individual connected with the course union can realize any financial

gain from the course union's actions or activities.

- iii. Since course unions are funded by RSU for the benefit of Ryerson students, all activities must be directed toward students and be held on campus unless advance permission is obtained for an off-campus event for the Campus Groups Administrator. All off-campus events involving elevated physical activity must be run in accordance with Student Event Risk Guidelines. Student Event Risk Assessment forms must be completed two weeks prior to event and submitted to the Student Programs office.
- iv. Any budget allocation greater than \$1,000 must receive approval from the RSU Executive Committee.
- v. All course unions are required to have a valid constitution and must submit a copy to the Campus Groups Administrator annually, signed by at least one course union signing officer no later than September 30.
- vi. All course unions are required to file a valid executive list with valid student numbers, addresses, emails and telephone numbers of executive members, with signatures of signing officers on an annual basis no later than April 1st.
- vii. No membership fee may be levied on RSU members.
- viii. All course unions are expected to undertake projects and programs to benefit their members.
- ix. The Campus Groups Administrator is responsible for providing the course union with a copy of all RSU course union policies. Course union executives are responsible for familiarizing themselves with all policies pertaining to their operations and contained within the annual manual provided by RSU.
- x. The President or their designate shall attend All-Executive meetings to represent their course union.
- xi. Absence from at least 2 consecutive All-Executive meetings will result in probation. Maximum probation period is the remainder of the year.
- xii. Probation shall include the withdrawal of RSU funding for off campus events and no consideration of grant applications for a time period designated by the Course Union Committee.
- xiii. Probation will be applied as outlined in the Probation, Termination Policy and Procedures.
- xiv. Summer workshop(s) and All-Executive meetings must be attended by at least one (1) executive member. Non-attendance will automatically result in a status of probation, the terms of which shall be determined by the Course Union Committee in a meeting that will occur no later than the third week of September, and disqualifies a course union from applying

for Course Union of the Year. Failure to send a representative to attend the workshop will result in a \$250.00 budget cut.

9.5 Course Union Probation

A Course Union may be put on probation if the Course Union Committee has reasonable evidence that the course union has violated one or more policies.

9.51 Notification

- i. The group will be notified of this action via email, letter in their course union mailbox and telephone requesting the group's attendance at next scheduled Course Union Committee meeting at which time evidence will be presented. This notice will be delivered no less than five business days prior to the meeting;
- ii. The written notice will outline the policies that have been allegedly violated.

9.52 Process

- i. The Course Union executives will have the opportunity to defend their course union and their executive status at the meeting;
- ii. The Course Union Committee will decide on the course union status immediately following the probationary meeting to be determined by majority vote;
- iii. The Course Union and Student Groups Commissioner will issue a written statement of the committee's decision outlining the terms of probation no more than two business days following the meeting. This letter will be delivered via email and through their course union mailbox. It is the responsibility of the Course Union to access this letter.

9.53 Probation

- i. Failure of the Course Union to send one or more of their executives to this meeting will result in automatic probation that will include all of the above penalties;
- ii. The Course Union Committee will decide the terms of the probation including:
 - a. Length;
 - b. Budgetary Restrictions;

- c. The withdrawal of the privilege of applying for grants; Limitations on events including the opportunity to host off-campus events
- iii. The Course Union may not appeal the decision of the Committee;
- iv. Probation may only be lifted upon a meeting to take place not less than five business days prior to end of the designated probationary term. Notification of this meeting will be delivered via email, letter in course union's mailbox and telephone requesting the Course Union's attendance at the next scheduled Course Union Committee meeting at which compliance with policies and probation will be assessed. This notice will be delivered no less than five business days prior to the meeting;
- v. The Course Union will have the opportunity to defend their full status at the meeting;
- vi. The Committee will decide by majority vote if the probation is to be lifted, extended or the group's executive dissolved.

9.6 Termination

Failure of the Course Union to send one or more of their executives to this meeting will result in automatic termination of the course union's executive.

9.7 Appeal of Termination

- i. A course union's executive has the right to appeal their termination as decided by the Course Union Committee by providing a written request of appeal to the RSU Executive Committee.
- ii. The RSU Executive Committee will meet with the course union within ten (10) business days of their next regularly scheduled meeting and will notify the course union of the time and location of this meeting via telephone, email and letter in their course union mailbox.
- iii. The Executive Committee will decide on the Course Union executives' status, to be determined by majority vote, at this meeting and not in the presence of the course union. The Vice-President Life and Events will issue a written statement of the committee's decision no more than two (2) business days following the meeting. This letter will be delivered via email and through their course union mailbox. It is the responsibility of the course union to access this letter.

- iv. Failure of the course union to send one or more of their executives to this meeting will result in automatic termination of the course union's executive that may not be appealed to the RSU Board Of Directors;
- v. The course union may appeal notice of termination as upheld by the RSU Executive Committee to the RSU Board Of Directors;
- vi. Notice of Appeal to the RSU Board Of Directors must be delivered by letter by the executive of the course union to the Secretary of the Board no later than 5 business days prior to the next regularly scheduled Board meeting;
- vii. The Appeal will be placed on the agenda and the group will be recognized to speak on behalf of the appeal by Chair of the Board;
- viii. After hearing the appeal, the RSU Board Of Directors, by majority vote, may decide:
 - a. to terminate the course union executive;
 - b. to extend the probationary period and decide on applicable sanctions and restrictions;
 - c. to lift all sanctions
- ix. The course union will be notified by the secretary of the Board of the Board of Directors' decision via email and letter in their course union mailbox within no less than five (5) business days following to the meeting. It is the responsibility of the course union to access this letter;
- x. Failure of the course union to send one or more of their executives to this meeting will result in automatic termination of the course union's executive.

9.8 Termination and Dissolution of a Course Union

- i. Once a course union's executive is dissolved, the Course Union Committee shall, within ten (10) working days, undertake to conduct a by-election to replace the outgoing course union executive in accordance with course union election guidelines;
- ii. No members of the dissolved executive of the course union may run for an executive position.

Operational Policy #10

Distribution of Print Material

ADOPTED: March 20, 2003

AMENDED: N/A

Preamble

- 10.1 The RSU is a non-profit organization designed to service the needs of students of Ryerson and a large number of services are made possible through revenue from outside advertising sources without having to charge the students of Ryerson University.

Protocol

- 10.2 The only publications allowed to distribute on campus in RSU spaces must be fully owned or approved by RSU or its affiliates, Rye Eye Publishing Inc., or the Ryerson School of Journalism.
- 10.3 Any publications seeking to be excluded from this policy in order to be granted distribution rights must present a motion to the RSU Board of Directors at any meeting throughout the year. This motion must be passed by two-thirds (2/3) majority vote of the members of the Board of Directors in order for the presenter to gain distribution rights.
- 10.4 This Distribution Policy will be enforced only when a complaint is lodged by RSU or Rye Eye Publishing Inc.
- 10.5 Job postings are exempt from this policy.

Operational Policy #11
Diverse Representation

ADOPTED: July 7, 2005
AMENDED: N/A

Preamble

- 11.1 The Executive Committee will commit the Ryerson Students' Union to take proactive and practical steps that will allow the Ryerson Students' Union to develop and implement a strategy for inclusivity in our services, events, advocacy, campaigns, and to further ensure there is diversity and diverse representation in all programming and organization of our work.

Protocol

- 11.2 Under the responsibility of the Vice President Equity and the Equity and Campaigns Organizer, all committees of the RSU will develop and implement a strategy to ensure that the Ryerson Students' Union is striving for inclusion, diversity, and diverse representation of all our members.

Section Title / Email Signature

ADOPTED: November 30, 2006

AMENDED: N/A

Preamble

- 12.1 To improve communication, improve branding protocols, and provide consistency for the Ryerson Students' Union with our members, coalition partners and the Ryerson community, an email-signature protocol for all staff, Graduate Representatives and Executive members of the Ryerson Students' Union is required.

Protocol

- 12.2 The following email signature must be used in all RSU email communications:

Name
Title
Ryerson Students' Union
Local 24, Canadian Federation of Students
Tel: 416-979-5255 ext. (Your extension)
Fax: 416-979-5260
(your email)

55 Gould St. Room SCC 311
Toronto, ON M5B 1E9

(Optional for staff: Represented by CUPE Local 1281)

The information transmitted herein is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or action taken in reliance upon, this information by persons or entities other than the intended recipient and delegates is strictly prohibited. If you have received this transmission in error, please contact the sender and delete the contents hereof from any computer, file, account or other storage device.

- 12.3 Additions to signatures
No additional or alternative points should be added to the signature.

Equity Hiring Policy

ADOPTED: August 25, 2005

AMENDED: N/A

Scope

13.1 This policy applies to both and full and part time hires of the RSU.

Preamble

13.2 In adopting an employment equity statement to all hiring postings the Ryerson Student Union is acknowledging:

- i. That we live in society rooted in oppression and inequalities;
- ii. That structural injustice and unconscious prejudice influence our experiences;
- iii. That there is a great need to compensate for these inequalities in our hiring policy and practices;
- iv. The importance of incorporating the knowledge and guidance from oppressed people's experience within the organization;
- v. It is recognized that a representative workforce will only be achieved by ensuring that designated group members are not only given fair opportunities in obtaining jobs but that they are qualified and maintain performance expectations.

Policy

13.2 The Ryerson Student Union understands that the "promotion of employment equity" is intended to achieve a workforce that is representative of the RSU diverse membership of constituents. The Students' Union, including management and staff, will strive to meet this objective not simply because it is equitable, just and fair, but it is a matter of remaining relevant and connected to our membership.

Definitions

13.3 Designated Groups

For the purposes of this hiring "designated groups" include those identified under the Federal Employment Equity Act as being disadvantaged in employment are:

- i. Women;
- ii. Aboriginal People;
- iii. People with disabilities;

- iv. People of colour (referred in the Federal Employment Act as “visible minorities”);
- v. Queer-identified and Trans Students.

Protocol

13.3 The promotion of employment equity means:

- i. Adopting special measures to correct systemic barriers in order to ensure that designated equity-seeking groups are included and not excluded;
- ii. The employer has a duty to accommodate employees in designated groups, including a review of employment systems, policies, and practices;
- iii. Maintaining fair and open recruitment and job selection procedures.

Equity Service Centres

ADOPTED: April 2010

AMENDED: N/A

Scope

- 14.1 This policy applies to designated Equity Service Centres.

Preamble

- 14.2 The Ryerson Students' Union (RSU) is dedicated to fulfilling the advocacy and services needs of its membership. The RSU recognises that groups among its membership, who are marginalized on campus and within society, require the resources to organize from and for their unique constituency group.

Policy

- 14.3 To meet the diverse needs of marginalised groups, the RSU will undertake education and campaign work, conduct outreach, offer services and organise social initiatives that enhance the post secondary experience for marginalised groups and issues, the rest of the RSU membership and the Ryerson community as a whole. The RSU recognises the following groups as marginalised constituents at Ryerson and will establish specific resources to improve the lives of:
- i. women,
 - ii. students with disabilities,
 - iii. racialised students,
 - iv. low-income/impoverished students,
 - v. gay students,
 - vi. lesbian students,
 - vii. bisexual students,
 - viii. queer students,
 - ix. Two-spirited students,
 - x. transgendered students.

To this end, the RSU has adopted the following policy for the creation of its Equity Service Centres.

Definitions

- 14.3 Equity Service Centres
The Equity Service Centres are a designated service belonging to the RSU. These groups aim to provide spaces for marginalised members of the campus community to organise campaigns and provide education, outreach initiatives, events and offer a service function to a designated group. All Equity Service Centres must

operate with an anti-oppression framework and must be available to members of the Ryerson community, with an emphasis on students.

Protocol

14.4 Establishment of Equity Service Centre

- i. Members seeking the establishment of an Equity Service Centre must adhere to the following procedure. Submit a proposal in writing to the Board of Directors for approval that must include, but is not limited to: Rationale for why the establishment of the Equity Service Centre is needed, its purpose in the community and overall goal for meeting the needs of marginalised RSU members on campus;
- ii. Evidence that such a Equity Service Centre does not significantly overlap in scope or function with an existing Equity Service Centres;
- iii. A contact list of at least fifty (50) current RSU members that would support the creation of a new service group in the way that the document proposes;
- iv. An overview of potential campaigns, events and service initiatives that the proposed group could offer;
- v. Through communication with the RSU Vice President Equity, and with help of the Equity and Campaigns Organizer, those seeking to create a new Equity Service Centres must obtain approval, in writing, by a majority vote of staff of the Equity Services Centres and CESAR Designate;
- vi. Upon receipt of a written proposal, the Board of Directors may approve the establishment of an Equity Service Centre by a two-thirds (2/3) majority vote at a regular meeting of the Board.

14.5 Name Change

To change the name of an Equity Service Centre a motion must be submitted to a General Meeting and must be passed by a two-thirds (2/3) majority.

14.6 Dissolving of Equity Service Centres

- i. The Board of Directors may, by two thirds (2/3) majority vote at a regularly scheduled meeting, to dissolve any Equity Service Centre that does not uphold its obligations, mandate and/or responsibilities as outlined in this policy

- ii. Upon the dissolving of an Equity Service Centre, all funding, office allocation and/or equipment and any other resources allocated to the Centre will be assumed by the RSU for redistribution to other service areas of the Students' Union.

14.7 Equity Service Centre Rights

All Equity Service Centre have the right to:

- i. Stable, annual funding through the annual budget;
- ii. Raise funds through donations and revenue generating activities (sales, social, events, etc.) subject to the "budget and funding" provisions outlined in this policy;
- iii. Staff resources provided by the RSU including a graphic designer;
- iv. Recognition and promotion through a variety of mediums including the website, e-newsletter, bulletin boards and space in reports to the general membership;
- v. Organise and maintain advocacy work and campaigns that are within the mandate of the RSU but may not have been approved or are formal policy of the RSU.

14.8 Operations

- i. Activities of the Equity Service Centre will be primarily focused on work that serves the RSU membership on campus and assists with the needs of part-time and continuing education students;
- ii. The work of Equity Service Centre will be held on the Ryerson University campus in downtown, Toronto;
- iii. Each Equity Service Centre must undertake the operation of an information table during, but not limited to, days that have been designated for awareness and/or fundraising;
- iv. Each Equity Service Centre is required to generate revenue through fundraising as determined by the Board of Directors each year;
- v. Centres will operate from September to April to serve the membership needs and from time to time, where funding and needs allow the Groups or a Group may be open during the spring and summer term;
- vi. Equity Service Centres must adhere to all by-laws, guidelines and policies of the RSU designated for service centres to ensure the effective operation that meets the needs of marginalised RSU members.

14.9 Staffing

- i. Each Equity Service Centre will be allocated part time staff resources to assist with the overall function and operations of each Centre by the RSU;

- ii. The amount of part time staff resources allocated to each Equity Service Centre shall be determined at the beginning of each fiscal year at the discretion of the Board, through the budget and is subject to change as determined by the Executive upon recommendation of the Vice-President Operations and Executive Director Operations;
- iii. Hiring Process will include a one to two (1-2) week job posting to be advertised on the RSU website and through any other RSU communication channels, as well as interviews of potential candidates;
- iv. All hiring must be done by a hiring committee made up of the following 4 members: 1 designate from CESAR, 1 designate from the RSU Executive Team, Equity and Campaigns Organizer, Executive Director Communications and Outreach;
- v. Hires will be decided by a majority vote of the aforementioned committee;
- vi. All Equity Service Centre part time staff must report to and will be supervised by the Equity and Campaigns Organizer;
- vii. Executive members shall have no direct supervision role;
- viii. Equity Service Centre part time staff members are to be responsible for the day-to-day operations of the Equity Service Centre;
- ix. Equity Service Centre part time staff members are responsible for the organising and implementation of events, services, campaigns and initiatives pertaining to the mandate of the Equity Service Centre they work with, and must do so in consultation with the RSU Equity and Campaigns Organiser.

4.10 Budget and Funding

- i. Each Equity Service Centre, in consultation with the Equity and Campaigns Organizer and the Vice President Operations may submit recommendations for an annual budget proposal for consideration by no later than April 15. Such proposals may include: the amount of funding being requested, a revenue target from non-RSU sources and all expenses. Such recommendations will be used to establish a budget proposal for the following year to be approved by the Board of Directors;
- ii. All financial expenditures must be pre –authorised by the Equity and Campaigns Organiser;
- iii. All receipts must be presented to the Equity and Campaigns Organiser within a week of purchase;
- iv. No individual connected with an Equity Service Centre may realise any financial gain from the group’s actions, activities, or fundraising;
- v. Equity Service Centre do not have the right to hold their own bank accounts, safes or hold sums of money greater than fifty dollars.

4.11 Donations and Fund Raising

- i. Equity Service Centres are encouraged to solicit donations from individuals or groups within and outside Ryerson University and to raise funds through revenue generating activities such as sales and social events;
- ii. Donations that include naming or ownership requirements or provisions, or corporate ties that contradict the mandate of the RSU are not permitted;
- iii. Donations must be paid to the order of the Ryerson Students' Union and will be accredited to the Equity Service Centre budget for the Centre that raised the donation;
- iv. Donations or raised funds must not be used for staffing costs or honoraria to any individual involved in the operation of the Equity Service Centre or the RSU Board;
- v. Any funds generated in excess of the approved revenue target for a given year will be eligible to be transferred to the Equity Service Centre carry over account at the end of the fiscal year;
- vi. Should expenses exceed the amount budgeted in any given year any revenue overage, prior to any funds being transferred into the Equity Service Centre carry over account;
- vii. Funds in the Equity Service Centre's carry over account may be utilised in a future fiscal year at the discretion of the Equity Service Groups in consultation with the designated RSU staff member;
- viii. If an Equity Service Centre becomes inactive or is dissolved, all funds attributable to that Equity Service Group will be automatically reallocated at the discretion of the Vice-President Operations in consultation with the RSU Executive;
- ix. Donations or funds raised must be forwarded to the Equity and Campaigns Organizer within five (5) business days of receiving the funds, to be deposited into the correct account.

4.12 Reporting

Equity Service Centres must submit a year-end report, no later than April 15, to the Equity and Campaigns Organizer. This report should outline its activities including: campaigns, advocacy work, events, volunteer involvement, community partnerships, recommendations for future programming and a summary of expenditures including donations made toward the Equity Service Centres for that fiscal year.

4.13 Designated Equity Service Centre

- i. The Equity Service Centres as ratified by the Board of Directors are:
 - RyePRIDE
 - Centre for Women and Trans People

- Good Food Centre
 - RyeACCESS
 - Racialised Students Collective
 - Trans Collective
- ii. Note: Effective April 2010, the Working Students' Centre was dissolved as a formal equity service group;
- iii. This shall be amended from time to time to reflect any and all changes made in the creation or removal of any Equity Service Centres as approved by the Board.

Operational Policy #15
Equity Statement

ADOPTED: July 13, 2011
AMENDED: February 27, 2012

Scope

- 15.1 This Policy applies to all events of the Ryerson Students' Union

Policy

- 15.2 Creating equitable and inclusive environments free from harassment and discrimination shall be a priority in all events and meetings of the students' union. This will be done by acknowledging the inherent power and privilege that exists in society, and declaring the collective responsibilities we have in ensuring that discrimination in all of its forms will not be tolerated.

Protocol

- 15.3 The following statement will be read aloud during the opening address of all meetings and events:

Ryerson Students' Union Equity Statement

Student Union solidarity is based on the principle that all members are equal and deserve mutual respect and understanding. As members of the students' union, mutual respect, cooperation and understanding are our goals. We should neither condone nor tolerate behaviour that undermines the dignity or self-esteem of any individual or creates an intimidating, hostile or offensive environment. It is our collective responsibility to create an inclusive space for discussion and dialogue. All forms of discrimination and harassment will not be tolerated, nor will hate speech rooted in, but not limited to Islamophobia, anti-Semitism, sexism, racism, classism, ableism, homophobia or transphobia. We all have an obligation to ensure that an open and inclusive space, free of hate is established. If you are not here in an understanding of good faith, or you have violated this understanding, you will be asked to leave.

Operational Policy #16

Ethical Purchasing Policy

ADOPTED: January 18, 2006

AMENDED: N/A

Preamble

- 16.1 The Ryerson Students' Union strives to do its part to protect the environment as well as promote ethical, equitable and sustainable purchasing practices on and off campus. In addition the RSU is committed to upholding the values and principles of Ethical Purchasing. Recognizing that oppressive working conditions are the reality of workers worldwide, the RSU is committed to bringing these issues to light and standing in solidarity with workers both locally and internationally in their struggle to have fair and just working conditions. We recognize that by changing the way we purchase, we are contributing to the overall demand for ethically made products; this in turn benefits the global health of workers and the environment. The purpose of this policy is to ensure that the RSU and all of its service areas and campus Groups are making environmentally sound purchases and supporting workers locally and internationally by purchasing from suppliers that maintain a positive and ethical working environment.

Scope

- 16.2 This policy applies to all purchases made through the Ryerson Students' Union, including campus groups, Equity Service Centers and all RSU service areas. This policy shall cover but it is not limited to building contracts, material purchase, and office furniture purchases, as well as any material or paraphernalia with the RSU logo.

Protocol

- 16.3 Purchase Paper

RSU shall prohibit the purchase of wood, pulp, and paper products from endangered forests, and use sustainable managed (FSC certified) wood, pulp and paper products, and reduce their use overall by using recycled products.

- 16.4 Purchase of Goods and Services

- i. The RSU will not purchase any goods created in sweatshop facilities
- ii. "No Sweat" means products that are produced in a manner where there are:
 - a. no forced labour or child labour;
 - b. no harassment, abuse or discrimination of workers;
 - c. maximum hours of work;
 - d. the right to organize and bargain collectively;
 - e. payment of a living wage;
 - f. health and safety protections;

- g. public disclosure of factory locations;
- h. a written commitment by companies to work with suppliers to achieve compliance;
- i. public annual reporting by suppliers on progress; and
- j. third-party investigations of complaints and a corrective action plan if violations occur;
- k. Priority will be given to sourcing and purchasing goods and services that are union shop made and produced in Canada.

Operational Policy #17

Executive Cellular Telephone Reimbursement

ADOPTED: November 8, 2006

AMMENDED: N/A

Scope

- 17.1 This policy applies to At large executive members of the Ryerson Students' Union.

Preamble

- 17.2 The Ryerson Students Union recognizes that having an accessible Executive Committee is a benefit to the students' union. The RSU also recognizes that having a publicly accessible cell phone number increases the cost of a cell phone. To ensure that members of the Executive Committee are accessible and that the cost of a publicly available cell phone number does not become a financial burden the RSU has adopted the following policy as an Executive Cellular Telephone Reimbursement Policy.

Policy

- 17.3 In order to have an accessible Executive Committee, each member of the Executive Committee is entitled to telephone, data, and long distance reimbursement, given that the cellular device is publicly accessible to the membership.

Protocol

- 17.4 Eligibility
In order for an Executive Committee member to receive a cellular telephone reimbursement the phone must be publicly available. A phone shall be deemed public when it is available through a minimum of the following media:

- i. The RSU website
- ii. The RSU handbook
- iii. RSU business cards
- iv. Standard e-mail signature
- v. Standard voicemail greeting
- vi. Promotional materials where the Executive Committee member is the primary contact

17.5 Telephone Reimbursement

Each member of the Executive Committee will receive a monthly reimbursement of up to \$80 for general cellular telephone expenses.

17.6 Data Reimbursement

Each member of the Executive Committee will receive a monthly reimbursement of up to \$40 for data expenses.

17.7 Collecting Reimbursement

Executive Directors must submit a cheque requisition with original receipts to the RSU Finance Coordinator in order to get reimbursed

Operations Policy # 18

Graduate Executive Honoraria Policy

ADOPTED; October 13, 2009

AMENDED: N/A

Scope

- 18.1 This policy applies to members of the Graduate Executive Committee, excluding members of the At large Executive that also sit on this committee

Preamble

- 18.2 This policy outlines the process for determining the honoraria presented to members of the Graduate Executive Committee of the Ryerson Students' Union.

Definitions

- 18.3 Graduate Representative Committee includes Graduate Chairperson, Deputy Chairperson Education, Deputy Chair Person Student Life and Events Deputy Chair Person Finance, and the At Large Representative from the Graduate Council

Policy

- 18.4 A budget recommendation will be made by the Graduate Representative Committee to the Finance Committee as part of the Graduate Representative Committee's budget proposal, and then approved by the Board of Directors for inclusion in the Students' Union's budget.
- 18.5 One third of the total amount budgeted for honoraria will be allotted for each academic term of the fiscal year.
- 18.6 In each term, the maximum honorarium any single individual can receive is \$600. These funds will be presented at the end of each academic term of the fiscal year.
- 18.7 If a member of the Graduate Representative Committee resigns before the end of their term, the amount presented will be pro-rated against the time for which they served.
- 18.8 The Graduate Chairperson with consultation with the Executive Director Communications and Outreach will determine the appropriate amount in honorarium to be given to each Graduate representative based on meetings attended, work done and involvement in Grad Council Activities each term.

Operational Policy #19

Graduate Students' Associations

ADOPTED: April 19, 2007
AMENDED: January 15, 2009

Preamble

- 19.1 The Ryerson Students' Union represents both full time undergraduate students and all graduate students at Ryerson University. In recognition that Grad student have specific needs that RSU structure has created space allow for graduate students to organize about program specific issues through the creation of Graduate Course Unions

Definition

- 19.2 Graduate Course Union refers to campus groups that exist for the purpose of organizing graduate students based on their program of study.

Protocol

- 19.3 Creating a Graduate Course Union

- i. Like Course Union, The RSU will automatically recognize a Graduate Course Union for every Graduate program at Ryerson;
- ii. Students may communicate with Campus Groups Administrators for direction on how to access funding and resources.

- 19.4 Graduate Course Unions for New Programs

- i. In the event that a new graduate program is created at Ryerson, the RSU will set aside funding for the creation of a new course union;
- ii. The Graduate Chairperson, with the help of the Campus Groups administrator, will connect with the Program director or administrator to identify a time or way to communicate with all students in the program. Communication with students can be through email, or by visiting a class of all students;
- iii. The Graduate Chairpersons will seek nominations for Graduate Course Union Executive Members, and will facilitate an election process;
- iv. Successful candidates will be determined by a majority vote;
- v. New Course Union will be ratified by the Graduate Council.

19.5 Graduate Course Union Operations

- i. The actions of a Graduate Course Union must not be contrary to the Ontario Human Rights Code, policies of the Ryerson Students' Union, Student Centre Policies or the Policies of the University;
- ii. No individual connected with a Graduate Course Union can realize any financial gain from the Graduate Course Union actions or activities;
- iii. Since Graduate Course Unions are funded by the Ryerson Students' Union for the benefit of Ryerson graduate students, all activities must be directed towards graduate students;
- iv. All Graduate Course Unions are expected to undertake projects and programs to benefit their members as defined by clause one of this policy;
- v. The Graduate Course Union must submit the required Student Risk Assessment forms to the office of Student Programs when an off-campus event is directly sponsored by the Graduate Students' Association. Forms must be submitted fourteen (14) days before an event is scheduled;
- vi. All Graduate Course Unions are required to have a valid constitution and must submit a copy to the Campus Groups Administrator annually, signed by a Graduate Students' Association signing officer no later than October 31st;
- vii. All Graduate Course Union are required to file a valid executive list with valid student numbers, addresses, and telephone numbers of each executive member, with signatures of signing officers on an annual basis no later than October 31st;
- viii. At least one graduate student who is a member of their Graduate Course Union shall be appointed to coordinate and liaise with the Graduate Representative Committee and the Council on issues pertaining to the Graduate Course Union, the annual member transition and awareness to graduate students;
- ix. Each Graduate Course Union must nominate at least one representative to sit on the Graduate Council as a voting member no later than no later than October 31st of each year;
- x. A Graduate Course Union position on the Graduate Council shall be deemed vacant and base funding shall be withheld from the Graduate Students' Association if a Graduate Course Union fails to appoint a representative to the Graduate Council by December 1st;

- xi. A Graduate Course Union position on the Graduate Council shall be deemed vacant and base funding shall be withheld if a Graduate Students' Association or appointed representative of a Graduate Course Union neglects to provide the Graduate Executive Committee with written notice of regrets within three business days of the meeting and after failing to attend two consecutive or three non-consecutive Graduate Council meetings;
- xii. When an executive member of a Course Union is no longer active, resigns or their term ends, it is the responsibility of this executive member to contact the Campus Groups Administrator;
- xiii. No membership fee may be levied on any Ryerson Students' Union member to participate in and be a member of a Graduate Course Union;
- xiv. The Campus Groups Administrator is responsible for providing the Course Union with a copy of all Ryerson Students' Union and Graduate Course Union policies on a yearly basis.

19.6 Funding Policy

- i. Approval of grant applications from any Graduate Course Union for funding must be obtained by the Graduate Executive Committee's Ad Hoc Grant Committee prior to the event or activity taking place;
- ii. An official receipt or invoice must be presented to the Campus Groups Administrator with a cheque requisition form signed by two of the designated signing authorities of the Graduate Course Union. The receipt must indicate information regarding the nature of the purchase(s) and a description of how this purchase(s) directly benefit the membership of said Graduate Course for the event or activity;
- iii. A revenue deposit form must be completed whenever revenue is realized from an event or activity and submitted with the corresponding funds to the Campus Groups Administrator for deposit;
- iv. The Ryerson Students' Union administers a Trust Account for each Graduate Course Union. If it has been determined that an event realized a profit and the monies were not submitted to the Campus Groups Administrator for deposit within one week of the event, no money will be released from the Trust Account for one year;
- v. The Ryerson Students' Union Trust Account system removes the need to operate bank accounts. If it is discovered that a Graduate Course Union is holding a separate bank account, all assets will be immediately

frozen including the Course Union specific Trust Account. Graduate Course Unions can regain these assets once the outside account is closed and the balance is transferred by the Campus Groups Administrator into the Trust Account.

19.7 Restrictions

- i. No loans will be issued by the Ryerson Students' Union for any reason or purpose;
- ii. No grants will be issued to cover the cost of alcohol for any event.

Operational Policy #20
Graduate Travel Grants

ADOPTED: February 27, 2012

AMENDED: N/A

Preamble

20.1 The Ryerson Students' Union Graduate Travel Grant Program will distribute funds as budgeted to graduate student members who have attended an academic conference or workshop to present research papers, posters or other presentations. The travel grant is meant to supplement other sources of funding for academic travel.

Protocol

20.2 A Travel Grant Committee made up of the Deputy-Chairperson Finance and two members of the Graduate Council will review applications anonymously.

20.3 In the absence of this committee, the Graduate Executive Committee will review the applications.

20.3 Applications

Applications for RSU Graduate Travel Grants are accepted year round.

- i. The applications are reviewed four times in a year; March 31st, June 30th, September 30th, and December 31st;
- ii. The maximum amount awarded per student is \$500.00 per year;
- iii. Applications will be delivered in person to the front desk at the RSU main office and processed by the Internal Coordinator in collaboration with the Executive Director of Communications and Outreach;
- iv. Applications will be reviewed by the Graduate Representative Committee who will award the grants based on the nature of participation at the conference, financial need and endorsement of supervisor (if relevant);
- v. Applications can be made before the trip occurs.

20.4 Notification

- i. Applicants will be notified of the approval or denial of their application by email, within two weeks of the closing of the application period;
- ii. Funds will not be disbursed until original receipts from the trip have been provided to the RSU. The award will be given in the form of a cheque.

Applicants must submit receipts within 2 weeks of the date of the conference;

- iii. Approved applications that are not claimed through the provision of receipts will be deemed ineligible by April 30 of the fiscal year in which the applicant applied.

20.5 Restrictions

Members of the Graduate Executive Committee, the Travel Grants Committee and members of the RSU Board of Directors are not eligible for travel grant funding.

Operational Policy #21

Hiring

ADOPTED: August 25, 2005

AMENDED: N/A

Scope

- 21.1 The purpose of this policy is to outline all hiring procedures for non-unionized staff, which include, but is not limited to, work-study, summer student help, short term contracts and international students.

Preamble

- 21.2 The Ryerson Students Union is committed to equity in employment and in providing a workplace environment that treats all employees with respect and fairness to ensure the dignity of workers. The Students' Union must reflect the diversity of its membership and proactively implement measures, as outlined in the Employment Equity Hiring Practice, to strive for representative staff.

Protocol

- 21.3 For all hiring, the Students' Union must take care to ensure all Human Rights legislation and the Discrimination and Harassment Policy of Ryerson University adhered to, both in law and in spirit, and that expectations and understandings of such provisions are clear and easily understood.
- 21.4 Work-study
Where possible, the RSU will use work-study funding to cover the cost of part time staff hires. For all positions that receive work-study funding, the guidelines stipulated by the Provincial Government, and University must be followed. These guidelines are available at the Ryerson University Human Resources department via the web at: www.ryerson.ca/hr
- 21.5 International Students
Where possible the RSU will use Ryerson's ISSWP program as a way to fund the hire of International students. The Students' Union will not discriminate in the hiring of international students, regardless of receiving work-study funding, and will make an effort to consider building in the budget, where possible, a financial cushion to allow for an additional expense in wages to hire international students.

21.6 Position Description

- i. The Executive Committee, in consultation with full time staff, may from time to time make decision about which part time staff are needed to help fulfill the work and priorities of the Students Union.
- ii. Each position will contain a description that includes the following:
 - a. Position Title;
 - b. Reporting Relationship;
 - c. The name of the person who is the direct supervisor;
 - d. Brief description of the duties and responsibilities of the position-point form;
 - e. Summary of the time commitment expected, including maximum hours of work;
 - f. Qualifications required for the position;
 - g. Preferred skills;
 - h. Statement of the approved compensation. (e.g. salary, honorarium, or under review)

21.7 Recruitment & Advertising

- i. Recruitment and advertising for a position must be done in a manner that aims to reach the broadest number of candidates
- ii. The Students' Union will aim to utilize all free and minimal costs services for posting, include web services and fax transmissions.
- iii. position postings may be advertised utilizing a combination (or all) of on campus services, bulletin boards, Workopolis Campus, Career Centre, Students' Union Website, media advertising, outside websites and other appropriate vehicles.
- iv. This would include the school newspaper, posters, possible mass email notification.
- v. Statement of the employment equity must appear on all job postings, and should read: "The Ryerson Student Union is committed to employment equity and encourages applications from diverse communities, including: Aboriginal people, persons of colour, persons with disabilities, members of the queer community, Transgender people and women."

21.8 Employment Equity

- i. The Students Union is committed to equity in employment and in providing a workplace environment that treats all employees with

respect and dignity. We must reflect the diversity of our membership, and our campus, and proactively manage special measures outlined in the Employment Equity Hiring Practice;

- ii. Employment Equity applies to all employees of the Ryerson Student Union;
- iii. When opportunities for employment or promotion occur, and where under representation exists, preference will be given to the equally qualified candidates who are members of the groups designated and listed in the Students' Union's Employment Equity Hiring Practice;
- iv. To improve representation of designated groups, the Students' Union will take measures to implement equity hiring as necessary.

21.9 Selection/Hiring Committee

- i. The selection/hiring committee will consist of a minimum 2 people – 1 person who is the reporting supervisor for the position, and another member of Management, which is defined as the Executive Member or and Executive Director of the Students' Union.
- ii. For Equity Service Centre, Hiring Committees must include a designate from CESAR

21.10 Interview Process

- i. The hiring committee will determine a short list of candidates to interview;
- ii. The hiring committee shall convene a meeting before the first scheduled interview to review the questions to members of the committee;.
- iii. Each person interviewed must be asked the same questions, and must go through the same interview process;
- iv. Depending upon the complexity and level of the position, the selection committee may consider using standardized or customized questions (or a combination of the two);
- v. During the interview one member of the hiring committee shall briefly describe the position the candidate is being considered for, the time commitment and remuneration to ensure the candidate clearly understands the position being applied for;
- vi. Questions should be designed to assist the candidate to explain as much about their qualifications, experience and suitability for the

position. It is not the intention of the interview process to test the candidate, i.e. not to find them saying something wrong; rather the intention is to help them provide accurate and detailed information about their skills and experience;

- vii. No questions may be asked that would violate the candidate's human rights as defined by the Ontario Human Rights Code;
- viii. Upon the completion of all interviews, the committee shall decide if further interviews are necessary or if they are prepared to reach a decision. The committee will schedule second interviews if necessary.

21.12 Formal Job Offer

- i. Each selected candidate shall receive an offer letter from their supervisor outlining a brief summary of their position, appointment date and the compensation and a copy of the approved position description;
- ii. The offer letter will be signed by the employee and returned to the supervisor, and copies of said letter must be given to the worker and put in a personnel file;
- iii. Once an offer of employment has been made, an Employee Agreement should be drafted with the following in mind:
 - The position description;
 - Hours of work;
 - Duration of the appointment;
 - Financial compensation;
 - Pay period;
 - Reporting structure;
 - appointment terms and conditions (i.e. summary of responsibilities and the term of the appointment)

21.13 Training

- i. All workers must undergo a general orientation regarding their office space and the tasks they are expected to perform;
- ii. Employees are expected to familiarize themselves with all that the RSU does and to do whatever to promote the work and events of the Students' Union. For this reason, employees will undergo training that outlines the mandate, goals, and services of the Ryerson Students' Union.

ADOPTED: January, 2006
AMENDED: N/A

Scope

22.1 This policy applies to all part-time student employees.

Preamble

22.2 The Ryerson Students Union believes that all part time staff have the right to be adequately compensated for their work.

Protocol

22.3 Part time staff will get paid on a bi weekly basis either through work study on the internal RSU budget.

22.4 Part time staff will have the right to vacation pay.

22.5 Part time staff will have received deduction of Ontario and federal taxes, EI, and CPP.

22.6 Part time staff will receive a pay stub outlining hours paid and tax contribution made.

22.7 Part time staff will receive at minimum, a minimum wage that is consistent with the Ontario Minimum wage.

22.8 As a benefit of seniority, part time staff will receive a yearly increase of twenty – five (25) cents. Increases will only apply to staff returning in September, and not staff continuing on as summer hires.

ADOPTED: August 25, 2005
AMENDED: May 2006

Scope

- 23.1 This policy applies to all Executive members, Board members and all Full and Part Time staff of the RSU.

Preamble

- 23.2 The Ryerson Students Union recognizes the importance of media as a tool for outreach and contact, both towards members and to represent their needs. In order to effectively represent students and work with media with professionalism as is required by elected officials, a protocol for media is required by the RSU. The following policy on Media Protocol describes the procedures that the RSU Executives, Staff and Board Members must follow when answering requests from members of the media. In doing so, the student union recognizes the responsibility of accountable representation for its membership.

Protocol

- 23.3 When a media request is received, irrespective of the media source, it must be addressed to the President of the RSU. In the scenario that another Executive, Board Member, or Staff person receives the media request, it must be relayed and delivered to the President immediately.
- 23.4 The President will recommend the individual best suited to respond to the story to the reporter.
- 23.5 In a situation that the media request is urgent and the President is not available, the Executive Director Communications and Outreach bears the responsibility to oversee proper handling and forwarding of the request.
- 23.6 At no point may a media request be answered without the knowledge of the President and/or Executive Director Communications and Outreach when he/she is not available.
- 23.7 Any publication, print, online, recording, audio, video, or documentation otherwise made public may be considered media. This list is not exhaustive and may be altered by the Board from year to year.

Operational Policy #24

Members Health and Dental Plan

ADOPTED: April 25, 2005
AMMENDED: October 13, 2009

Preamble

24.1 The Ryerson Students' Union shall provide a health and dental plan for all its members in order to ensure the health of the members throughout their years at Ryerson.

Protocol

24.2 Opt-Out Availability

- i. Members will be permitted to opt-out of the health portion, dental portion, or both portions of the Members' Health and Dental Plan, provided they can provide proof of equivalent coverage from another recognized Canadian provider;
- ii. Members who have successfully opted out of the Members' Health and Dental Plan will have a period of 15 months from the date of the cheque being first issued to redeem their opt-out cheque;
- iii. Cheques that are not redeemed after fifteen (15) months from the date of being first issued will not be re-issued and shall be deemed forfeited by the payee;
- iv. The Ryerson Students' Union will take appropriate measures to notify students of their expiring opt-out cheque before it comes null and void.

24.3 Fees: Members and Dependents

- i. The Ryerson Students' Union will annually establish the Members' Health and Dental fee.
- ii. Members may add dependents to their health or dental plan for a reasonable fee.
- iii. fee shall not exceed the cost to the Ryerson Students' Union whether for administration, costs from the insurer, or costs from the broker.
- iv. The Ryerson Students' Union may add an administration fee to cover the associated costs of the Members' Health and Dental Plan. This fee shall not exceed 5% of the premium for the combined health and dental plans.

24.4 Staff Support

The Ryerson Students' Union shall retain a full-time staff member to administer the health and dental plan for Ryerson Students' Union members.

24.5 Insurance Brokers

- i. Should the Ryerson Students' Union employ the services of an insurance broker, any contract or Letter of Appointment between the Ryerson Students' Union and a broker must be reviewed annually;
- ii. Ryerson Students' Union shall retain the right to choose not to interview other brokers when renewing a contract, providing proposals are required and reviewed.

24.6 Annual Report

The Vice President Operations must provide a report on the status of the Members' Health and Dental plan no later than August 1st of each year. This report should outline plan usage and premiums by monthly breakdown, and shall clearly indicate the value gained or lost by the contract during the preceding year.

ADOPTED: November 8, 2006
AMENDED: N/A

Preamble

- 25.1 The Ryerson Students' Union believes that creating spaces for faith-based groups adds a valuable quality to campus life.

Protocol

- 25.2 The Ryerson Students' Union shall establish a standing, ad-hoc Multi-Faith council, that will:
- i. Be chaired by the President of the Ryerson Students Union;
 - ii. Be resourced by staff of the RSU including the Campus Groups Administrator and the Equity and Campaigns Organizer;
 - iii. Consist of one representative from every RSU designated faith group;
 - iv. Meet at least twice during the Fall and Winter semesters.
- 25.3 Allocation of financial resources to this Multi-faith Council will be from the anti-oppression and diversity education line item of the Equity and Campaigns budget.
- 25.4 The Council will exist in order to initiate education and awareness campaigns and to promote both harmony and tolerance around campus.

Operational Policy #26
Policy Manual

ADOPTED: January 26, 2005
AMENDED: N/A

Preamble

- 26.1 The policy manual aims to document the protocols of day to day operations of the students' union as well as as may contain the Student union's position on particular issues.

Protocol

- 26.2 To add or amend Policy Resolutions require one week's Notice of Motion or must be passes by a two-thirds (2/3) vote at a Board of Director's Meeting.
- 26.3 A Policy Resolution passed by a two-thirds (2/3) vote or by a simple majority after one week's notice shall be considered Policy of RSU.
- 26.4 It must be stated in the actual resolution that it is a Policy of RSU
- 26.5 In order to rescind a policy of the RSU, a week's notice of the rescinding policy is required and must be approved by a two-thirds (2/3) vote at a Board of Directors meeting. The Policy Manual is separate from the By-Laws.
- 26.6 Policy Resolutions must be written with the following template:

Operational Policy

Title

Date of Adoption

Date of Amendment

Preamble: Outlining what it is relevant

Scope: Where possible outline who the policy applies to

Definitions: Where possible clarify any language relevant to the policy

Protocol: Outline the step by step procedure

Issue Based Policy

Title

Date of Adoption

Date of Amendment

Preamble: Outlining what it is relevant

Scope: Where possible outline who the policy applies to

Definitions: Where possible clarify any language relevant to the policy

Policy: Include Student Union Supports, and Student Union Opposes

Poster Policy

ADOPTED: January 22, 2003

AMENDED: N/A

Preamble

27.1 As both student Services and University Advancement are no longer stamping posters, RSU has become inundated with requests from individuals to have their material stamped.

Policy

27.2 Ryerson Community members (students, staff, faculty, departments, course unions, student groups) may receive a stamp for:

- i. Roommates wanted, places for rent (must show Ryerson student ID);
- ii. Personal items for sale, incl. Textbooks, computers, etc. (must show Ryerson Student ID);
- iii. Rides (must Ryerson Student ID);
- iv. External events that benefit Ryerson groups or Ryerson projects.

27.3 If the material contains religious/political messages approval must be given by the President or Campus Groups Administrator in their absence.

27.4 Ryerson Community members may not receive stamps for:

- i. Advertising a personal business;
- ii. Advertising an event that they gain individually from;
- iii. Advertising any external event not directly benefiting the campus (i.e. funds directly returned to campus group);
- iv. Cheap eyeglasses, haircuts or other discounts are not viewed as directly benefiting the campus. These businesses or promoters must be redirected to our campus media where they can purchase advertising.

27.5 Restrictions

Non-Ryerson community members may not have their posters stamped.

Operational Policy # 28
Pro-Choice Student Union

ADOPTED: October 2007
AMENDED: N/A

Scope

Preamble

- 28.1 The Ryerson Students' Union prohibits all forms of harassment and discrimination on the base of race, class, religion, sex, gender, or gender identity. As per section 2 of the Canadian Charter of Rights and Freedoms, all students have the right to the following fundamental freedoms:
- i. Freedom of conscience and religion;
 - ii. Freedom of thought, belief, opinion and expression, including freedom of the press and other media of communications;
 - iii. Freedom of peaceful assembly; and
 - iv. Freedom of association.

Definitions

- 28.2 Anti-choice groups or organizations are those which compromise and/or threaten the freedom and/or wellbeing of women who may contemplate an abortion or have chosen to have an abortion.
- 28.3 Pro-choice describes the view that a woman should have the right to determine what she does with her sexual and reproductive health. It is the moderate and widely supported stance which respects and acknowledges a women's intellectual and moral ability to make decisions on what choice is best for her body. Pro-choice is not pro-abortion; it simply defends the right of a woman to decide for herself what to do with her body.

Protocol

- 28.4 The RSU respects and affirms a women's right to choose. No RSU resources, space, recognition or funding will be allocated to enhance groups/individuals whose primary/sole purpose is anti-choice activities. Such activities are defined as any campaigns, actions, distribution, solicitation, or lobbying efforts that seek to limit an individual's right to choose what they can or cannot do with their own body.
- 28.5 Further, no RSU resources, space, or recognition or funding will be allocated to enhance groups/individuals who are members of or directly affiliated with external organizations with the primary/sole purpose of anti-choice activities.

Operational Policy #29

Professional Development Policy

ADOPTED: July 26, 2006

AMENDED: N/A

Scope

- 29.1 The principles and purpose of this policy apply to all Ryerson Students' Union full time employees unionized within Units 1 and 2 of the Ryerson Students' Union sub local of CUPE Local 1281. Where there are provisions in the Collective Agreements concerning the *Required Educational Allowance*, *Requested Educational Allowances* and *Professional Development Allowance*, this policy will reference those provisions. Where there are no Collective Agreements provisions that apply, this policy will detail eligibility.

Preamble

- 29.2 The primary objective of the Requirement Educational Allowance, Requested Educational Allowance and Professional Development Allowance is to enhance both individual employees and organizational performance. The growth and development of Ryerson Student's Union employees must be achieved in the context of the Ryerson Student's Union's financial limitations and opportunities.

Policy

- 29.3 The Students' Union Supports:
- i. Employee development to ensure that employees maintain their acquired skills and occupational qualifications;
 - ii. Providing opportunities for employees to add to and improve their skills related to their job;
 - iii. Promoting shared accountability between the Ryerson Students' Union and the employee for the employee's professional development;
 - iv. Fiscal responsibility in supporting learning opportunities;
 - v. Fairness and equity in the application of employee development programs.
- 29.4 This policy references other Ryerson Students' Union policies and Collective Agreement provisions that may change from time to time. Where there is a difference between the information contained in this policy concerning eligibility, the actual Collective Agreement and its provisions supersede.

Purpose

29.5 The purposes of this policy are to:

provide a framework by which the Ryerson Students' Union will administer the *Required Educational Allowance*, *Requested Educational Allowances* and *Professional Development Allowance* as provided for in the Collective Agreement and to ensure consistency in the application of Collective Agreement provisions

inform employees about provisions and processes for applying for the *Required Educational Allowance*, *Requested Educational Allowance*, and *Professional Development Allowance* as provided as a benefit in the Collective Agreement.

Definitions

29.6 Tuition Fee: The portion of the total fee designated as a fee for attendance at a specific program, or for a specific credit or non-credit course. It does not include fees such as late fees, default fees, books, course materials and equipment, ancillary fees of the institution and related travel expenses.

29.7 Academic Term: Academic term refers to terms defined by the university/college/institution in its academic calendars.

29.8 Course: Regular periods of class instruction scheduled at intervals over a substantial part of the year.

29.9 Work-Related: Learning that enhances the knowledge and skills required for work the employee is currently doing, as outlined in the position description with the RSU or work that the employee is required to do as part of their job. Work-related programs or learning are job specific, a bonafide requirement of the position and address the skills and competencies required to meet job expectations, changes of the job, and the performances standards of the position and the organization.

29.10 Professional Development: Programs that develop professional potential and help staff to prepare for the achievement of broader professional goals within the Ryerson Students' Union or learning that is indirectly related to the employee's job as outlined in the position description or job posting. Learning that is not a bonafide requirement of the position; for example, courses that lead to a graduate or postgraduate degree, are considered professional development.

Protocol

29.11 Executive Committee

- i. Understand and apply this policy and any relevant Collective Agreement provisions concerning *Required Educational Allowance*, *Requested Educational Allowances* and *Professional Development Allowance*,
- ii. Determine whether to approve or deny requests submitted for approval, and determine if the request is either a *Required Educational Allowance*, *Requested Educational Allowances* and *Professional Development Allowance*,
- iii. Identify the budget implications for the Ryerson Students' Union,
- iv. Document rationale for decisions made under this policy and communicates decisions to employees and the appropriate supervisor,
- v. Establish fairness/equity in decisions to ensure a diversity of staff can receive funding.

29.12 Employees

- i. Follow the Ryerson Students' Union process for applying for *Required Educational Allowance*, *Requested Educational Allowances* and *Professional Development Allowance*. For example, an employee must apply for the Required or Requested Educational Allowance prior to registering in a course or program,
- ii. Pay any additional costs not covered by the *Requested Educational Allowance*. For example, costs associated with a course or program, such as ancillary fees, late fees, default fees, books, materials, and equipment or travel to the course,
- iii. Provide official documentation to substantiate a request and to verify successful completion of a course or program.

29.13 Executive Directors

- i. Review applications for Professional Development Allowances from Unit 1 and ensure that the appropriate documentation and approvals have been provided.
- ii. Ensure consistent and fair application of processes for all employees in Unit 1.
- iii. Track, analyze, and report on Professional Development usage for Unit 1 for the academic year.
- iv. Provide advice, policy interpretation and recommendations concerning application of this policy and related Collective Agreement provisions.
- v. Make recommendations on Unit 1 requests to the Executive Committee,
- vi. Establish application process and application forms in conjunction with the Executive.
- vii. Communicate the process to all Ryerson Students' Union employees of Unit 1.

- viii. Validate tuition fee receipts and ensure reimbursement to the employee is provided.
- ix. Communicate with the Executive regarding problems or concerns that may arise.

29.14 Staff Relations Officer of the Executive

- i. Review applications for Professional Development Allowances from Unit 2 and ensure that appropriate documentation and approvals have been provided.
- ii. Make recommendations on Unit 2 requests to the Executive Committee,
- iii. Ensure consistent and fair application of processes for all employees,
- iv. Track, analyze and report on Professional Development usage for Unit 2 for the academic year,
- v. Validate tuition fee receipts and ensure reimbursement to the employee is provided,
- vi. Communicate with the Executive regarding problems or concerns that may arise.

29.12 Eligibility

- i. Members of Units 1 and 2 of the Ryerson Students' Union Sub Local of CUPE 1281 are eligible for the *Required Educational Allowance*, *Requested Educational Allowances* and *Professional Development Allowance* provided for in the respective Collective Agreements. Spouses and dependents are not eligible for any funding.
- ii. If an employee wishes to enroll in and attend more than two courses per academic term, the employee must be granted approval from the Executive Committee.
- iii. Employees are expected to take these courses outside normal work hours. Exceptions may be granted under special circumstances, where conditions for non-disruption of operations on services can be ensured.
- iv. An employee must provide confirmation and verification of the successful course completion.
- v. All applicants must respect and adhere to the process for application of *Required Educational Allowance*, *Requested Educational Allowances* and *Professional Development Allowance* benefits. Candidates who do not will be responsible for paying all the associated costs.

29.13 Eligible Reimbursement

i. Required Educational Allowance

- a. The Ryerson Students' Union shall pay the full cost of any course determined to be required for the operation the of the Employee's job and determined to be work related (see also definition of "work-related").
- b. Work related studies will be limited to a maximum of two courses per year and subject to maximum of \$1,500 per year, per employee.

ii. Requested Educational Allowance

- a. The Ryerson Students' Union may agree to reimburse all, some, or non of the associated costs for work related *Requested Educational Allowances*.
- b. The Tuition fee for programs approved as *Requested Educational Allowance* will be reimbursed up to a maximum of \$1,000 per year.
- c. Where a program is not a bonafide requirement for the position, such as accreditation and graduate or undergraduate studies, the *Requested Educational Allowance* will be considered, without prejudice, on a case-by-case basis.

iii. Professional Development Allowance

- a. Employees will be eligible to be reimbursed for costs related to travel, accommodation, and/or registration costs associated with a professional development seminar, conference or workshop.
- b. The Ryerson Students' Union may agree to reimburse all, some, or none of the associated costs for work related *Professional Development Allowance*.

29.14 Professional Development Studies: Personal development programs or personal interest programs are not covered by the *Required Educational Allowance*, *Requested Educational Allowances* or *Professional Development Allowance* as specified in the Collective Agreements of Units 1 and 2.

29.15 Application Process

- i. Prior to enrolment in a course or program, an employee will obtain program information and complete a Professional Development Allowance form which will cover the *Required Educational Allowance*, *Requested Educational Allowances* and *Professional Development Allowance* provisions in the Collective Agreements of Units 1 and 2.
- ii. It is the responsibility of the employee to request any necessary approvals, and to provide the necessary documentation. This shall include program, course and conference information for their request and provides a rationale for the type of request being made.
- iii. Completed application forms are forwarded to either the appropriate Executive Director or Labour Relations Officer, in accordance with the Role and Responsibilities sections 3.17.8, 3.17.9, 3.17.10, and 3.17.11 of this policy. The Executive Committee will then review the application with a recommendation and then approve/disapprove and process all submitted applications. The employee will be notified of the application status at least two days after the meeting occurs.
- iv. Employees from either Units 1 or 2 may be requested to provide a presentation regarding the application for the *Required Educational Allowance*, *Requested Educational Allowances* or *Professional Development Allowance*.
- v. The Executive Committee will approve or disapprove an application and notify the employee within two scheduled Executive Committee Meetings.
- vi. Once approval is obtained, the employee can register in the program or course.
- vii. After completing the course, the employee shall submit a request for reimbursement to the supervising Executive Director or Labour Relations Office, along with a copy of the original receipt of payment of the tuition fee and official proof of a passing grade. The receipt of payment must clearly identify the tuition fees and other fees separately, for example, ancillary fees. All candidates require proof of successful course completion within 15 business days of receiving notification from the academic institution.
- viii. The receipt, proof of a passing grade and the accompanying Cheque Requisition Form will then be sent to the Finance Coordinator for processing and then eventual distribution to the employee. Where possible, any reimbursement will be issued no later than the next regular pay day following completion

Operational Policy #30
Promoting Access to Water

ADOPTED: September 21, 2012
AMENDED:N/A

Preamble

- 30.1 In adherence to Ryerson's Bottled-Water Free Pledge, The Ryerson Students' Union will work to ensure that appropriate public drinking water facilities are available to members at any and all events

Protocol

- 30.2 Any and all performers contracted for Ryerson Students' Union events who request water service shall only be provided with public water as stated by Ryerson's Bottled-Water Free Pledge
- 30.3 Sponsors for events hosted by the Ryerson Students' Unions must also abide by the Bottled-Water Free Pledge and refrain from distributing and/or selling bottled and/or private water.
- 30.3 External groups and internal groups/departments must also refrain from distributing and/or selling bottled water or water from private sources when collaborating on events/initiative with the Ryerson Students' Union.

Operational Policy #31

QUORUM

ADOPTED: March 20, 2003

AMENDED: N/A

Preamble

- 31.1 Quorum refers to the minimum number of members present in order to conduct official business of a meeting. One hundred (100) members shall form a quorum at the annual, semi-annual or any other meetings of the members of RSU.

Protocol

- 31.2 If quorum is met and subsequently lost during a meeting of the members, then the remaining business of the meeting shall be carried to the next meeting of the Board of Directors.
- 31.3 If no quorum is present, the meeting shall be adjourned until the next meeting of the membership.

Operational Policy #32

Recognition and Respect for Unceded Traditional Territories of Indigenous Peoples

ADOPTED: July 13, 2012

AMENDED: N/A

Policy

- 32.1 Respect for and recognition of the rights and land of the Indigenous Peoples shall be demonstrated at all meetings and events of the RSU. This will be done by acknowledging the space on which the events occur being the traditional land of Indigenous communities and the need to respect, honour and sustain that land as settlers on it.

Protocol

- 32.2 The following statement will be read aloud during the opening address of all meetings and events:

“As many of us are settlers on this land, it is our collective responsibility to pay respect and recognize that this land is traditional territory of the Mississauga of the New Credit First Nation and we are here because this land was occupied. In recognizing that this space occupies colonized First Nations territories, and out of respect for the rights of indigenous people, it is our collective responsibility to honor, protect and sustain this land.

Sponsorship and Endorsement

ADOPTED: June 16, 2012

AMENDED:

Policy

- 33.1 The Students' Union shall sponsor public events, organisations or campaigns that aim to increase knowledge, awareness and dialogue on campus or in the community. The Students' Union will sponsor and endorse initiatives that fall into the areas of defending public and accessible education, defending public services for all regardless of status, sexual orientation, race, class, gender, ability, age or ethnic origin, defending and promoting equity, sustainability, and human rights on a local and international level.

Protocol

- 33.2 The Executive Committee can act on behalf of the Board of Directors and approve monetary sponsorship, endorsement, or sponsorship through means of in-kind printing, room bookings, or other forms of sponsorship requested.
- 33.3 Sponsorship and Endorsement will follow standing policies of the Ryerson Students' Union; including but not limited to promoting:
- i. Public Accessible Education and services;
 - ii. Anti-war and peace, the Students' Union's Equity mandate;
 - iii. Ethical purchasing policy;
 - iv. The Sustainability pledge;
 - v. Bottled-water free pledge
- 33.4 Members of the Ryerson Students' Union and requests directly affecting the Ryerson community will have priority in requests for Sponsorship and Endorsement.
- 33.5 The Executive Committee will provide budget recommendations regarding sponsorship to the Vice-President Finance at the beginning of the fiscal year.
- 33.6 The Executive Committee will have the responsibility to review and approve all applications for sponsorship and endorsement and determine the distribution of money, in-kind gifts and room bookings as determined appropriate per request and based on the funding available in the budget. The Committee will strive to ensure sponsorship funding is distributed equitably however priority funding will be given to groups involving Ryerson students, education/awareness of the Ryerson community and events or initiatives that seek to promote equity and the mandate of the Students' Union.

33.7 Restrictions

In keeping with the Students' Union non-partisan mandate no sponsorship or endorsement will be provided to a specific political party or candidate.

Operational Policy #34
Standing RSU Services

ADOPTED: April 25, 2005
AMENDED: October 13, 2009

Preamble

34.1 The RSU offers a number of services that are designed to provide resources and support to our members. These services are designed to operate on a break-even basis are not meant to generate revenue. The RSU recognizes that there is a need for student run, student funded services that are created in order to aid and improve the everyday lives of its membership through initiatives such as but not limited to, academic and non-academic support, basic needs items and volunteer opportunities. Recognizing this need, the RSU has adopted the following policy for its standing services:

Description

34.2 Standing Services are ultimately in place to serve the membership of the RSU and must offer services that are of high quality, are accessible to all members of the RSU and reflect the mandate as stated in the preamble. Each standing service will maintain its own terms of reference that will outline its focus and mandate.

Protocol

34.3 Establishment of Standing Services

- i. Members wishing to establish a new RSU Standing Service must submit in writing a proposal for the creating of a new Standing Service to the RSU Executive. Said proposal must including the following:
 - a. An explanation of the benefits for the membership of the RSU;
 - b. A draft annual budget ;
 - c. A mission statement;
 - d. A timeline for implementation;
 - e. An explanation of the need for the service;
 - f. A proposed terms of reference.
- ii. Upon receipt of this proposal, the RSU Executive Committee will present the proposal to the Board of Directors who, upon a 2/3 majority vote may establish a new Standing Service.

34.4 Dissolving of Standing Services

- i. The RSU Board of Directors may, by a two-thirds majority vote, dissolve any Standing Service;
- ii. The dissolution of a Standing Service shall only be done in situations where the Standing Service no longer fulfills its responsibilities as per this policy and the Services own mandate.

Operational Policy #35
Student Group Appeal Policy

ADOPTED: October 10, 2004

AMENDED: N/A

Preamble

35.1 Applicants seeking status as a RSU student group must first fulfill requirements as outlined in RSU Student Groups Policy. Should the Student Groups Committee reject the application, the following guidelines shall apply. For the purposes of this policy, the student or students making an appeal are herein referred to as the appellant.

Protocol

35.2 Notification

Upon denying Student Groups status to any applicant, the Student Groups Committee will provide a copy of this policy to the applicant within one business day.

35.3 Appeals

- i. Upon receiving a request from the appellant, the Vice President Student Life and Events shall draft a letter detailing the reasons for denial by the Student Groups Committee, within 10 business days of receiving such a request;
- ii. Where an appeal is desired, the appellant must notify the Vice-President Student Life and Events in writing of their intention to appeal the Student Groups Committee's decision to the Executive Committee within 10 business days of such a decision by the Student Group Committee;
- iii. Upon receiving notice of an intention to appeal, the Vice-President Student Life and Events will inform the appellant of the date, time and place of the next Executive Committee meeting and will take steps to add this item to the next meeting agenda;
- iv. Upon hearing a presentation by the appellant the Executive Committee, within 10 business days, of such decision by the Student Groups Committee, may:
 - a. Present the appellant to the Board of Directors for a final determination on the application in question at the next regularly scheduled Board of Directors meeting. A group

without endorsement by the Student Groups Committee will require a two-thirds majority vote to be ratified; or,
b. Require the appellant to return to the Student Groups Committee for further discussion and amendment where deemed necessary.

- v. If the appellant chooses not to engage in consultation and discussion with the Student Groups Committee and other affected groups or individuals, it may be sufficient grounds for the appeal to be deemed closed, at the discretion of the Executive Committee;
- vi. No appellant may appeal their denial of status to the Board of Directors without following the procedures established in this policy;
- vii. Upon a decision by the Executive to present the appellant to the Board of Directors, the Vice President Student Life and Events will take steps to ensure this item is added to the Board of Directors agenda, for their next regularly scheduled meeting. An appellant whose application was denied by the Student Groups Committee must gain a 2/3 majority at the Board of Directors to be ratified. Should the Board of Directors deny ratification the appeal shall be deemed closed.

35.4 Restrictions

- i. No person or persons shall be permitted to hold an Executive position on any RSU groups or course union if they have willfully provided false information to the Board of Directors;
- ii. The person or persons in question will be immediately removed from their position as an executive of the Student Group;
- iii. Any appeal on this decision must be made to the Board of Directors.

Operational Policy #36
Student Group Policy

ADOPTED: March 20, 2003

AMENDED: November 29, 2005

Scope

36.1 This Policy applies to all RSU Student Groups.

Definitions

36.2 A Student Group refers to campus groups that exist

Policy

36.2 The Student Group's actions must not be contrary to the Ontario Human Rights Code, RSU or the University's policies.

36.3 No individual connected with the Student Group can realize any financial gain from the student group's actions or activities.

36.4 Since Student Groups are funded by RSU for the benefits of Ryerson students, all efforts should be made to ensure activities be directed towards students and be held on campus unless advance permission is obtained from the Campus Groups Administrator for an off-campus event.

36.5 Any allocation greater than \$1,000 must receive approval from the RSU Executive Committee.

36.6 All Student Groups are required to have a valid constitution and must submit a copy to the Campus Groups Administrator annually, no later than September 30th of each year, signed by the Student Group's signing officer.

36.7 All Student Groups are required to file a valid Executive list with valid student numbers, addresses, telephone numbers of the Executive members, with signatures of signing officers on an annual basis no later than April 1st.

36.8 All Student Groups are required to file a membership list annually, no later than September 30th of each year, of at least twenty (20) RSU members indicating names and Ryerson student numbers. RSU may exercise the right to confirm the validity of these numbers.

36.9 A RSU student group is not deemed as recognized unless a complete record of its signing officers and executive members has been submitted to the Campus Groups Administrator by May 1st of each year.

- 36.10 All funds, benefits and privileges extended to the student group will be withdrawn until this document has been fully completed and is received by the Campus Group Administrator. If a group's completed list of signing and executive officers is submitted between May 2nd and September 15th, then the group must re-apply to the Student Group Committee with:
- i. A revised constitution signed by its executive officers.
 - ii. A list of 20 members.
 - iii. A list of the proposed activities.
 - iv. A completed executive officers signing list.
- 36.11 Student Groups may not charge levies or membership fees to RSU members.
- 36.12 No one from outside Ryerson community can become a member of any Student Group without paying a membership fee of \$5 per semester. All fees must be given to the Campus Groups Administrator for deposit to the Group's Trust Fund.
- 36.13 The Student Group Committee may ratify the group at that time after with the group will resume receiving all funds, benefits, privileges and its full status.
- 36.14 If a Student group does not hand it its fully completed executive officer signing list by September 15th then that group must re-apply for ratification through the existing policies of recognizing new groups in accordance with RSU by-laws and policies.
- 36.15 All funds, benefits and privileges will be withdrawn until the RSU Board of Directors ratifies the group.
- 36.16 Funds cannot be claimed retroactively from a time period when the group was deemed as not recognized.
- 36.17 Probation will be applied as outlined in the Probation, Termination Policy and procedures.
- 36.18 Restrictions
- i. RSU groups may not proselytize;
 - ii. Groups may not be affiliated with any Provincial or Federal politics.

Student Group Probation Policy

ADOPTED: June 16, 2004

AMENDED: N/A

Scope

37.1 This Policy applies to all RSU Student Groups.

Preamble

37.2 A Student group may be put on probation if the Student group Committee has reasonable evidence that the student group has violated one or more policies.

Protocol

37.3 Notification

- i. The group will be notified of this action via email, letter in their student group mailbox and telephone requesting the group's attendance at next scheduled Student group Committee meeting at which time evidence will be presented;
- ii. This notice will be delivered no less than five business days prior to the meeting;
- iii. The written notice will outline the policies that have been allegedly violated.

37.4 Meeting

- i. The Student Group executives will have the opportunity to defend their student group and their executive status at the meeting.
- ii. The Student Group Committee will decide on the student group status immediately following the probationary meeting to be determined by majority vote. The Student group and Student Groups Commissioner will issue a written statement of the committee's decision outlining the terms of probation no more than two business days following the meeting. This letter will be delivered via email and through their student group mailbox. It is the responsibility of the Student group to access this letter.
- iii. The Student group Committee will decide the terms of the probation including:
 - a. Length
 - b. Budgetary Restrictions
 - c. The withdrawal of the privilege of applying for grants

d. Limitations on events including the opportunity to host off-campus events

- iv. Failure of the Student group to send one or more of their executives to this meeting will result in automatic probation that will include all of the above penalties.
- v. The student group may not appeal the decision of the Committee.

37.5 Appeal of Probation

- i. Probation may only be lifted upon a meeting to take place not less than five business days prior to end of the designated probationary term.
- ii. Notification of this meeting will be delivered via email, letter in student group's mailbox and telephone requesting the Student group's attendance at the next scheduled Student group Committee meeting at which compliance with policies and probation will be assessed. This notice will be delivered no less than five business days prior to the meeting.
- iii. The Student group will have the opportunity to defend their full status at the meeting.
- iv. The Committee will decide by majority vote if the probation is to be lifted, extended or the group dissolved.
- v. Failure of the Student group to send one or more of their executives to this meeting will result in automatic dissolution of the group.

Operational Policy #38

Student Groups & Course Unions – Accessibility Fund

ADOPTED: November 11, 2004

AMENDED: N/A

Scope

38.1 This Policy applies to all RSU Student Groups and Course Unions.

Policy

38.2 Student Groups and Course Unions may apply for funding from the Campus Groups Accessibility Line in the RSU Budget; this funding is made available so that accommodations can be secured in order to ensure the participation of all students, regardless of ability.

Protocol

38.3 In order to access the funding:

- i. Student Group and Course Union representatives must apply, via email to the Internal Coordinator, a minimum of one week in advance of the date on which accommodations are needed.
- ii. Information about resources, if needed, can be made available through the Internal Coordinator.
- iii. Approval of funding will be communicated to the group within 48 hours
- iv. Funding requests from the RSU Budget must be evenly expended throughout each term, therefore half of base funding may be accessed per semester. For example, if a base budget of \$500 is given for the year, only \$250 may be accessed per semester. Any requests outside of given terms must be approved by the Student Group Committee
- v. With approval secured, service providers may invoice the RSU directly or payment can be made in advance with reimbursements made through the Campus Groups Administrator.
- vi. Advertisements for all events should include information about the accessibility of the venue and event as well as any accommodations that are provided. Contact information should be provided to allow members to request accommodations if needed.

Operational Policy #39

Student Union Autonomy

ADOPTED
AMENDED

Preamble

- 39.1 Administrative and government interference in the democratic processes of students' unions are almost always based on political considerations and are a direct attempt to hinder or cease to work of the students' union that may or may not be in direct opposition to the interests of external bodies. As an advocacy organization, it is the right of students' unions to oppose administrative or government policy, educate its members on the detrimental effects of such policies, and mobilize to defeat or repeal it.

General Description

- 39.2 As an incorporated entity separate from Ryerson University, the Ryerson Students Union is accountable only to its membership and exercises full autonomy in all its operations, policies, and electoral processes. Only the membership has the sole authority to order any action of the RSU. The RSU is opposed to any and all interference from external bodies and the solicitation thereof.

Policy

- 39.3 As an incorporated entity separate from Ryerson University, the RSU opposes all attempts by external parties to interference with its autonomy as a separate entity.
- 39.4 The RSU is accountable only to its membership, and accordingly takes direction from them in all manners relating to the policies and operations of the union. The membership has the sole authority to order any action from the RSU and can do so during its annual general meetings, annual general elections or any process outlined in the unions operations policies, constitution and bylaws as appropriate.
- 39.5 The RSU is the sole authority in holding their elected representatives to account through general membership meetings, elections, by-elections, referenda or any other decision-making structure as outlined in the constitution, bylaws and operating policies of the union.
- 39.6 The RSU advocate on behalf of their membership and provide cost-saving services.
- 39.7 The RSU has the right to have membership fees remitted by administrative authorities in a regular and timely fashion without preconditions
- 39.8 The RSU has the right to hold independent, democratic elections without the oversight or interference of any external body, including but limited to representatives from the University administration, members of parliament, city council, or any public service staff.

39.9 The RSU opposes:

- i. Any and all interference from university administrations or any level of government in RSU operations, policies and practises, or electoral processes;
- ii. The withholding or refusal to remit membership fees to the RSU by the university administration for any reason ;
- iii. Any attempts to change or modify membership criteria, the structure of membership fees, or the processes by which said fees are collected and remitted to the RSU by external bodies such as the municipal, provincial or federal governments or the university administration;
- iv. Any characterization of democratically-run students' unions as 'student governments,' a semantic shift that appeals to the practice of external interference;
- v. Any attempt to solicit external interference in RSU finances, operations, policies or electoral processes.

Operational Policy #40
Used Book Room Policy

ADOPTED: November 29, 2007
AMENDED: August 2010

Scope

- 40.1 The Ryerson Students' Union (the Union) shall provide a Used Book Room for all of its members and the Ryerson Community in order to provide more affordable used text books as well as to provide a forum to help students sell their books in a safe and accessible manner.

Definitions

- 40.2 The Used Book Room is a student owned and operated business and books are sold on behalf of those students who consigned them.

Protocol

40.3 Staff Support

The Union shall retain a full-time staff member to supervise the Used Book Room and oversee its operations. This staff member shall be employed directly by the Union and will be a member of the bargaining unit of CUPE Local 1281.

40.4 Consignment Sales

- i. The Union's Used Book Room will be operated on a consignment basis, selling books on our member's behalf;
- ii. The Union's Used Book Room will not operate on a "cash-for-books" basis;
- iii. The Union's Used Book Room will offer a minimum discount on used books of 20% and a maximum discount which will be set by the consignor.

40.5 Refunds

- i. All sales are final and no refunds or credits are available except where the following circumstances apply;
- ii. An instructor stated an incorrect book or edition on the course syllabus (must be accompanied by a note from the instructor);
- iii. A student has dropped a course for which the book was required. The book must be returned within two weeks of the original purchase date and must be accompanied by proof of original enrolment and proof of having dropped the course;
- iv. Unreasonable damage or defect in the purchased material (at the Used Book Room Supervisor's discretion);
- v. Refunds will only be considered within the two-week period after the date of purchase;
- vi. Under No circumstances may course reproductions be returned;

- vii. Customers are responsible for ensuring that they are purchasing the correct materials.

40.6 Expiry

- i. Consignors used text books shall remain on the shelves for one (1) year from the time of consignment before expiring;
- ii. Upon expiring, consignors will have a one (1) month grace period to claim their used text books;
- iii. Upon expiry, after the one (1) month grace period (Section 2.7.11), the Used Book Room has the right to sell, donate, and dispose of all expired books on its shelves and is free of all liabilities or financial obligations to reimburse or replace the consignors used text book;
- iv. The depreciating and fluctuating nature of the monetary value of books prevents the RSU from issuing tax credits for books that are donated to the Used Book Room, or have expired and been donated to organisations the union supports.

40.7 Fees and Charges

- i. The Union's Used Book Room shall apply a 25% Commission on all used text books and related material sold in the course of its operation;
- ii. A re-issue charge of 5% or \$5.00, whichever is less, will apply in the cases where a cheque has stale-dated or is lost.

ADOPTED: April 25, 2005

AMENDED: May 2006

Scope

- 41.1 This policy shall apply to all employees of the students' union including supervisors, managers, full-and part-time staff, temporary and contract employees, and contractors. For the remainder of this policy, the term employee shall constitute all of the above categories of workers in the students' union.

Definitions

- 41.2 Workplace Violence

The occupational Health and Safety Act defines workplace violence as the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker. It also includes an:

- a. attempt to exercise physical force against a worker in a workplace, that could cause physical injury to the worker; and
- b. statement or behaviour that a worker could reasonably interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker

- 41.3 Through accidental incidents of violence—such as tripping and falling into a co-worker—are not considered to fall under the category of 'workplace violence,' a lack of intent to harm does not necessarily absolve individuals from enacting workplace violence. For example, if there is a physical confrontation between two members (non-workers) in a students' union workspace and an employee is injured in their attempt to intervene and diffuse the situation, this is still considered workplace violence.

- 41.4 The management, executive committee, board of directors and all employees of the students' union should keep such considerations in mind during any discussions, deliberations or actions designed to increase safety and minimize the possibility of violence in the workplace.

41.5 Domestic Violence

- i. Though this happens more frequently outside of the workplace, the Ryerson Students Union encourages any of its employees to come forward with issues about domestic violence, especially if they believe their safety in the workplace will be compromised because of such a situation;
- ii. Any employee who applies for and/or obtains a restraining order or peace bond against their abuser may list their place of employment (The Ryerson Students Union and all facilities under their jurisdiction) as being a protected area.
- iii. The Executive Director should be provided with a copy of the restraining order and all other relevant documents so as to take the necessary precautions to ensure the employee's safety while at work.

41.6 History of Violent Behaviour

If the students' union is aware that an individual or individuals with histories of violent behaviour is frequenting the workplace, harassing staff, or physically/emotionally assaulting employees, every reasonable precaution will be taken to minimize their interaction with staff and a protocol will be put in place to direct employees and management on how to intervene if the individual becomes aggressive.

41.7 Workplace Harassment

- i. The Occupational Health and Safety Act defines workplace harassment as engaging in a course of vexatious comment or conduct against a worker, in a workplace - behaviour that is known or ought reasonably to be known to be unwelcome.
- ii. The comments or conduct typically happen more than once. They could occur over a relatively short period of time (for example, during the course of one day) or over a longer period of time (weeks, months or years).
- iii. Workplace harassment can involve unwelcome words or actions that are known or should be known to be offensive, embarrassing, humiliating or demeaning to a worker or group of workers. It can also include behaviour that intimidates, isolates or even discriminates against the targeted individual(s).

- iv. Workplace harassment often involves repeated words or actions, or a pattern of behaviours, against a worker or group of workers in the workplace that are unwelcome. This may include:
 - a. making remarks, jokes or innuendos that demean, ridicule, intimidate, or offend;
 - b. displaying or circulating offensive pictures of materials in print or electronic form;
 - c. bullying;
 - d. repeated offensive or intimidating phone calls or e-mails; or
 - e. inappropriate sexual touching, advances, suggestions or requests

- v. This definition of workplace harassment is broad enough to include harassment prohibited under Ontario's Human Rights Code, as well as what is often called "psychological harassment" or "personal harassment." This means that harassment can include discrimination based on various social identifies, including, but not limited to: race, religion, socioeconomic status, sex, gender-identity/presentations/expression, sexual orientation, ability, immigration status, marital status, family status, or linguistic ability

FINANCIAL POLICIES

SECTION III

One of the keys for a successful Students' Union is to have the ability to manage its finances properly. These policies will enable the board to use the funds available with efficiency and accountability.

Financial Policy #1
Payment Process

ADOPTED: November 23, 2017
AMENDED:

Preamble

- 1.1 The purpose of this policy is to provide a clear process on how to obtain payments, complete check requisitions and receive approval for expenses.

Scope

- 1.2 This policy applies to internal operations of finances and all executives, board members, full time staff, part time staff, volunteers and employees of the organization.

Definitions

- 1.3 Volunteer: Is any member of a Students' Union who is not paid a salary or an honorarium.
- 1.4 Non-arm's length transaction: Is a transaction between two parties where one party may have a personal relationship with a staff or executive member or their family or friends

Protocol

- 1.5 To obtain a payment for a vendor / reimbursement appropriate Cheque Requisition Form must be filled and submitted to Finance. Payment mode can be cheque or Wire Transfer
- 1.6 List of Cheque Requisitions available (See Annexures)
I. Cheque Requisition – General (Annex 1)
II. Cheque Requisition – Events & Equity (Annex 2)
III. Cheque Requisition – Health & Dental (Annex 3)
IV. Cheque Requisition – GCUs, Course Union and Student Groups (Paid through associated Budget accounts) (Annex 4)
V. Cheque Requisition – GCUs, Course Union and Student Groups (Paid through associated Trust accounts) (Annex 5)
- 1.7 Cheque Requisitions must be submitted before 6:00PM on Wednesday and Cheques will be ready for collection on Friday 12:00 Noon
- 1.8 Expenditures deemed unreasonable or inappropriate shall not be reimbursed.
- 1.9 The President shall have the authority to invoice the department Head/Exec for any inappropriate use of the personal expense account(s).
- 1.10 These details in the Cheque Requisitions include but are not limited to:
I. 'Payee Name' in block capital letters

- II. Date of use and Detailed Description and rationale for the expense
- III. Appropriate budget line
- IV. Acceptable form of reimbursement deliverable
 - A. Itemized original receipts are mandatory.
 - B. Credit card payment slips are not sufficient. If a receipt does not have itemized amounts, the group or individual risks not getting reimbursed.
 - C. Receipts from cash registers and invoices are acceptable forms of reimbursement deliverables.
 - D. Invoices must have, at least, the vendor's address and contact information and GST/HST numbers where applicable.
 - E. If receipt is lost and seeking for reimbursement Executive Committee approval is required
 - F. In special cases, if approved by Executive Committee, RSU will accept printouts of bank account and credit card statement however, the signing authorities will use their discretion in determining whether the information is sufficient for reimbursement.
 - G. Invoice/Receipt date should be within 30 days from the date of cheque requisition
 - H. If date of the invoice is beyond 30 days Execs needs to approve to process the payment
 - I. Attach the itemized receipts in the order listed in cheque requisition
 - J. Order Confirmations are not acceptable as receipts
 - K. Photocopied invoices will not be accepted
 - L. Credit card statement should be attached for foreign currency payment if not current rate would be applied to process.
 - M. Sponsorship requests should be attached along with approved meeting minutes
- V. Required approvals (emails, meeting minutes, Agreements) and signatures are mandatory before submission

1.11 In the case that an event is organized with a budget of over \$1000. The detailed budget should be submitted to Finance no less than 30 days prior to the event.

I. Details should include , but are not limited to:

- A. name of confirmed vendors and relevant contact information
- B. money already spent
- C. sponsorship revenue, etc.

1.12 Board Events should be approved by Exec before the event takes place.

As soon as a Board Event is approved it should be communicated to Finance.

Expenses related to Board Events without prior approval will not be reimbursed

1.13 Only budgeted expenditures shall be permitted.

1.14 Expenditures that are over budget will require approval from the exec committee.

1.15 Wherever practical and reasonable, the employee purchasing the good or service must obtain a minimum of three price quotes.

- 1.16 Expenses incurred without the approval of the Executives or the Board are the responsibility of the purchaser and may be denied for reimbursement.
- 1.17 Alcohol, excluding stock for a licensed event or venue, may only be expensed if approved by the Executive Committee.
- 1.18 The amount budgeted under Expense Accounts may cover expenses associated with recognizing and rewarding staff and volunteers (Non-Staff), including, but not limited to, food at meetings, etc.
- 1.19 Prior approval must be obtained from Exec committee if you want to make any non-arm's length transaction. If there is no prior approval payment/reimbursement will be denied. If individual of the organization fails to communicate a non-arm's length transaction before it takes place then individual must reimburse all payments.
- 1.20 If staff, Management or Exec requires any software or small Equipment for operational reason it should be approved at the Exec level before purchase . If not expense may not be reimbursed to the individual
- 1.21 Stationery purchases should be made through RSU Internal Coordinator
- 1.22 Financial Controller has the authority to deny payments approved by President, Vp.Operations and General Manager and take it to the Exec approval if he/she feels the payment is not legitimate

Table 1

Expense Types, Amounts and Approval Process			
Type	Amount	Level of Approval	Comments
Expenses,Reimbursements, Capex	<= \$5000	Exec	Not Budgeted
Expenses,Reimbursements, Capex	>\$5000	Board	Not Budgeted
Expenses, Capex	>\$5000	Exec	Budgeted
RSU / Non-RSU Group Funding	<= \$2500	Exec	
RSU / Non-RSU Group Funding	> \$2500	Board	

Table 2

Level of approvals	
Title	Level of Approval
President	General Manager or Financial Controller or Vice President Operations
Vice Presidents'	President or General Manager or Vice President Operations
General Manager	President or Vice President Operations
Financial Controller	President or General Manager or Vice President Operations
Staff (Fulltime & Part-time)	Supervisor or Exec as per the reporting hierarchy or General Manager or Financial Controller

ADOPTED: November 23, 2017

AMENDED:

Preamble

- 2.1 This policy works to break down all information necessary for signing officers to fulfill their role.

Protocol

- 2.2 Only the following individuals have cheque signing authority:

- Executive:
 - President
 - Vice President Operations
- Management
 - General Manager
 - Financial Controller

- 2.3 All cheques require two signatories.

- 2.4 Cheques more than \$2000 must be signed by one individual in the "Executive" category, and one individual in the "Management" category; If its less than or equal to \$2000 can be signed by any of the two signatories.

ADOPTED: November 23, 2017

AMENDED:

Preamble

- 3.1 This policy is to outline the process individuals within the Ryerson Students' Union must undergo in order to obtain a validly signed contract on behalf of the RSU.

Protocol

- 3.2 Before any contract is signed, the terms of agreement must be discussed amongst all the executives.
- 3.3 Details of any contract entered into by the RSU must be relayed to the President, General Manager and Financial Controller. If a contract is not communicated Financial signing officers have the ability to deny a contract in consultation with the executive committee. These details may include but are not limited to the:
- Payment amounts associated with contract
 - Length of contract
 - Expenses associated with termination of contract
 - Budgeted Line Item and available funds
 - Payment terms of the contract
 - Alternatives to said contract
 - Justification for entering the contract

ADOPTED: November 23, 2017

AMENDED:

Preamble

- 4.1 The Ryerson Students' Union currently holds credit cards that are used for operational and capital purchases. This policy regulates the use of these credit cards.

Protocol

- 4.2 The following individuals are permitted holders of a Ryerson Students' Union corporate credit card:

- General Manager
- Financial Controller

- 4.3 As the corporate credit card holders referred to in 4.2, the individuals shall be responsible for purchases made on their card and must be aware of their responsibilities

- 4.4 All receipts and credit slips must be properly coded and retained by the cardholder until the credit card statement arrives.

- 4.5 Once the credit card statement is available, it shall be submitted to the Financial Controller with receipts and approval documents along with **Credit Card Expense Approval Form** (Annex 6)

- 4.6 Should any transaction be missing a receipt a written letter should be submitted to the Financial Controller providing proper explanation regarding its absence. The Financial Controller in consultation with the Executive Committee has the ability to approve or reject explanation.

- 4.7 The President/General Manager/Financial Controller shall have the authority to invoice the holder of a credit card for any inappropriate use of a corporate credit card.

- 4.8 Personal expenditures shall not be made on Students' Union corporate credit cards.

Financial Policy #5

Petty Cash

ADOPTED: November 23, 2017

AMENDED:

Preamble

- 5.1 The Ryerson Students' Union uses petty cash as a means of purchasing items relevant to the operations of the union.

Protocol

- 5.2 Petty cash can be obtained in advance for expenditure up to \$500.00 by filling **Petty Cash Request Form** (Annex 7).
- 5.3 When settling or reimbursing petty cash advances **Petty Cash Expense Approval Form** (Annex 8) must be filled and must be approved by one of the Executives or General Manager or Financial Controller. Form should be attached along with itemized receipt and handed over to finance.
- 5.4 Petty cash advances should be settled within 7 business days
- 5.5 In order to replenish the petty cash, a petty cash reconciliation is completed by Finance Coordinator and approved by Financial Controller.

Financial Policy #6
Group Funding Requests

ADOPTED: November 23, 2017

AMENDED:

Preamble

- 6.1 The RSU represents and manages the finance of multiple groups on campus. The policy clearly outlines the ways of approving group related expenditures.

Definitions

- 6.2 External Group: A group that is not a recognized group of the RSU. This may be an external organization, individual, society student group etc..

Protocol

- 6.3 Student Groups and Course Unions: Funding requests by the Student Groups and Course will go through their respective committee meetings. Cheque Requisitions regarding approved funding require approval from the Campus Group Coordinator and need to be submitted to Finance by the Campus Group Coordinator.
- 6.4 Affiliate Groups: Funding for Affiliate groups will be approved through the Executive Committee. Cheque Requisitions regarding approved funding require approval from the Campus Group Coordinator and need to be submitted to Finance by the Campus Group Coordinator.
- 6.5 Athletic Groups: Funding requests for Athletic Groups will go through the Athletics Committee. Cheque Requisitions regarding approved funding need to be submitted to Finance by the Vice President Student Life & Events.
- 6.6 External Groups: Funding for external groups require a majority approval vote from the Executive committee. After approval of the Executive Committee is given and minuted the Cheque Requisition to provide funding must be submitted by the Vice President Operations.
- I. Any external group requesting for amounts greater than or equal to \$2,500 will be made to the Board of Directors.
 - II. Any expenses that exceed the budgeted amount presented to and agreed upon by the RSU will be the responsibility of the purchasing party. Excess amounts will not be reimbursed without an additional funding request
 - III. In order for a funding request to be granted, the decision must be a result of a majority vote of the respective committees

IV. These decisions must be within the constraints of the budget. Signing authorities may not alter these decisions.

Capital Expenditure Approval Process (CAPEX) & Depreciation Policy

ADOPTED: November 23, 2017

AMENDED:

Preamble

7.1 This policy outlines the approval process related to capital expenses.

Definitions

7.2 Capital Natured Items: Items purchased that will be in the possession of and used by the RSU for more than a single year.

Protocol

7.3 If any capital natured items to be purchased it should be included in the budget and approved by the board.

7.4 If the requirement arises after the budget approval process and value is less than \$5000 then the Executive committee can approve after receiving three quotes and deciding on the best quote based on all the criteria. If the cost involved is more than \$5000 it should be moved to the board for the approval.

7.5 The “**Capex Approval Form**” (Annex 9) should be completed, approved and submitted to Finance before purchase of a capital natured item.

7.6 All amounts spent on capital natured items, including leasehold improvements, will be taken from the Capital Reserve Funds

7.7 The minimum value to capitalize an asset is \$1000.00

Table 1

Depreciation Policy	
Asset Type	Useful Life
Capital equipment	2-5 years
Leasehold Improvements	1-5 year
Computer Software	1-5 Years

Note: Based on the specification, cost and nature of the asset Finance department will determine the useful life of the asset

Financial Policy #8

Revenue Generation and Investments

ADOPTED: November 23, 2017

AMENDED:

Preamble

- 8.1 RSU shall generate revenue by providing services to the students and by earning interest via investing into different projects or initiatives. This policy will ensure that the decisions will be conducted keeping best interest of the students' union in mind without threatening the financial stability of the students' union.

Protocol

- 8.2 At all times, the investments will be made as long as they are deemed legal by relevant laws.
- 8.3 The investments shall be made to benefit its membership and make sure to preserve the capital invested
- 8.4 Investments made shall ensure that it will not interfere with the day-to-day operations of the RSU in regards to liquidity.
- 8.5 All investment decisions require a majority vote from the board before moving forward
- 8.6 All RSU investments shall be made solely through the use of the RSU accounts
- 8.7 Sponsorship or any other revenue expected should be recorded in accounting through raising an invoice within 30 days of receiving confirmation about the sponsorship or revenue
- 8.8 **"Invoice Requisition Form"** (Annex 10) should be filled and submitted to finance if any invoice is required to be provided to external parties.
- 8.9 There should not be any invoice formats provided to external parties other than invoices raised by Finance.
- 8.10 Revenue can be accepted by credit card. Customer should fill **"Credit Card Authorization Form"** (Annex 11) and it should be handed over to finance to within 30 days of transaction
- 8.11 If any event organized involving ticket sale using External Service Provider (e.g Eventbrite), the RSU bank account needs to be linked with that system and not any personal bank accounts.

- 8.12 The use of an External Service Provider requires a majority vote approval by the Executive Committee
- 8.13 Immediately, within 7 days, upon registering with an External Service Provider (e.g Eventbrite) the login details should be submitted immediately to General Manager, Financial Controller and President

Financial Policy #9
Cash/Cheque Deposit

ADOPTED: November 23, 2017

AMENDED:

Protocol

- 9.1 Any revenue received in the form of cash or cheque should be submitted to Finance along with “**Cash/Cheque Deposit Form**” (Annex 12) without delay, no more than 72 hours after.

Financial Policy #10
Honorarium Policy

ADOPTED: November 23, 2017
 AMENDED:

Preamble

10.1 This policy references the maximum amount a Board Director, Graduate Travel Grant and Emergency Grant recipients can receive. It also breaks down the timelines at which these funds should be allocated.

Protocol

10.2 **Board Honorarium**

Table 1

<ul style="list-style-type: none"> • Paid for Summer, Fall and Winter Semester • Maximum of \$1000 per semester 	Service Rendered	Executive committee & Financial Controller meeting date for approval	Payment Date
	May 1st to Aug 31st	Sept 15th	Sept 30th
	Sept 1st to Dec 16th	Jan 15th	Jan 31st
	Jan 9th to April 15th	April 21st	April 30th

10.3 **Graduate Travel Grant**

Table 2

<ul style="list-style-type: none"> • Paid in Summer, Fall and Winter Semester • Maximum of \$500 per person per academic year 	Graduate Committee meeting for approval	Payment Date
	Once a month	After submission of Cheque Requisition

10.4 Emergency Grant

Table 3

<ul style="list-style-type: none">• Paid in Fall and Winter Semesters• Maximum of \$500 per person per academic year	Bursary Committee meeting for approval	Payment Date
	Once a month	After submission of Cheque Requisition

Financial Policy #11
Audit

ADOPTED: November 23, 2017
AMENDED:

Protocol

- 11.1 A financial audit must be conducted every year by an outside accounting firm to ensure that proper accounting procedures are being followed
- 11.2 The firm conducting the audit shall change after a maximum of 5 years.
- 11.3 The firm conducting the audit will be brought up at the AGM and shall be approved by the general membership.

Financial Policy #12
Record Keeping

ADOPTED: November 23, 2017
AMENDED:

Preamble

12.1 This policy outlines the procedure for financial record keeping within the RSU.

Protocol

12.2 For record keeping purposes, once the cheque has been authorized by the appropriate signing authorities, the RSU will retain the documents listed below for a minimum of 3 years:

- Completed cheque requisition form
- All associated receipts

12.3 For further record keeping purposes, the RSU will keep:

- I. Current year expenditures in the office for reference
- II. Expenditures going back 5 years. Must be filed in order to reference them if needed.

Financial Policy #13
Budgeting and Reporting

ADOPTED: November 23, 2017

AMENDED:

Preamble

- 13.1 This policy breaks down the procedures regarding the creation of the annual budget. It also identifies the multiple roles played by various individuals within the RSU.

Protocol

- 13.2 The Vice President of Operations and President will present the budget for every fiscal year no later than August 31st of their respective calendar year.
- 13.3 The initial Budget will be prepared after consultation with all the departments within the students' union, i.e with the input of staff proposals.
- 13.4 Then VP of Operations will propose his budget against the staff proposal to the President, General Manager and Financial Controller
- 13.5 Following the meeting in 13.4 the VP of Operations will present proposed budget to the Executive Committee
- 13.6 Following the meeting in 13.5 the VP of Operations will present proposed budget to the Finance Committee for approval.
- 13.7 Once Finance Committee approves the proposed budget, it must be circulated to the Board no less than 5 business days prior to the board meeting.
- 13.8 Vice President of Operations along with the Financial Controller will provide updates on the state of finances at the Board Meetings in October and January.
- 13.9 The Financial Controller will provide monthly updates at the Executive committee meetings

13.10 The budget creation timeline should, when possible, follow the table below:

Table 1

Month	Parties Involved	Consultation/ Task
May	Staff	All staff proposals submitted by end of May
June	VP Operations	Creates budget proposals against staff proposals
June	VP Operations	Consultations with: <ul style="list-style-type: none"> • President, General Manager and Financial Controller • Staff • Executive Committee • Finance Committee
July	VP Operations and Board	Presents budget proposal as discussion item for July board meeting
August	VP Operations and Board	Presents budget for approval in August board meeting

Financial Policy #14
Re-allocation of Funds

ADOPTED: November 23, 2017

AMENDED:

Protocol

- 14.1 In case of providing more funding for other initiatives or projects, reallocation of funds between different departments must be approved at the Executive Committee and shall be reported to the Board during the upcoming Board meeting.

Financial Policy Glossary

Budget: Is an estimate of income and expense for a set period of time. RSU set period of time is May 1 to April 30

Budget Line Item : The Account number in budget which expense would be charged

Contract: Is an agreement with specific terms between two or more parties in promising to do something in return for valuable benefit known as consideration Contracts are legal binding document and if any one party does not comply with the agreement can be held liable by the court of law

GST/HST Number: All Registrants with Canada Revenue Agency will have this number

Itemized Receipt: A proof of purchase, which will have business name, date, items purchased, price of each item, total amount of the bill and method of payment

Vendor: Person or company offering something for sale

Non-Arm's length: Is a transaction between two parties where one party may have a personal relationship with a staff or executive member or their family or friends

Payee: Individual or entity that will receive payment

Petty Cash: Any expense reimbursed through the Petty Cash Float held with finance in the form of cash

Sponsorship Request: Is a donation request to a group or a person

Volunteer: Is a member of a Students' Union who is not paid a salary or an honorarium for the service rendered

Annex 1: Cheque Requisition Form (General)

CHEQUE REQUISITION FORM

Cheque Number:



Payable To: (please print legibly)

Vendor #:

Date of Requisition:

Invoice #/Reference:	Account #:	Description	Amount:
Total HST of all the invoices:			
TOTAL AMOUNT REQUESTED:			<input style="width: 100%; height: 20px;" type="text"/>

Name of Requisitioner (please print legibly)

Signature of Requisitioner

Supervisor Approval

Internal Use Only:	
General Manager _____	Vendor #: _____
Financial Controller _____	Invoice #: _____
V.P. Operations _____	Batch/Entry: _____
President _____	Date Processed: _____

Special Instructions:

Mail For pickup Personal mailbox

Address: _____

Notes: _____

Received By (please print legibly)

Signature

Date

Note: If this cheque is being reissued, a stop payment fee will apply.

Annex 2: Cheque Requisition Form (Equity and Events)

CHEQUE REQUISITION FORM

Events & Equity Service Centres

Cheque Number: _____



Payable To: (please print legibly)	Vendor #:	Date of Requisition:
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Invoice #/Reference:	Account #:	Description	Amount:
Total HST of all the invoices:			
TOTAL AMOUNT REQUESTED:			

Name of Requisitioner (please print) _____ Signature of Requisitioner _____ Coordinator / Organiser Approval _____ Supervisor Approval _____

Internal Use Only:	
General Manager _____	Vendor #: _____
Financial Controller _____	Invoice #: _____
V.P. Operations _____	Batch/Entry: _____
President _____	Date Processed: _____

Special Instructions:
<input type="checkbox"/> Mail <input type="checkbox"/> For pickup <input type="checkbox"/> Personal mailbox Address: _____ Notes: _____

Received By (please print legibly) _____ Signature _____ Date _____

Note: If this cheque is being reissued, a stop payment fee will apply.

Annex 3: Cheque Requisition Form (Health and Dental)

CHEQUE REQUISITION FORM

Health and Dental Plan

Cheque Number: _____



Payable To: (please print legibly)	Vendor #:	Date of Requisition:
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Invoice #/Reference:	Account #:	Description	Amount:
Total HST of all the invoices:			
TOTAL AMOUNT REQUESTED:			

Name of Requisitioner (please print legibly) _____	Signature of Requisitioner _____	Supervisor Approval _____
--	----------------------------------	---------------------------

Internal Use Only:	
General Manager _____	Vendor #: _____
Financial Controller _____	Invoice #: _____
V.P. Operations _____	Batch/Entry: _____
President _____	Date Processed: _____

Special Instructions:
<input type="checkbox"/> Mail <input type="checkbox"/> For pickup <input type="checkbox"/> Personal mailbox
Address: _____
Notes: _____

Received By (please print legibly) _____	Signature _____	Date _____
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Note: If this cheque is being reissued, a stop payment fee will apply.

CHEQUE REQUISITION FORM

GCUs, Course Unions & Student Groups



Cheque Number:

Payable To: (please print legibly)	Budget
Email:	Date of Requisition:
Address:	Type of Activity: (eg. social, career, advertising)
Name of Group:	Telephone #:

Vendor Name	Description (Event & Date)	Amount:	Account: <small>(Office Use Only)</small>
TOTAL AMOUNT REQUESTED:		<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>

NOTE: THIS FORM REQUIRES TWO (2) SIGNATURES FROM THE GROUP. I understand that all invoices and receipts covering this cheque are to be given to RSU and I guarantee that this matter has been approved by the executive I represented.

Signing Officer #1	Signing Officer #1	Signing Officer #2	Signing Officer #2	Campus Groups Coordinator (Signature)
Print Name	Signature	Print Name	Signature	Requisitioner

Office Use Only:				
General Manager	Financial Controller	VP Operations	President	
Received By (print)	Signature	Date:	Batch/Entry:	Date Processed:

Note: If this cheque is being reissued, a stop payment fee will apply.

CHEQUE REQUISITION FORM

GUs, Course Unions & Student Groups



Cheque Number:

Payable To: (please print legibly)

Email:

Address:

Name of Group:

Trust Account

Date of Requisition:

Type of Activity: (eg. social, career, advertising)

Telephone #:

Vendor Name	Description (Event & Date)	Amount:	Account: (Office Use Only)
TOTAL AMOUNT REQUESTED:		<input type="text"/>	<input type="text"/>

NOTE: THIS FORM REQUIRES TWO (2) SIGNATURES FROM THE GROUP. I understand that all invoices and receipts covering this cheque are to be given to RSU and I guarantee that this matter has been approved by the executive I represented.

 Signing Officer #1 Signing Officer #1 Signing Officer #2 Signing Officer #2 Campus Groups Coordinator (Signature)
 Print Name Signature Print Name Signature Requisitioner

Office Use Only:

General Manager _____ Financial Controller _____ VP Operations _____ President _____
 Received By (print) _____ Signature _____ Date: _____ Batch/Entry: _____ Date Processed: _____

Note: If this cheque is being reissued, a stop payment fee will apply.

CREDIT CARD EXPENSE FORM



Be sure to attach the credit card receipt and fill out the form in full.

Event Name:	
Name on Credit Card:	Submission Date:

Transaction Date:	Vendor Name:	Account #:	Description	Amount:
Total HST:				
TOTAL AMOUNT REQUESTED:				

Name of Requisitioner (please print legibly)
Signature of Requisitioner
Supervisor Approval

Internal Use Only:	
General Manager: _____	Vendor #: _____
Financial Controller: _____	Invoice #: _____
V.P. Operations: _____	Batch: _____
President: _____	Date Processed: _____

PETTY CASH REQUEST FORM



Requested By:	Date:
Authorized By:	

Description	Amount:
TOTAL AMOUNT:	

Received By:	_____
<small>Print Name</small>	<small>Signature</small>

PETTY CASH EXPENSE SETTLEMENT FORM



Name: _____

Date of Settlement: _____

Transaction Date	Vendor	A/c Code	Expense Details	Amount:
TOTAL:				<input style="width: 80px; height: 25px;" type="text"/>

Amount Received	<input style="width: 80px; height: 25px;" type="text"/>
Amount Spent	<input style="width: 80px; height: 25px;" type="text"/>
Amount Settled	<input style="width: 80px; height: 25px;" type="text"/>

Approved By: _____
(Supervisor) Print Name Signature

CAPEX APPROVAL FORM

Clear Form



Required to fill out if the asset is over \$1,000
3 quotations for the asset to be purchased are required

CAPEX No. _____
(please get from Finance)

Department:	<input type="checkbox"/> CopyRITE	<input type="checkbox"/> MSO	<input type="checkbox"/> ESC	<input type="checkbox"/> ADMIN	<input type="checkbox"/> EVENTS	Date: _____
Category:	<input type="checkbox"/> Equipment A/C 1600	<input type="checkbox"/> Leasehold A/C 1610	<input type="checkbox"/> Computer Software A/C 1620	<input type="checkbox"/> Student Centre A/C 1630		

Please fill out the information below prior to seeking approval:

Available Budget:	_____
Estimated Cost:	_____
Balance Available:	_____

Details of the Asset Required for Purchase:	Quotation Price:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL:	\$ 0.00

Requested By:	_____	_____
	Requisitioner Name (please print)	Signature
Approved By:	_____	_____
	General Manager (please print)	Signature
Approved By:	_____	_____
	President / VP Operations (please print)	Signature
Finance Approval:	_____	_____
	Financial Controller (please print)	Signature

INVOICE REQUISITION FORM



Date of Requisition:	Date Processed:
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Please attach a customer details document.

Customer Name	Description / Reference	Amount:
Address:		Revenue Acct. #
HST Applicable <input type="checkbox"/> Yes <input type="checkbox"/> No	Customer #	Invoice #
		Batch #
Address:		Revenue Acct. #
HST Applicable <input type="checkbox"/> Yes <input type="checkbox"/> No	Customer #	Invoice #
		Batch #
Address:		Revenue Acct. #
HST Applicable <input type="checkbox"/> Yes <input type="checkbox"/> No	Customer #	Invoice #
		Batch #
Address:		Revenue Acct. #
HST Applicable <input type="checkbox"/> Yes <input type="checkbox"/> No	Customer #	Invoice #
		Batch #
Address:		Revenue Acct. #
HST Applicable <input type="checkbox"/> Yes <input type="checkbox"/> No	Customer #	Invoice #
		Batch #
Address:		Revenue Acct. #
HST Applicable <input type="checkbox"/> Yes <input type="checkbox"/> No	Customer #	Invoice #
		Batch #
Address:		Revenue Acct. #
HST Applicable <input type="checkbox"/> Yes <input type="checkbox"/> No	Customer #	Invoice #
		Batch #

REQUISITIONER:

(Print Name)

Signature

Special Instructions:

- For pickup Email Mail

CREDIT CARD AUTHORIZATION FORM



Date (DD/MM/YYYY):

Office Use Only:
 Customer #:
 Processed Date:

I, _____ On behalf of _____
 Print Name Company Name (if applicable)

CHECK ONLY ONE:

- As the Individual cardholder, I hereby authorize this card to be used for the deposit or invoices that required payment.
- As the company representative, I hereby authorize this card to be used for the deposit required.

CREDIT CARD INFORMATION

Name as it appears on the card (Capital Letters Only):

Type of Card: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard	Credit Card Number: <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>
Expiration Date(MM/YY): /	Security Code CCV (3 digits) back of Visa OR Master Card <input type="text"/> Amount in CDN:

CREDIT CARD BILLING ADDRESS

Street:

City:	Province / State:	Postal Code:
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Telephone Number:

INVOICE DETAILS

Invoice #:	Amount:
TOTAL	

Email address to send receipt:

Cardholder's Signature:

CHEQUE / CASH DEPOSIT VOUCHER



Project Reference (ie. Fundraiser)	Deposit Date:
Deposit Prepared By:	

Account #	Description	Bank	Cheque #	Amount

TOTAL DEPOSIT:	
-----------------------	--

100's	x	=	
50's	x	=	
20's	x	=	
10's	x	=	
5's	x	=	
Coin	2's	x	=
	1's	x	=
	25¢'s	x	=
	10¢'s	x	=
	5¢'s	x	=
	Rolled Coin		=

Signature of Depositor

Signature of Finance Coordinator / Financial Controller

TOTAL CASH: _____

TOTAL CHEQUE: _____

DEPOSIT TOTAL: _____

