



SFSS Member
Service & Groups
Policies

Simon Fraser Student Society

simon fraser

student society

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INTRODUCTION

POLICIES



MGP-1: FOOD BANK

<i>POLICY TYPE: MEMBER SERVICE & GROUPS POLICY</i>		
<i>POLICY TITLE: FOOD BANK</i>		
<i>POLICY REFERENCE NUMBER: MGP-1</i>		
<i>Adopted: June 12, 2020</i> <i>Next Scheduled Revision: June 2021</i> <i>Previous Revisions</i>		
Position	Signature	Date
Board President		

Policy

1.1 The Food Bank makes a \$25 voucher available to any member in a state of food security need, up to three times per semester. It is administered by the Member Services Coordinators.

Standards

1.2 Vouchers are redeemable at Nestor's and Safeway depending on the specific features of the request.

1.3 Requestors must meet the following criteria to be eligible to receive Foodbank services:

- (a) Requestors must be registered undergraduate students.
- (b) No more than 3 requests may be approved for any one undergraduate student.
- (c) No more than 1 request may be approved on any one day for any one undergraduate student.

1.4 Where the budget is insufficient to meet service demand, the eligibility requirements may be adjusted by the service administrators with the approval of the President.

1.5 Vouchers may only be picked up upon the presentation of a confirmation of enrolment, which will be stored securely for the duration of the semester.

1.6 Only current staff contributing to the administration or the supervision of the administration of the service may access or have access to the SFU IT account used to develop the WebSurvey form used to collect food bank request information.

1.7 Only current staff contributing to the administration or supervision of the administration of the service may access or have access to Excel log tracking requests.

(a) The log must be password protected.

(b) The log must be stored on the SFU IT administered file share.

1.8 The data collected in the process of administering this request will support:

(a) determining the eligibility of the requestor,

(b) communicating with the requestor regarding the request, and

(c) improving the service.

1.9 Request forms must contain a required field acknowledging and consenting to the collection of personal information, including:

(a) name of the requestor,

(b) student ID of the requestor,

(c) email of the requestor,

(d) number of dependents of the requestor,

(e) primary campus of the requestor, as determined by the requestor,

(f) whether the requestor has previously used the service, as reported by the requestor,

(g) any other resources used to ensure the requestor's food security needs, as reported by the requestor, and/or

(h) evaluation of the concern the requestor has regarding their financial situation.

Supports

- Members

Process

1.10 Requests for food bank support are submitted online, via the [SFSS website](#), using the SFU WebSurvey tool.

1.11 Upon the reception of a request, and within 24 hours of receiving the requests (excluding weekends and office holidays), the Member Service Coordinators must ensure that:

- (a) the request is logged, noting the following information about the requestor and the request:
 - i. name of the requestor,
 - ii. student ID of the requestor,
 - iii. email of the requestor,
 - iv. number of dependents of the requestor,
 - v. primary campus of the requestor, as determined by the requestor,
 - vi. whether the requestor has previously used the service, as reported by the requestor,
 - vii. any other resources used to ensure the requestor's food security needs, as reported by the requestor, and
 - viii. evaluation of the concern the requestor has regarding their financial situation.
- (b) the request is processed and the voucher is made available for pick-up at the requested location,
- (c) the approval or denial of the request, and the availability of the voucher where the request is approved, is communicated to the requestor,
- (d) the collection of the voucher is logged, and
- (e) the usage levels of the service is reported to management, noting where usage suggests that budgetary allocations will not be sufficient to meet demand.



MGP-2: CLUBS

<i>POLICY TYPE: MEMBER SERVICE & GROUPS POLICY</i>		
<i>POLICY TITLE: CLUBS</i>		
<i>POLICY REFERENCE NUMBER: MGP-2</i>		
Adopted: June 12, 2020 Next Scheduled Revision: June 2021 Previous Revisions		
Position	Signature	Date
Board President		

Definitions and Purposes

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

2.2 Clubs shall not duplicate departmental student unions.

2.3 All clubs must agree to abide by the rules set out in the SFSS Club Terms of Reference in order to be an approved club. Any changes to the template clubs terms of reference must be approved at a Board meeting upon recommendation of Clubs coordinators and after consultation with society membership. Clubs can create additional rules around their specific practices as long as it does not conflict with the Clubs Terms of Reference.

Membership Criteria

2.3 Club membership shall be open to all members of the University community.

2.4 Each club shall consist of a minimum of ten members in good standing of the Society.

2.5 Each club must have at least two (2) executive officers that are members in good standing of the Society.

Registration Criteria

2.7 To be eligible to be registered as a club, groups must follow the requirements of this policy and other Societies policies where applicable.

- (a) The Member Service Coordinator - Club of the SFSS may not allow a club's registration, subject to an appeal to the Executive Committee.

2.8 To be eligible for initial registration the club shall submit to the General Office online, a membership list, and a minimum of two (2) club members serving as Executive Officers and signing officers.

2.9 To remain eligible for registration the club shall submit to the General Office each semester by having members confirm their membership online, and a list of current Executive members and signing officers.

2.10 To be eligible for initial or continuing registration of a club, clubs must send a representative to attend the Club Orientation Meeting in person or online held by the General Office at the beginning of each semester.

Clubs Terms of Reference

2.11 Clubs must use the default terms of reference provided by the Members Services Centre as a minimum set of rules that must be followed unless there are specific requirements that must be met, subject to the approval of the Member Services Coordinators - Clubs. Clubs must outline as additional terms:

- (a) a statement of the aim(s) and purposes of the club,
- (b) procedures for holding meetings of its membership,
- (c) the composition of an election procedure for an Executive Committee (or equivalent), and
- (d) a clause that requires the transfer of all assets to the Society upon dissolution of the club.

Club Structure and Operation

2.12 Clubs are subject to the Societies Funding Guidelines which includes:

- (a) Core Funding,
- (b) Resource Funding,
- (c) Grants, and
- (d) Other funding sources as the Board develops from time to time.

2.13 Clubs may maintain a Society trust account.

2.14 The Club grant funding shall be used to cover costs reasonably related to each club's activities.

2.15 Unused grant funding shall revert back to the Society at the end of each semester.

2.16 Unused funds held in trust accounts of clubs shall carry forward semester to semester unless a club becomes inactive, in which case all funds shall revert to the Society's club line item after a minimum of two years of inactivity.

2.17 Clubs may collect membership fees.

(a) Membership fees shall be held by the Society in the respective trust fund account.

2.18 Clubs may seek additional funding for special events and projects by requesting a grant via a proposal.

2.19 Granting Thresholds, the grant will be awarded based on the merits of the event or project and at the discretion of the Member Services Coordinators - Clubs, the Administrative Services Department liaison or the Board.

(a) The Member Services Coordinators - Clubs will grant requests under \$1,500.

(b) The Administrative Services Department liaison must approve or not approve all requests between \$1,500 and \$3,000 inclusive.

(c) The Board will grant requests over \$3000.

2.20 Funding decisions of the Student Union Organizer and the Administrative Services Department Liaison may be appealed, in writing, to the Finance and Administrative Services Committee. The final decision on an appeal for grant funding \$3000.00 and under will be made by the Finance and Administrative Services Committee. An appeal form must be provided to all clubs.

2.21 The Board may decide to top up funding for a club event through a Board line item (e.g. events or advocacy board budget) through the Special Funding Request Policy, in exceptional circumstances.

2.22 Clubs may maintain an external bank account; however, the signing officers must sign a Club Liability Disclaimer and advise all club members of the nature of the disclaimer. In the event a club decides to use an external bank, it is encouraged to consult the General office coordinator about banking options. It is highly encouraged to use Society trust accounts.

Financial Accountability

2.23 Any request for reimbursement shall be made by a signing officer of the club and shall be supported by documentation satisfactory to the Society.

2.24 Reimbursement of amounts of less than \$50 may be paid out in cash.

2.25 Reimbursement of amounts of more than \$50 shall be by cheque.

2.26 Clubs with a negative trust or core account balance may not register until the debt owing to the Society is repaid.

Recognition of Society Sponsorship

2.27 All club publications and promotional materials must include the phrase “Sponsored by the Simon Fraser Student Society” in a prominent location.

Administrative Authority and Appeals Process

2.28 The General Office Coordinators shall have administrative authority over club operations, and may suspend the activities, disallow registration, or impose requirements upon any club, particularly if a club is found to have violated any Society by-law or policy.

2.29 Decisions of the General Officer Coordinators regarding this may be appealed, in writing, to the Executive Committee.



MGP-3: CONSTITUENCY GROUPS

<i>POLICY TYPE: MEMBER SERVICE & GROUPS POLICY</i>		
<i>POLICY TITLE: CONSTITUENCY GROUPS</i>		
<i>POLICY REFERENCE NUMBER: MGP-3</i>		
Adopted: June 12, 2020 Next Scheduled Revision: June 2021 Previous Revisions		
Position	Signature	Date
Board President		

Definition

3.1 "Constituency Groups" are student-run bodies that represent undergraduate students that share an experience of oppression, systemic discrimination and/or barriers. Constituency groups have a defined membership that represents specific groups within the student body.

Council Representative

3.2 Constituency groups with a Council seat elect a member to serve as their representative on Council for that semester.

Funding

3.3 The sections below (3.4 to 3.18) on Constituency Group funding of constituency groups will not apply to Women's Centre Collective Constituency Group, Out On Campus Collective Constituency Group, and First Nations Student Association Constituency Group as they have alternate sources of funding.

(a) The Women's Center Collective Constituency Group shall have a portion of the Women's Center budgetary allocation for the Women's Center Collective activities and campaigns. Women's Center Collective Constituency Group must be consulted during the preparation of the Center's department budget.

(b) The Out on Campus Collective Constituency Group shall have a portion of the Out on Campus Center budgetary allocation for the Out on Campus Center Collective Constituency Group activities and campaigns. Women's Center Collective Constituency Group must be consulted during the preparation of the Center's department budget.

- (c) The First Nations Students Association Constituency Group shall have full jurisdiction over the FNSA fund as established by the referendum of membership (2002) which the Society acts as pass through funding to the Constituency group. The latest signed SFSS/FNSA letter of agreement on the internal administrative structure for the distribution of funds for the benefit and use of FNSA shall apply. Any changes to the fund or rerouting thereof, must be approved through a referendum of the Society membership. The Society may hire staff for the FNSA Center through CUPE 3338 (SFSS bargaining unit) to support FNSA's work - funded by mutually agreed upon terms (i.e. the SFSS Operating Budget, or the FNSA fund, or both).
- 3.4 Constituency groups may apply for grant funding to cover event costs when a constituency group is the organizer or sponsor, and the event is intended for purposes that are of collective benefit to the membership.
- 3.5 To be eligible for Society funding, a constituency group must be active. To be considered active, the constituency group must have
- (a) a constitution filed with the Student Union Resource Office.
 - (b) conducted at least one quorate meeting in the last four months unless they were created in the semester they are applying for funding.
- 3.6 Each semester, constituency groups must submit to Student Union Resource Office:
- (a) the minutes of at least one properly constituted meeting conducted in the semester for which the request is made, and
 - (b) a list of current Executive Committee members (or other contact persons), signing officers, and the constituency group representatives to Council.
- 3.7 Subject to budgetary constraints, active constituency groups shall receive a core budget of \$300/semester.
- 3.8 Active constituency groups are entitled to spend core funds at their discretion and to be reimbursed for expenditures from core funds with the approval of their membership.
- 3.9 Net core funds remaining from active semesters shall carry forward semester to semester, except that all unused core funds shall revert to the Society at the end of each fiscal year.
- 3.10 The signatures of two signing officers of the constituency groups are required to release any Society funds.

3.11 Constituency groups may establish trust accounts for securing funds other than Society core or grant allocations.

3.12 The Student Union Organizer may approve requests of up to \$1,500.

3.13 The Administrative Services Department Liaison may approve grant requests between \$1,500 and \$3,000.

3.14 Funding decisions of the Student Union Organizer and the Administrative Services Department Liaison may be appealed, in writing, to the Finance and Administrative Services Committee. The final decision for an appeal on grant funding \$3000.00 and under will be made by the Finance and Administrative Services Committee. An appeal form must be provided to all constituency groups.

3.15 The Board of Directors may approve grant requests over \$3000.00. The decision made at the Board for grants over \$3000.00 is final.

3.15 The Board may decide to top up funding for a constituency group event through a Board line item (eg: events or advocacy board budget) through the Special Funding Request Policy, in exceptional circumstances.

3.16 Requests grant funding shall be made in advance of any activity and shall be supported by documentation satisfactory to the Society.

3.17 Constituency groups may maintain an external bank account; however, the signing officers must sign a Liability Disclaimer and advise all members of the nature of the disclaimer. In the event a constituency decides to use an external bank, it is encouraged to consult the Student Union organizer about banking options. It is highly encouraged to use Society trust accounts.



MGP-4: DEPARTMENT STUDENT UNIONS

<i>POLICY TYPE: MEMBER SERVICE & GROUPS POLICY</i>		
<i>POLICY TITLE: DEPARTMENT STUDENT UNIONS</i>		
<i>POLICY REFERENCE NUMBER: MGP-4</i>		
<i>Adopted: June 12, 2020</i> <i>Next Scheduled Revision: June 2021</i> <i>Previous Revisions</i>		
Position	Signature	Date
Board President		

4.1 Society funds may be used to cover event costs when a union is an organiser or sponsor and the event is intended for purposes that are of collective benefit to the membership.

4.2 To be eligible for Society funding, a union must be active. To be considered active, the union must have a constitution filed with the Student Union Resource Office and approved by the Student Union Organizer.

4.3 The union must submit to that Student Union Resource Office each semester:

- (a) the minutes of all properly constituted general meetings conducted in the semester for which the request is made,
- (b) advanced electronic notice of all meetings held in accordance with the union constitution, and
- (c) a list of current Executive members (or other contact persons), signing officers and department representative(s).

4.4 In the event that a union remains inactive for four consecutive semesters all assets shall revert to the Society.

4.5 At least one executive officer must attend training in person or online with the SFSS Organiser before the core fund can be released.

4.6 Net core funds remaining from active semesters shall carry forward semester to semester, except that all unused core funds shall revert to the Society at the end of each fiscal year.

4.7 The signatures of two Union officers are required to release any Society funds.

4.8 Unions may establish trust accounts for securing funds other than SFSS core or grant allocations.

4.9 Receipts must be turned in for reimbursement within 30 days of incurring an expense and must be accompanied by supporting minutes from a properly constituted quorate meeting.

Allocation of Maximum Core Budgets

4.10 Unions that become 'active' in the first month of semester will be eligible for the full core amount.

4.11 Unions that become active in the second month will be entitled to 3/4 of the funding.

4.12 Unions that become active in the third month will be entitled to 1/2 of the funding.

4.13 Unions that become active in the final month of the semester will be entitled to 1/4 of the funding.

Use of Core Funding

4.14 Core funding may not be used for:

- (a) Donation to another organization, and
- (b) other restrictions as determined from time to time by the Student Union Organiser or the Finance and Administrative Services Committee.

Grant Funding

4.16 Grant funding may be provided to assist Unions with their activities, with the following stipulations:

4.17 Some core funds must be committed to every undertaking for which grant funding is requested.

4.18 There must be active Union involvement in the project/event.

4.19 Grant funds shall not be used for fund-raising events.

- 4.20 Grant funds shall not be donated to off-campus organizations.
- 4.22 Grant funds shall not be spent on alcohol
- 4.23 Other restrictions as determined from time to time by the Student Union Organizer or Finance and Administrative Services Committee.
- 4.24 Receipts must be turned in for reimbursement within 30 days of incurring an expense and must be accompanied by supporting minutes from a properly constituted quorate meeting.
- 4.25 The Student Union Organizer may approve single requests of up to \$1,500, provided that the total annual grant allocation per union or caucus does not exceed \$3500 of the grant budget.
- 4.26 The Administrative Services Department Liaison Committee may approve requests between \$1500 and \$3000 inclusive.
- 4.27 The Board of Directors may approve grant requests over \$3000.00. The decision made at the Board for grant over \$3000.00 is final.
- 4.28 Grant Funding decisions of the Student Union Organizer and the Administrative Services Department Liaison may be appealed, in writing, to the Finance and Administrative Services Committee. The final decision for an appeal on grant funding \$3000.00 and under will be made by the Finance and Administrative Services Committee. An appeal form must be provided to all constituency groups.
- 4.29 The Board may decide to top up funding for a student union through a Board line item (e.g. events or advocacy board budget) through the Special Funding Request Policy, in exceptional circumstances.
- 4.30 Decisions of the Student Union Organiser may be appealed, in writing, to the Finance and Administrative Services Committee
- 4.31 The Board of Directors may suspend the activities of any Union found to have violated any Society By-law, Rule, Standing Order or Administrative Policy.
- 4.32 All trust accounts must be established with the SFSS, except under extenuating circumstances they may establish an external bank account with the following stipulations:
- (a) SFSS Student Union Organiser may be one of the trustee
 - (b) Departmental Student Union must disclose bank account numbers to the SFSS Student Union Organiser

- (c) Monthly bank financial statement must be submitted to the SFSS Student Union Organiser
- (d) Semesterly financial report must be submitted to the VP Finance and Student Union Organiser

4.33 If specifically provided in the organization's Constitution or policies, a Union may permit voting by teleconference or videoconference.



MGP-5: CONFERENCE FUNDING

<i>POLICY TYPE: MEMBER SERVICE & GROUPS POLICY</i>		
<i>POLICY TITLE: CONFERENCE FUNDING</i>		
<i>POLICY REFERENCE NUMBER: MGP-5</i>		
Adopted: June 12, 2020 Next Scheduled Revision: June 2021 Previous Revisions		
Position	Signature	Date
Board President		

5.1 The Society shall maintain a Travel/Conference Fund that shall be administered by the Society’s Student Union Organiser Office.

5.2 Between May first and April 30th each year, each Society member shall be limited to two travel awards of up to \$100 in total.

5.3 Travel/Conference awards may be used for the following expenses:

- (a) conference registration fees,
- (b) admission and related fees,
- (c) commercial accommodation, and
- (d) out-of-town transportation costs to and from the conference.

5.4 Travel and Conference funding is for extra curricular conferences and cannot be used for work placement or co-op placements, field schools, or employment-related travel.

5.5 Applications shall be made in advance of the conference to the Student Union Organiser Office on the appropriate form, and shall be accompanied by a copy of the minutes of a meeting of the members’ union that clearly indicates endorsement of the application.

- (a) Applications must be approved by a vote of the member’s union in the same fiscal year in which the conference is held.

Date Approved: 2020-06-12

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5.6 Applications shall be approved on a first-come, first-served basis.



MGP-6: GROUP RECOGNITION POLICY

<i>POLICY TYPE: MEMBER SERVICE & GROUPS POLICY</i>		
<i>POLICY TITLE: GROUP RECOGNITION POLICY</i>		
<i>POLICY REFERENCE NUMBER: MGP-6</i>		
<i>Adopted: June 12, 2020</i> <i>Next Scheduled Revision: June 2021</i> <i>Previous Revisions</i>		
Position	Signature	Date
Board President		

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

6.2 The Simon Fraser Student Society recognizes the Simon Fraser Student-Athlete Advisory Committee (SAAC) as a representative body of undergraduate student athletes at Simon Fraser University.

6.3 The Simon Fraser Student Society recognizes the Graduate Student Society as the official representative group of graduate students at Simon Fraser University. We strive to foster a positive and collaborative relationship with the GSS and work together in advance of shared undergraduate and graduate student interests.

6.3 The Simon Fraser Student Society recognizes the on-campus affiliated organizations such as the Simon Fraser Public Interest Research Group (SFPIRG), CJSF, Embark Sustainability and the Peak as vital independent student societies of the SFSS that share undergraduate membership with the SFSS. They also share graduate student membership with the Graduate Student Society. We strive to foster a positive and collaborative relationship with these independent student societies at SFU.