

1. CALL TO ORDER

Call to Order – 2:33PM

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), Sḵwḵwú7mesh Úxwumixw (Squamish), Selílwitulh (Tsleil-Waututh), k^wik^wəłəm (Kwkwetlem) and ḳícəy (Katzie) Nations. Unceded means that these territories have never been handed over, sold, or given up by these nations, and we are currently situated on occupied territories.

3. ROLL CALL OF ATTENDANCE

3.1 Board Composition

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

3.2 Society Staff

Campaign, Research, and Policy Coordinator	Sarah Edmunds
Communications Coordinator	Sindhu Dharmarajah
Transition Manager	Lawrence Jones
Administrative Assistant	Somayeh Naseri

3.3 Guests

Auditor	Gary Wozny
Auditor	Pamela Felix

4. ADOPTION OF THE AGENDA

4.1 MOTION BOD 2020-08-21:01

Matt/Sude

Be it resolved to adopt the agenda as amended.

CARRIED AS AMENDED unanimously

- Strike Discussion Item 8.4 Student Union/Constituency Group Donation
- Add Discussion Item: 8.5 Expectations for Board Hours and Meeting Attendance
- New Business: 6.9 Medical Fee Reimbursement for International Board members, 6.10 SFSS Branding, 6.11 Approval of AAC Annual Plan and 6.12 Trial of Chrome Extension Tactic

5. NEW BUSINESS

5.1 BOD and Issues Policies Amendment – MOTION BOD 2020-08-21:02

Gabe/Emerly

Be it resolved that the SFSS BOD that Issues Policies amendment be read: POLICY REVIEW AND APPROVAL PROCESS Each policy will be reviewed annually. Where no change is required, the policy will remain in its current state. Where need or opportunities for improvement arise, policy shall be created, changed, or repealed as outlined in Board Policies R-1.

CARRIED unanimously

5.2 Approving the Audit Report – MOTION BOD 2020-08-21:03

Corbett/Balqees

Whereas the Finance and Administrative Services Committee has received and reviewed the draft audited financial statements;

Whereas the Board reviewed the statements with the auditor on August 14th, 2020;

Be it resolved that the Board approve the draft audited financial statements.

Be it further resolved that the financial statements be signed by the President and the VP Finance.

CARRIED unanimously

5.3 Accessibility Coordinator – MOTION BOD 2020-08-21:04

Jennifer/Corbett

Whereas the Accessibility Advisory Committee passed a motion to recommend to the Board to hire an Accessibility Coordinator by the end of the SFSS 2020-2021 fiscal year;

Be it resolved that the SFSS Board of Directors commit to hiring an Accessibility Coordinator by the end of the SFSS 2020-2021 fiscal year.

CARRIED unanimously

5.4 Fall 2020 Annual General Meeting – MOTION BOD 2020-08-21:05

Gabe/Matt

Be it resolved that the Board of Directors call the 2020 SFSS Annual General Meeting for Monday, October 26th, 2020 at 3:30 PM.

CARRIED unanimously

5.5 By-Law Review Council Transformation – MOTION BOD 2020-08-21:06

Gabe/Matt

Whereas Council is currently outlined as an advisory body to the Board of Directors in the SFSS By-Laws;

Whereas Council serves as a critical channel within the SFSS to hold elected Board members accountable for their decisions;

Whereas there have been growing calls to action for Council to be further empowered as an oversight body in the SFSS By-Laws;

Whereas this Board is currently undergoing a By-Law review process, and will be recommending By-Law changes at the Fall 2020 Annual General Meeting, with the potential for further By-Law amendment proposals in the Spring 2021 semester;

Whereas the Board is committed to the values of transparency, accountability, and democratic process, and seeks to see these values entrenched in the future of this organization.

Be it resolved that the Board of Directors, as part of the By-Law Review process, support in principle the increasing of Council's oversight and accountability abilities within the By-Laws.

Be it further resolved that the Board of Directors work alongside Council throughout this process and commit the required amount of time and resources to draft the necessary By-Law reforms to present to the SFSS membership at the Fall 2020 Annual General Meeting.

Be it further resolved that if these reforms are not completed in time for the Fall 2020 Annual General Meeting, that the Board defer these proposals to the Spring 2021 semester.

POSTPONED

**5.6 Accessibility Designated Assistant Hiring Committee – MOTION BOD 2020-08-21:07
Jennifer/Gabe**

Be it resolved to appoint Jennifer Chou, and Sude Guvendik to the Accessibility Designated Assistant hiring committee.

CARRIED AS AMENDED unanimously

**5.7 Club and Student Union Terms of Reference – MOTION BOD 2020-08-21:08
WeiChun/Sude**

Whereas the SFSS Member Services requires the up-to-date Terms of References for Clubs & Student Unions to be approved by the Board;

Be it resolved to approve the SFSS Clubs Terms of Reference as presented.

CARRIED unanimously

**5.8 Approving the FASC Annual Plan – MOTION BOD 2020-08-21:09
Corbett/WeiChun**

Whereas the Finance and Administrative Services Committee has drafted, reviewed, and recommended an annual plan for the committee;

Be it resolved that the Board approve the FASC Annual Plan.

CARRIED unanimously

**5.9 Medical Fee Reimbursement for International Board Members – MOTION BOD 2020-08-21:10
Samad/Sude**

Whereas Board members stipends are taken into consideration for the calculation of Employer Health Tax (EHT),

Whereas Board members who are domestic students are covered under the new BC EHT system, but Board members who are international students still subject to pay for international student health fees.

Be it resolved to reimburse Board members for international student health fees from the start of their Board term and onwards.

Be it further resolved to task VP Finance to enforce appropriate reimbursement guidelines for this reimbursement procedure.

CARRIED unanimously

- CPRC suggested that there might be a conflict of interest in Board members due to the nature of this motion
- Five Abstentions

5.10 SFSS rebranding – MOTION BOD 2020-08-21:11

Samad/Nafoni

Whereas the idea of SFSS rebranding was discussed in the August 7 Board meeting and it was proposed to create a working group to take in this task.

Be it resolved to create SFSS rebranding working group.

Be it further resolved to appoint Samad Raza, Jennifer Chou, Weichun Kua, Matthew Provost and Haider Masood as the members of this working group.

CARRIED/NOT CARRIED/CARRIED AS AMENDED

5.11 Approving the AAC Annual Plan – MOTION BOD 2020-08-21:12

Jennifer/Emerly

Whereas the Accessibility Advisory Committee has drafted, reviewed, and recommended an annual plan for the committee;

Be it resolved that the Board approve the ACC Annual Plan.

CARRIED unanimously

5.12 Trial of Chrome Extension Tactiq – MOTION BOD 2020-08-21:13

Corbett/Matt

Be it resolved to approve the trial of Tactiq chrome extension for the purposes of meeting transcription and minute taking.

CARRIED unanimously

6. PRESENTATIONS

6.1 By-Law Review

- See PowerPoint attachment

7. NOTICE OF MOTION

7.1 Privacy Policies

Be it resolved that the Board of Directors adopt SFSS Privacy Policies as attached.

Be it further resolved, as per R-2.6 of SFSS Board Policies, to amend R-2.5 to include "SFSS Privacy Policies" as part of Administrative Policies.

8. DISCUSSION ITEMS

8.1 FIC-SFSS Membership

- 2-year agreement with Fraser International College-SFSS membership will be expiring in January 2021
- Faculty of Representative (Communication, Art and Technology) believes that its very difficult being an international student along with not being able to enjoy the benefits of the SFSS
- Benefits of SFSS would include having UPASS, Health and Dental plans

- SFSS President agrees that it would be mutually benefiting if the SFSS amends the terms of reference for membership
- VP University Relations believes this amendment can be integrated into the by-law review

**Faculty Representative (Business) left at 5:30PM*

8.2 Zoom Meeting Transcription

- Chrome has an extension which transcribe meetings which would allow easy minute taking
- Transition Manager believes this extension would be beneficial for all meetings
- Motion to be passed in order to start a trial of using this chrome extension

**Faculty Representative (Communication, Arts and Technology) left at 6:00PM*

8.3 SUB Safety/Return to Work Plan

- Considering the new Fall semester starting soon a return to work notice must be given to Staff and student groups
- Given the increase cases in COVID and increase of the number of people going back on campus due to classes starting, the SFSS will continue to be working remotely
- The Board and Staff are working on drafting safe return to work policies for the SUB

8.4 Student Union and Constituency Group Donations

- In the summer, the Board suspended the policy around donations using core funding
- Recently, this policy was un-suspended and VP Finance contacted MSC Unions to get some data of which student group donated
- Just over \$5500 in donations were given from different 29 student /constituency groups to 16 different societies

8.5 Expectations for Board Hours and Meeting Attendance

- With 1/3 of the Board term being over, the SFSS President just wanted to clarify some expectations going forth
 - Executives members should spend around 30 hours a week working on SFSS related items
 - Faculty and At-Large members are expected to spend around 15 hours a week in SFSS related items
- SFSS President is concerned about commits around other work being taken on (i.e jobs, co-op or other commitments)
 - If your other commitments are hindering your elected position as a Board member of the SFSS then you need to reconsider your commitment

9. UPDATES

9.1 Events Committee

10. ATTACHMENTS

- SFSS Club Terms of Reference_04-20-20
- [DRAFT] SFSS Privacy and Information Management Policies

11. ANNOUNCEMENTS

- Next Board meeting September 4th at 1:00 PM

12. GUEST 30 MIN Q&A

13. ADJOURNMENT

13.1 MOTION BOD 2020-08-21:14

Gabe/Corbett

Be it resolved to adjourn the meeting at 6:29 PM.

CARRIED

Simon Fraser Student Society Club Terms of Reference

Table of Contents:

- 1. Purpose and Goals**
- 2. Club Name**
- 3. Statement of Agreement**
- 4. Violence and Harassment Prevention**
- 5. Membership and Suspension of Membership**
- 6. Executives**
- 7. Elections and By-elections**
- 8. Interviews and Process**
- 9. Meetings**
- 10. Finance and Ownership of Assets**
- 11. Turnover**
- 12. Disciplinary procedures**
- 13. Co-curricular Record**
- 14. Expiration**
- 15. Agency**
- 16. Review and Approval**

1. Purposes and Aims

- a. The purpose of a club is to bring together a diverse group of Simon Fraser University (SFU) and Fraser International College (FIC) students who share a common interest, specific to the established mandate of the club.
- b. Clubs must adhere to the Simon Fraser Student Society (SFSS) by-laws, policies and regulations as well as SFU policies. The approval of clubs will be at the discretion of the SFSS Member Services Club Coordinators.
 - i. Clubs can only be initiated by SFSS Members (not including FIC students)
- c. Club events shall be reasonably related to the established mandate of the club.

2. Club Name

- a. The official name of the club shall be the name provided in the club proposal submitted online and approved by a Member Services Club Coordinator. The name shall not include profanity or any other offensive words. No other name, except a logical acronym or initialism of their name shall be used in the advertising or representation of the club.

3. Statement of Agreement

- a. 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. Clubs are not permitted to establish their own Club Constitutions or any variation of such. An informal set of club rules may exist, but the SFSS Club Terms of Reference supersedes any club rules.
- b. Clubs are not allowed to enter into contractual agreements, unless they are approved by the SFSS; where there may be a conflict, this document will take precedent.
 - i. Clubs must notify the Member Services Club Coordinators of any extraneous agreements they attempt to enter into, within 5 days of receiving the contract from the third party. The contract must be approved by the SFSS prior to actually entering into the agreement.
 - ii. Any agreements that have not been approved by the SFSS will result in any events or projects being cancelled and the club being suspended, at the discretion of the SFSS Board & Staff.

4. Violence and Harassment Prevention

- a. The SFSS is committed to providing a safe, healthy, and supportive environment by treating its staff and members with respect.
- b. The SFSS will not tolerate any form of violence, harassment, or abuse directed towards members of the SFSS staff, SFSS Board of Directors, and the general membership. This includes any inappropriate conduct or comments made towards the SFSS staff or the SFSS Board of Directors.
- c. Harassment is defined as comments or conduct which a person knows or ought to know is unwelcome and creates an intimidating or hostile environment. Harassment can occur through many different channels, including but not limited to: verbal, electronic and digital communications; and personal and all SFSS accounts (email, social media etc.)
- d. Any incidents of violence or harassment will be documented and the appropriate parties and authorities will be notified, which may include SFU departments. Following, the SFSS will thoroughly investigate the incident and if warranted, corrective action will be taken at the discretion of the SFSS.

5. Membership and Suspension of Membership

- a. Membership shall be open to all undergraduate SFU students in good standing (as per SFSS By-Law 2: Membership) with the Simon Fraser Student Society, and Fraser International College (FIC) students, (FIC Students are not allowed to run for executive positions).
 - i. FIC students will have access to SFSS services and clubs, but they will not be considered members until they transfer to SFU.
- b. No restrictions will be placed on holding a membership on any ground enumerated in the Canadian Charter of Rights and Freedoms or the British Columbia Human Rights Code.
- c. A member may be suspended from the club by a vote of the majority (above 50%) of the voters **and** the majority of the executives through an in-person or online vote. The duration of the penalty must be determined before the expulsion vote is conducted. Alternatively, the Member Services Club Coordinators reserve the right to expel a member without the club/executive majority vote, if the member's behaviour is deemed to be severe enough to warrant that consequence.
- d. The intent to suspend a member must be reported to the Member Services Club Coordinators through email within 48 hours of the decision being made. The reasons for suspension will be reviewed to ensure there was just cause.
 - i. Executives must call a meeting with at least 1 weeks' notice to formally vote on the motion to suspend a member and record that specific meetings' minutes. Minutes must be emailed to the Member Services Club Coordinators promptly.
- e. A suspended member has the right to appeal and may rejoin the club if another vote is held and the majority of the voters and the majority of the executives permits this.
 - i. To appeal, the suspended member may email the Member Services Club Coordinators stating their full name, the club name, the date of suspension, the reason for suspension, and the reasons they are appealing the suspension.
 - ii. All appeals must be submitted within 10 days of the suspension, otherwise the member's right to appeal is revoked.

6. Executives

- a. The executives shall include at least two SFSS members in good standing acting in leadership capacity within the club.
- b. A person is eligible to run for an executive position if they meet the following criteria:
 - i. Are in good standing, as per the SFSS By-Law 2: Membership.
 - ii. Have not been associated with a group that advocates or advocated for anything that goes against the SFSS values and guiding principles, and/or the values of the club.
 - iii. Any other criteria deemed appropriate and reasonable by the Member Services Club Coordinators.
- c. The executives shall be voted into their positions via an election or by-election, OR through an interview process (see **section 7** and **section 8**).
- d. Responsibilities of the executive members include, but are not limited to the following roles:
 - i) Presidential: shall conduct all executive or general meetings; is an ex-officio member of all committees within the club; is responsible for promoting the club to the campus community.
 - ii) Secretarial: shall record the minutes of all meetings; is responsible for club correspondence.
 - iii) Financial: keeps a record of allocation of club funds; periodically checks and updates the club asset list; shall give an account of the club's financial standing and make the record books open to the club or to the SFSS if requested to do so.

- e. Any executive member may be impeached from the club by a vote of the majority (above 50%) of the voters and the majority of the executives through an in-person or online vote. The duration of the penalty must be determined before the expulsion vote is conducted.
- f. An impeached executive member has the right to appeal and may rejoin the club if another vote is held and the majority of the voters and the majority of the executives permits this.
- g. The intent to impeach an executive member must be reported to the Member Services Club Coordinators through email within 48 hours of the decision being made. The reasons for impeachment will be reviewed to ensure there was just cause.
 - i. Executives must call a meeting with 1 weeks' notice to formally vote on the motion to impeach an executive member and they must record meeting minutes. These minutes must be emailed to the Member Services Club Coordinators.
 - ii. Whether or not the impeached executive may remain a general member will be decided on a case by case basis, at the discretion of the club executives and the Member Services Club Coordinators.

7. Elections and By-Elections:

- a. If using an election process, executives must be elected by the club and SFSS membership with a majority vote. An election must be held at least once per year at a regularly scheduled time.
- b. The results of any election are recorded and emailed to the SFSS Student Centre Administrative Assistants (studentcentre@sfss.ca) within 1 week of the election closing.
 - i. FIC students are unable to hold executive positions, as they are not SFSS members.
 - ii. FIC students who are transferring to SFU and who can provide their letter of acceptance to SFU can run for executive positions.
- c. In-person votes may be cast by secret ballot or a simple show of hands. Majority vote wins. In case of a tie, the chair casts the deciding vote, or the member with the least votes drops out and votes are recast.
- d. For positions where only one person is nominated, a yes/no vote shall be held.
- e. If for any reason an executive position becomes vacant, a by-election for that position will be held. This is not required if less than one month is left before the next scheduled election; instead, a member may be appointed to the position temporarily by the executive. Meeting minutes must be given to the SFSS Student Centre Administrative Assistants, detailing the meeting and the voting results.
- f. Candidates may campaign and are allowed to promote themselves on social media but they may not solicit people for votes in a manner deemed aggressive or bothersome as they may face disqualification if there are multiple complaints.

8. Interview Process

- a. As an alternative to elections, clubs can choose executives based on an a fair interview process that adheres to the following set of rules:
 - ii. A minimum of 2 current executives must conduct the interviews.
 - iii. The executive positions shall be open to all SFSS members in good standing, and not limited to only club members.
 - iv. A job description shall be developed for each executive position, based on the required knowledge, skills, and abilities for that role.
 - v. The posting for the executive positions be must be shared with the SFU community (through the club website, social media, posters, etc.) at least one week before the application deadline, and before interviews are scheduled with the candidates, giving them enough time to apply and prepare for interviews. The postings must indicate that they are unpaid volunteer positions, and that executives will not receive compensation for their work.

- vi. The applications must be screened based on the job description and the candidate's ability to meet the requirements of the job application. The most qualified candidates must be chosen for interviews and must be notified of their scheduled interview at least 48 hours before it takes place. The same set of interview questions must be used for all candidates; interviewers may ask follow-up questions based on candidates' answers, provided that they are not unreasonably difficult. The interview questions must be prepared in advance and must be related to the job description and the relevant knowledge, skills, abilities, and experience required for the role. The interview questions may not be provided to any of the candidates ahead of time, or shared with anyone other than the executives conducting the interviews.
- vii. During the interviews, all candidate's answers must be documented by the interviewees. The interview documentation must be kept on file for by the club at least one year following the interviews, and must be made available to Member Services Club Coordinators at any time they are requested.
- viii. Interviews must take place, with ensured privacy for all participants involved. The interview must be reasonably comfortable for all participants and held in a feasibly private space, so as not to negatively impact the interviewee's performance. If the interview is in-person, the interview must be held where other candidates cannot overhear the questions or answers of the interviews and the location must be clearly marked with signage so that candidates can easily find it.
- ix. Member Services Club Coordinators have the right to audit the interviews at any time by sitting in on interview sessions.
- x. The successful candidates must be selected within a week after the last interview and must be notified within 48 hours of the decision being made. Unsuccessful candidates must be notified that they were not selected for the role within 48 hours of the decision being made.
- xi. If an unsuccessful candidate wishes to dispute the outcome of the interviews based on the claim that the interview and selection process were unfair, they must do so within 5 business days of the date that they were notified of the interviewers' decision. All disputes must be handled by the SFSS and an executive representative from the club. A request for an appeal must be sent through email to Members Services Club Coordinators. The interviewers must provide documentation of the job description and interview records for the applicant who is appealing, within 1 week of being asked to provide the documents, or the club will face suspension. SFSS will review the circumstances and make a final decision.

9. Meetings

- a. For clubs with an active membership base where general meetings are held, the quorum for a club meeting is two executives and at least 30% of confirmed members.
- b. The membership base should be informed at least a week in advance of the details of general meetings (date, time, location) using electronic mail, club websites, posters, etc.
- c. Meeting minutes should be sent out to club members within a week after the meeting.
- d. For clubs that do not have general meetings that include official members, at least the majority of executives must attend the executive meetings.

10. Finances and Ownership of Assets

- a. Club finances and assets shall be overseen by the SFSS.
- b. All funds and monies received by the clubs must be deposited through their club trust account.

- c. If a club chooses to open an external bank account, the SFSS takes no responsibility over the account and the club executives shall jointly be responsible for the management of the account and is liable to all outstanding fees, charges, debits.
- d. All clubs shall be non-profit and self-sustaining
- e. Assets refer to anything of monetary value. Assets can be, but are not limited to, capital/fixed, and they can be tangible or intangible.
- f. All assets that are purchased using funding provided by the SFSS belong to the SFSS. Clubs may use the assets until the club dissolves or expires.
 - i. If a club dissolves or expires, the assets must be brought to the Student Centre and returned.
- g. No student is allowed to keep club assets as their own personal property. If a student ceases to be a member or executive of a club, they must return the assets to the current executives of the club or to the SFSS within 14 days of ceasing to be a member. Failure to do so constitutes theft and such actions will be reported to the appropriate authorities.
- h. The SFSS will not be liable for lost or stolen personal items
 - i. Clubs are expected to take reasonable measures to ensure the safety and security of their own assets, including but not limited to locking up belongings, refraining from sharing passwords, lock combinations and keys, avoiding keeping valuables and money in shared office spaces, etc.
 - ii. If items are lost or stolen the SFSS is under no obligation to replace those items or reimburse the clubs for the replacement costs.
 - iii. If a theft does occur, the incidents must be documented (photographs, details of dates and times of incidents) and immediately reported to the SFSS and SFU Security. Clubs should keep receipts, photographs, serial numbers, and any other records of all SFSS purchased assets valued at \$100 or over.

11. Turnover

- a. It is the responsibility of the current/outgoing club executives to ensure the proper turnover of their club to new executives; they must train the incoming executives to ensure that they are proficient in their role and understand what is expected of them in order for the club to function. This includes but is not limited to:
 - i. Updating the executive list in the Club Portal (see 11 b).
 - ii. A club training procedures document on what the executive roles entail.
 - iii. Training on the SFSS Club Terms of Reference.
 - iv. Passing on social media accounts and external bank accounts.
- b. The SFSS Student Centre should be notified of executive changes within 1 week of the changes being made. This can be completed by emailing studentcentre@sfss.ca and requesting to update the information in the executive database listing.
 - i. Only current club executives can add new executive members or remove old ones.
 - ii. For each person added to the executive list, they must provide their: full name, SFU email, phone number, club position title and club position authorities.
 - iii. Only 3 executives can have room booking authorities; 2 executives can have fund/facilities authorities, and 1 executive can have club email account authorities, and all executives can have membership authorities.

12. De-constitution/Dissolution

- a. The SFSS Member Services Coordinators and General Manager may de-constitute a club on the basis of any of the following:
 - i. violation of the SFSS Clubs Terms of Reference, SFSS Constitution, SFSS Bylaws, or BC Society Act or University Act;
 - ii. failure to have any activity in the club portal for one year (e.g. room booking requests, executive changes, or financial transactions)

- iii. having less than ten (10) confirmed members, and/or having less than 2 confirmed executives;
- iv. a history of poor financial management, history of poor governance, poor punctuality in communication of required documents, and/or behavioural concerns;
- v. failure to renew the club;
- vi. failure to adhere to its mandates and goals;
- vii. suspicion of interference from an external organization;
- viii. promoting discrimination, contempt, or hatred, of any group or person based on their sex, sexual identity, gender identity or expression, racialization, age, family status, marital status, religion, faith, ability, disability, national or ethnic origin, Indigeneity, immigration status, socio-economic status, class, language, political affiliation, social affiliation, other personal characteristics, or any other similar factor; and
- ix. other reasons as determined by the SFSS Member Services Coordinators and General Manager.

13. Co-Curricular Record

- a. Club executives who complete a minimum of 10 hours per semester of club related activities such as event planning, club administration, tabling, or equivalent activities are eligible for their club involvement to be listed on SFU's Co-Curricular Record (CCR). They must also be listed as a club executive in the Club Portal, and they must complete the SFSS Canvas course training.
- b. To get their club executive role listed on the CCR, club executives must fill out the CCR request survey that is emailed out by the specified deadline each semester and answer it with accurate and honest information.
 - i. The Member Services Club Coordinators reserve the right to audit the information provided by club executives to verify their listed activities. If it is found that a club executive does not meet the eligibility requirements, they will not be provided with CCR credit for that role.
- c. Club executives who are executives of multiple clubs must submit a separate request for each role and club.

14. Expiration

- a. After a club is inactive or "Awaiting re-registration" status for 1 year from the club turnover date (September 1), the club will be deemed expired.
- b. When a club has expired, the executives will be notified. The trust account funds and assets shall become the property of the SFSS at that point.

15. Agency

- a. The SFSS welcomes club's diverse views and beliefs, but clubs are not an agent of the SFSS.

16. Review and Approval

- a. The SFSS reserves the right to amend this document at any time and we will notify club executives of any changes that are made through email. The SFSS Club Terms of Reference will always include the last revision date. If a club wishes to govern the club in a way that conflicts with the SFSS Club Terms of Reference, the executives can bring forward a request to review the terms they wish to add or change, which will be subject to the approval of the Member Services Club Coordinators.

* General meetings are meetings that include members and executives

** Executive meetings are meetings with only executives

PURPOSE OF THESE POLICIES

The goal of this document is to establish the Simon Fraser Student Society's commitment to collect, use, disclose, ensure accuracy of, protect, and retain any and all personal information under control of the Society in the manner established by the *Personal Information Protection Act*.

Purpose is to also highlight how the SFSS gathers, uses, discloses and manages privacy information of SFU students, SFSS staff and Board members. This policy strives to ensure that personal and sensitive information is handled in a way that is compliant with the PIPA.

SFSS has the authority to collect, use and disclose information for the same purposes for which are reasonable, including managing employment relationships. SFSS will take reasonable security measures to protect information in its possession

P-1: PERSONAL INFORMATION AND PRIVACY POLICY

Policy

This policy aims to establish the standards according to which all SFSS processes will collect, use, disclose, ensure accuracy of, protect, and retain personal information, ensuring thereby that all obligations under British Columbia's *Personal Information Protection Act* (PIPA), and Canada's *Personal Information Protection and Electronic Documents Act* (PIPEDA) only if personal information crosses provincial or national borders, are respected.

The Campaigns, Research, and Policy Coordinator serves as the Privacy Officer of the Simon Fraser Student Society (SFSS).

Definitions

1. 'Personal information' means information about an identifiable individual which includes, but is not limited to names, home addresses and telephone numbers, age, sex, gender identity, marital or family status, SIN, identifying number, race, national or ethnic origin, colour, religious or political beliefs or associations, educational history, medical history, disabilities, blood type, employment history, financial history, criminal history, anyone else's opinions about an individual, an individual's personal views or opinions, and name, address and phone number of parent, guardian, spouse or next of kin. Personal information includes employee personal information but does not include workplace contact information or *work product information*.
2. 'Work production information' means information prepared or collected by an individual or group of individuals as a part of the individual's or group's responsibilities or activities related to the individual's or group's employment or business but does not include personal information about an individual who did not prepare or collect the personal information. Work product information may be written or verbal information.
3. 'Privacy Officer' means the individual designated responsibility for ensuring that the SFSS complies with this policy and with the obligations of PIPA.

Standards

4. The Society will ensure that:
 - a. the purpose for the collection, use, and disclosure of any personal information is clear or evident,
 - b. the process for obtaining consent for the collection, use, and disclosure of personal information is clear or evident,

- c. the collection, use, and disclosure is limited to what is necessary for the conduct of its operations and to establish and manage employment relationships,
- d. requestors reserve the right to maintain access to and request the correction of their personal information,
- e. the personal information it collects is accurate,
- f. the personal information it collects is protected,
- g. the personal information it collects is retained in a manner consistent with applicable regulations,
- h. there are clear schedules for the retention and destruction of the personal information it possesses,
- i. Directors, staff, and volunteers are trained so as to ensure they comply with the requirements of this policy,
- j. annual privacy audits of Society will be conducted,
- k. there are procedures for the prevention, reporting, containment, remediation and notification of an information incident, and
- l. complaints, inquiries, or requests for the access to, correction of and/or removal of personal information

Purpose of collection

5. Personal information will only be collected, used, or disclosed where required by the provision of Society services or programming, or the Society's adherence to its legal obligations.

Process for obtaining consent

6. The Society will obtain consent to collect, use, or disclose personal information at the time of collection, except for the purposes of, for instance:
 - a. acquiring the SFSS member registry, and
7. Subject to certain exceptions (e.g. the personal information is necessary to providing a service or product, or the withdrawal of consent would frustrate the performance of a legal obligation), clients can withhold or withdraw their consent.
8. The SFSS shall ensure that 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."

Limitations on collection, use, and disclosure

9. The Society will only collect, use, or disclose personal information where necessary to fulfill the purposes identified at the time of collection or for a purpose reasonably related to those purposes such as the conduct of surveys intended to enhance the provision of our programs and services.

Access to personal information and requests for correction and removal of personal information

10. Clients have the right to access and request to correct and remove their personal information.
11. A request to access personal information must be made in writing and provide sufficient detail to identify the personal information being sought.
 - a. Such a request shall be responded to within 30 days.
12. A request to correct or remove personal information must be made in writing and provide sufficient detail to identify the personal information being sought.
13. A minimal fee of no more than one dollar may be charged for providing access to personal information.
14. The Society will respond to requests from requestors no later than 30 days after the requestor's request, unless:
 - a. the request is not detailed enough to identify the personal information requested,
 - b. a large amount of personal information is requested or must be searched and meeting the time limit would unreasonably interfere with the operations of the Society, or
 - c. more time is needed for the Society to consult with another organisation or public body to decide whether or not to provide the requestor access to the requested document or information.
15. If a request is refused in full or in part, we will provide the reasons for refusal and the recourse available to the requestor. Requests may be denied if they reveal personal information about another individual, threaten the safety and/or health of another individual, or reveal third party information without their consent, among other things.

Assurances of accuracy

16. The Society will make every reasonable effort to ensure that the personal information it uses is accurate and complete. Upon request by an individual to whom information relates, the Society will correct or annotate the information with a correction when documentary evidence, satisfactory to the Society, is provided to substantiate the correction.

Assurances of protection

17. The Society will protect personal information by making reasonable security arrangements to prevent the risk of unauthorized collection, access, use, disclosure or disposal of personal information.

Assurances of retention

18. The Society will retain personal information for a period of at least one year.

Schedule for retention and destruction of personal information

19. The schedule for retention and destruction of any and all personal information in the control of the Society will be outlined in SFSS Personnel Policies.

Training for Directors, staff and volunteers

20. The Society will provide training to Directors, staff and volunteers upon hire on the SFSS Privacy Policies. New Directors, staff and volunteers are required to provide their signature indicating they have completed the aforementioned training during orientation. Current Directors, staff and volunteers are required to provide their signature upon completion of the aforementioned training.

Privacy audits

21. Annual privacy audits of Society operations will be conducted by the Privacy Officer to ensure that the Society is compliant with Society policies and procedures, and that there is continuous improvement in privacy and information management practices.

Information incident

22. The Society will establish an information incident procedure, which will include steps on preventing (including risk identification), reporting, containing, remediating, and notifying those affected of an information incident.

Complaints, inquiries or requests

23. Complaints, inquiries, or requests for the access to, correction of and/or removal of personal information should be directed, in writing, to the Campaigns, Research and Policy Coordinator, who is the Privacy Officer of the Society. If the Privacy Officer is unable to resolve the concern, the Information and Privacy Commissioner of British Columbia may be contacted. The Privacy Officer may be contacted by email at policy.research@sfss.ca.

P-2: REQUESTS FOR SOCIETY RECORDS

POLICY TYPE: PRIVACY AND INFORMATION MANAGEMENT POLICY
POLICY TITLE: REQUESTS FOR SOCIETY RECORDS
POLICY REFERENCE NUMBER: P-2

Adopted: January 9, 2020
Previous Revisions

Position	Signature	Date
President		

Policy

The Privacy Officer is responsible for administering all requests for Society records from members.

The President is responsible for administering all requests for information from the public.

Supports

1. Members
2. Public

Definitions

1. 'Society records' refers to a record the Society is required to keep as per section 20 of the *Societies Act*.

Process

2. Where a requestor wishes to request Society records not available on the Society website, that requestor must submit a Society Record Request Form - the Privacy Officer must submit to the requestor such form.
3. Where the requestor is a member, the Privacy Officer will:
 - a. consult with the requestor for additional details where required,
 - b. collect the documents requested, ensuring no sensitive information or personal information is included in the package,

- c. coordinate the time and place where the requestor may access and review the requested documents in accordance with Society by-laws or, where appropriate, provide the requestor with the documents in electronic format, and
 - d. retrieve the documents after the requestor is finished their review where those documents are made available on location.
- 4. Where the requestor is external to the Society, the President will:
 - e. consult with the Board,
 - f. refer the request to the Privacy Officer with direction on how to proceed.

DRAFT

P-3: REQUESTS FOR MEMBER INFORMATION

POLICY TYPE: PRIVACY AND INFORMATION MANAGEMENT POLICY

POLICY TITLE: REQUESTS FOR MEMBER INFORMATION

POLICY REFERENCE NUMBER: P-3

Adopted: January 9, 2020

Previous Revisions: April 3, 2017

Position	Signature	Date
President		

Policy

The Privacy Officer is responsible for administering all requests for member information from Directors, staff and members.

The President is responsible for administering all requests for information from the public.

Standards

1. Requests for member information may only be made in accordance with the standards contained in P-1: Personal Information and Privacy Policy.
2. Unless otherwise required by law, requests for member information regarding an individual other than one's self will be denied unless the requestor has express written permission from the individual of who the personal information pertains to.

Clients

1. Directors
2. Staff
3. Members
4. Public

Process

3. Where a requestor wishes to request personal information about a staff, Director or member of the Society, including but not limited to information regarding the membership or student status of a person, they must complete a Member Information Work Order.
4. Where the requestor is a Director or staff person, the Privacy Officer will:

- a. consult with the requestor for additional details where required,
 - b. collect the documents requested, ensuring no sensitive information is included in the package,
 - c. coordinate the time and place where the requestor may access and review the requested documents or, where appropriate, provide the requestor with the documents in electronic format, and
 - d. retrieve the documents after the requestor is finished their review where those documents are made available on location.
5. Where the requestor is external to the Society, the President will:
- a. consult with the Board,
 - b. refer the request to the Privacy Officer with direction on how to proceed.

DRAFT

P-4: REQUESTS FOR GENERAL INFORMATION

POLICY TYPE: PRIVACY AND INFORMATION MANAGEMENT POLICY

POLICY TITLE: REQUESTS FOR GENERAL INFORMATION

POLICY REFERENCE NUMBER: P-4

Adopted: January 9, 2020

Previous Revisions: April 3, 2017

Position	Signature	Date
President		

Policy

The Communications Coordinator is responsible for administering all requests for general information from Directors, staff and members.

The Administrative Services Department Liaison is responsible for administering all requests for information from the public.

Standards

1. Requests for general information will be received and handled by the Communications Coordinator, and forwarded to the appropriate staff person if necessary.
2. The Privacy Officer will handle any requests for information that concern member, staff or Director privacy and personal information in accordance with the standards contained in P-1: Personal Information and Privacy Policy.

Clients

1. Members
2. Public

Process

3. Where a requestor wishes to request general information about the Society that is not otherwise regarding a Society record or the personal information of a staff, Director or member of the Society, they must complete a Feedback Form.
4. Where the requestor is a member, the Communications Coordinator will:
 - a) consult with the requestor for additional details where required,
 - b) forward the request to the most appropriate staff member,

- c) provide the information requested, ensuring no sensitive information is included,
 - i. if a document is requested, collect the document requested, ensuring no sensitive information is included in the package,
 - ii. coordinate the time and place where the requestor may access and review the requested documents or, where appropriate, provide the requestor with the documents in electronic format, and
 - iii. retrieve the documents after the requestor is finished their review where those documents are made available on location.
- 5. Where the requestor is external to the Society, the President will:
 - a. consult with the Board where appropriate,
 - b. refer the request to the Privacy Officer with direction on how to proceed.

DRAFT

P-5: INFORMATION INCIDENT MANAGEMENT

POLICY TYPE: PRIVACY AND INFORMATION MANAGEMENT POLICY

POLICY TITLE: INFORMATION INCIDENT MANAGEMENT

POLICY REFERENCE NUMBER: P-5

Adopted:
Previous Revisions

Position	Signature	Date
President		

Policy

This policy will establish a process for managing information incidents. The Privacy Officer is responsible for the administration of this policy.

Definitions

Information incidents are when unwanted or unexpected events threaten privacy or information security. They can be accidental or deliberate and include the theft, loss, alteration or destruction of information. An information incident may also be referred to as a privacy breach.

Standards

1. The Society will ensure that:
 - a. privacy breaches are prevented through risk management procedures,
 - b. privacy breach reporting procedures are established and followed,
 - c. privacy breaches are contained as soon as reasonably possibly and efforts are made to recover any confidential or person information, and
 - d. the cause of the breach is determined, the incident is resolved, and affected parties are notified.

Prevent

2. Information incidents will be prevented through establishment of risk management procedures for any and all personal information in the custody of the Society.

Report

3. Staff and Directors will adhere to privacy breach reporting procedures for when and how to report privacy breaches to the Office of the Information and Privacy Commissioner (OIPC).
4. Members who have personal information in the custody of the Society may report concerns to the OIPC if they suspect a breach has occurred.

Contain

5. Privacy breaches will be contained as soon as reasonably possible and efforts will be made to recover any confidential or person information.

Remediate

6. The Society will work with relevant parties to determine the specific causes of the incident, resolve the incident, and if necessary, notify affected individuals.

DRAFT