

1. CALL TO ORDER

Call to Order – 2:35 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^wəy' əm (Musqueam), Sk̓wx̓wú7mesh Úxwumixw (Squamish), Sel̓ íl witulh (Tsleil-Waututh), k^wík^wəł' əm (Kwikwetlem) and q' icə' y' (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 Committee Composition

VP University Relations (<i>Chair</i>)	Gabe Liosis
VP Finance	Corbett Gildersleve
VP Student Services	Matthew Provost
At-Large Representative	Balqees Jama
Faculty Representative (Science)	WeiChun Kua

3.2 Society Staff

Campaign, Research, and Policy Coordinator	Sarah Edmunds
Transition Manager	Lawrence Jones

3.3 Council Representative

Science Undergraduate Society Councillor	Zaid Lari
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3.4 Regrets

Faculty Representative (Science)	WeiChun Kua
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4. ADOPTION OF THE AGENDA

4.1 MOTION GOV 2020-08-10:01

Corbett/Balqees

Be it resolved to adopt the agenda as presented.

CARRIED AS AMENDED

- Add Ratification of Regrets section.
- Add motion in New Business 6.4 By-Law Review Working Group.

5. RATIFICATION OF REGRETS

5.1 MOTION GOV 2020-08-10:02

Corbett/Zaid

Be it resolved to ratify regrets from WeiChun Kua.

CARRIED UNANIMOUSLY

- Faculty Representative (Science) is at Science Welcome Day event representing the SFSS

6. NEW BUSINESS

6.1 SFSS Privacy Policies – MOTION GOV 2020-08-10:03 Corbett/Balkees

Be it resolved that the Governance Committee recommends to the Board of Directors to establish the SFSS Privacy Policies as attached.

CARRIED UNANIMOUSLY

- Asked for Committee's review last week.
- Only received questions from VP Finance regarding policies and processes for information released to the media and authorities, as well as language around privacy breaches that only mentions Staff, but the Board is also involved in collecting information.
 - Information to Media is covered in P3.
 - Personal information cannot be shared unless there is permission from the member.
 - Individual opinions of another individual are considered PI.
 - Policy is inferior to legislation, so request for PI from authorities is covered under section 18 of PIPA.
 - Changes made to include directors where staff is mentioned to include Board in the policies.
- Will put a notice of motion at the next Board meeting.

6.2 Taking a Stance on the Role of Council – MOTION GOV 2020-08-10:04 Zaid/Corbett

Whereas, the Committee has had discussions around seeking reforms to the powers, duties, and obligations of the Council in the SFSS By-Laws to better serve as an accountability body of the SFSS's elected officials;

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

CARRIED UNANIMOUSLY

- Have been discussing making Council the legal Board of Directors again, and there has been support at Council Governance Committee and at Council.
- Board should take a similar stance to further solidify and give Governance committee it's mandate to move forward with these changes.

6.3 Executive Portfolios as Part of the Ongoing By-Law Review – MOTION GOV 2020-08-10:05

Gabe/Corbett

Be it resolved that the Governance Committee support in principle the integration of the proposed Executive Committee portfolios as presented in the attached Proposal into the Draft SFSS By-Laws that will be presented to the membership at a General Meeting as part of the ongoing By-Law Review.

CARRIED AS AMENDED UNANIMOUSLY

- Summary of Briefing Note
 - Proposal contains recommendations on what Executive positions and portfolios should exist in the draft by-laws.
 - Currently there are six Executive positions. VP University Relations recommends seven positions, and provides a detailed account of their portfolios:
 - President did not change much. They are the chair at main meetings and can delegate chair of Council, will represent the Society on formal occasions, act as Staff-Liaison Officer, be responsible for contracts, and more.

- First Vice President is a new position. Combination of Vice President role and VP Internal. Focused on governance-related work, duty is to support President by focusing on internal development on behalf of President and will assume the position of the President if they resign, are impeached or abandons office.
- VP Finance & Operations is combination of current VP Finance and VP Student Services. They will coordinate and facilitate services and operations, oversee commercial affairs, prepare budgets, oversee Society's funds, and is responsible for policies related to Finance. Will work alongside President to facilitate contracts as well.
- VP University and Academic Affairs did not have many changes beside clarification of wording.
- VP External & Community Affairs did not have many changes beside clarification of wording to emphasize advocacy and collective action.
- VP Equity and Sustainability is an advocacy position and will communicate and liaise with constituency groups and collectives representing marginalized communities on campus. Ensure that Board works on anti-oppression issues, social justice, equity, climate justice, and sustainability. It's a popular position in other student societies as well, and there is a need for it. Gives these areas the focus it deserves.
- VP Events and Student Affairs equivalent to VP Student Life and has not changed much.
 - Under this modeling, President, First Vice-President, VP Finance and Operations, and VP University and Academic Affairs will be signing officers.
 - If workload is too much, future committees can split the positions.
- Name of the First Vice President is not very intuitive, so changing that to VP Governance or Vice President Internal and Organizational Development.
- Names now match the committee which adds clarity to the structure.
- Concerned that some roles may have larger workloads than others, but this is also dependent on the year.
 - Council will also work on Board items, and a lot of the work will be done through Committees as well. Hopefully through that, the Executive Committee members will have lots of support.
 - Generally, there are a lot more people to help, and the Vice President role will also be helpful to everyone.
- Build a mechanism into a By-Law that uses "or designate" to make sure the work can be delegated.
 - Trouble of giving executives the chance to delegate and be protected as they do so because it's easy to abuse.
 - Extra stipends for Councillors who want to assist certain Executives.
 - Need to work out who will be delegating the tasks.
- Possibility of having Council appoint someone amongst its membership to fill vacated seat as an interim Executive Committee member until the next scheduled election or by-election.
 - Give Chair or Vice Chair on Council the priority in this to make the process easier.
 - A general motion would be more democratic.
- President is the only position with a line of succession, so there are options with this.
 - Council appoint someone for this too or follow the succession line and have Council appoint someone to whichever role has been vacated to take on President role or just to support the acting President.
- Expectation will change for Council as they want more influence and power, so they will need to take on more workload with that, especially as Council will be taking up the role of Faculty Representatives.

- Council elections will also have to change as many of them are not filled in a sufficiently democratic way.
- Resume this conversation when there has been time for research.
- Amend 'Be it resolved' clause to replace the word approve to support in principle.

6.4 By-Law Review Working Group– MOTION GOV 2020-08-10:06
Matthew/WeiChun

Be it resolved that the Governance Committee strike a "Working Group on the SFSS By-Law Review",

Be it further resolved that the Chair of Governance Committee be appointed Chair of this Working Group, and that the Chair be tasked with appointing its members, maintaining a membership list, and recruiting Councillors to be members of this Working Group.

CARRIED UNANIMOUSLY

- Streamline the work that needs to be done by have this working group focus on the details, draft by-laws, and make recommendations to the Governance Committee.
- Takes the weight off the Governance Committee so it does not have to meet every week which will decrease burn out among its members.
- Allows Board members who have a lot on their plate to attend as needed or as possible with advice, but not commit to any tasks.

7. DISCUSSION ITEMS

7.1 By-Law Review

- Council
 - Having a motion within the special resolution that says to replace all mentions of Board with Council as a 'Be it resolved' clause should be the easiest route to ensure consistency among all by-laws.
 - VP Finance will write this out to make things clearer, and the end goal is to keep Council as Council.
 - President left early at 4:14PM.
 - CRPC left early at 4:29PM.
 - Council Representative left early at 4:31PM.
- Will leave discussion on Elections, Executive Portfolios, Societies Act Inconsistencies and Inter-Bylaw Conflicts to the Working Group or for a future meeting.

8. ANNOUNCEMENTS

- Next Governance Committee Meeting: Monday, August 24th, 2020, 2:30pm-4:30pm

9. ATTACHMENTS

- [DRAFT] SFSS Privacy and Information Management Policies
- BN - Proposal for Executive Officers.docx
- BN - Update on By-Law Review
- Council History
- IEC-Report-2020
- image (1)

10. ADJOURNMENT

9.1 MOTION GOV 2020-08-10:07

Matthew/Balqees

Be it resolved to adjourn the meeting at 4:38PM.

CARRIED UNANIMOUSLY

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.

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.

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.

PROPOSAL

EXECUTIVE PORTFOLIOS, EXECUTIVE COMMITTEE PROPOSAL

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

INTRODUCTION

As part of the ongoing By-Law Review, the Committee should be reviewing the Executive portfolios that currently exist and decide if the composition of the Executive Committee must change or remain the same.

MOTION

Be it resolved that the Governance Committee approve the integration of the proposed Executive Committee portfolios as presented in the attached Proposal into the Draft SFSS By-Laws that will be presented to the membership at a General Meeting.

RECOMMENDATION

Based on research and knowledge of the SFSS, I recommend the following portfolios:

President

First Vice President

Vice-President Finance and Operations

Vice-President University and Academic Affairs

Vice-President External and Community Affairs

Vice President Equity and Sustainability

Vice-President Events and Student Affairs

PORTFOLIO DUTIES

***Please note that I have written all Portfolio duties under the assumption that we are moving forward with a Council as the legal governing body and Board of Directors of the Organization.*

1. The President shall:
 - a. Have the power to convene the Executive Committee and Council meeting at any time.
 - b. Be an ex-officio voting member of all Council committees of the Executive Committee.
 - c. chair Executive Committee meetings, unless otherwise voted on by the members of the Executive Committee by simple majority vote.
 - d. chair or delegate the chair at all Council meetings, provided however, Council may, by simple majority vote, determine the chair at any time for any period of time within an elected term;

- e. Chair Members' Meetings, unless otherwise voted on by the Members at a Members' Meeting by simple majority vote.
 - f. Be a signing officer.
 - g. Represent the Society on formal occasions, and act as the official spokesperson of the Society to the general public and the University.
 - h. ensure that Executive Officers carry out their assigned duties in accordance with these By-Laws and as directed by the Council.
 - i. be responsible for the coordination of a Council retreat, and an Executive retreat within the first semester of the elected term
 - j. ensure compliance with and enforcement of all relevant Collective Agreements, employment contracts and staff relations policies.
 - k. be responsible, along with the VP Finance and Operations, for ensuring that all contracts entered into by the Society are with due authority and in the best interests of the Society;
 - l. communicate with legal counsel, as needed;
 - m. Act as the staff liaison officer for the society and liaise with all Society's Staff on behalf of Council.
 - n. shall train and advise the incoming President
 - o. Undertake any other duties as delegated by the Council or Executive Committee.
 - p. Undertake all other duties usually falling to the office of President of a Society.
2. The First Vice-President shall:
- a. oversees the internal governing structures of the Society, including
 - i. the various Committees of Council,
 - ii. the various Subcommittees of the Executive Committee,
 - iii. all governing documents of the Society,
 - b. be the Chair of the Governance Committee, or its equivalent, if such a committee exists,
 - c. enforce, review, and implement governing documents of the Society,
 - d. oversees the set-up, coordination and logistics of all General Meetings of the Society,
 - e. ensure the occurrence of ongoing training and development for members of the Executive Committee and Council,
 - f. educate and communicate relevant information about the Society's governing structures to the membership, including the Council and its committees, Executive Committee, Student Unions and Constituency Groups,
 - g. communicate with Student Unions and Constituency groups regarding vacancies on Council, and ensuring those vacancies are filled in a timely manner, and ensuring their meaningful participation as a representative of Council

- h. oversee the organization and archiving of correspondence and records of the Society including but not limited to the constitution, bylaws, policies, minutes, reports, contracts, leases, and letters written or received by Council and its committees
- i. support and assist the President in the duties of the President's office,
- j. Assume the duties and obligations of the President if the President is unwilling or unable to act, or in the event that the President position becomes vacant.
- k. perform any other duties as outlined in the Bylaws, regulations or as assigned by the Council or the Executive Committee.

2. The Vice-President Finance and Operations shall:

- a. coordinate, oversee and/or facilitate services and operations for the Members of the Society,
- b. coordinate oversee and/or facilitate the commercial affairs of the Society,
- c. be responsible, along with the President, for ensuring that all contracts entered into by the Society are with due authority and in the best interests of the Society,
- d. coordinate the preparation of the budget of the Society, and present the annual budget to the Council for adoption,
- e. prepare and present monthly financial reports to the Council,
- f. present financial reports and audited statements to the membership at a Members' Meeting,
- g. ensure that all Society funds are deposited in an appropriate account at a financial institution selected by the Council,
- h. keep account and be responsible for all monies received and disbursed by or on behalf of the Society. The Vice-President Finance and Operations shall not disburse funds except as provided for in these By-Laws, or by Regulation.
- i. render, upon request of the Council and within fourteen (14) calendar days, a detailed written report on the Society's financial affairs.
- j. prepare a detailed written report on the Society's financial affairs for the Annual General Meeting.
- k. coordinate the compilation of the Annual Report of the Board for consideration at the Annual General Meeting.
- l. monitor the financial status of the Society including budget variances and makes recommendations to the Council regarding major expenditures; and shall assist with the co-ordination of fundraising endeavors
- m. be the Chair of the Finance and Operations Committee, or its equivalent, if such Committee exists,
- n. make recommendations on the establishment of policy on issues relating to finance and operations,
- o. assume duties and obligations of the President if the President and First Vice-President are unwilling or unable to act, or in the event that the President and the First Vice-President positions become vacant.
- p. be a signing officer.
- q. train and advise the incoming Vice President Finance and Operations.

- r. perform any other duties as outlined in the Bylaws, regulations or as assigned by the Council or the Executive Committee.
2. The Vice-President University and Academic Affairs shall:
- a. act as a liaison between the Council and University
 - b. act as a liaison with and lobby the University on issues that affect the undergraduate student population on behalf of the Society
 - c. coordinate student representation on all University committees to which the Society nominates or appoints,
 - d. coordinate student involvement in University community affairs and activities,
 - e. facilitate collective action by undergraduate students and coordinates campaigns within the university,
 - f. make recommendations on the establishment of policy on issues relating to university and academic affairs.
 - g. be the Chair of the University and Academic Affairs Committee, or its equivalent, if such a committee exists,
 - h. assume, duties and obligations of the President if the President, First Vice-President, and the Vice-President Finance and Operations are unwilling or unable to act as President, or in the event that the President, First Vice-President, and Vice-President Finance and Operations positions become vacant
 - i. be a signing officer
 - j. train and advise the incoming Vice President Academic and University Affairs
 - k. perform any other duties as outlined in the Bylaws, regulations or as assigned by the Council or Executive Committee.
3. The Vice-President External and Community Affairs shall:
- a. act as a liaison with external groups and community organizations, including with other student societies, on behalf of the Society.
 - b. act as a liaison with and lobby the government and with other relevant bodies on issues that affect the undergraduate student population, on behalf of the Society.
 - c. be responsible for Society business related to, and organize Society representation at conferences held by external organisations, other than the University, in which the Society may have membership or interest.
 - d. be responsible for keeping the Board informed of plans or actions of external organisations, outside the University, and federal and provincial governments that have a direct or indirect impact on the Society or its members.
 - e. facilitate collective action by undergraduate students and coordinate external and community-based advocacy activities and campaigns on behalf of membership.
 - f. make recommendations on the establishment of policy on issues relating to external and community affairs.
 - g. be the Chair of the External and Community Affairs Committee, or its equivalent, if such a committee exists,
 - h. train and advise the incoming Vice President External and Community Affairs
 - i. perform any other duties as outlined in the Bylaws, regulations or as assigned by the Council or Executive Committee.

4. The Vice-President Equity and Sustainability shall:
 - a. communicate and liaise with all constituency groups and collectives representing marginalized communities on behalf of the Society;
 - b. act as a liaison with relevant University organizations, offices and departments dedicated to the awareness and elimination of discrimination on behalf of the Society,
 - c. work to advocate in partnership with marginalized groups on campus in the interest of furthering equity and social justice;
 - d. organize training and workshops for directors, staff and members on anti-oppression issues;
 - e. be responsible for ensuring that all Directors and Staff receive anti-oppression training within the first semester of the elected term,
 - f. represent the Society on social justice, equity, climate justice and sustainability issues and lobby the university, government or other bodies on such issues;
 - g. communicate and liaise with equity and sustainability executives at other post-secondary institutions;
 - h. make recommendations on the establishment of policy on issues relating to equity, anti-oppression, sustainability, and climate justice.
 - i. be responsible for ensuring that all activities and endorsements of the Council reflect the anti-oppressive mandate of the Society,
 - j. shall promote the Society's initiatives and activities that aim to raise awareness of discrimination at the University and in the community,
 - k. be the Chair of the Equity and Sustainability Committee, or its equivalent, if such a committee exists,
 - l. train and advise the incoming Vice President Equity and Sustainability,
 - m. perform any other duties as outlined in the Bylaws, regulations or as assigned by the Council or Executive Committee.
5. The Vice-President Events and Student Affairs shall:
 - a. act as a liaison with Student Unions, Constituency Groups, Clubs, independent student-run societies, and other student groups at the University, on behalf of Council.
 - b. Coordinate student engagement events and activities of the Society,
 - c. Oversee the establishment and maintenance of Student Unions and Constituency groups and ensuring their meaningful participation within activities of the Society
 - d. make recommendations on the establishment of policy on issues relating to Student Unions, student groups, and other such matters relating to student affairs.
 - e. be the Chair of the Events Committee, or its equivalent, if such a committee exists
 - f. train and advise the incoming Vice-President Student Affairs
 - g. Perform any other duties as outlined in the Bylaws, regulations or as assigned by the Council or Executive Committee.

JUSTIFICATIONS

The duties and responsibilities of the President, VP University and Academic Affairs (currently VP University Relations), VP External and Community Affairs (currently VP External Relations), and VP Events and Student Affairs (currently VP Student Life) remained the same broadly speaking. The only changes I've made include small changes to the names.

Vice President Finance and Operations

The duties and responsibilities of the current VP Student Services and VP Finance were combined into one position titled VP Finance and Operations. This is a common theme among many student societies, who have a Finance Officer who is also responsible for overseeing aspects of operations. See below some examples of this:

University of Victoria Student Society

(<https://uvss.ca/wp-content/uploads/2019/10/Constitution-and-Bylaws-2019-10-24-1.pdf>):

8.2 Director of Finance and Operations

The Director of Finance and Operations shall:

- a. Oversee the administration of all aspects of the Students' Society's finances, operations, services, marketing, and strategic planning,
- c. Function as the chief liaison between staff and the Board of Directors, through the General Manager,
- d. Prepare the Students' Society's budget for adoption by the Board of Directors,
- e. Develop all financial policies and practices necessary to effect the responsible control of the funds of the Students' Society and to comply with all applicable legislation,
- f. Examine all contracts to be signed by representatives of the Students' Society,
- g. Maintain a current inventory of all Students' Society assets,

Page 10

Constitution and Bylaws – Amended October 24, 2019

- h. Assist other directors in their duties as needed,
- i. Perform other duties as outlined in the Bylaws, policy or as assigned by the Board of Directors.

University of Alberta Student Union

(<https://docs.su.ualberta.ca/books/students-council-legislation/chapter/bylaws>):

4. The Vice President (Operations and Finance)

- a. shall develop and maintain awareness of the Students' Union's operations and finances;
- b. shall oversee those portions of the Students' Union's budget process falling within the realm of the Executive Committee;
- c. shall provide operational and financial advice to the Executive Committee and its members; and
- d. shall, in the absence of the President,
 - i. chair the Executive Committee, and
 - ii. have the authority to direct the General Manager.

First Vice-President

Other portfolios contained in this proposal would be new to the SFSS, including the First Vice-President and the VP Equity and Sustainability. Again, these positions are common among student societies.

Many student societies have a “VP Internal”-type position that oversees governance structures, governing documents, committees, etc. Currently, these duties usually fall under whichever Executive Officer is elected as Chair of Governance Committee. However, this work is important enough to be its own portfolio. Additionally, I have combined this internal type role to also be a support to the President of the Society. Typically, the President focuses on external type relations, as spokesperson of the organization. Therefore, having an individual whose mandate is solely for internal development is critical, but somebody who can also support the President in their role as head of the organization. See below examples of these positions in other Student Societies:

UFV Student Union Society

(https://www.ufvsus.ca/docs/2019_elections/SUS%20Vice%20President%20Internal%20Job%20Description.pdf).

The Vice President Internal has specific responsibility for a variety of functions, including but not limited to the following:

- Manage and supervise the relevant Officer portfolios, and sit on and provide guidance for all relevant committees;
- Assist the President in all matters relating to the internal workings of the Society and UFV;

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Vice President Internal

Elections 2019

- Act as the primary contact person for all Board Members;
- Schedule, plan, record, and oversee the operation of Board Meetings and General Meetings;
- Work with the Board Chair and train them as necessary;
- Ensure that there is adequate non-Board student representation in all decision making processes of the Society;
- Enforcement of the policy, bylaw, and other governing legislation of the Society; ○ This includes ensuring the BC Society Act is adhered to, and all necessary regulatory filings are completed.
- Review and propose revisions to bylaw and operational policy;
- Oversee all financial processes, ensuring adherence to the operating budget, and all financial control measures;
- Lead the creation of the annual budget in accordance with relevant bylaw and policy;
- Ensure long-term financial sustainability of the Society, and prepare monthly financial reports to the Board, and quarterly and annual reports to the membership;
- Facilitate the annual audit of the Society by the appointed auditor, and present the audited financial statements to the membership at a General Meeting;
- Provide all necessary support and resources for student clubs and associations, and help facilitate the operations of these student groups and resolve concerns as required; and
- Perform other duties, as may be required for the Society to achieve its mission, vision, and goals.

UBC Okanagan Student Union (<https://www.ubcsuo.ca/vice-president-internal>):

The Vice-President Internal shall:

- generally, oversee and coordinate matters internal to the Student Union including those matters relating to membership and governance;
- ensure adherence with the Constitution, Bylaws and Regulations;
- chair the Policy Committee;
- be responsible for relations with the membership;
- receive complaints and comments related to the Student Union, the University, or any other concerns of Members;
- be responsible for all membership related publications of the Student Union, including newsletters and online social media;
- in cooperation with the General Manager and President, oversee the organization of the Student Union's general meetings; and
- have such other duties as are outlined in the Bylaws and Regulations or as assigned by Board of Directors from time to time.

Vice-President Equity and Sustainability

As an organization that is supposed to coordinate collective action and building power among students, the SFSS needs a portfolio related to advocacy for our marginalized communities. This type of advocacy is usually undertaken by our VP University Relations or VP External Relations, however, this work can become quite onerous on the already existing advocacy portfolios. Therefore, I have included in this proposal a new portfolio titled **Vice President Equity and Sustainability**. This is also a common portfolio seen in many other student societies:

Capilano Students' Union

(https://docs.google.com/document/d/1LGj_sS3SXKKBgREtKZ3E3fM50wEdH5lj_FlxNyVAyA/edit#heading=h.emusr5m5hw1m):

3. The Vice-President Equity and Sustainability shall
 - a. be responsible for policy on issues relating to social justice, environmental sustainability and equity;
 - b. communicate and liaise with all collective liaisons;
 - c. develop with collectives campaigns on social justice and equity;
 - d. organizes training and workshops for directors and members on anti-oppression issues;
 - e. represent the Society on social justice, equity and sustainability issues;
 - f. communicate and liaise with equity and sustainability directors at other post-secondary institutions;
 - g. be responsible for keeping the Board informed of issues concerning environmental and ecological awareness; and
 - h. coordinate campaigns and events which promote sustainability and integrate holistic environmentally-responsible practices.

BRIEFING NOTE

Author:

VP University Relations Gabe Liosis, Chair of the Governance Committee, Board of Directors

INTRODUCTION

The Board of Directors, led by the Governance Committee of the Board of Directors, is working on an ongoing By-Law review project. The goal is to have a draft set of By-Laws ready to recommend to SFSS membership at our Annual General Meeting in the Fall 2020 semester.

CURRENT STATUS

The Governance Committee of the Board of Directors had a thorough discussion on the topic of **Board Composition and the Role of Council**. Throughout this discussion, a need to implement more frameworks for accountability was evident. Particularly, Committee members want to see more accountability of the Board of Directors through a body such as Council.

The Committee expressed interest in moving toward a model similar to that of UBC AMS or the SFU Grad Student Society, where there is a Council that is the legal entity responsible for the organization (acting as the “Board of Directors”), with a smaller subset of that Council, an Executive, that takes care of the more day-to-day tasks and decisions.

In moving toward a model similar to what I described above, Committee members expressed interest in shrinking down the Board size, by removing Faculty and At-Large Representative roles, maintaining the Executive roles, and empowering Council to hold the Executive accountable.

This can be done with the correct wording within the By-Laws, something similar to below:

The Supreme governing body of the Society shall be a Members Meeting (a General Meeting).

Council shall be empowered to act on behalf of a Members Meeting between Members Meeting, except for those matters specifically reserved for a Members Meeting in the Societies Act and in these By-Laws.

The Executive of Council may, as outlined in these By-Laws, be empowered to act on behalf of the Council between meetings of the Council.

The Council may pass regulations limiting the powers of the Executive between Council meetings.

Here, you can see a clear chain of accountability: *General Meeting --> Council --> Executive*. Council would trust the Executive to carry out the day-to-day tasks of the organization, but because Council has

higher authority, decisions by the Executive could be overturned by the Council, and Executives can be disciplined.

KEY CONSIDERATIONS

Firstly: We are on a time crunch. The AGM is only 3 months away, which means that anyone working on this project is going to need to dedicate a lot of time and energy toward this. Please see below a general timeline:

July 2020: Decide on High-Level Changes to be made

August 2020: Writing By-Law Amendments

September 2020: Student Consultation

Late Sept. 2020: Prepare Campaign

October 2020: Notice Period / "Campaign" Period

October 26th: AGM

November 2020: *if successful* start executing Changes; changing policy to be consistent with new By-Laws

Secondly: Changing the Council's role this substantially will be a large amount of change in a short period of time. We also must keep in mind that establishing a better Council/Board dynamic is not the only task that needs to be completed during this By-Law review. For example, (1) there are many inconsistencies with the Societies Act in our By-Laws, (2) there are conflicts within the By-Laws itself, and (3) there are many other small areas that need to be cleaned up. To do justice to this By-Law review process, Council will need to be thoroughly consulted to ensure that Council's role in the new By-Laws is representative of the interests of the current members of Council.

Thirdly: If we are to move forward with these changes, it will be necessary and critical that Councillors commit time to this project as well. Logistically, it is unrealistic for the Governance Committee of the Board of Directors to undertake a review of this scale alone, with such a tight timeline. But, secondly, due to the changes being proposed, Council members should be at the forefront of the decision making during this entire process alongside the Board.

OPTIONS

Due to the time constraints, we need to consider options:

- (1) Focus on all the smaller changes to the By-Laws in order to fix the inter-Bylaw conflicts and inconsistencies with the Societies Act. Then, focus on Council empowerment in the Spring semester in the form of a Special General Meeting or a Referendum.
- (2) Try and organize all the By-Law changes in time for the Fall 2020 Annual General Meeting.
- (3) Try and organize all the By-Law changes in time for the Fall 2020 Annual General Meeting, but also recognizing the time constraints placed upon us. Being aware that if we are not in a place by the end of

September to move forward with the Council empowerment for the Fall 2020 Annual General Meeting, that we will push back the Council empowerment By-Law changes to the Spring semester to allow us more time to sort out what these changes will look like.

RECOMMENDATION

Based on discussion and consensus among the Governance Committee of the Board of Directors, which included the agreement of the Chair of Council, the Committee recommends Option 3. We are very excited to begin discussing these changes, and to try and bring them forward at our Fall AGM. However, we also recognize that with the limited timeline, we may not be able to complete a complete review to empower Council in time for the Fall AGM, and therefore, we are prepared to address Council empowerment in the Spring semester.

NEXT STEPS

(1) Start conversations with the Council Governance Committee and the Council Oversight Committee to see if there is appetite for these changes.

(a) Subsequently, bring this discussion to the Council as a whole to discuss these proposed changes (emphasizing the time commitment needed to successfully pull off these changes).

Council History

- **1967-2001** (last bylaw update: 1998) – Student Forum (formerly Executive Council) = Board of Directors, legally (under the Society Act)
 - 1967 – Board of Directors were called Executive Council

BY-LAW 3 - EXECUTIVE COUNCIL

- (1) The Board of Directors or Executive of the Society shall be called the "Executive Council".
- (2) The members of the Executive Council shall be members of the Society during tenure of office.
- (3) The Executive Council shall consist of:
 - (a) President;
 - (b) First Vice-President;
 - (c) Second Vice-President;
 - (d) Secretary;
 - (e) Treasurer;
 - (f) Activities Co-ordinator;
 - (g) Sports Co-ordinator;
 - (h) Clubs Director;
 - (i) Public Relations Officer;
 - (j) Arts President, who shall be a student in the faculty of Arts;
 - (k) Science President, who shall be a student in the faculty of Science;
 - (l) Education President, who shall be a student in the faculty of Education;
 - (m) Councillor-at-large.
- (4) The Executive Council may appoint honorary members in its discretion.

- 1977 – The Board of Directors or Executive of the Society shall be called the "Student Forum" – name changed from Executive Council to Student Forum

be as provided in the By-Laws of the Society.

BY-LAW 3 - STUDENT FORUM

- (1) The Board of Directors or Executive of the Society shall be called the "Student Forum."
- (2) The members of the Student Forum shall be members in good standing of the Society and must not miss more than one registration during tenure of office.
- (3) The Student Forum shall consist of:
 - (a) President;
 - (b) Internal Relations Officer;
 - (c) ~~Treasurer~~ *Financial Affairs Officer* amended
 - (d) External Relations Officer;
 - (e) ~~Secretary-Public Relations Officer~~ *Public Affairs Officer* amended
 - (f) Student Departmental Representatives shall consist of,
 1. one from each University department offering a majors program,
 2. two from the Faculty of Education; one elected to represent students registered in the PDP program and one elected to represent students registered in Education courses, and
 3. three to represent students registered in courses in

the Area Studies and General Studies programs in the Faculty of Interdisciplinary Studies.

- (4) The Student Forum may appoint honorary members in its discretion.

-
- **2001** – The Board of Directors separate from Student Forum but still have voting seats on Student Forum; legal authority now rests with the Board of Directors

By-Law 1 – Interpretation

In these By-Laws:

All references to the singular shall include the plural and plural the singular, and all references to the masculine shall include the feminine and feminine the masculine.

“Active member” means a student who, for the purposes of elections and referenda, is registered in a course, program or graduate program for the current semester.

“Board” means the Society’s Board of Directors.

“Caucus” means Graduate Caucus.

“Declared intention” means a student who through university regulation must first declare an intended major, minor or honors before being allowed to declare a major, minor or honors. For the purpose of interpreting the By-Laws, “declared intention of major, minor or honors” and “declared major, minor or honors” shall mean the same thing.

“Document” shall have the same meaning as in the *Society Act*.

“Executive Officer(s)” means the External Relations Officer, Graduate Issues Officer, Internal Relations Officer, Member Services Officer, President, Treasurer, and University Relations Officer.

“Fiscal year” means the period from May 1st to April 30th inclusive.

“Forum” means the Society’s Student Forum.

“Honorary member of Forum” means a person who is entitled to speak and to propose motions at all meetings of Forum but who is not entitled to a vote nor to be counted for the purpose of establishing quorum.

“Honorary member of the Society” means a person who has been granted all the rights and privileges of members in good standing of the Society.

“Member in good standing of the Society” means a person who satisfies the requirements of By-Law 2 and has paid all fees, fines and penalties levied in accordance with these By-Laws or the Society’s regulations. ✓

“Member of the faculty or department” means a person in a faculty or department or school that offers a major, minor, honors or graduate program and who has satisfied one of the following conditions:

- a. She or he is enrolled in a degree program in the faculty or department or school, or

By-Law 5 – Board of Directors

1. The members of the Board shall be members in good standing of the Society and shall not miss more than one registration during tenure of office. In order to remain a member in good standing during a semester in which a member of the Board is not registered that member shall pay all Society fees for that semester at a rate equal to the prorated part-time student rate.
2. The Board shall consist of:
 - a. the Executive Officers
 - b. One student representative elected from each University faculty
 - c. Three at-large students, at least one of whom must be a graduate student
3. Members of the Board shall receive a stipend.

By-Law 7 – Student Forum

1. The members of Forum shall be members in good standing of the Society and shall not miss more than one registration during tenure of office. In order to remain a member in good standing during a semester in which a member of the Board is not registered that member shall pay all Society fees for that semester at a rate equal to the prorated part-time student rate.
2. Forum shall consist of:
 - a. The members of the Board
 - b. The Department Representatives
 - c. Constituent Group Representatives
3. Department Representatives shall consist of:
 - a. One undergraduate member from each University department offering a major, minor, or honors program, excluding those programs that are offered as double majors and excluding those programs that offer a minor but have no recognized Union
 - b. One graduate member from each University department offering a graduate program.
 - c. Four members from the Faculty of Education, at least one of which shall be a graduate student
 - d. Four members from the Faculty of Business Administration, at least one of which shall be a graduate student
4. Constituent Group Representatives shall consist of one member from each constituent group recognized by Forum.

- **2013** – the bylaws were repealed, and Student Forum was renamed Student Council

By-Law 5 – Board of Directors

1. The members of the Board shall be members in good standing of the Society and shall not miss more than one registration during tenure of office. In order to remain a member in good standing during a semester in which a member of the Board is not registered that member shall pay all Society fees for that semester at a rate equal to the prorated part-time student rate.
 2. The Board shall consist of:
 - a. The Executive Officers.
 - b. One undergraduate student Representative elected from each University faculty.
 - c. Two At-Large undergraduate students.
 3. Members of the Board shall receive a stipend.
-
10. The Board may, for the purpose of carrying out the objects of the Society, borrow, raise or secure the repayment of money. The Board may authorize the issue of bonds, perpetual or redeemable debentures, or any mortgage, charge or other security on the whole or part of the property or assets of the Society, present and future, including Society fees now or hereafter due or payable, except that no debenture shall be issued without sanction of a special resolution.
 11. The Board may, by resolution, appoint persons not members of the Board as full or qualified signing officers, provided they are covered by liability insurance satisfactory to the Board and naming the Society as beneficiary.
 12. A member in good standing of the Society shall be elected to the position of Board Chair by a simple majority vote of the Board for a term of one semester.
 13. The Board Chair shall not be counted towards quorum or have a vote unless she or he is a member of the Board.
 14. If she or he has a vote the Board Chair shall exercise it in accordance with Robert's Rules of Order.
 15. The Board Chair shall convene a meeting of the Board at least once per month, or
 - a. Upon receipt of a petition signed by at least one-half (1/2) of the members of the Board, the Board Chair shall convene a meeting within two (2) working days.
 16. Quorum for a meeting of the Board shall be a majority of the seats filled, including at least four (4) Executive Officers.
 17. Robert's Rules of Order shall govern the conduct of all meetings of the Board and its committees.
 18. No votes by proxy shall be allowed.

By-Law 8 – Powers, Duties and Obligations of the Student Council

1. Council shall serve as the primary medium for discussion of:
 - a. Issues of importance to members in different faculties, departments or schools at the University.
 - b. Advocacy and other such matters of general interest to members of the Society.
2. Council shall advise the Board as necessary and may strike advisory committees, establish their terms of reference, and appoint their members, at its discretion.
3. Council may, in accordance with By-Law 10(3), establish a new seat on Council for Department Student Unions by a motion requiring two-thirds (2/3) majority vote of members in attendance at the Council meeting.
 - a. Such motion shall require three (3) weeks written notice to Council.
4. Council may, in accordance with By-Law 9, establish a new seat on Council for Faculty Student Unions by a motion requiring two-thirds (2/3) majority vote of members in attendance at the Council meeting.
 - a. Such motion shall require three (3) weeks written notice to Council.
5. Council may recognize a Constituent Group within the University community and establish a new seat on Council for a Constituent Group representative by a motion requiring a two-thirds (2/3) majority vote of members in attendance at the Council meeting.
 - a. Such motion shall require three (3) weeks written notice to Council.
6. Council shall receive and administer an annual budget.
7. A member in good standing of the Society shall be elected to the position of Council Chair by a simple majority vote of Council for a term of one semester.
 - a. The Council Chair shall not be counted towards quorum or have a vote unless she or he is a member of Council.
 - b. If she or he has a vote the Council Chair shall exercise it in accordance with Robert's Rules of Order.
8. The Council Chair shall convene a meeting of Council at least once per semester or, upon receipt of a petition signed by at least one-half (1/2) of the members of Council, within five working days after receiving the Petition.
9. Quorum for a meeting of Council shall be a majority of the seats filled.
10. Robert's Rules of Order shall govern the conduct of all meetings of Council.
11. No votes by proxy shall be allowed.

This report is intended to meet the requirements as contained in the SFSS Bylaws for a final report on any election or referendum held by the SFSS.

Elections and Referenda Report

General Elections and
Referenda— 2020

Simon Fraser Student Society

simon fraser
student society

THE 2020 INDEPENDANT ELECTORAL COMMISSION

Commissioners:

Harshil Bhimani

Riddhi Shah

Simone Tardif

Chief Commissioner:

Alicen Lange

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TIMELINE

Electoral Period

Start Date

End Date

<i>Notice of Election Period</i>	February 3rd, 2020	February 16th, 2020
<i>Nomination Period</i>	February 17th, 2020	March 1st, 2020
<i>Campaign Period</i>	March 2nd, 2020	March 16th, 2020
<i>Voting Period</i>	March 17th, 2020	March 19th, 2020
<i>Post-Election Period</i>	March 20th, 2020	April 19th, 2020

CANDIDATES

PRESIDENT

<i>Candidate Name</i>	<i>Votes in Favour</i> (<i>'Yes' votes if uncontested</i>)	<i>Votes Against</i> (<i>'No' votes if uncontested</i>)	<i>Elected</i>
<i>Christina Loutsik</i>	537	n/a	
<i>Osob Mohamed</i>	956	n/a	X
<i>Miguel Resendiz</i>	309	n/a	

VICE-PRESIDENT STUDENT SERVICES

<i>Candidate Name</i>	<i>Votes in Favour</i> (<i>'Yes' votes if uncontested</i>)	<i>Votes Against</i> (<i>'No' votes if uncontested</i>)	<i>Elected</i>
<i>Prince Cheema</i>	690	n/a	
<i>Matthew Provost</i>	993	n/a	X

VICE-PRESIDENT UNIVERSITY RELATIONS

<i>Candidate Name</i>	<i>Votes in Favour</i> (<i>'Yes' votes if uncontested</i>)	<i>Votes Against</i> (<i>'No' votes if uncontested</i>)	<i>Elected</i>
<i>Gabe Liosis</i>	706	n/a	X
<i>Julian Loutsik</i>	456	n/a	
<i>Rubab Singh</i>	566	n/a	

VICE-PRESIDENT FINANCE

<i>Candidate Name</i>	<i>Votes in Favour</i> (<i>'Yes' votes if uncontested</i>)	<i>Votes Against</i> (<i>'No' votes if uncontested</i>)	<i>Elected</i>
<i>Joben Bassi</i>	341	n/a	
<i>Corbett Gildersleve</i>	787	n/a	X
<i>Sahil Nathani</i>	251	n/a	
<i>Lara Radwan</i>	343	n/a	

VICE-PRESIDENT EXTERNAL RELATIONS

<i>Candidate Name</i>	<i>Votes in Favour</i> (<i>'Yes' votes if uncontested</i>)	<i>Votes Against</i> (<i>'No' votes if uncontested</i>)	<i>Elected</i>
<i>Samad Raza</i>	858	n/a	X
<i>Simran Uppal</i>	765	n/a	

VICE-PRESIDENT STUDENT LIFE

<i>Candidate Name</i>	<i>Votes in Favour</i> (<i>'Yes' votes if uncontested</i>)	<i>Votes Against</i> (<i>'No' votes if uncontested</i>)	<i>Elected</i>
<i>Jennifer (Meme Queen) Chou</i>	984	n/a	X
<i>Rachel Dee</i>	424	n/a	
<i>Saqib Madhany</i>	309	n/a	
<i>Jonathan Perl Gort</i>	81	n/a	

FACULTY REPRESENTATIVE – APPLIED SCIENCES

<i>Candidate Name</i>	<i>Votes in Favour</i> (<i>'Yes' votes if uncontested</i>)	<i>Votes Against</i> (<i>'No' votes if uncontested</i>)	<i>Elected</i>
<i>Kia Mirsalehi</i>	68	n/a	
<i>Harry Preet Singh</i>	136	n/a	X

FACULTY REPRESENTATIVE – ARTS AND SOCIAL SCIENCES

<i>Candidate Name</i>	<i>Votes in Favour</i> (<i>'Yes' votes if uncontested</i>)	<i>Votes Against</i> (<i>'No' votes if uncontested</i>)	<i>Elected</i>
<i>Inderpreet Gakhal</i>	79	n/a	
<i>Sude Guvendik</i>	273	n/a	X

FACULTY REPRESENTATIVE – BUSINESS

<i>Candidate Name</i>	<i>Votes in Favour</i> (<i>'Yes' votes if uncontested</i>)	<i>Votes Against</i> (<i>'No' votes if uncontested</i>)	<i>Elected</i>
<i>Sanaa Cassum</i>	79	n/a	
<i>Mehtaab Gill</i>	237	n/a	X
<i>Pariya Zabibi</i>	74	n/a	

FACULTY REPRESENTATIVE – COMMUNICATION, ART, AND TECHNOLOGY

<i>Candidate Name</i>	<i>Votes in Favour</i> (<i>'Yes' votes if uncontested</i>)	<i>Votes Against</i> (<i>'No' votes if uncontested</i>)	<i>Elected</i>
<i>Aman Ahmad</i>	74	n/a	
<i>Haider Masood</i>	91	n/a	X

FACULTY REPRESENTATIVE – EDUCATION

<i>Candidate Name</i>	<i>Votes in Favour</i> (<i>'Yes' votes if uncontested</i>)	<i>Votes Against</i> (<i>'No' votes if uncontested</i>)	<i>Elected</i>
<i>Tagwa Ali</i>	46	n/a	
<i>Emerly Lin</i>	50	n/a	X

FACULTY REPRESENTATIVE – ENVIRONMENT

<i>Candidate Name</i>	<i>Votes in Favour</i> (<i>'Yes' votes if uncontested</i>)	<i>Votes Against</i> (<i>'No' votes if uncontested</i>)	<i>Elected</i>
<i>Anuki Karunajeewa</i>	90	15	X

FACULTY REPRESENTATIVE – HEALTH SCIENCES

<i>Candidate Name</i>	<i>Votes in Favour</i> (<i>'Yes' votes if uncontested</i>)	<i>Votes Against</i> (<i>'No' votes if uncontested</i>)	<i>Elected</i>
<i>Daria Elrick</i>	27	n/a	
<i>Roopan Garcha</i>	68	n/a	

<i>Nafoni Modi</i>	70	n/a	X
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FACULTY REPRESENTATIVE – SCIENCE

<i>Candidate Name</i>	<i>Votes in Favour</i> (‘Yes’ votes if uncontested)	<i>Votes Against</i> (‘No’ votes if uncontested)	<i>Elected</i>
<i>Pooria Arab</i>	43	n/a	
<i>WeiChun Kua</i>	127	n/a	X
<i>Boris Perdija</i>	104	n/a	
<i>Arvi Vashisht</i>	25	n/a	

AT-LARGE REPRESENTATIVE

<i>Candidate Name</i>	<i>Votes in Favour</i> (‘Yes’ votes if uncontested)	<i>Votes Against</i> (‘No’ votes if uncontested)	<i>Elected</i>
<i>Faiẖ Bandedali</i>	258	n/a	
<i>Balqees Jama</i>	695	n/a	X
<i>Arnaẖ Lalani</i>	234	n/a	
<i>Phum Luckkid</i>	708	n/a	X
<i>Harleen Sebra</i>	193	n/a	
<i>Geetanjli Sharma</i>	409	n/a	
<i>Harman Shergill</i>	328	n/a	

REFERENDUM RESULTS

WUSC FEE INCREASE

Question	<p>BACKGROUND:</p> <p>World University Services Canada SFU (WUSC SFU) is a student-led club to support education for refugee youth whose goals are to increase awareness about forced migration and the impact of education on the lives of those affected among youth refugee students and supports re-settling the refugee students that SFU students sponsor through a partnership with WUSC Canada.</p> <p>The program gives displaced students between the ages of 18 – 25 yrs the opportunity to complete their education in Canada. Refugee students are sponsored (books, tuition, and some living costs) by from over 90 universities across Canada. The financial support comes from students levy once per term across all participant Canadian universities/colleges. The total number of students sponsored from 1981 to 2019 is 71 students.</p> <p>At SFU, undergraduate students currently contribute \$2.50 per semester except undergraduate students taking 3 credits or fewer who currently contribute \$1.25 per semester. SFU WUSC needs additional revenue to be sustained and to continue supporting refugee youth, and without there being an increase WUSC SFU would not be able to continue sponsoring refugee students at SFU.</p> <p>QUESTION:</p> <p>Are you in favour of increasing the student levy for the SFU WUSC – World University Services Canada to \$5.00 per semester for students, except students taking 3 credits or fewer who would contribute \$2.50 per semester, adjusted annually for inflation according to the Canadian Consumer Price Index (CPI)?</p> <p>Yes/No</p>
Votes in Favour	1245
Votes Against	765
Threshold for Passing	50%
Results <i>Pass/Fail</i>	Pass

SFPIRG FEE INCREASE

Question	<p>BACKGROUND:</p> <p>The Simon Fraser Public Interest Research Group (SFPIRG) is an independent student society at SFU that engages students in social and environmental justice, through education, action, research, and community-building. Established in 1981, SFPIRG provides a wide range of programming, resources, services, and volunteer and employment opportunities to students.</p> <p>Visit www.sfpirg.ca to learn more about SFPIRG.</p> <p>All SFU students are members of SFPIRG, and contribute a member fee every semester as part of their Activity Fee. All SFU students currently contribute \$3 per semester, except students taking 3 credits or fewer who currently contribute \$1.50 per semester. This member fee was last set by referendum in 1994. The inflation rate in BC from 1994 to 2019 was 45.03%, meaning that something that cost \$3 in 1994 would now cost \$4.35 significantly impacting SFPIRG's operating budget.</p> <p>SFPIRG needs additional revenue to maintain current levels of programming and services, to expand and enhance the organization's scope and capacity, and to adjust for the inflation that has occurred over the last 25+ years. Without there being an increase, SFPIRG would not be able to continue operating at current levels, nor continue growing and developing new programs, services and opportunities for students.</p> <p>RESOLUTION:</p> <p>Be it resolved to increase the student levy for SFPIRG to \$5.50 per semester for students, except students taking 3 credits or fewer who would contribute \$2.75 per semester, adjusted annually for inflation according to the Vancouver Consumer Price Index (CPI).</p> <p>Yes/No</p>
Votes in Favour	911
Votes Against	1004
Threshold for Passing	50%
Results <i>Pass/Fail</i>	Fail

KEY ISSUES

In this section I will address a few of the main issues that arose during this election.

ISSUE 1: POSTER VANDALISM

There was a big issue with candidate posters being torn up, removed, or displaced. There are no by-laws or policies currently addressing this issue. The IEC is in a difficult position when it comes to these complaints because there is almost never any evidence of who tore the posters down. The IEC can not and should not be expected to stand guard of posters to ensure they are not being vandalized. The IEC cannot issue any disciplinary action without proper evidence. Due to a lack of by-laws and policies relating to this issue, the IEC had very little options on how to resolve this problem. I have addressed the issue in the recommendations.

ISSUE 2: SLATING

This year the IEC drafted a regulation that prohibited slates. This regulation was drafted in an attempt to reduce conflict and to limit unfair advantages. This regulation caused a number of issues throughout the election. First, 'slating' is not defined in the by-laws or policies. Slating refers to campaigning as a group. 'Campaigning' is not defined in the by-laws or policies. This caused problems when trying to label certain behaviour as "slating" or not. Moreover, there were issues brought forward as to what behaviour constitutes slating and what behaviour constitutes endorsement of another candidate. For example, where do we draw the line between supporting another candidate and campaigning with another candidate? There is a lot of grey area surrounding this issue of slating and the regulations did not adequately address each possible issue, leaving a number of "loop holes". The issue of slating must be addressed for future elections. I recommend that slating be addressed and defined in either the SFSS by-laws or policies in the future.

SUMMARY OF INVESTIGATION

This year, the IEC conducted an investigation directly following the end of the voting period. During the final day of the voting period, the IEC received a number of similar complaints in regards to the alleged existence of a candidate-created “voter bank”. There were also accusations of slating. The IEC conducted a thorough investigation over a week’s time. During this investigation we interviewed every candidate who was alleged to be involved, we examined all of the available evidence, and we sought aid from legal counsel in order to better interpret and apply the governing documents. Based on the available evidence and the findings of the interviews, the IEC unanimously agreed that there were no direct violations of any SFSS by-laws, policies, or regulations by the accused candidates. This investigation has inspired many policy recommendations to avoid similar conflicts in the future and to ensure a fair election process.

RECOMMENDATIONS

THE IEC

RECOMMENDATION 1 – HIRE ICE EARLIER

Issue	The IEC chief and one commissioner were hired in the second week of February. Two more commissioners were hired in the beginning of March. This late hiring does not leave enough time for the newly appointed commissioners and chief to plan all the necessary election related events, outreach opportunities, and elections regulations.
Recommendatio	As IEC commissioners do not typically have previous experience with the SFSS or with election management, it is best to give them as much time as possible to adjust and familiarize themselves with the rules and processes prior to the election. I recommend that the society begin the hiring process in December. This will give the IEC the opportunity to familiarize themselves with the relevant governing documents and procedures. This will also allow time to properly write the IEC regulations, plan outreach initiatives, and schedule office hours before the campaign period begins.

THE BY-LAWS AND POLICIES

RECOMMENDATION 2- POLICY & BY-LAW UPDATE

Issue	The current by-laws and policies that govern the SFSS elections are quite vague and out of date. The current rules are not comprehensive and leave a lot of grey area and loop holes which makes it very difficult for the IEC to keep the elections fair.
Recommendation	I recommend that the society updates the by-laws and policies. This is the recommendation that I believe is the most important to allow for fair elections in the future. The new by-laws and policies should include provisions regulating: campaigning via social media, campaigning via social media during the voting period, the use of mailing lists, the use of faculty and society lists for the purpose of campaigning, etc. I will list specific recommendations in the remainder of this report.

RECOMMENDATION 3 – BY-LAW AND POLICY DEFINITIONS

Issue	There are very few definitions in the available governing documents. This creates a number of problems when the IEC is required to interpret and apply by-laws and policies throughout the election.
Recommendation	I recommend that new definitions are written into the SFSS Elections and Referenda Policies for the following terms: ‘campaigning’, ‘campaign’, ‘campaign manager’, ‘campaign volunteer’, ‘defamatory material’. This will help the IEC to properly apply and enforce the elections rules and will also allow candidates to clearly understand and abide by the elections rules.

RECOMMENDATION 4 – SLATES

Issue	In previous years, slating has been allowed during the SFSS elections. In 2019 and 2020, regulations were made that prevent slating. Slating creates conflict and offers certain candidates an unfair advantage. There are currently no by-laws or policies that address slating.
Recommendation	I recommend that the Society create a provision, either in the by-laws or policies, that addresses the slating. Since slating greatly affects the dynamic of an election, I believe it should be officially disallowed by the official governing documents. Prohibiting slating in the IEC regulations for that election year only creates conflict because a) candidates will not know whether or not slating is allowed until a week or two before the campaign period, b) candidates do not respect the authority of the IEC to draft these regulations, and c) the IEC are not equipped to draft regulations like this that require extreme clarity and depth to avoid “gray areas” and “loopholes” in the regulations.

RECOMMENDATION 5 – INVOLVEMENT OF BOARD MEMBERS IN CAMPAIGNING

Issue	There was an issue in this year’s election of current board members acting as campaign managers for candidates. This created a lot of conflict. Board members can use their power and standing in the SFSS to influence the election.
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Recommendation	I recommend that a by-law or policy is created to prohibit current board members from acting as campaign managers for other candidates. Though the by-laws allow any student to campaign on behalf of candidates, I think this rule should be modified to limit the participation of current board members in campaigning. This will keep the elections fair by limiting the influence of current board members on the election results.
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RECOMMENDATION 6- UPDATE INFRACTION SCHEDULE

Issue	The current infraction schedule as laid out in the policies is ineffective and lacks any guidance. There are three steps: warning, fine, disqualification. Since fines are basically useless as candidates cannot be required to pay them, that leaves the IEC only the option of a warning or a disqualification. Moreover, the infraction schedule set out in the policies does not guide the IEC as to what constitutes a minor or a major infraction. This gives too much responsibility to the IEC to administer disciplinary action freely with no guidelines .
Recommendation	I recommend that the society sets out a new infraction schedule. I recommend that the society replace the option of “fines” with another form of discipline or that they create a system that requires candidates to pay their fines. This infraction schedule should clearly outline what constitutes a minor offence and what constitutes a major offence, dependant on which period of the election it occurs in.

EVENTS

RECOMMENDATION 7- HOST TWO DEBATES

Issue	There were 48 candidates this year. It is difficult to realistically fit that many candidates into one debate timeline while still allowing each candidate a reasonable amount of time to speak.
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Recommendation	I recommend that the Society host two debates. One debate can be for the faculty and at-large representatives and the other can be for the all of executive positions. This will allow each candidate adequate time to speak about their platform and will allow students to attend whichever debate they would like without the pressure of having to stay for 3+ hours.
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RECOMMENDATION 8- HOST MORE CANDIDATE ORIENTATIONS

Issue	There were 48 candidates this year. There were only two candidate orientation meetings this year. Many people were unable to attend the meetings due to scheduling conflicts. The chief had to spend hours communicating with candidates to coordinate alternative meeting times. This wasted a lot of time an energy.
Recommendation	I recommend that the society hosts at least three candidate orientation meetings during the nomination period. This will provide candidates with more options of times to attend and will increase the probability that every candidate will be able to attend a scheduled meeting.

Final Thoughts

Having no prior experience with the SFSS elections, I came into the position of IEC Chief Commissioner with fresh eyes. I soon became aware of the excessive loopholes and grey areas that exist in the current governing documents. Myself and the rest of the IEC did our best to ensure a fair election based on the current documents to guide our decisions. The IEC is also governed by the same by-laws and policies as are candidates. For this reason, their authority and the decisions they make are limited to the written by-laws and policies. The current governing documents are vague and outdated. I strongly encourage the Society to make efforts towards editing and adapting these documents based on the recommendations provided in this report. The IEC is placed in a position where they are given immense responsibility with little guidance and little support (due to the independent nature of the commission). In order to move forward with fair and clean elections, it is imperative that the governing documents are improved to address recurring issues. This will allow the IEC to properly analyze and apply the by-laws and policies as needed, without having to struggle to draft their own regulations to fill in the blanks. I hope that the issues raised in this report are reviewed and taken into consideration to improve the electoral process for future years.

Alicen Lange

IEC Chief Commissioner

Board of Directors

In 2001, students voted through referendum to alter the Society's By-Laws in order to establish a new Board structure. In May of 2002, the new By-Laws came into effect. The Society spent most of the 2001-2002 term preparing for the massive restructuring. Forum (a body comprised of 1 undergraduate and 1 graduate representative from each departmental student union and the Executive Committee) formally performed the role as Board of Directors for the Society. The changes to the By-Laws recreated the role of Forum as an advisory body. The structure of the Board of Directors and Executive Committee were also changed to provide for greater efficiency in engaging in and managing the work of the Society.

The additional Executive Committee position of Member Services Officer was created. The duties of the Member Services Officer are primarily to act as a liaison between the Board of Directors, departmental student unions, and other student groups, and to coordinate activities on campus. The new Board is comprised of the seven Executive Officers, one representative from each faculty, and three at-large representatives, one of whom must be a graduate student.