



SFSS Board Policies

Simon Fraser Student Society

simon fraser

student society

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INTRODUCTION

DEFINITIONS

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

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

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

RULES



R-1: ESTABLISHMENT AND REVISION OF SOCIETY POLICIES

<i>POLICY TYPE: BOARD POLICY</i>		
<i>POLICY TITLE: ESTABLISHMENT AND REVISION OF SOCIETY POLICIES</i>		
<i>POLICY REFERENCE NUMBER: R-1</i>		
Adopted: June 12, 2020 Next Scheduled Revision: June 2021 Previous Revisions		
Position	Signature	Date
Board President		

Society Policies

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

1.2. A motion to establish or amend any policy of the Society shall be:

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

1.3 A policy shall only be adopted or amended by a:

- (e) 2/3rds majority vote of the members present and voting at a quorate meeting of the Board where that policy is a rule,
- (f) simple majority vote of the members present and voting at a quorate meeting of Board of Directors where that policy is a standing order, administrative policy, issues policy, or any other policy of the Society, with the exception of Council Policies.

1.4 Suspension of a policy shall be for a definite time period and purpose, to be specified in the motion to suspend, and shall require a 2/3rds majority vote of the members present and voting at a quorate meeting of the Board of Directors.

- (g) Any suspension of R-1 or any of its parts shall not suspend or impact any other Rule or Standing Order adopted by the Board.

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

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

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

Council Policies

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

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

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

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



R-2: GOVERNANCE AND OPERATIONS PROCESSES

<i>POLICY TYPE: BOARD POLICY</i>		
<i>POLICY TITLE: GOVERNANCE AND OPERATIONS PROCESSES</i>		
<i>POLICY REFERENCE NUMBER: R-2</i>		
Adopted: June 12, 2020 Next Scheduled Revision: June 2021 Previous Revisions		
Position	Signature	Date
Board President		

Governance Model

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

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

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

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

Maintenance of Administrative Policies

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

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

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

- (a) Coordinators may bring an administrative policy to the Executive Committee,
- (b) The Executive Committee shall review the proposed Administrative policy changes and strive for consensus at a Committee meeting and then recommend to the Board for approval,
- (c) A Notice of motion for the proposed changes will be put to a Board meeting for the approval of the Board at the next or a following meeting of the Board of Directors. If necessary, the Board shall refer the motion to governance for review and/or recommendation.

2.5 Administrative Policies shall include:

- (a) SFSS Communications Policies,
- (b) SFSS Finance Policies,
- (c) SFSS Corporate Records and Information Policies,
- (d) SFSS Staff-Led Events Policies,
- (e) SFSS Retail Service Policies,
- (f) SFSS Information Technology Policies,
- (e) SFSS Property Management Policies,
- (g) SFSS Orientation and Retention Policies,
- (h) SFSS Member-Services and Group Policies,
- (i) SFSS Personnel Policies,
- (j) SFSS Investment Policy,
- (k) SFSS Privacy and Information Management Policies

2.6 Any amendments to Administrative Policies shall be recorded under that policy in the header of the policy - listing previous amendments and the next scheduled revisions for each administrative policy. The list of Administrative Policies under R-2(5) must be updated if the

name of an administrative policy is renamed, or any administrative policies are adopted or repealed.

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

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

Maintenance of Other Society Policies

2.9 The Board shall oversee the maintenance of other society policies such as:

- (a) Issues Policies,
- (b) Elections and Referenda Policies,
- (c) Accessibility Standard Policy.

Role of the Board

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

- (a) engaging with the membership and, external community stakeholders,
- (b) reporting the results of these engagement activities,
- (c) establish, review, and adjust as required the governing policies, and
- (d) cultivate a clear understanding of, and adherence to the principles of the Board's governing and operational processes.

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

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

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



R-3: BOARD TRAINING AND DEVELOPMENT

<i>POLICY TYPE: BOARD POLICY</i>		
<i>POLICY TITLE: BOARD TRAINING AND DEVELOPMENT</i>		
<i>POLICY REFERENCE NUMBER: R-3</i>		
Adopted: June 12, 2020 Next Scheduled Revision: June 2021 Previous Revisions		
Position	Signature	Date
Board President		

Training and Development

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

- (a) finance and operations,
- (b) society governance,
- (c) legal responsibilities of directors,
- (d) advocacy on student issues,
- (e) clubs, student unions, constituency groups,
- (f) events, and marketing, and
- (g) justice, equity, diversity and inclusion.

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

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

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

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

- (a) marketing,
- (b) business development,
- (c) finance/accounting,
- (d) non-profit management,
- (e) social enterprise management,
- (f) strategic planning,
- (e) and any other relevant topics that will build the capacity of directors and contribute to the overall well-being of the Society.

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

- (a) engagement mechanisms and processes to ensure a direct communications conduit with the Society membership, and
- (b) the administrative tools necessary to facilitate its function.

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

- (a) operational and administrative aspects of the Society,
- (b) establishing team frameworks and dynamics, and
- (c) creating approachability statements.

Executive Transition Training

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

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



R-4: EXECUTIVE OFFICER DUTIES, RESPONSIBILITIES, AND STIPEND REQUIREMENTS

<p><i>POLICY TYPE: BOARD POLICY</i></p> <p><i>POLICY TITLE: EXECUTIVE OFFICER DUTIES, RESPONSIBILITIES, AND STIPEND REQUIREMENTS</i></p> <p><i>POLICY REFERENCE NUMBER: R-4</i></p> <p style="text-align: right;"><i>Adopted: June 12, 2020</i> <i>Next Scheduled Revision: June 2021</i> <i>Previous Revisions</i></p>		
Position	Signature	Date
Board President		

Duties and Responsibilities of Executive Officers

- 4.1 Executive Officers shall attend all regularly scheduled meetings of the Executive Committee.
- 4.2 Executive Officers shall attend all meetings of the Board of Directors and Council.
- 4.3 Executive Officers shall attend all General Meetings of the Society.
- 4.4 Executive Officers are expected to chair at least one standing committee of the Society, and actively participate in one other committee of the Society other than the Executive Committee, or to which committee the Society nominates or appoints.
- 4.5 Executive Officers are expected to work on average sixty (60) hours in every two week period during their term of office. Executive Officers shall post and keep office hours in-person or electronically.
- 4.6 Executive Officers shall report on the work done in their portfolios at weekly executive committee meetings, and shall report on all their work done on behalf of the society in their bi-weekly work report to be compiled by the VP Finance and submitted to the Board of Directors.
- 4.7 Executive Officers shall provide a semesterly written report detailing work completed and projects undertaken for the benefit of the Society to be submitted

before the end of that semester. Exit reports shall take the place of work reports for the Spring Semester which must be completed before the end of the Board term.

Stipend Eligibility

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

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

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

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

Stipends for Executive Officers

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



R-5: FACULTY REPRESENTATIVE AND AT-LARGE BOARD OF DIRECTORS DUTIES, RESPONSIBILITIES & STIPEND REQUIREMENTS

<i>POLICY TYPE: BOARD POLICY</i>		
<i>POLICY TITLE: FACULTY REPRESENTATIVE AND AT-LARGE BOARD OF DIRECTORS DUTIES, RESPONSIBILITIES & STIPEND REQUIREMENTS</i>		
<i>POLICY REFERENCE NUMBER: R-5</i>		
<i>Adopted: June 12, 2020</i> <i>Next Scheduled Revision: June 2021</i> <i>Previous Revisions</i>		
Position	Signature	Date
Board President		

Duties and Responsibilities of Faculty Representative and At-Large Representatives

- 5.1 Faculty representatives and at-large representatives shall attend all regularly scheduled meetings of the Board of Directors and Council called during the month.
- 5.2 Faculty representatives and at-large representatives shall attend all general meetings of the Society called during the month.
- 5.3 Faculty representatives and at-large representatives will be expected to assist with projects and campaigns and facilitate communications between the Society and its members.
- 5.4 Faculty representatives will be expected to participate in the work of the Society, including but not limited to:
- (a) informing students in their faculty of the Society's activities,
 - (b) forwarding issues of importance from their faculty to the Board of Directors,
 - (c) making efforts to attend departmental student union and faculty student union meetings, and

- (d) reporting the activities of the Society to unions within their faculty as necessary or, if requested.
- 5.5 Faculty representatives and at-large representatives shall be members of and actively participate in at least two standing committees of the Society.
- 5.6 Faculty representatives and at-large representatives are expected to work on average sixty (30) hours in every two-week period during their term of office. Faculty representatives and at-large representatives shall post and keep office hours in-person or electronically.
- 5.7 Faculty representatives and at-large representatives shall report on all their work done on behalf of the society in their bi-weekly work report to be compiled by the VP Finance and submitted to the Board of Directors.
- 5.8 Faculty representatives and at-large representatives shall provide a semesterly written report detailing work completed and projects undertaken for the benefit of the Society to be submitted before the end of that semester. Exit reports shall take the place of work reports for the Spring Semester which must be completed before the end of the Board term

Stipend for Faculty Representative and At-Large Representatives

- 5.9 In recognition of the time that faculty representatives and at-large representatives volunteer to the Society, each faculty representative and at-large representative shall receive a stipend of \$875 per month.
- 5.10 Notwithstanding the above, if Faculty representatives and at-large representatives work above and beyond the scope of their duties with the prior permission of the Board of Directors, they may collect a stipend of \$1,166 instead of \$875.



R-6: COUNCIL STIPEND REQUIREMENTS

<i>POLICY TYPE: BOARD POLICY</i>		
<i>POLICY TITLE: COUNCIL STIPEND REQUIREMENTS</i>		
<i>POLICY REFERENCE NUMBER: R-6</i>		
Adopted: June 12, 2020 Next Scheduled Revision: June 2021 Previous Revisions		
Position	Signature	Date
Board President		

Stipend Eligibility for Council Representatives

- 6.1 Council Stipends are awarded on a per-meeting basis.
- 6.2 In recognition of the time Council Representatives volunteer, the Society provides a stipend of \$35.00 per scheduled meeting attended.
- 6.3 In recognition of the time the Council Chair volunteers, the Society provides a stipend of \$110.00 per scheduled meeting attended.
- 6.4 This Rule shall not be amended without the consultation of members of Council.



R-7: ETHICAL STANDARDS OF CONDUCT AND CONFLICT OF INTEREST FOR MEMBERS OF BOARD OF DIRECTORS AND ITS COMMITTEES

<i>POLICY TYPE: BOARD POLICY</i>		
<i>POLICY TITLE: ETHICAL STANDARDS OF CONDUCT AND CONFLICT OF INTEREST FOR MEMBERS OF BOARD OF DIRECTORS AND ITS COMMITTEES</i>		
<i>POLICY REFERENCE NUMBER: R-7</i>		
<i>Adopted: June 12, 2020</i> <i>Next Scheduled Revision: June 2021</i> <i>Previous Revisions</i>		
Position	Signature	Date
Board President		

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

- (a) Society decisions and policy be made through the proper channels of the Society's structure, and
- (b) elected and appointed positions not be used for personal gain.

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

- (a) maintain the highest ideals of honour and integrity while serving on the Board of Directors or a committee,
- (c) act in accordance with the Human Rights Act as it relates to the individual's race, ethnicity, language, religion, marital status, gender, sexual orientation, age, disabilities, economic status, political affiliation, and national ancestry,
- (d) treat one another and all persons associated with the Simon Fraser Student Society in such a way as to preserve their dignity and communicate respect and fairness,

- (f) accept full and complete accountability for their own acts and omissions, exhibiting self-discipline and the pursuit of excellence in all activities, and
- (g) respect the professional and intellectual work of others, giving those others full credit and citations when reproduced in any form.
- (h) avoid any situations that could cause any person to believe that they may have brought bias or partiality, due to personal interest to a matter before the Board of Directors or its committees,
- (i) avoid any situation that could impair their judgment in the performance of their elected duties while in office,
- (j) carry out their duties with impartiality and equity of service to students,
- (k) declare a conflict of interest to the Board of Directors at the first opportunity their personal interests real or perceived, or known interests of any close relatives, acquaintances, or business partners, in any enterprise which proposes to transact business with the Society,
 - (i) leave the meeting during any discussion or vote on a subject where such an interest exists,
- (f) not use information designated confidential for the personal gain of themselves or any other person, and
- (g) not communicate information designated confidential to anyone not entitled to access that information.
- (h) Where a director is found to have breached their duty by violating this policy, that director may be:
 - (i) censured by the Board
 - (ii) be requested to resign their position by the Board
 - (iii) removed as a Director by the membership - with the Board or Council initiating the proceedings for removal.

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

- (b) use their position to obtain employment in the Society,

- (c) attempt to exercise individual authority over the Society, except as set forth explicitly in the Board Policies, and to that end:
 - (i) directors shall recognize their lack of individual authority when engaging with the the public and the media,
 - (ii) directors shall not speak on behalf of the Board except as authorized by the Board,
 - (iii) respect and apply the principle of confidentiality when dealing with issues of a sensitive nature,
 - (iv) attend Board and committee meetings having adequately prepared for all deliberations,
 - (v) support the legitimacy and the authority of all decisions made at the Board table, irrespective of their individual position on the issue, and
 - (vi) sign the acknowledgement of, and the agreement to act in accordance with SFSS Board Policies, a copy of which has been provided as an appendix.
- (d) store recreational drugs or alcohol on Society premises,
- (e) consume or be under the influence of recreational drugs or alcohol on Society premises,
- (f) be under the influence of recreational drugs or intoxicated at Society events, or while acting as a director in any capacity, nor
- (g) engage in any form of sexual acts in Society spaces.



R-8: SOCIETY RECORDS AND PROPERTY IN RELATION TO BOARD AND ITS COMMITTEES

<i>POLICY TYPE: BOARD POLICY</i>		
<i>POLICY TITLE: SOCIETY RECORDS AND PROPERTY IN RELATION TO BOARD AND ITS COMMITTEES</i>		
<i>POLICY REFERENCE NUMBER: R-8</i>		
<i>Adopted: June 12, 2020</i>		
<i>Next Scheduled Revision: June 2021</i>		
<i>Previous Revisions</i>		
Position	Signature	Date
Board President		

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

- (a) keys,
- (b) correspondence,
- (c) office supplies,
- (d) hardware,
- (e) software,
- (f) equipment received or obtained by the members of the Board of Directors or its committees in the course of fulfilling their duties.
- (g) Failure to return Society property shall be considered theft.
- (h) The means of access to the aforesaid materials shall also be considered the property of the Society.

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



R-9: BOARD OF DIRECTORS MEETINGS

<i>POLICY TYPE: BOARD POLICY</i>		
<i>POLICY TITLE: BOARD OF DIRECTORS MEETINGS</i>		
<i>POLICY REFERENCE NUMBER: R-9</i>		
Adopted: June 12, 2020 Next Scheduled Revision: June 2021 Previous Revisions		
Position	Signature	Date
Board President		

Definitions

9.1 “Territorial Acknowledgement” is the act of acknowledging the history and on-going act of colonialism, and that we work, play and operate on the traditional, ancestral, and unceded territories of these First Nations. Unceded means that this land has never been surrendered, relinquished, or handed over in any way. This acknowledgement shall be made by the Chair at the beginning of every meeting before any other meeting business is conducted. We recognize that these acknowledgements are only one small part of disrupting and dismantling colonial structures, and that we must also actively center and prioritize all of the Society’s work around standing in solidarity with Indigenous student groups and Host nations. Standing in solidarity includes but not limited to advocating for Indigenous rights and sovereignty, showing up for Indigenous led actions, amplifying Indigenous voices, and building reciprocal relationships. For more information and education on Land Acknowledgements read Native Land Digital’s resource on “Territory Acknowledgement”.

9.2 “Pronouns” means what is used to refer to someone in lieu of using their name. Ensuring people’s pronouns are respected pushes the Society towards actively breaking down the enforcement of societal gender norms. We recognize that respecting people’s gender identity, especially for queer, gender non-conforming, non-binary, Two-Spirit, and transgender people, that may not conform to societal binary standards is important in making a safe and inclusive space in the Society. Pronouns can include but are not limited to He/Him, She/Her, They/Them, Ze/Zir, and Xe/Xem

9.3 “Access Needs” means something a person needs to communicate, learn, and take part in an activity, such as a meeting or an event. Everyone has access needs, which may be met or unmet depending on the situation. An individual may communicate how their access needs can be met either publicly or privately to the Chair of a meeting. The members of a meeting shall do everything in their power to ensure that the access needs of each individual person present

at a meeting, whether virtual or in person, are met. Conflicting access needs between multiple individuals will be addressed collaboratively on a case-by-case basis to ensure that all individuals can communicate, learn, and take part in meetings and events.

9.4 “Roll Call of Attendance” means the act of the Chair of a meeting calling off a list of names to determine whether there is a quorum; and each member of a meeting, when called upon by the Chair, sharing their name, pronouns, and access needs.

9.5 “Consent Agenda” means the practice of grouping routine business items which do not require substantive discussion or debate into one agenda item, requiring unanimous consent to be approved.

Duration

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

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

Quorum

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

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

Speaking Privileges

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

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

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

Chair

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

Vice Chair

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

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

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

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

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

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

External Chair

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

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

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

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

Agenda

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

(a) Call to Order

(b) Territorial Acknowledgment

(c) Roll Call of Attendance

(d) Adoption of the Agenda

(e) Consent Agenda

(ii) Approval of the Minutes

(iii) Approval of Regrets

(iii) Any other business, as determined by the Board Chair

- (f) Old Business
- (g) Reports from Committees
- (h) New Business
- (i) 30 Minute Q&A Period
- (j) Notices of Motion
- (k) Announcements
- (l) Attachments
- (m) Adjournment

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

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

Consent Agenda

9.24 The purpose of a consent agenda is to save time at Board meetings and make them more efficient by grouping routine business items for unanimous approval of the Board.

9.25 The Board Chair shall include a consent agenda portion on the regular agenda wherein items on the consent agenda, in the opinion of the Board Chair, will be matters that do not require substantive discussion or debate, including, but not limited to:

- (a) Approval of minutes
- (b) Approval of regrets
- (c) Committee appointments

9.26 The consent agenda shall be attached as a single document to the agenda of a Board meeting, and must include within it:

- (a) the wording of each resolution included within the consent agenda

(b) the relevant documentation for each resolution included within the consent agenda.

9.27 During the Board meeting, the Board Chair shall ask for unanimous approval of the consent agenda. If there are no objections, the consent agenda shall be approved. It is not necessary to vote on consent agenda items.

9.28 Items that otherwise would be included under “New Business” may be included in the consent agenda where the Board Chair believes the matter does not require substantive discussion or debate.

9.29 Any voting Board member can require that an item be moved from the consent agenda to the regular agenda for substantive discussion. If a member requests an item be moved, it must be moved.

9.30 Items may not be moved to the consent agenda from the regular agenda once the agenda has been distributed.

Location

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

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

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



R-10: IN-CAMERA SESSIONS

<i>POLICY TYPE: BOARD POLICY</i>		
<i>POLICY TITLE: IN-CAMERA SESSIONS</i>		
<i>POLICY REFERENCE NUMBER: R-10</i>		
Adopted: June 12, 2020 Next Scheduled Revision: June 2021 Previous Revisions		
Position	Signature	Date
Board President		

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

- (a) SFSS HR matters,
- (b) open contract negotiations or competitive processes,
- (c) a litigation process in which the Society is involved,
- (d) discussions involving advice subject to solicitor-client privilege, such as legal counsel, where the Society wishes to maintain that privilege, and
- (e) subject matter that relates to or is subject to the Personal Information Protection Act (PIPA).

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

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

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

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



R-11: REMUNERATION OF ELECTED REPRESENTATIVES

<i>POLICY TYPE: BOARD POLICY</i>		
<i>POLICY TITLE: REMUNERATION OF ELECTED REPRESENTATIVES</i>		
<i>POLICY REFERENCE NUMBER: R-11</i>		
<i>Adopted: June 12, 2020</i>		
<i>Next Scheduled Revision: June 2021</i>		
<i>Previous Revisions</i>		
Position	Signature	Date
Board President		

Definitions

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

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

Remuneration Motions

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

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

Applicability

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

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

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

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



R-12: STIPENDS AND DIRECTOR STIPEND REDUCTION SCHEDULE

<i>POLICY TYPE: BOARD POLICY</i>		
<i>POLICY TITLE: STIPENDS AND DIRECTOR STIPEND REDUCTION SCHEDULE</i>		
<i>POLICY REFERENCE NUMBER: R-12</i>		
Adopted: June 12, 2020 Next Scheduled Revision: June 2021 Previous Revisions		
Position	Signature	Date
Board President		

Stipends

12.1 There shall be no advances on Board of Directors or other stipends.

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

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

12.4 This director stipend reduction schedule stipulates the terms according to which a director's stipend may be reduced or withheld by the Vice-President Finance. All reductions to a Director's stipend must be communicated to the Director so that they can have the ability to choose to appeal. The VP Finance shall withhold from a member's stipend an amount equal to any outstanding sums of money owed to the Society

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

Bi-weekly Reports are Submitted Late

12.6 Bi-weekly work reports must be submitted to the Board by 4:00pm on the day following each pay period.

(a) The stipend of an Executive Officer member will be reduced by \$100 where the report is late or incomplete.

(i) Sections may be listed as 'not applicable.'

(b) The stipend of a nFaculty or At Large Representative Members will be reduced by \$50 where the report is late or incomplete.

(i) Sections may be listed as 'not applicable.'

(c) Stipends shall not be paid for months where the work report is submitted more than one month late, unless the Board has authorized a prior exception.

Semester Reports are Submitted Late

12.7 Semester work reports must be submitted to the Board by midnight of the last day of the month following the end of a semester.

(a) The stipend of an Executive Board member will be reduced by \$100 per day for a maximum reduction of the value of one complete pay period where the report is late, and all stipends will be withheld until the report is submitted.

(b) The stipend of a Non-Executive Board member will be reduced by \$50 per day for a maximum reduction of the value of one complete pay period where the report is late, and all stipends will be withheld until the report is submitted

Exit Reports are Submitted Late

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

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

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

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

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

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

Failure to Attend a Board or Committee Meetings

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

- (a) The stipend of an Executive Board member will be reduced by \$100 where they fail to attend a Board or committee meeting.
- (b) The stipend of a Non-Executive Board member will be reduced by \$50 where they fail to attend a Board or committee meeting.

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

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

Late Arrival at Board Meeting

12.13 Directors must attend all Board meetings on time, excepting where the director has communicated in advance some personal or unexpected circumstances to the Chair

- (a) The stipend of an Executive Board member will be reduced by \$50 where they attend a Board meeting more than 10 minutes late.
- (b) The stipend of a Non-Executive Board member will be reduced by \$25 where they attend a Board meeting more than 10 minutes late.

Late Arrival at a Committee Meeting

12.14 Directors must attend all Board committee meetings on time, excepting where the director has communicated in advance some personal or unexpected circumstances to the Chair.

(a) The stipend of an Executive Board member will be reduced by \$20 where they attend a Board meeting more than 10 minutes late.

(b) The stipend of a Non-Executive Board member will be reduced by \$10 where they attend a Board meeting more than 10 minutes late.

Failure to Meet Committee Obligations

12.15 Directors must be appointed to at least 2 Board committees at all times, and Executive Directors must Chair at least one Board committee.

(a) The stipend of an Executive Board member will be reduced by \$200 where they are not named to at least two (2) committees, and \$100 where they are not named to one (1) committee.

(b) The stipend of a Non-Executive Board member will be reduced by \$100 where they are not named to at least two (2) committees, and \$50 where they are not named to one (1) committee.

Failure to Complete Required Engagement Hours

12.16 Directors must perform at least 4 hours of member engagement per pay period, and these must be reports on Directors' bi-weekly reports.

(a) The stipend of an Executive Board member will be reduced by \$50 where they have not performed their required engagement hours

(b) The stipend of a Non-Executive Board member will be reduced by \$25 where they have not performed their required engagement hours.

Appeals

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



R-13: RESIGNATION, LEAVE OF ABSENCE, AND REGRETS

<i>POLICY TYPE: BOARD POLICY</i>		
<i>POLICY TITLE: RESIGNATION, LEAVE OF ABSENCE, AND REGRETS</i>		
<i>POLICY REFERENCE NUMBER: R-13</i>		
Adopted: June 12, 2020 Next Scheduled Revision: June 2021 Previous Revisions		
Position	Signature	Date
Board President		

Resignation

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

Leave of Absence

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

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

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

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

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

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

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

Regrets

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

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

- (a) include the specific extent of that absence,
- (b) include the reason for that absence, and
- (c) be submitted at least one (1) hours in advance of the meeting in question.

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

- (a) bereavement,
- (b) illness,
- (c) an academic or employment specific conflict
- (d) a personal or family emergency.

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

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



R-14: DIRECTION TO SOCIETY EMPLOYEES

<i>POLICY TYPE: BOARD POLICY</i>		
<i>POLICY TITLE: DIRECTION TO SOCIETY EMPLOYEES</i>		
<i>POLICY REFERENCE NUMBER: R-14</i>		
Adopted: June 12, 2020 Next Scheduled Revision: June 2021 Previous Revisions		
Position	Signature	Date
Board President		

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

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

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

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

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

event that the opinion of the Executive Committee and the Board conflict, the opinion of the Board prevails.

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

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

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

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

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

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

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



R-15: EMPLOYMENT, BOARD OF DIRECTORS MEMBERS

<i>POLICY TYPE: BOARD POLICY</i>		
<i>POLICY TITLE: EMPLOYMENT, BOARD OF DIRECTORS MEMBERS</i>		
<i>POLICY REFERENCE NUMBER: R-4</i>		
<i>Adopted: June 12, 2020</i> <i>Next Scheduled Revision: June 2021</i> <i>Previous Revisions</i>		
Position	Signature	Date
Board President		

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

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

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



R-16: MINUTES

<i>POLICY TYPE: BOARD POLICY</i>		
<i>POLICY TITLE: MINUTES</i>		
<i>POLICY REFERENCE NUMBER: R-16</i>		
Adopted: June 12, 2020 Next Scheduled Revision: June 2021 Previous Revisions		
Position	Signature	Date
Board President		

Board Minutes

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

16.2 Minutes of meetings of Board of Directors shall include:

- (a) a summary of Committee discussion, including any comments that participants ask to be recorded, and
- (b) a record of motions passed, direction given, and action taken
- (c) list a record of who voted in favour, and against or abstained on a motion, or if a motion passes unanimously.

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

- (a) a summary of Committee discussion, including any comments that participants ask to be recorded, and
- (b) a record of motions passed, direction given, and action taken.

16.4 Minutes shall not be kept for working groups.

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

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

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

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

Council Minutes

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

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

Minute Preparation

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

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

Implementation

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



R-17: *UNDER REVIEW* SPECIAL FUNDING REQUEST POLICY

<i>POLICY TYPE: BOARD POLICY</i>		
<i>POLICY TITLE: SPECIAL FUNDING REQUEST POLICY</i>		
<i>POLICY REFERENCE NUMBER: R-17</i>		
Adopted: June 12, 2020 Next Scheduled Revision: June 2021 Previous Revisions		
Position	Signature	Date
Board President		

Purpose

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

Restrictions

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

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

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

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

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

17.5 All requests for constituency groups, department student unions or faculty student unions grant funding must be made through the Student Union

Department. If the Student Union Organizer believes that funding from a Board is recommended, they may refer the request to the Board of Directors to top up that student union/constituency group grant funding as per this special funding request policy from a Board line item.

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

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

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

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

- (a) the Board of Directors,
- (b) a Society committee,
- (c) Out on Campus, or
- (d) The Women's Centre.

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



R-18: BOARD REIMBURSEMENTS

<i>POLICY TYPE: BOARD POLICY</i>		
<i>POLICY TITLE: BOARD REIMBURSEMENTS</i>		
<i>POLICY REFERENCE NUMBER: R-18</i>		
<i>Adopted: June 12, 2020</i> <i>Next Scheduled Revision: June 2021</i> <i>Previous Revisions</i>		
Position	Signature	Date
Board President		

Reimbursement for charges

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

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

Restrictions

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

Cell Phone Allowance

18.3 Cell phone reimbursements rates are as follows:

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

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

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

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

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

Transportation Allowance

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

- (a) U-Pass
- (b) Parking Pass

Travel for Meetings Events, and Conference Allowance

18.8 Board members may be reimbursed for flights, meals, and mileage for attendance at conferences and meetings. Reimbursement will be via cheque. Travel reimbursement does not count towards the \$600 transportation allowance.

- (a) Flights require booking and payment information is required
- (b) Meals require a detailed listing of the meal so that reasonableness may be considered. Board members may not claim meal costs that are provided by the hotel, conference, or a third party.
- (c) For automobile reimbursements, Board members may be reimbursed according to the latest published annual automobile allowance rate as provided by the CRA (e.g: 2020 year rate: \$.59 per km)

Other amounts

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



R-19: ANNUAL AND SPECIAL GENERAL MEETINGS, PREPARATION, STAFFING, AND PROCEDURES

<i>POLICY TYPE: BOARD POLICY</i>		
<i>POLICY TITLE: ANNUAL AND SPECIAL GENERAL MEETINGS, PREPARATION, STAFFING, AND PROCEDURES</i>		
<i>POLICY REFERENCE NUMBER: R-19</i>		
<i>Adopted: June 12, 2020</i> <i>Next Scheduled Revision: June 2021</i> <i>Previous Revisions</i>		
Position	Signature	Date
Board President		

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

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

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

The Board of Directors

19.4 The Board of Directors shall:

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

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

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

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

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

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

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

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

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

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

(h) assist with registration of members and acting as floor captains for the duration of the meeting for vote and quorum counts, under the coordination of the VP Student Services with assistance from the Administrative Services Department,

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

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

19.5 The VP Student Services shall coordinate or oversee:

(a) the compilation of the annual report of the Board for consideration at the annual general meeting (Bylaw 4.4.d),

- (b) the roles and responsibilities of the members of the Board of Directors in preparing for the meeting,
- (c) the roles and responsibilities of the members of the Board of Directors during the meeting and ensuring that registration and floor captain needs are adequately staffed,
- (d) the monitoring of attendance at meetings,
- (e) the monitoring of vote and quorum counts, and reporting those counts to the chair
- (f) booking a meeting room and any audio-visual equipment, appropriate for the needs of the meeting as established by the Board of Directors.
- (g) the provision of microphones for speakers from the floor (if necessary)
- (h) accommodating students with special needs.
- (i) working with staff as necessary for the preparation of the AGM.

Staff

19.6 The Communications Coordinator shall:

- (a) developing and publishing all advertising and marketing materials for members' meetings, and
- (b) developing all documents necessary for members' meetings, including the Annual Report for the annual members' meeting.
- (c) comply with the provisions of the bylaws regarding serving notice of meeting,
- (d) layout, design, edit, and print the Society's annual report,
- (e) produce or oversee the production of all print materials for the member's meetings.
- (f) compile and print the agenda

19.7 The Administrative Services department shall:

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

- (b) communicating the deadlines for all required items to the appropriate departments,
- (c) developing a draft meeting agenda, which includes at least:
 - (i) confirming that quorum has been met,
 - (ii) electing a Chair for the meeting, if the President of the Board is present and the Chair was not designated by the Board,
 - (iii) approving the agenda,
 - (iv) approving the Minutes from the last General Meeting, and
 - (v) terminating the General Meeting.
- (i) procure a membership list(s),
- (j) compile the previous meetings' minutes for inclusion in the annual report,
- (k) assist the VP Student Services with their duties described in this policy,
- (l) ensure that the chair receives an agenda and all other written materials at least 48 hours before the meeting, and is kept informed of expected attendance, the course of proceedings, the length of presentations, and any room changes, and
- (m) ensure that the full text of any proposed bylaw changes is available to all members at the meeting.

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

- (a) providing support in interpreting the requirements of provincial legislation, and Society bylaws and policies, and
- (b) preparing the Chair of the members' meeting regarding their responsibilities as Chair.

19.9 The Student Union Organizer shall:

- (a) send written or electronic memoranda to Council and all active unions and constituency groups in accordance with the bylaws, and
- (b) assist in the staffing the meeting and any preparations as necessary.

STANDING ORDERS



SO-1: STANDING AND AD-HOC COMMITTEES, SUBCOMMITTEES AND WORKING GROUPS

<i>POLICY TYPE: BOARD POLICY</i>		
<i>POLICY TITLE: STANDING AND AD-HOC COMMITTEES, SUBCOMMITTEES AND WORKING GROUPS</i>		
<i>POLICY REFERENCE NUMBER: SO-1</i>		
<i>Adopted: June 12, 2020</i>		
<i>Next Scheduled Revision: June 2021</i>		
<i>Previous Revisions</i>		
Position	Signature	Date
Board President		

Establishment and Dissolution of Society Committees and Working Groups

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

- (a) The Board will establish a standing or ad-hoc committee by including a Standing Order establishing its terms in the Board Policies.
- (b) The Board will dissolve a standing or ad-hoc committee by repealing a Standing Order consisting of its terms from the Board Policies.
- (c) The Board or a Board Committee will establish a working group amongst itself by a majority vote.

Standing and Ad-hoc Committees

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

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

1.4 The duties of the Chair include:

- (a) ensure all meetings are included in the SFSS Society Calendar (GMail),
- (b) convening regular meetings,
- (c) informing committee members of meeting times and locations,
- (d) preparing agendas and collect agenda items based on a timeline, set by the Chair, in contemplation of Committee members, who should receive the agenda reasonably in advance in order to thoroughly review its contents,
- (e) distributing any documents or materials to committee members,
 - (i) where possible, documents should be in PDF format and use Times New Roman font,
- (f) submitting attendance to the VP Finance,
- (g) reporting on committee activities to the to the Board of Directors,
- (h) submit minutes approved by the Committee to the Board Chair for approval of the Board of Directors,
- (i) act as the primary point of contact between the committee and its staff support, if any.
- (j) liaise with the Administrative Assistant by:
 - (i) Sending agenda items and any relevant documents to the Administrative Assistant to prepare the draft agenda at least two (2) business days prior to the meeting,
 - (1) The Chair will inform the Administrative Assistant if a document contains confidential information,
 - (ii) Sending any required changes of the draft agenda and approval of the draft agenda to the Administrative Assistant,
 - (iii) Sending feedback on the draft minutes and approval of the draft minutes to the Administrative Assistant within one (1) week of receiving the draft minutes, and

(k) liaise with the Communications Coordinator to ensure that Committee information relevant to the SFSS Membership is up-to-date on the SFSS Website and SFSS social media channels at all times, including:

- (i) the name and contact details of the Chair,
- (ii) the date and time of meetings,
- (iii) the location and accessibility information of meetings,
- (iv) vacant seats,

(1) where a vacancy arises, the Chair will ensure that the vacancy is listed on the SFSS Website and SFSS social media channels within one (1) week of the vacancy arising,

(2) where the vacancy is a Council-designated seat, the Chair will liaise with the Council Chair to ensure that Council recommends a replacement.

1.5 The duties of the Vice-Chair include:

- (a) convening meetings in the absence or at the discretion of the Chair,
- (b) any other duties as may be assigned by the Chair

1.6 The duties of Committee members include:

- (a) Attend all meetings of the committee
- (b) Read all materials provided to the committee and prepare constructive critical feedback regarding committee business prior to every meeting, and
- (c) regularly volunteer in support of committee initiatives

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

1.8 Duties of committee members include:

- (a) attending all meetings of the committee,
- (b) representing to the best of their abilities the interests of the Society, and

- (c) performing any duties assigned as part of the committee's mandate.
- 1.9 Unless otherwise specified in the standing order establishing the committee, members of standing and ad-hoc committees shall be elected/removed by a simple majority vote of the Board of Directors.
- 1.10 Unless otherwise specified in the standing order establishing the committee, quorum for all standing and ad-hoc committees shall be a majority of the seats filled.
- 1.11 For the purposes of the standing orders, 'student at-large' shall refer to a student who does not hold a position on the Board of Directors, but is a member in good standing of the Society.
- 1.12 For the purposes of the standing orders, "Councillor" shall refer to those members who sit as members of Council and are not members of the Board of Directors of the Society.

Sub-Committees

- 1.13 Standing or Ad-hoc Board committees may, if its terms of reference allow, strike subcommittees and adopt its own terms of reference for the subcommittee, establishing its mandate, authority, and jurisdiction - and may delegate tasks to sub-committees for recommendation to the Committee.
- 1.14 Sub-committees are established by a majority vote.
- 1.15 Committees shall select the chair of a sub-committee from among its members who shall convene meetings, prepare agendas, distribute documents to sub-committee members, and report subcommittee activities and recommendations back to the committees.
- 1.16 Duties of sub-committee members include:
- (a) attending all meetings of the sub-committee,
 - (b) representing to the best of their abilities the interests of the Society, and
 - (c) performing any duties assigned as part of the committee's mandate.
- 1.17 Sub-Committees are established by a Standing Order of the Committee.

- (a) All Committee Standing Orders establishing a Sub-Committee must be reported to the Governance Committee, who will keep record of the Standing Orders.
- (b) If a Committee establishes a Sub-Committee by Standing Order, this action must be reported to the Board of Directors.

Working Groups

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

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

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

- (a) Duties of working group members include:
 - (i) attending all meetings of the working group,
 - (ii) representing to the best of their abilities the interests of the Society, and
 - (iii) performing any duties assigned as part of the working group's mandate.

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

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



SO-2: APPOINTMENTS, SELECTION PROCESS AND RESIGNATIONS TO AND FROM COMMITTEES

<i>POLICY TYPE: BOARD POLICY</i>		
<i>POLICY TITLE: APPOINTMENTS, SELECTION PROCESS AND RESIGNATIONS TO AND FROM COMMITTEES</i>		
<i>POLICY REFERENCE NUMBER: SO-2</i>		
<i>Adopted: June 12, 2020</i>		
<i>Next Scheduled Revision: June 2021</i>		
<i>Previous Revisions</i>		
Position	Signature	Date
Board President		

Appointments

- 2.1 Where Board members are named to committee positions, those positions will be appointed by majority vote of the Board.
- 2.2 Unless otherwise specified by the committee's terms of reference, the Board of Directors appoints its members for a term of office expiring April 30th each year.

Schedule

- 2.3 Preparation for the appointment of at-large members to Board committees begins on May 1st of each new Board term, or when there is a vacancy on a Board committee.
- 2.4 Directors will actively engage members at all three campuses to submit their nominations.
- 2.5 Calls for applications will be communicated to members through approved SFSS channels.
- 2.6 Recommendations for appointment will be made at the Nominating Committee, who will provide these recommendations to the Board.
- 2.7 Nominees will be evaluated on the basis of criteria established by each Board committee through their application forms and/or interview process.

2.8 Committee members will be appointed by the Board.

Selection

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

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

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

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

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

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

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

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

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

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

Resignations

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

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

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

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

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

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

STANDING COMMITTEES



SO-3: EXTERNAL AND COMMUNITY AFFAIRS COMMITTEE

<i>POLICY TYPE: BOARD POLICY</i>		
<i>POLICY TITLE: EXTERNAL AND COMMUNITY AFFAIRS COMMITTEE</i>		
<i>POLICY REFERENCE NUMBER: SO-3</i>		
Adopted: June 12, 2020 Next Scheduled Revision: June 2021 Previous Revisions		
Position	Signature	Date
Board President		

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

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

Composition

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

Terms of Reference

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

3.4 Develop and coordinate strategies to address those concerns.

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

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

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

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

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

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



SO-4: UNIVERSITY AND ACADEMIC AFFAIRS COMMITTEE

<i>POLICY TYPE: BOARD POLICY</i>		
<i>POLICY TITLE: UNIVERSITY AND ACADEMIC AFFAIRS COMMITTEE</i>		
<i>POLICY REFERENCE NUMBER: SO-4</i>		
Adopted: June 12, 2020 Next Scheduled Revision: June 2021 Previous Revisions		
Position	Signature	Date
Board President		

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

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

Composition

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

Terms of Reference

4.3 Identify and prioritize issues of concern to students.

4.4 Develop and coordinate strategies to address those concerns.

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

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

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

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

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

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



SO-5: GOVERNANCE COMMITTEE

<i>POLICY TYPE: BOARD POLICY</i>		
<i>POLICY TITLE: GOVERNANCE COMMITTEE</i>		
<i>POLICY REFERENCE NUMBER: SO-5</i>		
<i>Adopted: June 12, 2020</i> <i>Next Scheduled Revision: June 2021</i> <i>Previous Revisions</i>		
Position	Signature	Date
Board President		

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

Composition

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

Terms of Reference

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

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

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

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

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

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

Relevant Policies

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

- (a) SFSS Constitution
- (b) SFSS By-Laws
- (c) SFSS Strategic Plan
- (d) Societies Act of British Columbia
- (e) Universities Act of British Columbia
- (f) SFSS Elections and Referenda Policies
- (g) SFSS Board Policies
- (h) SFSS Administrative Policies
- (i) SFSS Issues Policies
- (j) any other policies of the society.



SO-6: EXECUTIVE COMMITTEE

<i>POLICY TYPE: BOARD POLICY</i>		
<i>POLICY TITLE: EXECUTIVE COMMITTEE</i>		
<i>POLICY REFERENCE NUMBER: SO-6</i>		
Adopted: June 12, 2020 Next Scheduled Revision: June 2021 Previous Revisions		
Position	Signature	Date
Board President		

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

Composition

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

Terms of Reference

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

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

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

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

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

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

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

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

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

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

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



SO-7: FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE

<i>POLICY TYPE: BOARD POLICY</i>		
<i>POLICY TITLE: FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE</i>		
<i>POLICY REFERENCE NUMBER: SO-7</i>		
Adopted: June 12, 2020 Next Scheduled Revision: June 2021 Previous Revisions		
Position	Signature	Date
Board President		

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

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

Composition

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

Terms of Reference

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

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

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

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

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

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

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

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

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

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

7.13 Oversee the processes of the audit of the Society, including the appointment of the external auditor, the annual financial statements, and the auditor's unobstructed access to information and personnel.

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

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

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

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



SO-8: ACCESSIBILITY COMMITTEE

<i>POLICY TYPE: BOARD POLICY</i>		
<i>POLICY TITLE: ACCESSIBILITY COMMITTEE</i>		
<i>POLICY REFERENCE NUMBER: SO-8</i>		
Adopted: November 13, 2020 Next Scheduled Revision: June 2021 Previous Revisions: June 12, 2020		
Position	Signature	Date
Board President		

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

Definitions

8.2 “Disability” is defined as a long-term or episodic physical, mental, intellectual, sensory or communication needs, visible or invisible, which in interaction with barriers may hinder a person’s full and effective participation in society on an equitable basis with others.

8.3 “Barriers” are defined as attitudinal, environment, and organizational structures and practices that prevent a student with a disability from participating in activities, accessing services, and being accepted by others, as much as students without disabilities.

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

Composition

1. Chairperson: VP Student Services or another director as designated by the Board; or, on recommendation of the Committee, another member of the Committee
2. President (Ex-Officio)
3. Four Board of Directors members
4. minimum 2, up to 4 at-large members
5. Up to 1 Councillor on the recommendation of Council
6. 1 member of SFU Disability and Neurodiversity Alliance Executive

Selection

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

Terms of Reference

- 8.6 Review and monitor usage of the SFSS Accessibility Fund.
- 8.7 Make decisions and give approval to accessibility related capital expenses such as technological aides as well as approve other accessibility related projects.
- 8.8 Review and make recommendations to amend, add and, delete sections of policy relating to issues of accessibility and the Accessibility Fund.
- 8.9 Review and make recommendations regarding the SFSS Accessibility Policy.
- 8.10 Shall seek engagement with the community of members with disabilities, and engagement with SFU regarding the supports made available to students with disabilities
- 8.11 Research, maintain, and approve a list of priced accessibility services to be made available in the General Office.
- 8.12 The Committee shall meet at least once per semester or as required.
- 8.13 All discussions of a sensitive or confidential nature shall be held in camera.
- 8.14 To promote wellness on campus wherever possible in conjunction with SFU Health and Counselling and the Centre for Disabilities.
- 8.15 Make recommendations to the Governance Committee on amendments and additions to SFSS Accessibility Policies.
- 8.16 This Committee may strike sub-committees when necessary, and sparingly, in order to conduct the business of the Committee.
 - (a) The Committee shall establish Working Groups wherever possible and use Sub-Committees sparingly.



SO-9: SURREY CAMPUS COMMITTEE

<p><i>POLICY TYPE: BOARD POLICY</i></p> <p><i>POLICY TITLE: SURREY CAMPUS COMMITTEE</i></p> <p><i>POLICY REFERENCE NUMBER: SO-9</i></p> <p style="text-align: right;"> Adopted: June 12, 2020 Next Scheduled Revision: June 2021 Previous Revisions </p>		
Position	Signature	Date
Board President		

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

Definitions

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

Composition

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

Terms of Reference

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

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

9.5 Recommend actions for consideration to the Board of Directors.

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

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

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

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

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

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



SO-10: VANCOUVER CAMPUS COMMITTEE

<i>POLICY TYPE: BOARD POLICY</i>		
<i>POLICY TITLE: VANCOUVER CAMPUS COMMITTEE</i>		
<i>POLICY REFERENCE NUMBER: SO-10</i>		
Adopted: June 12, 2020 Next Scheduled Revision: June 2021 Previous Revisions		
Position	Signature	Date
Board President		

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

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

Definitions

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

Composition

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

Terms of Reference

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

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

10.6 Recommend actions for consideration to the Board of Directors.

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

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

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

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

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

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



SO-11: FACULTY AND AT-LARGE REPRESENTATIVES MEMBERS COMMITTEE (FARM)

<i>POLICY TYPE: BOARD POLICY</i>		
<i>POLICY TITLE: FACULTY AND AT-LARGE REPRESENTATIVES MEMBERS COMMITTEE (FARM)</i>		
<i>POLICY REFERENCE NUMBER: SO-11</i>		
<i>Adopted: June 12, 2020</i> <i>Next Scheduled Revision: June 2021</i> <i>Previous Revisions</i>		
Position	Signature	Date
Board President		

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

Composition

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

Terms of Reference

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

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

11.4 Collaborate on faculty and department-based campaigns and advocacy

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

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

Chairperson

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



SO-12: EVENTS COMMITTEE

<p><i>POLICY TYPE: BOARD POLICY</i></p> <p><i>POLICY TITLE: EVENTS COMMITTEE</i></p> <p><i>POLICY REFERENCE NUMBER: SO-12</i></p>		
<p>Adopted: June 12, 2020</p> <p>Next Scheduled Revision: June 2021</p> <p>Previous Revisions</p>		
Position	Signature	Date
Board President		

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

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

Composition

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

Terms of Reference

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

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

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

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

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

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



SO-13: FIRST YEAR ENGAGEMENT COMMITTEE

<p><i>POLICY TYPE: BOARD POLICY</i></p> <p><i>POLICY TITLE: FIRST YEAR ENGAGEMENT COMMITTEE</i></p> <p><i>POLICY REFERENCE NUMBER: SO-13</i></p>		
<p>Adopted: June 12, 2020</p> <p>Next Scheduled Revision: June 2021</p> <p>Previous Revisions</p>		
Position	Signature	Date
Board President		

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

Definitions

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

Composition

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

Terms of Reference

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

13.4 Coordinate first year advocacy activities and projects.

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

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



SO-14: MEMBER SERVICES ADVISORY COMMITTEE

<i>POLICY TYPE: BOARD POLICY</i>		
<i>POLICY TITLE: MEMBER SERVICES ADVISORY COMMITTEE</i>		
<i>POLICY REFERENCE NUMBER: SO-14</i>		
<i>Adopted: June 12, 2020</i>		
<i>Next Scheduled Revision: June 2021</i>		
<i>Previous Revisions</i>		
Position	Signature	Date
Board President		

14.1 The Board of Directors shall maintain the Member Services Advisory Committee as a standing committee.

Composition

1. [ex-officio] President
2. [Chairperson] VP Student Life, VP Student Services, or another director as voted by the Board
3. At least 2 and up to 4 Board members
4. Up to 1 Councillor on the recommendation of Council (first year preferred)
5. Up to 4 at-large members
6. [Non-voting] Club Coordinators
7. [Non-voting] Student Union Organizer

Terms of Reference

14.2 Give advice regarding the coordination of the society member services (Clubs, DSUs, Food Bank etc.).

14.3 Coordinate operations and give assistance and advice to coordinators on member services, clubs and DSU operations.

14.4 Make recommendations to policies relating to the member-services of the Society.

14.5 Receive updates on issues that have happened in the delivery of member-services, and for possible improvements to clubs and DSU policies and solicit feedback from students.

14,6 Review aggregated and anonymized complaints/how-to-improve forms about members services and give advice on how improvements may be incorporated.

14.6 This committee shall meet at least monthly.



SO-15: BLACK INDIGENOUS PEOPLE OF COLOUR COMMITTEE

<i>POLICY TYPE: BOARD POLICY</i>		
<i>POLICY TITLE: BLACK INDIGENOUS PEOPLE OF COLOUR COMMITTEE</i>		
<i>POLICY REFERENCE NUMBER: SO-15</i>		
<i>Adopted: June 12, 2020</i>		
<i>Next Scheduled Revision: June 2021</i>		
<i>Previous Revisions</i>		
Position	Signature	Date
Board President		

15.1 The Board of Directors shall maintain the Black Indigenous People of Colour Committee as a standing committee. Any change to these terms shall be at the discretion of the Board with proper consultation with BIPOC student groups and communities.

Purpose

15.2 The purpose of this committee is to ensure and prioritize the voices of the Black, Indigenous and People of Colour (BIPOC) community at Simon Fraser University within the framework of the Simon Fraser Student Society, and that the lived experience of racialized folks is always considered, recognized and acknowledged. Historically Black, Indigenous, and People of Colour disproportionately face more barriers due to the constructs that have been established without BIPOC folks in mind. Academia and university settings are not exempt to the mistreatment and misappropriation of BIPOC voices.

Preamble

15.3 Academia as we know has been used as a tool to assimilate and indoctrinate racialized voices. This committee is to ensure that Black, Indigenous and People of Colour have the ability to speak on issues that directly affect our BIPOC communities within SFU and their educational experience. This committee shall work with the Board of Directors and the SFSS to properly support racialized students from a BIPOC perspective. The role of this committee should be to support, voice opinions and give advice to where the SFSS and SFU are lacking and to close the gaps and barriers that racialized students face in their university experience.

15.4 The SFSS prioritizes Indigenous voices, and we acknowledge that the SFSS is located on the traditional, unceded territories of the Coast Salish peoples, including the x^w məθk^wəyəm (Musqueam), Sk̓ wxwú7mesh Úxwumixw (Squamish), Selil̓witulh (Tsleil-Waututh), k^w ik^wəłəm (Kwkwetlem) and q̓icəy̓ (Katzie) Nations.

Definitions

15.5 “BIPOC” is defined as Black, Indigenous, People of Colour. This is an acronym that makes the distinction of racialized folks who face disproportionately more barriers than other groups due to the systemic oppression, colonization, racism, capitalism, dispossession etc.

15.6 "Racialized" - Racialized refers to anyone who experiences racism because of their race, skin colour, ethnic background, accent or culture. Racialized people are people of colour, Indigenous peoples and ethnic and cultural minorities. 7

15.7 "Barrier" - An overt or covert obstacle; used in equity-based approaches, to mean a systemic obstacle to equal opportunities or outcomes; an obstacle which must be overcome for equality to be possible. 7

15.8 "Colonialism" - Colonialism is the establishment, maintenance, acquisition and expansion of colonies through violence in one territory by people from another territory. The way in which colonization manifests itself may vary depending on the global location. In all forms, colonialism creates an unequal relationship between the dominant colonial state and between the Indigenous peoples of the colonized territory. 7

15.9 "Privilege" - Privileges are systemic advantages based on certain characteristics that are celebrated by society and preserved through its institutions. These can include being white, having money, being straight, not having a disability, etc. People are often unaware that these characteristics can act as privileges as they are so effectively normalized. Privilege is not earned but is awarded automatically based on characteristics and traits of an individual.” 7

15.8 "Marginalization" - a process of social devaluation that serves to justify disproportional access to scarce social and material resources. It’s a process that pushes a particular group or groups of people to the edge of society by not allowing them an active voice, identity or place in it. It does this through the exclusion or isolation of people from being able to participate in political, social and economic mainstreams than others in society who hold power and privilege can participate in. 7

15.9 "Systemic Barriers" refers to the systems that have been established without Black, Indigenous, and People of colour in mind and are often excluded.

15.10 "Systemic Oppression" refers to how the systems of our society have inherently created disadvantages to Black, Indigenous, and People of colour. Including but not limited to patriarchy, sexism, heteroism, racism, ableism, ageism, militarism, and colonialism.

15.11 "EDI" is defined as Equity, Diversity and Inclusion. EDI is brought forward from individuals who have lived experience, and the SFSS acknowledges that these are key factors in order to properly practice EDI.

Composition

1. [ex-officio] President
2. [Chairpersons] 2 board members (Co-Chairs), **or** on recommendation of the committee, another member of the committee
3. at least 2 and up to 4 Board members in addition to the Chair
4. 1 member of First Nations Student Association Board of Directors
5. 1 member of Students of Caribbean and African Ancestry Executive
6. up to 1 councillor on the recommendation of Council
7. up to 6 BIPOC At-Large members

Selection

15.12 The selection of Student At-Large members for this Committee will be prioritized to BIPOC community members. A method to self-identify as BIPOC will be a part of the application process in the selection of At-large members.

15.13 For appointment of Board members, the Board shall take into consideration Board members with lived experience/those who identify as BIPOC when appointing members to the committee.

Terms of Reference

15.13 organize engagement initiatives and seeking results that equitably benefits BIPOC students on campus,

15.14 highlighting and educating folks on issues that impact affect racialized students on campus

15.15 support those who face barriers on campus due to systematic barriers.

15.16 supporting initiatives by BIPOC groups on campus, and ensuring those groups receive proper consideration and consultation.

15.17 guide SFSS' advocacy on behalf of BIPOC students and to ensure accountability on SFU's EDI efforts and reconciliation efforts and that they are committed to action

15.18 Addressing concerns and challenging institutional and overt racism at SFU

15.19 Building an anti-racist approach to training and development sessions, and cultural awareness training within the SFSS and SFU

15.20 Fostering an anti-racist environment through community building events, cultural events, advocacy, and campaigns

15.21 The Committee will recognize and respect Indigenous forms of governance and recognize how often other forms of governance overrule Indigenous ways of knowing especially on occupied stolen territories. When we take into account Indigenous forms of governance, we will consider other aspects and ways of knowing in order to properly support this decision making process.

(a) This can include:

(i) inviting Indigenous Elders of the Territories and asking for advice or support in the decision-making process,

(ii) finding ways to include Indigenous forms of governance (i.e. talking circles), and,

(iii) transparency process and community engagement.

15.22 The Committee shall make recommendations to the Governance Committee on the creation or addition to the SFSS Issues Policies.

Relevant Documents

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

1. [SFU Aboriginal Reconciliation Council Report “Walk This Path With Us”](#)
2. [UNDRIP - UN Declaration on the Rights of Indigenous Peoples](#)
3. [Draft Principles that Guide the Province of British Columbia’s Relationship with Indigenous Peoples](#)
4. [SFU EDI Initiative](#)
5. [Truth and Reconciliation Commission of Canada: Calls to Action](#)
6. [International Decade for People of African Descent: Report of the Working Group of Experts on People of African Descent on its mission to Canada.](#)
7. [Anti-Racism Toolkit: Campus Tool-kit for Combatting Racism \(C](#)



SO-16: HR & PERSONNEL COMMITTEE

<p><i>POLICY TYPE: BOARD POLICY</i></p> <p><i>POLICY TITLE: HR & PERSONNEL COMMITTEE</i></p> <p><i>POLICY REFERENCE NUMBER: SO-16</i></p> <p style="text-align: right;"><i>Adopted: June 12, 2020</i></p> <p style="text-align: right;"><i>Next Scheduled Revision: June 2021</i></p> <p style="text-align: right;"><i>Previous Revisions</i></p>		
Position	Signature	Date
Board President		

16.1 The Board of Directors shall maintain the HR & Personnel Committee as a standing committee. This committee shall act as the Labour Committee for the purposes outlined in the SFSS/CUPE 3338 collective agreement. This committee is not open to members to attend.

Composition

1. [Ex-officio] President
2. [Chair] President
3. VP Finance
4. VP Student Services
5. Board member (preferably non-Executive Officer)
6. [Non-Voting] All union-excluded personnel

Purpose

16.2 Guiding the President in their role as the liaison between the Board of Directors and staff, subject to the limits of this policy; and to guide the President, as outlined in the bylaws to ensure compliance with and enforcement of all relevant Collective Agreements, employment contracts and staff relations policies.

16.3 To executive the duties of the Labour Committee as outlined in the collective agreement and fulfill the duties and responsibilities set out in the agreement.

16.4 To negotiate collective agreements with CUPE 3338.

16.5 Ensure accountability, transparency, inclusion, and democratic participation in executing the responsibilities of the committee.

16.6 Ensure the confidentiality of personnel files and the privacy of union-excluded and unionized staff.

Quorum

16.7 Quorum shall be the chair and at least 1 other voting member of the committee.

Terms of Reference

16.8 Oversee all aspects of hiring, managing, and evaluating union-excluded personnel, including:

- (a) review the performance of all union-excluded staff against established objectives on a regular basis under the leadership of the President, asking union-excluded personnel to leave during these discussions as is appropriate.
- (b) Provide semesterly reports to the Board of Directors on the performance of union-excluded personnel. Prepare an evaluation report for the Board of Directors before the end of April each year and recommend any compensation adjustments where necessary.
- (c) Annually review the Administrative Policies, Personnel Policies and union-Excluded Personnel Job descriptions and make policy proposals as needed. Periodically review Personnel policies as issues arise.
- (d) Ensure that all members of this Committee receive external training in non-profit management and effective management of non-profit union-Excluded Personnel within four weeks of being appointed to this Committee.
- (i) Ensure that ongoing training in these key areas happens for the duration of the Board term.

16.6 Provide reports to the Board of Directors on personnel issues and activities and projects undertaken by the Committee.

16.7 Seek direction from the Board of Directions to advise the President and Excluded personnel on addressing major personnel issues.

16.8 Advise the President and excluded personnel on addressing major personnel issues, including, but not limited to:

- (a) Collective Bargaining
- (b) Grievances
- (c) Organizational and technological changes
- (d) The creation of new unionized staff positions
- (e) The elimination of current unionized staff positions
- (f) Personnel management practices including hiring, evaluation and training

16.9 Ensure Board participation on hiring committees for key vacancies (eg: Department coordinator level and above)

16.10 The Committee will meet at least bi-weekly and give a report to the Board at every Board meeting.

Relevant Policies

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

- (a) SFSS Board Policies
- (b) SFSS Administrative Policies
- (c) SFSS/CUPE 3338 Collective Agreement
- (d) Societies Act of British Columbia
- (e) BC Employment Standards Act
- (f) BC Labour Relations Code

AD-HOC COMMITTEES



SO-17: NOMINATING COMMITTEE

<p><i>POLICY TYPE: BOARD POLICY</i></p> <p><i>POLICY TITLE: NOMINATING COMMITTEE</i></p> <p><i>POLICY REFERENCE NUMBER: SO-17</i></p>		
<p>Adopted: June 12, 2020</p> <p>Next Scheduled Revision: June 2021</p> <p>Previous Revisions</p>		
Position	Signature	Date
Board President		

17.1 The Board of Directors shall maintain the Nominating Committee as an ad-hoc committee.

Composition

1. [ex-officio] President
2. [Chairperson] Board member
3. VP Student Life
4. 2 Board members
5. [Non-voting] Campaigns, Research, and Policy Coordinator

Terms of Reference

17.2 Provide the Board with formal recommendations with formal recommendations and reports relating to the appointment of at-large members to Board committees, in consultation with all Board Committee Chairs and Vice-Chairs.

17.3 Work with the VP Student Life to provide the Board with formal recommendations and reports relating to the appointment of Council representatives to Board Committees, in consultation with all Board Committee Chairs and Vice-Chairs.