

BN - TRANSITION STEERING COMMITTEE REPORT: GOVERNANCE WORKING GROUP

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ISSUE

The Simon Fraser Student Society is about to undergo a large change in governance system, due to a recent large-scale By-Law change, that will require significant changes to all current Society policies, in order to remain consistent with these new By-Laws.

BACKGROUND

At the SFSS Annual General Meeting in October 2020, the Membership approved a By-Law amendment proposal, which made Council the legal Board of Directors of the SFSS, while also maintaining an Executive Committee, which has significant responsibility and authority, but also reports to, and takes accountability from, Council.

CURRENT STATUS

Currently, the SFSS employs many different policies, all of which can be found [on our website](#).

Governance Documents

- [SFSS Board Policies \(Updated March 2021\)](#)
- [SFSS Constitution \(Updated January 2018\)](#)
- [SFSS By-Laws \(Updated October 2020\)](#)
- [SFSS Elections & Referenda Policy \(Updated November 2020\)](#)
- [SFSS Issues Policy \(Updated February 2021\)](#)
- [SFSS Accessibility Policy \(Coming into force April 15, 2021\)](#)
- [BC Society Act](#)
- [University Act](#)

Administrative Policies

- [Communications Policies](#)
- [Corporate Records and Information Policies](#)
- [Finance Policies](#)
- [Incident Support & Guidelines](#)
- [Investment Policy](#)
- [IT Policies](#)
- [Member Service & Groups Policies](#)
- [Office Administration Policies](#)
- [Orientation and Retention Policies](#)
- [Personnel Policies](#)
- [Privacy and Information Management Policies](#)
- [Property Management Policies](#)
- [Retail Services Policies](#)
- [Staff-Led Events Policies](#)

Updated June 2020

Currently, the SFSS employs **SFSS Board Policies**, which determines many of the duties and responsibilities of the Board and its members, as well as what power is delegated to individuals and Committees. Additionally, we have **SFSS Administrative Policies**, which collectively encompasses 13 different policy documents (Communications, Corporate Records and Information, Finance, Investment, IT, Member Services & Groups, Office Administration, Personnel, Privacy, Property Management, Retail Services, and Staff-Led Events), and deals

mainly with operations. Lastly, we have other policy documents, such as the **SFSS Issues Policies**, **SFSS Accessibility Policy**, and **SFSS Elections & Referenda Policies**.

Right now, all of these policies, with the exception of the Elections and Referenda Policies, are based on the old SFSS By-Laws. However, in order to be consistent with the new SFSS By-Laws, the **Transition Steering Committee** struck a **Governance Working Group** to review all these policies, and bring them up to date with the By-Laws.

THE REVIEW

During these policy revisions, the main goals consisted of the following:

1. Updating terminology to be consistent with the new By-Laws (i.e. replacing “Board” → “Council”, “Board member”/”Director” → “Councillor”/”Non-Executive Councillor”/”Executive Officer”
2. Outlining the powers, duties and responsibilities of Council vs. the Executive Committee; and what powers Council would delegate to the Executive Committee

BREAKDOWN

Below, I’ve created a summary of the changes done to each policy document:

Policy Manual

- Currently does not exist. I removed current R-1 from the SFSS Board Policies, and I suggest that it becomes its own standalone policy document.

Council Policies

- Updated terminology to be consistent with the new By-Laws (i.e. replacing “Board” → “Council”, “Board member”/”Director” → “Councillor”/”Non-Executive
- Reorganized the order by which each Rule and Standing Order appears in the policy document.
- Added definitions for “Executive Officer”, “Councillor”, and “Non-Executive Councillors”
- Added more detail regarding Biweekly work reports, semester reports, and exit reports
- Reassigned duties assigned to Executive positions that no longer exist (i.e. VP Finance, VP Student Services)
- Edited Committee compositions
- Renamed “Events Committee” to “Events and Student Affairs Committee”
- Removed:
 - R-1: Establishment and Revision of Society Policies and made it its own standalone document.
 - R-3: Board Training and Development, and moved it to SFSS Orientation and Retention Policies
 - R-17: Special Funding Request Policy, and moved it to the SFSS Finance Policies.
 - SO-11: Faculty and At-Large Representatives Members (FARM) Committee. No longer relevant.
- Created New Rules for:

- Alternative Councillors
- Associate Vice-Presidents
- Created Standing Orders for:
 - Equity and Sustainability Committee
 - Oversight Committee on Executive Officers
 - Oversight Committee on Society Spaces
 - Members' Meeting Planning Committee (Ad-Hoc)
 - Faculty Caucuses
- Placed the following policies Under Review:
 - Non-Executive Council Stipend Requirements
 - Executive Officer Stipend Requirements
 - Minutes
 - Council Reimbursements

Accessibility Policy

- Updated terminology to be consistent with the new By-Laws (i.e. replacing "Board" → "Council", "Board member"/"Director" → "Councillor"/"Non-Executive
- Removed references to an "ED" or "Executive Director"

Corporate Records and Information Policies

- Updated terminology to be consistent with the new By-Laws (i.e. replacing "Board" → "Council", "Board member"/"Director" → "Councillor"/"Non-Executive
- Replaced refers to an "Administrative Services Department Liaison" with the relevant Union-excluded staff positions (Board Organizer, Operations Organizer, Building Manager)
- Replaced "Campaigns, Research and Policy Coordinator (CRPC)" with "Research and Policy Coordinator (RPC)".

Finance Policies

- Updated terminology to be consistent with the new By-Laws (i.e. replacing "Board" → "Council", "Board member"/"Director" → "Councillor"/"Non-Executive
- Replaced refers to an "Administrative Services Department Liaison" with the relevant Union-excluded staff positions (Board Organizer, Operations Organizer, Building Manager)
- Changed VP Finance → VP Finance & Services

Investment Policy

- Updated terminology to be consistent with the new By-Laws (i.e. replacing "Board" → "Council", "Board member"/"Director" → "Councillor"/"Non-Executive
- Removed references to an "ED" or "Executive Director", replaced with VP Finance & Services
- Removed references to "Finance and Audit Committee" to "Finance and Administrative Services Committee"

IT Policies

- Updated terminology to be consistent with the new By-Laws (i.e. replacing “Board” → “Council”, “Board member”/”Director” → “Councillor”/”Non-Executive
- Replaced refers to an “Administrative Services Department Liaison” with the relevant Union-excluded staff positions (Board Organizer, Operations Organizer, Building Manager)

Member Services & Groups Policies

- Updated terminology to be consistent with the new By-Laws (i.e. replacing “Board” → “Council”, “Board member”/”Director” → “Councillor”/”Non-Executive
- Replaced references to an “Administrative Services Department Liaison” with the relevant Union-excluded staff positions (Board Organizer, Operations Organizer, Building Manager)
- Placed the following policies under review:
 - MGP-3: Constituency Groups
 - MGP-6: Group Recognition Policy

Office Administration Policies

- Updated terminology to be consistent with the new By-Laws (i.e. replacing “Board” → “Council”, “Board member”/”Director” → “Councillor”/”Non-Executive
- Replaced refers to an “Administrative Services Department Liaison” with the relevant Union-excluded staff positions (Board Organizer, Operations Organizer, Building Manager)
- Placed the following policies under review:
 - OAP-1: Key Access
 - OAP-2: Space Booking
 - OAP-3: Conference Room, Forum Chambers, and Bookings

Orientation and Retention Policies

- Updated terminology to be consistent with the new By-Laws (i.e. replacing “Board” → “Council”, “Board member”/”Director” → “Councillor”/”Non-Executive
- Replaced refers to an “Administrative Services Department Liaison” with the relevant Union-excluded staff positions (Board Organizer, Operations Organizer, Building Manager)
- Combined current R-3: Board Training and Development with OTP-2: New Council Orientation & Retention
- Placed OTP-2: New Council Orientation & Retention under review

Personnel Policies

- Updated terminology to be consistent with the new By-Laws (i.e. replacing “Board” → “Council”, “Board member”/”Director” → “Councillor”/”Non-Executive
- Replaced refers to an “Administrative Services Department Liaison” with Operations Organizer

Privacy and Information Management Policies

- Updated terminology to be consistent with the new By-Laws (i.e. replacing “Board” → “Council”, “Board member”/“Director” → “Councillor”/“Non-Executive
- Replaced “Campaigns, Research and Policy Coordinator (CRPC)” with “Research and Policy Coordinator (RPC)”.

Property Management Policies

- Replaced refers to an “Administrative Services Department Liaison” with Building Manager

Retail Services Policies

- Updated terminology to be consistent with the new By-Laws (i.e. replacing “Board” → “Council”, “Board member”/“Director” → “Councillor”/“Non-Executive
- Repealed RSP-1 to RSP-4 due to overlap with SFSS Office Administration Policies

FUTURE CONSIDERATIONS

I have placed quite a few policies within each of these documents **under review**. Meaning, I recommend that the Governance Committee next year takes time to review each of those policies.

I will be handing off the word doc version of each of these documents to the incoming VP Internal & Organizational Development, alongside written comments on exactly what needs to be worked on.

RECOMMENDATIONS

I recommend that the Board of Directors repeal all current Society policies, and replace them with the policy documents produced by the **Transition Steering Committee - Governance Working Group**.

MOTION

Whereas, on May 1st, 2021, the SFSS By-Law changes approved at the October 2020 SFSS Annual General meeting will be taking effect.

Whereas, the SFSS has adopted various policy documents that must be consistent with the SFSS By-Laws.

Whereas, the Transition Steering Committee - Governance Working Group has conducted a review of all Society Policies, in order to ensure they are consistent with the new SFSS By-Laws.

Be it resolved that the Board of Directors repeal the current SFSS Board Policies, Accessibility Policy, and all other Administrative Policies, including the Communications Policies, Corporate Records and Information Policies, Finance Policies, Investment Policy, IT Policies, Member

Services & Groups Policies, Office Administration Policies, Orientation and Retention Policies, Personnel Policies, Privacy and Information Management Policies, Property Management Policies, and Retail Services Policies.

Be it further resolved that the Board of Directors replace these repealed policies with the attached SFSS Policy Manual, Council Policies, Accessibility Policy, and new Administrative Policies, which includes the Communications Policies, Corporate Records and Information Policies, Finance Policies, Investment Policy, IT Policies, Member Services & Groups Policies, Office Administration Policies, Orientation and Retention Policies, Personnel Policies, Privacy and Information Management Policies, Property Management Policies, and Retail Services Policies as attached.

Be it further resolved that these changes come into effect on May 1st, 2021.