

1. CALL TO ORDER

Call to Order – 9:04 AM

2. TERRITORIAL ACKNOWLEDGMENT

We respectfully acknowledge that the SFSS is located on the traditional, unceded territories of the Coast Salish peoples, including the x^wməθk^wəy^əm (Musqueam), S^kwx^wú7mesh Úxwumixw (Squamish), Selílwitulh (Tseil-Waututh), k^wik^wəłəm (Kwikwetlem) and qícəy (Katzie) Nations. Unceded means that these territories have never been handed over, sold, or given up by these nations, and we are currently situated on occupied territories.

3. ROLL CALL OF ATTENDANCE

3.1 Committee Composition

VP University Relations (<i>Chair</i>)	Gabe Liosis
VP Finance (<i>Vice Chair</i>)	Corbett Gildersleve
Ex-Officio	Osob Mohamed
VP Student Services	Matthew Provost
Faculty Representative (Science)	WeiChun Kua
Council Representative	Zaid Lari
At-Large Representative	Balqees Jama
At-Large Representative	Phum Luckkid

3.2 Society Staff

Society Staff Operations Organizer	Ayesha Khan
Board Organizer	Gabriel Goodman
Campaign, Research, and Policy Coordinator	Sarah Edmunds
Administrative Assistant	Joseph An
Member Services Coordinator – Generalist	John Tseng
Member Services Coordinator – Clubs	Ricky Che

3.3 Absents

VP Student Services	Matthew Provost
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4. ADOPTION OF THE AGENDA

4.1 MOTION GOV 2021-03-10:01

Balqees/WeiChun

Be it resolved to adopt the agenda as presented.

CARRIED UNANIMOUSLY

5. MATTERS ARISING FROM THE MINUTES

5.1 Governance Committee Minutes-MOTION GOV 2021-03-10:02

Corbett/WeiChun

Be it resolved to receive and file the following minutes:

- GOV 2021-02-24

CARRIED UNANIMOUSLY

6. DISCUSSION ITEMS

6.1 SFSS Events Terms of Reference Review

- From Board to further review certain portions of the document because of concern around uncertainty of processes mentioned.
- Under section 4, Marketing and Communications, SFU is mentioned when needing approval for events. Ricky mentioned that some events may be on SFU grounds and approval from them. Members agreed that it would be best to have some wording to clarify that when an event is on non-SFSS space, SFU needs to approve.
- Balqees brought up issue of students needing to know to go through SFSS even if it's for SFU booking. Members agreed on adding section 3a, with the wording "All room booking requests, including bookings for events in SFU spaces, must go through the SFSS room booking form on the club portal" and section 3b, with the wording "If an event is booked on an SFU space, SFSS must wait for SFU's approval before the Society confirms with members. Events on these spaces must abide by SFU Policies" and to add a subsection to this to let students know that SFU may request more information through SFSS on room usage, ticket sales, A/V requirements, Food requirements, etc...
 - Include a catch all line to section to point 2 for clarification, "You agree to go through the SFSS room booking portal when booking events in both SFSS and SFU, as the Society is the liaison between SFSS Members and SFU for event booking processes in SFU spaces".
- Chair made comment that there's many instances where the terms of reference mentions SFSS but it doesn't mention about who exactly in the SFSS makes the decisions. It would be nice to include which specific members are responsible for specific requests. Potential edit wording in section 5c to "Upon request from SFSS staff or Council...".
- Chair made comment about how disciplinary actions in section 6 b)i) is unclear about what disciplinary action looks like and what the scope of the disciplinary act. SFSS staff and Board member roles in this needs to be defined as well. There's currently no defined system. From discussion with members, there were suggestions to make a progressive strike rule as disciplinary action and to look into case studies from other student societies. Two action items from this, to think more about the disciplinary process and to look into case studies from other societies. Decided to put work order regarding this information.
- Deleted the wording Management in the document as there's no SFSS management anymore and replace with Union-Excluded staff.
- Balqees wanted to know what "High-risk and Medium Risk" meant. John explained that event with high profile, alcohol, lots of people, potentially dangerous situations (shooting range, martial arts), that needs security is high risk and Medium risk is where security might not be needed. Balqees suggested to include specific examples for risk descriptions in the document for clarification.

6.2 SFSS Club Terms of Reference Section 6 Review

- Chair wanted address section 6 J) c), phrase "bias or partially" and asked what this phrase was meaning. Ricky explained that it is from Board conflict of interest and that it is used to mean that club executives should not use their position to influence or push an agenda of personal interest. Members suggested to have this line removed and include wording that more clearly lines out club executive's duties and responsibilities to avoid situations where SFSS gets involved in personal politics.
- Action item for members to consider the Executive member removal process and write out opinions and options in document and send it to Gabe or Phum and then to discuss it further in the next meeting.

7. ANOUNCEMENT

- 7.1 Next Governance Committee Meeting: Wednesday, March 24th, 2021 at 9AM (PST) via Zoom**

8. ATTACHMENTS

- 8.1 Event Terms of Reference**
8.2 Club TOR 6. Edits

9. ADJOURNMENT

- 9.1 MOTION GOV 2021-03-10:03**

WeiChun/Corbett

Be it resolved to adjourn the meeting at 11:21 AM.

CARRIED UNANIMOUSLY

EVENTS TERMS OF REFERENCE

Last Revised: April 19th, 2020

1. Definitions

- a. “SFSS” refers to the Simon Fraser Student Society
- b. “SFU” refers to Simon Fraser University
- c. “You”, the “Event Organizer”, and “Group” refers to the persons or groups responsible for the hosting, planning, and execution of events through the SFSS.

2. Statement of Agreement

- a. You agree to abide by the [SESS](#) & [SFU](#) policies and guidelines.
- b. You agree to respect and abide by the SFSS Organizational Values of Inclusivity, Integrity, Empowerment, Advocacy, Community, and Accessibility.
- c. You agree to advise the SFSS if your event is being sponsored or supported by any external organization.
- d. The terms listed in this document shall hold true for all events held in association with the SFSS.
- e. The SFSS Coordinators, Management, and/or Board of Directors reserve the right to fulfill any executive decision agreed upon by the SFSS, as they see appropriate. These decisions will be made in conjunction with the Event Terms of Reference.

3. Booking Policies

- a. You agree to utilize the Event Planning Toolkit to assist in the planning of your event, to be provided by the SFSS.
- b. Failure to completely fill necessary forms or requests prior to provided deadlines may result in your booking request not being approved and/or cancelled.
 - i. It is recommended to have all requests submitted no later than 10 business days prior to the scheduled event.
- c. Requests for additional services, equipment, and space are subject to availability and are not guaranteed.
- d. You agree to respect and abide by established deadlines for event requests including but are not limited to: A/V bookings, space bookings, catering requests, grant requests, security requests.

4. Marketing and Communications

- a. You agree to not promote or proceed in the sales of tickets until the SFSS and SFU have fully approved your event.
 - i. Please refer to section 5.b.
- b. Graphic designs and logos must adhere to the SFSS Brand Guide, if graphics do not adhere to the guide the club will be subject to disciplinary action at the discretion of the SFSS.
- c. Posters, notices, and advertisements may only be displayed on notice boards provided for such items.

- i. These items are not permitted on walls, glass, concrete surfaces, and or doors. Please refer to the SFU Policy [here](#).

5. Finances

- a. Profits made from group events must be utilized towards the mandate of the collective host group, and not for the benefit of independent individuals.
- b. The SFSS, staff, and its affiliates are not responsible for any net financial losses incurred from events.
- c. Upon SFSS request, event organizers agree to disclose accurate information of ticket sales, number of event attendees, total expenses, and revenue made.
 - i. Failure to do so may result in disciplinary action(s) taken against organizers, at the discretion of the SFSS.

6. Food & Alcohol

- a. You agree to obtain all necessary permits and licenses to ensure the success of your event.
 - i. All food served must be accompanied by a copy of a valid Food Permit, submitted to the SFSS Student Centre in advance.
 1. Temporary food health permits must be obtained from Fraser Health.
 - ii. Special Event Permits may be obtained online.
 - iii. Serving It Right certificates may be obtained online.
 - iv. A valid *Food Safe Level 1* certificate is required by at least one person who will be handing/serving the food
- b. The serving of alcoholic beverages is subject to both [provincial regulations](#) and [SFU policy](#).
 - i. Failure to abide by these terms will result in disciplinary action(s) taken against you, at the discretion of the SFSS.
- c. Catering for events held on SFU property at the SFU Vancouver and Burnaby campuses must be ordered through SFU Catering Services.
- d. Events held on SFSS property may order catering through any third party caterer.
- e. For events at SFU Surrey, there is no mandated caterer. Please ensure you order from a third party caterer with a commercial kitchen, or contact surrey@sfss.ca for catering recommendations.

7. Transportation

- a. Events which require transportation to and from an event must receive approval from an SFSS Member Services Coordinator.
- b. Once given proper approval, you and all participants must fill out the appropriate SFSS waiver forms to be provided by the Coordinator.

8. Conduct

- a. You and all event participants shall behave in a friendly, positive, and secure manner which ensures the safety of all involved.
- b. The participation in any prohibited conduct will result in offending persons or groups to be subject to disciplinary actions, being administered at the discretion of the SFSS. Prohibited conduct includes but is not limited to:
 - i. Theft and vandalism
 - ii. The stealing, defacing, or destruction of property
 - iii. Assaulting, harassing, intimidating, or threatening another individual or group
 - iv. Endangering the health and/or safety of others
 - v. Storing, possessing, using, or distributing weapons or dangerous goods
 - vi. Storing, possessing, using, or distributing illegal drugs or alcohol
 - vii. Stealing, misusing, destroying, defacing, or damaging university property or property belonging to someone else
 - viii. Hazing
 - ix. Violating any other institutional, municipal, provincial, or federal policies and laws
 - x. Encouraging, aiding, or conspiring in any such prohibited conduct

9. Risk Management

- a. During the planning of your event, a risk assessment will be conducted by the SFSS and any relevant SFU departments. If significant risk will be present, you must provide an Event Emergency Plan to the SFSS Coordinators at least two weeks before the event. It is recommended that organizers for larger events submit Event Emergency Plans at least one month in advance. Examples of emergency plans can be provided upon request.
 - i. Failure to do so will result in disciplinary action(s) taken against you, at the discretion of the SFSS.
- b. You agree to report medium- or high-risk elements to the SFSS as soon as it is brought to your attention. Any additional costs associated with the safety and success of the event will be incurred by the event organizers.
 - i. Failure to report these may result in disciplinary action(s) taken against you, at the discretion of the SFSS.

10. Emergency Situations

- a. You agree to report to the SFSS any incidents where intervention from Campus Security, RCMP, EMS, and any other official authority was required.

11. Liability and Insurance

- a. The SFSS, staff, and its affiliates will not be held responsible for any injuries or damages incurred by individuals who are not members of the SFSS.
- b. You and all event participants agree to sign a waiver form if required by the SFSS.
 - i. Failure to do so will result in cancellation of your event.

- c. You agree to reimburse the SFSS for any damages or losses caused to any property during the event, including but not limited to audio visual equipment, building infrastructure, furniture, or any other unmentioned properties.
- d. Certificates of Insurance are recommended to be requested from the SFSS for your event. To do so, please contact the Student Centre at studentcentre@sfss.ca
- e. The responsibility to procure any appropriate event documents will fall upon the event organizers.
 - i. Failure to do so may result in the cancellation of your event.
- f. You agree to indemnify the SFSS for the consequences following any breach in the policies stated in this Events Terms of Reference.

12. Agency

- a. The views and actions expressed during the event do not necessarily represent those of the SFSS.
- b. Event organizers are not permitted to enter into contractual agreements unless they are approved by the SFSS. Where there may be a conflict, this document will prevail.
 - i. Event organizers must notify the SFSS Coordinators of any extraneous agreements they attempt to enter into, and must have them approved prior to legitimately entering into the agreement.
 - ii. Any agreements that have not been approved by the SFSS will result in the event being cancelled and disciplinary action being taken against the organizers, at the discretion of the SFSS.

If the rules set out in this document are not followed, SFSS Coordinators have the authority to administer disciplinary actions to the event organizers until the issues are resolved. Member Services Coordinators may also perform random audits to ensure that event organizers are following these Terms of Reference.

Should there be any questions, please contact the SFSS Student Centre at studentcentre@sfss.ca.

6. Executives

I. Proper operation of a club requires that Executive Members, whether elected or appointed, be responsible to the membership. To this end, it is imperative that:

- (a) club decisions be collaboratively made through the proper channels, and
- (b) elected and appointed positions are not used for personal gain.

J. Executive Members of a SFSS club shall:

- (a) maintain the highest ideals of honour and integrity while serving as executives of a SFSS club,
- (b) accept full and complete accountability for their own acts and omissions, exhibiting self-discipline and the pursuit of excellence in all activities, and
- (c) abstain from any situations that could cause any person to believe that they may have brought bias or partiality, due to personal interest,
- (d) avoid any situation that could impair their judgment in the performance of their elected duties while in office,
- (e) declare and avoid a conflict of interest at the first opportunity, as a result of their personal interests whether real or perceived, or known interests of any close relatives, acquaintances, or business partners, in any enterprise which proposes to transact business with the SFSS club,
 - (i) willfully 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 persons, and
- (h) Where the executive is found to have breached their duty by violating this policy, that executive may be:
 - (ii) be requested to resign from their position
 - (iii) subject to removal as an Executive Member by the SFSS