



SFSS Corporate  
Records and  
Information  
Policies

Simon Fraser Student Society

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**simon fraser**

**student society**

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# INTRODUCTION

# POLICIES



## CIP-1: CORPORATE RECORDS REPOSITORY

<i>POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY</i>		
<i>POLICY TITLE: CORPORATE RECORDS REPOSITORY</i>		
<i>POLICY REFERENCE NUMBER: CIP-1</i>		
Adopted: April 23, 2021 Next Scheduled Revision: April 2022 Previous Revisions		
Position	Signature	Date
President		

### Policy

1.1 All corporate records are stored on the Simon Fraser Student Society file share, provided by SFU ITS, and access privileges will be managed by the Board Organizer and the President. The VP Internal & Organisational Development will serve as oversight for this function and will work to ensure the process does not break down.

### Standards

1.2 The SFSS Corporate Records will include the following content:

- (a) Annual Reports
- (b) Audited Financial Statements
- (c) BC Registry Filings
- (d) Constitution and Bylaws
- (e) Elections and Referenda Reports
- (f) Leases
- (g) Member Meetings
- (h) Organisational Chart
- (i) Policies

- (j) Records of Decisions
- (k) Strategic Plan
- (l) Standard Operating Procedures

1.3 The following chart define the content and access privileges for each type of corporate record:

Record Type	Contents	Read Access	Write Access
Annual Reports	SFSS Annual Report distributed to the Society membership	<ul style="list-style-type: none"> <li>● Council</li> <li>● All staff</li> </ul>	<ul style="list-style-type: none"> <li>● Operations Organizer</li> <li>● Research and Policy Coordinator</li> </ul>
Audited Financial Statements	Audited financial statements produced by the Society's external auditors and remitted to the membership at the Annual General Meeting.	<ul style="list-style-type: none"> <li>● Council</li> <li>● All staff</li> </ul>	<ul style="list-style-type: none"> <li>● Operations Organizer</li> <li>● Research and Policy Coordinator</li> </ul>
BC Registry Filings	Image file outputs made available by Societies Online after filing a submission online.	<ul style="list-style-type: none"> <li>● President</li> <li>● Council</li> <li>● Research and Policy Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>● Operations Organizer</li> <li>● Research and Policy Coordinator</li> </ul>
Constitution and Bylaws	Current SFSS Constitution and Bylaws	<ul style="list-style-type: none"> <li>● Council</li> <li>● All staff</li> </ul>	<ul style="list-style-type: none"> <li>● Operations Organizer</li> <li>● Research and Policy Coordinator</li> </ul>
Elections and Referenda Reports	SFSS Elections and Referenda Reports submitted to the Society by the Independent Electoral Commission as required by the SFSS Elections and Referenda Policies	<ul style="list-style-type: none"> <li>● Council</li> <li>● All staff</li> </ul>	<ul style="list-style-type: none"> <li>● Operations Organizer</li> <li>● Research and Policy Coordinator</li> </ul>
Leases	Leases include copies of all leases to which the SFSS is or has been a party	<ul style="list-style-type: none"> <li>● Council</li> <li>● Building Manager</li> <li>● Finance Coordinators</li> </ul>	<ul style="list-style-type: none"> <li>● President</li> <li>● VP Finance &amp; Services</li> <li>● Build SFU General Manager</li> </ul>
Member Meetings	Minutes of annual general meetings and special general meetings	<ul style="list-style-type: none"> <li>● Council</li> <li>● All staff</li> </ul>	<ul style="list-style-type: none"> <li>● Operations Organizer</li> <li>● Research and Policy Coordinator</li> </ul>

Organisational Charts	Current SFSS Organisational Chart	<ul style="list-style-type: none"> <li>● Council</li> <li>● All staff</li> </ul>	<ul style="list-style-type: none"> <li>● Operations Organizer</li> <li>● Research and Policy Coordinator</li> </ul>
Policies	Current SFSS Operational Policies, SFSS Personnel Policies, SFSS Council Policies, and SFSS Elections and Referenda Policies	<ul style="list-style-type: none"> <li>● Council</li> <li>● All staff</li> </ul>	<ul style="list-style-type: none"> <li>● Operations Organizer</li> <li>● Research and Policy Coordinator</li> </ul>
Records of Decision	Public Minutes of Council and its committees	<ul style="list-style-type: none"> <li>● Council</li> <li>● All staff</li> </ul>	<ul style="list-style-type: none"> <li>● Operations Organizer</li> <li>● SFSS Administrative Assistant</li> <li>● Research and Policy Coordinator</li> </ul>
Strategic Plan	Current SFSS Strategic Plan	<ul style="list-style-type: none"> <li>● Council</li> <li>● All staff</li> </ul>	<ul style="list-style-type: none"> <li>● Operations Organizer</li> <li>● Research and Policy Coordinator</li> </ul>
Standard Operating Procedures	Departmental SOPs	<ul style="list-style-type: none"> <li>● Council</li> <li>● All staff</li> </ul>	<ul style="list-style-type: none"> <li>● Operations Organizer</li> <li>● Research and Policy Coordinator</li> </ul>



## CIP-2: ANNUAL REPORTS

<i>POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY</i>		
<i>POLICY TITLE: ANNUAL REPORTS</i>		
<i>POLICY REFERENCE NUMBER: CIP-2</i>		
<i>Adopted: April 23, 2021</i>		
<i>Next Scheduled Revision: April 2022</i>		
<i>Previous Revisions</i>		
Position	Signature	Date
President		

### **Policy**

2.1 The Board Organizer is responsible for ensuring that all annual reports are properly filed, secured, and accessible. The VP Internal & Organizational Development will serve as oversight for this function and will work to ensure the process does not break down.

### **Standards**

2.2 SFSS Annual Reports are to be filed on the Corporate Records file share.

2.3 SFSS Annual Reports are to be filed as pdf files.

2.4 SFSS Annual Reports are to be named according to the following naming convention: [YYYY-MM-DD Document Title].

### **Process**

2.5 Following the SFSS Annual General Meeting, the Board Organizer will ensure that a copy of the SFSS Annual Report is placed in the Corporate Records repository.





## CIP-3: AUDITED FINANCIAL STATEMENTS

<i>POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY</i>		
<i>POLICY TITLE: AUDITED FINANCIAL STATEMENTS</i>		
<i>POLICY REFERENCE NUMBER: CIP-3</i>		
<i>Adopted: April 23, 2021</i> <i>Next Scheduled Revision: April 2022</i> <i>Previous Revisions</i>		
Position	Signature	Date
Council President		

### Policy

3.1 The Board Organizer is responsible for ensuring that all audited financial statements are properly filed, secured, and accessible. The VP Finance & Services and VP Internal & Organisational Development will jointly serve as oversight for this function and will work to ensure the process does not break down.

### Standards

3.2 Audited Financial Statements are to be filed on the Corporate Records file share.

3.3 Audited Financial Statements are to be filed as pdf files.

3.4 Audited Financial Statements are to be named according to the following naming convention: [YYYY-MM-DD Document Title]

### Process

3.5 Following the annual audit, the Board Organizer will ensure that a copy of the Audited Financial Statements is placed in the Corporate Records repository.



## CIP-4: BC REGISTRY FILINGS

<i>POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY</i>		
<i>POLICY TITLE: BC REGISTRY FILINGS</i>		
<i>POLICY REFERENCE NUMBER: CIP-4</i>		
Adopted: April 23, 2021 Next Scheduled Revision: April 2022 Previous Revisions		
Position	Signature	Date
Council President		

### Policy

4.1 The Research and Policy Coordinator (RPC) is responsible for ensuring that all BC Registry filings are properly filed, secured, and accessible. The VP Internal & Organizational Development will serve as oversight for this function and will work to ensure the process does not break down.

### Standards

4.2 BC Registry Filings are submitted using the Societies Online portal.

4.3 BC Registry Filings include:

- (a) Submission of annual report
- (b) Change of directors
- (c) Change of address
- (d) Change to bylaws
- (e) Change of purposes (i.e. change to constitution)
- (f) Change of name and purposes (i.e. change to constitution)
- (g) Dissolve a society
- (h) Delay the dissolution of a society, and

- (i) Extension of an annual general meeting date.

4.4 Societies Online also allows the user to:

- (a) review past filings,
- (b) review notifications received from the BC Registry,
- (c) manage authorised administrators of the account, and
- (d) establish a pre-approved payment method for BC Registry service charges.

4.5 BC Registry filings are to be named according to the following naming convention:  
[YYYY-MM-DD Document Title]

4.6 Filings that pre-date the availability of the Societies Online portal will be scanned, consolidated into one record per calendar year, and placed in the Corporate Records Repository.

#### **Process**

4.7 Immediately following the SFSS Annual General Meeting, the RPC will:

- (a) submit an annual report to the BC Registry,
- (b) print a copy of the filing to pdf, and
- (c) place a copy of the electronic record of the filing in the Corporate Records Repository.

4.8 On May 1, or shortly thereafter, of each calendar year, the RPC will:

- (a) submit a change of directors,
- (b) print a copy of the filing to pdf, and
- (c) place a copy of the electronic record of the filing in the Corporate Records Repository.

4.9 Immediately following any successful special resolution changing the name or purposes of the SFSS, the RPC will:

- (a) submit a change of name and/or purposes,
- (b) print a copy of the filing to pdf, and

- (c) place a copy of the electronic record of the filing in the Corporate Records Repository.



## CIP-5: CONSTITUTION AND BY-LAWS

<i>POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY</i>		
<i>POLICY TITLE: CONSTITUTION AND BY-LAWS</i>		
<i>POLICY REFERENCE NUMBER: CIP-5</i>		
<i>Adopted: April 23, 2021</i> <i>Next Scheduled Revision: April 2022</i> <i>Previous Revisions</i>		
Position	Signature	Date
Council President		

### Policy

5.1 The Research and Policy Coordinator is responsible for ensuring that the current SFSS Constitution and By-laws are properly filed, secured, and accessible. The Board Organizer and the VP Internal & Organisational Development will jointly serve as oversight for this function and will work to ensure the process does not break down.

5.2 The Research and Policy Coordinator is responsible for ensuring that all available previous SFSS Constitution and By-laws are retained.



## CIP-6: ELECTIONS AND REFERENDA REPORTS

<i>POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY</i>		
<i>POLICY TITLE: ELECTIONS AND REFERENDA REPORTS</i>		
<i>POLICY REFERENCE NUMBER: CIP-6</i>		
Adopted: April 23, 2021 Next Scheduled Revision: April 2022 Previous Revisions		
Position	Signature	Date
Council President		

### Policy

6.1 The Research and Policy Coordinator is responsible for ensuring that all SFSS Elections and Referenda Reports are properly filed, secured, and accessible. The VP Internal & Organizational Development will serve as oversight for this function and will work to ensure the process does not break down.

### Definitions

6.2 'Records of elections' include:

- (a) Agreements between the IEC and Staff,
- (c) Nomination Forms,
- (d) a Notice of Election and Referenda results, including the names of all candidates and the exact language of all referenda questions,
- (e) the standard report generated by the SFU survey tool used to conduct the elections, and
- (f) the Elections & Referenda Report.

### Process

6.3 Upon taking office, the Chief Commissioner, President, and Operations Organizer will sign and date three (3) copies of the Agreement between the IEC and the employer, providing each party with an original copy.

- (a) The Society copy will be filed with the Manager Administrative Services.

6.4 Following the end of the Nomination Period, the Chief Commissioner will provide the Research and Policy Coordinator with copies of:

- (a) all signed Statements of Consent, and
- (b) all signed Nomination Forms.

6.5 Following the Voting Period, the Chief Commissioner will provide the Research and Policy Coordinator with:

- (a) a Notice of Election and Referenda results, including the names of all candidates and the exact language of all referenda questions,
- (b) the standard report generated by the SFU survey tool used to conduct the elections, and
- (c) the Elections & Referenda Report.

6.6 Following the Post-Election Period, the Chief Commissioner will provide the Research and Policy Coordinator with:

- (a) the Elections & Referenda Report.



## CIP-7: LEASES

<i>POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY</i>		
<i>POLICY TITLE: LEASES</i>		
<i>POLICY REFERENCE NUMBER: CIP-7</i>		
<i>Adopted: April 23, 2021</i> <i>Next Scheduled Revision: April 2022</i> <i>Previous Revisions</i>		
Position	Signature	Date
Council President		

**Policy**

7.1 The Building Manager is responsible for ensuring that all Society leases are properly filed, secured, and accessible. The VP Finance & Services and VP Internal & Organizational Development will jointly serve as oversight for this function and will work to ensure the process does not break down.





## CIP-8: MEMBERS' MEETINGS

<i>POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY</i>		
<i>POLICY TITLE: MEMBER MEETINGS</i>		
<i>POLICY REFERENCE NUMBER: CIP-8</i>		
<i>Adopted: April 23, 2021</i> <i>Next Scheduled Revision: April 2022</i> <i>Previous Revisions</i>		
Position	Signature	Date
Council President		

### Policy

8.1 The Board Organizer is responsible for ensuring that all member meeting minutes are properly filed, secured, and accessible. The VP Internal & Organisational Development will serve as oversight for this function and will work to ensure the process does not break down.



## CIP-9: ORGANIZATIONAL CHARTS

<i>POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY</i>		
<i>POLICY TITLE: ORGANIZATIONAL CHARTS</i>		
<i>POLICY REFERENCE NUMBER: CIP-9</i>		
<i>Adopted: April 23, 2021</i> <i>Next Scheduled Revision: April 2022</i> <i>Previous Revisions</i>		
Position	Signature	Date
Council President		

### Policy

9.1 The Operations Organizer is responsible for ensuring that the current SFSS Organisational Chart is properly filed, secured, and accessible. The VP Internal & Organisational Development will serve as oversight for this function and will work to ensure the process does not break down.

9.2 The Communication Coordinator is responsible for ensuring that all previous SFSS Organisational Charts are retained.



## CIP-10: RECORDS OF DECISIONS

<i>POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY</i>		
<i>POLICY TITLE: RECORDS OF DECISIONS</i>		
<i>POLICY REFERENCE NUMBER: CIP-10</i>		
Adopted: April 23, 2021 Next Scheduled Revision: April 2022 Previous Revisions		
Position	Signature	Date
Council President		

### Policy

11.1 The Board Organizer is responsible for ensuring that all current SFSS Records of Decisions are properly filed, secured, and accessible. The VP Internal & Organisational Development will serve as oversight for this function and will work to ensure the process does not break down.

### Standards

11.2 The primary purpose of any record of a meeting is to provide a record of the date, time, and location of the meeting, attendance, agenda items, and the decisions made during that meeting.

11.3 A record will be kept of all meetings of Council, as well as any Council committee provided with a budget.

11.4 All records of decisions shall be kept permanently.

### Process

11.5 The Operations Organizer will ensure that:

- (a) all meetings are listed on the corporate calendar,
- (b) all members of the Council or committee are notified of a scheduled meeting, and are invited to submit agenda items to the Chair,
- (c) agenda items are compiled and distributed to members of the Council or committee at least three days in advance of any meeting,

- (d) at least the following items are recorded:
  - (i) the date of the meeting,
  - (ii) the time at which the meeting is called to order,
  - (iii) the location of the meeting,
  - (iv) the attendance, including members, guests, and staff,
  - (v) the mover and seconder of any motion,
  - (vi) the exact wording of all motions,
  - (vii) the result of any vote on a motion, including a record of votes cast
  - (viii) a brief, point form summary of the discussion points for any motion,
  - (ix) all items of discussion,
  - (x) a brief, point form summary of the discussion, and
  - (xi) the time at which the meeting is adjourned,
- (e) records are distributed to Council or the Council committee at least three days prior to the next meeting, during which the group will approve those minutes, noting any requested changes to be made before they are officially filed.

11.6 Minutes shall be stored:

- (a) permanently,
- (b) electronically, and
- (c) in SFSS corporate records, accessible by staff and Council.

11.7 Minutes for the current and previous fiscal year shall be made available online.

11.8 Any records of decision not accessible online are available for review by members where a written request is submitted to the Operations Organizer.



## CIP-11: STRATEGIC PLAN

<i>POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY</i>		
<i>POLICY TITLE: STRATEGIC PLAN</i>		
<i>POLICY REFERENCE NUMBER: CIP-11</i>		
Adopted: April 23, 2021 Next Scheduled Revision: April 2022 Previous Revisions		
Position	Signature	Date
Council President		

### Policy

12.1 The Board Organizer is responsible for ensuring that the current SFSS Strategic Plan is properly filed, secured, and accessible. The VP Internal & Organisational Development will serve as oversight for this function and will work to ensure the process does not break down.

12.2 The Research and Policy Coordinator is responsible for ensuring that all previous SFSS Strategic Plans are retained.