

1. CALL TO ORDER

Call to Order - 9:02 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^wəyəm (Musqueam), Skwxwú7mesh Úxwumixw (Squamish), Selílwitulh (Tsleil-Waututh), k^wik^wəλəm (Kwikwetlem) and qicəy (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 (Vice Chair)	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
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3.2. Society Staff

Operations Organizer	. Ayesha Khan
Administrative Assistant	. Christina Kachkarova

3.3. Regrets

4. CONSENT AGENDA

4.1. CONSENT AGENDA

Be it resolved to adopt the consent agenda by unanimous consent.

CARRIED AS AMENDED UNANIMOUSLY

4.1.1.MATTERS ARISING FROM THE MINUTES-Governance Committee Minutes-MOTION GOV 2021-04-21:01

Be it resolved to receive and file the following minutes:

• GOV 2021-04-07



5. ADOPTION OF THE AGENDA

5.1. MOTION GOV 2021-04-21:02

Matthew/Corbett

Be it resolved to adopt the agenda as amended.

CARRIED AS AMENDED UNANIMOUSLY

• Amend to include Ratification of Regrets section.

6. RATIFICATION OF REGRETS

6.1. MOTION GOV 2021-04-21:03

Corbett/Matthew

Be it resolved to ratify regrets from Zaid Lari.

CARRIED UNANIMOUSLY

• Chair mentioned that this meeting time does not work well for Zaid Lari due to other commitments.

7. DISCUSSION ITEMS

7.1. Transition Steering Committee: Governance Working Group Updates

- The Governance Working Group has completed a review and made updates to policies in the form of a package of draft policies to be consistent with new By-Laws. This work will be recommended to the Board and will take effect May 1st, 2021.
- Chair mentioned that the goal of the changes is to ensure compliance with the new system of governance. The primary changes in the policies are as follows: changing language from "Board of Directors" to "Council", reassigning duties from executive positions that no longer exist and adding duties to the merged or added roles, and clarification of language surrounding the jurisdiction of the Executive Committee and Council.
- Chair asked Committee to review Policies to check for typos.
- Chair highlighted the importance of the policies being passed. He mentioned that the SFSS has
 not passed Issues Policies like this before to ensure that the protection of marginalized
 communities and students on campus is entrenched in the policies of the SFSS.
- Chair thanked Board members and Student At-Larges who have dedicated a lot of effort to this project including, but not limited to: Balqees Jama, Matthew Provost, Jennifer Chou, Corbett Gildersleve, WeiChun Kua, Osob Mohamed, Marie Haddad, Jess Dela Cruz, and Serena Bains.
- At-Large Representative thanked the many undergrad students who are not Board members who also helped with the Issues Policies.
- Faculty Representative (Science) highlighted the work put in by members of the First Nations Student Association (FNSA) and Disability and Neurodiversity Alliance (DNA).

7.2. Last Governance Committee Meeting

7.2.1. Governance Committee Year-End Report

- Chair highlighted that the 2020-21 Governance Committee has been one of the busies in the history of the SFSS and has done more work in one year than other Boards have accomplished in several years.
- Chair mentioned that this work should be put into record in the form of a Year-End Report.



- Completed initiatives include: Establishment of a First Year Engagement Committee,
 Establishment of a BIPOC Committee, Governance/Administrative Restructuring, By-Law
 Review, Governance Committee Year Plan, Privacy Policies, Clubs Terms of Reference Updates,
 Elections & Referenda Policies, Establishment of a Transition Steering Committee, By-Law
 Referenda during Spring 2021 SFSS General Election, Amendment to Board Policy R-9: Board
 Meeting, Amendment to Board Policy SO-1 to add additional Committee Chair duties, Clubs
 Terms of Reference Review, Events Terms of Reference Review, Issues Policies.
- Ongoing Initiatives include: Council Policies Placed Under Review, Administrative Policies Placed Under Review.
- Potential Initiatives include: SFSS Issues Policies, By-Law Referenda, Elections & Referenda Policies, Committee Meetings Policy.
- Chair emphasized that the Governance Committee Year-End Report should be filed on the April 30th meeting.

7.2.2.Next Year

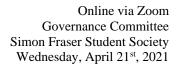
• At-Large Representative suggested that future Governance Committee members should read all policies before the first meeting.

8. ANOUNCEMENT

8.1. This is the Last Governance Committee Meeting of the 2020/21 Board of Directors

9. ATTACHMENTS

- 9.1. SFSS Accessibility Policy
- 9.2. SFSS Communications Policies
- 9.3. SFSS Corporate Records and Information Policies
- 9.4. SFSS Council Policies
- 9.5. SFSS Finance Policies
- 9.6. SFSS Investment Policy
- 9.7. SFSS IT Policies
- 9.8. SFSS Member Service & Groups Policies
- 9.9. SFSS Office Administration Policies
- 9.10.SFSS Orientation and Retention Policies
- 9.11.SFSS Personnel Policies
- 9.12.SFSS Policy Manual
- 9.13.SFSS Privacy and Information Management Policies
- 9.14.SFSS Property Management Policies
- 9.15.SFSS Retail Services Policies





10. ADJOURNMENT

10.1.MOTION GOV 2021-04-21:04

Matthew/WeiChun

Be it resolved to adjourn the meeting at 10:02 AM.

CARRIED UNANIMOUSLY

SFSS Accessibility Policy

simon fraser student society

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Policy Coming-into-Force Date

The SFSS Accessibility Policy shall come into force one year after it is approved by Council.

Policy Review and Approval Process

This policy shall be reviewed annually or upon significant changes to the organisation.

Where no change is required, the President shall sign the policy indicating it has been reviewed. No changes shall be made to this policy without considering the impacts of those changes on people with disabilities. Students with disabilities shall be consulted before any changes are made to this policy.

Where need or opportunities for improvement arise, policy shall be created, changed, or repealed in the following way:

- 1. The office responsible for the policy outcome shall propose amendments to the Executive Committee.
- 2. The Executive Committee shall review the proposed changes with the department head.
- 3. The proposal shall then be submitted to the Accessibility Committee (AC) for comment, review, and approval. The Committee shall consult with students with disabilities, including clubs, constituency groups, and other student groups with a mandate to improve and/or advocate for improvements to accessibility for students with disabilities.
- 4. Where deemed acceptable by the AC, the proposal shall be submitted to Council for review and approval.
- 5. Any new, amended, or repealed policy shall be signed by the President.

Policy Statement

The SFSS Accessibility Policy (hereafter referred to as the "Policy") establishes a framework for compliance with the Simon Fraser Student Society (SFSS) commitment to <u>accessibility</u>.

The SFSS is committed to preventing, reducing and removing <u>barriers</u> to accessibility for all <u>SFSS members</u>, staff, guests and other visitors through our service and resource provision, including through representation and advocacy efforts. The SFSS shall strive for <u>universal design</u> wherever possible, providing or facilitating <u>accommodations</u> in a timely, respectful and confidential manner in other instances.

Purpose

The purpose of this policy is to establish accessibility standards in the areas of communication & information, physical space, customer service, events & meetings and employment & training.

Application & Scope

The Policy applies to SFSS staff, Council, Council Committees, in the areas of SFSS spaces, communications, services and events and meetings. SFSS Student Unions, constituency groups, and clubs are not subject to these policies, but are encouraged to follow them in the interest of inclusivity. Employment and training policies apply to SFSS staff and Council members. This policy is intended to reduce barriers to people with any disability or disabilities, and uphold the *BC Human Rights Code* as it pertains to people with disabilities.

Principles

The fundamental principles underlying this policy include:

- Freedom from discrimination.
- Respect for diversity of ability,
- Respect for dignity and independence through ensuring accommodations meet the unique needs of the person requesting them, while also striving for universal design for all persons,
- Respect for a person's need for accommodation, regardless of whether their disability is apparent,
- Respect for privacy and confidentiality,
- Shared accountability, and
- Universally accessible post-secondary education.

Accessibility Committee

Please see the <u>SFSS Council Policies – Standing Order 11 – Accessibility Committee</u> for more details of the role of this committee in ensuring an accessible SFSS.

General Requirements

The Policy shall be made available on the SFSS website.

The SFSS has procedures in place to receive and respond to feedback, which shall be posted on the **SFSS website**. Feedback on the accessibility of SFSS communications, services, spaces, events and meetings are welcomed and shall be incorporated into the continuous improvement of the Policy. Feedback may be provided via telephone, email, in person, or other method and shall be accessible to people with disabilities through the provision of accessible formats and communication supports upon request.

Feedback, including requests, questions, comments, or concerns about this policy may be directed to the SFSS Accessibility Committee (AC) at **afac@sfss.ca**.

When <u>conflicting access needs</u> arise, the SFSS shall make decisions on a case-by-case basis, and strive to accommodate all parties.

Requests for accommodation or accessible formats

Requests for accommodation can be made in one of two ways: through the <u>Accessibility Fund Grant Request Form</u>, if members would prefer to access the Accessibility Fund to book assistive technology or devices, or through the <u>Accommodation Request Form</u>, if they would prefer the SFSS to book assistive technology or devices through a preferred vendor or vendors of that service or services. Upon request, both of these forms shall be offered in an accessible format that suits the unique needs of the person requesting.

<u>Accessible formats</u> are available upon request. Accessible formats that cannot be produced by the SFSS, such as Braille documents or text transcripts of audio or visual information, may require additional time to process. These accessible formats may either be requested through <u>Accommodation Request Form</u>, or through following the feedback procedure.

Communications & Information Standards

The SFSS is committed to meeting the communication needs of people with disabilities. Upon request, the SFSS shall provide or arrange for the provision of <u>communication supports</u> for people with disabilities in a timely manner if requests through the <u>Accommodation Request Form</u> are received within the posted deadline, if applicable. If members would like to book communication supports themselves, they must submit an <u>Accessibility Fund Grant Request Form</u> within the posted deadline. The suitability of an accessible format or communication support shall be determined by consulting with the person making the request.

If the SFSS determines that information or communications are unconvertible, it shall provide the person requesting the information or communication with an explanation as to why the information or communications are unconvertible. The SFSS shall educate staff that interact with students on how to communicate with people with different disabilities.

Website

The SFSS website, which is controlled both directly by the SFSS and through a contractual relationship, shall conform to the World Wide Web Consortium (W3C) Web Content Accessibility Guidelines 2.0 at Level AA.

Emergency Information

Any emergency procedures or plans made available to all SFSS members or available in SFSS-controlled spaces, shall be provided in an accessible format or through the use of communication supports, as soon as practicable, upon request.

Events & meetings

For all applicable SFSS events or meetings, the SFSS shall use social media and/or the **SFSS website** to communicate the following:

- Description of the Space
- Map of the Space
- Detailed Physical Access Guide
- Guest Guidelines

Please see <u>Appendix E</u> for more information. Accessible formats of these documents are available upon request.

Physical Space Standards

The SFSS strives to make SFSS-controlled physical spaces accessible to everyone. Where barriers cannot be removed, a <u>Description of the Space</u> shall provide information on the barriers. A <u>Detailed Physical Access</u>

<u>Guide</u> and <u>Map of the Space</u> will be provided on the <u>SFSS website</u> in order to assist people with disabilities in accessing and navigating the physical spaces.

Customer Service Standards

The SFSS is committed to serving all of its members, including people with disabilities, in a way that respects their dignity, autonomy, and specific needs.

Accommodations

Accommodations may be requested by or on behalf of people with disabilities members of the SFSS through the <u>Accessibility Fund Grant</u> or the <u>Accommodation Request Form</u>. The use of assistive devices, assistive technology, support persons and service animals shall be accommodated when a person with a disability is obtaining an SFSS service. It is the responsibility of the person using the assistive device, technology, support person or service animal to ensure the support is operated and/or controlled in a safe manner at all times. Exceptions may occur in situations in which the support may pose a risk to health and safety of the person with a disability, or others in the space. For example, where an assistive device could put the user at risk due to its poor condition, another option will be discussed with the user.

Fees

People with disabilities shall not be charged more to access SFSS services than any other SFSS member.

Notice of Temporary Service Disruptions

The SFSS shall provide notice of disruptions to the following services:

- Food Bank Program
- U-Pass BC
- Health and Dental*
- Grants
- Free Legal Clinic
- Surrey Campus Services and Resources
- Out on Campus
- Women's Centre

Event & Meeting Standards

The SFSS is committed to making events and meetings accessible to all members, including people with disabilities, so all members can participate in and engage with the SFSS. The <u>SFU Inclusive Events Checklist</u> shall be used to ensure events are inclusive and accessible to all members.

Scope

This standard applies to the following meetings and events:

- · Council meetings and events,
- All Council Committee meeting and events,
- Members' Meetings,
- SFSS general election debates, and
- Other SFSS-hosted events.

Groups, which includes clubs, student unions, and constituency groups, are encouraged to follow this standard. Upon request, event and meeting accessibility support shall be offered.

Communication supports

Communication supports are available upon request through the <u>Accessibility Fund Grant Request Form</u> or the <u>Accommodation Request Form</u>. Please see <u>Appendix A</u> for more details on what communication supports may be available.

Accessible formats

The SFSS shall provide meeting agendas for Council and Annual General Meeting (AGM) meetings in the SFSS standard accessible format. Accessible formats for other documents, and additional styles of accessible formats, including Braille documents, are available upon request.

^{*}contingent on Studentcare Health and Dental reporting service issues to the SFSS

Support persons

When an admission fee applies, a support person shall be permitted to attend at no charge when they are assisting a person with a disability.

Service animals

A water dish for <u>service animals</u> shall be available, upon request. The closest outdoor area for the animal to relieve itself shall be indicated on the relevant map.

Employment & Training Standards

The SFSS has procedures for employment and training standards, including customer service training, for SFSS staff.

SFSS staff training shall include training on understanding people with disabilities, universal design, accommodations, how to communicate with people with disabilities, inclusive language, this Policy, and the Accessibility Fund. Incoming staff members shall be informed of the SFSS commitment to recruiting and welcoming people with disabilities to the staff team, and the SFSS commitment to serving people with disabilities.

The SFSS Council orientation shall include training on understanding disabilities, accommodations, how to communicate with people with disabilities, inclusive language, and this Policy. Incoming Council members shall be informed of the SFSS commitment to recruiting and welcoming people with disabilities to the Council, and the SFSS commitment to serving people with disabilities.

Club or student union executive training shall include training on understanding people with disabilities, universal design, accommodations, how to communicate with people with disabilities, inclusive language, this Policy, and the Accessibility Fund.

Appendix A: Definitions

Accommodation: The process by which suitable arrangements are made for people with disabilities, determined on the basis of information provided by the individual¹. The onus is on the person with the disability to disclose their needs.

Accessible formats: May include, but are not limited to, large print, recorded audio and electronic formats, Braille and other formats usable by people with disabilities². The **SFSS standard accessible format** is:

- White background with black text
- Sans Serif (Calibri or Arial) font
- Font size 24

Assistive technology or assistive device: An umbrella term that includes assistive, adaptive, and rehabilitative devices or software for people with disabilities³. It includes the process used in selecting, locating, and using these devices and software. Assistive devices may include **communication supports**.

Barrier: Anything that prevents a person with a disability from fully participating in all aspects of society because of their disability, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy or a practice⁴.

Communication supports: Include but are not limited to sign language (such as American Sign Language interpretation), plain language and other communication supports that facilitate effective communication, such as closed captioning services (e.g. Communication Access Realtime Translation, or CART), audio and video casting (e.g. webinars, webcasting, livestreaming) and amplification (e.g. microphones, FM systems).

Conflicting access needs: When the accessibility needs of more than one person do not work together. For example, a person with low vision who requires bright lighting versus a person who has a light sensitivity that requires dim lighting.

Disability: Is defined as 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 equal basis with others.

Mobility aid: A device used to facilitate the transport, in a seated posture, of a person with a disability⁵.

Mobility assistive device: A cane, walker or similar aid⁶.

¹ University of Toronto Accessibility Services, 2019.

² O. Reg. 191/11: Integrated Accessibility Standards

³ Development Disabilities Association, "Assistive Technology". https://www.develop.bc.ca/about-us/assistive-

technology/

⁴ Accessibility for Ontarians with Disabilities Act, 2005

⁵ AODA, 2005

⁶ AODA, 2005

Service animal: May be a service dog, as defined in the *Guide Dog and Service Dog Act*, SBC 2015, or a therapy or emotional support animal that can be readily identified as one that is being used by the person for reasons relating to the person's disability, as a result of visual indicators such as a vest or harness worn by the animal⁷.

SFSS member: A Simon Fraser University student who is currently registered in an undergraduate course or program and has paid all relevant fees, fines and penalties levied, as per SFSS By-Law 2.

Support person: Means, in relation to a person with a disability, another person who accompanies the person with a disability in order to help with communication, mobility, personal care or medical needs or with access to goods, services or facilities⁸.

Universal design: A design that works for everyone. It includes the expansion of current design parameters to be inclusive of a broader range of user, regardless of their age or size or those who have any particular physical, sensory, mental health, or intellectual ability or disability⁹. Universal design puts the onus on the group offering the service, rather than the person with the disability.

Appendix B: Accessible Events Checklist

The <u>SFU Inclusive Events Checklist</u> will be used by SFSS staff to ensure accessibility at all events. It is recommended that all SFSS groups, including clubs, student unions, and consistency groups, use this list when planning and hosting events.

Appendix C: Accommodation Request Form

This form will be used to request accessibility accommodations, which will be arranged or provided by the SFSS. This form will be available as a fillable PDF and Microsoft Word document on the Accessibility tab of the website. The form will also be available in HTML format on the SFSS website, so that members requesting accommodation can also follow the feedback process to submit a request with sufficient detail in a way that is accessible to them. This form will be made available in fillable PDF, Microsoft Word document, and HTML formats on the SFSS website.

Appendix D: Accessibility Fund Grant Request Form

SFSS members with disabilities and any SFSS member event organizer can use the Accessibility Fund, available by applying for a grant using the <u>Accessibility Fund Grant Request Form</u> to increase accessibility and remove barriers to participation in Society activities for students with disabilities. Funds can be used to pay for communication supports, accessible formats, or other assistive devices, among other things. This form will be made available in fillable PDF, Microsoft Word document, and HTML formats on the SFSS website.

⁷ O. Reg. 191/11

⁸ O. Reg. 191/11

⁹ Jenny Blome, Manager of Accessibility Services for the Rick Hansen Foundation

Appendix E: SFSS Event & Meeting Accessibility

Description of the Space

The Description of the Space will provide an overview of the physical meeting space, e.g. where to find things, seating, format of the meeting or event, and any accessibility barriers in the space.

Map

The Map will feature a map of the Student Union Building (SUB).

Detailed Physical Access Guide

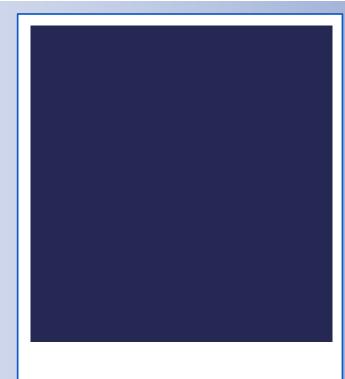
The Detailed Physical Access Guide will provide information on the following, with regards to SFSS spaces:

- 1. Vehicular Access (including passenger zone and public transit)
- 2. Exterior Approach and Entrance
- 3. Interior Circulation
- 4. Interior Services and Environment
- 5. Sanitary Facilities
- 6. Signage, Wayfinding, and Communications
- 7. Emergency Systems

This guide should be used in tandem with the Map.

Guest Guidelines

Guest guidelines will provide policies for guests to follow in order to participate in SFSS meetings and events. These guidelines ensure inclusivity for all members of the SFSS.



SFSS
Communications
Policies

Simon Fraser Student Society

simon fraser student society

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Introduction

POLICIES

simon fraser student society

Date Approved: 2021-04-23

CMP-1: SOCIETY ADVERTISING, MARKETING, AND PROMOTIONS

POLICY TYPE: COMMUN	nications Polic	YY
Policy Title: Society	ADVERTISING, λ	MARKETING, AND PROMOTIONS
Policy Reference Nu	MBER: CMP-1	
		Adopted: April 23, 2021
		Next Scheduled Revision: April 2022
		Previous Revisions
Position	Signature	Date
President		

Policy

1.1 The Communications Coordinator is responsible for the administration of all Society advertising, marketing, and promotional services, except for Departments such as Out On Campus (OOC) and the Women's Centre (WC), who maintain a certain level of autonomy of their own communications. As the Society's spokesperson, the President will serve as oversight for this function and will work to ensure the process does not break down.

Procedures

- 1.2 For the purposes of this policy, the term "advertising, marketing, and promotions" encompasses any materials used to advertise or promote an organization, product, service, or event, including but not limited to:
 - (a) posters,
 - (b) signs,
 - (c) banners,
 - (d) notices,
 - (e) handbills,
 - (f) flyers,

(g) leaflets,

Date Approved: 2021-04-23

- (h) emails,
- (i) social media posts,
- (j) online advertising,
- (k) brochures,
- (l) samples,
- (m) give-aways, and
- (n) other promotional devices.

Supports

- Councillors
- Staff
- Members

Process

- 1.3 Councillors wishing to advertise Society programs, services, or projects, must submit a Communications Services Work Order.
- 1.4 Upon receiving a Work Order, the Communications Department will:
 - (a) evaluate advertising proposals on the basis of adherence to the SFSS Communications Policy and Society standards the President shall serve as a resource for interpretation of adherence to Communications Policy and Society standards policies; the President shall consult the Council for expressed approval where necessary.
 - (b) consult with the requestor for additional details where required,
 - (c) develop a proposal that meets the stated requirements,
 - (d) submit the proposal to the requester for review,
 - (e) where approved, develop the promotional materials,

- (f) where necessary, submit a request for production to the print shop that the Society has selected for printing services, and
- (g) notify the requestor once the materials are ready for pick up.
- 1.5 A feedback form will be made available to all requesters using the advertising, marketing, and promotions services.



CMP-2: MEMBER GROUPS ADVERTISING ON CAMPUS

POLICY TYPE: COMMUNICATIONS POLICY

POLICY TITLE: MEMBER GROUPS ADVERTISING ON CAMPUS

POLICY REFERENCE NUMBER: CMP-2

Adopted: April 23, 2021

Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Policy

- 2.1 If excessive or inappropriate advertising occurs, those responsible will be subject to any or all of the following:
 - (a) a written reprimand,
 - (b) the removal of posters, and
 - (c) the suspension of their privileges to use space.
- 2.2 Relevant staff shall make the determination of what constitutes excessive or inappropriate advertising.
 - (a) All appeals to any such determination shall be directed to the Council.
- 2.3 This policy shall not apply to campaign materials for University or Student Society elections or referenda.



CMP-3: GRAPHIC DESIGN

POLICY TYPE: COMMUNICATIONS POLICY

POLICY TITLE: GRAPHIC DESIGN

POLICY REFERENCE NUMBER: CMP-3

Adopted: April 23, 2021 Next Scheduled Revision: April 2022 Previous Revisions

Position	Signature	Date
President		

Policy

3.1 The Communications Coordinator is responsible for the administration of all Society graphic design services. The President will serve as oversight for this function and will work to ensure the process does not break down.

Supports

- Councillors
- Staff
- Members

Process

- 3.2 Anyone seeking graphic design development must submit a Communications Services Work Order.
- 3.3 Upon receiving a Work Order, the Communications Department will:
 - (a) consult with the requestor for additional details where required,
 - (b) develop a proposal that meets the stated requirements,
 - (c) submit the proposal to the requestor for review,
 - (d) where approved, develop the promotional materials,

- (e) where necessary, submit a request for production to the print shop that the Society has selected for printing services, and
- (f) notify the requestor once the materials are ready for pick up.
- 3.4 A feedback form will be made available to all requesters using the graphic design service.



CMP-4: Website Content Management

POLICY TYPE: COMMUNICATIONS POLICY

POLICY TITLE: WEBSITE CONTENT MANAGEMENT

POLICY REFERENCE NUMBER: CMP-4

Adopted: April 23, 2021 Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Policy

- 4.1 The Communications Coordinator is responsible for the addition, change, and deletion of all Society website content. The President will serve as oversight for this function and will work to ensure the process does not break down.
- 4.2 The Operations Organizer is responsible for holding all Society website administrative credentials the President shall serve as a resource for interpretation of adherence to Communications Policy and Society standards policies; the President shall consult the Council for expressed approval where necessary.

Supports

- Staff
- Councillors
- Members

Process

- 4.3 Anyone wishing to add, change, or remove Society web content must submit a Communications Services Work Order.
- 4.4 Upon receiving a Work Order, the Communications Department will:
 - (a) consult with the requestor for additional details where required,
 - (b) evaluate any submitted content on the basis of adherence to the SFSS Communications Policy, and ensure that all Society standards are respected,

- (c) where necessary, develop a proposal that meets the stated requirements,
- (d) submit the proposal to the requestor for review,
- (e) where approved, publish the content to the website.
- 4.4 A feedback form will be made available to all requesters using the website content management service.



CMP-5: PRESS RELEASES

POLICY TYPE: COMMUNICATIONS POLICY

POLICY TITLE: PRESS RELEASES

POLICY REFERENCE NUMBER: CMP-5

Adopted: April 23, 2021 Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Policy

5.1 The Communications Coordinator is responsible for the review, development, and distribution of all Society press releases. As the Society's spokesperson, the President will serve as oversight for this function and will work to ensure the process does not break down.

Supports

- Councillors
- Staff
- Members

Process

General Process

- 5.2 A list of standard recipients of any Society press release will be developed by the Communications Coordinator and approved by the President and the Council.
- 5.3 Anyone wishing to develop or distribute a press release must submit a Communications Services Work Order.
- 5.4 Upon receiving a Work Order, the Communications Department will:
 - (a) consult with the requester for additional details where required,
 - (b) evaluate any submitted content on the basis of adherence to the SFSS Communications Policy, and ensure that all Society standards are respected the

President shall serve as a resource for interpretation of adherence to Communications Policy and Society standards policies; the President shall consult the Council for expressed approval where necessary.

- (c) where necessary, develop a proposal that meets the stated requirements,
- (d) submit the proposal to the requester for review and approval,
- (e) where approved by the requestor, and where the content of the press release is consistent with positions already approved by the Council, submit to the President for approval and publish,
- (f) where approved by the requester, and where the content of the press release is not consistent with positions already approved by the Council, submit to the President for approval, where the President shall consult the Council for approval in writing before giving said approval.
- (g) where approved by the President, distribute the press release to the list of recipients and publish its content to the website.

Process for Executive Officers

- 5.5 The Executive Committee may coordinate press releases in the following instances:
 - (a) Executive Officers shall be able to coordinate press releases and statements and shall speak on behalf of the Society between meetings of Council.
 - (b) The President, as the official spokesperson of the Society, shall be empowered to speak on behalf of the Society in between meetings of Council, with consultation with the Executive Committee and Council where the Executive cannot gather or give expressed approval. The President shall submit the work order for such press releases.
 - (c) Any Executive Officer who releases a statement with their views that have not previously been adopted as a stance of Council shall make it explicitly clear in such statement that their views or their own. In such instance, the Executive Officer shall submit the work order for such press releases.
 - (i) Any work order submitted by an Executive Officer for a press release that contradicts a previous position of Council, or breached any other Society policy, will not be released through Society channels.
 - (ii) The President shall serve as oversight in such situations. The Communications Coordinator shall approach the President to determine

whether the press release contradicts a previous stance of Council, Issues Policies, or any other Society policies. The President must seek expressed approval of Council where there is no consensus on the standing stance.

5.6 A feedback form will be made available to all requesters using the press release service.



CMP-6: VIDEO PRODUCTION

POLICY TYPE: COMMUNICATIONS POLICY

POLICY TITLE: VIDEO PRODUCTION POLICY REFERENCE NUMBER: CMP-6

Adopted: April 23, 2021 Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Policy

6.1 The Communications Coordinator is responsible for administering all video production services. The President will serve as oversight for this function and will work to ensure the process does not break down.

Supports

- Councillors
- Staff
- Members

Process

- 6.2 Anyone wishing to develop a Society video production must submit a Communications Services Work Order.
- 6.3 Upon receiving a Work Order, the Communications Department will:
 - (a) consult with the requester for additional details where required,
 - (b) evaluate any submitted content on the basis of adherence to the SFSS Communications Policy and Society standards, the President shall serve as a resource for interpretation of adherence to Communications Policy and Society standards policies; the President shall consult the Council for expressed approval in writing or motion.

- (c) submit the proposal to the President for approval,
- (d) develop a video production that meets the stated requirements,
- (e) submit the proposal to the requester for review, and
- (g) publish and distribute the video as appropriate.
- 6.4 A feedback form will be made available to all requesters using the video production service.



CMP-7: PHOTOGRAPHY

POLICY TYPE: COMMUNICATIONS POLICY

POLICY TITLE: PHOTOGRAPHY

POLICY REFERENCE NUMBER: CMP-7

Adopted: April 23, 2021 Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Policy

7.1 The Communications Coordinator is responsible for administering the photography service. The President will serve as oversight for this function and will work to ensure the process does not break down.

Supports

- Councillors
- Staff
- Members

Process

- 7.2 Anyone wishing to develop photography assets must submit a Communications Services Work Order.
- 7.3 The Communications Department will:
 - (a) consult with the requester for additional details where required,
 - (b) evaluate any submitted content on the basis of adherence to the SFSS Communications Policy and Society standards,
 - (c) develop the photographic assets,
 - (d) submit the proposed assets to the requester for review, and
 - (e) publish and distribute the photos as appropriate.

7.4 A feedback form will be made available to all requesters using the photography service.



CMP-8: SURVEY DEVELOPMENT AND DISTRIBUTION

POLICY TYPE: COMMUNICATIONS POLICY

POLICY TITLE: SURVEY DEVELOPMENT AND DISTRIBUTION

POLICY REFERENCE NUMBER: CMP-8

Adopted: April 23, 2021

Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Policy

8.1 The Communications Coordinator and the Campaigns and Mobilization Coordinator is responsible for supporting the development, distribution, and analysis of all Society surveys. The President will serve as oversight for this function and will work to ensure the process does not break down.

Supports

- Councillors
- Staff
- Members

Process

- 8.2 Anyone wishing to develop or distribute a survey must submit a Communications Services Work Order.
- 8.3 Upon receiving a Work Order, the Communications Department will:
 - (a) consult with the requester for additional details where required,
 - (b) evaluate any submitted content on the basis of adherence to the SFSS Communications Policy, and ensure that all Society standards are respected the President shall serve as a resource for interpretation of adherence to

Communications Policy and Society standards policies; the President shall consult the Council for expressed approval where necessary.

- (c) seek approval from the President and review of survey drafts,
- (d) submit the proposed survey to the requester for review,
- (e) conduct the survey, with the help of the Council where Council related or if additional assistance from the Council needed by the requestor,
- (f) analyse a report of the survey results along with a briefing note for the requester, management, and Council,
- (g) where required, develop a summary of the result for public distribution, and
- (h) publish the summary results as appropriate.
- 8.4 A feedback form will be made available to all requesters using the survey development and distribution services.

SFSS Corporate
Records and
Information
Policies

Simon Fraser Student Society

simon fraser student society

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Introduction

Date Approved: 2020-06-12

POLICIES



CIP-1: CORPORATE RECORDS REPOSITORY

POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY

POLICY TITLE: CORPORATE RECORDS REPOSITORY

POLICY REFERENCE NUMBER: CIP-1

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	Council All staff	Operations OrganizerResearch and PolicyCoordinator
Audited Financial Statements	Audited financial statements produced by the Society's external auditors and remitted to the membership at the Annual General Meeting.	CouncilAll staff	 Operations Organizer Research and Policy Coordinator
BC Registry Filings	Image file outputs made available by Societies Online after filing a submission online.	PresidentCouncilResearch and Policy Coordinator	Operations OrganizerResearch and PolicyCoordinator
Constitution and Bylaws	Current SFSS Constitution and Bylaws	Council All staff	Operations OrganizerResearch and PolicyCoordinator
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	CouncilAll staff	 Operations Organizer Research and Policy Coordinator
Leases	Leases include copies of all leases to which the SFSS is or has been a party	CouncilBuilding ManagerFinanceCoordinators	 President VP Finance & Services Build SFU General Manager
Member Meetings	Minutes of annual general meetings and special general meetings	CouncilAll staff	Operations OrganizerResearch and Policy Coordinator

Organisational Charts	Current SFSS Organisational Chart	CouncilAll staff	Operations OrganizerResearch and Policy Coordinator
Policies	Current SFSS Operational Policies, SFSS Personnel Policies, SFSS Council Policies, and SFSS Elections and Referenda Policies	CouncilAll staff	 Operations Organizer Research and Policy Coordinator
Records of Decision	Public Minutes of Council and its committees	CouncilAll staff	 Operations Organizer SFSS Administrative Assistant Research and Policy Coordinator
Strategic Plan	Current SFSS Strategic Plan	CouncilAll staff	Operations OrganizerResearch and Policy Coordinator
Standard Operating Procedures	Departmental SOPs	CouncilAll staff	Operations OrganizerResearch and Policy Coordinator



CIP-2: ANNUAL REPORTS

POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY

POLICY TITLE: ANNUAL REPORTS
POLICY REFERENCE NUMBER: CIP-2

Adopted: April 23, 2021

Next Scheduled Revision: April 2022

Previous Revisions

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

POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY

POLICY TITLE: AUDITED FINANCIAL STATEMENTS

POLICY REFERENCE NUMBER: CIP-3

Adopted: April 23, 2021 Next Scheduled Revision: April 2022

Previous Revisions

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

POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY

POLICY TITLE: BC REGISTRY FILINGS
POLICY REFERENCE NUMBER: CIP-4

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

POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY

POLICY TITLE: CONSTITUTION AND BY-LAWS

POLICY REFERENCE NUMBER: CIP-5

Adopted: April 23, 2021 Next Scheduled Revision: April 2022

Previous Revisions

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

POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY

POLICY TITLE: ELECTIONS AND REFERENDA REPORTS

POLICY REFERENCE NUMBER: CIP-6

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

POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY

POLICY TITLE: LEASES

POLICY REFERENCE NUMBER: CIP-7

Adopted: April 23, 2021

Next Scheduled Revision: April 2022

Previous Revisions

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

POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY

POLICY TITLE: MEMBER MEETINGS
POLICY REFERENCE NUMBER: CIP-8

Adopted: April 23, 2021

Next Scheduled Revision: April 2022

Previous Revisions

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

POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY

POLICY TITLE: ORGANIZATIONAL CHARTS

POLICY REFERENCE NUMBER: CIP-9

Adopted: April 23, 2021 Next Scheduled Revision: April 2022

Previous Revisions

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

POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY

POLICY TITLE: RECORDS OF DECISIONS
POLICY REFERENCE NUMBER: CIP-10

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.

simon fraser student society

Date Approved: 2021-04-23

CIP-11: STRATEGIC PLAN

POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY

POLICY TITLE: STRATEGIC PLAN

POLICY REFERENCE NUMBER: CIP-11

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.

SFSS Council Policies

Simon Fraser Student Society

simon fraser student society

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Introduction

Date Approved: 2020-11-13

DEFINITIONS

Date Approved: 2021-04-23

"Council Policies" consists of the rules and standing orders of the Society as enacted by Council.

"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.

"Executive Officer" refers to a member of the Executive Committee as provided in By-Law 4

"Councillor" refers to both members of the Executive Committee as Provided in By-Law 4 and Non-Executive Members of Council as provided in By-Law 5

"Non-Executive Councillor" refers to a member of Council who is not also a member of the Executive Committee

RULES

Date Approved: 2021-04-23

SECTION I: GOVERNANCE

Date Approved: 2021-04-23



R-1: GOVERNANCE AND OPERATIONS PROCESSES

POLICY TYPE: COUNCIL POLICY
POLICY TITLE: GOVERNANCE AND OPERATIONS PROCESSES
POLICY REFERENCE NUMBER: R-1

Adopted: April 23, 2021
Next Scheduled Revision: April 2022
Previous Revisions
Position
Signature
Date

Position	Signature	Date
President		

Relevant By-Laws

1. By-Law 6(4)

Governance Model

- 1.1 Council shall employ the principles of a **Policy-Administrative Hybrid Governance Model**. This includes:
 - (b) delegating operational and administrative duties to the Executive Committee; or union-excluded personnel where necessary, all of whom must report directly to the President, the Executive Committee and Council. Performance evaluation of union-excluded personnel will be done by the HR & Personnel Committee under the leadership of the President.

Maintenance of Administrative Policies

- 1.2 Council 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.
- 1.3 Council shall oversee the maintenance of Administrative Policies and review these policies annually. Where no change is required, the President shall notify and sign the policy indicating it has been reviewed.
- 1.4 Where a need or an opportunity for improvement arises, policy shall be created, changed, or repealed in the following way:

SFSS Council Policies Date Approved: 2021-04-23

Departmental 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,
- After the Executive Committee reviews the proposed Administrative Policy, the proposed policy shall be discussed at the Governance Committee for final review, and then recommended to Council for approval,
- (c) A notice of motion for the proposed changes will be put to a Council meeting for the approval of Council at the next or a following meeting of Council.
- 1.5 Administrative Policies shall include the:
 - (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,
 - SFSS Personnel Policies,
 - SFSS Investment Policy, and
 - (k) SFSS Privacy and Information Management Policies.
- Any amendments to Administrative Policies shall be recorded under that policy in the header of each individual 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 an administrative policy is renamed, or any administrative policies are adopted or repealed.

Date Approved: 2021-04-23 SFSS Council Policies

1.7 Any operational decisions that are not outlined within the SFSS Council Policies and SFSS Administrative Policies shall go to the Executive Committee.

1.8 Departmental coordinators may draft terms of references and guidelines that do not conflict with current society policy for provision of the department services, and submit those proposed Terms of Reference or guidelines to Council for final approval.

Maintenance of Other Society Policies

- 1.9 Council shall oversee the maintenance of other society policies such as the:
 - Issues Policies,
 - Elections and Referenda Policies, and (b)
 - (c) Accessibility Policy.

SECTION II: COUNCIL AND COUNCIL MEMBERS

Date Approved: 2021-04-23



R-2: *Under Review* Duties & Responsibilities of Non-Executive Councillors, Stipend Requirements

POLICY TYPE: COUNCIL POLICY

POLICY TITLE: NON-EXECUTIVE COUNCIL STIPEND REQUIREMENTS

POLICY REFERENCE NUMBER: R-2

Adopted: April 23, 2021

Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Relevant By-Laws

- 1. By-Law 5(3)
- 2. By-Law 6(16)

Duties and Responsibilities of Non-Executive Council Representatives

- 2.1 Non-Executive Councillors shall attend all regularly scheduled meetings of Council.
- 2.2 Non-Executive Councillors shall attend all Members' Meetings of the Society.
- 2.3 Non-Executive Councillors shall execute all the duties and obligations befalling the position of Councillor as outlined in By-Law 6(16).
- 2.4 As per By-Law 6(16)(e), Non-Executive Councillors are required to sit on at least one standing committee of the Society.
 - (a) Non-Executive Councillors are encouraged to chair any standing committees of the Society that are not being chaired by an Executive Officer.
- 2.5 Non-Executive Councillors are expected to work on average ten (10) hours in every twoweek period during their term of office.

Date Approved: 2021-04-23 SFSS Council Policies

2.6 Non-Executive Councillors are expected to be active participants of Council, including: regularly attending meetings, speaking during meetings, engaging in and leading projects and campaigns, sitting on Committees, and liaising with the membership of their respective student group.

- 2.7 Non-Executive Councillors shall report on the work done in their bi-weekly work report to be compiled by the VP Finance & Services.
- 2.8 Non-Executive Councillors are not required to completed semester reports and exit reports.

Biweekly Work Reports

- 2.7 Biweekly work reports should include:
 - (a) all meetings attended during that pay period
 - (b) all projects/events that the Executive Officer worked on during that pay period
 - (c) a summary of all Committee work for all Committees the Executive Officer Chairs that was completed during that pay period
 - (d) the amount of time spent attending meetings, working on projects/events, and any other time spent fulfilling their job as an Executive Officer
- 2.8 Biweekly work reports are due the day after a semi-monthly stipend payment is made.
- 2.9 The VP Finance & Services shall be responsible for:
 - (a) distributing the work report templates to Non-Executive Councillors every pay period
 - (b) reminding Non-Executive Councillors when biweekly work reports must be submitted
 - (c) collecting completed work reports from each Non-Executive Councillors
 - (d) enforcing the stipend reduction schedule, as outlined in R-4, if a Non-Executive Councillors does not submit their work reports by the deadline
 - (e) submitting the completed work reports to the Communications Department to upload to the SFSS website

Stipend Eligibility for Council Representatives

2.10 Non-Executive Council Stipends are awarded on a per-meeting basis.

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2.11 In recognition of the time Non-Executive Councillors volunteer, the Society provides a stipend of \$35.00 per scheduled meeting attended.

- 2.12 In recognition of the time the Council Chair volunteers, if the Council Chair is not the President, the Society provides a stipend of \$110.00 per scheduled meeting attended.
- 2.13 The stipend of a Non-Executive Councillor may be reduced as outlined in R-4



R-3: *Under Review* Duties and Responsibilities of Executive Officers, Stipend Requirements

POLICY TYPE: COUNCIL POLICY

POLICY TITLE: EXECUTIVE STIPEND REQUIREMENTS

POLICY REFERENCE NUMBER: R-3

Adopted: April 23, 2021

Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Relevant By-Laws

- 1. By-Law 4(10)-(16)
- 2. By-Law 5(3)

Duties and Responsibilities of Executive Officers

- 3.1 Executive Officers shall execute all the powers, duties and obligations befalling an Executive Officers portfolio as outlined in By-Law 4(10)-(16).
- 3.2 Executive Officers shall attend all regularly scheduled meetings of the Executive Committee.
- 3.3 Executive Officers shall attend all regularly scheduled meetings of Council.
- 3.4 Executive Officers shall attend all Members' Meetings of the Society.
- 3.5 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.
- 3.6 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 on the SFSS website.
- 3.7 Executive Officers shall report on the work done in their portfolios at weekly Executive Committee meetings, at biweekly Council meetings, and shall report on all their work done

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on behalf of the Society in their bi-weekly work report to be compiled by the VP Finance & Services.

3.7 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 Council term.

Biweekly Work Reports

- 3.8 Biweekly work reports must include:
 - (a) all meetings attended during that pay period
 - (b) all projects/events that the Executive Officer worked on during that pay period
 - (c) a summary of all Committee work for all Committees the Executive Officer Chairs that was completed during that pay period
 - (d) the amount of time spent attending meetings, working on projects/events, and any other time spent fulfilling their job as an Executive Officer
- 3.9 Biweekly work reports are due the day after a semi-monthly stipend payment is made.
- 3.10 The VP Finance & Services shall be responsible for:
 - (a) distributing the work report templates to Executive Officers every pay period
 - (b) reminding Executive Officers when biweekly work reports must be submitted
 - (c) collecting completed work reports from each Executive Officer
 - (d) enforcing the stipend reduction schedule, as outlined in R-4, if an Executive Officer does not submit their work reports by the deadline
 - (e) submitting the completed work reports to the Communications Department to upload to the SFSS website
 - (f) submitted the completed work reports to the Chair of the Oversight Committee on Executive Officers

Semester Reports

- 3.11 Semester reports must include, but isn't limited to:
 - (a) an executive summary of work completed in the semester

- (b) a summary of completed projects during the semester
- (c) a summary of ongoing projects to be continued into the following semester
- (d) a list of challenges or difficulties that were experienced that semester as it pertains to the work completed in the semester
- (e) a list of recommendations for methods of improving work on campaigns, projects, or initiatives for following semesters

Exit Reports

- 3.12 Exit reports must include, but isn't limited to:
 - (a) an executive summary of work completed during the entire elected term
 - (b) an overview of: what duties befell the portfolio of that Executive Officer, what challenges were encountered during the elected term, and key contacts that are relevant to the position
 - (c) a summary of all projects and initiatives worked on during the entire elected term
 - (d) a list of recommendations for methods of improving work on campaigns, projects, or initiatives for following the successor of that position

Stipends for Executive Officers

- 3.13 In recognition of the time Executive Officers volunteer, the Society provides a stipend of \$1,750.00 per month.
- 3.14 The stipend of an Executive Officer may be reduced as outlined in R-4.



R-4: STIPENDS AND STIPEND REDUCTION SCHEDULE

POLICY TYPE: COUNCIL POLICY
POLICY TITLE: STIPENDS AND STIPEND REDUCTION SCHEDULE
POLICY REFERENCE NUMBER: R-4

Adopted: April 23, 2021
Next Scheduled Revision: April 2022
Previous Revisions
Position Signature Date

President

Stipends

- 4.1 There shall be no advances on Council or other stipends.
- 4.2 The VP Finance & Services (or designate) shall provide the Finance Department staff with a stipend list of Councillors including the amount payable by the payroll processing date, based on the attendances of Councillors at Council and committee meetings and their eligibility to receive a stipend.
- 4.3 Remuneration paid 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.
- 4.4 Remuneration paid to Non-Executive Councillors is on a per-meeting basis, as per R-2 but shall be paid 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.
- 4.5 This policy stipulates the terms in which a Councillor's stipend may be reduced or withheld by the VP Finance & Services. All reductions to a Councillor's stipend must be communicated to the Councillor so that they can have the ability to choose to appeal. The VP Finance & Services shall withhold from a Councillor's stipend an amount equal to any outstanding sums of money owed to the Society.

Bi-weekly Reports are Submitted Late

4.6 All Councillors must submit bi-weekly work reports to Council by 11:59pm on the day following each pay period.

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

- (b) The stipend of a Non-Executive Councillor member will be reduced by \$50 where the report is late or incomplete.
- (b) Stipends shall not be paid for months where the work report is submitted more than one month late, unless Council has authorized a prior exception.

Semester Reports are Submitted Late

- 4.7 Semester work reports must be submitted by Executive Officers to Council by midnight of the last day of the month following the end of a semester.
 - (a) The stipend of an Executive Officer 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.
- 4.8 Non-Executive Councillors are not required to complete semester reports.

Exit Reports are Submitted Late

- 4.9 Failure of Executive Officers 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) Executive Officers who have been re-elected to a subsequent term on Council 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 & Services. The incoming President shall ensure that the VP Finance & Services complies with the terms of this Rule.
- 4.10 Failure of Executive Officers 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) Executive Officers who have been re-elected to a subsequent term on Council will have all further stipends withheld until such time as an exit report has been submitted.
- 4.11 The exit report of the VP Internal & Organizational Development shall, in accordance with the SFSS Bylaws and policies, contain a draft section for inclusion in the Annual Report presented at the next Annual General Meeting.

Failure to Attend a Council or Committee Meetings

4.12 Councillors must attend all Council and committee meetings that they are members of, excepting for academic, health, and Society related work obligations that have been communicated to Council, the Council Chair or the Committee Chair in advance and by email, and which are approved by motion at the Council or Committee meeting.

- The stipend of an Executive Officer will be reduced by \$100 where they fail to (a) attend a Council or committee meeting without approved regrets.
- (b) The stipend of a Non-Executive Councillor will be reduced by \$50 where they fail to attend a Council or committee meeting.
- 4.13 The Chair of Council or the chair of the committee is responsible for communicating a member's failure to attend the relevant meeting to the VP Finance & Services via email.
 - (a) In the event of the VP Finance & Services is in violation of this Rule, the Chair of Council, or the Chair of the committee where the unexcused absence has occurred, shall notify the President via email.

Late Arrival at Council Meeting

- 4.14 Councillors must attend all Council meetings on time, excepting where the Councillor has communicated in advance some personal or unexpected circumstances to the Chair
 - The stipend of an Executive Officer will be reduced by \$50 where they attend a Council meeting more than 10 minutes late.
 - The stipend of a Non-Executive Councillor will be reduced by \$25 where they attend a Council meeting more than 10 minutes late.

Late Arrival at a Committee Meeting

- 4.15 Councillors must attend all Council committee meetings on time, excepting where the director has communicated in advance some personal or unexpected circumstances to the Chair.
 - The stipend of an Executive Officer will be reduced by \$20 where they attend a Council meeting more than 10 minutes late.
 - The stipend of a Non-Executive Councillor will be reduced by \$10 where they attend a Council meeting more than 10 minutes late.

Failure to Meet Committee Obligations: Executive Officers

Executive Officers must be appointed to at least 2 Council committees at all times, and must Chair at least one Council committee.

(a) The stipend of an Executive Officer 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.

Failure to Meet Committee Obligations: Non-Executive Councillors

- 4.17 Councillors must be appointed to at least 1 Council committees at all times.
 - (b) The stipend of a will be reduced by \$50 where they are not named to at least one committee.

Appeals

- 4.18 Where a Councillor feels that stipend reductions have been administered incorrectly by the VP Finance & Services, a Councillor may submit a detailed appeal to Council.
- 4.19 All stipend reductions shall take effect on a Councillor's stipend one (1) pay period after the Councillor has submitted a report late, in order to allow the Councillor to submit an appeal.



R-5: ETHICAL STANDARDS OF CONDUCT AND CONFLICT OF INTEREST FOR COUNCIL AND ITS COMMITTEES

POLICY TYPE: COUNCIL POLICY

POLICY TITLE: ETHICAL STANDARDS OF CONDUCT AND CONFLICT OF INTEREST FOR

COUNCIL AND ITS COMMITTEES POLICY REFERENCE NUMBER: R-5

Adopted: April 23, 2021 Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

- 5.1 Proper operation of a democratic student organization requires that students elected to Council or appointed by Council 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.
- 5.2 Members of Council and Society committees shall:
 - (a) maintain the highest ideals of honour and integrity while serving on Council 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

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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 Council or its committees,
- avoid any situation that could impair their judgment in the performance of their elected duties while in office,
- carry out their duties with impartiality and equity of service to students, (j)
- (k) declare a conflict of interest to Council 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,
 - leave the meeting during any discussion or vote on a subject where such an interest exists,
- not use information designated confidential for the personal gain of themself or any other person, and
- not communicate information designated confidential to anyone not entitled to access that information.
- Where a director is found to have breached their duty by violating this policy, that director may be:
 - (i) censured by Council
 - (ii) be requested to resign their position by Council
 - removed as a Director by the membership with Council or Council initiating the proceedings for removal.
- 5.3 Members of Council 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 Council Policies, and to that end:

- (i) Councillors shall recognize their lack of individual authority when engaging with the public and the media,
- (ii) Councillors shall not speak on behalf of Council except as authorized by Council,
- (iii) respect and apply the principle of confidentiality when dealing with issues of a sensitive nature,
- (iv) attend Council and committee meetings having adequately prepared for all deliberations,
- (v) support the legitimacy and the authority of all decisions made at Council table, irrespective of their individual position on the issue, and
- (vi) sign the acknowledgement of, and the agreement to act in accordance with SFSS Council 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
- (a) engage in any form of sexual acts in Society spaces.



R-6: RESIGNATION, LEAVE OF ABSENCE, AND REGRETS

POLICY TYPE: COUNCIL POLICY
POLICY TITLE: RESIGNATION, LEAVE OF ABSENCE, AND REGRETS
POLICY REFERENCE NUMBER: R-6

Adopted: April 23, 2021
Next Scheduled Revision: April 2022
Previous Revisions
Position Signature Date

President

Relevant By-Laws

1. By-Law 17

Resignation

6.1 Notices of resignation from Council shall be directed to the President and accepted at the subsequent meeting of Council.

Leave of Absence

- 6.2 Leaves of absence approved by the President or VP Internal & Organisational Development shall be reported to Council.
- 6.3 Requests by members of Council for leaves of absence shall be directed to the President for approval. If the President requests a leave of absence, it shall be directed to the VP Internal & Organisational Development for approval.
- 6.4 All requests for leaves of absence shall be accompanied by a written explanation of the reasons for seeking it.
- 6.5 In the event that a request for a leave of absence is denied, the President or VP Internal & Organisational Development shall provide written reasons for their decision.
- 6.6 No more than two (2) months leave of absence shall be granted within a one-year term of office.
- 6.7 A Councillor will not be remunerated while on a leave of absence.

Regrets

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- 6.8 '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.
- 6.9 Regrets must be submitted to the Chair of Council 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.
- 6.10 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.
- 6.11 Regrets are deemed acceptable or not for the reasons stated above by a simple majority vote of the body organizational unit to which they have been submitted.
- 6.12 Where such regrets are deemed unacceptable, an explanation must be provided in writing to the submitter by the chair of the organizational unit.

SECTION III: MEETINGS OF COUNCIL AND COMMITTEES

Date Approved: 2021-04-23



R-7: COUNCIL MEETINGS

POLICY TYPE: CO	DUNCIL POLICY	
Policy Title: Council Meetings		
Policy Referen	CE NUMBER: R-7	
Adopted		Adopted: April 23, 2021
		Next Scheduled Revision: April 2022
		Previous Revisions
Position	Signature	Date
President		

Definitions

- 7.1 "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".
- 7.2 "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
- 7.3 "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.

- 7.4 "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.
- 7.5 "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

Date Approved: 2021-04-23

- 7.6 Council meetings shall occur Wednesdays starting at 4:30pm and ending at 8:30pm, and shall occur on a biweekly basis
- 7.7 Regular meetings of Council shall be limited in duration to four hours, which shall be calculated from the time when quorum has been achieved.
- 7.8 Where necessary, Council may extend a meeting past four hours on a majority vote of Council at any particular meeting.

Quorum

- 7.9 Once a meeting of Council becomes quorate, that meeting shall be considered quorate until such time that a question of quorum is raised.
- 7.10 A question of quorum shall be treated as a point of order, as defined by Robert's Rules of Order.

Speaking Privileges

- 7.11 All students who are members in good standing shall have speaking privileges at all meetings of Council.
- 7.12 All Society staff shall have speaking privileges at all meetings of Council.
- 7.13 Councillors shall always be given priority on the speaking list before a student guest or Society staff speaks at a Council meeting. The Chair will maintain a speaker's list during Council meetings.

Chair

Date Approved: 2021-04-23 SFSS Council Policies

7.14 As per By-Law 6(17), the President shall be the Chair of Council, and shall Chair all Council meetings unless otherwise voted on by Council at a particular meeting, or for the duration of a semester.

Vice Chair

- 7.15 As per By-Law 6(18), Council shall, by a simple majority vote, appoint a Non-Executive Councillor as Vice Chair of Council for the duration of a Council term.
- 7.16 The Vice Chair shall convene and chair a Council meeting in the absence or at the discretion of the Chair of Council.
- 7.17 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) Collect agenda items from Councillors on behalf of the Chair and send them to the Administrative Assistant through proper communication channels, when necessary.
 - (c) Any other duties as delegated by the Council Chair from time to time

Agenda

- 7.18 The order and items of business for meetings of Council are:
 - (a) Call to Order
 - (b) Territorial Acknowledgment
 - (c) Roll Call of Attendance
 - (d) Consent Agenda
 - i. Adoption of the Agenda
 - ii. Approval of the Minutes
 - iii. Ratification of Regrets
 - iv. Any other business, as determined by the Council Chair
 - (g) Presentations

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(h)	Old Business
(i)	Reports from Committees
(j)	New Business
(k)	Discussion
(1)	30 Minute Q&A Period
(m)	Notices of Motion
(n)	Announcements
(o)	Attachments
(p)	Adjournment
be submitte	da items for regularly scheduled Council meetings and supporting documents must ed to the Chair, President, and Administrative Assistant. The Agenda for Council ust be distributed to Councillors no later than three business days before a Council
	uncil agenda packages shall be available electronically on the Society website and a at least two business days prior to regularly scheduled Council meetings.
Consent A	agenda
	e purpose of a consent agenda is to save time at Board meetings and make them ient by grouping routine business items for unanimous approval of the Board.
wherein it	e Council Chair shall include a consent agenda portion on the regular agenda ems on the consent agenda, in the opinion of the Council Chair, will be matters t require substantive discussion or debate, including, but not limited to:
(a)	Approval of minutes
(b)	Approval of regrets

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(c) Committee appointments

7.23 The consent agenda shall be attached as a single document to the agenda of a Council 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.

7.24 During the Council meeting, the Council 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.

7.25 Items that otherwise would be included under "New Business" may be included in the consent agenda where the Council Chair believes the matter does not require substantive discussion or debate.

- 7.26 Any voting member of Council 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.
- 7.27 Items may not be moved to the consent agenda from the regular agenda once the agenda has been distributed.

Location

7.28 At least one meeting of Council shall be held at the Harbour Centre campus over the course of any administration.

7.29 At least one meeting of Council shall be held at the Surrey campus over the course of any administration.

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

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R-8: ALTERNATES

Date Approved: 2021-04-23

POLICY TYPE: COUNCIL POLICY POLICY TITLE: ALTERNATES

POLICY REFERENCE NUMBER: R-8

Adopted: April 23, 2021 Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Relevant By-Laws

- 1. By-Law 6(24)(f)
- 2. By-Law 17(7)

Alternates of Councillors

8.1 As per the SFSS By-Laws, Councillors are entitled up to two Alternates to attend meetings and vote when the Councillor is unavailable.

Appointment of Alternates

- 8.2 Alternates may be appointed in accordance with the constitution and by-laws of the Student Union, Constituency Group, or Affiliated Student Group that a Councillor represents on Council.
- 8.3 If the constitution and by-laws of that student group does not establish a process for appointing alternates, that student group may appoint an Alternative Councillor by majority vote of their Executive.

Alterative Councillors at Meetings of Council

- 8.4 A Councillor who will be absent from a meeting of Council, and wishes to send an Alternative Councillor in their place, must:
 - (i) submit regrets to the Council Chair as outlined in R-6
 - (ii) submit a written statement or electronic message to the Council Chair at least one
 - (1) hour in advance of the meeting in question to express their intent to send an Alternative Councillor in their place.
- 8.5 Whether or not a Councillor sends an Alternate in their place, Council still must ratify the regrets of the Councillor who is absent.
- 8.6 Regardless of whether an absent Councillor is sending an Alternative Councillor to meetings of Council, they are still subject to the By-Law 17(7):



R-9: IN-CAMERA SESSIONS

POLICY TYPE: COUNCIL POLICY
POLICY TITLE: IN-CAMERA SESSIONS
POLICY REFERENCE NUMBER: R-9

Adopted: April 23, 2021
Next Scheduled Revision: April 2022
Previous Revisions
Position Signature Date

President

- 9.1 Council and its committees may, by simple majority vote, move items for discussion incamera, 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).
- 9.2 In-camera items are strictly confidential and members present are bound by the Societies Act and are not to disclose the proceedings of, or contents of, any documents relating to incamera sessions.
- 9.3 Only members of Council and its committees, and invited third parties as may be required, shall remain in the meeting.
- 9.4 No motions may be moved during in-camera sessions.



R-10: *UNDER REVIEW* MINUTES

POLICY TYPE: COUNCIL POLICY
POLICY TITLE: MINUTES
POLICY REFERENCE NUMBER: R-10

Adopted: April 23, 2021 Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Council Minutes

- 10.1 Council shall adopt the minutes of Council and Council committees as necessary.
- 10.2 Minutes of meetings of Council shall include:
 - (a) a summary of Committee discussion, including any comments that participants ask to be recorded,
 - (b) a record of motions passed, direction given, and action taken, and
 - (c) list a record of who voted in favour, and against or abstained on a motion, or if a motion passes unanimously.
- 10.3 Minutes of meetings of committees shall be approved by the Committee, and submitted to the Administrative Assistant for their inclusion on the Council agenda 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.
- 10.4 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.

10.5 Draft Council minutes shall be posted to the website following the approval of Council Chair or Council designate prior to approving them at the following Council

- (a) Council 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 Council meeting, the draft shall be taken down and swapped for the official minutes approved by Council.

Minute Preparation

meeting.

Date Approved: 2021-04-23

- 10.6 Minutes for meetings of Council 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.
- 10.7 Notwithstanding the other requirements of this policy, minutes for meetings of Council shall be ready for inclusion in the agenda package for the next regularly scheduled Council meeting as required by the policies.

Implementation

10.8 The VP Internal & Organizational Development shall be responsible for ensuring the implementation of this policy.

SECTION IV: PROCEDURES

Date Approved: 2021-04-23

Date Approved: 2021-04-23 SFSS Council Policies



R-11: SOCIETY RECORDS AND PROPERTY IN RELATION TO COUNCIL AND ITS COMMITTEES

POLICY TITLE: SOCIETY RECORDS AND PROPERTY IN RELATION TO COUNCIL AND ITS

COMMITTEES

POLICY REFERENCE NUMBER: R-11

Adopted: April 23, 2021 Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

11.1 Any documents or materials received or obtained by members of Council 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 Council or its committees in the course of fulfilling their duties.
- 11.2 Failure to return Society property shall be considered theft.
 - (a) 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 Council.



R-12: REMUNERATION OF ELECTED REPRESENTATIVES

POLICY TYPE: COUNCIL POLICY
POLICY TITLE: REMUNERATION OF ELECTED REPRESENTATIVES
POLICY REFERENCE NUMBER: R-12

Adopted: April 23, 2021
Next Scheduled Revision: April 2022
Previous Revisions

Position Signature Date

President

Relevant By-Laws

1. By-Law 5(3)

Definitions

- 12.1 "Regulation" refers to any rule, standing order, administrative policy, issue policy, or Council policy or any other policy enacted by Council.
- 12.2 "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 Council or Council, or which shall establish or change any other form of remuneration available to them.

Remuneration Motions

- 12.3 Any remuneration motion shall be referred to the Finance and Administrative Services Committee, which shall report back to Council with its recommendations.
- 12.4 Council will not consider any remuneration motion except as recommended by the Finance and Administrative Services Committee.

Applicability

12.5 The Finance and Administrative Services Committee shall provide a period for student comment on proposed changes to the remuneration paid to Executive Officers or Councillors, with the following stipulations:

Date Approved: 2021-04-23 SFSS

(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 Council.

- (b) Notification shall include an invitation for students to attend a special session 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-13: DIRECTION TO SOCIETY EMPLOYEES

POLICY TYPE: COUNCIL POLICY
POLICY TITLE: DIRECTION TO SOCIETY EMPLOYEES
POLICY REFERENCE NUMBER: R-13

Adopted: April 23, 2021
Next Scheduled Revision: April 2022
Previous Revisions
Position Signature Date

President

- 13.1 Council 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 Council 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 Councillor, this shall be communicated to the President directly, indirectly through the staff's direct supervisor, or the Operations Organizer immediately.
- 13.2 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 Council, which the President shall seek advice from Council on the interpretation of the policy. This may be decided via a vote of Council. 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; or until the request is modified in order to be compliant with policy.
 - (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 Council conflict, the opinion of Council prevails.

Date Approved: 2021-04-23

- 13.3 Union-excluded personnel will assist the Executive Officers 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 Council 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.
- 13.4 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.
- 13.5 The Chair of Council, or a Committee Chair on approval of a Council committee that has the authority delegated to execute activities on behalf of Council, may give direction to Society employees on the approval of a motion of Council.
- 13.6 The Executive shall ensure there is a mechanism for Councillors 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 Officers or Council as a whole on said requests.
- 13.7 In the event that any direction to Society employees breaches any staff relations policies or agreements (e.g. Collective Agreement), the President shall be notified immediately, and that resolution process in the related staff relation policy or agreement shall apply.



R-14: EMPLOYMENT, COUNCIL MEMBERS

POLICY TYPE: COUNCIL POLICY

POLICY TITLE: EMPLOYMENT, COUNCIL MEMBERS

POLICY REFERENCE NUMBER: R-14

Adopted: April 23, 2021 Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

- 14.1 No Councillor shall be employed by the Society during, or for a period of two years following their term of office.
- 14.2 An employee may not be an elected student member of Council, 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 Council, then this employee must resign from their position of staff of the Society before their tenure as a Councillor begins.



R-15: *Under Review* Council Reimbursements

POLICY TYPE: COUNCIL POLICY
POLICY TITLE: COUNCIL REIMBURSEMENTS

POLICY REFERENCE NUMBER: R-15

Adopted: April 23, 2021
Next Scheduled Revision: April 2022
Previous Revisions

Position Signature Date

President

Reimbursement for Charges

- 15.1 Councillors shall receive a reimbursement for expenses necessary to fulfilling their role as a Director of the Society. The VP Finance & Services shall oversee the reimbursements.
 - (a) The President shall oversee the VP Finance & Services' reimbursement process.

Restrictions

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

Cell Phone Allowance for Executive Officers

- 15.3 Cell phone reimbursements rates are as follows:
 - (a) Up to \$50 per month during each Executive Officer's term.
- 15.4 Reimbursement requests must be accompanied by the Executive Officer's corresponding monthly service bill. A copy of the phone bill must be submitted to the VP Finance & Services with the cheque requisition. Reimbursement will be via cheque.
- 15.5 Reimbursement will cease if the Executive Officer's corresponding monthly service bill is not received by the VP Finance & Services.
 - (a) Reimbursement may also be discontinued if a Finance Coordinator is notified in writing by the VP Finance & Services or the recipient of the reimbursement.

15.6 The Society's corporate credit card may not be used to pay for Executive Officer's cell phones.

Transportation Allowance

Date Approved: 2021-04-23

- 15.7 Councillors 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

- 15.8 Councillors 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 mail so that reasonableness may be considered. Councillors may not claim meal costs that are provided by the hotel, conference, or a third party.
 - (c) For automobile reimbursements, Councillors 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

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



R-16: Members' Meetings, Preparation, Staffing, and Procedures

POLICY TYPE: COUNCIL POLICY

POLICY TITLE: ANNUAL AND SPECIAL GENERAL MEETINGS, PREPARATION,

STAFFING, AND PROCEDURES

POLICY REFERENCE NUMBER: R-16

Adopted: April 23, 2021 Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Relevant By-Laws

1. By-Law 11

Members' Meetings

- 16.1 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.
- 16.2 The Society will host an Annual General Meeting (AGM), as required by the Societies Act and the SFSS Bylaws, in September or October in accordance with the Society Bylaws.
- 16.3 The Society will host a Special General Meeting (SGM) at the request of Council, Council or following a members' requisition, as required by the Societies Act and the SFSS Bylaws.

Council

- 16.4 Council shall:
 - (a) oversee the fulfillment of all duties with regards to AGMs and SGMs as detailed in Society Bylaws and policy rules.
 - (b) determine the date and time of the AGM or SGM, and:

(i) Try to determine a date at least sixty (60) days in advance in the case of AGM (to give members the opportunity to put member proposals), in a manner compliant with the Society Bylaws and the Societies Act;

- (ii) Immediately inform the Operations Organizer and Board Organizer of all event logistics required; and
- (iii) Develop and post on the Society website the mechanisms for membership to bring proposals to the AGM
- (c) Communicating those dates and agenda items to the Administrative Services Department.
- (d) Encourage the SFSS 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 Council 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 Internal & Organizational Development, with support from the Operations Organizer and the Board Organizer.
- (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 Internal & Organizational Development with assistance from the Operations Organizer and the Board Organizer,
- (i) Ensure that all contributions to the annual report are submitted to the VP Internal & Organizational Development at least thirty (30) days prior to the meeting date (in the case of an AGM), and
- (j) Ensure that staff members are informed to adjust hours and priorities accordingly.
- 16.5 The VP Internal & Organizational Development shall coordinate or oversee:

Date Approved: 2021-04-23 SFSS Council Policies

(a) the compilation of the annual report of Council for consideration at the annual general meeting (Bylaw 4.12 k)),

- (b) the roles and responsibilities of the members of Council in preparing for the meeting,
- (c) the roles and responsibilities of the members of Council 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 Council,
- (g) the provision of microphones for speakers from the floor (if necessary),
- (h) accommodating students with special needs, and
- (i) working with staff as necessary for the preparation of the AGM.

Staff

- 16.6 The Communications Coordinator shall:
 - (a) develop and publish all advertising and marketing materials for members' meetings,
 - (b) develop all documents necessary for members' meetings, including the Annual Report for the annual members' meeting,
 - (c) comply with the provisions of the Society Bylaws regarding serving notice of meeting,
 - (d) configure the 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, and
 - (f) compile and print the meeting agenda.
- 16.7 The Administrative Services department shall:

SFSS Council Policies

- (a) develop a calendar, listing all deadlines for required items,
- (b) communicate 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 Council is present and the Chair was not designated by Council,
 - (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 Internal and Organizational Development 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.
- 16.8 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.
- 16.9 The MSC Student Unions & Groups shall:

(a) send written or electronic memoranda to Council and all active unions and constituency groups in accordance with the Society Bylaws, and

(b) assist in the staffing the meeting and any preparations as necessary.

SECTION V: EXECUTIVE OFFICERS

Date Approved: 2021-04-23 SFSS Council Policies

R-17: ASSOCIATE VICE-PRESIDENTS

POLICY TYPE: COUNCIL POLICY

POLICY TITLE: ASSOCIATE VICE-PRESIDENTS

POLICY REFERENCE NUMBER: R-17

Adopted: April 23, 2021

Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Relevant By-Laws

1. By-Law 4(3)

Associate Vice-Presidents

- 17.1 Vice-Presidents may appoint Associate Vice-Presidents to assist in the duties of their respective Executive Office.
 - (a) Associate Vice-Presidents under the Office of the President shall be referred to as an Associate to the President.
- 17.2 An Associate Vice-Presidents must be a Member in good standing of the Society.
 - (a) An Associate Vice-President may be a Non-Executive Councillor.

Duties and Obligations

- 17.3 Associate Vice-Presidents shall:
 - a) assist their supervising Vice-President in the execution of programs and policies of Council as they pertain to that Vice-President's portfolio.
 - b) at the request of their supervising Vice-President, attend meetings of the Executive Committee, Council, Committees, or other meetings as necessary.
 - c) provide recommendations and advice on policy options to their supervising Vice-President.
 - d) have such other powers and duties as are assigned by their supervising Vice-President from time to time.
- 17.4 Associate Vice-Presidents shall not:
 - a) give direction to Society staff;
 - b) take away work from Society staff;
 - c) speak on behalf of:

- i) their supervising Vice-President, unless authorized to do so,
- ii) the Executive Committee; or,
- iii) Council.
- 17.5 Associate Vice-Presidents shall have no less than fifteen (15) hours per week of work done.
- 17.6 Associate Vice-Presidents shall be eligible to receive Co-Curricular Record (CCR) recognition for completing the duties and obligations of an Associate Vice-President.
 - (a) If an Associate Vice-President is a Non-Executive Councillor, the work completed by that individual shall be considered as part of the duties and obligations of being a Councillor.

Appointment Process

- 17.7 Members of the Executive Committee who wish to appoint an Associate Vice-President shall nominate a member of Council for the position.
- 17.8 Nominations for the position of Associate Vice-President shall be ratified subject to approval by the Executive Committee by a majority vote;

Dismissal

- 17.9 Associate Vice-Presidents may be removed by:
 - a) Dismissal by their supervising Executive Officer;
 - i) Dismissals of an Associate Vice-President are to be reported at the subsequent meeting of the Executive Committee.
 - b) Two-thirds (3/3) resolution of the Executive Committee, provided that the person to be removed shall be given two (2) weeks notice of the meeting at which such a resolution is proposed;
 - c) Two-thirds (3/3) resolution of Council, provided that the person to be removed shall be given two (2) weeks notice of the meeting at which such a resolution is proposed.

STANDING ORDERS

SECTION I: GENERAL



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

POLICY TYPE: COUNCIL POLICY

POLICY TITLE: STANDING AND AD-HOC COMMITTEES, SUBCOMMITTEES AND

WORKING GROUPS

POLICY REFERENCE NUMBER: SO-1

Adopted: April 23, 2021 Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Establishment and Dissolution of Society Committees and Working Groups

- 1.1 Council may delegate its authority and/or empower committees between Council meetings to make decisions, within their delegated authority, to standing committees, ad-hoc committees, and working groups.
 - (a) Council may establish a standing or ad-hoc committee by including a Standing Order establishing its terms in Council Policies.
 - (b) Council may dissolve a standing or ad-hoc committee by repealing a Standing Order consisting of its terms from Council Policies.
 - (c) Council or a Council Committee may establish a working group amongst itself by a majority vote.

Standing and Ad-hoc Committees

- 1.2 Council 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 always report and receive direction from Council.
- 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 Society virtual calendar,
- (b) convening regular meetings,
- (c) informing committee members of meeting times and locations,
- (d) preparing agendas and collecting 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 & Services,
- (g) reporting on committee activities to the to Council,
- (d) acting as the primary point of contact between the committee and its staff support, if any,
- (e) act as the primary point of contact between the committee and its staff support, if any,
- (f) liaising with the Administrative Assistant(s) 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,
 - a. The Chair will inform the Administrative Assistant(s) 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(s), and
 - (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,
- (k) liaising 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, and
- (iv) vacant seats,

a. 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 a vacancy arising, and

b. 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, and
 - (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 Council.
- 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 Council but is a member in good standing of the Society.

Sub-Committees

- 1.13 Standing or Ad-hoc Council 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 subcommittees 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. Sub-Committee membership is open to all Members in good standing of the Society.
- 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 Standing Orders establishing a Sub-Committee must be reported to the Governance Committee, who will keep record of the Standing Orders by including the Standing Order in the SFSS Council Policies.

(b) If a Committee establishes a Sub-Committee by Standing Order, this action must be reported to Council.

Working Groups

- 1.17 Council, or standing or ad-hoc committees, may establish working groups, as well as their mandates, authority, and jurisdiction by motion.
- 1.18 Council, 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 Centre 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

POLICY TYPE: COUNCIL POLICY

POLICY TITLE: APPOINTMENTS, SELECTION PROCESS AND RESIGNATIONS TO AND

FROM COMMITTEES

POLICY REFERENCE NUMBER: SO-2

Adopted: April 23, 2021 Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Appointments

- 2.1 Where Councillors are named to committee positions, those positions will be appointed by majority vote of Council.
- 2.2 Unless otherwise specified by the committee's terms of reference, Council 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 Council committees begins on May 1st of each new Council term, or when there is a vacancy on a Council committee.
- 2.4 Councillors 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 Council.
- 2.7 Nominees will be evaluated on the basis of criteria established by each Council committee through their application forms and/or interview process.
- 2.8 Committee members will be appointed by Council.

Date Approved: 2021-04-23 SFSS Council Policies

Selection

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

- 2.10 Each Council committee may request the assistance of the Nominating Committee in the selection process.
- 2.11 The Nominating Committee will meet at the request of Council or when called by its Chair.
- 2.12 Council committee Chairs will report their recommended selections to the Nominating Committee, who will submit these recommendations to Council for consideration at the next regularly scheduled Council meeting.
- 2.13 Council will receive the recommendations of the Nominating Committee and discuss the recommendations in camera.
- 2.14 Council 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 Council Policies, Council 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 Council.
- 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.
 - (a) The Chair shall declare that position vacant forthwith.

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

SECTION II: STANDING COMMITTEES (CORE)



SO-3: EXECUTIVE COMMITTEE

POLICY TYPE: COUNCIL POLICY

POLICY TITLE: EXECUTIVE COMMITTEE

POLICY REFERENCE NUMBER: SO-3

Adopted: April 23, 2021

Next Scheduled Revision: April 2022 Previous Revisions

Position Signature Date

Relevant By-Laws

1. By-Law 4

President

The Executive Committee

3.1 The Executive Committee is a standing committee of the Society as established in the By-Law 4.

Composition

- 1. [Chairperson] President
- 2. All currently sitting Executive Officers
- 3. [Non-voting] Operations Organizer
- 4. [Non-voting] Board Organizer
- 5. [Non-voting] Other staff as requested by the Executive from time to time

Terms of Reference

- 3.2 Have all the powers, duties and obligations outlined of the Executive Committee in the SFSS By-Laws
- 3.3 Generally coordinate and manage the day-to-day activities of the Society in between meetings of Council.
- 3.4 Report to Council as required on the activities of Society committees as well as other matters of importance.
- 3.5 Discuss and report on the work done in each executive member's specific portfolios since the last meeting.
- 3.6 Recommend actions for consideration by Council and its committees.

- Date Approved: 2021-04-23
- 3.7 Conduct the business of Council between Council meetings, where the Executive Committee has jurisdiction to do so, as per the SFSS By-Laws.
- 3.8 Ensure the timely implementation of all directives of Council.
- 3.10 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.
- 3.11 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.
- 3.12 This Committee may strike sub-committees in order to help conduct the business of the Committee.

Governance

- 3.13 The committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote.
- 3.14 The committee shall take into consideration and respect Indigenous forms of governance and recognize how often other forms of governance overrule Indigenous ways of knowing, especially on occupied stolen territories.
- 3.15 When the committee takes into account Indigenous forms of governance, the committee shall consider other aspects and ways of knowing in order to properly support this decision-making process. This can include:
 - (a) Inviting Indigenous Elders of the Territories and asking for advice or support in the decision-making process.
 - (b) finding ways to include Indigenous forms of governance i.e. talking circles, transparency process and community engagement



SO-3-1: HR & PERSONNEL SUB-COMMITTEE

POLICY TYPE: COUNCIL POLICY
POLICY TITLE: HR & PERSONNEL COMMITTEE
POLICY REFERENCE NUMBER: SO-3-1
Adopted: April 23, 2021

Next Scheduled Revision: April 2022
Previous Revisions

Position	Signature	Date
President		

3.1.1 The Executive Committee shall maintain the HR & Personnel Sub-Committee as a standing Sub-Committee of the Executive 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 outside of the Committee to attend, unless invited by the Chair.

Composition

- 1. [Chairperson] President
- 2. VP Finance & Services
- 3. VP Equity and Sustainability
- 4. 1 Councillor (preferably a non-Executive Councillor)
- 5. [Non-Voting] Operations Organizer
- 6. [Non-Voting] Board Organizer

Purpose

- 3.1.2 Guiding the President in their role as the liaison between Council 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.
- 3.1.3 To execute the duties of the Labour Committee as outlined in the collective agreement and fulfill the duties and responsibilities set out in the agreement.
- 3.1.4 To negotiate collective agreements with CUPE 3338.
- 3.1.5 Ensure accountability, transparency, inclusion, and democratic participation in executing the responsibilities of the committee.

SFSS Council Policies

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

Quorum

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

Terms of Reference

- 3.1.8 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 Council on the performance of union-excluded personnel. Prepare an evaluation report for Council 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, in conjunction with the Governance Committee. Periodically review Personnel Policies as issues arise.
 - (d) Ensure that all members of this Sub-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 Sub-Committee.
 - (i) Ensure that ongoing training in these key areas happens for the duration of Council term.
- 3.1.9 Provide reports to Council on personnel issues and activities and projects undertaken by the Sub-Committee.
- 3.1.10 Seek direction from the Executive Committee to advise the President and Excluded personnel on addressing major personnel issues.
- 3.1.11 Advise the President and excluded personnel on addressing major personnel issues, including, but not limited to:
 - (a) Collective Bargaining
 - (b) Grievances

SFSS Council Policies

- Date Approved: 2021-04-23
 - (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
- 3.1.12 Ensure Council participation on hiring committees for key vacancies (eg: Department coordinator level and above).
- 3.1.13 The Sub-Committee shall meet at least bi-weekly and give a report to the Executive Committee at every Executive Committee meeting.
- 3.1.14 The Sub-Committee shall undertake any of duties and responsibilities as delegated by the SFSS Personnel Policies.

Relevant Policies

- 3.1.15 The members of the committee should be familiar with the following:
 - (a) SFSS Council Policies
 - (b) SFSS Administrative Policies, especially SFSS Personnel Policies
 - (c) SFSS/CUPE 3338 Collective Agreement
 - (d) Societies Act
 - (e) BC Employment Standards Act
 - (g) BC Labour Relations Code

Governance

- 3.1.16 The sub-committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote.
- 3.1.17 The sub-committee shall take into consideration and respect Indigenous forms of governance and recognize how often other forms of governance overrule Indigenous ways of knowing, especially on occupied stolen territories.
- 3.1.18 When the sub-committee takes into account Indigenous forms of governance, the committee shall consider other aspects and ways of knowing in order to properly support this decision-making process. This can include:

(a) Inviting Indigenous Elders of the Territories and asking for advice or support in the decision-making process.

(b) finding ways to include Indigenous forms of governance i.e. talking circles, transparency process and community engagement



SO-5: GOVERNANCE COMMITTEE

POLICY TYPE: COUNCIL POLICY

POLICY TITLE: GOVERNANCE COMMITTEE

POLICY REFERENCE NUMBER: SO-5

Adopted: April 23, 2021 Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Relevant By-Laws

1. By-Law 4(11)(b)

Governance Committee

5.1 Council shall maintain the Governance Committee as a standing committee.

Composition

- 1. [Ex-officio] President
- 2. [Chairperson] VP Internal & Organizational Development
- 3. Four Councillors
- 4. [Non-Voting] Policy and Research 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, By-Laws, and policies, except those specifically reserved for other committees of the Society.
- 5.4 Inform Council 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 in order to help conduct the business of the Committee.

SFSS Council Policies

Relevant Policies

Date Approved: 2021-04-23

- 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 Council Policies
 - (h) SFSS Administrative Policies
 - (j) all other policies of the society.

Governance

- 5.8 The committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote.
- 5.9 The committee shall take into consideration and respect Indigenous forms of governance and recognize how often other forms of governance overrule Indigenous ways of knowing, especially on occupied stolen territories.
- 5.10 When the committee takes into account Indigenous forms of governance, the committee shall consider other aspects and ways of knowing in order to properly support this decision-making process. This can include:
 - (a) Inviting Indigenous Elders of the Territories and asking for advice or support in the decision-making process.
 - (b) finding ways to include Indigenous forms of governance i.e. talking circles, transparency process and community engagement



SO-6: FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE

Policy Type: Council Policy		
Policy Title: Finance and Administrative Services Committee		
Policy Reference Number: SO-6		
		Adopted: April 23, 2021
		Next Scheduled Revision: April 2022
		Previous Revisions
Position	Signature	Date
President		

Relevant By-Laws

1. By-Law 4(12)(m)

Finance and Administrative Services Committee

- 6.1 Council shall maintain the Finance and Administrative Services Committee (FASC) as a standing committee.
- 6.2 This committee shall oversee the financial and internal administrative matters of the Society.

Composition

- 1. [Ex-officio] President
- 2. [Chairperson] VP Finance & Services
- 3. VP Internal and Organisational Development
- 4. Four Councillors
- 5. Two students at-large
- 6. [Non-Voting] Finance Coordinators

Terms of Reference

- 6.3 This committee shall not unreasonably limit the normal duties and responsibilities of the VP Finance & Services.
- 6.4 Coordinate the preparation of the annual operating budget and the annual capital budget of the Society and make recommendations to Council as necessary.
- 6.5 Provide Council 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.

- Date Approved: 2021-04-23
- 6.6 Responsible for the presentation of semesterly financial statements to Council.
- 6.7 Coordinate the preparation of the annual operating budget and the annual capital budget of the Society's services
- 6.8 Review and propose any amendments or adjustments to the annual operating budget or annual capital budget of the Society and make recommendations to Council as necessary.
- 6.9 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.
- 6.10 Monitor and oversee all funds, investments, and other financial assets and liabilities maintained by the Society and make recommendations to Council as necessary.
- 6.11 Monitor and oversee all other financial aspects of the Society and make recommendations to Council as necessary.
- 6.12 All discussions of a sensitive or confidential nature regarding financial or administrative matters of the Society shall be held in-camera.
- 6.13 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.
- 6.14 Hear and rule on any appeals of decisions made by the Member Services Coordinator Student Unions & Groups or Member Services Coordinators Clubs regarding club or student union creation, dissolution, suspension, grant approvals or any other decision.
- 6.15 Consider business referred to it, regarding remuneration motions, by the Executive Committee or Council, and shall make one or more recommendations on each such matter to the Executive Committee, or Council, or both, as appropriate whereby the rule on "Remuneration of Elected Representatives" will apply.
- 6.16 The Committee shall establish working groups wherever possible and may strike sub-committees when necessary, to be used sparingly, in order to conduct the business of the Committee.

Governance

6.17 The committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote.

Date Approved: 2021-04-23 SFSS Council Policies

6.18 The committee shall take into consideration and respect Indigenous forms of governance and recognize how often other forms of governance overrule Indigenous ways of knowing, especially on occupied stolen territories.

- 6.19 When the committee takes into account Indigenous forms of governance, the committee shall consider other aspects and ways of knowing in order to properly support this decision-making process. This can include:
 - (a) Inviting Indigenous Elders of the Territories and asking for advice or support in the decision-making process.
 - (b) finding ways to include Indigenous forms of governance i.e. talking circles, transparency process and community engagement

SECTION III: STANDING COMMITTEES (ADVOCACY AND EQUITY)



SO-7: University and Academic Affairs Committee

POLICY TITLE: UNIVERSITY AND ACADEMIC AFFAIRS COMMITTEE

POLICY REFERENCE NUMBER: SO-7

POLICY TYPE: COUNCIL POLICY

Adopted: April 23, 2021 Next Scheduled Revision: April 2022 **Previous Revisions**

Position	Signature	Date
President		

Relevant By-Laws

1. By-Law 4(13)(g)

University and Academic Affairs Committee

- 7.1 Council shall maintain the University and Academic Affairs Committee as a standing committee.
- This Committee shall generally coordinate work regarding university advocacy campaigns and member-facing student information campaigns.

Composition

- 1. [Ex-Officio] President
- 2. [Chairperson] VP University & Academic Affairs
- 3. Five Councillors
- 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

- Identify and prioritize issues of concern to students.
- 7.4 Develop and coordinate strategies to address those concerns.
- 7.5 Establish working groups to implement campaigns and take actions to address those concerns.

- 7.6 Ensure that the Society members are informed of these issues, and the steps taken to address them.
- 7.7 Review the progress of business from the Senate, Council of Governors, Senate Committees, and other Committees, Assemblies or decision-making bodies of the University.
- 7.8 Creating information campaigns directed towards the Society membership regarding University advocacy.
- 7.9 The Committee shall establish working groups wherever possible and may strike subcommittees when necessary, to be used sparingly, in order to conduct the business of the

Governance

- 7.10 The committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote.
- 7.11 The committee shall take into consideration and respect Indigenous forms of governance and recognize how often other forms of governance overrule Indigenous ways of knowing, especially on occupied stolen territories.
- 7.12 When the committee takes into account Indigenous forms of governance, the committee shall consider other aspects and ways of knowing in order to properly support this decision-making process. This can include:
 - (a) Inviting Indigenous Elders of the Territories and asking for advice or support in the decision-making process.
 - (b) finding ways to include Indigenous forms of governance i.e. talking circles, transparency process and community engagement



SO-8: EXTERNAL AND COMMUNITY AFFAIRS COMMITTEE

POLICY TYPE: COUNCIL POLICY
POLICY TITLE: EXTERNAL AND COMMUNITY AFFAIRS COMMITTEE

TOLICI TITLE. EXTERNAL AND COMMONITI AFFAIRS CO

POLICY REFERENCE NUMBER: SO-8

Adopted: April 23, 2021 Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Relevant By-Laws

1. By-Law 4(14)(g)

External and Community Affairs Committee

- 8.1 Council shall maintain the External and Community Affairs Committee as a standing committee.
- 8.2 This Committee shall generally coordinate the advocacy work regarding federal, provincial, and municipal advocacy and lobbying campaigns and community-facing information campaigns.

Composition

- 1. [Ex-Officio] President
- 2. [Chairperson] VP External & Community Affairs
- 3. Five Councillors
- 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

- 8.3 Identify and prioritize issues of concern to students that are external to the University community.
- 8.4 Develop and coordinate strategies to address those concerns.
- 8.5 Establish working groups to implement campaigns and take actions to address those concerns.

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

- 8.7 Review the progress of business from the Federal, Provincial and Municipal governments or other decision-making bodies external to the University.
- 8.8 Creating information campaigns directed towards the Society membership regarding External and Community advocacy.
- 8.9 This Committee shall establish working groups wherever possible and may strike sub-committees when necessary, to be and used sparingly, in order to conduct the business of the Comm

Governance

- 8.10 The committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote.
- 8.11 The committee shall take into consideration and respect Indigenous forms of governance and recognize how often other forms of governance overrule Indigenous ways of knowing, especially on occupied stolen territories.
- 8.12 When the committee takes into account Indigenous forms of governance, the committee shall consider other aspects and ways of knowing in order to properly support this decision-making process. This can include:
 - (a) Inviting Indigenous Elders of the Territories and asking for advice or support in the decision-making process.
 - (b) finding ways to include Indigenous forms of governance i.e. talking circles, transparency process and community engagement

Date Approved: 2021-04-23 SFSS Council Policies

SO-9: EQUITY AND SUSTAINABILITY COMMITTEE

POLICY TYPE: COUNCIL POLICY

POLICY TITLE: EQUITY AND SUSTAINABILITY COMMITTEE

POLICY REFERENCE NUMBER: SO-9

Adopted: April 23, 2021

Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Relevant By-Laws

1. By-Law 4(15)(k)

Equity & Sustainability Committee

9.1 Council shall maintain the Equity and Sustainability as a standing committee. Any change to these terms shall be at the discretion of Council with proper consultation with all student groups that have a representative on this Committee.

Purpose

- 9.2 The purpose of this Committee shall be to center historically-excluded students in the community at Simon Fraser University within the framework of the Simon Fraser Student Society. These spaces have been notoriously governed by dominant figures in societies while excluding the most marginalized people, such Black, Indigenous, Persons of Colour; poor or low socio-economic status; immigrants; international students; sex workers, women, queer, transgender, gender non-conforming people and other LGBTQIA2S+ communities; youth and the elderly; and people with disabilities, mental health exceptionalities, and drugaddictions, etc. The SFSS acknowledges that knowledge and experience of marginalized individuals who have lived experience are key in order to properly practice anti-oppression and Equity, Diversity, & Inclusion (EDI).
- 9.3 This Committee's purpose is to work towards dismantling intersecting forms of systemic oppression which includes but is not limited to: classism, ableism, capitalism, colonialism, anti-Blackness, misogyny, gender-based violence, xenophobia, Islamophobia, anti-Semitism, ageism, homophobia, transphobia, fatphobia, the various types of racism, etc.

Definitions

General Definitions

- "Constituency Group" shall have the same meaning as in the SFSS By-Laws.
- 9.5 "Marginalization" refers to a process of social devaluation that serves to justify disproportional access to scarce social and material resources. It is a process that pushes a 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.
- "Intersectionality" is coined by Scholar Kimberlé Crenshaw, the term means that all systems of oppression are connected. Intersectionality recognizes that an individual is never just one thing, but a collection of identities and experiences. In many, if not most cases, it also acknowledges that one person can hold both privileged identities as well as identities that are marginalized. Furthermore, the theory states that there are various established identities that depend on demographics like gender, sexuality, age, race, ethnicity, religion, socioeconomic status and in this - different individuals or groups experience specific types of systemic oppression and discrimination.
- "Barrier" is defined as 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.
- "Equality vs Equity" Equality is the ideology that everyone has access to the same opportunities. Equity recognizes that not everyone has the same advantages and attempts to close those gaps. The idea of equity is that we cannot all be equal until we recognize the differences that privilege some and disadvantage others. In more practical terms, equality would be giving everyone the same sized shoe whereas equity would be giving everyone a shoe that fits their particular size.
- "Privilege" is defined as systemic advantages based on certain characteristics that are celebrated by society and preserved through its institutions. These can include, but are not limited to, being white, having money, being straight, or not having a disability. 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.
- "Anti-oppression" is defined as work that involves dismantling the various systems of oppression (the "-isms") that are deeply embedded into the fabric of society and advocates for the deconstruction of those systems and works to redress their consequences.

Race/Culturally Related Definitions

Date Approved: 2021-04-23

9.11 "BIPOC" is defined as Black, Indigenous, People of Colour. This is an acronym that makes the distinction of racialized individuals who face disproportionately more barriers than other groups including, but not limited to, systemic oppression, colonization, racism, capitalism, dispossession.

- 9.12 "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.
- 9.13 "Racism" is defined as a system of disadvantage based on race. It empowers people with the ability to act on the belief that people of different races have different qualities and abilities, and that some races are inherently superior or inferior. Racism manifests in many ways, from dislike and avoidance of people based on their race to discrimination against them on an institutional level to acts of race based violence. It also exists on various level:
 - (a) "Individual Racism" defined as racism may be expressed in an overt manner but also through everyday behaviour that involves many small events in the interaction between people. This is often described as "everyday racism" and can be subtle in nature.
 - (b) "Institutional or Systemic Racism" defined as racism is evident in organisational and government policies, practices, and procedures and "normal ways of doing things" which may directly, indirectly, consciously or unwittingly promote, sustain, or entrench differential advantage for some people and disadvantage for others.
 - (c) "Societal Racism" defined as racism is evident in cultural and ideological expressions that underlie and sustain dominant values and beliefs. It is evident in a whole range of concepts, ideas, images and institutions that provide the framework of interpretation and meaning for racialized thought in society. It is communicated and reproduced through agencies of socialisation and cultural transmission such as mass media, schools, colleges and universities, religious doctrines and practices, art, music and literature. It is also reflected in everyday language.
- 9.14 "Anti-Black Racism" refers to the pervasive and systemic nature of racism that actively targets Black bodies and communities. It is the recognition that even within racialized communities Black people are seen as the furthest from whiteness and are viewed as inferior. Anti-Black racism can take the form of underrepresentation of Black people on college and

university campuses, high rates of police violence in Black communities or the maintenance of negative stereotypes that regard Black people as dangerous, lazy or criminal.

- 9.16 "Anti-Indigeneity" is defined as the manifestation of hatred and violence against the original people of any given territory being colonized.
- 9.17 "Colonialism" is defined as 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.
- 9.18 "Whiteness" is defined as a socially and politically constructed ideology based on beliefs, values, behaviours, habits and attitudes which result in the unequal distribution of power and privilege based on skin colour. Whiteness is a marker of social, political and economic status that is always changing based on historical context.
- 9.19 "White Privilege" refers to the systemic advantages afforded to white people with European ancestry around the world over those who are racialized and/or have ancestry that is not European. In a white supremacist system, white privilege and racial oppression are two sides of the same coin. White privilege is an historically based, institutionally perpetuated system of:
 - (a) Preferential prejudice for, and treatment of white people based solely on their skin colour and/ or ancestral origin from Europe.
 - (b) Exemption from racial and/or national oppression based on skin color and/or ancestral origin from Africa, Asia, Oceania, the Americas and the Middle Eastern world.
 - (c) Institutions and culture (economic, legal, military, political, educational, entertainment, familial and religious) which privilege peoples from Europe over peoples from Africa, Asia, the Americas and the Middle Eastern World.
- 9.20 "White Supremacy" is defined as a historically based, institutionally perpetuated system of exploitation and oppression of continents, nations, and racialized peoples by white peoples and nations of the European continent for the purpose of maintaining and defending a Eurocentric system of wealth, power and privilege.

Physical and Mental Definitions

9.21 "Ableism" is defined as stereotyping, prejudice, discrimination, and social oppression toward people with disabilities. Ableism is a system that places value on people's bodies and minds based on societally constructed ideas of normalcy, intelligence and excellence and excellence. These constructed ideas of normalcy, intelligence and excellence are deeply rooted in anti-Blackness, eugenics and capitalism. This form of systemic oppression leads to people and society determining who is valuable or worthy based on people's appearance and/or their ability to satisfactorily produce, excel & "behave." Importantly, you do not have to be disabled to experience ableism.

Composition

1. [Ex-Officio] President

Date Approved: 2021-04-23

- 2. [Chairperson] VP Equity & Sustainability, or on recommendation of the Committee, another member of the Committee
- 3. 1 Executive Officer
- 4. At least 2 and up to 4 Councillors in addition to the Chair
- 5. Up to 1 representatives from each Constituency Group; This includes current Constituency Groups and any ones established by SFSS in the future.
- 6. Up to 1 representative from a student group representing climate justice issues
- 7. Up to 1 representatives from an independent student society on campus representing social justice issues
- 8. Up to 6 Students At-Large

Selection

- 9.22 The selection of Student At-Large members for this Committee will be prioritized to marginalized and historically-excluded community members. A method to self-identify as marginalized or historically-excluded will be a part of the application process in the selection of At-large members.
- 9.23 As per SO-2(10), the Equity & Sustainability Committee may recommend At-Large members to the Council for appointment, rather than requesting assistance from the Nominating Committee in the selection process.
- 9.24 For appointment of Councillors, Council shall take into consideration Councillors with lived experience and those who identify as marginalized when appointing members to the Committee.

Terms of Reference

9.25 Make recommendations on SFSS and SFU policies, resources, and proposals regarding issues relating to student empowerment, Equity, Diversity, & Inclusion (EDI), sustainability, and anti-oppression.

- 9.26 Ensure the Society and Council gets input to ensure that all activities and endorsements of the Council reflect the anti-oppressive mandate of the Society.
- Provide consultation to the Society and Council, including collaborating with other SFSS Committees, on any matters relating to student empowerment, equity & inclusion, and social justice.
- 9.28 Work to advocate in partnership with marginalized groups on campus in the interest of furthering equity and social justice
- Work with equity centers and SFSS constituency groups and help strengthen the various Collectives; This includes working with Out on Campus (OOC), Women's Center (WC), First Nations Student Association (FNSA), Students of Caribbean and African Ancestry (SOCA), Disability & Neurodiversity Alliance (DNA), Student Athlete Advisory Council (SAAC), International Student Advocates (ISA), Embark Sustainability, and Simon Fraser Public Interest Research Group (SFPIRG).
- 9.30 Build an anti-oppressive approach to training and development sessions, including racial and cultural awareness training within the SFSS and the University
- 9.31 Foster an anti-oppressive and equitable environment through community-building events, cultural events, advocacy, mobilization for direct actions, and campaigns
- 9.32 Organize and mobilize to lobby the university on social justice and equity issues

- The committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote.
- 9.34 The committee shall take into consideration and respect Indigenous forms of governance and recognize how often other forms of governance overrule Indigenous ways of knowing, especially on occupied stolen territories.
- 9.35 When the committee takes into account Indigenous forms of governance, the committee shall consider other aspects and ways of knowing in order to properly support this decision making process. This can include:

- (a) Inviting Indigenous Elders of the Territories and asking for advice or support in
- (b) Finding ways to include Indigenous forms of governance i.e. talking circles, transparency process and community engagement

Relevant Policies

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

• SFSS Council Policies

the decision making process.

• SFSS Issues Policies

Date Approved: 2021-04-23

Relevant Documents

- 1. <u>UN Declaration on the Rights of Indigenous Peoples (UNDRIP)</u>
- 2. Truth and Reconciliation Commission of Canada: Calls to Action
- 3. IRCC report
- 4. Ableism 101
- 5. Anti-Racism Toolkit
- 6. SFU Aboriginal Reconciliation Council Report "Walk This Path With Us"



SO-10: BLACK INDIGENOUS PEOPLE OF COLOUR COMMITTEE

POLICY TYPE: COUNC	CIL POLICY	
POLICY TITLE: BLACK INDIGENOUS PEOPLE OF COLOUR COMMITTEE		
Policy Reference N	Number: SO-10	
Adopted: April 23, 20		
Next Scheduled Revision: April 202		
		Previous Revisions
Position	Signature	Date
President		

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

Purpose

10.2 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

- 10.3 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 Council 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.
- 10.4 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 məθkwəyəm (Musqueam), Sk wxwú7mesh Úxwumixw (Squamish), Selílwitulh (Tsleil-Waututh), k^w ikwəλəm (Kwikwetlem) and qicəy (Katzie) Nations.

Definitions

Date Approved: 2021-04-23 SFSS Council Policies

10.5 "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.

- 10.6 "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.
- 10.7 "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.
- 10.8 "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.
- 10.9 "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."
- 10.8 "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.
- 10.9 "Systemic Barriers" refers to the systems that have been established without Black, Indigenous, and People of colour in mind and are often excluded.
- 10.10 "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.
- 10.11 "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

Date Approved: 2021-04-23 SFSS Council Policies

- 2. Chairpersons: 2 Councillors (Co-Chairs), including the VP Equity & Sustainability, or on recommendation of the committee, another member of the committee
- 3. at least 2 and up to 4 Councillors in addition to the Chair
- 4. 1 member of First Nations Student Association Council of Councillors
- 5. 1 member of Students of Caribbean and African Ancestry Executive
- 1. up to 6 BIPOC At-Large members

Selection

- 10.12 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.
- 10.13 For appointment of Councillors to this Committee, Council shall take into consideration Councillors with lived experience/those who identify as BIPOC when appointing members to the committee.

Terms of Reference

- 10.13 Organize engagement initiatives and seeking results that equitably benefits BIPOC students on campus.
- 10.14 Highlight and educate folks on issues that impact affect racialized students on campus.
- 10.15 Support those who face barriers on campus due to systematic barriers.
- 10.16 Supporting initiatives by BIPOC groups on campus, and ensuring those groups receive proper consideration and consultation.
- 10.17 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.
- 10.18 Address concerns and challenging institutional and overt racism at SFU.
- 10.19 Build an anti-racist approach to training and development sessions, and cultural awareness training within the SFSS and SFU.
- 10.20 Foster an anti-racist environment through community building events, cultural events, advocacy, and campaigns.
- 10.21 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.
- 10.22 The Committee shall make recommendations to the Governance Committee on the creation or addition to the SFSS Issues Policies.

Relevant Documents

Date Approved: 2021-04-23

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. <u>Draft Principles that Guide the Province of British Columbia's Relationship with Indigenous Peoples</u>
- 4. SFU EDI Initiative
- 5. Truth and Reconciliation Commission of Canada: Calls to Action
- 6. <u>International Decade for People of African Descent: Report of the Working Group of Experts on People of African Descent on its mission to Canada.</u>
- 7. Anti-Racism Toolkit: Campus Tool-kit for Combatting Racism



SO-11: ACCESSIBILITY COMMITTEE

POLICY TYPE: COUNCIL POLICY
POLICY TITLE: ACCESSIBILITY COMMITTEE
POLICY REFERENCE NUMBER: SO-11

Adopted: November 13, 2020
Next Scheduled Revision: April 2022
Previous Revisions: April 23, 2021
Position Signature Date
President

11.1 Council shall maintain the Accessibility Committee as a standing committee.

Definitions

- 1.2 "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.
- 11.3 "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.
- 11.4 "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. [Ex-Officio] President
- 2. [Chairperson] VP Equity and Sustainability Executive Officer as designated by Council; or, on recommendation of the Committee, another member of the Committee
- 3. Four Council of Councillors members
- 4. Minimum 2, up to 4 at-large members

Selection

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

Terms of Reference

11.6 Review and monitor usage of the SFSS Accessibility Fund.

11.7 Make decisions and give approval to accessibility related capital expenses such as technological aides as well as approve other accessibility related projects.

- The Accessibility Coordinator, or the Accessibility Designated Assistant if the coordinator position does not exist, shall be empowered to give approval for such grants for these purposes that are under \$3,000, which shall be reported to the next meeting of the Accessibility committee.
- 11.8 Review and make recommendations to amend, add and, delete sections of policy relating to issues of accessibility and the Accessibility Fund.
- 11.9 Review and make recommendations regarding the SFSS Accessibility Policy to the Governance Committee.
- 11.10 Shall seek engagement with the community of members with disabilities, and engagement with SFU regarding the supports made available to students with disabilities.
- 11.11 Research, maintain, and approve a list of priced accessibility services to be made available in the General Office.
- 11.12 The Committee shall meet at least once per semester or as required.
- All discussions of a sensitive or confidential nature shall be held in camera. 11.13
- To promote wellness on campus wherever possible in conjunction with SFU Health 11.14 and Counselling and the Centre for Disabilities.
- 11.16 The Committee shall establish working groups wherever possible and may strike subcommittees when necessary, to be used sparingly, in order to conduct the business of the Committee.

- 11.17 The committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote.
- The committee shall take into consideration and respect Indigenous forms of governance and recognize how often other forms of governance overrule Indigenous ways of knowing, especially on occupied stolen territories.
- 11.19 When the committee takes into account Indigenous forms of governance, the committee shall consider other aspects and ways of knowing in order to properly support this decision-making process. This can include:

(a) Inviting Indigenous Elders of the Territories and asking for advice or support in the decision-making process.

(b) finding ways to include Indigenous forms of governance i.e. talking circles, transparency process and community engagement



SO-12: EVENTS AND STUDENT AFFAIRS COMMITTEE

POLICY TYPE: COUNCIL POLICY

POLICY TITLE: EVENTS AND STUDENT AFFAIRS COMMITTEE

POLICY REFERENCE NUMBER: SO-12

Adopted: April 23, 2021

Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Relevant By-Laws

1. By-Law 4(16)(e)

Events and Student Affairs Committee

- 12.1 Council shall maintain the Events Committee as a standing committee.
- 12.2 The committee shall generally oversee the events of the Society.

Composition

- 1. [Ex-Officio] President
- 2. [Chairperson] VP Events and Student Affairs
- 3. Five Councillors
- 4. Up to 7 At-Large members
- 5. [Non-voting] Events Coordinator

Terms of Reference

- 12.3 Develop and coordinate events on behalf of Council.
- 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 Council for consideration by the Finance and Administration Services Committee.

12.7 The Committee shall establish working groups wherever possible and may strike sub-committees when necessary, to be used sparingly, in order to conduct the business of the Committee.

- 12.8 The committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote.
- 12.9 The committee shall take into consideration and respect Indigenous forms of governance and recognize how often other forms of governance overrule Indigenous ways of knowing, especially on occupied stolen territories.
- 12.10 When the committee takes into account Indigenous forms of governance, the committee shall consider other aspects and ways of knowing in order to properly support this decision-making process. This can include:
 - (a) Inviting Indigenous Elders of the Territories and asking for advice or support in the decision-making process.
 - (b) finding ways to include Indigenous forms of governance i.e. talking circles, transparency process and community engagement

SECTION IV: STANDING COMMITTEES (ADVISORY)

Date Approved: 2021-04-23



SO-13: SURREY CAMPUS COMMITTEE

POLICY TYPE: COUNCIL POLICY

POLICY TITLE: SURREY CAMPUS COMMITTEE

POLICY REFERENCE NUMBER: SO-13

Adopted: April 23, 2021 Next Scheduled Revision: April 2022 Previous Revisions

Position	Signature	Date
President		

13.1 Council shall maintain the Surrey Campus Committee as a standing committee. The Surrey Campus Committee is to connect Council 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

13.2 "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. President [Ex-Officio]
- 2. [Chairperson] Councillor
- 3. At least 2 and up to 4 Councillors in addition to the Chair
- 4. 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.
- 5. [Non-voting] Surrey Campus Coordinator

Terms of Reference

- 13.3 Provide an opportunity for discussion of issues of concern to SFU Surrey students.
- 13.4 Advise Council on all issues of concern to SFU Surrey students.
- 13.5 Recommend actions for consideration to Council.
- 13.6 Encourage the participation of SFU Surrey students in all aspects of the Society's operations.

- 13.7 Represent campus-specific issues of concern to the University, in liaison with the VP University & Academic Affairs.
- 13.8 Represent campus-specific issues of concern to the external community, in liaison with the VP External & Community Affairs.
- 13.9 Coordinate campus-wide activities in liaison with active Surrey-based Student Unions.
- 13.10 The Committee shall establish working groups wherever possible and may strike sub-committees when necessary, to be used sparingly, in order to conduct the business of the Committee.

- 13.11 The committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote.
- 13.12 The committee shall take into consideration and respect Indigenous forms of governance and recognize how often other forms of governance overrule Indigenous ways of knowing, especially on occupied stolen territories.
- 13.13 When the committee takes into account Indigenous forms of governance, the committee shall consider other aspects and ways of knowing in order to properly support this decision-making process. This can include:
 - (a) Inviting Indigenous Elders of the Territories and asking for advice or support in the decision-making process.
 - (b) finding ways to include Indigenous forms of governance i.e. talking circles, transparency process and community engagement



SO-14: VANCOUVER CAMPUS COMMITTEE

POLICY TYPE: COUNCIL POLICY

POLICY TITLE: VANCOUVER CAMPUS COMMITTEE

POLICY REFERENCE NUMBER: SO-14

Adopted: April 23, 2021 Next Scheduled Revision: April 2022 Previous Revisions

Position	Signature	Date
President		

- 14.1 Council shall maintain the Vancouver Campus Committee as a standing committee.
- 14.2 The Vancouver Campus Committee is to connect Council 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

14.3 "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. [Ex-Officio] President
- 2. [Chairperson] Councillor
- 3. At least 2 and up to 4 Councillors in addition to the Chair
- 4. 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

- 14.4 Provide an opportunity for discussion of issues of concern to SFU Vancouver students.
- 14.5 Advise Council on all issues of concern to SFU Vancouver students.
- 14.6 Recommend actions for consideration to Council.
- 14.7 Encourage the participation of SFU Vancouver students in all aspects of the Society's operations.

14.8 Represent campus-specific issues of concern to the University, in liaison with the VP University & Academic Affairs.

- 14.9 Represent campus-specific issues of concern to the external community, in liaison with the VP External & Community Affairs.
- 14.10 Coordinate campus-wide activities in liaison with active Vancouver-based Student Unions.
- 14.11 The Committee shall establish working groups wherever possible and may strike sub-committees when necessary, to be used sparingly, in order to conduct the business of the Committee.

- 14.12 The committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote.
- 14.13 The committee shall take into consideration and respect Indigenous forms of governance and recognize how often other forms of governance overrule Indigenous ways of knowing, especially on occupied stolen territories.
- 14.14 When the committee takes into account Indigenous forms of governance, the committee shall consider other aspects and ways of knowing in order to properly support this decision-making process. This can include:
 - (a) Inviting Indigenous Elders of the Territories and asking for advice or support in the decision-making process.
 - (b) finding ways to include Indigenous forms of governance i.e. talking circles, transparency process and community engagement



Date Approved: 2020-11-13

SO-15: FIRST YEAR ENGAGEMENT COMMITTEE

POLICY TYPE: COUNCIL POLICY

POLICY TITLE: FIRST YEAR ENGAGEMENT COMMITTEE

POLICY REFERENCE NUMBER: SO-15

Adopted: April 23, 2021

Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

15.1 Council shall maintain the First Year Engagement Committee as a standing committee.

Definitions

15.2 "First Year" is defined as a student in their first or second semester at the University.

Composition

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

Terms of Reference

- 15.3 Coordinate activities and engagement events and initiatives, such as community building events.
- 15.4 Coordinate first year advocacy activities and projects.
- 15.5 The Committee shall establish working groups wherever possible and may strike sub-committees when necessary, to be used sparingly, in order to conduct the business of the Committee.

Governance

15.6 The committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote.

15.7 The committee shall take into consideration and respect Indigenous forms of governance and recognize how often other forms of governance overrule Indigenous ways

of knowing, especially on occupied stolen territories.

Date Approved: 2021-04-23

15.8 When the committee takes into account Indigenous forms of governance, the committee shall consider other aspects and ways of knowing in order to properly support this decision-making process. This can include:

- (a) Inviting Indigenous Elders of the Territories and asking for advice or support in the decision-making process.
- (b) finding ways to include Indigenous forms of governance i.e. talking circles, transparency process and community engagement



SO-16: MEMBER SERVICES ADVISORY COMMITTEE

POLICY TYPE: COUNCIL POLICY
POLICY TITLE: MEMBER SERVICES ADVISORY COMMITTEE

POLICY REFERENCE NUMBER: SO-16

Adopted: April 23, 2021
Next Scheduled Revision: April 2022
Previous Revisions

Position Signature Date

President

16.1 Council shall maintain the Member Services Advisory Committee as a standing committee.

Composition

- 1. [Ex-Officio] President
- 2. [Chairperson] VP Events & Student Affairs, or another Councillor as designated by Council
- 3. At least 2 and up to 4 Councillors
- 4. Up to 4 at-large members
- 5. [Non-voting] MSC Clubs Coordinators
- 6. [Non-voting] MSC Student Unions & Groups Coordinator

Terms of Reference

- 16.2 Give advice regarding the coordination of the society member services (Clubs, Student Unions (SU), Food Bank etc.).
- 16.3 Coordinate operations and give assistance and advice to coordinators on member services, clubs and SU operations.
- 16.4 Make recommendations to policies relating to the member services of the Society.
- 16.5 Receive updates on issues that have happened in the delivery of member-services, and for possible improvements to clubs and SU policies and solicit feedback from students.

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

- 16.7 Make recommendations to Council regarding the Clubs Terms of Reference.
- 16.8 This committee shall meet at least monthly.

- 16.9 The committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote.
- 16.10 The committee shall take into consideration and respect Indigenous forms of governance and recognize how often other forms of governance overrule Indigenous ways of knowing, especially on occupied stolen territories.
- 16.11 When the committee takes into account Indigenous forms of governance, the committee shall consider other aspects and ways of knowing in order to properly support this decision-making process. This can include:
 - (a) Inviting Indigenous Elders of the Territories and asking for advice or support in the decision-making process.
 - (b) finding ways to include Indigenous forms of governance i.e. talking circles, transparency process and community engagement

SECTION V: STANDING COMMITTEES (OVERSIGHT)

Date Approved: 2021-04-23

SO-17: OVERSIGHT COMMITTEE ON EXECUTIVE OFFICERS

POLICY TYPE: COUNCIL POLICY

Date Approved: 2021-04-23

POLICY TITLE: OVERSIGHT COMMITTEE ON

POLICY REFERENCE NUMBER: SO-17

Adopted: April 23, 2021

Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

17.1 Council shall maintain the Oversight Committee on Executive Officers as a standing committee (hereafter "the Committee").

17.2 Executive Officers may only attend meetings of the Oversight Committee on Executive Officers if they have received an invitation from the Chair of the Committee

Composition

- 1. [Chairperson] Non-Executive Councillor
- 2. Vice Chair of Council
- 3. At least 4 and up to 6 Non-Executive Councillors, including the Chairperson

Terms of Reference

- 17.3 Provide oversight and accountability of Executive Officers
- 17.4 Ensure that members of the Executive Committee are fulfilling their duties per the Societies Act, By-Laws and Society Policies

Investigations

- 17.5 Conduct investigations on any misconduct or inconsistencies in the behaviour or actions of a member of the Executive Committee. In doing so, the Committee may:
 - (a) Request specific documentation from the Executive Committee related to their investigation
 - (i) if any documentation is confidential, those documents shall be reviewed in an in-camera session of the Committee

- (b) Review documentation of the Society pursuant to Executive Officers' powers, duties and obligations, including, but not limited to:
 - (i) Executive Committee meeting minutes
 - (ii) Executive Committee Sub-Committee meeting minutes
 - (iii) Bi-Weekly Work Reports
 - (iv) Semester Reports
- (b) Compel members of the Executive Committee to provide testimony before the Committee, to investigate any matter.
 - (i) If an Executive Officer does not fulfil the Committee's request for testimony, the Committee may pass a resolution to enact a reduction of an Executive Officer's stipend or recommend that Council pass a censure resolution at a meeting of Council.
- (c) On delegated authority, pass a resolution to enact a reduction of the stipend of an Executive Officer for any of the following reasons:
 - (i) consistently not fulfilling the requirements of the powers, duties and obligations assigned to their portfolio
 - (ii) consistently not fulfilling the hours required of Executive Officers under R-3
 - (iii) failing to provide testimony to the Committee in an investigation, as outlined in 17(5)(b)(i)
 - (iii) if the VP Finance is unwilling or unable to enact a stipend reduction of another Executive Officer for not completing biweekly work reports, semester reports, or exit reports according to the established timelines

Date Approved: 2021-04-23 SFSS Council Policies

(d) Recommend that Council pass a censure resolution against an Executive Officer.

(e) The Committee may make a recommendation to Council for the initiation of removal proceedings against an Executive Officer **only after** an exhaustive investigation concludes on gross allegations of harassment, ethics violations, theft, or any other egregious actions taken by the Executive Officer.

Requirements of Investigations

- 17.6 Whenever the Committee passes a resolution to enact a stipend reduction, or makes a recommendation to Council on disciplinary actions to be taken against an Executive Officer, the Committee must produce a detail written briefing on the Committee's deliberations and investigation to be included in the Committee's meeting minutes, and to be submitted to Council. The report must include, but is not limited to:
 - (a) the sources of data used to justify the actions taken against an Executive Officer
 - (b) any Society By-Laws or Society Policies that the Committee believes the Executive Officer breached
 - (c) a written summary of testimony provided by an Executive Officer, if applicable
 - (d) the findings and conclusions of the Committee's investigation
 - (e) the recommendations on disciplinary actions to be taken by Council against an Executive Officer, if applicable
 - (f) any actions taken by the Committee on delegated authority, if applicable

Appeals

- 17.7 In the event that an Executive Officer believes due process was not provided before a stipend reduction was enacted by the Committee, an Executive Officer may submit an appeal of the Committee's decision.
- 17.8 If an Executive Officer appeals a decision of the Committee, the Chair of the Oversight Committee on Executive Officers shall:

Date Approved: 2021-04-23 SFSS Council Policies

(a) submit the appeal to Council for consideration

(b) submit the written briefing of the Committee's investigation to Council

(c) withhold from directing the Finance Department to execute the stipend reduction

17.9 Council may request additional information from the Committee before making a final decision on an appeal.

17.10 The decision of Council is final.

Responsibilities of the Chair

17.11 The Chair of the Oversight Committee on Executive Officers shall be responsible for:

- (a) Requesting, on behalf of the Committee, that an Executive Officer attends a Committee meeting to provide testimony
- (b) directing stipend reductions enacted by the Committee to the Finance Department to execute
 - (i) all stipend reductions enacted by the Committee shall take effect on a Executive Officer's stipend one (1) pay period after the Committee passes a resolution enacting such a disciplinary action, in order to allow time for the Executive Officer to submit an appeal to Council if they wish.
- (c) submitting all written briefings related to the Committee's investigations to Council
- (d) answer questions at Council meetings about an investigation of the Committee during an appeal

17.12 The committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote.

- 17.13 The committee shall take into consideration and respect Indigenous forms of governance and recognize how often other forms of governance overrule Indigenous ways of knowing, especially on occupied stolen territories.
- 17.14 When the committee takes into account Indigenous forms of governance, the committee shall consider other aspects and ways of knowing in order to properly support this decision-making process. This can include:
 - (a) Inviting Indigenous Elders of the Territories and asking for advice or support in the decision-making process.
 - (b) finding ways to include Indigenous forms of governance i.e. talking circles, transparency process and community engagement

Date Approved: 2021-04-23 SFSS Council Policies

SO-18: *Not in effect* Oversight Committee on Society Spaces

POLICY TYPE: COUNCIL POLICY

POLICY TITLE: OVERSIGHT COMMITTEE ON SOCIETY SPACES

POLICY REFERENCE NUMBER: SO-18

Adopted: April 23, 2021

Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

SECTION VI: STANDING COMMITTEES (AD-HOC COMMITTEES)

Date Approved: 2021-04-23



SO-19: NOMINATING COMMITTEE

POLICY TYPE: COUNCIL POLICY

POLICY TITLE: NOMINATING COMMITTEE POLICY REFERENCE NUMBER: SO-19

Adopted: April 23, 2021 Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

19.1 Council shall maintain the Nominating Committee as an ad-hoc committee.

Composition

- 1. Chairperson: VP Internal & Organisational Development
- 2. [ex-officio] President
- 3. 2 Councillors
- 4. [Non-voting] Campaigns, Research, and Policy Coordinator

Terms of Reference

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

- 19.3 The committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote.
- 19.4 The committee shall take into consideration and respect Indigenous forms of governance and recognize how often other forms of governance overrule Indigenous ways of knowing, especially on occupied stolen territories.
- 19.5 When the committee takes into account Indigenous forms of governance, the committee shall consider other aspects and ways of knowing in order to properly support this decision-making process. This can include:

(a) Inviting Indigenous Elders of the Territories and asking for advice or support in the decision-making process.

(b) finding ways to include Indigenous forms of governance i.e. talking circles, transparency process and community engagement

SO-20: Members' Meeting Planning Committee

POLICY TYPE: COUNCIL POLICY

Date Approved: 2021-04-23

POLICY TITLE: MEMBERS' MEETING PLANNING COMMITTEE

POLICY REFERENCE NUMBER: SO-20

Adopted: April 23, 2021

Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Relevant By-Laws

1. By-Law 11

Members' Meeting Planning Committee

20.1 Council shall maintain the Members' Meeting Planning Committee as an adhoc Committee.

Composition

- 1. [Ex-Officio] President
- 2. [Chairperson] VP Internal & Organizational Development
- 3. 4 Councillors

Terms of Reference

- 20.2 Be responsible for planning and executive the Annual General Meeting of the Society as per the Societies Act, SFSS By-Laws, and SFSS Policies.
- 20.3 Be responsible for executing the procedures for Members' Meetings as outlined in R-16.
- 20.4 Starting in May, begin the planning for the Annual General Meeting (AGM) of the Society, including, but not limited to:
 - (i) setting a date for the AGM
 - (ii) determining potential agenda items for the AGM
 - (iii) determining accountabilities for the AGM
 - (iv) compiling information for the Annual Report

20.5 Starting in May, the Committee shall meet as soon as possible to begin planning the AGM and meet at least biweekly until the AGM occurs. After the AGM occurs, the Committee shall meet as frequently as is required to compile the AGM After-Report.

20.6 The Committee shall also be responsible for planning any Special General Meetings of the Society, should one occur within the elected term.

Governance

Date Approved: 2021-04-23

- 20.7 The committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote.
- 20.8 The committee shall take into consideration and respect Indigenous forms of governance and recognize how often other forms of governance overrule Indigenous ways of knowing, especially on occupied stolen territories.
- 20.9 When the committee takes into account Indigenous forms of governance, the committee shall consider other aspects and ways of knowing in order to properly support this decision-making process. This can include:
 - (a) Inviting Indigenous Elders of the Territories and asking for advice or support in the decision-making process.
 - (b) finding ways to include Indigenous forms of governance i.e. talking circles, transparency process and community engagement

SECTION VII: FACULTY CAUCUSES

Date Approved: 2021-04-23

SO-21: FACULTY CAUCUSES

Date Approved: 2021-04-23

POLICY TYPE: COUNCIL POLICY
POLICY TITLE: FACULTY CAUCUSES
POLICY REFERENCE NUMBER: SO-21

Adopted: April 23, 2021
Next Scheduled Revision: April 2022
Previous Revisions

Position Signature Date

President

Purpose of Faculty Caucuses

- 21.1 The members of Council who collectively represent a Faculty of the University may form a Faculty Caucus in order to better collaborate on issues of shared interest within their Faculty.
- 21.2 Faculty Caucuses shall function and serve like a Committee of Council as outlined in SO-1.
- 21.3 Membership of each Faculty Caucus shall consist of the members of Council who collectively represent a Faculty of the University. Executive Officers who belong to a University Faculty shall also be members of that Faculty Caucus.

Leadership of Faculty Caucuses

- 21.4 The Councillor who represents the Faculty Student Union for which a group of Councillors are the members of shall Chair or delegate the Chair of a Faculty Caucus.
 - (i) If a Faculty Student Union does not exist, or the Council seat for a Faculty Student Union is vacant, a Councillor within that Faculty may request that the President call a meeting of a Faculty Caucus for the purpose of electing a member of the Faculty Caucus to serve as the Chair.
 - (ii) The Faculty Caucus may at any time, by majority vote, elect a member of the Faculty Caucus to be Chair of the Faculty Caucus.

SFSS Finance Policies

Simon Fraser Student Society

simon fraser student society

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Introduction

Date Approved: 2020-06-02

POLICIES

Date Approved: 2021-04-23



FP-1: STUDENT SOCIETY FEES

POLICY TYPE: FINANCE POLICIES

POLICY TITLE: STUDENT SOCIETY FEES

POLICY REFERENCE NUMBER: FP-1

Adopted: April 23, 2021
Next Scheduled Revision: April 2022
Previous Revisions

Position Signature Date

President

Policy

1.1 The establishment and collection of Student Society Fees is conducted in a manner consistent with the Requirements contained in the *University Act*, Section 27.1, and the Regulations of the Act.

Definitions

- 1.2 "Capital Fee" means a Student Society Fee collected for capital expenditures.
- 1.3 "Prescribed Fee" means a Student Society Fee collected from all students registered in undergraduate courses at SFU, including non-members of the Society.
- 1.4 "Program or Service Fee" is a prescribed Student Society Fee or a Student Society Fee for a prescribed program or service, which may include:
 - (a) the operating expenditures of a student society,
 - (b) support by a student society for students, student activities, or student organizations,
 - (c) support by a student society for individuals other than students, non-student activities, or non-student organizations,
 - (d) financial assistance from a student society to individuals or organizations,
 - (e) cultural, educational, political, recreational and social activities and events,
 - (f) health care benefit plans,

- Date Approved: 2021-04-23
 - (g) dental care benefit plans,
 - (h) transportation programs,
 - (i) advocacy activities,
 - (j) the provision of goods, and
 - (h) the provision of services.
- 1.5 "Part-Time Member" means an undergraduate student at Simon Fraser University taking three (3) or fewer course hours per semester.
- 1.6 "Full-Time Member" means an undergraduate student at Simon Fraser University other than a Part-Time Member.
- 1.7 "Student Society Fee" is a fee collected by the University on behalf of the Society as provided for in *University Act*, Section 27.1.

1.8 Schedule - 2018-2019

(a) The following table provides a list of the Student Society Fees to be collected each semester on its behalf by Simon Fraser University for the 2018-2019 academic year.

Student Society Fee Name	Fee Type	Fee Category	Full- Time Student Fee	Part- Time Student Fee	Note
			ree	ree	
Simon Fraser Student Society Membership Fee	Prescribed Fee	Program or Service Fee	\$ 42.74	\$ 21.38	
Student Society Building Fund/Capital Levy	Prescribed Fee	Capital Fee	\$ 5.00	\$ 2.50	
SFSS Food Bank Program	Prescribed Fee	Program or Service Fee	\$ 0.25	\$ 0.13	
Build SFU Levy (Effective until December 31, 2018)	Prescribed Fee	Capital Fee	\$ 50.00	\$ 25.00	1
Build SFU Levy (Effective as of January 1, 2019)	Prescribed Fee	Capital Fee	\$ 60.00	\$30.00	1
Simon Fraser Public Interest Research Group	Prescribed Fee	Program or Service Fee	\$ 3.00	\$ 1.50	
Peak Publication Society	Prescribed Fee	Program or Service Fee	\$ 4.90	\$ 2.45	
CJSF - Campus Community Radio Society	Prescribed Fee	Program or Service Fee	\$ 3.75	\$ 1.88	
Student Refugee - WUSC	Prescribed Fee	Program or Service Fee	\$ 2.50	\$ 1.25	
First Nations Student Association	Prescribed Fee	Program or Service Fee	\$ 0.75	\$ 0.38	
Universal Transit Pass	Prescribed Fee	Program or Service Fee	\$ 164.00	\$ 164.00	

Accessibility Fund	Prescribed Fee	Program or Service Fee	\$ 0.75	\$ 0.38	
Embark Sustainability Society	Prescribed Fee	Program or Service Fee	\$ 3.50	\$ 1.75	

(b) The following table provides a list of the Student Society Fees to be collected once per calendar year on its behalf by Simon Fraser University for the 2018-2019 academic year:

Student Society Fee Name	Fee Type	Fee Category	Full- Time Member Fee	Part- Time Member Fee	Note
Health Plan (for students beginning in Fall 2018)	Prescribed Fee	Program or Service Fee	\$ 90.72	\$ 90.72	2
Dental Plan (for students beginning in Fall 2018)	Prescribed Fee	Program or Service Fee	\$ 177.03	\$ 177.03	2
Health Plan (for students beginning in Spring 2019)	Prescribed Fee	Program or Service Fee	\$ 60.48	\$ 60.48	2
Dental Plan (for students beginning in Spring 2019)	Prescribed Fee	Program or Service Fee	\$ 118.02	\$ 118.02	2
Health Plan (for students beginning in Summer 2019)	Prescribed Fee	Program or Service Fee	See Note	See Note	2
Dental Plan (for students beginning in Summer 2019)	Prescribed Fee	Program or Service Fee	See Note	See Note	2

Notes

Date Approved: 2021-04-23

- 1.9 Note 1: Build SFU Levy approved via student referendum in March 2012 as follows:
 - (a) Effective January 1, 2018: \$50.00 for full time and \$25.00 for part time.
 - (b) The levy will increase by \$10.00 for full time and \$5.00 for part time on January 1 of each following year until 2022, at which point it will be capped and adjusted annually for inflation according to the Canadian Consumer Price Index (CPI).
- 1.10 Note 2: Undergraduate Student Health and Dental Plan
 - (a) Students will only be assessed Health Plan and Dental Plan fees once per calendar year according to the first term attended.
 - (b) Students beginning in Summer term may enroll themselves during the term's Change-of-Coverage Period through the health plan provider.
- 1.11 <u>Note 3</u>: Students will only be assessed Health Plan and Dental Plan fees once per calendar year according to the first term attended. Students beginning in Summer term may enroll themselves during the term's Change-of-Coverage Period through the health plan provider.

Exemptions

Date Approved: 2021-04-23

- 1.12 Canadian citizens and permanent residents aged 60 years of age or more are exempt from all Student Society Fees.
- 1.13 Visiting students enrolled in the Foreign Exchange Program (FEP), who pay their fees through their home institution are exempt from all Student Society Fees.
- 1.14 The following undergraduate segments are not charged the Health and Dental Plan Student Society Fees unless they register themselves directly with the "I Have A Plan" Administration Office:
 - (a) students beginning their academic year in May.
 - (b) students registered exclusively in Distance Education or programs based outside the Lower Mainland,
 - (c) students enrolled in the Professional Development Program (PDP) who were registered as off-campus are not automatically covered,
- 1.15 The following undergraduate segments are not eligible for the Health and Dental Plan, and are not charged the Health and Dental Student Society Fees:
 - (a) students registered in Continuing Education,
 - (b) student registered in non-credit programs,
 - (c) students studying on exchange or Co-op who are paying fees to their home institution, and
 - (d) auditing students.

- 1.16 Each year, on April 1, the Finance Department will submit to the University Board of Governors, care of Student Financial Director:
 - (a) an annual notice listing the Student Society Fees to be collected from members of the Society and non-members who are taking undergraduate courses at the University,
 - (b) a note stating that the requirement to make available to its members annual audited financial statements and a report on those financial statements by an

auditor who meets the requirements of section 112 of the Societies Act has been met, and

- (c) a note stating any changes to the listed Student Society Fees since the last notice.
- 1.17 Each semester, the University will submit a student count and Student Society Fees breakdown chart to the Society.
- 1.18 As the Society receives fees from the University they shall be apportioned among the Society and affiliate organizations for which fees are collected.
- 1.19 The Finance and Administrative Services Committee shall review a report from the University once a semester that indicates:
 - (a) the total value of the Student Activity Fee that was collected, and
 - (b) the number of students, broken down by category and by part- and full-time status who are exempt from paying the Student Activity Fee or who are only charged half the fee and this document will automatically reflected on the end of that review.



FP-2 PAYMENT OF STUDENT SOCIETY FEES BY NON-STUDENT MEMBERS

POLICY TYPE: FINANCE POLICIES

POLICY TITLE: PAYMENT OF STUDENT SOCIETY FEES BY NON-STUDENT MEMBERS

POLICY REFERENCE NUMBER: FP-2

Adopted: April 23, 2021

Next Scheduled Revision: April 2022

Previous Revisions

Position Signature Date

President

Policy

2.1 In order to maintain their good standing, a member not currently registered in any undergraduate courses at SFU must pay their SFSS Membership Fee.

Standards

- 2.2 A person who is not registered in an undergraduate course at SFU in the current semester is a member if, and only if, they were registered in an undergraduate course in the semester immediately preceding the current semester.
- 2.3 Only a member not registered in an undergraduate course at SFU may pay their SFSS Membership Fees to the Society directly.
- 2.4 Payment of the SFSS Membership Fees by members not currently registered in an undergraduate course only ensures their good standing. It is not a sufficient condition to affect their status as members or their status as active members.

Supports

- Councillors
- Members

- 2.5 Where a person wishes to pay the SFSS Membership Fee to the Society directly, they will:
 - (a) present themselves to the Campaigns, Research, and Policy Coordinator (CRPC) to determine their status as members,

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(b) where the person is deemed to be a member, the CRPC will complete and sign a Confirmation of Member Status Form, and provide that form to the General Office for processing, and

- (c) upon receiving the Confirmation of Member Status Form, the General Office will:
 - (i) receive payment for the Part-Time SFSS Membership Fee, the value of which is listed in FP-1: Student Society Fees,
 - (ii) indicate on the receipt the date, time, and that the payment was received for the Part-Time SFSS Membership Fee,
 - (iii) the staff processing the payment will write their name and sign the receipt, make a copy of the Confirmation of Member Status Form and receipt for the member, and
 - provide the original copies of the Confirmation of Member Status (iv) Form and receipt to the CRPC for filing.
- 2.6 A feedback form will be made available to all requesters using the Payment of Student Society Fee by Non-Students service.



FP-3: REIMBURSEMENT OF STUDENT SOCIETY FEES

POLICY TYPE: FINANCE POLICIES
POLICY TITLE: REIMBURSEMENT OF STUDENT SOCIETY FEES
POLICY REFERENCE NUMBER: FP-3

Adopted: April 23, 2021
Next Scheduled Revision: April 2022
Previous Revisions
Position Signature Date
President

Policy

- 3.1 The collection and reimbursement of Student Society Fees is a process administered by Simon Fraser University on behalf of, and in a manner consistent with, the requirements of the *University Act*.
- 3.2 Only in exceptional circumstances will the Society reimburse and/or advocate for the reimbursement of Student Society Fees.

Standards

- 3.3 The SFSS does not administer the reimbursement process or reimbursement standards for the following Student Society Fees that are remitted to affiliate organizations:
 - (a) Simon Fraser Public Interest Research Group
 - (b) Embark Sustainability Society
 - (c) CJSF Campus Community Radio Society
 - (d) Peak Publication Society
- 3.4 The SFSS does not administer the reimbursement process or standards for the following Student Society Fees remitted to externally administered programs and services:
 - (a) Student Refugee WUSC (SFU)
 - (b) Health Plan (Student Care)

- (c) Dental Plan (Student Care)
- (d) Universal Transit Pass (TransLink)
- 3.5 The SFSS may administer a reimbursement process and standards for the following Student Society Fees in specific and exceptional circumstances:
 - (a) SFSS Membership Fee
 - (b) SFSS Food Bank Program
 - (c) Accessibility Fund
 - (d) First Nations Student Association
 - (e) Build SFU Levy
 - (f) Student Society Building Fund / Capital Levy
- 3.6 Members are only eligible to the SFSS administered reimbursement process under the following exceptional circumstances:
 - (a) the member has provided all documentation requested by Society staff to them to verify their eligibility,
 - (b) the member has provided Society staff with explicit, written consent to receive from the University any and all information necessary to the verification of the reimbursement application,
 - (c) the member has provided Society staff with explicit, written consent to advocate on their behalf for the reimbursement of all their fees paid at the time of registration to the University,
 - (d) all University fees, such as tuition, have been reimbursed by the University,
 - (e) Student Society Fees have not been reimbursed by the University,
 - (f) the member is no longer registered in any undergraduate courses for the semester in question, and
 - (g) the member has submitted the request for reimbursement prior to the end of the semester for which reimbursement is sought.

Supports

Members

Date Approved: 2021-04-23

Process

- 3.7 Where a person seeks to access the SFSS administered reimbursement process, they will:
 - (a) present themselves or be directed to the Research, and Policy Coordinator (RPC) to:
 - (i) determine their status as members,
 - (ii) complete and sign any requisite forms authorizing the Society to access the member's information from the University,
 - (iii) complete and sign any requisite forms authorizing the Society to advocate on behalf of the member to the University for the reimbursement of their Student Society Fees,
 - (iv) complete and sign a Reimbursement Request Form, and
 - (v) submit all relevant supporting documentation to their application.

3.8 The RPC will:

- (a) review all the relevant documents,
- (b) make requests for additional information from the University where necessary,
- (c) make copies and file all documents associated to the application,
- (d) submit copies of the documentation along with a recommendation to the Administrative Services Department Liaison, and
- (e) provide the member with the contact information for accessing non-Society administered reimbursement processes.
- 3.9 The Operations Organizer will:
 - (a) consult with the President where necessary,
 - (b) make a determination regarding the reimbursement request,

- (c) make a recommendation to the President that they advocate on behalf of the member for the University administered reimbursement of the members' Student Society Fees,
- (d) submit copies of that determination to the RPC and Finance Coordinators, and
- (e) submit or delegate the submission of a cheque requisition for the reimbursement of the applicable Student Society Fees to the Finance Office.
- 3.10 The President will:
 - (a) where necessary, advocate to the University for the reimbursement of the members' Student Society Fees.
- 3.11 The Finance Coordinators will:
 - (a) process any reimbursements submitted by cheque requisition by the Administrative Services Department Liaison.
- 3.12 A feedback form will be made available to all requesters using the Reimbursement of Student Society Fees service.



FP-4: SOCIETY BUDGET

POLICY TYPE: FI	nance Policies		
POLICY TITLE: SOCIETY BUDGET			
POLICY REFERENCE NUMBER: FP-4			
		Adopted: April 23, 2021	
	Next Scheduled Revision: April		
	Previous Revi		
Position	Signature Date		
President			

Policy

- 4.1 Council shall, on the recommendation of the VP Finance & Services and the Executive Committee, approve an annual budget for the Society each spring semester preceding the commencement of the new fiscal year.
 - (a) The Executive Committee shall review the Society's annual budget six (6) months into each fiscal year, taking into account the actual revenues and expenditures to date, and make recommendations to Council as necessary.
 - (b) Council shall ensure that the annual budget of the Society, to the best of its ability, reasonably and accurately reflects the projected levels of revenues and expenditures in all areas and departments of the Society for the new fiscal year in a consolidated and comprehensive manner.
 - (c) The annual operating budget of the Society shall maintain six months worth of estimated annual operating expenditures in an internally restricted bank account.
- 4.2 Department and area coordinators and/or managers shall be responsible for monitoring their departments' or areas' budgets monthly and by semester.
 - (a) No expenditures in excess of amounts budgeted shall be permitted without the specific authorization of the Finance and Administrative Services Committee (FASC). This action shall be reported to Council.
 - (b) Projected Expenditures for an event or campaign of the Society must not exceed the amount remaining in the relevant line item(s).

Definitions

Date Approved: 2021-04-23

4.2 'Fiscal year' is defined as the year starting May 1st of any calendar year, and ending on April 30th of the next calendar year.

Standards

4.3 The Society's Finance Department shall maintain and prepare monthly statements of revenues and expenditures for each internal department and area no later than the 15th day of the following month. Department and area coordinators and/or managers shall review and regularly monitor such statements.

Schedule

- 4.4 November: Departmental, Council, and Council committee budget preparation.
- 4.5 January: Consolidation of departmental, Council, and Council committee budgets, submission of non-departmental budgetary items, and preparation of draft budget.
- 4.6 January: Executive Committee review and submission of 1st draft budget to Council for comment and then make revisions based on those comments.
- 4.7 February: Executive Committee reviews and sends a 2nd draft budget to be posted to membership on the Society website, a printed copy at the Council offices, and circulate on social media or other methods of sharing the info deemed appropriate, for comment and then makes revisions based on those comments.
- 4.8 March: Final Executive Committee review and submission of the 3rd draft budget to Council for approval.
- 4.9 April: Council review and approval of annual budget.

Process

Departmental budget preparation

4.10 Internal budgets for all departments and areas of the Society shall be, at a minimum, broken down by semester, except that internal budgets for commercial service departments shall be broken down by month.

Every November, departmental coordinators shall:

- (a) receive a workable copy of their departmental budget, and review the departmental budget accounts to ensure their areas of responsibility fit reasonably within those categories with the Administrative Services department liaison,
- (b) review their year-to-date departmental budgets to assess whether budgetary allocations are adequate to existing and ongoing programs, noting any trends in the increased or decreased use of those programs,

- Date Approved: 2021-04-23
 - (c) determine any new programs or projects projected for the coming fiscal year and develop a proposed annual budget for any such new project or program,
 - (d) determine any needs for new or renewed equipment, and
 - (e) submit a draft budget to the VP Finance & Services and Finance Coordinators by December 1st.

Departmental budget review

- 4.11 During the first two weeks of every January, the VP Finance & Services shall:
 - (a) consolidate all draft budgets submissions,
 - (b) review each and consult with their authoring departmental coordinators where necessary,
 - (c) supply draft budget allocation for non-departmental accounts,
 - (d) develop a brief summary of any notable changes or additions to the budget, and
 - (d) submit a consolidated draft to the Finance Coordinators for preparation.

Submission of draft budget to the Executive Committee

- 4.12 The Finance Department shall:
 - (a) review the information submitted to it alongside the VP Finance & Services, providing recommendations where necessary,
 - (b) develop a consolidated draft Society budget, and
 - (c) submit that draft to the Executive Committee.
- 4.13 The Executive Committee shall:
 - (a) review the draft budget, directing any questions to the Finance Coordinators, department coordinators and other Council committee chairs,
 - (b) request any changes to the budget, and
 - (c) submit the 1rst draft budget and make a presentation to Council for comment then revise the budget based on those comments,

Date Approved: 2021-04-23 SFSS Finance Policies

submit a 2nd draft to membership via society website, social media and other means of communication, for comment and revises based on feedback, and

submit a final draft budget and make a presentation to the Board (e)

Submission of draft budget to Council

The Executive Committee will submit and present a draft Society budget to Council for review.

4.15 Council shall:

- (a) review the draft budget directing any questions to the Executive Committee, as well as the VP Finance & Services,
- (b) request any final changes to the budget where required, and
- (c) approve the final draft of the annual budget.



FP-5: RESTRICTED ACCOUNT TRANSFERS

POLICY TYPE: FIN	nance Policies		
Policy Title: Restricted Account Transfers			
POLICY REFEREN	ce Number: FP-5		
		Adopted: April 23, 2021	
		Next Scheduled Revision: April 2022	
		Previous Revisions	
Position	Signature	Date	
President			

Policy

5.1 The Executive Committee must approve any transfers between restricted accounts, excepting the SFSS Operating Account and the SFSS Payroll Account.

Standards

5.2 The record of decision (i.e. minutes) for the Council approval of the transfer must be attached to the journal entry ledger.

Process

5.3 The Finance Coordinators will perform transfers between restricted accounts online, record the journal entry in the accounting system, and do so in a manner consistent with the standards listed in this policy.



FP-6: CHEQUE REQUISITIONS

POLICY TITLE: CHEQUE REQUISITIONS

POLICY REFERENCE NUMBER: FP-6

POLICY TYPE: FINANCE POLICIES

Adopted: April 23, 2021 Next Scheduled Revision: April 2022 Previous Revisions

Position	Signature	Date
President		

Policy

6.1 All Society expenses shall be administered by the Finance Department according to the cheque requisition process.

Definitions

6.2 The terms 'Cheque Requisition' means the formal manner of requesting the processing of a payment by the Society.

Supports

- Councillors
- Staff
- Members

Standards

- 6.3 A cheque requisition, submitted along with all required supporting documentation satisfactory to the Society's auditor, must be supplied to the Finance Department before the Finance Department issues any payment.
 - (a) Expense claims must be supported by an original invoice/receipt on company letterhead itemizing the purchase.
- 6.4 Check requisitions submitted to the Finance Department for processing must be signed by:
 - (a) the VP Finance & Services, where submitted by Council or a Council committee,

- (b) a coordinator of the departmental budget area, where submitted by staff and where the value of the requisition is below \$1,500, or
- (c) a coordinator of the departmental budget area and the Administrative Services Liaison where submitted by staff and where the value of the requisition \$1,500 or more.
- 6.5 Unbudgeted check requisitions must be approved by Council.
- 6.6 Budgeted check requisition must be approved by two signing authorities.
 - (a) Where the payment is less than \$20,000, the payment may be approved by any two signing officers.
 - (b) Where the payment is equal to or greater than \$20,000, may payment must be approved by two signing officers, one of which must be a director of the Society.

- 6.7 The Finance Department will:
 - (a) ensure that any cheque requisition is completed correctly, and includes all required supporting documentation,
 - (b) process the check requisition, and
 - (c) return any incomplete or incorrect cheque requisitions to their authors, noting any errors that need to be corrected for processing.
- 6.8. A feedback form will be made available to anyone using the Cheque Requisition Process.



FP-7: CREDIT CARD PURCHASES (UNDER REVIEW)

POLICY TYPE: FINANCE POLICIES
POLICY TITLE: PAYMENT OF STUDENT SOCIETY FEES BY NON-STUDENT MEMBERS
POLICY REFERENCE NUMBER: FP-2

Adopted: April 23, 2021
Next Scheduled Revision: April 2022
Previous Revisions
Position Signature Date

President

Policy

7.1 Only those jointly authorized by the Council President and Administrative Services Department liaison will be permitted to carry corporate credit cards in their name.

Supports

- Directors
- Staff

Approval Thresholds

- 7.2 Departmental expenses less than \$1,500 will be authorized or not by departmental coordinators.
- 7.3 Departmental expenses between \$1,500 and \$3,000 will be authorized or not by the Administrative Services Department liaison.
- 7.4 Departmental expenses over \$3,000 and less than \$5,000 will be authorized or not by the Executive Committee. Any expenses \$5,000 or higher shall be authorized or not by Council.

Standards

- 7.5 Anyone in whose name a corporate credit card has been issued is responsible for all charges on that credit card.
- 7.6 Only budgeted expenses that may not be purchased on invoice may be purchased using the company credit card.

7.7 Credit card purchase requests will be administered on a weekly basis by the Finance Department.

- 7.8 Anyone wishing to make a credit card purchase will:
 - (a) complete a Cheque Requisition Form detailing:
 - (i) the expense,
 - (ii) a description and price listing for the item,
 - (iii) a link to the online ordering page where applicable, and
 - (iv) any required records of decisions necessary to demonstrating that the expense has been duly approved,
 - (b) present that Cheque Requisition Form and attached information to the Finance Department for review,
- 7.9 The Financial Department will process requests for credit card purchases on a weekly basis.
- 7.10 A feedback form will be made available to anyone using the Credit Card Purchase Process.



FP-9: ELECTRONIC FUND TRANSFERS

POLICY TYPE: FINANCE POLICIES

POLICY TITLE: ELECTRONIC FUND TRANSFERS

POLICY REFERENCE NUMBER: FP-9

Adopted: April 23, 2021 Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Policy

9.1 An Electronic Fund Transfer (EFT) is a mode of payment administered by the Finance Department.

Supports

- Councillors
- Staff

Standards

- 9.2 EFTs may only be used for the following payments:
 - (a) Society payroll,
 - (b) Build SFU disbursements,
 - (c) RRSP contributions,
 - (d) government remittances, and
 - (e) business to business payments.
- 9.3 Unbudgeted payments by EFT must be approved by Council.
- 9.4 Budgeted payments by EFT must be approved by two signing authorities.
 - (a) Where the payment is less than \$20,000, the payment may be approved by any two signing officers.

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> (b) Where the payment is equal to or greater than \$20,000, payment must be approved by two signing officers, one of which must be an SFSS Executive Officer.

Process

9.5 Finance Coordinators are responsible for the processing of EFTs in a manner consistent with these standards.

Adopted: April 23, 2021

Previous Revisions



Date Approved: 2021-04-23

FP-10: INVOICE PAYMENTS

POLICY TYPE: FINANCE POLICIES POLICY TITLE: INVOICE PAYMENTS POLICY REFERENCE NUMBER: FP-10 Next Scheduled Revision: April 2022

Position	Signature	Date
President		

Policy

10.1 Invoice payments shall be administered by the Finance Department.

Supports

- Councillors
- Staff

Approval Thresholds

- Departmental expenses less than \$1,500 will be authorized or not by departmental 10.2 coordinators.
- 10.3 Departmental expenses between \$1,500 and \$3,000 will be authorized or not by the Administrative Services Department liaison.
- 10.4 Departmental expenses over \$3,000 will be authorized or not by the Board of Directors.

- 10.5 Anyone wishing to make a purchase on invoice will:
 - (a) complete a Cheque Requisition Form detailing the expense, and attach a description and price listing for the item,
 - (b) present that Cheque Requisition Form and attached information to the financial coordinators for review,

(c) where the form meets the standards of the Finance Department, the Finance Department will approve the purchase holding the Cheque Requisition Form as a record of the approved purchase providing a signed copy to the requester, and

- (d) when the invoice is received, a Finance Coordinator will process the invoice payment and attach the invoice to the Cheque Requisition Form.
- 10.6 A feedback form will be made available to anyone using the Invoice Payment Process.



FP-11: ACCESSIBILITY FUND

POLICY TYPE: F	inance Policies	
Policy Title: Accessibility Fund		
POLICY REFERE	NCE NUMBER: FP-11	
		Adopted: April 23, 2021
		Next Scheduled Revision: April 2022
		Previous Revisions
Position	Signature	Date
President		

Policy

- 11.1 The Accessibility Fund is established to help the Society increase the accessibility of, and remove barriers to, Society or other campus related activities for students with disabilities.
 - (a) The VP Finance & Services shall be responsible for ensuring that the fund is meeting the needs of students with disabilities to the greatest extent.

Definitions

- 11.2 "Activities" shall include, but not be limited to:
 - (a) Simon Fraser Student Society elections
 - (b) the production and distribution of printed materials
 - (c) departmental student union meetings and events
 - (d) club meetings and events
 - (e) meetings of the society, and
 - (f) events of the Society.
- 11.3 Furthermore, "Activities" may include events related to student life, where barriers exist that prevent them from participating.

Process

11.3 Proposals for accessing the Accessibility Fund are submitted in writing to the Chair of Accessibility Committee (AC) using the Accessibility Fund Grant Request Form.

- Date Approved: 2021-04-23
 - (a) Departmental coordinators may submit a proposal to the Chair of AC on behalf of student groups.
- 11.4 Proposals must include a budget and a link between the proposed budget and the purpose of the Accessibility Fund.
- 11.5 Where a proposal is accepted, the proponent must submit a report on the use of the funds and the impact on the membership of the SFSS.
 - (a) A template will be provided to all proponents for required proposals and reports.

Note:

11.6 The Accessibility Fund was created in a referendum of the Society on



FP-12: SPACE EXPANSION FUND

POLICY TYPE: FINANCE POLICIES
POLICY TITLE: SPACE EXPANSION FUND
POLICY REFERENCE NUMBER: FP-12

Adopted: April 23, 2021
Next Scheduled Revision: April 2022
Previous Revisions
Position Signature Date

President

Policy

- 12.1 The Space Expansion Fund is established to provide for the renovation, repair, maintenance, and creation of Society space on campus.
 - (a) The Space Expansion Fund Levy is non-refundable.
 - (b) The levy shall be collected within the same restrictions as the Student Activity Fee.
- 12.2 The Space Expansion Fund may only be spent on the renovation, operating expenditures, repair, maintenance, and creation of student space on campus under the jurisdiction of the Simon Fraser Student Society.

- 12.3 Proposals for accessing the Space Expansion Fund are submitted in writing to the Chair of Council using the Grant Request Form.
 - (a) Departmental coordinators may submit a proposal to the Chair of Council on behalf of student groups.
- 12.4 Proposals must include a budget and a link between the proposed budget and the purpose of the Space Expansion Fund.
- 12.5 Where a proposal is accepted, the proponent must submit a report on the use of the funds and the impact on the membership of the SFSS.
 - (a) A template will be provided to all proponents for required proposals and reports.



FP-13: HEALTH AND DENTAL PLAN RESERVE FUND

POLICY TYPE: FINANCE POLICY
POLICY TITLE: HEALTH AND DENTAL PLAN RESERVE FUND
POLICY REFERENCE NUMBER: FP-13

Adopted: March 26, 2021 Next Scheduled Revision: April 2022 Previous Revisions

Position	Signature	Date
President		

Policy

13.1 The Health and Dental Plan Reserve Fund was established in order to ensure that the Society has the resources necessary should the cost of the Health and Dental Plan exceed the Student Society Fee established. This Fund is also accessible to members requiring a psycho-educational assessment through an extra-contractual arrangement between the Society and the insurer (the Society's health and dental plan provider) that utilizes the Health Plan Reserve Fund to allow students to be reimbursed for psychoeducational assessments (PEAs).

Definitions

Psycho-educational assessment: These assessments involve psychological testing to analyse a person's mental processes that underlie their educational performance. A Psycho-educational assessment can help students in need identify areas of strength and weakness in their learning profile and obtain a deeper understanding of their educational abilities, as well as assisting with any academic accommodations they may wish to request through SFU's Centre for Accessible Learning. Pyscho-educational assessments may cover learning assessments for Specific Learning Disorders, and assessments for other conditions such as ADHD.

Health Plan insurer: Pacific Blue Cross is the Health Plan insurer for the Society.

Date Approved: 2021-04-23 SFSS Finance Policies

Standards

- 13.2 The Society will work to maintain the fund at \$500,000.
- 13.3 To request and receive academic accommodations through SFU's Centre for Accessible Learning (CAL), a PEA may be required for students. Academic accommodations are used to provide support to students encountering academic barriers. Students that do not request academic accommodations through CAL but would still like to undergo a PEA may also do so, regardless of diagnosis.
- 13.4 In order to receive reimbursement for a PEA, the following qualifications must be met:
 - (a) Students who receive or are approved for student loans may qualify for provincial funding, which covers 75% of the cost of a PEA up to \$1,700. If students do not qualify for provincial funding, the SFSS Health Plan will reimburse up to 80% of the cost, to a maximum of \$3,000 annually (including the \$500 Health Plan psychology benefits). This benefit is only available to members (SFU undergraduate students) directly enrolled in the Plan, and not available to dependents that may be covered under the Plan. For SFSS coverage, both positive and negative diagnoses are covered. Provincial funding, however, only covers if a positive diagnosis is identified. Members who qualify and are approved for provincial funding but still have an outstanding balance may apply for additional funding through the SFSS with necessary documentation.
- 13.5 The Society will implement an annual \$50,000 reserve commitment cap for PEA reimbursements that may be re-evaluated should it be reached in any given policy year.

- 13.6 Proposals for accessing the Health and Dental Plan Reserve Fund for reasons other than a PEA reimbursement are to be submitted in writing to the SFSS Vice-President Finance.
- 13.7 Members seeking a PEA may contact CAL to review histories and reports which may suggest the presence of a specific learning disability and thus the need for confirmatory testing. CAL does not specifically provide referrals but may recommend a first screening be conducted before a PEA. If a screening or PEA is required, students can choose to see either a registered psychologist in a private practice OR have the testing conducted by a certified school psychologist within their employment role. Payment for these services is done upfront. For members that have already undergone testing, please see Documentation Guidelines for Students with Disabilities, available from CAL, for a list of required documentation.
- 13.8 To receive reimbursement for a first screening and/or PEA, the following steps

must be taken:

Date Approved: 2021-04-23

(a) Members must submit their first screening and/or PEA claim under the psychology benefit of their SFSS Health Plan first, even if they have already exhausted the maximum psychology benefit amount for the policy year. Members must include:

i. A completed Health Claim Form, and

- ii. A final receipt which includes the practitioner's name and licensing information as well as a breakdown in the number of hours required to complete the assessment.
- (b) Once the claim has been processed and paid (or denied) under the member's individual psychology benefit, the student will receive an Explanation of Benefits from the Health Plan insurer.
- (c) Members shall then submit their claim to Studentcare for review and processing the extra-contractual benefit. Up to \$500 shall be reimbursed to the member as part of their regular Health & Dental Plan psychology benefit, unless the member has already claimed the maximum of this benefit, in which case 80% of the cost up to \$2,500 will be covered by the Health & Dental Plan Fund. The member must provide the following:
 - i. A completed Health Claim Form,
 - ii. A photocopy of the member's detailed receipt from the registered psychologist who rendered the services. The receipt must include a breakdown of the number of hours required to complete the Psycho-Educational Assessment, and
 - iii. A photocopy of the member's 'Explanation of Benefits' received from the Health Plan insurer following the member's submission under their individual coverage.
- (d) Members may only claim reimbursement for PEAs conducted in the current fiscal year (September 1st to August 31st). Requests for reimbursement may be submitted

up to 90 days after the end of the fiscal year. Claimants must be members of the SFSS upon undergoing a PEA.

13.9 All claims for reimbursement of a PEA through the Health & Dental Plan Reserve Fund will be reviewed and approved on a case-by-case basis by the Society and the Health Plan insurer, in accordance with applicable privacy legislation and policies. In order to disperse funds from the Health & Dental Reserve Fund for the purpose of reimbursing students for PEAs, the following steps must be taken:

Date Approved: 2021-04-23

- (a) Studentcare is responsible for completing the Extra-Contractual Cost-Plus Claim Form (without any personal information included to maintain the highest privacy standards), indicating the cost to the SFSS Operations Organizer and SFSS Finance Coordinator for review,
- (b) A signing officer of the Society shall sign off on the form and return to Studentcare along with a cheque payable to the Health Plan Insurer (PBC) within 7 business days. Note that the Health Plan Insurer charges 10% administrative fees for processing Extra-Contractual claims (plus applicable taxes),
- (c) Studentcare submits the claim package to the Health Plan Insurer on the member's behalf, and the Health Plan Insurer will pay the member's claim at the eligible amount.
- (d) Should a claim be denied, any requests for information shall be directed to the SFSS Accessibility Assistant (accessibility@sfss.ca).



FP-14: BUILD SFU FUND

Policy Type: Finance Policies		
Policy Title: Build SFU Fund		
POLICY REFEREN	ice Number: FP-14	
Adopted: April 23, 20		
Next Scheduled Revision: April		Next Scheduled Revision: April 2022
Previous Revision		
Position	Signature	Date
Council President		

Policy

14.1 The Build SFU Fund is established for the construction, maintenance, and utility costs for the Student Union Building located on the Burnaby campus.

- 14.2 The Build SFU Fund is administered according to the Fund Management Agreement, dated January 1, 2014.
- 14.3 The Build SFU Fund is comprised of the Student Society Fee Build SFU Levy, which is held in trust by Simon Fraser University in the Build SFU Account.
- 14.4 The fund is collected each semester by the University and deposited directly into the Build SFU Account, excepting up to six percent (6%) of the collected Student Society Fee that makes up the Fund, which is provided to SFU Financial Aid and Awards to be distributed to undergraduate students in financial need.
- 14.5 The disbursement of funds from the Build SFU Fund requires the signature of one authorized representative from the Society and one authorized representative from the University.



FP-15: *Under Review* Special Funding Request Policy

POLICY TYPE: COUNCIL POLICY

POLICY TITLE: SPECIAL FUNDING REQUEST POLICY

POLICY REFERENCE NUMBER: FP-15

Adopted: April 23, 2021 Next Scheduled Revision: April 2022 Previous Revisions

Position	Signature	Date
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 Council. The Finance and Administrative Services Committee shall advise and recommend to Council 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 MSC - Student Unions & Groups believes that funding from a Council is recommended, they may refer the request to Council to top up that student union/constituency group grant funding as per this special funding

request policy from a Council line item.

Date Approved: 2021-04-23

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

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) Council,

item.

- (b) a Council Committee,
- (c) Out on Campus, or
- (d) The Women's Centre.

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

SFSS Investment Policy

Simon Fraser Student Society

simon fraser student society

PURPOSE OF THESE POLICIES

Last updated: April 23, 2021

The purpose of this Policy is to establish investment principles and guidelines appropriate for the purposes for which the Fund is maintained.

POLICY REVIEW AND APPROVAL PROCESS

Last updated: April 23, 2021

This Policy shall be reviewed by the Finance and Administrative Services Committee at least annually, or whenever a major change is necessary. Such a review may be caused by:

- A fundamental change in the expected net cash flow of the Fund.
- Significant revisions to the expected long-term trade-off between risk and reward on key assets classes normally dependent upon basic economic, political and social factors.
- A significant shift in the financial risk tolerance of the Society.
- Shortcomings of the Policy Statement that emerge in its practical application or substantive modifications recommended to the VP Finance & Services by a Manager.
- Applicable changes in legislation.

The policy shall be presented to Council at least annually or more frequently at the request of the Chair of the Finance and Administrative Services Committee and/or the VP Finance & Services.



IPS-1: INVESTMENT POLICY STATEMENT

POLICY TYPE: IN	VESTMENT		
POLICY POLICY TITLE:			
Policy Referen	CE NUMBER:		
	Adopted: April 23, 2021 Next		
		Scheduled Revision: August 2021	
		Previous Revisions	
Position	Signature	Date	
President			

This statement of investment policy (the "Policy Statement") applies to the assets (the "Fund") accumulated by the Simon Fraser Student Society (the "Society") for the purpose of maintaining and preserving its ongoing business operations and financial contingencies.

Standards

Any external investment manager (the "Manager") or other agent or advisor providing investment services for the Fund shall accept and adhere to this Policy.

Process

ADMINISTRATIVE

- 1. Council has delegated responsibility for the Fund management to the Finance and Administrative Services Committee. The Finance and Administrative Services Committee has the following responsibilities:
 - a. developing investment policy and amendments,
 - b. establishing investment management structure and selecting investment programs or managers, and
 - c. monitoring investment results.
- 2. The activities of the Finance and Administrative Services Committee will be reported to the Council by the Chair of the Finance and Administrative Services Committee
- 3. All investment decisions must consider all legal and tax ramifications.

INVESTMENT OBJECTIVES

4. To ensure that funds will be invested in a prudent manner to preserve capital.

- Last updated: April 23, 2021
 - 5. To ensure that Society cash flow requirements can be met as they arise.
 - 6. To earn a minimum annual rate of return greater than the rate of return on the Society's bank accounts.

PERMITTED ASSET CLASS INVESTMENTS

- 7. All investments shall be Fossil Fuel Free, which includes oil, gas and coal producers, pipeline companies, natural gas distribution utilities, and liquefied natural gas operations. All of the investments should be rated BBB or above. The Funds may be invested in the following:
 - a. Cash and Cash Equivalents the Society may invest in the following Cash and Cash Equivalents:
 - i. Money market mutual funds
 - ii. Guaranteed Investment issued by a Schedule 1 Bank
 - iii. Savings account
 - iv. Banker Acceptance
 - v. Treasury Bills
 - vi. Bank Term Deposits and Short-Term Investment Certificates
 - b. Fixed Income fixed income investments may be Provincial, Federal, or Corporate and must be rated BBB or above.
 - i. The Society may invest in Pooled Fund units recommended by the Manager where the investment policy of the fund is classified as a fixed income fund by the Investment Manager.
 - c. Equities:
 - i. The Society may invest in Securities listed on any Canadian or a major foreign stock exchange, provided that it shall not directly or indirectly hold more than five percent (5%) of the aggregate of the equities and debut of the entity in which the investment is made
 - ii. The Society may invest in Pooled Fund units recommended by the Manager where the investment policy of the fund is classified as an equity fund by the Investment Manager
 - iii. The Society may invest in Mutual Fund units where the simplified prospectus or investment policy of the fund is classified as an equity fund.

ASSET ALLOCATION

8. The Fund manager shall monitor the allocation of assets comprising the Fund and maintain the following structure:

Asset Class	Percentage of Total Investment Portfolio	
	That May be Invested in Asset Class	
Cash and Cash Equivalents and Fixed Income	Min: 65% to Max 100%	

Last updated: April 23, 2021

Loans and Borrowing

- 9. No part of the Fund shall be loaned to any individual.
- 10. The VP Finance & Services shall not borrow on behalf of the Fund without the express consent of Council upon recommendation from the Finance and Administrative Services Committee.

RESPONSIBILITIES OF THE INVESTMENT MANAGER

- 11. The Manager shall invest the funds of the Society within these specific written guidelines and in accordance with the Investment Objectives. In carrying out their duties and responsibilities, the Manager shall exercise such competence and skill as may be expected of a prudent, diligent Manager in similar circumstances.
- 12. The Manager shall prepare Reports, which shall contain, as a minimum:
 - a. Monthly
 - i. list of portfolio holdings and their cost vs. current market values
 - ii. list of transactions for the month
 - iii. portfolio listing by security showing cost vs. market value b.

Quarterly

- i. income for the quarter and annualized asset mix
- ii. quarterly and past 12-month total return calculations by asset class
- iii. economic and market commentary with forecasts for the next 12-month or other relevant period
- 13. The Manager should have at least one formal meeting a year with the Finance and Administrative Services Committee to review the portfolio performance and discuss strategy for the ensuing period and make at least one presentation per year to Council. Manager will refer, on a timely basis, any contentious issue so that guidance may be sought from the Finance and Administrative Services Committee.
- 14. The Manager is delegated the responsibility of exercising all voting rights with the intent of fulfilling the objectives and goals of the Society. The Manager shall maintain a record of how voting rights of securities in the portfolio were exercised.
- 15. The portfolio allocations should be reviewed at least quarterly by the Investment Manager, and rebalancing should occur when the asset class allocations fall outside of the ranges established in Asset Allocation of this Policy.

MONITORING

- 16. The Finance and Administrative Services Committee shall meet at least four times per year to:
 - a. Monitor the Manager's compliance with the Policy Statement.

- b. Review the current asset mix and take any action necessary to ensure compliance with this Policy Statement.
- c. Evaluate statistics on the investment performance of the Fund and the Manager.

Last updated: April 23, 2021

- d. Review the assets and net cash flow of the Fund. A major change in investment is defined as a major change in the amount invested or a significant decrease in returns.
- 17. An overall analysis of Fund performance shall be prepared at least annually by the VP Finance & Services including:
 - a. The rate of return of the Fund.
 - b. The total assets invested in the Fund and their allocation between asset classes.

SFSS Information
Technology Policies

Simon Fraser Student Society

simon fraser student society

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Introduction

POLICIES



IT-1: IT HARDWARE AND SOFTWARE REQUESTS

POLICY TYPE: INFORMATION TECHNOLOGY POLICY

POLICY TITLE: IT HARDWARE AND SOFTWARE REQUESTS

POLICY REFERENCE NUMBER: IT-1

Adopted: April 23, 2021

Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Policy

1.1 The Building Manager is responsible for administering the purchase of computing hardware, and computing software not made available by SFU IT Services or included in the Society's IT renewal plan. The VP Finance & Services will serve as oversight for this service and will work to ensure the process does not break down.

Supports

Staff

Standards

1.2 Departmental coordinators may consult with the Administration Services Department Liaison should the provisions for purchasing IT hardware or software be unclear.

Process

- 1.3 Departmental coordinators wishing to acquire additional computing hardware or software will:
 - (a) ensure their departmental budgets are developed to include the cost of any new hardware or software not provided for in the Society's IT plan,
 - (b) submit an SFU ITS request at http://www.sfu.ca/itds/help detailing the proposed purchase to determine whether or not it is available via SFU ITS and whether there are any relevant considerations regarding the proposed purchase in relations to the Society's IT environment, and

(c) submit a completed Cheque Requisition Form to the Finance Department for the processing of any purchase or reimbursement.



IT-2: COMPUTING HARDWARE RECYCLING AND REPURPOSING

POLICY TYPE: INFORMATION TECHNOLOGY POLICY

POLICY TITLE: COMPUTING HARDWARE RECYCLING AND REPURPOSING

POLICY REFERENCE NUMBER: IT-2

Adopted: April 23, 2021 Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Policy

2.1 The Operations Organizer is responsible for the repurposing or recycling of any unwanted computing hardware. The VP Finance & Services will serve as oversight for this service and will work to ensure the process does not break down.

Supports

- Councillors
- Staff

Process

- 2.2 Anyone wishing to discard a piece of computing hardware must submit a Computing Hardware Recycling or Repurposing Work Order.
- 2.3 The Operations Organizer will:
 - (a) consult with the requester for additional details where required,
 - (b) determine whether the hardware is still viable and whether there are other requesters that are interested in it, and
 - (c) where no one is interested in the item, have the item disposed of appropriately.



IT-3: IT SUPPORT

POLICY TYPE: INFORMATION TECHNOLOGY POLICY

POLICY TITLE: IT SUPPORT

POLICY REFERENCE NUMBER: IT-3

Adopted: April 23, 2021 Next Scheduled Revision: April 2022 Previous Revisions

Position	Signature	Date
President		

Policy

3.1 SFU IT Services (SFU ITS) is responsible for providing IT support.

Services

- 3.2 SFU ITS will provide the following services:
 - (a) Troubleshooting and problem resolution of all Macs and PCs,
 - (b) Troubleshooting and problem resolution of all local and networked printers, and
 - (c) Standardized settings and installation of tested and security approved software products.

Process

- 3.5 Society staff and Councillors wishing to request SFU ITS support must submit a support ticket at http://www.sfu.ca/itds/help.
- 3.6 Society staff and Councillors wishing to request SFU ITS support at the SFU Surrey Campus must email help-surrey@sfu.ca.

SFSS Member
Service & Groups
Policies

Simon Fraser Student Society

simon fraser student society

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Introduction

POLICIES



MGP-1: FOOD BANK

POLICY TYPE: MEMBER SERVICE & GROUPS POLICY

POLICY TITLE: FOOD BANK

POLICY REFERENCE NUMBER: MGP-1

Adopted: April 23, 2021 Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Policy

1.1 The Food Bank makes a \$25 voucher available to any member experiencing food insecurity, up to three times per semester. This process is supervised by the Member Service Coordinators - Clubs.

Standards

- 1.2 Vouchers are redeemable at either Nesters (Woodwards or SFU locations) or Safeway (Surrey Central location), depending on the specific request.
- 1.3 Requestors must meet the following criteria to be eligible to receive Foodbank services:
 - (a) Requestors must be registered SFU undergraduate students or FIC students.
 - (b) No more than 3 requests per semester may be approved for any one undergraduate student per semester.
 - (c) No more than 1 request may be approved on any one day for any one undergraduate student.
- 1.4 Where the budget is insufficient to meet service demand, the eligibility requirements may be adjusted by the Member Services Coordinators Clubs with the approval of the President.
- 1.5 Vouchers may only be picked up upon the presentation of a confirmation of enrolment.

- 1.6 Only current staff contributing to the administration or the supervision of the administration of the service may access or have access to the SFU IT account used to develop the WebSurvey form used to collect food bank request information.
- 1.7 Only current staff contributing to the administration or supervision of the administration of the service may access or have access to Excel log tracking requests.
 - (a) The log must be password protected.
 - (b) The log must be stored on the SFU IT administered file share.
- 1.8 The data collected in the process of administering this request will support:
 - (a) determining the eligibility of the requestor,
 - (b) communicating with the requestor regarding the request, and
 - (c) improving the service.
- 1.9 Request forms must contain a required field acknowledging and consenting to the collection of personal information, including:
 - (a) name of the requestor,
 - (b) student ID number of the requestor,
 - (c) SFU email of the requestor,
 - (d) number of dependents of the requestor,
 - (e) primary campus of the requestor in order to determine the redeemable location of the voucher, as determined by the requestor,
 - (f) whether the requestor has previously used the service, as reported by the requestor,
 - (g) any other resources used to ensure the requestor's food security needs, as reported by the requestor, and/or
 - (h) evaluation of the concern the requestor has regarding their financial situation.

Supports

- Members and FIC students

Process

1.10 Requests for food bank support are submitted online, via the <u>SFSS website</u>, using the SFU WebSurvey tool.

- 1.11 Upon the reception of a request, and within 48 hours of receiving the requests (excluding weekends and office holidays), the Member Services Coordinators Clubs must ensure that:
 - (a) the request is logged, noting the following information about the requestor and the request:
 - i. name of the requestor,
 - ii. student ID of the requestor,
 - iii. SFU email of the requestor,
 - iv. number of dependents of the requestor,
 - v. primary campus of the requestor, as determined by the requestor,
 - vi. whether the requestor has previously used the service, as reported by the requestor,
 - vii. any other resources used to ensure the requestor's food security needs, as reported by the requestor, and
 - viii. evaluation of the concern the requestor has regarding their financial situation,
 - (b) the request is processed and the voucher is made available for pick-up at the requested location,
 - (c) the approval or denial of the request, and the availability of the voucher where the request is approved, is communicated to the requestor,
 - (d) the collection of the voucher is logged, and
 - (e) service usage levels are reported to VP Finance & Services, noting where usage suggests that budgetary allocations will not be sufficient to meet demand.



MGP-2: CLUBS

POLICY TYPE: MEMBER SERVICE & GROUPS POLICY

POLICY TITLE: CLUBS

POLICY REFERENCE NUMBER: MGP-2

Adopted: April 23, 2021 Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Definitions and Purposes

- 2.1 Clubs are organized student groups that have a mandate to pursue social, activism, or interdisciplinary goals.
- 2.2 Clubs shall not duplicate departmental student unions.
- 2.3 All clubs must agree to abide by the rules set out in the SFSS Club Terms of Reference in order to be an approved club. Any changes to the SFSS Clubs Terms of Reference must be approved by the Council upon recommendation of Member Services Coordinators Clubs. Clubs can create additional rules regarding their operation and governance as long as it does not conflict with the Clubs Terms of Reference.

Membership Criteria

- 2.3 Club membership shall be open to all SFSS Members.
- 2.4 Each club shall consist of a minimum of ten members in good standing of the Society.
- 2.5 Each club must have at least two (2) executive officers that are members in good standing of the Society.

Registration Criteria

- 2.7 To be eligible to be registered as a club, groups must follow the requirements of this policy, the SFSS Issues Policies, and other Societies policies where applicable.
 - (a) The Member Services Coordinators Clubs may reject a club's registration, subject to an appeal to the Executive Committee.

2.8 To be eligible for initial registration, the club shall submit online a membership list with a minimum of two (2) club members serving as Executive Officers and signing officers to the General Office.

2.9 To remain eligible for registration, the club shall ensure that each semester, members confirm their membership online and submit a list of current Executive members and signing officers to the General Office by email.

Clubs Terms of Reference

- 2.11 Clubs must use the SFSS Clubs Terms of Reference provided by the Members Services Centre as a minimum set of rules that must be followed unless there are specific requirements that must be met, subject to the approval of the Member Services Coordinators Clubs. Clubs must outline the following additional terms:
 - (a) a statement of the aim(s) and purposes of the club,
 - (b) procedures for holding meetings of its membership,
 - (c) the composition of an election procedure for an Executive Committee (or equivalent), and
 - (d) a clause that requires the transfer of all assets to the Society upon dissolution of the club.

Club Structure and Operation

- 2.12 Clubs are subject to the Societies Funding Guidelines which includes:
 - (a) Petty Cash,
 - (b) Resource Funding,
 - (c) Grants, and
 - (d) Other funding sources as the Council develops from time to time.
- 2.13 Clubs may maintain a Society trust account.
- 2.14 The Club grant funding shall be used to cover costs reasonably related to each club's activities.
- 2.15 Unused grant funding shall revert back to the Society at the end of each semester.

- 2.16 Unused funds held in trust accounts of clubs shall carry forward semester to semester unless a club becomes inactive, in which case all funds shall revert to the Society's club line item after a minimum of two years of inactivity.
- 2.17 Clubs may collect membership fees.
 - (a) Membership fees shall be held by the Society in the respective trust fund account.
- 2.18 Clubs may seek additional funding for special events and projects by requesting a grant via a proposal.
- 2.19 Grants shall be awarded based on the merits of the event or project and at the discretion of the Member Services Coordinators Clubs or the Council.
 - (a) The Member Services Coordinators Clubs shall grant requests under \$1,500.
 - (b) The Operations Organizer shall grant requests between \$1,500 and \$3,000 inclusive.
 - (c) The Council shall grant requests over \$3000.
- 2.20 Funding decisions of the Member Services Coordinator Student Unions & Groups and the Operations Organizer may be appealed, in writing, to the Finance and Administrative Services Committee, in consultation with the Member Services Advisory Committee. The final decision on an appeal for grant funding \$3000.00 and under will be made by the Finance and Administrative Services Committee. An appeal form must be provided to all clubs upon request.
- 2.21 The Council may decide to top up funding for a club event through a Council line item through the Special Funding Request Policy, in exceptional circumstances.
- 2.22 Clubs may maintain an external bank account; however, the signing officers must sign a Club Liability Disclaimer and advise all club members of the nature of the disclaimer. In the event a club decides to use an external bank, it is encouraged to consult the Member Services Coordinators Clubs about banking options. It is highly encouraged to use Society trust accounts.

Financial Accountability

- 2.23 Any request for reimbursement shall be made by a signing officer of the club and shall be supported by documentation satisfactory to the Society.
- 2.24 Reimbursement of amounts of less than \$50, or under \$20 in Surrey, may be paid out in cash.
- 2.25 Reimbursement of amounts of more than \$50 shall be by cheque.

2.26 Clubs with a negative trust account balances will not be eligible for club services until the debt owing to the Society is repaid.

Administrative Authority and Appeals Process

- 2.28 The Member Services Coordinators Clubs shall have administrative authority over club operations, and may suspend the activities, disallow registration, or impose requirements upon any club, particularly if a club is found to have violated any Society bylaw or policy.
- 2.29 Decisions of the Member Services Coordinators Clubs may be appealed, in writing, to the Executive Committee.

simon fraser student society

Date Approved: 2020-06-12

MGP-3: *Under Review* Constituency Groups

POLICY TYPE: MEMBER SERVICE & GROUPS POLICY
POLICY TITLE: CONSTITUENCY GROUPS
POLICY REFERENCE NUMBER: MGP-3

Adopted: April 23, 2021
Next Scheduled Revision: April 2022
Previous Revisions
Position Signature Date
President

Definition

3.1 "Constituency Groups" are defined by their definition in the SFSS By-Laws.

Council Representative

3.2 Constituency Groups with a Council seat elect a member to serve as their representative on Council for that semester as per the Constitution of the Constituency Group filed wit the Member Services Coordinator – Student Unions & Groups.

Funding

- 3.3 The sections below (3.4 to 3.18) on Constituency Group funding of constituency groups will not apply to the Women's Centre Collective, the Out On Campus Collective, and the First Nations Student Association (FNSA) as they are departments of the Society.
 - (a) The Women's Centre Collective shall have a portion of the Women's Centre budget allocated to their activities and campaigns. The Women's Center Collective shall be consulted during the preparation of the departmental budget.
 - (b) The Out on Campus Collective shall have a portion of the Out on Campus budget allocated to their activities and campaigns. The Out on Campus Collective shall be consulted during the preparation of the departmental budget.
 - (c) The First Nations Students Association shall have full jurisdiction over the FNSA fund as established by member referendum. The current signed SFSS/FNSA letter of agreement on the administration and distribution of funds for the benefit and use of FNSA shall apply. Any changes to the fund or rerouting thereof, must be approved

through a referendum of the Society membership. The Society may hire staff for the FNSA to support the FNSA's work - funded by mutually agreed upon terms (i.e. the SFSS Operating Budget, or the FNSA fund, or both).

- 3.4 Constituency Groups may apply for grant funding to cover event costs when a Constituency Group is the organizer or sponsor, and the event is intended for purposes that are of collective benefit to the membership.
- 3.5 To be eligible for Society funding, a Constituency Group must be active. To be considered active, the Constituency Group must have:
 - (a) a constitution filed with the Member Services Coordinator Student Unions & Groups.
 - (b) conducted at least one quorate meeting in the last four months unless they were created in the semester they are applying for funding.
- 3.6 Each semester, Constituency Groups must submit to Member Services Coordinator Student Unions & Groups:
 - (a) the minutes of at least one properly constituted meeting conducted in the semester for which the request is made, and
 - (b) a list of current Executive Committee members (or other contact persons), signing officers, and the constituency group representatives to Council.
- 3.7 Subject to budgetary constraints, active Constituency Groups shall receive a core budget of \$300 per semester.
- 3.8 Active Constituency Groups are entitled to spend core funds at their discretion and to be reimbursed for expenditures from core funds with the approval of their membership.
- 3.9 Net core funds remaining from active semesters shall carry forward semester to semester, except that all unused core funds shall revert to the Society at the end of each fiscal year.
- 3.10 The signatures of two signing officers of the Constituency Groups are required to release any Society funds.
- 3.11 Constituency Groups may establish trust accounts for securing funds other than Society core or grant allocations.
- 3.12 The Member Services Coordinator Student Unions & Groups may approve requests of up to \$1,500.

- 3.13 The Operations Organizer may approve grant requests between \$1,500 and \$3,000.
- 3.14 Funding decisions of the Member Services Coordinator Student Unions & Groups and the Operations Organizer may be appealed, in writing, to the Finance and Administrative Services Committee, in consultation with Member Services Advisory Committee. The final decision for an appeal on grant funding \$3000.00 and under will be made by the Finance and Administrative Services Committee. An appeal form must be provided to all Constituency Groups upon request.
- 3.15 The Council may approve grant requests over \$3,000.00. The decision made at the Council for grants over \$3,000 is final.
- 3.15 The Council may decide to top up funding for a Constituency Group event through a Council line item through the Special Funding Request Policy, in exceptional circumstances.
- 3.16 Requests grant funding shall be made in advance of any activity and shall be supported by documentation satisfactory to the Society.
- 3.17 Constituency Groups may maintain an external bank account; however, the signing officers must sign a liability disclaimer and advise all members of the nature of the disclaimer. In the event a Constituency Group decides to use an external bank, it is encouraged to consult the Member Services Coordinator Student Unions & Groups about banking options. It is highly encouraged to use Society trust accounts.



MGP-4: FACULTY AND DEPARTMENT STUDENT UNIONS

POLICY TYPE: MEMBER SERVICE & GROUPS POLICY

POLICY TITLE: DEPARTMENT STUDENT UNIONS

POLICY REFERENCE NUMBER: MGP-4

Adopted: April 23, 2021 Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

- 4.1 Society funds may be used to cover event costs when a Student Union is an organiser or sponsor and the event is intended for purposes that are of collective benefit to the membership.
- 4.2 To be eligible for Society funding, a Student Union must be active. To be considered active, the Student Union must have a constitution filed and approved by the Member Services Coordinator Student Unions & Groups.
- 4.3 The Student Union must submit the following to the Member Services Coordinator Student Unions & Groups each semester:
 - (a) the minutes of all properly constituted general meetings conducted in the semester for which the request is made,
 - (b) advanced electronic notice of all meetings held in accordance with the union constitution, and
 - (c) a list of current Executive members (or other contact persons), signing officers and department or faculty representative(s).
- 4.4 In the event that a Student Union remains inactive for four consecutive semesters, all assets shall revert to the Society.
- 4.5 At least one executive officer must attend training in person or online with the Member Services Coordinator Student Unions & Groups before the core funding can be released.

- 4.6 Net core funds remaining from active semesters shall carry forward semester to semester, except that all unused core funds shall revert to the Society at the end of each fiscal year.
- 4.7 The signatures of two Student Union officers are required to release any Society funds.
- 4.8 Unions may establish trust accounts for securing funds other than SFSS core or grant allocations.
- 4.9 Receipts must be turned in for reimbursement before the end of the fiscal year and must be accompanied by supporting minutes from a properly constituted quorate meeting.

Allocation of Maximum Core Budgets

- 4.10 Student Unions that become 'active' in the first month of semester will be eligible for the full core amount.
- 4.11 Student Unions that become active in the second month will be entitled to 3/4 of the funding.
- 4.12 Student Unions that become active in the third month will be entitled to 1/2 of the funding.
- 4.13 Student Unions that become active in the final month of the semester will be entitled to 1/4 of the funding.

Use of Core Funding

- 4.14 Core funding may not be used for:
 - (a) donation to another organization, and
 - (b) other restrictions as determined from time to time by the Member Services Coordinator Student Unions & Groups or the Finance and Administrative Services Committee.

Grant Funding

- 4.16 Grant funding may be provided to assist Student Unions with their activities, projects, or events, with the following stipulations:
 - (a) some core funds must be committed to every undertaking for which grant funding is requested,
 - (b) there must be active Student Union involvement in the activity, project, or event,

- (c) grant funds shall not be used for fund-raising events,
- (d) grant funds shall not be donated to off-campus organizations, and
- (e) grant funds shall not be spent on alcohol.
- 4.17 Other restrictions as determined from time to time by the Member Services Coordinator Student Unions & Groups or the Finance and Administrative Services Committee.
- 4.18 Receipts must be turned in for reimbursement within 15 days of incurring an expense and must be accompanied by supporting minutes from a properly constituted quorate meeting.
- 4.19 The Member Services Coordinator Student Unions & Groups may approve single requests of up to \$1,500, provided that the total annual grant allocation per union or caucus does not exceed \$3,500 of the grant budget.
- 4.20 The Operations Organizer may approve requests between \$1,500 and \$3,000 inclusive.
- 4.21 The Council may approve grant requests over \$3,000. The decision made at the Council for grant over \$3,000 is final.
- 4.22 Grant Funding decisions of the Member Services Coordinator Student Unions & Groups and the Operations Organizer may be appealed, in writing, to the Finance and Administrative Services Committee. The final decision for an appeal on grant funding \$3,000 and under will be made by the Finance and Administrative Services Committee. An appeal form must be provided to all Student Unions.
- 4.23 The Council may decide to top up funding for a student union through a Council line item through the Special Funding Request Policy, in exceptional circumstances.
- 4.24 Decisions of the Member Services Coordinator Student Unions & Groups may be appealed, in writing, to the Finance and Administrative Services Committee.
- 4.25 The Council may suspend the activities of any Union found to have violated any Society By-law, Rule, Standing Order or Administrative Policy.
- 4.26 All trust accounts must be established with the SFSS, except under extenuating circumstances they may establish an external bank account with the following stipulations:

- (a) The SFSS Member Services Coordinator Student Unions & Groups may be one of the trustees,
- (b) Departmental Student Unions must disclose bank account numbers to the SFSS Member Services Coordinator Student Unions & Groups,
- (c) monthly bank financial statement must be submitted to the SFSS Member Services Coordinator Student Unions & Groups, and
- (d) semesterly financial report must be submitted to the VP Finance and Member Services Coordinator Student Unions & Groups.

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Date Approved: 2020-06-12

MGP-5: CONFERENCE FUNDING

POLICY TYPE: MEMBER SERVICE & GROUPS POLICY

POLICY TITLE: CONFERENCE FUNDING POLICY REFERENCE NUMBER: MGP-5

Adopted: April 23, 2021

Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

- 5.1 The Society shall maintain a Travel/Conference Fund that shall be administered by the Society's Member Services Coordinator Student Unions & Groups.
- 5.2 Between May first and April 30th each year, each Society member shall be limited to two travel awards of up to \$100 in total.
- 5.3 Travel/Conference awards may be used for the following expenses:
 - (a) conference registration fees,
 - (b) admission and related fees,
 - (c) commercial accommodation, and
 - (d) out-of-town transportation costs to and from the conference.
- 5.4 Travel and Conference funding is for extracurricular conferences and cannot be used for work placement or co-op placements, field schools, or employment-related travel.
- 5.5 Applications shall be made in advance of the conference to the Member Services Coordinator Student Unions & Groups Office on the appropriate form, and shall be accompanied by a copy of the minutes of a meeting of the Student Union that clearly indicates endorsement of the application.
 - (a) Applications must be approved by a vote of the member's Student Union or Constituency Group in the same fiscal year in which the conference is held.

5.6 Applications shall be approved on a first-come, first-served basis.



MGP-6: *Under Review* Group Recognition Policy

POLICY TYPE: MEMBER SERVICE & GROUPS POLICY

POLICY TITLE: GROUP RECOGNITION POLICY

POLICY REFERENCE NUMBER: MGP-6

Adopted: April 23, 2021 Next Scheduled Revision: April 2022 Previous Revisions

Position	Signature	Date
President		

- 6.1 The Simon Fraser Student Society recognizes the Simon Fraser Residence Hall Association (RHA) as a representative body of undergraduate students living in residence at Simon Fraser University. Upon incorporation of the RHA, the SFSS will revisit this policy.
- 6.2 The Simon Fraser Student Society recognizes the Simon Fraser Student-Athlete Advisory Committee (SAAC) as a representative body of undergraduate student athletes at Simon Fraser University.
- 6.3 The Simon Fraser Student Society recognizes the Graduate Student Society as the official representative group of graduate students at Simon Fraser University. The Society strives to foster a positive and collaborative relationship with the Graduate Student Society to advance of shared undergraduate and graduate student interests.
- 6.3 The Simon Fraser Student Society recognizes the on-campus affiliated external organizations such as the Simon Fraser Public Interest Research Group (SFPIRG), Simon Fraser Campus Radio Society (CJSF), Embark Sustainability, and The Peak as vital independent student societies of the SFSS that share undergraduate membership with the SFSS. They also share graduate student membership with the Graduate Student Society. We strive to foster a positive and collaborative relationship with these independent student societies at SFU.

SFSS Office
Administration
Policies

Simon Fraser Student Society

simon fraser student society

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Introduction

POLICIES



OAP-1: *UNDER REVIEW* KEY ACCESS

POLICY TYPE: OFFICE ADMINISTRATION POLICY

POLICY TITLE: KEY ACCESS

POLICY REFERENCE NUMBER: OAP-1

Adopted: April 23, 2021

Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Policy

1.1 The Building Manager and the VP Internal & Organizational Development is responsible for ensuring that all staff and Councillors are provided with access to the spaces they require in the performance of their duties.

Supports

- Councillors
- Staff

Standards

- 1.2 Apart from this policy, access designations may be granted by motion of the Executive Committee or the Council.
- 1.3 Only the President, the VP Internal & Organizational Development, and the Building Manager are authorized to order keys for Society spaces.
- 1.4 The President and Building Manager shall have access to all Society spaces in emergency situations and as necessary when scheduled maintenance is to be performed. The Surrey Campus Coordinator shall have access to all Society Spaces in Surrey in emergency situations and as necessary when scheduled maintainance is to be performed.
- 1.5 Only staff and Councillors with an operational need for keys will be provided with keys.
- 1.6 No one with a key may provide access to non-authorized individuals.

1.7 No one other than the Building Manager and the VP Internal & Organizational Development may distribute, collect, copy, loan, or alter Society keys.

- 1.8 Lost keys will be reported immediately to the Building Manager or the VP Internal & Organizational Development.
 - (i) Lost keys for Society spaces in Surrey will be report immediately to the Surrey Campus Coordinator or the VP Internal & Organizational Development.

Process

under review



OAP-2: *UNDER REVIEW* SPACE BOOKING

POLICY TYPE: OFFICE ADMINISTRATION POLICY

POLICY TITLE: SPACE BOOKING

POLICY REFERENCE NUMBER: OAP-2

Adopted: April 23, 2021 Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Policy

- 2.1 The MSC Clubs are responsible for booking space at the Burnaby and Vancouver campuses on behalf of Councillors, staff, and members, and ensuring those spaces are clean, organised, accessible, and prepared as requested prior to the booking time.
- 2.2 The Surrey Campus Coordinator is responsible for booking space at the Surrey campus on behalf of Councillors, staff, and members, and ensuring those spaces are clean, organised, accessible, and prepared as requested prior to the booking time.

Supports

- Councillors
- Staff
- Members

Booking options

Burnaby

- Student Union Building Bookable Spaces
- Forum Chambers
- SFU administered spaces (where available)

Surrey

- SFU administered spaces (where available)

Vancouver

- SFU administered spaces (where available)

Process

- 2.3 Anyone booking space must submit a completed Space Booking Work Order Form.
- 2.4 The MSC Clubs and the Surrey Campus Coordinator will ensure that:
 - (a) requests are administered on a first come first served basis,
 - (b) costs of any booking are confirmed with the requester,
 - (c) any required invoices or cheque requisitions are submitted to the Finance Department for processing and copies to the requester for record keeping,
 - (d) bookings are confirmed in writing with the requestor, and
 - (e) all bookings are reflected in the SFSS calendar.

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Date Approved: 2021-04-23

OAP-3: *Under Review* Conference Room, Forum Chambers, and Bookings

POLICY TYPE: OFFICE ADMINISTRATION POLICY
POLICY TITLE: CONFERENCE ROOM, FORUM CHAMBERS, AND ATRIUM BOOKINGS
POLICY REFERENCE NUMBER: OAP-3

Adopted: April 23, 2021
Next Scheduled Revision: April 2022
Previous Revisions
Position Signature Date
President

Bookings

- 3.1 Rooms may be booked by submitting an appropriate form and attaching the name and contact information of two people.
- 3.2 Groups booking the Society's conference rooms and the Forum Chambers must return the room to the original set-up as laid out by posted diagrams. Groups who do not complete this requirement may have their booking privileges revoked or restricted for up to one semester. Any cost incurred on behalf of an event will be forwarded to the group.
- 3.3 Non-paying groups may make up to 2 conference room bookings. Any subsequent booking may only be made at the end of the current bookings. Groups may book the Forum Chambers on a semester basis.
- 3.4 Furniture may not be removed from the conference room or the Forum Chambers, unless given prior permission by the MSC Clubs. All applicable work orders must be forwarded to the MSC Clubs for prior approval.
- 3.5 The conference rooms and the Forum Chambers are not available for booking between the last working day in December and the first school day of the Spring semester.
- 3.6 Any group or individual booking conference rooms or the Forum Chambers for the purpose of review or exam preparatory sessions relating to University courses may charge:
 - (a) a maximum of \$10 per student for admission to the session, and

(b) a maximum of the cost of producing the materials for the materials provided at the session.



OAP-4: EQUIPMENT BOOKING

POLICY TYPE: OFFICE ADMINISTRATION POLICY

POLICY TITLE: EQUIPMENT BOOKING POLICY REFERENCE NUMBER: OAP-4

Adopted: April 23, 2021 Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Policy

4.1 The MSC - Clubs are responsible for booking equipment at the Burnaby and Vancouver campuses on behalf of Councillors, staff, and members.

4.2 The Surrey Campus Coordinator is responsible for booking equipment at the Surrey and Vancouver campus on behalf of Councillors, staff, and members.

Supports

- Councillors
- Staff
- Members

Audio-Visual Equipment

- 3.1 Student groups may borrow audio-visual equipment for student activities, except that students who require equipment for class projects shall arrange to borrow it through their departments.
- 3.2 For audio-visual equipment set-up involving an audio-visual technician, or for equipment that is to be used off-campus, borrowers shall complete an Instructional Media Centre Work Order to be signed by a Member Services Coordinator Clubs.
- 3.3 Where there will be a charge for a student group with no Society budget or trust account, a deposit or pre-payment shall be required.

- 4.3 Anyone booking equipment must submit a completed Equipment Booking Work Order Form.
- 4.4 The Member Services Coordinators Clubs or Surrey will:
 - (a) administer requests on a first come first served basis,
 - (b) confirm the cost of any booking with the requester,
 - (c) submit any required invoices or cheque requisitions to the Finance Department for processing and copies to the requester for record keeping, and
 - (d) confirm bookings in writing with the requestor.
- 4.5 A feedback form will be made available to all requesters using the room booking service.



OAP-5: OFFICE SUPPLIES

POLICY TYPE: OFFICE ADMINISTRATION POLICY

POLICY TITLE: OFFICE SUPPLIES

POLICY REFERENCE NUMBER: OAP-5

Adopted: April 23, 2021 Next Scheduled Revision: April 2022 Previous Revisions

Position	Signature	Date
President		

Policy

5.1 The Operations Organizer is responsible for ordering and distributing all director and staff office supplies. VP Finance & Services will serve as oversight for this service and will work to ensure the process does not break down.

Supports

- Councillors
- Staff

- 5.2 Anyone wishing to order office supplies must submit an Office Supply Order Form.
 - (i) Councillors or Staff may also purchase office supplies and be reimbursed.
- 5.3 The Operations Organizer will ensure that:
 - (a) the details of all orders are confirmed,
 - (b) the cost of any supplies with the requester is confirmed,
 - (c) all required invoices or cheque requisitions are submitted to the Finance Department for processing and copies to the requester for record keeping, and
 - (d) requesters are notified of the arrival of their orders once received.

5.4 A feedback form will be made available to all requesters using the office supply ordering service.



OAP-6: PHOTOCOPIER AND PRINTER SUPPORT

POLICY TYPE: OFFICE ADMINISTRATION POLICY

POLICY TITLE: PHOTOCOPIER AND PRINTER SUPPORT

POLICY REFERENCE NUMBER: OAP-6

Adopted: April 23, 2021 Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Policy

6.1 The Operations Organizer is responsible for forwarding all requests for SFSS photocopier and printer support to the appropriate vendor. VP Finance & Services will serve as oversight for this function and will work with the department to ensure the process does not break down.

Supports

- Councillors
- Staff

- 6.2 Anyone requiring SFSS printer or photocopier support will submit a Photocopier or Printer Support Work Order Form.
- 6.3 The Operations Organizer will:
 - (a) confirm the details of the work order,
 - (b) where applicable, confirm the cost of any service request with the requester,
 - (c) where necessary, submit a work order to external vendors,
 - (d) submit any required invoices or cheque requisitions to the Finance Department for processing and copies to the requester for record keeping, and
 - (e) confirm with the requester that the issue has been resolved.

6.4 A feedback form will be made available to all requesters using the photocopier and printer support service.



OAP-7: EMAIL ACCOUNT SUPPORT

POLICY TYPE: OFFICE ADMINISTRATION POLICY

POLICY TITLE: EMAIL ACCOUNT SUPPORT

POLICY REFERENCE NUMBER: OAP-7

Adopted: April 23, 2021 Next Scheduled Revision: April 2022 Previous Revisions

Position	Signature	Date
President		

Policy

- 7.1 The Operations Organizer is responsible for administering the Society's corporate Gmail account for Councillors, staff, and any other members provided with an SFSS email account.
 - (a) The President will serve as backup and oversight for this function and will work to ensure this process does not break down.
 - (b) The President will take over the responsibility of this policy in the event of a transition in staff role.
 - (c) The President shall have access to any and all information in dormant accounts.

Supports

- Councillors
- Staff
- Members (where members are provided with an SFSS email account)

Process

7.2 Anyone requiring additional support with, or changes to their email account will contact the Operations Organizer.

- 7.3 No deletions of an account shall be made without approval of Council.
- 7.4 The Operations Organizer will ensure that:
 - (a) the details of the issue have been confirmed,
 - (b) where feasible, make any requested changes to the corporate account, and
 - (c) confirm with the requester that the issue has been resolved.



OAP-8: MAIL SERVICES

POLICY TYPE: OFFICE ADMINISTRATION POLICY

POLICY TITLE: MAIL SERVICES

POLICY REFERENCE NUMBER: OAP-8

Adopted: April 23, 2021 Next Scheduled Revision: April 2022 Previous Revisions

Position	Signature	Date
President		

Policy

- 8.1 The MSC Clubs are responsible for administering the Society's mail services for Councillors and staff in Burnaby. VP Internal & Organizational Development will serve as oversight for this function and will work to ensure the process does not break down.
- 8.2 The Surrey Campus Coordinator is responsible for administering the Society's mail services for Councillors and staff in Surrey. VP Internal & Organizational Development will serve as oversight for this function and will work to ensure the process does not break down.

Supports

- Councillors
- Staff
- Members

- 8.3 Anyone wishing to send mail via internal or external mail or carrier services will submit the item to the General Office or Surrey Office front counter.
- 8.4 The Member Services Coordinator Clubs or Surrey will:
 - (a) ensure that the details of the mailing are confirmed and correct, and
 - (b) confirm the cost of any mailing with the requester,

(c) submit any required invoices or cheque requisitions to the Finance Department for processing and copies to the requester for record keeping.



OAP-9: OFFICE PHONE SUPPORT

POLICY TYPE: OFFICE ADMINISTRATION POLICY

POLICY TITLE: OFFICE PHONE SUPPORT POLICY REFERENCE NUMBER: OAP-9

Adopted: April 23, 2021 Next Scheduled Revision: April 2022 Previous Revisions

Position Signature Date
President

Policy

9.1 The Operations Organizer is responsible for forwarding all requests for office phone support to SFU Network Services or the appropriate vendors on behalf of Councillors and staff. VP Finance & Services will serve as oversight for this function and will work to ensure the process does not break down.

Supports

- Councillors
- Staff

- 9.2 Anyone requiring support with their office telephone will submit an Office Phone Support Work Order Form.
- 9.3 The Operations Organizer will:
 - (a) confirm the details of the issues,
 - (b) confirm the cost of any work order with the requester,
 - (c) where necessary, submit a request for support to SFU Network Services,
 - (d) submit any invoices or cheque requisitions for phone support to the Finance Department for processing and copies to the requester for record keeping, and

(e) confirm with the requester submitting the request that the issue has been resolved.

9.4 A feedback form will be made available to all requesters using the office phone support service.



OAP-10: OFFICE FURNITURE

POLICY TYPE: OFFICE ADMINISTRATION POLICY

POLICY TITLE: OFFICE FURNITURE
POLICY REFERENCE NUMBER: OAP-10

Adopted: April 23, 2021 Next Scheduled Revision: April 2022 Previous Revisions

Position	Signature	Date
President		

Policy

10.1 The Building Manager is responsible for administering any requests from Councillors or staff relating to acquisition or removal of office furniture. VP Internal & Organizational Development will serve as oversight for this function and will work to ensure the process does not break down.

Supports

- Councillors
- Staff

- 10.2 Anyone requesting new office furniture, or the installation or removal of existing office furniture, will submit an Office Furniture Work Order Form.
- 10.3 Departments are responsible for budgeting for the purchase of any office equipment.
- 10.4 The Operations Organizer will:
 - (a) ensure that the details of the request are confirmed,
 - (b) confirm the cost of any work or furniture order with the requester,
 - (c) where necessary, a request for support from SFU Facilities Services or other appropriate vendor is duly submitted,

(d) submit any invoices or cheque requisitions for office furniture to the Finance Department for processing and to the requester for record keeping, and

(e) confirm with the requester that the work order has been fulfilled.

Date Approved: 2021-04-23

10.5 A feedback form will be made available to requesters using the office furniture service.



OAP-11: MAINTENANCE REQUESTS

POLICY TYPE: OFFICE ADMINISTRATION POLICY

POLICY TITLE: MAINTENANCE REQUESTS
POLICY REFERENCE NUMBER: OAP-11

Adopted: April 23, 2021 Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Policy

11.1 Departmental coordinators are responsible for submitting maintenance requests to SFU Facilities Services as those requests relate to the spaces administered by their departments. VP Student Services will serve as oversight for this function and will work to ensure the process does not break down.

Definitions

- 11.2 Maintenance requests for Society spaces include, but are not limited to:
 - (a) cleaning,
 - (b) painting,
 - (c) lighting, heating, plumbing, and cooling repairs, and
 - (d) event table set up.

Supports

- Councillors
- Staff

Process

11.3 Anyone requiring maintenance support will submit the appropriate Work Order at http://www.sfu.ca/fs/Services/Burnaby/Maintenance-Requests.html for Burnaby or http://www.sfu.ca/fs/Services/Surrey/ for Surrey.

SFSS Orientation and Retention Policies

Simon Fraser Student Society

simon fraser student society

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Introduction

POLICIES



OTP-1: NEW EMPLOYEE ORIENTATION

POLICY TYPE: ORIENTATION AND RETENTION POLICY

POLICY TITLE: NEW EMPLOYEE ORIENTATION

POLICY REFERENCE NUMBER: OTP-1

Adopted: April 23, 2021 Next Scheduled Revision: April 2022 Previous Revisions

Position Signature Date
President

Policy

1.1 The Operations Organizer is responsible for coordinating all new staff orientations. The President will serve as oversight for this service and will work to ensure the process does not break down.

- 1.2 The Operations Organizer shall:
 - (a) ensure that the required staff information and forms are completed and collected for payroll and benefits,
 - (b) ensure that the staff member is provided with a copy of the SFSS Personnel Policies,
 - (c) ensure that copies of a staff members' relevant degrees and certifications are filed,
 - (d) ensure that that staff sign out keys and/or entry codes they require,
 - (e) submit to IT Services all required for email and PC setup,
 - (f) review the staff's job description with the staff member,
 - (g) review the "New Employee Health & Safety Checklist" with the new staff member,

- (h) ensure new employees are trained on the SFSS Privacy and Information Management Policies, and ensure they provide their signature to acknowledge that they have read the policy,
- (i) arrange for business cards if required, and
- (j) review timesheet and reporting requirements.
- 1.3 The President shall:
 - (a) meet with the new staff member, and
 - (b) provide an overview of the SFSS structure, mission, values, services, and the strategic plan.
- 1.4 The Operations Organizer shall conduct an orientation to the building, including:
 - (a) a site tour,
 - (b) information on the location and proper use of:
 - (i) first aid kits,
 - (ii) phone and voicemail systems,
 - (iii) fire extinguishers, and
 - (iv) printers and photocopiers.
- 1.5 An orientation evaluation will be made available to all new employees following their orientation.



OTP-2: *Under Review* New Council Orientation & Retention

POLICY TYPE: ORIENTATION AND RETENTION POLICY

POLICY TITLE: NEW COUNCIL ORIENTATION & RETENTION

POLICY REFERENCE NUMBER: OTP-2

Adopted: April 23, 2021

Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Policy

- 2.1 At the beginning of each annual elected Council term, an orientation of Councillors shall be organised for all new and re-elected Councillors. The orientation shall cover all aspects of the Society, including but not limited to:
 - (a) finance and operations,
 - (b) Society governance, including:
 - i. Hierarchy of governing documents (Societies Act, By-Laws, Policies, SOPs)
 - (c) legal responsibilities of Councillors,
 - (d) advocacy on student issues,
 - (e) services, including clubs, student unions, constituency groups,
 - (f) events and marketing, and
 - (g) justice, equity, diversity, and inclusion.
- 2.2 Throughout Council term, Council 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, and
- (e) any other relevant topics that will build the capacity of Councillors and contribute to the overall well-being of the Society.
- 2.3 Throughout Council term, Council 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.

Accountabilities

- 2.4 The Board Organizer will work with the incoming President to coordinate Council Orientation for all new Non-Executive Councillors and Executive Officers. The outgoing President must provide advice and support during this transition.
- 2.5 The Board Organizer will, with direction from the President, coordinate development sessions for Council throughout the term.
- 2.6 The Operations Organizer will ensure the incoming Council has the appropriate support from the Society operations and is aware of the various departments of the Society.
- 2.7 Prior to Council Orientation, the incoming Council should shadow the outgoing Council on their role.

Orientation

- 2.8 The Board Organizer will:
 - (a) ensure that each new Councillor completes all required forms,
 - (b) ensure that each new Councillor signs out keys and/or entry codes they require,

- (c) ensure that presentations take place during orientation, with direction from the incoming President, on the history of the student movement and the SFSS, Councillor liability and insurance, HR training, SFSS budget overview and training on budgeting and financial statements,
- (d) assist in setting up logistics for Council retreat by working with the outgoing Council to approve funding for team building and annual planning.
- 2.9 The Operations Organizer will:
 - (a) submit to IT Services all required forms and information for email and PC setup,
 - (b) review the New Councillor Health & Safety Checklist with the new Councillor,
 - (c) arrange for business cards if required.
- 2.10 The Research & Policy Coordinator will:
 - (a) ensure new Councillors are trained on the "SFSS Privacy and Information Management Policies", and ensure they provide their signature to acknowledge that they have read the policy.
- 2.11 The Research and Policy Coordinator will ensure that Council is provided with the following in electronic format:
 - (a) SFSS Constitution,
 - (b) SFSS Bylaws,
 - (c) SFSS Council Policies,
 - (d) SFSS Strategic Plan,
 - (e) Societies Act, University Act and other relevant legislation, and
 - (f) Robert's Rules of Order.
- 2.12 The Building Manager will conduct an orientation to the building, including:
 - (a) a site tour,

- (b) information on the location and proper use of:
 - (i) first aid kits,
 - (ii) phone and voicemail systems,
 - (iii) fire extinguishers, and
 - (iv) photocopiers.
- 2.13 An evaluation of operational orientation will be made available to all new Councillors following their orientation.

Retention

Training and Development

- 2.14 Upon assuming office, a Council resource manual shall be issued to all Councillors so that they understand their role and responsibilities, how the Society is governed, and what resources they can access.
- 2.15 During the first four (4) months of Council term, Councillors shall attend a workshop on anti-oppressive organizing, and consent training. When possible, these workshops should occur during Council orientation.

Executive Training

- 2.16 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.
- 2.17 The Executive Officers shall, at the beginning of each annual Council term, have an orientation covering:
 - (a) operational and administrative aspects of the Society,
 - (b) establishing team frameworks and dynamics, and
 - (c) creating approachability statements.
 - (d) actualizing directives of Council
 - (e) communicating with unionized staff to implement directives of Committees and Council



OTP-3: VOLUNTEER ORIENTATION

POLICY TYPE: ORIENTATION AND RETENTION POLICY

POLICY TITLE: VOLUNTEER ORIENTATION

POLICY REFERENCE NUMBER: OTP-3

Adopted: April 23, 2021 Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Policy

3.1 The Board Organizer is responsible for coordinating all volunteer orientations.

- 3.2 The Board Organizer shall:
 - (a) ensure that the required volunteer information and forms,
 - (c) where required, submit to IT Services all required for email and PC setup,
 - (d) review the job description of the volunteer with the volunteer,
 - (e) review the "New Employee Health & Safety Checklist" with the new Employee,
 - (f) review reporting requirement.
- 3.3 If necessary, the Building Manager shall conduct an orientation to the volunteer role, including:
 - (a) a site tour,
 - (b) information on the location and proper use of:
 - (i) first aid kits,
 - (ii) fire extinguishers, and

- (iii) any other equipment relevant to their volunteerism.
- 3.4 An orientation evaluation will be made available to all new volunteers following their orientation.



OTP-4: Succession Planning Expectation Policies

POLICY TYPE: ORIENTATION AND RETENTION POLICY

POLICY TITLE: SUCCESSION PLANNING EXPECTATION POLICIES

POLICY REFERENCE NUMBER: OTP-4

Adopted: April 23, 2021

Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Policy

- 4.1 All staff must prepare succession planning reports in the event of any change in employment status. The Operations Organizer will be responsible for ensuring a succession planning report is in place for each staff member at the end of every semester.
- 4.2 All staff are responsible for maintaining the confidentiality of any changes in the employment status of any staff, or Councillor vacancy status of any Councillor and await official communication from Council if there is any.

Process

4.3 The President will notify all departmental coordinators in writing that a staff member's employment status has changed in the event of death or if they are unable to continue employment due to illness.



OTP-5: STAFF MONTHLY REPORT POLICIES

POLICY TYPE: ORIENTATION AND RETENTION POLICY

POLICY TITLE: STAFF MONTHLY REPORT POLICIES

POLICY REFERENCE NUMBER: OTP-5

Adopted: April 23, 2021 Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Policy

5.1 All departmental coordinators and excluded staff must prepare monthly reports for the Executive Committee. The Operations Organizer will be responsible for ensuring monthly reports across departments are prepared. The President shall serve as oversight of this policy.

- 5.2 Every month, departmental coordinators will send staff reports on the activities of each of the committees and its alignment with the strategic plan.
- 5.3 The Operations Organizer will:
 - (a) prepare a template report for departmental coordinators to submit a report of their activities, events, and service delivery alongside any metrics, as well as its results in aligning with the strategic plan,
 - (b) collect and compile the monthly reports of all the departmental coordinators into one report,
 - (c) compile their own report for the inclusion in the aforementioned report, and
 - (d) submit the report for to the Executive Committee through the President.

SFSS Personnel Policies

Simon Fraser Student Society

simon fraser student society

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Date Approved: 2021-04-23	SFSS Personnel Policies
PP-35: PROFESSIONAL AND PERSONAL DEVELOP	MENT

Introduction

PURPOSE OF THIS MANUAL

Date Approved: 2021-04-23

The Simon Fraser Student Society (SFSS) Personnel Policy should be considered in conjunction with the current Collective Agreement that exists between the Employer and the union. Where there is a discrepancy between those Collective Agreement and these policies, the Collective Agreement shall take precedence, and a review process will be initiated to bring the policies into compliance. Compliance with the policies is a requirement of employment with SFSS.

SFSS may change, add or delete part(s) of the Manual with the approval of Council. Any changes to the Manual shall apply to all existing and future employees. No contradicting statement by a staff member may be interpreted as a change in policy. This does not preclude from the introduction of new Standard Operating Procedures, terms of reference, or guidelines or a change in the policy in the future.

Should any provision in this Policy Manual be found to be unenforceable and invalid, such finding does not invalidate the entire Manual, but only the subject provision.

This manual replaces all other previous Personnel Policy Manuals for SFSS. Personnel Policy Manuals must be approved by Council and placed on the Society Website.

This manual was reviewed and signed off by the Executive Committee and will be in effect pending approval of Council.

POLICY REVIEW AND APPROVAL PROCESS

Date Approved: 2021-04-23

Personnel policies are reviewed annually by the Executive Committee and the HR & Personnel Sub-Committee, alongside the excluded personnel in consultation with staff and will be approved by Council. Once revisions are approved by the Executive Committee, an updated version of the Personnel Policy will be provided electronically to all staff members by the President and posted on the Society website. If there is no change to the policy upon review, the newly revised policy will include the date that it was revised on the cover page and on each policy page within the document.

Staff will also be instructed to take older versions of the policy, whether they are electronic or hard copies, out of circulation.

PERSONNEL POLICIES



PP-1: OFFICE CLOSURE

POLICY TYPE: PE	rsonnel Policy		
POLICY TITLE: O	POLICY TITLE: OFFICE CLOSURE		
POLICY REFEREN	POLICY REFERENCE NUMBER: PP-1		
	Adopted: April 23, 2021		
	Next Scheduled Revision: April 202		
Previous Revision			
Position	Signature	Date	
President			

Policy

1.1 Employees will not suffer a loss of pay if the Simon Fraser Student Society closes due to inclement weather or other circumstances.

- 1.2 In the event of inclement weather an employee who is unable to attend work, or who feels that it would be unsafe to attempt to attend work, will receive no pay for that day, unless specifically instructed by the Operations Organizer or their designate to not attend work.
- 1.3 In the event that an employee is at work and requests to leave early because of inclement weather and is allowed to leave work early, they will be paid only for the hours they actually worked that day. In the event an employee is instructed by the Operations Organizer or their designate to leave work early because of inclement weather, the employee will be paid for the balance of hours they were scheduled to work.
- 1.4 If the Operations Organizer or delegate closes the Society due to inclement weather or other circumstances, employees will not be expected to work and will not suffer any loss of pay. If circumstances require that the SFSS remain closed beyond 24 hours, the Operations Organizer will review the possibility of layoffs, seeking approval from the Executive committee for any such layoff.



PP-2: ABUSE

POLICY TYPE: PE	ersonnel Policy		
POLICY TITLE: ABUSE			
Policy Reference Number: PP-2			
	Adopted: April 23, 2021		
	Next Scheduled Revision: April 2022		
		Previous Revisions	
Position	Signature	Date	
President			

Policy

2.1 All relationships at the Simon Fraser Student Society (SFSS) should be based on mutual respect, where the rights and self-determination of members are top priorities. Abuse of members, staff or volunteers is unacceptable.

Definitions

- 2.2 **Physical Abuse:** Any physical force or threat of force that is in excess or is inappropriate to the situation.
- 2.3 **Sexual Abuse:** Any sexual behaviour by a staff member, volunteer or any other person in a position of trust or authority, that is directed at a member, volunteer or staff member including but not limited to sexual exploitation, whether consensual or not.
- 2.4 Emotional Abuse: Any act, contact or lack of action, which diminishes a member, volunteer or staff person's sense of well-being. Examples include, but are not limited to, verbal harassment such as use of profanity, confinement, threats and humiliation.
- 2.5 Financial Abuse: Acts of financial abuse include but are not limited to: theft of members' money or personal property; solicitation for compensation; fraud, deceitful manipulation of finances.

Examples

- 2.6 Any act or omission, behavioural intervention, or reaction which causes a person physical pain, fear, restraint, embarrassment, shame, or alienation.
- 2.7 Any physical and/or verbal actions which would jeopardize the working relationships between staff member/volunteer and member.

2.8 Any act or omission towards a person that infringes upon their personal rights or degrades or lowers their personal esteem.

- 2.9 SFSS members, staff and volunteers have a right to expect an environment which is safe and free from any abuse or manipulation.
- 2.10 All concerns related to possible abuse that are raised by members, employees, volunteers, or other persons, must be reported immediately to the Operations Organizer. In the event the Operations Organizer is the subject of the complaint, this must be reported immediately to the President.
- 2.11 Upon receiving a report, the Operations Organizer will report, where appropriate, to:
 - (a) the appropriate authorities,
 - (b) their supervisor, the President of the Society.
- 2.12 Upon receiving a report that the subject of the complaint is the Operations Organizer, the President must where appropriate, report to:
 - (a) the appropriate authorities,
 - (b) the Executive Committee in an in-camera session of the Executive, or a sub-committee of the Executive focused on HR matters for excluded staff.
- 2.13 A staff person named in an allegation may be required to take a three day leave of absence with pay and will have no contact with members during this leave. The Operations Organizer will recommend whether the leave shall continue and make a joint decision alongside the President of the Society. A volunteer named in an allegation may be relieved of duties until an investigation is complete and determination of culpability is made. In the event of the subject of the allegation being the Operations Organizer, the President will recommend whether the leave shall continue, and the Executive Committee shall make a decision.
- 2.14 Employees/volunteers who have engaged in any form of abuse will be subject to disciplinary action up to and including dismissal.
- 2.15 The allegations, investigation, determination of culpability and any ensuing discipline or termination will be documented.



PP-3: CONFIDENTIALITY

POLICY TYPE: PE	rsonnel Policy		
POLICY TITLE: C	POLICY TITLE: CONFIDENTIALITY		
POLICY REFEREN	POLICY REFERENCE NUMBER: PP-3		
		Adopted: April 23, 2021	
	Next Scheduled Revision: April 2022		
		Previous Revisions	
Position	Signature	Date	
President			

Policy

3.1 Information concerning a member, volunteer, employee, and the affairs of the Employer is confidential. The release of confidential information, when authorized, shall be on a need-to-know basis.

- 3.2 The Operations Organizer will review requests for the release of confidential information. Employees will not release such information without prior authorization from the Operations Organizer.
- 3.3 All matters and information pertaining to members will be treated as confidential.
- 3.4 Under no circumstances may member information be divulged either inside or outside the organization other than to persons authorized to receive such information in the course of their duties, except as agreed to by the member and approved by the Operations Organizer.
- 3.5 Under no circumstances will any person working in or for the SFSS use any such information to their personal advantage. Violation of this policy may result in dismissal.
- 3.6 Information requests from newspapers and other public news organizations should be referred to the President, who will consult with the Executive before proceeding. Staff will make no public comments without prior approval. From time to time, program or events staff will be assigned "spokesperson" responsibility for a particular story, service, initiative or campaign. They will be given direction, parameters, and supervision regarding this responsibility.
- 3.7 All employees will sign the Confidentiality Statement. The signed statement will be

placed in the employee's personnel file. A breach of confidentiality may result in disciplinary action up to and including dismissal.



PP-4: CONFLICT OF INTEREST

POLICY TYPE: PER	rsonnel Policy	
POLICY TITLE: Co	ONFLICT OF INTEREST	
POLICY REFERENCE	CE NUMBER: PP-4	
		Adopted: April 23, 2021
		Next Scheduled Revision: April 2022
		Previous Revisions
Position	Signature	Date
President		

Policy

4.1 The Simon Fraser Student Society (SFSS) recognizes the right of staff members and volunteers to be involved in activities as citizens of the community. However, staff members and volunteers must keep their role as private citizens separate and distinct from their responsibilities as staff members or volunteers.

Examples

- 4.2 A conflict of interest exists where a staff member's or volunteer's interests:
 - (a) are in conflict with their work duties, responsibilities and obligations, or may result in a public perception that a conflict exists,
 - (b) impair the staff member's or volunteer's ability to act in the interest of the members,
 - (c) compromise or undermine the trust which the members place in the organization.

- 4.3 Staff members and volunteers will not place themselves in a situation where they are under obligation to any person who might benefit from or seek to gain special consideration or favour. The honesty and impartiality of employees and volunteers must be above suspicion.
- 4.4 SFSS Staff and volunteers will consult with the Operations Organizer or designate if they are unsure about particular actions being seen as in conflict with their employment. The President shall be consulted for the opinion of the Executive Committee where necessary.



PP-5: EMPLOYEE CONTACT INFORMATION

POLICY TYPE: PERSONNEL POLICY

POLICY TITLE: EMPLOYEE CONTACT INFORMATION

POLICY REFERENCE NUMBER: PP-5

Adopted: April 23, 2021 Next Scheduled Revision: April 2022 Previous Revisions

Position	Signature	Date
President		

Policy

5.1 It is the responsibility of each staff member to keep the Employer informed at all times of any changes in their name, address, telephone number, home e-mail address, marital status, emergency contact information, and number of dependents. These changes are required to ensure that SFSS can contact employees to provide instructions, benefit entitlement, and other official communications.

- 5.2 These changes should be given in writing to the Operations Organizer, who will place the information in the employee's personnel file.
- 5.3 When resigning from the organization, a forwarding address must be filed by the employee with the Employer so that income tax T-4 slips and other relevant documentation can be forwarded to them.



PP-6: PARTICIPATING IN PUBLIC ELECTIONS

POLICY TYPE: PERSONNEL POLICY

POLICY TITLE: PARTICIPATING IN PUBLIC ELECTIONS

POLICY REFERENCE NUMBER: PP-6

Adopted: April 23, 2021 Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Policy

- 6.1 SFSS respects the contributions that are made by individuals who are seeking, or already holding, an elected position in any level of government. Public service, whether it is paid or voluntary, helps us shape our community.
- 6.2 While we encourage public service, we will maintain a clear, transparent, non-partisan role in public election campaigns. SFSS has employees and volunteers from all walks of life, with political views and other opinions that are diverse and strongly-held. While individual employees or volunteers may wish to support particular parties or candidates, such support may not be positioned as "support from the SFSS."
- 6.3 This policy applies to all SFSS employees (permanent employees, students, project workers, and designated assistants) who seek public office, or who are involved with the campaigns of others who are seeking office. This policy does not apply to SFSS referendum campaigns submitted through a resolution of the SFSS Council. Those employees seeking (or elected to) public office may request, in writing, a leave of absence without pay.

Examples

- 6.4 Examples of public election campaign activities include, but are not limited to, the following:
 - (a) reviewing voice, text, email or other messages related to the campaign,
 - (b) composing and/or distributing campaign messages,
 - (c) reviewing, developing or distributing campaign literature, and

- (d) discussing campaign activities or issues with colleagues, volunteers, clients, media, donors, partners, or members of the public.
- 6.5 Examples of solicitation for public election campaigns may include, but are not limited to, the following:
 - (a) seeking financial contributions to campaigns,
 - (b) individual invitations to campaign events,
 - (c) requests for volunteer support for campaigns,
 - (d) assistance in distributing campaign material and/or campaign messages,
 - (e) requests for use of equipment or office space, and
 - (f) requests for support services.

- 6.6 As an organization, we may choose to engage in conversation or debate about issues that are closely aligned to our values, our mission, and our vision. Such conversation or debate will only be led by the President.
- 6.7 During work hours, staff will refrain from providing public support to any particular candidate or party, or from suggesting that particular candidates or parties should *not* receive support.
- 6.8 No campaign activities for a particular candidate or party are to occur during work hours.
- 6.9 SFSS equipment, material, facilities, information, systems and communication tools are not to be used to support public election campaigns, including, but not limited to, the following:
 - (a) telephones (desktop and mobile),
 - (b) email and/or Internet services,
 - (c) office space, meeting rooms, common areas in SFSS facilities,
 - d) information related to donors/donations,
 - (e) twitter, Facebook and other SFSS social media vehicles,
 - (f) computers,

- (g) photocopiers, and
- (h) office supplies.
- 6.10 SFSS staff and volunteers are to respond to solicitations by candidates or by candidate representatives with a statement that "our staff cannot engage in political activities during work hours."
- 6.11 SFSS logos, signs, and/or other marketing material are not to be used in public election campaign pamphlets, business cards, door hangers, web sites, social media profiles or on any other publicity related to the campaign.
- 6.12 Failure to abide by the guidelines in this policy may lead to disciplinary action, up to and including termination.



PP-7: EMPLOYMENT OF RELATIVES

POLICY TYPE: PERSONNEL POLICY

POLICY TITLE: EMPLOYMENT OF RELATIVES

POLICY REFERENCE NUMBER: PP-7

Adopted: April 23, 2021 Next Scheduled Revision: April 2022 Previous Revisions

Position	Signature	Date
President		

Definitions

7.1 **Relative:** The parent, partner, child, sibling, parent-in-law, grandparent, or grandchild of an employee.

Policy

7.2 A relative of an employee may be refused employment or a transfer may be denied if there is a direct supervisory relationship between the relatives. Should circumstances change within a supervisory or reporting relationship to create such a situation, the same principle applies.

Procedure

- 7.3 Hiring Committees shall ascertain whether applicants for positions are related to present employees.
- 7.4 All employees are responsible to report to their immediate supervisor any change in status, which would put them in contravention of this policy.



PP-8: HIRING PRACTICES

POLICY TYPE: PE	rsonnel Policy			
POLICY TITLE: HIRING PRACTICES				
POLICY REFEREN	CE NUMBER: PP-8			
		Adopted: April 23, 2021		
		Next Scheduled Revision: April 2022		
		Previous Revisions		
Position	Signature	Date		
President				

Policy

8.1 The Simon Fraser Student Society (SFSS) will adhere to a standardized hiring procedure that is consistent with related requirements of the Collective Agreement and that is equitable, non-discriminatory, and consistently applied.

- 8.2 The Executive Committee is authorized to hire excluded and unionized staff.
 - (a) The Executive Committee is authorized, upon a recommendation from the HR & Personnel Sub-Committee, to terminate the employment of excluded staff.
- 8.3 Once the President has determined or has been notified that there is a vacant position, the Executive Committee will authorize the forming of a Hiring Committee composed of up to two representatives from the Employer and two representatives from the Union. The committee will authorize the posting of the position. All postings must have a current job description.
 - (a) The Operations Organizer will serve as a support to the Executive Committee.
- 8.4 Applicants will be screened to determine if they meet the qualifications required for the position as stated in the job description.
- 8.5 Applicants, who through the screening process are recognized as meeting the required qualifications, will be invited to an interview.
- 8.6 Interviews will be conducted by the Hiring Committee.

8.7 Each applicant will be asked questions from a prepared list of questions. The questions are intended to solicit information as to the applicant's knowledge and experience related to the position. Each applicant's answers will be recorded and be used for deciding candidacy.

- 8.8 Additional interviews and screening practices, including tests and demonstrations of the applicant's work, may be used to gather information to determine the applicant's suitability.
- 8.9 Prior to determining whether to offer an applicant the position, a minimum of two references will be checked by an Employer representative on the Hiring Committee. The completed Reference Check Form will be placed in the personnel file.
- 8.10 The Hiring Committee will review the information from the interviews and reference checks and will make the final determination as to whether the applicant is the successful candidate for the position. If the applicant is an internal candidate, the decision making will include a review of the candidate's personnel file.
- 8.11 The position will be offered to the successful applicant subject to the results of all relevant licensure, certification, and registration being verified. Verifying credentials may include verifying degrees and certifications with the issuing institution/organization. A completed hiring checklist and hiring letter information form will be placed in the successful candidate's personnel file.
- 8.12 All applicants who have participated in an interview process will be advised as to their status relative to the posting.
- 8.13 All new hires will be given a written Offer of Employment outlining the requirements of the position, starting date, salary, benefits, and other conditions of employment.
- 8.14 All hiring letters are signed by the President. No staff person can start in a position without signing an Offer of Employment.



PP-9: HUMAN RESOURCES

Policy Type: Personnel Policy			
POLICY TITLE: HUMAN RESOURCES			
POLICY REFEREN	NCE NUMBER: PP-9		
		Adopted: April 23, 2021	
		Next Scheduled Revision: April 2022	
		Previous Revisions	
Position	Signature	Date	
President			

Policy

9.1 The Simon Fraser Student Society (SFSS) will consistently apply Human Resources policies and practices that are in accordance with all relevant legislation, with current Collective Agreements, and with the values of honesty, integrity, and respect.

9.2. SFSS is committed to:

- (a) Recruiting, hiring, and retaining qualified staff.
- (b) Recruiting in accordance with human rights legislation and with the needs and make-up of the community of students we serve.
- (c) Ensuring equity in employment, advancement, and compensation in accordance with the Collective Agreement.
- (d) Respecting confidentiality in accordance with the agency policies and procedures, and with privacy legislation.
- (e) Providing supervision and learning opportunities that best support employees to do their job.
- (f) Working with employees to have a work environment free of discrimination and harassment.



PP-10: HEALTH AND SAFETY STANDARDS

POLICY TYPE: PERSONNEL POLICY

POLICY TITLE: HEALTH AND SAFETY STANDARDS

POLICY REFERENCE NUMBER: PP-10

Adopted: April 23, 2021 Next Scheduled Revision: April 2022 Previous Revisions

Position	Signature	Date
President		

Policy

10.1 Simon Fraser Student Society is committed to providing all employees and volunteers with a safe and healthy environment, free from hazards that may cause injury or occupational illness.

Standards

10.2 The actions of any one person may affect other individuals and areas. Therefore, all individuals have a responsibility for ensuring a safe and healthy work environment and/or workspace. The Employer shall have a Health and Safety bulletin Council that contains information including but not limited to, the current Health and Safety Policies, First Aid attendants, location of first aid kits and names of current Joint Health and Safety Committee members.

10.3 SFSS is responsible for:

- (a) providing a safe and healthy work environment,
- (c) maintaining and promoting a comprehensive health and safety program,
- (d) establishing standards of safety and maintenance in occupied buildings, facilities and equipment through SFU Facilities,
- (e) developing safe work procedures and practices where applicable,
- (f) taking action to eliminate unsafe conditions,
- (g) supporting and evaluating staff regarding their safety responsibilities, and

- (h) reporting accidents and investigations to Work Safe B.C..
- 10.4 Employees and volunteers are responsible for:
 - (a) maintaining a safe and healthy work environment,
 - (b) participating in Joint Health and Safety related programs,
 - (c) knowing and complying with all safe work procedures and practices, and
 - (d) reporting injuries, unsafe acts or conditions and broken equipment immediately to their supervisor or manager.
- 10.5 Any violation of SFSS Health and Safety policies, standards and/or practices may lead to disciplinary action up to and including dismissal.



PP-11: ACCIDENT AND INJURY REPORTING

POLICY TYPE: PERSONNEL POLICY
POLICY TITLE: ACCIDENT AND INJURY REPORTING
POLICY REFERENCE NUMBER: PP-11

Adopted: April 23, 2021
Next Scheduled Revision: April 2022
Previous Revisions

Position Signature Date

President

Policy

- 11.1 All new employees and volunteers of SFSS will receive full and complete instruction on job safety where applicable, and will be warned of workplace health and safety hazards according to the *Workers' Compensation Act* (BC), the Occupational Health & Safety Act (BC) and any regulations made under either act.
- 11.2 Any accident/incident, included near misses, must be reported immediately to Joint Health and Safety Committee (JHSC) member and/or Manager. Any accidents that result in workplace shall be reported to the First Aid Attendant or the JHSC member who will ensure:
 - (a) The individual receives proper first aid and a First Aid Record form must be completed;
 - (b) The accident/incident is thoroughly investigated for the purpose of implementing corrective action to avoid recurrence of the same in future;
 - (c) The incident will be reported to the SFSS Health and Safety Committee and to WorkSafeBC (WSBC) if necessary.

Process

11.3 In the event that an employee/individual experiences a work-related incident/injury, it must be reported to a First Aid Attendant and a JHSC member, who will administer first aid treatment and may recommend that the Employee follow-up with their physician or other qualified professional where applicable. If an investigation is required by the WSBC, notify the WSBC of the incident.

- 11.4 A first aid record will be provided to the employee if necessary.
- 11.5 The accident/incident must be investigated promptly, in conjunction with a Union member (if appropriate). Furthermore, an SFSS Incident Report Form must be completed jointly by the JHSC Employee and a Employer representative, not the injured employee.
- 11.6 Any serious injury or other event that requires an investigation by WSBC, the employee will complete the first section of the WSBC Worker's Report of Injury of Occupational Disease to Employer (Form 6a)3 and return to their designated Manager.
- 11.7 The Employer must fill out the WSBC Employer Incident Investigation Report.
 - (a) If medical attention is required as advised by a physician or other qualified practitioner, the employee may not be able to continue with full duties and/or will miss time from work. Further:
 - (i) The WSBC Employer's Report of Injury of Occupational Disease (Form 7) must be completed by the designated supervisor or Operations Organizer;
 - (ii) The employee shall complete the SFSS Fitness to Work Assessment Form6 with their physician and submit to the Employer
 - (iii) After reviewing the completed Fitness to Work Assessment, the Employer shall offer modified work duties, where applicable, and complete the SFSS Offer of Modified Work7 form with the employee.
 - (iv) Form 7 must be forwarded to the WSBC within 3 days. Relevant additional information should be included, such as: Fitness to Work Assessment form, (FWAF), WSBC Employer Incident Investigation Form (EIIF), First Aid Report and Offer of Modified Work
 - (v) The employee shall produce a medical note to support their absence from work if necessary
 - (vi) Designate supervisor or Operations Organizer will oversee the employee's claim going forward, communicating with the employee and Work Safe B.C as necessary to facilitate a timely recovery and return to work;
 - (vii) Once the claim has been established, all pertinent information received in relation to the claim (e.g. doctor's notes, Fitness to Work Assessments) must be forwarded to the designated manager and Administrative Services Manager for ongoing management of the claim.

SFSS Personnel Policies

(b) The Employer, in conjunction with the JHSC Employee, must prepare a report detailing corrective action and provide it to the Employees.



PP-12: LEAVES OF ABSENCE

Policy Type: Personnel Policy				
Policy Title: Leaves of Absence				
POLICY REFERENCE NUMBER: PP-12				
		Adopted: April 23, 2021		
		Next Scheduled Revision: April 2022		
		Previous Revisions		
Position	Signature	Date		
President				

Policy

- 12.1 When staff request a leave of absence, they can expect the following criteria to be important factors in deciding whether their request will be granted:
 - (a) The impact of the request on SFSS operations,
 - (c) The previous granting of a leave to the employee,
 - (c) The purpose of the leave, and
 - (d) The employee's length of service with the society.

- 12.2 All requests for a leave of absence must be made in writing.
- 12.3 Requests must be reviewed by the Operations Organizer, in consultation with the President.
- 12.4 Emergencies (family related crisis for example) will be responded to on a case by case basis.
- 12.5 The decision will be documented and the Operations Organizer will give the staff person the response in writing. A copy of the request and response will be kept in the employee's time off file.



PP-13: RESPONDING TO LEGAL ACTIONS

POLICY TYPE: PERSONNEL POLICY
POLICY TITLE: RESPONDING TO LEGAL ACTIONS

TOLICI TITLE: RESPONDING TO LEGAL ACTIONS

POLICY REFERENCE NUMBER: PP-13

Adopted: April 23, 2021 Next Scheduled Revision: April 2022 Previous Revisions

Position	Signature	Date
President		

Policy

13.1 SFSS employees will cooperate with legal authorities in responding to subpoenas, search warrants, investigations, and other legal actions.

- 13.2 Employees will bring legal actions related to SFSS business to the immediate attention of the President.
- 13.3 When an Employee is served with a subpoena related to society business, they will accept the legal document and contact the President as soon as possible.
- 13.4 If the document served is a search warrant for a society premise the Employee will accept the warrant and advise the peace officer that they do not have the authority to allow them entry, and that they will request permission immediately. The Employee will immediately contact the President to request direction.
- 13.5 If the Employee is asked to participate in an interview as part of an investigation by police or other legal authority, the Employee will seek direction from the President prior to participating. The Employee will record the name, badge number, contact phone number, and any other identifying information of the "investigator." Once the Employee has received direction from the President, the Employee is expected to follow the Society's direction.
- 13.6 The SFSS and the Employee may each need to obtain legal advice and an opportunity to obtain such advice should be requested immediately.
- 13.7 Legal actions are considered unusual occurrences and are to be documented.
- 13.8 The President will make decisions related to responding to legal actions, giving consideration to:

- (a) the importance of cooperating in legal investigations,
- (b) existing, relevant policies and procedures at SFU, and
- (c) protecting the rights, confidentiality, and safety of members, staff, and volunteers.



PP-14: OCCUPATIONAL CERTIFICATION

POLICY TYPE: PERSONNEL POLICY

POLICY TITLE: OCCUPATIONAL CERTIFICATION

POLICY REFERENCE NUMBER: PP-14

Adopted: April 23, 2021 Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Policy

14.1 Employees must maintain the professional or occupational certification as dictated by their job description.

- 14.2 Any fees or costs associated with maintaining the professional or occupational certification of an Employee is the sole responsibility of the Employee, unless otherwise noted in the employee contract, in which case it may be borne by the Employer.
- 14.3 Employees are required to submit copies of their re-certification to the Employer, as required.
- 14.4 Failure to maintain a required certification may result in the termination of the Employee's employment.



PP-15: ORIENTATION

Date Approved: 2021-04-23

POLICY TYPE: PE	ersonnel Policy		
POLICY TITLE: C	POLICY TITLE: ORIENTATION		
POLICY REFEREN	Policy Reference Number: PP-15		
		Adopted: April 23, 2021	
	Next Scheduled Revision: April 202		
		Previous Revisions	
Position	Signature	Date	
President			

Policy

15.1 All newly hired staff will participate in a series of orientation activities to prepare and support them in doing their work.

15.2 The purpose of the orientation is:

- (a) to introduce the new staff member to their colleagues,
- (b) to thoroughly acquaint the new staff member with the organization and the requirements of their new job, and
- (c) to lay the groundwork for positive relationships between current and new staff members.
- (d) Familiarize the new employee with health and safety policies of the University and the organization

Process

15.3 The Operations Organizer and the appropriate Coordinator(s) or designates will organize the new employee's orientation process, which will be documented on the Orientation check list. The Operations Organizer is responsible for ensuring that the orientation is completed and that the Orientation Checklist and the New Employee Health and Safety Checklist are completed and placed in the Employee's personnel file.

15.4 The Operations Organizer shall:

- (a) ensure that the required Employee information and forms are completed and collected for payroll and benefits,
- (b) ensure that the Employee is provided with a copy of the SFSS Personnel Policies,
- (c) ensure that the Employee has completed the SFSS Privacy Policies sign off.,
- (d) ensure that copies of an Employee's relevant degrees and certifications are filed,
- (e) ensure that that the Employee is provided signs out keys and/or entry codes they require,
- (f) submit to IT Services all required for email and PC setup,
- (g) review the job description of the Employee with the Employee,
- (h) review the "New Employee Health & Safety Checklist" with the new Employee,
- (i) arrange for business cards if required, and
- (j) review timesheet and reporting requirement.
- (k) meet with the new Employee, and
- (l) provide an overview of the SFSS structure, mission, values, services, and strategic plan.
- 15.5 The appropriate Coordinator and/or the Operations Organizer shall conduct an orientation to the building, including:
 - (a) a site tour,
 - (b) information on the location and proper use of:
 - (i) first aid
 - (ii) phone and voicemail systems,
 - (iii) photocopiers.
 - (c) In the event of union-excluded personnel, the President of the Society will lead the orientation.



PP-16: OUTSIDE EMPLOYMENT

POLICY TYPE: PE	Policy Type: Personnel Policy		
POLICY TITLE: OUTSIDE EMPLOYMENT			
POLICY REFEREN	Policy Reference Number: PP-16		
	Adopted: April 23, 2		
	Next Scheduled Revision: April		
		Previous Revisions	
Position	Signature	Date	
President			

Policy

16.1 Staff are expected to arrive at work ready to do their job and clear of conflict that might occur as a result of other employment. Staff members may engage in remunerative employment with another employer, carry on a business, or receive remuneration from public funds for activities outside their position provided that:

- (a) It does not interfere with the performance of their duties as an SFSS staff member;
- (b) It does not bring SFSS into disrepute;
- (c) It is not performed in such a way as to appear to be an official act or to represent SFSS opinion or policy; and
- (d) It does not involve the use of SFSS premises, services, equipment, or supplies to which the staff member has access by virtue of their employment.

- 16.2 Employees will consult with their supervisor prior to committing to outside employment. Issues related to outside employment will be discussed with potential new hires to ensure they are not entering into such a conflict by accepting employment with the SFSS.
- 16.3 If the supervisor has concerns regarding a potential conflict or time commitment, the Employee and their Supervisor will work together to resolve the concerns so that the outcome is satisfactory to both. If they are unable to achieve this outcome, they will seek the involvement of the Operations Organizer, or the President when necessary.

16.4 Where there is a conflict of interest that arises from an Employee's volunteer involvement, the same principles outlined above will apply.



PP-17: Performance Reviews

Policy Type: Personnel Policy			
Policy Title: Performance Reviews			
POLICY REFEREN	Policy Reference Number: PP-17		
		Adopted: April 23, 2021	
Next Scheduled Revision: April		Next Scheduled Revision: April 2022	
Previous Revision			
Position	Signature	Date	
President			

Policy

17.1 A formal written performance review shall be carried out prior to the end of an employee's probationary period and annually or as needed thereafter, unless otherwise noted. Casual employees who work less than 12 hours per week in regular/irregular employment may receive less frequent reviews, to be determined by the Operations Organizer.

- 17.2 Performance reviews will include progress made toward goals identified in the previous review.
- 17.3 The Shop Steward shall be present at the review if necessary or requested by the employee.
- 17.4 The Employee will be given a copy of the review, given time to read it, discuss it, and respond to its contents.
- 17.5 They will sign the review and indicate their acceptance or objection. At the time of signing, the employee shall receive a copy of the review. The original shall be placed in the employee's personnel file.
- 17.6 In the event that an employee objects to the review, they can put their objections in writing and have the submission attached to the review and placed in the personnel file.
- 17.7 A performance review signed by an employee shall not be changed without the knowledge of the employee. Performance reviews shall be completed by the employee's supervisor.
- 17.8 The following criteria will be considered during the review process:

- (a) job requirements,
- (a) achievement of performance requirements, including annual goals,
- (b) job performance,
- (c.) quality of work,
- (d) conduct,
- (e) ability to get along with co-workers and supervisors,
- (f) willingness to cooperate,
- (g) attendance record, and
- (h) training and development plans and goals.

17.9 In the event of the union-excluded personnel, the HR and Personnel Sub-Committee will review the staff person on the basis of all of section 17.8, as well as aligning the accomplishments of the goals as set out in the strategic plan, alongside a 360 review of their performance through a survey of Council members, Executive Officers and Department Coordinator Staff.



PP-18: PERSONNEL FILES

POLICY TYPE: PE	rsonnel Policy	IEL POLICY		
Policy Title: Personnel Files				
POLICY REFEREN	Policy Reference Number: PP-18			
		Adopted: April 23, 2021		
		Next Scheduled Revision: April 2022		
		Previous Revisions		
Position	Signature	Date		
President				

Policy

18.1 Personnel files shall be maintained for each Employee.

- 18.2 Personnel files shall contain the following Employee information:
 - (a) completed employment information form,
 - (b) hiring documents,
 - (c) contact information,
 - (d) hiring letter(s),
 - (e) job description(s),
 - (f) resume,
 - (g) completed Reference Check Form,
 - (h) verified copies of credentials,
 - (i) completed SFSS orientation checklist,
 - (j) all performance reviews,
 - (k) signed Confidentiality Agreement,

- (l) documentation of staff development activities, including professional development
- (m) documentation related to disciplinary actions (As per Article 40), and
- (n) other relevant information.
- 18.3 Personnel files will be kept in a secure area and shall not be accessed by anyone other than the Staff Liaison Officers.
- 18.4 An Employee shall be permitted to review their personnel file upon giving the Employer 24 hours written notice. The file shall be reviewed in the presence of an Employer representative. The Employee may have copies of material in their files but may not remove any material from their file.



PP-19: PROGRESSIVE DISCIPLINE

POLICY TYPE: PE	Policy Type: Personnel Policy		
POLICY TITLE: PROGRESSIVE DISCIPLINE			
POLICY REFEREN	Policy Reference Number: PP-19		
		Adopted: April 23, 2021	
	Next Scheduled Revision: April 2		
		Previous Revisions	
Position	Signature	Date	
President			

Policy

19.1 An Employee or volunteer who breaches an SFSS policy or engages in behaviour that damages the Employer/Employee relationship or reputation of the SFSS may be subject to discipline ranging from a verbal warning, a written warning, a suspension and dismissal.

19.2 The goal of progressive discipline is to correct unacceptable behaviour by working with the employee. In cases where the behaviour is not corrected, the disciplinary penalty will increase in proportion to the seriousness of the misconduct, the individual's record, and other relevant factors.

Procedure

- 19.3 Progressive discipline contains the following stages:
 - (a) verbal warning,
 - (b) written warning,
 - (c) suspension, and
 - (d) termination.
- 19.4 The supervisor or manager will discuss the unacceptable behaviour with the Employee to:
 - (a) reach a consensus on the behaviour involved and its problematic nature, and
 - (b) offer support to the person in changing that behaviour.
- 19.5 These discussions will:

- (a) be held over an appropriate length of time, and
- (b) be documented by the Employer.

19.6 The nature and/or seriousness of the incident warranting discipline may be such that the Employer determines it is appropriate to bypass the normal steps of progressive discipline. In cases of serious misconduct, discipline may commence at suspension and lead to termination, or discipline may start and end with termination as a result of a single incident.

19.7 The Operations Organizer or their designate is responsible for approving suspension or discharge.

19.8 The Employee being disciplined has the right to use the grievance procedure as outlined in the Collective Agreement.



PP-20: RECORDS RETENTION

POLICY TYPE: PE	Policy Type: Personnel Policy		
POLICY TITLE: R	POLICY TITLE: RECORDS RETENTION		
POLICY REFEREN	Policy Reference Number: PP-20		
		Adopted: April 23, 2021	
		Next Scheduled Revision: April 2022	
		Previous Revisions	
Position	Signature	Date	
President			

Policy

20.1 In order to ensure appropriate records are kept and accessible, the following practices will be followed. All records that contain personal information about members, volunteers, staff, and others will be kept in a secure fashion.

Process

20.2 Except where specifically stated otherwise, all retained records will be kept in an appropriate manner on the program site for a period of one year. Any records which are to be retained for a longer period, or indefinitely, may be kept off site (including with a third party service provider) in such manner as the Operations Organizer and the President jointly determines appropriate, subject to legislative requirements. Except where prohibited by law, any records which are to be retained may, where authorized by the Operations Organizer and the President, be converted to an electronic or digital format whereupon the originals (hard copy) may be destroyed.

Administrative Records

- 20.3 The Operations Organizer is responsible for keeping current and complete Administrative Records.
- 20.4 The following Administrative Records are to be kept for a period identified in the Records Retention table:
 - (a) administrative volunteers, and
 - (b) personnel records for staff, including:
 - (i) resumes,

- (ii) all hiring documentation,
- (iii) performance reviews,
- (iv) disciplinary actions,
- (v) emergency contact and medical information
- (c) meeting minutes for Council, Council Committees, Staff Committees or meeting, Occupational Health and Safety Committee and Labour/Management Committee,
- (d) documentation of unusual occurrences and complaints, and e.
- (f) Council Reports, Annual General Meeting minutes, and other Society meeting records.

Society Records and Governance Records

20.5 The Research and Policy Coordinator is responsible for maintaining all records required to be kept by the Societies Act, including member meeting minutes and Councillor meeting minutes, and any and all other Society governance, policy and elections and referenda documents.

20.6 The following records are to be kept for a period identified in the Records Retention table:

- (a) SFSS Constitution and By-laws, and documentation of filed changes to these documents,
- (b) statement of Councillors, register of Councillors, and statement of the
- (c) registered office of the Society, and documentation of filed changes to these documents,
- (d) IEC reports (including elections results and referendum questions and results), and
- (e) elections and referendum packages, including written consent to act as a Councillor and all resolutions.
- (f) referendum questions and results,

Financial Records

20.7 Finance Coordinators are responsible for all financial records.

20.8 The following Financial Records are to be kept for a period identified in the Records Retention table:

- (a) budgets,
- (b) accounts payable and receivable reports,
- (c) government remittances,
- (d) payroll records, and
- (e) audited financial statements

20.9 The following Financial Records are to be kept for a period identified in the Records Retention table:

- (a) contracts and amendments,
- (b) deeds,
- (c) leases,
- (d) rental agreements,
- (e) insurance policies,
- (f) licenses, and
- (g) certifications.

20.10 The Operations Organizer is responsible for all other records that are subject to this policy.

- 20.11 The following records are to be kept indefinitely:
 - (a) legal records (e.g. court cases and arbitrations), and
 - (b) grievance records.

Records Retention Table

Date Approved: 2021-04-23

Record	Retention Period	Relevant Legislation	Owner
Administrative Records: personnel records for staff, interns, practicum students and administrative volunteers, including: - resumes, - all hiring documentation, - performance reviews, - disciplinary actions, - emergency contact and medical information	One year	Personal Information Protection Act (PIPA), SBC 2003 Section 35 (1)	Admin
Administrative Records: meeting minutes for Council of Councillors, Council Committees, Staff Committees, Occupational Health and Safety Committee and Labour/Management Committee	(a) the record is no longer relevant to the activities or internal affairs of the society, and (b) 10 years have passed since the record was created or, if the record has been altered, since the record was last altered.	BC Societies Act Sec. 21	Admin

Administrative Records: documentation of unusual occurrences and complaints ;	One year	Personal Information Protection Act (PIPA), SBC 2003 Section 35 (1)	Admin
Administrative Records: Council Reports, Annual General Meeting minutes, and other Society meeting records	(a) the record is no longer relevant to the activities or internal affairs of the society, and (b) 10 years have passed since the record was created or, if the record has been altered, since the record was last altered.	BC Societies Act Section= 21	Admin

Financial Records:	Current tax	Canadian	Finance
- budgets,	year plus an	Revenue	Department
- accounts payable and	additional	Agency	1
receivable reports,	six	Information	
- government	years (7	Circular (IC78-	
remittances,	years)	10R5 Books and	
- payroll records, and		Records	
- audited financial		Retention/Destructi	
statements		on):	
		- Income Tax Act	
		Section 230/230.1	
		- Employment	
		Insurance Act	
		Section 87	
		- Canada Pension	
		Plan Section 24	
Financial	Current tax	Canadian	Finance
Records:	year plus an	Revenue	Department
f. contracts and	additional	Agency (IC78-	
amendments, g. deeds,	six	10R5	
h. leases,	years (7	Books and Records	
i. rental agreements, j.	years)	Retention/Destructi	
insurance policies, k.		on)	
licenses, and l. certifications.		- Income Tax Act	
i. ceremeations.		Section	
		230/230.1	
		- Employment	
		Insurance Act	
		Section 87	
		- Canada Pension	
		Plan Section 24	
		Tian occuon 2	



PP-21: RISK MANAGEMENT

Policy Type: Personnel Policy			
POLICY TITLE: R	POLICY TITLE: RISK MANAGEMENT		
POLICY REFEREN	Policy Reference Number: PP-21		
Adopted: April 23, 2		Adopted: April 23, 2021	
Next Scheduled Revision: April		Next Scheduled Revision: April 2022	
		Previous Revisions	
Position	Signature	Date	
President			

Policy

21.1 The Operations Organizer, working with the President and staff, and other stakeholders will identify and reduce or eliminate risks to people, organizational property, and interests that may be present in SFSS operations.

- 21.2 The Operations Organizer and the President will ensure that actions are taken to minimize and contain the costs and consequences in the event of harmful or damaging incidents arising from those risks and provide for adequate and timely restoration and recovery from the impact of such consequences.
- 21.3 The Operations Organizer will develop an annual risk management plan, which will include the following items:
 - (a) identification and evaluation of risks,
 - (b) strategies to minimize risks and their impact (e.g. safety training, media training, security precautions, and emergency procedures),
 - (c) strategies to contain the harmful effects of an event,
 - (d) restoration and recovery planning in the event of harmful events, including provision of feedback to improve the system, and
 - (e) regular monitoring and annual updating of the risk management plan.
- 21.4 The risk management plan will be shared with employees and Council in order to increase their awareness of how their actions can contribute to or mitigate against

risk, and how they can also become involved in mitigating the negative impact of any potentially damaging events or circumstances.

- 21.5 At year end, the Operations Organizer will review and analyze the plan, any actions that have been taken and recommendations that have been generated.
- 21.6 At year end, the Operations Organizer will present a summary report to Council and employees.



PP-22: CODE OF CONDUCT

Policy Type: Personnel Policy		
POLICY TITLE: CODE OF CONDUCT		
POLICY REFERENCE NUMBER: PP-22		
		Adopted: April 23, 2021
		Next Scheduled Revision: April 2022
		Previous Revisions
Position	Signature	Date
President		

Policy

- 22.1 Employees (paid staff and volunteers) should always conduct themselves in a professional manner appropriate to a member-service environment, including:
 - (a) maintaining an appropriate and respectful atmosphere for members,
 - (b) being courteous, friendly and cooperative, and
 - (c) showing respect for members.
- 22.2 Abusive language, disrespect for clients or fellow employees, and engaging in sexual or other forms of personal harassment will not be permitted.



PP-23: USE OF TELEPHONES

POLICY TYPE: PERSONNEL POLICY		
POLICY TITLE: U	SE OF TELEPHONES	
POLICY REFEREN	CE NUMBER: PP-23	
		Adopted: April 23, 2021
		Next Scheduled Revision: April 2022
		Previous Revisions
Position	Signature	Date
President		

Policy

- 23.1 SFSS telephones are for official business only. Personal telephone calls during working hours are discouraged and should be kept to a minimum. If it is necessary to make a personal telephone call, it should be done at a break time unless it is an emergency situation.
- 23.2 Staff members are reminded that no information regarding another staff member is to be given out to anyone by telephone. All requests for information regarding staff members, including requests for telephone numbers, must be referred to the Operations Organizer or the President.
- 23.3 Only SFSS business-related long-distance calls shall be made from SFSS phones.
- 23.4 Use of personal mobile phones, tablets and other devices for personal purposes is only permitted during approved breaks.
- 23.5 Should it be determined by the Operations Organizer that specific employees need to have regular access to a mobile phone to conduct their work, the Employer will either provide the employee with a phone for this purpose, or provide compensation for the employee's use of their personal phone for work related purposes as per their employment contract or Collective Agreement.



PP-24: EMAIL, VOICEMAIL, AND INTERNET USE

POLICY TYPE: PERSONNEL POLICY
POLICY TITLE: EMAIL, VOICEMAIL, AND INTERNET USE
POLICY REFERENCE NUMBER: PP-24

Adopted: April 23, 2021
Next Scheduled Revision: April 2022
Previous Revisions

Position Signature Date

President

Policy

- 24.1 Staff and volunteers may use email, voice mail, and internet services for work related purposes during scheduled hours of work. Please note that this policy and all procedures are in effect at all times when using equipment that is the property of SFSS.
- 24.2 Communications systems and all data contained in the communications systems, including email and voicemail, are the property of the SFSS.
- 24.3 All employees are required to provide accurate usernames and passwords for all voicemail, email, social media, and Internet accounts used for SFSS business.
- 24.4 SFSS communication and computer systems, including email, intranet, and internet access are intended for business purposes.
- 24.5 Use of SFSS communication systems must be lawful, ethical, and consistent with SFSS professional reputation, standards, policies, procedures, and guidelines.
- 24.6 There is no right to privacy for employees or volunteers regarding the use of SFSS communications systems or the data contained in the communications systems, including email, voice mail, and internet use.
- 24.7 SFSS may access, inspect, retrieve, review, read, copy, store, archive, delete, destroy, distribute, or disclose to others (including courts and law enforcement authorities) all communications systems data and uses, including e-mail, voice mail and Internet use, without any further notice as may be considered necessary or appropriate.

Process

24.8 Email signatures should include the following text:

"This email and any attached files are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error, please delete the email (including your incoming and trash files), and notify the sender immediately by email or by telephone. Please note that all email communication sent from and received by this address is the property of the Simon Fraser Student Society."

Internet Use

- 24.9 The internet must not be used for reasons which include, but are not limited to, the following:
 - (a) browsing that is unrelated to workplace projects,
 - (b) personal use,
 - (c) accessing, downloading, possessing, making, or distributing offensive material such as pornography,
 - (d) issuing threats,
 - (e) making slanderous comments,
 - (f) using racist, sexist, homophobic, or abusive language,
 - (g) participating in activities that have the potential for copyright infringement,
 - (h) accessing other employees' messages without specific authorization,
 - (i) advertising or listings for personal benefit,
 - (j) creating personal web pages, and
 - (k) participating in 'chat lines' unless authorized by a program manager.
- 24.10 The Internet is not a secure environment. Do not assume any activities are private.
- 24.11 If employees suspect that their password has become compromised, they must immediately contact The Operations Organizer and their Supervisor.
- 24.12 Unauthorized bypass or any attempt to circumvent any security system is prohibited.
- 24.13 Users must comply with all applicable laws and regulations and must respect the legal protection provided by copyright and licenses with respect to both programs and data.
- 24.14 Internet usage must be able to withstand public scrutiny and or disclosure. Users must avoid accessing sites that might bring SFSS into disrepute, such as those that carry offensive material.

- 24.15 Sensitive information must not be transmitted via or exposed to Internet access without appropriate consent, safeguards in place and provisions respected.
- 24.16 For personal improvement, or information gathering, staff and volunteers may use the Internet outside of scheduled hours of work, provided that the supervisor has approved such use. Such use will be consistent with accepted professional standards of conduct and cannot be used for personal financial gain. The approval will be documented and placed in the employee's personnel file.
- 24.17 Internet Relay Chat channels, social media or other internet forums such as newsgroups or net servers may be used only to conduct work related business, including technical or analytical information exchange.
- 24.18 Users must not attempt to obscure the origin of any message or download material under an assumed Internet address.
- 24.19 Allegation of inappropriate use of the Internet will be reviewed by the Operations Organizer or the President and may lead to disciplinary action up to and including dismissal.



PP-25: SUBSTANCE MISUSE

Policy Type: Personnel Policy		
POLICY TITLE: SUBSTANCE MISUSE		
POLICY REFERENCE NUMBER: PP-25		
		Adopted: April 23, 2021
		Next Scheduled Revision: April 2022
		Previous Revisions
Position	Signature	Date
President		

Policy

- 25.1 Any Employee reporting for duty under the influence of alcohol, drugs, or other substance(s) that impairs their judgement, ability to perform work as per their job description, endangers their health or safety, or the health or safety of other persons, will not be permitted to remain on the premises.
- 25.2 Should employees wish to receive information on the services available to address substance misuse problems, the employer will provide supportive referral to the Employee Assistance Program or an appropriate on- or off-campus service.
- 25.3 Storage, possession, or consumption of alcohol or non-prescribed drugs by any employee on the premises is prohibited.
- 25.4 Violation of this policy will be grounds for discipline up to and including termination.

- 25.5 On a first offence, the Employee shall be sent home for the remainder of their shift without pay and be given a written warning regarding the seriousness of the incident. The Employee will be encouraged to seek counselling or support.
- 25.6 On a second offence, the Employee will face serious disciplinary measures up to and including dismissal.
- 25.7 In the event that the job performance of an employee is impaired by a prescription or non-prescription medication, employees may be sent home on sick leave, and may be required to supply a doctor's certificate.



PP-26: USE OF SOCIAL MEDIA

POLICY TYPE: PERSONNEL POLICY		
POLICY TITLE: USE OF SOCIAL MEDIA		
POLICY REFERENCE NUMBER: PP-26		
		Adopted: April 23, 2021
		Next Scheduled Revision: April 2022
		Previous Revisions
Position	Signature	Date
President		

Policy

26.1 This policy governs publication and commentary on social media by employees of SFSS. Authorized employees of SFSS will use social media tools to introduce and promote programs and initiatives, to bring recognition to members of SFSS and the broader community for their support, and to bring attention to articles and issues of relevance. This policy is in addition to and complements any existing or future policies regarding the use of technology, computers, e-mail, and the Internet.

Definitions

26.2 Social media: Any facility for online publication and commentary, including but not limited to blogs, Snapchat, wiki's, social networking sites such as Facebook, LinkedIn, Twitter, Flickr, Pinterest, and YouTube.

Process

26.3 All social media posts to be completed by the Communications Coordinator, the Women's Centre Coordinator, the Out on Campus Coordinator, and the Digital Media Assistant. Should any of the aforementioned positions be unavailable to perform this function, employees will seek permission from their supervisors or managers before publishing social media content.

26.4 Unless authorized by the Operations Organizer or the President, SFSS employee(s) may not publish or comment via social media in any way during work hours or while using work facilities, or in any way that suggests they are doing so in connection with SFSS.

26.5 Social media identities, login ID's, and usernames may not include the SFSS name or logo without prior approval from The Operations Organizer.

- 26.6 Assistance in setting up social media accounts and their settings may be obtained from the SFSS Communications Coordinator.
- 26.7 Publication and commentary on social media carries similar obligations to any other kind of publication or commentary. Users must comply with the laws governing copyright and fair use/fair dealing of copyrighted material owned by others, including SFSS copyrights and brands. Short excerpts only should be posted of someone else's written work or image, and must be attributed to the original author/source. Wherever possible users will provide links to written work reference rather than reproducing the entire work.
- 26.8 All users of social media must follow the same ethical standards that SFSS employees must otherwise follow:
 - (a) Users will exercise good judgment before posting content/comments, i.e., consider how the content/comments will reflect on SFSS.
 - (b) Users will refrain from any content or comment that is defamatory, demeaning or could be reasonably interpreted as offensive.
 - (c) Users will not disclose confidential information including personal member information, vendor and service provider information, and financial information.
- 26.9 Questions regarding appropriate use shall be directed to the President.
- 26.10 Prohibited uses of social media include:
 - (a) breaching applicable laws or SFSS policies,
 - (b) sending threatening, harassing, or discriminatory messages,
 - (c) misrepresenting the User's identity as a poster and/or sender of messages and content,
 - (d) infringing upon the copyright of computer programs, data compilations and all other works (literary, dramatic, artistic, or musical),
 - (e) infringing upon the legal protection provided by trademark law and the common law for names, marks, logos, and other representations that serve to distinguish the goods or services of one person from another,
 - (f) failing to maintain the confidentiality of passwords, access codes, or identification numbers used with SFSS social media systems,
 - (g) seeking information on passwords or information belonging to another User without authorization,

- (h) destroying, altering, dismantling, disfiguring or disabling SFSS social media systems without authorization,
- (i) attempting to circumvent security controls on SFSS social media systems without authorization,
- (j) knowingly introducing a worm, virus, or other malware, and
- (k) engaging in any uses that result in the loss of another user's information without authorization.
- 26.11 Failure to abide by the guidelines in the policy may lead to disciplinary action, up to and including termination.



PP-27: SENTINEL EVENTS

Policy Type: Personnel Policy		
POLICY TITLE: SENTINEL EVENTS		
POLICY REFERENCE NUMBER: PP-27		
		Adopted: April 23, 2021
		Next Scheduled Revision: April 2022
		Previous Revisions
Position	Signature	Date
President		

Policy

27.1 The SFSS will deal with sentinel events in a timely manner through investigation and response, and provide support to those people who have been affected by the event.

Definitions

27.2 **Sentinel events:** Unexpected occurrences that can lead to serious physical or psychological injury of staff or volunteers

- 27.3 During sentinel events, all staff actions will be guided by following safety standards and our code of ethics:
 - a. Staff are expected to protect their own safety and that of their members and volunteers where possible.
 - b. They are to ask other staff or emergency personnel for help/support where it is safe to do so.
 - c. Staff are to move themselves, volunteers, and persons served away from violent situations or situations they perceive may become violent where they can (e.g. in the event of a robbery, staff will hand over any funds/goods requested).
- 27.4 Staff, volunteers, and members will be encouraged to seek support that is most helpful for them (e.g. debrief with team, counselling, critical incident stress debriefing). This will be documented as part of the SFSS Incident Report Form.
- 27.5 Sentinel events will be reported and documented.
- 27.6 Sentinel events will be investigated by the Operations Organizer and the President where necessary, or their designate.



PP-28: CODE OF CONDUCT

Policy Type: Personnel Policy		
POLICY TITLE: CODE OF CONDUCT		
POLICY REFERENCE NUMBER: PP-28		
		Adopted: April 23, 2021
		Next Scheduled Revision: April 2022
		Previous Revisions
Position	Signature	Date
President		

Policy

28.1 All employees and volunteers will deliver services and conduct SFSS business in accordance with the following:

- (a) The informed consent and voluntary participation of the member served in decisions about service.
- (b) Privacy and confidentiality protections for members.
- (c) Member rights to file complaints in accordance with prescribed procedures that will not result in retaliation or barriers to service.

28.2 SFSS Staff and volunteers will serve members in accordance with the Human Rights Act. They shall not discriminate against a person or class or persons because of the race, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or that group or class or persons. More information on the obligations of SFSS staff and volunteers can be found in the Human Rights Act, accessible via http://www.bclaws.ca/Recon/document/ID/freeside/00/96210/01.

- 28.3 SFSS staff and volunteers shall:
 - (a) treat one another and all members served in such a way as to preserve their dignity and communicate respect and fairness.
 - (b) protect the confidentiality of all information, records and material acquired professionally or otherwise through their employment with SFSS by understanding and adhering to the our Confidentiality Statement, the Federal Privacy Act, the

Freedom of Information and Protection of Privacy Act, and any other relevant government acts and regulations.

- (c) conduct business on behalf of the SFSS with integrity and honesty, ensuring that selection of vendors is accomplished through a consistent and fair process. Any advertising or marketing will represent SFSS practices and policies honestly and truthfully. The Society will not willfully or knowingly waste, abuse or fraudulently use Society resources.
- (d) clearly understand and respect the differences between professional and personal relationships with members, colleagues and Council and will behave in ways appropriate to these differences. All personnel will be consistently aware of managing their personal boundaries in their interactions so as to avoid using undue or unhealthy influence and/or inappropriate use of power.
- (e) provide services in a manner that promotes integrity and ethical decision-making with the primary purpose being professional responsibility, not personal preference. When a conflict exists, priority is always given to the needs and rights of the member.
- (f) accept full and complete accountability for their own acts and omissions, exhibiting self-discipline and the pursuit of excellence in all activities.
- (g) participate and cooperate in expressing and resolving their own and other's grievance processes and outcomes.

28.4 SFSS staff and volunteers shall not:

- (a) behave in ways that pose a real or perceived conflict of interest during employment with respect to business, marketing and fundraising on behalf of SFSS, provide services, referrals, information, records and materials, recorded in any medium,
- (b) have a direct or indirect financial interest in the assets, leases, business transactions or professional services of SFSS.
- 28.5 After employment ends, nothing will be used for the person's own purposes or disclosed to any other party.



PP-29: PUNCTUALITY AND ATTENDANCE

POLICY TYPE: PERSONNEL POLICY

POLICY TITLE: PUNCTUALITY AND ATTENDANCE

POLICY REFERENCE NUMBER: PP-29

Adopted: April 23, 2021 Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Policy

29.1 It is the responsibility of every Employee to attend work as scheduled on a regular and consistent basis. Employees are expected to be punctual and ready to commence work at the start of their scheduled shift and to remain on duty until the stipulated completion of their shift. Employees who are unable to report for work at the scheduled time must advise their Supervisor and Operations Organizer in advance so that necessary arrangements can be made.

29.2 Employees who are incapable of providing regular, consistent attendance may fail to meet the requirements for continued employment. Attendance is considered a criterion of performance and is measured when assessing overall Employee performance at work.



PP-30: COMPLAINTS

Date Approved: 2021-04-23

POLICY TYPE: PERSONNEL POLICY

POLICY TITLE: COMPLAINTS

POLICY REFERENCE NUMBER: PP-30

Adopted: April 23, 2021 Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Policy

30.1 The Simon Fraser Student Society will respond to all complaints made by members or the general public regarding services, staff or our policies or practices.

30.2 We will:

- (a) be respectful of the complainant and communicate in a respectful manner,
- (b) gather pertinent information,
- (c) document their actions and information gathered,
- (d) behave in an ethical, honest and fair manner, and
- (e) advise the complainant as to the outcome of their complaint.

30.3 The complainant will:

- (a) be respectful of agency staff and volunteers, and communicate in a respectful manner, and
- (b) behave in an ethical, honest and fair manner.

Process

30.4 All recipients of SFSS services will be informed of their right to bring forward complaints regarding services they have received or SFSS policies or practices, and will be assured of a no-reprisal policy and practice regarding making a complaint. They will be informed of our procedure for reviewing all complaints, through posted notices in our offices.

30.5 All complaints shall be documented and investigated by the appropriate Coordinator. SFSS will respond to the complainant within five working days and inform them of the investigation process. Complainants will be informed of the outcomes resulting from their complaint.

30.6 If the complainant requires assistance or support to make their complaint, SFSS will either provide an advocate or refer the person to another agency that can provide an advocate.

30.7 The complaint, complainant, process of investigation, and any outcomes shall be recorded on a standardized form and submitted to the Operations Organizer. The Operations Organizer will ensure that there is an annual summary and analysis of complaints, including a summary of resulting policy and practice changes. This report will be shared with SFSS leadership (executive, Council and staff).

30.8 Complaints alleging negligence or abuse shall be brought to the immediate attention of the Operations Organizer and the President.



PP-31: WHISTLEBLOWING

POLICY TYPE: PERSONNEL POLICY		
POLICY TITLE: WHISTLEBLOWING		
POLICY REFEREN	ice Number: PP-31	
		Adopted: April 23, 2021
		Next Scheduled Revision: April 2022
		Previous Revisions
Position	Signature	Date
President		

Policy

- 31.1 The Simon Fraser Student Society has put in place governance and management systems that it believes will ensure that its business practices and the delivery of its services will meet the highest possible standards. Council, employees, and volunteers are required to adhere to their applicable Code of Conduct. Nevertheless, the possibility that a breach of conduct may occur, either knowingly or unknowingly, will always exist.
- 31.2 The intent of this policy is not to supersede policies and mechanisms already in place that encourage accountable business and service delivery practices or the complaint processes that exist for people to voice their concerns. This policy is an added layer of protection to those who make a good faith disclosure of improper activity on the part of the SFSS Council, management, employees, or volunteers. A good faith disclosure is one in which the complainant is bringing forward information that any reasonable person would consider evidence of improper conduct.
- 31.3 Anyone making a good faith disclosure will be protected from any harassment or retaliation. Any allegation that a member of Council, management, employee, or volunteer of SFSS has harassed someone who has made a good faith disclosure will be investigated. If the allegation is proven, the person accused of harassment or retaliation will be subject to a disciplinary process. A complainant who is determined to be not acting in good faith will also be subject to a disciplinary process.
- 31.4 A person acting in good faith is anyone who has reasonable grounds to believe that the information they are bringing forward constitutes a breach of the code of conduct or is a violation of the law. This policy is not meant to protect someone who knowingly makes an allegation of improper conduct that they know is false.

Process

- 31.5 Complaints will be forwarded to the Operations Organizer. If the complaint is related to the Operations Organizer, then it should be forwarded to the President.
- 31.6 The complaint will be in writing and will provide details regarding the alleged improper conduct. The Operations Organizer or President shall meet with the complainant as required and will decide as to whether an investigation is required.
- 31.7 If an investigation is required, the Operations Organizer or President shall lead the investigation. Alternatively, they may choose to delegate this task to a third-party.
- 31.8 Once the investigation is complete, the results will be shared with the complainant and with the person named in the complaint.



PP-32: BULLYING AND HARASSMENT

POLICY TYPE: PERSONNEL POLICY

POLICY TITLE: BULLYING AND HARASSMENT

POLICY REFERENCE NUMBER: PP-32

Adopted: April 23, 2021 Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Policy

- 32.1 The Simon Fraser Student Society (SFSS) promotes a work environment that is characterized by professionalism, collegiality, and harmony. This policy prohibits conduct defined below as either personal or sexual harassment or bullying. The SFSS will not tolerate personal or sexual harassment or bullying in any interactions connected to our work. Where such conduct is found to have occurred, the SFSS may take disciplinary action, up to and including termination. This policy is not intended to constrain normal social interactions, nor does it.
- 32.2 As per WorkSafeBC, "bullying and harassment should not be confused with a manager or supervisor exercising authority as part of his or her job. Examples of reasonable management action might include decisions relating to a worker's duties, workloads, deadlines, transfers, reorganizations, work instructions or feedback, work evaluation, performance management, or disciplinary actions."
- 32.3 This policy is not meant to protect someone who knowingly makes an allegation of improper conduct that they know is false.

Purpose

32.4 The purpose of this policy is to assist all employees in identifying and preventing personal and sexual harassment and bullying in the workplace, and to provide procedures for handling and resolving complaints. It is intended to promote the well-being of everyone in the workplace and to foster the values of integrity, trust, and respect that are essential for a sound organization.

Application and Scope

32.5 This policy applies to all bargaining unit staff, non-unionized staff, and management. This policy applies to all situations where activities are connected to work with, or completed on behalf of, the SFSS, including:

- Date Approved: 2021-04-23
 - (a) Activities on the premises of SFSS;
 - (b) Work assignments outside of the premises of SFSS;
 - (c) Work-related training sessions, education seminars, and conferences;
 - (d) Work-related travel; and
 - (e) Work-related social functions that are sponsored or organized by SFSS.

Definitions

- 32.6 **Bullying:** Workplace bullying usually involves repeated incidents or a pattern of behaviour that is intended to intimidate, offend, degrade, or humiliate a particular person or group of people.
- 32.7 Harassment: Harassment in the workplace can include "engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome", or "any vexatious behaviour in the form of repeated and hostile or unwanted conduct, verbal comments, actions or gestures, that affects an employee's dignity or psychological or physical integrity and that results in a harmful work environment for the employee."

Process

- 32.8 Employees with bullying or harassment complaints should direct them to the Operations Organizer who will act as the initial investigator. Should the complaint involve union-excluded staff, the complaint should be directed to the President, who will act as the initial investigator. Complaints should be submitted in writing, be specific and include the names of possible witnesses.
- 32.9 Reported complaints are measured against the Bullying and Harassment Policy. If, after reviewing the complaint, it is deemed that an investigation is warranted, a third-party investigator may be appointed to develop and implement an investigation, which may require the implementation of interim workplace measures.
- 32.10 Investigations shall be conducted as quickly as possible, and a complainant will ultimately be informed of the outcome of the complaint process regardless of whether any action is taken against the alleged harasser.



PP-33: MEAL PERIODS AND RELIEF PERIODS

POLICY TYPE: PERSONNEL POLICY

POLICY TITLE: MEAL PERIODS AND RELIEF PERIODS

POLICY REFERENCE NUMBER: PP-33

Adopted: April 23, 2021 Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Policy

33.1 In order to ensure that Society services are delivered in a professional atmosphere that fosters a healthy, balanced workplace, all staff are required to take all their meal periods and relief periods, as provided for in the Collective Agreement, and take them outside of any Society office space.

Standards

- 33.2 Society office spaces include:
 - (a) management offices,
 - (b) General Office,
 - (c) Surrey Office,
 - (d) Finance Office,
 - (e) Resource Office, including the Communications Office, Student Union Organiser Office, and Campaigns, Research, and Policy Coordinator Office,
 - (g) Women's Centre, and
 - (h) Out on Campus.
- 33.3 Society staff may take their breaks, including their lunch break, in the SFSS break room or elsewhere on campus.



PP-34: SAFELY WORKING ALONE POLICY

POLICY TYPE: PERSONNEL POLICY
POLICY TITLE: SAFELY WORKING ALONE POLICY

POLICY REFERENCE NUMBER: PP-34

Adopted: April 23, 2021 Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Policy

34.1 The Society acknowledges that individuals may have to deviate from the regular office hours (Monday – Friday, 9:00 am to 4:00 pm) in order to facilitate programming and events for their departments. The SFSS and the Joint Health and Safety Committee strive to take all measures possible to protect the health and safety of all its employees and minimize risks associated with employees working alone. This policy applies to all employees, who shall use this guideline while working alone and/or in physical isolation.

Standards

34.2 In accordance with the Workers Compensation Act, Occupational Health and Safety Regulation, (Sections 4.20 – 4.23), working alone is defined as "working in circumstances where assistance may not be readily available to the worker in a case of emergency", workplace injury or ill health.

- 34.3 The SFSS is committed to minimizing safety risks by:
 - (a) ensuring that all employees receive safety training and/or instructions with detailed, updated safety protocols during their Orientation,
 - (b) ensuring that routine safety inspections are conducted, hazards are identified and eliminated or minimized,
 - (c) promoting safe work practices within the workplace though staff meetings and/or the Joint Health and Safety Committee meetings.

Process

34.4 Employees working alone must inform and obtain their Supervisor's approval in advance.

34.5 Employees shall comply with the Safely Working Alone policy and other safety protocols highlighted during the orientation and safety training.

34.6 At the time of working alone, employees must register to the "Lone Workers Program". They must contact Campus Public Safety and let them know their location and the time they expect to be finished with their tasks. The staff must call Campus Public Safety to check-in every 2 hours; or the predetermined time or intervals. If they do not check in, security will attempt to get in touch with the person via phone. If they do not answer, then security personnel will be sent to the employee's location to verify their safety and wellbeing.

34.7 All SFSS employees shall participate in risk assessment of hazards and controls and report any concerns to their immediate supervisor.

Campus Public Safety Contacts

Emergency Line (Urgent Security/ 778-782-4500

First Aid)

Non-Emergency Line (Security/ Safe 778-782-7991

Walk)



PP-35: PROFESSIONAL AND PERSONAL DEVELOPMENT

POLICY TYPE: PERSONNEL POLICY
POLICY TITLE: PROFESSIONAL AND PERSONAL DEVELOPMENT
POLICY REFERENCE NUMBER: PP-35

Adopted: April 23, 2021
Next Scheduled Revision: April 2022
Previous Revisions
Position Signature Date
President

Policy

- 35.1 The Society acknowledges that professional and personal development is integral to an Employee's job satisfaction, workplace productivity, and is critical to the achievement of the Society's mission and vision of continuous improvement in the quality of its department programs and services.
- 35.2 The Society is committed to providing a supportive and rewarding environment for employees and recognizes that the quality and professionalism of Employees are linked to the further development of their skills and competencies.
- 35.3 The Society undertakes that, through Professional Development, it will encourage and assist Employees to:
 - (a) acquire the knowledge and skills needed to maximize their performance in their current position,
 - (b) acquire new competencies in response to, or in preparation for, changing position requirements or new position opportunities,
 - (c) develop and/or redirect their career as individual or as organizational needs evolve,
 - (d) acquire knowledge and understanding regarding Code of Conduct and Health and Safety.

Standards

35.4 All Permanent full-time employees and Designated Assistants as described in the Collective Agreement are eligible to apply for Professional and Personal Development.

- (a) A Permanent full time Simon Fraser Student Society Employee is eligible for reimbursement of 100% of the course costs of professional and personal development courses, conferences and educational programs approved by their supervisor, up to a maximum of \$2,000.00 in any one (1) fiscal year. This amount is an annual eligibility and cannot be carried forward to future fiscal years. The expenses covered by this fund may include tuition costs, examination fees, textbooks and required course material.
- (b) Designated assistants shall be eligible for professional development after completion of one (1) year of service with the Society. Requests for professional development for designated assistants shall be supported by their supervisor, reviewed on a case by case basis and granted as the budget allows.
- 35.5 Required Professional Development: The Operations Organizer or President may suggest and/or decide that it is necessary for an Employee to acquire a particular skill, to learn specific material, or to earn specific qualifications in order for them to carry out the duties attached to their existing position. This includes continuing education courses for the maintenance of licenses that are a requirement of the employee's position as highlighted in their job description.
 - (a) When an employee is required to attend a professional development program, the time spent in attendance shall be counted as time worked (paid out as straight time), the full fees and related costs, i.e., materials, travel and per diem, etc. shall be paid by the Employer. The Society will also grant leave with pay to attend the courses and write examinations, subject to operational requirements.
- 35.6 Elective Professional Development: In performance review procedures, the designated manager or The Operations Organizer may encourage the employees to explore their available professional development options.
 - (a) Where an employee wishes to pursue education or training independent of the suggestions provided by the Operations Organizer, or where the Operations Organizer has not required that person to acquire a particular skill, learn specific material, or earn specific qualifications to carry out the duties attached to their existing position, the Society shall strive to facilitate related education and/or training through:
 - (i) approving (at the discretion of the Operations Organizer and operational needs) any rearrangement of working hours that would assist such development,
 - (ii) permitting use of the organization's equipment or services that would assist in that development outside of the regular work hours,

- (iii) granting leave with pay to attend the course or write examinations on regular workdays, subject to operational needs,
- (iv) reimbursing the employee's course related fees upon its successful completion.
- (b) The employee may not bank hours or take time off in lieu if the course is taken during non-working days. Travel costs, accommodations and per diem, etc. shall be subject to review by the Operations Organizer or management for reimbursement.
- 35.7 **Personal Development:** If a permanent employee wishes to take course(s) at any accredited institution, the Society shall grant leave without pay for up to five (5) hours per week to attend the course and examinations. Cost of the course(s), related materials, travel and per diem shall be subject to review by the management for reimbursement.

Process

- 35.8 An Employee shall prepare a proposal for Professional and Personal Development application using the provided Professional and Personal development form. The employees are recommended to reach out to the immediate supervisor to discuss and refine their proposals.
- 35.9 The proposal and application must be submitted to the Staff Liaison Officer by the Shop Steward at least 7 calendar days **prior** to initiating the registration to the courses, conferences or seminars.
- 35.10 Any necessary arrangements for time off must be approved in advance by the designated manager. The employee and the department head are responsible for ensuring that education does not interfere with the department's normal level of service.
- 35.11 The Employee must be on the payroll both at the start and the conclusion of the course. Any course related work or assignments are to be completed outside of regular work hours.
- 35.12 For professional development totaling up to and including \$500.00, proof of successful completion of the education and proof of fee payment must be submitted to Human Resources and Finance Coordinators for reimbursement.
- 35.13 For professional development over \$500.00, authorized Simon Fraser Student Society credit cards may be used to remit payment prior to the completion of the education, provided an approved Professional and Personal Development form has been submitted to Human Resources and Finance Coordinator.
- 35.14 Upon successful completion of the Professional Development education, employees shall discuss the program summary and learning outcomes with other employees at meetings scheduled during working hours. If the courses or programs are related to job duties in the

workplace, employees will establish a collection of related written and visual material, if necessary.

APPENDICES

SFSS Policy Manual

Simon Fraser Student Society

simon fraser student society



Last Changed Date: 2021-04-23

POLICY MANUAL

POLICY TYPE: POLICY MANUAL

POLICY TITLE: ESTABLISHMENT AND REVISION OF SOCIETY POLICIES

POLICY REFERENCE NUMBER: PM-1

Adopted: April 23, 2021

Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Society Policies

- 1.1 Council 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 Council Policies, Issues Policies, Administrative Policies and any other such policy enacted by Council.
- 1.2. A motion to establish or amend any policy of the Society shall follow this process:
 - (a) brought to the Governance Committee, or another applicable Council Committee, for review,
 - (b) relevant staff and departments shall be consulted during this review,
 - (c) once approved by the applicable Committee, it shall be brought to Council
 - (d) before Council approves the policy, the policy shall be given two (2) weeks notice of motion, including being:
 - i. posted on the SFSS website, and
 - ii. circulated to the Council email list, and
- 1.3 A policy shall only be adopted or amended by a:
 - (e) majority vote of the members present and voting at a quorate meeting of Council where that policy is a rule,
 - (f) simple majority vote of the members present and voting at a quorate meeting of Council where that policy is a standing order, administrative policy, issues policy, or any other policy of the Society.

Last Changed Date: 2021-04-23

- 1.4 Notwithstanding section 1.3, this Policy Manual shall only be amended by a 2/3rds majority vote of the members present and voting at a quorate meeting of Council.
- 1.5 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 $2/3^{rds}$ majority vote of the members present and voting at a quorate meeting of Council.
 - (g) Any suspension of this Policy Manual or any of its parts shall not suspend or impact any other Rule or Standing Order adopted by Council.
- 1.6 All amendments to any Rules or Standing Orders shall be recorded within 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 with the method highlighted in that specific policy of the society.
- 1.7 This rule applies to all policies of the society under the authority of Council.

SFSS Privacy and Information
Management
Policies

Simon Fraser Student Society

simon fraser student society

SFSS Council Policies

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P-1: Personal Information and Privacy Policy

POLICY TYPE: PRIVACY AND INFORMATION MANAGEMENT POLICY

POLICY TITLE: PERSONAL INFORMATION AND PRIVACY

POLICY REFERENCE NUMBER: P-1

Adopted: April 23, 2021

Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Policy

This policy aims to establish the standards according to which all SFSS processes will collect, use, disclose, ensure accuracy of, protect, and retain personal information, ensuring thereby that all obligations under British Columbia's *Personal Information Protection Act* (PIPA), and Canada's *Personal Information Protection and Electronic Documents Act* (PIPEDA) only if personal information crosses provincial or national borders, are respected.

The Research and Policy Coordinator serves as the Privacy Officer of the Simon Fraser Student Society (SFSS).

Definitions

- 1. 'Personal information' means information about an identifiable individual which includes, but is not limited to names, home addresses and telephone numbers, age, sex, gender identity, marital or family status, SIN, identifying number, race, national or ethnic origin, colour, religious or political beliefs or associations, educational history, medical history, disabilities, blood type, employment history, financial history, criminal history, anyone else's opinions about an individual, an individual's personal views or opinions, and name, address and phone number of parent, guardian, spouse or next of kin. Personal information includes employee personal information but does not include workplace contact information or work product information.
- 2. 'Work production information' means information prepared or collected by an individual or group of individuals as a part of the individual's or group's responsibilities or activities related to the individual's or group's employment or business but does not

- include personal information about an individual who did not prepare or collect the personal information. Work product information may be written or verbal information.
- 3. 'Privacy Officer' means the individual designated responsibility for ensuring that the SFSS complies with this policy and with the obligations of PIPA.

Standards

- 4. The Society will ensure that:
 - a. the purpose for the collection, use, and disclosure of any personal information is clear or evident,
 - b. the process for obtaining consent for the collection, use, and disclosure of personal information is clear or evident
 - c. the collection, use, and disclosure is limited to what is necessary for the conduct of its operations and to establish and manage employment relationships,
 - d. requestors reserve the right to maintain access to and request the correction of their personal information,
 - e. the personal information it collects is accurate, f. the personal information it collects is protected,
 - g. the personal information it collects is retained in a manner consistent with applicable regulations,
 - h. there are clear schedules for the retention and destruction of the personal information it possesses,
 - i. Councillors, staff, and volunteers are trained so as to ensure they comply with the requirements of this policy,
 - j. annual privacy audits of Society will be conducted,
 - k. there are procedures for the prevention, reporting, containment, remediation and notification of an information incident, and
 - I. complaints, inquiries, or requests for the access to, correction of and/or removal of personal information

Purpose of collection

5. Personal information will only be collected, used, or disclosed where required by the provision of Society services or programming, or the Society's adherence to its legal obligations.

Process for obtaining consent

- 6. The Society will obtain consent to collect, use, or disclose personal information at the time of collection, except for the purposes of, for instance:
 - a. acquiring the SFSS member registry, and
- 7. Subject to certain exceptions (e.g. the personal information is necessary to providing a service or product, or the withdrawal of consent would frustrate the performance of a legal obligation), clients can withhold or withdraw their consent.

SFSS Council Policies

8. The SFSS shall ensure that the following, or similar language shall be included in or posted clearly by all sign up sheets, petitions, and any other forms or documents designed to collect personal information for the Society and its branches: "This form has been created in compliance with the Personal Information Protection Act. The personal information you provide will be used solely for ______ [fill in purpose here]. By providing it, you give the Simon Fraser Student Society [or name of department] consent to use this information in this way only. This information will be kept confidential and will not be sold or traded to any other organization. If you do not consent to this, please refrain from

Limitations on collection, use, and disclosure

providing us with your information."

Date Approved: 2021-04-123

9. The Society will only collect, use, or disclose personal information where necessary to fulfill the purposes identified at the time of collection or for a purpose reasonably related to those purposes such as the conduct of surveys intended to enhance the provision of our programs and services.

Access to personal information and requests for correction and removal of personal information

- 10. Clients have the right to access and request to correct and remove their personal information.
- 11. A request to access personal information must be made in writing and provide sufficient detail to identify the personal information being sought.
 - a. Such a request shall be responded to within 30 days.
- 12. A request to correct or remove personal information must be made in writing and provide sufficient detail to identify the personal information being sought.
- 13. A minimal fee of no more than one dollar may be charged for providing access to personal information.
- 14. The Society will respond to requests from requestors no later than 30 days after the requestor's request, unless:
 - a. the request is not detailed enough to identify the personal information requested,
 - b. a large amount of personal information is requested or must be searched and meeting the time limit would unreasonably interfere with the operations of the Society, or
 - c. more time is needed for the Society to consult with another organisation or public body to decide whether or not to provide the requestor access to the requested document or information.
- 15. If a request is refused in full or in part, we will provide the reasons for refusal and the recourse available to the requestor. Requests may be denied if they reveal personal

information about another individual, threaten the safety and/or health of another individual, or reveal third party information without their consent, among other things.

Assurances of accuracy

16. The Society will make every reasonable effort to ensure that the personal information it uses is accurate and complete. Upon request by an individual to whom information relates, the Society will correct or annotate the information with a correction when documentary evidence, satisfactory to the Society, is provided to substantiate the correction

Date Approved: 2021-04-123 SFSS Council Policies

Assurances of protection

17. The Society will protect personal information by making reasonable security arrangements to prevent the risk of unauthorized collection, access, use, disclosure or disposal of personal information.

Assurances of retention

18. The Society will retain personal information for a period of at least one year.

Schedule for retention and destruction of personal information

19. The schedule for retention and destruction of any and all personal information in the control of the Society will be outlined in SFSS Personnel Policies.

Training for Councillors, staff and volunteers

20. The Society will provide training to Councillors, staff and volunteers upon hire on the SFSS Privacy Policies. New Councillors, staff and volunteers are required to provide their signature indicating they have completed the aforementioned training during orientation. Current Councillors, staff and volunteers are required to provide their signature upon completion of the aforementioned training.

Privacy audits

21. Annual privacy audits of Society operations will be conducted by the Privacy Officer to ensure that the Society is compliant with Society policies and procedures, and that there is continuous improvement in privacy and information management practices.

Information incident

22. The Society will establish an information incident procedure, which will include steps on preventing (including risk identification), reporting, containing, remediating, and notifying those affected of an information incident.

Complaints, inquiries or requests

23. Complaints, inquiries, or requests for the access to, correction of and/or removal of personal information should be directed, in writing, to the Campaigns, Research and Policy Coordinator, who is the Privacy Officer of the Society. If the Privacy Officer is unable to resolve the concern, the Information and Privacy Commissioner of British Columbia may be contacted. The Privacy Officer may be contacted by email at policy.research@sfss.ca

Date Approved: 2021-04-123 SFSS Council Policies



P-2: Requests for Society Records

POLICY TYPE: PRIVACY AND INFORMATION MANAGEMENT POLICY

POLICY TITLE: REQUESTS FOR SOCIETY RECORDS

POLICY REFERENCE NUMBER: P-2

Adopted: April 23, 2021

Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Policy

The Privacy Officer is responsible for administering all requests for Society records from members.

The President is responsible for administering all requests for information from the public.

Supports

- 1. Members
- 2. Public

Definitions

1. 'Society records' refers to a record the Society is required to keep as per section 20 of the *Societies Act*.

Process

- 2. Where a requestor wishes to request Society records not available on the Society website, that requestor must submit a Society Record Request Form the Privacy Officer must submit to the requestor such form.
- 3. Where the requestor is a member, the Privacy Officer will:
 - a. consult with the requestor for additional details where required,
 - b. collect the documents requested, ensuring no sensitive information or personal information is included in the package,

- c. coordinate the time and place where the requestor may access and review the requested documents in accordance with Society by-laws or, where appropriate, provide the requestor with the documents in electronic format, and
- d. retrieve the documents after the requestor is finished their review where those documents are made available on location.
- 4. Where the requestor is external to the Society, the President will:
 - e. consult with the Council,
 - f. refer the request to the Privacy Officer with direction on how to proceed.

Date Approved: 2021-04-123 SFSS Council Policies



P-3: Requests for Member Information

POLICY TYPE: PRIVACY AND INFORMATION MANAGEMENT POLICY

POLICY TITLE: REQUESTS FOR MEMBER INFORMATION

POLICY REFERENCE NUMBER: P-3

Adopted: April 23, 2021

Next Scheduled Revision: April 2022

Previous Revisions

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Position	Signature	Date
President		

Policy

The Privacy Officer is responsible for administering all requests for member information from Councillors, staff and members.

The President is responsible for administering all requests for information from the public.

Standards

- 1. Requests for member information may only be made in accordance with the standards contained in P-1: Personal Information and Privacy Policy.
- 2. Unless otherwise required by law, requests for member information regarding an individual other than one's self will be denied unless the requestor has express written permission from the individual of who the personal information pertains to.

Clients

1.

Councillors 2.

Staff

- 3. Members
- 4. Public

Process

3. Where a requestor wishes to request personal information about a staff, Councillor or member of the Society, including but not limited to information regarding the

membership or student status of a person, they must complete a Member Information Work Order.

- 4. Where the requestor is a Councillor or staff person, the Privacy Officer will:
 - a. consult with the requestor for additional details where required,
 - b. collect the documents requested, ensuring no sensitive information is included in the package,
 - c. coordinate the time and place where the requestor may access and review the requested documents or, where appropriate, provide the requestor with the documents in electronic format, and
 - d. retrieve the documents after the requestor is finished their review where those documents are made available on location.
- 5. Where the requestor is external to the Society, the President will:
 - a. consult with the Council,
 - b. refer the request to the Privacy Officer with direction on how to proceed.



P-4: Requests for General Information

POLICY TYPE: PRIVACY AND INFORMATION MANAGEMENT POLICY

POLICY TITLE: REQUESTS FOR GENERAL INFORMATION

POLICY REFERENCE NUMBER: P-4

Adopted: April 23, 2021 Next Scheduled Revision: April 2022 Previous Revisions

Position	Signature	Date
President		

Policy

The Communications Coordinator is responsible for administering all requests for general information from Councillors, staff and members.

The Operations Organizer is responsible for administering all requests for information from the public.

Standards

- 1. Requests for general information will be received and handled by the Communications Coordinator, and forwarded to the appropriate staff person if necessary.
- 2. The Privacy Officer will handle any requests for information that concern member, staff or Councillor privacy and personal information in accordance with the standards contained in P-1: Personal Information and Privacy Policy.

Clients

- 1. Members
- 2. Public

Process

3. Where a requestor wishes to request general information about the Society that is not otherwise regarding a Society record or the personal information of a staff, Councillor or member of the Society, they must complete a Feedback Form.

- 4. Where the requestor is a member, the Communications Coordinator will:
 - a) consult with the requestor for additional details where required, b) forward the request to the most appropriate staff member,
 - c) provide the information requested, ensuring no sensitive information is included,
 - i. if a document is requested, collect the document requested, ensuring no sensitive information is included in the package,
 - ii. coordinate the time and place where the requestor may access and review the requested documents or, where appropriate, provide the requestor with the documents in electronic format, and
 - iii. retrieve the documents after the requestor is finished their review where those documents are made available on location.
- 5. Where the requestor is external to the Society, the President will:
 - a. consult with the Council where appropriate,
 - b. refer the request to the Privacy Officer with direction on how to proceed.



P-5: Information Incident Management

POLICY TYPE: PRIVACY AND INFORMATION MANAGEMENT POLICY

POLICY TITLE: INFORMATION INCIDENT MANAGEMENT

POLICY REFERENCE NUMBER: P-5

Adopted: April 23, 2021

Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Policy

This policy will establish a process for managing information incidents. The Privacy Officer is responsible for the administration of this policy.

Definitions

Information incidents are when unwanted or unexpected events threaten privacy or information security. They can be accidental or deliberate and include the theft, loss, alteration or destruction of information. An information incident may also be referred to as a privacy breach.

Standards

- 1. The Society will ensure that:
 - a. privacy breaches are prevented through risk management procedures,
 - b. privacy breach reporting procedures are established and followed,
 - c. privacy breaches are contained as soon as reasonably possibly and efforts are made to recover any confidential or person information, and
 - d. the cause of the breach is determined, the incident is resolved, and affected parties are notified.

Prevent

2. Information incidents will be prevented through establishment of risk management procedures for any and all personal information in the custody of the Society

Date Approved: 2021-04-123 SFSS Council Policies

Report

3. Staff and Councillors will adhere to privacy breach reporting procedures for when and how to report privacy breaches to the Office of the Information and Privacy Commissioner (OIPC).

4. Members who have personal information in the custody of the Society may report concerns to the OIPC if they suspect a breach has occurred.

Contain

5. Privacy breaches will be contained as soon as reasonably possible and efforts will be made to recover any confidential or person information.

Remediate

6. The Society will work with relevant parties to determine the specific causes of the incident, resolve the incident, and if necessary, notify affected individuals

Date Approved: 2021-04-123 SFSS Council Policies

SFSS Property
Management
Policies

Simon Fraser Student Society

simon fraser student society

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Introduction

POLICIES



PMP-1: PROPERTY MANAGEMENT SUPPORT REQUEST

POLICY TYPE: PROPERTY MANAGEMENT POLICY

POLICY TITLE: PROPERTY MANAGEMENT SUPPORT REQUEST

POLICY REFERENCE NUMBER: PMP-1

Adopted: April 23, 2021

Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Policy

1.1 The President, VP Finance & Services, the Building Manager are responsible for administering the relationship with leaseholders to Society administered spaces.

Supports

1.2 Vendors leasing spaces administered by the Society.

Process

- 1.3 Any lease holder seeking information or support from SFSS as their landlord must submit a completed Property Management Work Order Form.
- 1.4 The Building Manager will:
 - (a) confirm the receipt of any work order with the requester,
 - (b) determine the appropriate response to the request,
 - (c) submit any required invoices or cheque requisitions to the Finance Department for processing and copies to the requester for record keeping, and
 - (d) confirm requester needs have been addressed.
- 1.5 A feedback form will be made available to all requesters using the property management support service.

SFSS Retail
Services Policies

Simon Fraser Student Society

simon fraser student society

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Introduction

POLICIES



RSP-1: HARD COPY TICKET SALES

POLICY TYPE: RETAIL SERVICES POLICY

POLICY TITLE: HARD COPY TICKET SALES

POLICY REFERENCE NUMBER: RSP-1

Adopted: June 12, 2020 Next Scheduled Revision: June 2021

Previous Revisions

Position	Signature	Date
President		

Policy

- 5.1 The Member Services Coordinators Clubs are responsible for the administration of the Student Event Ticket Sales service at the Burnaby campus. The VP Finance & Services will serve as oversight for this service and will work to ensure the process does not break down.
- 5.2 The Member Services Coordinator Surrey is responsible for the administration of Student Event Ticket Sales service at the Surrey campus.

Supports

- Councillors
- Staff
- Members

Process

- 5.3 Hard copy tickets can be sold for an SFSS-related event so long as they adhere to the following:
 - (a) 40% of the total amount of tickets allotted, or a total maximum of \$2,500 in ticket value can be hard copy tickets.
- 5.4 Acceptable methods of payment for hard copy tickets can include:
 - (a) Cash,
 - (b) Debit (via Square App or General Office), and

(c) Credit (via Square App or General Office).

- 5.5 Hard copy ticket sellers cannot carry more than \$300 at any given time.
 - (a) A list of ticket sellers must be recorded and shared with Management and should be limited to Council members and/or Events Committee at-large members only, and
 - (b) Once the sale amount exceeds \$300, a deposit needs to be made at the General Office
- 5.6 Any existing ticket designs must be verified by the Communications Coordinator, or new ticket designs can be created by the Communications Coordinator.
 - (a) The GST Registration Number (#107981870RT0001) must be printed on each ticket, and
 - (b) Hard copy tickets can be requested to be printed by the Communications Coordinator by completing the appropriate Work Order Request Form, paying mind to request timelines.
- 5.7 Any discrepancies must be reported immediately to the Member Services Coordinators or the Finance Coordinators or the VP Finance & Services, and they reserve the right to cancel hard copy ticket sales.