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# SFSS Council Policies

Simon Fraser Student Society

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**simon fraser**

**student society**

July 20, 2015

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# INTRODUCTION

## DEFINITIONS

“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

# SECTION I: GOVERNANCE



## R-1: GOVERNANCE AND OPERATIONS PROCESSES

<i>POLICY TYPE: COUNCIL POLICY</i>		
<i>POLICY TITLE: GOVERNANCE AND OPERATIONS PROCESSES</i>		
<i>POLICY REFERENCE NUMBER: R-1</i>		
<i>Adopted: April 23, 2021</i> <i>Next Scheduled Revision: April 2022</i> <i>Previous Revisions</i>		
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 Sub-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. This annual review shall occur according to a revising schedule established by the Governance Committee. 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:



- (a) 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,
- (c) 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,
- (i) SFSS Personnel Policies,
- (j) SFSS Investment Policy, and
- (k) SFSS Privacy and Information Management Policies.

1.6 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.

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:

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

# SECTION II: COUNCIL AND COUNCIL MEMBERS



## R-2: DUTIES & RESPONSIBILITIES OF NON- EXECUTIVE COUNCILLORS, STIPEND REQUIREMENTS

<i>POLICY TYPE: COUNCIL POLICY</i>		
<i>POLICY TITLE: NON-EXECUTIVE COUNCIL STIPEND REQUIREMENTS</i>		
<i>POLICY REFERENCE NUMBER: R-2</i>		
<i>Adopted: April 23, 2021</i>		
<i>Next Scheduled Revision: April 2022</i>		
<i>Previous Revisions</i>		
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

- 21 Non-Executive Councillors are expected to attend all regularly scheduled meetings of Council.
- 22 Non-Executive Councillors are expected to attend all Members' Meetings of the Society.
- 23 Non-Executive Councillors shall execute all the duties and obligations befalling the position of Councillor as outlined in By-Law 6(16).
- 24 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.
- 25 Non-Executive Councillors are expected to work on average ten (10) hours in every two-week period during their term of office.

- 26 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 a standing Committee, and liaising with the membership of their respective student group.
- 27 Non-Executive Councillors shall report on the work done in their semi-monthly work report to be compiled by the VP Finance & Services.
- 28 Non-Executive Councillors are not required to complete semester reports and exit reports.

### **Semi-monthly Work Reports**

- 29 Semi-monthly work reports should include:
  - (a) all meetings attended during that pay period
  - (b) all projects/events that the Non-Executive Councillor worked on during that pay period
  - (c) a summary of all Committee work for all Committees the Non-Executive Councillor 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 a Non-Executive Councillor
- 2.10 Semi-monthly work reports are due the day after a semi-monthly stipend payment is made.
- 2.11 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 semi-monthly 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**

- 2.12 Non-Executive Council Stipends are awarded on a per-meeting basis.
- 2.13 In recognition of the time Non-Executive Councillor's volunteer, the Society provides a stipend of \$350.00 per month starting in May 1st, 2021 and \$390 per month starting in May 1st, 2022 and thereafter
- 2.14 In recognition of the time the Council Vice Chair volunteers, the Society provides a stipend of \$525 per month starting in May 1st, 2021 and \$585 per month starting in May 1st, 2022 and thereafter.
- 2.15 The stipend of a Non-Executive Councillor may be reduced as outlined in R-4



## R-3: DUTIES AND RESPONSIBILITIES OF EXECUTIVE OFFICERS, STIPEND REQUIREMENTS

<i>POLICY TYPE: COUNCIL POLICY</i>		
<i>POLICY TITLE: EXECUTIVE STIPEND REQUIREMENTS</i>		
<i>POLICY REFERENCE NUMBER: R-3</i>		
<i>Adopted: April 23, 2021</i>		
<i>Next Scheduled Revision: April 2022</i>		
<i>Previous Revisions</i>		
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 are expected to attend all regularly scheduled meetings of the Executive Committee.
- 3.3 Executive Officers are expected to 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

on behalf of the Society in their semi-monthly 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.

### **Semi-monthly Work Reports**

3.8 Semi-monthly 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 Semi-monthly 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 semi-monthly 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 \$2100 per month starting in May 1st, 2021 and \$2340 per month starting in May 1st, 2022 and thereafter
- 3.14 The stipend of an Executive Officer may be reduced as outlined in R-4.



## R-4: **\*Under Review\*** STIPENDS AND STIPEND REDUCTION SCHEDULE

<i>POLICY TYPE: COUNCIL POLICY</i>		
<i>POLICY TITLE: STIPENDS AND STIPEND REDUCTION SCHEDULE</i>		
<i>POLICY REFERENCE NUMBER: R-4</i>		
<i>Adopted: April 23, 2021</i>		
<i>Next Scheduled Revision: April 2022</i>		
<i>Previous Revisions</i>		
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 Council members shall be in the form of semi-monthly Payments. Payroll processing will occur on the first business day on the 15th and the last business day of the month.

4.4 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 opportunity 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.

### Semi-monthly Reports are Submitted Late-**\*under Review\***

4.5 All Councillors must submit semi-monthly work reports to Council by 11:59pm on the day following each pay period.

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

(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**

4.6 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.

4.7 Non-Executive Councillors are not required to complete semester reports.

#### **Exit Reports are Submitted Late**

4.8 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.

4.9 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.

4.10 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**

4.11 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.

(a) The stipend of an Executive Officer will be reduced by \$100 where they fail to 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.

4.12 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**

4.13 Councillors must attend all Council meetings on time, excepting where the Councillor has communicated in advance personal or unexpected circumstances to the Chair

(a) The stipend of an Executive Officer will be reduced by \$50 where they attend a Council meeting more than 10 minutes late.

(b) 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**

4.14 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.

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

(b) 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**

4.15 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**

4.16 Councillors must be appointed to at least 1 standing Council committee at all times.

- (a) The stipend of a will be reduced by \$50 where they are not named to at least one committee.

**Appeals**

4.17 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.

4.18 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

<p><i>POLICY TYPE: COUNCIL POLICY</i></p> <p><i>POLICY TITLE: ETHICAL STANDARDS OF CONDUCT AND CONFLICT OF INTEREST FOR COUNCIL AND ITS COMMITTEES</i></p> <p><i>POLICY REFERENCE NUMBER: R-5</i></p> <p style="text-align: right;"><i>Adopted: April 23, 2021</i></p> <p style="text-align: right;"><i>Next Scheduled Revision: April 2022</i></p> <p style="text-align: right;"><i>Previous Revisions</i></p>		
Position	Signature	Date
President		

5.1 Proper operation of a democratic student organization requires that students elected 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

- (g) respect the professional and intellectual work of others, giving those others full credit and citations when reproduced in any form.
- (h) avoid any situations that could cause any person to believe that they may have brought bias or partiality, due to personal interest to a matter before Council or its committees,
- (i) avoid any situation that could impair their judgment in the performance of their elected duties while in office,
- (j) carry out their duties with impartiality and equity of service to students,
- (k) declare a conflict of interest to 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,
  - (i) leave the meeting during any discussion or vote on a subject where such an interest exists,
- (l) not use information designated confidential for the personal gain of themselves or any other person, and
- (m) not communicate information designated confidential to anyone not entitled to access that information.

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 through any medium of communication 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.

(5.4) Where a Councillor is found to have breached their duty by violating this policy, that Councillor may be:

(a) censured by Council

(b) be requested to resign their position by Council

(c) removed as a Councillor by the membership - with Council or Council initiating the proceedings for removal.





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

<i>POLICY TYPE: COUNCIL POLICY</i>		
<i>POLICY TITLE: RESIGNATION, LEAVE OF ABSENCE, AND REGRETS</i>		
<i>POLICY REFERENCE NUMBER: R-6</i>		
<i>Adopted: April 23, 2021</i> <i>Next Scheduled Revision: April 2022</i> <i>Previous Revisions</i>		
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

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



## R-7: COUNCIL MEETINGS

<p><i>POLICY TYPE: COUNCIL POLICY</i></p> <p><i>POLICY TITLE: COUNCIL MEETINGS</i></p> <p><i>POLICY REFERENCE NUMBER: R-7</i></p>		
<p>Adopted: April 23, 2021</p> <p>Next Scheduled Revision: April 2022</p> <p>Previous Revisions</p>		
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**

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**

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

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

7.19 Agenda items for regularly scheduled Council meetings and supporting documents must be submitted to the Chair, President, and Administrative Assistant. The Agenda for Council meetings must be distributed to Councillors no later than three business days before a Council Meeting.

7.20 Council agenda packages shall be available electronically on the Society website and social media at least two business days prior to regularly scheduled Council meetings.

#### **Consent Agenda**

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

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

- (a) Approval of minutes
- (b) Approval of regrets

- (c) Committee appointments

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.

**R-8: ALTERNATES**

<i>POLICY TYPE: COUNCIL POLICY</i>		
<i>POLICY TITLE: ALTERNATES</i>		
<i>POLICY REFERENCE NUMBER: R-8</i>		
<i>Adopted: April 23, 2021</i>		
<i>Next Scheduled Revision: April 2022</i>		
<i>Previous Revisions</i>		
Position	Signature	Date
President		

**Relevant By-Laws**

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

**Alternates of Councillors**

81 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**

82 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.

83 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.

**Alternative Councillors at Meetings of Council**

84 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.

85 Whether or not a Councillor sends an Alternate in their place, Council still must ratify the regrets of the Councillor who is absent.

86 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

<p><i>POLICY TYPE: COUNCIL POLICY</i></p> <p><i>POLICY TITLE: IN-CAMERA SESSIONS</i></p> <p><i>POLICY REFERENCE NUMBER: R-9</i></p>		
<p>Adopted: April 23, 2021</p> <p>Next Scheduled Revision: April 2022</p> <p>Previous Revisions</p>		
Position	Signature	Date
President		

9.1 Council and its committees may, by simple majority vote, move items for discussion in-camera, only where deliberations involve:

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

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 in-camera 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

<i>POLICY TYPE: COUNCIL POLICY</i>		
<i>POLICY TITLE: MINUTES</i>		
<i>POLICY REFERENCE NUMBER: R-10</i>		
<i>Adopted: April 23, 2021</i> <i>Next Scheduled Revision: April 2022</i> <i>Previous Revisions</i>		
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 meeting.

- (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**

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



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

<i>POLICY TYPE: COUNCIL POLICY</i>		
<i>POLICY TITLE: SOCIETY RECORDS AND PROPERTY IN RELATION TO COUNCIL AND ITS COMMITTEES</i>		
<i>POLICY REFERENCE NUMBER: R-11</i>		
<i>Adopted: April 23, 2021</i>		
<i>Next Scheduled Revision: April 2022</i>		
<i>Previous Revisions</i>		
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

<i>POLICY TYPE: COUNCIL POLICY</i>		
<i>POLICY TITLE: REMUNERATION OF ELECTED REPRESENTATIVES</i>		
<i>POLICY REFERENCE NUMBER: R-12</i>		
<i>Adopted: April 23, 2021</i>		
<i>Next Scheduled Revision: April 2022</i>		
<i>Previous Revisions</i>		
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:

- (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

<i>POLICY TYPE: COUNCIL POLICY</i>		
<i>POLICY TITLE: DIRECTION TO SOCIETY EMPLOYEES</i>		
<i>POLICY REFERENCE NUMBER: R-13</i>		
<i>Adopted: April 23, 2021</i> <i>Next Scheduled Revision: April 2022</i> <i>Previous Revisions</i>		
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.

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

<i>POLICY TYPE: COUNCIL POLICY</i>		
<i>POLICY TITLE: EMPLOYMENT, COUNCIL MEMBERS</i>		
<i>POLICY REFERENCE NUMBER: R-14</i>		
<i>Adopted: April 23, 2021</i>		
<i>Next Scheduled Revision: April 2022</i>		
<i>Previous Revisions</i>		
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: COUNCIL REIMBURSEMENTS

<p><i>POLICY TYPE: COUNCIL POLICY</i></p> <p><i>POLICY TITLE: COUNCIL REIMBURSEMENTS</i></p> <p><i>POLICY REFERENCE NUMBER: R-15</i></p>		
<p>Adopted: April 23, 2021</p> <p>Next Scheduled Revision: April 2022</p> <p>Previous Revisions</p>		
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

### Travel for Meetings Events, and Conference Allowance

15.3 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 meal 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

15.4 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

<i>POLICY TYPE: COUNCIL POLICY</i>		
<i>POLICY TITLE: ANNUAL AND SPECIAL GENERAL MEETINGS, PREPARATION, STAFFING, AND PROCEDURES</i>		
<i>POLICY REFERENCE NUMBER: R-16</i>		
<i>Adopted: April 23, 2021</i>		
<i>Next Scheduled Revision: April 2022</i>		
<i>Previous Revisions</i>		
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:



- (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:

- (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.
- 168 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.
- 169 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

**R-17: ASSOCIATE VICE-PRESIDENTS**

<i>POLICY TYPE: COUNCIL POLICY</i>		
<i>POLICY TITLE: ASSOCIATE VICE-PRESIDENTS</i>		
<i>POLICY REFERENCE NUMBER: R-17</i>		
<i>Adopted: April 23, 2021</i>		
<i>Next Scheduled Revision: April 2022</i>		
<i>Previous Revisions</i>		
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 in good standing of the Society 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 ( $\frac{2}{3}$ ) 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 ( $\frac{2}{3}$ ) 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

<p><i>POLICY TYPE: COUNCIL POLICY</i></p> <p><i>POLICY TITLE: STANDING AND AD-HOC COMMITTEES, SUBCOMMITTEES AND WORKING GROUPS</i></p> <p><i>POLICY REFERENCE NUMBER: SO-1</i></p> <p style="text-align: right;"><i>Adopted: April 23, 2021</i></p> <p style="text-align: right;"><i>Next Scheduled Revision: April 2022</i></p> <p style="text-align: right;"><i>Previous Revisions</i></p>		
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

<p><i>POLICY TYPE: COUNCIL POLICY</i></p> <p><i>POLICY TITLE: APPOINTMENTS, SELECTION PROCESS AND RESIGNATIONS TO AND FROM COMMITTEES</i></p> <p><i>POLICY REFERENCE NUMBER: SO-2</i></p> <p style="text-align: right;"><i>Adopted: April 23, 2021</i> <i>Next Scheduled Revision: April 2022</i> <i>Previous Revisions</i></p>		
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.

### **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

<i>POLICY TYPE: COUNCIL POLICY</i>		
<i>POLICY TITLE: EXECUTIVE COMMITTEE</i>		
<i>POLICY REFERENCE NUMBER: SO-3</i>		
Adopted: April 23, 2021 Next Scheduled Revision: April 2022 Previous Revisions		
Position	Signature	Date
President		

### Relevant By-Laws

1. By-Law 4

### 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.

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

<p><i>POLICY TYPE: COUNCIL POLICY</i></p> <p><i>POLICY TITLE: HR &amp; PERSONNEL COMMITTEE</i></p> <p><i>POLICY REFERENCE NUMBER: SO-3-1</i></p>		
<p>Adopted: April 23, 2021</p> <p>Next Scheduled Revision: April 2022</p> <p>Previous Revisions</p>		
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. [Vice Chairperson] VP Internal & Organizational Development
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.

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

- (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 semi-monthly 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

<p><i>POLICY TYPE: COUNCIL POLICY</i></p> <p><i>POLICY TITLE: GOVERNANCE COMMITTEE</i></p> <p><i>POLICY REFERENCE NUMBER: SO-5</i></p> <p style="text-align: right;"> <i>Adopted: April 23, 2021</i>  <i>Next Scheduled Revision: April 2022</i>  <i>Previous Revisions</i> </p>		
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.



***Relevant Policies***

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

- (a) SFSS Constitution
- (b) SFSS By-Laws
- (c) SFSS Strategic Plan
- (d) Societies Act of British Columbia
- (e) Universities Act of British Columbia
- (f) SFSS Elections and Referenda Policies
- (g) SFSS 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

<i>POLICY TYPE: COUNCIL POLICY</i>		
<i>POLICY TITLE: FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE</i>		
<i>POLICY REFERENCE NUMBER: SO-6</i>		
<i>Adopted: April 23, 2021</i> <i>Next Scheduled Revision: April 2022</i> <i>Previous Revisions</i>		
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.

- 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.

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

<i>POLICY TYPE: COUNCIL POLICY</i>		
<i>POLICY TITLE: UNIVERSITY AND ACADEMIC AFFAIRS COMMITTEE</i>		
<i>POLICY REFERENCE NUMBER: SO-7</i>		
<i>Adopted: April 23, 2021</i> <i>Next Scheduled Revision: April 2022</i> <i>Previous Revisions</i>		
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.

7.2 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*

7.3 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 sub-committees 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

<i>POLICY TYPE: COUNCIL POLICY</i>		
<i>POLICY TITLE: EXTERNAL AND COMMUNITY AFFAIRS COMMITTEE</i>		
<i>POLICY REFERENCE NUMBER: SO-8</i>		
<i>Adopted: April 23, 2021</i> <i>Next Scheduled Revision: April 2022</i> <i>Previous Revisions</i>		
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

## SO-9: EQUITY AND SUSTAINABILITY COMMITTEE

<p><i>POLICY TYPE: COUNCIL POLICY</i></p> <p><i>POLICY TITLE: EQUITY AND SUSTAINABILITY COMMITTEE</i></p> <p><i>POLICY REFERENCE NUMBER: SO-9</i></p>		
<p>Adopted: April 23, 2021</p> <p>Next Scheduled Revision: April 2022</p> <p>Previous Revisions</p>		
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 drug-addictions, 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*

9.4 **“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.

9.6 **“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.

9.7 **"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.

9.8 **“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.

9.9 **"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.

9.10 **“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*

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. 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
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.

9.27 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

9.29 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

### **Governance**

9.33 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 the decision making process.

(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
- SFSS Issues Policies

### **Relevant Documents**

1. [UN Declaration on the Rights of Indigenous Peoples \(UNDRIP\)](#)
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

<i>POLICY TYPE: COUNCIL POLICY</i>		
<i>POLICY TITLE: BLACK INDIGENOUS PEOPLE OF COLOUR COMMITTEE</i>		
<i>POLICY REFERENCE NUMBER: SO-10</i>		
<i>Adopted: April 23, 2021</i> <i>Next Scheduled Revision: April 2022</i> <i>Previous Revisions</i>		
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<sup>w</sup> məθk<sup>w</sup>əy̓əm (Musqueam), Sk̓ wxwú7mesh Úxwumixw (Squamish), Selilwitulh (Tsleil-Waututh), k<sup>w</sup> ik<sup>w</sup>əłəm (Kwikwetlem) and q̓icə'y̓ (Katzie) Nations.

### ***Definitions***

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 mainstems 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

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***

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

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



## SO-11: ACCESSIBILITY COMMITTEE

<p><i>POLICY TYPE: COUNCIL POLICY</i></p> <p><i>POLICY TITLE: ACCESSIBILITY COMMITTEE</i></p> <p><i>POLICY REFERENCE NUMBER: SO-11</i></p> <p style="text-align: right;"><i>Adopted: November 13, 2020</i></p> <p style="text-align: right;"><i>Next Scheduled Revision: April 2022</i></p> <p style="text-align: right;"><i>Previous Revisions: April 23, 2021</i></p>		
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.

(a) 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.

11.13 All discussions of a sensitive or confidential nature shall be held in camera.

11.14 To promote wellness on campus wherever possible in conjunction with SFU Health and Counselling and the Centre for Disabilities.

11.16 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**

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

11.18 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.

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

<i>POLICY TYPE: COUNCIL POLICY</i>		
<i>POLICY TITLE: EVENTS AND STUDENT AFFAIRS COMMITTEE</i>		
<i>POLICY REFERENCE NUMBER: SO-12</i>		
<i>Adopted: April 23, 2021</i> <i>Next Scheduled Revision: April 2022</i> <i>Previous Revisions</i>		
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.

**Governance**

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)



## SO-13: SURREY CAMPUS COMMITTEE

<p><i>POLICY TYPE: COUNCIL POLICY</i></p> <p><i>POLICY TITLE: SURREY CAMPUS COMMITTEE</i></p> <p><i>POLICY REFERENCE NUMBER: SO-13</i></p> <p style="text-align: right;"> <a href="#">Adopted: April 23, 2021</a>  <a href="#">Next Scheduled Revision: April 2022</a>  <a href="#">Previous Revisions</a> </p>		
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.

### **Governance**

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

<i>POLICY TYPE: COUNCIL POLICY</i>		
<i>POLICY TITLE: VANCOUVER CAMPUS COMMITTEE</i>		
<i>POLICY REFERENCE NUMBER: SO-14</i>		
<i>Adopted: April 23, 2021</i>		
<i>Next Scheduled Revision: April 2022</i>		
<i>Previous Revisions</i>		
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.

### **Governance**

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



## SO-15: FIRST YEAR ENGAGEMENT COMMITTEE

<p><i>POLICY TYPE: COUNCIL POLICY</i></p> <p><i>POLICY TITLE: FIRST YEAR ENGAGEMENT COMMITTEE</i></p> <p><i>POLICY REFERENCE NUMBER: SO-15</i></p>		
<p>Adopted: April 23, 2021</p> <p>Next Scheduled Revision: April 2022</p> <p>Previous Revisions</p>		
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-Officio] 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.

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

<i>POLICY TYPE: COUNCIL POLICY</i>		
<i>POLICY TITLE: MEMBER SERVICES ADVISORY COMMITTEE</i>		
<i>POLICY REFERENCE NUMBER: SO-16</i>		
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.

### **Governance**

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)

## SO-17: OVERSIGHT COMMITTEE ON EXECUTIVE OFFICERS

<p><i>POLICY TYPE: COUNCIL POLICY</i></p> <p><i>POLICY TITLE: OVERSIGHT COMMITTEE ON</i></p> <p><i>POLICY REFERENCE NUMBER: SO-17</i></p> <p style="text-align: right;"><i>Adopted: April 23, 2021</i></p> <p style="text-align: right;"><i>Next Scheduled Revision: April 2022</i></p> <p style="text-align: right;"><i>Previous Revisions</i></p>		
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) Semi-monthly 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 semi-monthly work reports, semester reports, or exit reports according to the established timelines

- (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:

- (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

**Governance**

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

<i>POLICY TYPE: COUNCIL POLICY</i>		
<i>POLICY TITLE: OVERSIGHT COMMITTEE ON SOCIETY SPACES</i>		
<i>POLICY REFERENCE NUMBER: SO-18</i>		
<i>Adopted: April 23, 2021</i>		
<i>Next Scheduled Revision: April 2022</i>		
<i>Previous Revisions</i>		
Position	Signature	Date
President		

## SECTION VI: AD-HOC COMMITTEES



## SO-19: NOMINATING COMMITTEE

<i>POLICY TYPE: COUNCIL POLICY</i>		
<i>POLICY TITLE: NOMINATING COMMITTEE</i>		
<i>POLICY REFERENCE NUMBER: SO-19</i>		
<i>Adopted: April 23, 2021</i>		
<i>Next Scheduled Revision: April 2022</i>		
<i>Previous Revisions</i>		
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.

### **Governance**

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

<p><i>POLICY TYPE: COUNCIL POLICY</i></p> <p><i>POLICY TITLE: MEMBERS' MEETING PLANNING COMMITTEE</i></p> <p><i>POLICY REFERENCE NUMBER: SO-20</i></p> <p style="text-align: right;"><i>Adopted: April 23, 2021</i></p> <p style="text-align: right;"><i>Next Scheduled Revision: April 2022</i></p> <p style="text-align: right;"><i>Previous Revisions</i></p>		
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 ad-hoc 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**

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:

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# SECTION VII: FACULTY CAUCUSES

**SO-21: FACULTY CAUCUSES**

<i>POLICY TYPE: COUNCIL POLICY</i>		
<i>POLICY TITLE: FACULTY CAUCUSES</i>		
<i>POLICY REFERENCE NUMBER: SO-21</i>		
<i>Adopted: April 23, 2021</i>		
<i>Next Scheduled Revision: April 2022</i>		
<i>Previous Revisions</i>		
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.