1. CALL TO ORDER

Call to Order – 2:35 PM

2. TERRITORIALACKNOWLEDGMENT

We respectfully acknowledge that the SFSS is located on the traditional, unceded territories of the Coast Salish peoples, including the xʷməθkʷəy̓ əm (Musqueam), Sḵwx̱ wú7mesh Úxwumixw (Squamish), Sel íl̓ witulh (Tsleil-Waututh), kʷikʷəƛ̓ əm (Kwikwetlem) and q̓icə̓y̓ (Katzie) Nations. Unceded means that these territories have never been handed over, sold, or given up by these nations, and we are currently situated on occupied territories.

3. ROLL CALL OF ATTENDANCE

3.1 Committee Composition

VP Events and Student Affairs (*Chair*) .... Jess Dela Cruz
SFSS President.. Gabe Liosis
Education Councillor .... Jihye (Jin) Choi
Economics Councillor... Sandra Pal
International Studies Councillor .... Deanna Short
Philosophy Councillor .... Tony Yu
Student At-Large.. *Vacant*
Student At-Large.. *Vacant*
Student At-Large.. *Vacant*
Student At-Large.. *Vacant*

3.2 Society Staff

Operations Organizer... Ayesha Khan
Member Services Coordinator – Surrey .... Shelley Durrante
Member Services Coordinator – Student Unions Groups.................... Anna Reva
Member Services Coordinator – Events .... Dipti Chavan
Member Services Coordinator – Clubs............................... Ricky Che
Member Services Coordinator – Clubs............................... Nancy Mah
Member Services Coordinator – Clubs............................... Melanie Ling
Campaign, Research, and Policy Coordinator ....
Board Organizer.. Emmanuela Droko
Administrative Assistant ....Christina Kachkarova

3.3 Guests

VP Internal and Organizational Development..................................... Corbett Gildersleve

4. CONSENT AGENDA

4.1 CONSENT AGENDA

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

CARRIED UNANIMOUSLY

4.1.1. MATTERS ARISING FROM THE MINUTES-MSA Minutes-MOTION MSA 2021-06-29:01

Be it resolved to receive and file the following minutes:

- MSA 2021-04-20

5. ADOPTION OF THE AGENDA

5.1 ADOPTION OF THE AGENDA-MOTION MSA 2021-06-29:02
Sandra/Tony
Be it resolved to adopt the agenda as presented.
CARRIED UNANIMOUSLY

6. PRESENTATION

6.1 Member Services Advisory Committee Introduction

- Meetings will occur on Tuesdays from 2:30-4:00pm. Chair explained that meeting times might change based on availability of At-Large members.
- Chair explained that the goal of the MSAC is to work with clubs, DSUs and FSUs to approve grants, resolve internal issues, and update club terms of reference to ensure that they are up to date and irrelevant policies are removed. The MSAC works with SFSS staff, Councilors, and students. Previous issues tackled by the MSAC include Greek life, Clubs Days, Gift Cards, Room Booking Procedures, Club Portal Updates, Student Group training, and Clubs and Student Union Funding model review.

7. DISCUSSION ITEMS

7.1 SFSS Staff Introduction

- Shelley Durrante discussed her role as Member Services Coordinator Surrey. She explained that the rules are different in Surrey and that her main role is to help planning events, managing the lounge. She asked committee members to keep in mind that ideas might look good 'on-paper' but there are always reasons why they are not done and asked the Committee to 'trust the process'.
- Anna Reva, Member Services Coordinator for Student Unions Groups discussed how in the past this Committee has done a good job in identifying issues and practices that need to be improved and making changes. She explained that she works with all aspects of student unions including governance, elections, team management, financial planning, traveling, renting costs, regular cheque requisition and reimbursement. She explained that she also works with SUs to help facilitate or subsidize workshops.
- Dipti Chavan explained that she assists Executive Committee and Council with their events and ensure that Regulations for clubs are not duplicated through the Events Committee as well as ensuring that clubs follow regulations.

- Melanie Ling explained that she works directly with Nancy Mah and Ricky Che. She explained that her role is constantly changing and duties include answering inquiries from students as to what can and cannot be done, providing support with conflicts and elections and governance, virtual event support and room bookings, club approvals, grant requests and reimbursements. She oversees club trust accounts and other administrative concerns.
- Nancy Mah expressed hope that Council and Executive Committee remember to check in with staff before making changes as it is not ideal to make choices when not all of the information is looked at. She explained that this does not mean that Council and Executive Committee have to ask for permission, instead just to make sure that 'all bases are covered'.

Gabe Liosis joined meeting at 2:50PM

7.2 Community Guidelines

- Chair shared google document for committee to set boundaries and expectations for the committee. Some of the guidelines shared include respect, inclusiveness, accessibility, validating the ideas and opinions of other even if conflicting, having adequate time to review agenda, not pressuring others to turn on cameras or talk, appropriate conflict mediation, and calling 'in' to facilitate a respectful learning process.

* Corbett Gildersleve joined the meeting at 2:52 PM

7.3 Club Services during Covid-19 and Fall Return to Campus

7.3.1. Chair discussed the various SUB Working Groups and discussed the creation of checklists for Student Unions and Clubs to host events. Room booking policies and other relevant policies will be updated. Chair highlighted that there is an upcoming meeting with room booking policy working group.

7.4 Club Terms of Reference

7.4.1. Chair briefly discussed changing Club Terms of Reference to tailor the policies for in-person events.

7.5 In-Person Event Support for Fall Semester
SUBMITTED BY: Member Services Coordinator – Clubs "Melanie Ling"

- Melanie explained that clubs are requesting support, but currently the SFSS cannot support in-person events. Suggested passing a motion to allow for some in-person events within the Provincial Health Order.
- Chair reminded Committee on previous discussion about checklists and boxes with masks, hand sanitizer, and other necessary materials for clubs to host events.

7.6 Clubs Double Dipping - For SFSS Funds
SUBMITTED BY: Member Services Coordinator – Clubs "Nancy Mah"

- Nancy Mah explained that the SFSS has never allowed double dipping for Recreation teams as having them start clubs to seek funding both from SFU Recreation and the SFSS would be costly. She asked the Executive Committee and Council to commit to ensuring that this does not become an issue by creating appropriate policies.
- VP Internal and Organizational Development elaborated that 'double dipping' in this sense is in reference to clubs who seek both SFSS and SFU funding and not SFSS funding from two different committees. Explained that further clarity is needed to determine if Esports is being funded by SFU Recreation or SFU Athletics and what kind of funding they are receiving.
- Shelley Durrante highlighted that if Esports is a varsity team, they would be receiving SFU Athletics funding. Asked for clarification is a varsity team should be allowed to be a club,

might need to have different names for clarity.
- Chair clarified that there should be a policy created to clarify this issue.
- VPIOD suggested holding a conversation on internal double dipping at the next meeting.

8. NEW BUSINESS

8.1 Appointing Vice-Chair of the Member Service Advisory Committee- MOTION MSA-2021-04-29:03

Sandra/Tony

Whereas, as per Council Policies, SO-1: Standing and Ad-Hoc Committees, Subcommittees and Working Groups, 1.5(a) "The duties of the Vice-Chair include: convening meetings in the absence or at the discretion of the Chair and SO-1.5(b) "any other duties as may be assigned by the Chair"

Be it resolved to appoint Tony Yu as Vice-Chair of the Member Services Advisory Committee.
CARRIED UNANIMOUSLY
- Tony Yu nominated himself.
- Amended to strike 'X' and replace with 'Tony Yu'.

9. ANNOUNCEMENTS

9.1 Next Member Services Advisory Committee to take place on Tuesday, July 13 2:30 -4pm.

10. ATTACHMENTS

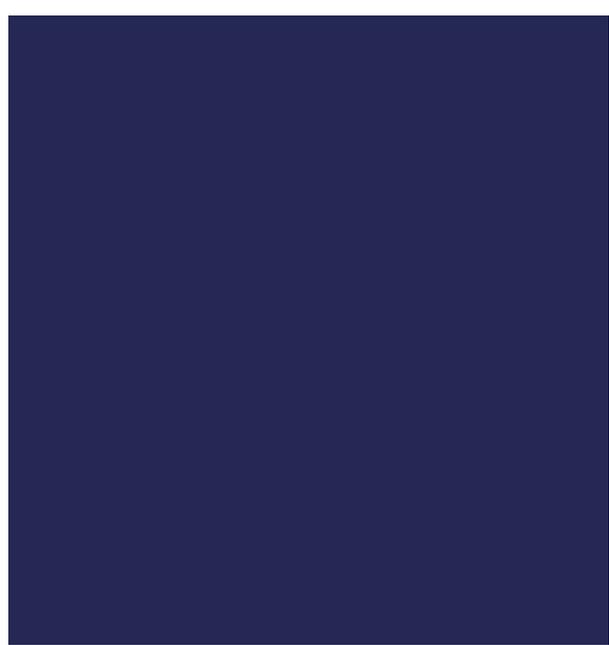**10.1 SFSS-Member-Service-Groups-Policies**

11. ADJOURNMENT

11.1 MOTION MSA-2021-04-29:04

Tony/Sandra

Be it resolved to adjourn the meeting at 3:36PM
CARRIED /NOT CARRIED/CARRIED AS AMENDED

SFSS Member Service & Groups Policies

Simon Fraser Student Society

TABLE OF CONTENTS

INTRODUCTION

POLICIES

simon fraser
student society

MGP-1: FOOD BANK

POLICY TYPE: MEMBER SERVICE & GROUPS POLICY		
POLICY TITLE: FOOD BANK		
POLICY REFERENCE NUMBER: MGP-1		
		Adopted: April 23, 2021
		Next Scheduled Revision: April 2022
		Previous Revisions
Position	Signature	Date
President		

Policy

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

Standards

1.2   Vouchers are redeemable at either Nesters (Woodwards or SFU locations) or Safeway (Surrey Central location), depending on the specific request.

1.3   Requestors must meet the following criteria to be eligible to receive Foodbank services:

   (a)   Requestors must be registered SFU SFSS Members or FIC students.

   (b)   No more than 3 requests per semester may be approved for any one SFSS Member per semester.

   (c)   No more than 1 request may be approved on any one day for any one SFSS Member.

1.4   Where the budget is insufficient to meet service demand, the eligibility requirements may be adjusted by the Member Services Coordinators - Clubs with the approval of the President.

1.5   Vouchers may only be picked up upon the presentation of a confirmation of enrolment.

1.6   Only current staff contributing to the administration or the supervision of the administration of the service may access or have access to the SFU IT account used to develop the WebSurvey form used to collect food bank request information.

1.7 Only current staff contributing to the administration or supervision of the administration of the service may access or have access to Excel log tracking requests.

   (a)   The log must be password protected.

   (b)   The log must be stored on the SFU IT administered file share.

1.8   The data collected in the process of administering this request will support:

   (a)   determining the eligibility of the requestor,

   (b)   communicating with the requestor regarding the request, and

   (c)   improving the service.

1.9   Request forms must contain a required field acknowledging and consenting to the collection of personal information, including:

   (a)   name of the requestor,

   (b)   student ID number of the requestor,

   (c)   SFU email of the requestor,

   (d)   number of dependents of the requestor,

   (e)   primary campus of the requestor in order to determine the redeemable location of the voucher, as determined by the requestor,

   (f)   whether the requestor has previously used the service, as reported by the requestor,

   (g)   any other resources used to ensure the requestor's food security needs, as reported by the requestor, and/or

   (h)   evaluation of the concern the requestor has regarding their financial situation.

Supports
   -   Members and FIC students

Process

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

1.11   Upon the reception of a request, and within 48 hours of receiving the requests (excluding weekends and office holidays), the Member Services Coordinators - Clubs must ensure that:

      (a) the request is logged, noting the following information about the requestor and the request:

            i. name of the requestor,

            ii. student ID of the requestor,

            iii. SFU email of the requestor,

            iv. number of dependents of the requestor,

            v. primary campus of the requestor, as determined by the requestor,

            vi. whether the requestor has previously used the service, as reported by the requestor,

            vii. any other resources used to ensure the requestor's food security needs, as reported by the requestor, and

            viii. evaluation of the concern the requestor has regarding their financial situation,

      (b) the request is processed and the voucher is made available for pick-up at the requested location,

      (c) the approval or denial of the request, and the availability of the voucher where the request is approved, is communicated to the requestor,

      (d) the collection of the voucher is logged, and

      (e) service usage levels are reported to VP Finance & Services, noting where usage suggests that budgetary allocations will not be sufficient to meet demand.

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MGP-2: CLUBS

POLICY TYPE: MEMBER SERVICE & GROUPS POLICY		
POLICY TITLE: CLUBS		
POLICY REFERENCE NUMBER: MGP-2		
		Adopted: April 23, 2021
		Next Scheduled Revision: April 2022
		Previous Revisions
Position	Signature	Date
President		

Definitions and Purposes

2.1   Clubs are organized student groups that have a mandate to pursue social, activism, professional, academic, or interdisciplinary goals.

2.2   Clubs shall not duplicate Student Unions.

2.3   All clubs must agree to abide by the rules set out in the SFSS Club Terms of Reference in order to be an approved club. Any changes to the SFSS Clubs Terms of Reference must be approved by the Council upon recommendation of Member Services Coordinators - Clubs. Clubs can create additional rules regarding their operation and governance as long as it does not conflict with the Clubs Terms of Reference.

Membership Criteria

2.3   Club membership shall be open to all SFSS Members.

2.4   Each club shall consist of a minimum of ten members in good standing of the Society.

2.5   Each club must have at least two (2) executive officers that are members in good standing of the Society.

Registration Criteria

2.7   To be eligible to be registered as a club, groups must follow the requirements of this policy, the SFSS Issues Policies, and other Societies policies where applicable.

   (a)   The Member Services Coordinators - Clubs may reject a club's registration, subject to an appeal to the Executive Committee.

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

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

Clubs Terms of Reference

2.11   Clubs must use the SFSS Clubs Terms of Reference provided by the Members Services Centre as a minimum set of rules that must be followed unless there are specific requirements that must be met, subject to the approval of the Member Services Coordinators - Clubs. Clubs must outline the following additional terms:

(a)   a statement of the aim(s) and purposes of the club,

(b)   procedures for holding meetings of its membership,

(c)   the composition of an election or appointment procedure for an Executive Committee, and

(d)   a clause that requires the transfer of all assets to the Society upon dissolution of the club.

Club Structure and Operation

2.12   Clubs are subject to the Societies Funding Guidelines which includes:

(a) Petty Cash,

(b) Resource Funding,

(c) Grants, and

(d) Other funding sources as the Council develops from time to time.

2.13   Clubs may maintain a Society trust account.

2.14   The Club grant funding shall be used to cover costs reasonably related to each club's activities.

2.15   Unused grant funding shall revert back to the Society at the end of each semester.

2.16   Unused funds held in trust accounts of clubs shall carry forward semester to semester unless a club becomes inactive, in which case all funds shall revert to the Society's club line item after a minimum of two years of inactivity.

2.17   Clubs may collect membership fees.

     (a)   Membership fees shall be held by the Society in the respective trust fund account.

2.18   Clubs may seek additional funding for special events and projects by requesting a grant via a proposal.

2.19   Grants shall be awarded based on the merits of the event or project and at the discretion of the Member Services Coordinators – Clubs or the Council.

     (a) The Member Services Coordinators – Clubs shall grant requests under $1,500.

     (b) The Operations Organizer shall grant requests between $1,500 and $3,000 inclusive.

     (c) The Council shall grant requests over $3000.

2.20   Funding decisions of the Member Services Coordinator - Student Unions & Groups and the Operations Organizer may be appealed, in writing, to the Finance and Administrative Services Committee, in consultation with the Member Services Advisory Committee. The final decision on an appeal for grant funding $3000.00 and under will be made by the Finance and Administrative Services Committee. An appeal form must be provided to all clubs upon request.

2.21   The Council may decide to top up funding for a club event through a Council line item through the Special Funding Request Policy, in exceptional circumstances.

2.22   Clubs may maintain an external bank account; however, the signing officers must sign a Club Liability Disclaimer and advise all club members of the nature of the disclaimer. In the event a club decides to use an external bank, it is encouraged to consult the Member Services Coordinators – Clubs about banking options. It is highly encouraged to use Society trust accounts.

Financial Accountability

2.23   Any request for reimbursement shall be made by a signing officer of the club and shall be supported by documentation satisfactory to the Society.

2.24   Reimbursement of amounts of less than $50, or under $20 in Surrey, may be paid out in cash.

2.25   Reimbursement of amounts of more than $50 shall be by cheque.

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

Administrative Authority and Appeals Process

2.28   The Member Services Coordinators - Clubs shall have administrative authority over club operations, and may suspend the activities, disallow registration, or impose requirements upon any club, particularly if a club is found to have violated any Society by-law or policy.

2.29   Decisions of the Member Services Coordinators - Clubs may be appealed, in writing, to the Executive Committee.

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MGP-3: *UNDER REVIEW* CONSTITUENCY GROUPS

POLICY TYPE: MEMBER SERVICE & GROUPS POLICY		
POLICY TITLE: CONSTITUENCY GROUPS		
POLICY REFERENCE NUMBER: MGP-3		
	Adopted: April 23, 2021 Next Scheduled Revision: April 2022 Previous Revisions	
Position	Signature	Date
President		

Definition

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

Council Representative

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

Funding

3.3   The sections below (3.4 to 3.18) on Constituency Group funding of constituency groups will not apply to the Women's Centre Collective, the Out On Campus Collective, and the First Nations Student Association (FNSA) as they are departments of the Society.

(a)   The Women's Centre Collective shall have a portion of the Women's Centre budget allocated to their activities and campaigns. The Women's Center Collective shall be consulted during the preparation of the departmental budget.

(b)   The Out on Campus Collective shall have a portion of the Out on Campus budget allocated to their activities and campaigns. The Out on Campus Collective shall be consulted during the preparation of the departmental budget.

(c) The First Nations Students Association shall have full jurisdiction over the FNSA fund as established by member referendum. The current signed SFSS/FNSA letter of agreement on the administration and distribution of funds for the benefit and use of FNSA shall apply. Any changes to the fund or rerouting thereof, must be approved

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

3.4   Constituency Groups may apply for grant funding to cover event costs when a Constituency Group is the organizer or sponsor, and the event is intended for purposes that are of collective benefit to the membership.

3.5   To be eligible for Society funding, a Constituency Group must be active. To be considered active, the Constituency Group must have:

(a)   a constitution filed with the Member Services Coordinator – Student Unions & Groups.

(b)   conducted at least one quorate meeting in the last four months unless they were created in the semester they are applying for funding.

3.6   Each semester, Constituency Groups must submit to Member Services Coordinator – Student Unions & Groups:

(a)   the minutes of at least one properly constituted meeting conducted in the semester for which the request is made, and

(b)   a list of current Executive Committee members (or other contact persons), signing officers, and the constituency group representatives to Council.

3.7   Subject to budgetary constraints, active Constituency Groups shall receive a core budget of $300 per semester.

3.8   Active Constituency Groups are entitled to spend core funds at their discretion and to be reimbursed for expenditures from core funds with the approval of their membership.

3.9   Net core funds remaining from active semesters shall carry forward semester to semester, except that all unused core funds shall revert to the Society at the end of each fiscal year.

3.10   The signatures of two signing officers of the Constituency Groups are required to release any Society funds.

3.11   Constituency Groups may establish trust accounts for securing funds other than Society core or grant allocations.

3.12   The Member Services Coordinator - Student Unions & Groups may approve requests of up to $1,500.

3.13   The Operations Organizer may approve grant requests between $1,500 and $3,000.

3.14   Funding decisions of the Member Services Coordinator - Student Unions & Groups and the Operations Organizer may be appealed, in writing, to the Finance and Administrative Services Committee, in consultation with Member Services Advisory Committee. The final decision for an appeal on grant funding $3000.00 and under will be made by the Finance and Administrative Services Committee. An appeal form must be provided to all Constituency Groups upon request.

3.15   The Council may approve grant requests over $3,000.00. The decision made at the Council for grants over $3,000 is final.

3.15   The Council may decide to top up funding for a Constituency Group event through a Council line item through the Special Funding Request Policy, in exceptional circumstances.

3.16   Requests grant funding shall be made in advance of any activity and shall be supported by documentation satisfactory to the Society.

3.17   Constituency Groups may maintain an external bank account; however, the signing officers must sign a liability disclaimer and advise all members of the nature of the disclaimer. In the event a Constituency Group decides to use an external bank, it is encouraged to consult the Member Services Coordinator - Student Unions & Groups about banking options. It is highly encouraged to use Society trust accounts.

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MGP-4: FACULTY AND DEPARTMENT STUDENT UNIONS

POLICY TYPE: MEMBER SERVICE & GROUPS POLICY *POLICY TITLE: DEPARTMENT STUDENT UNIONS* *POLICY REFERENCE NUMBER: MGP-4* **Adopted: April 23, 2021** **Next Scheduled Revision: April 2022** **Previous Revisions**

Position	Signature	Date
President		

4.1   Society funds may be used to cover event costs when a Student Union is an organiser or sponsor and the event is intended for purposes that are of collective benefit to the membership.

4.2   To be eligible for Society funding, a Student Union must be active. To be considered active, the Student Union must have a constitution filed and approved by the Member Services Coordinator - Student Unions & Groups.

4.3   The Student Union must submit the following to the Member Services Coordinator - Student Unions & Groups each semester:

(a)   the minutes of all properly constituted general meetings conducted in the semester for which the request is made,

(b)   advanced electronic notice of all meetings held in accordance with the union constitution, and

(c)   a list of current Executive members (or other contact persons), signing officers and department or faculty representative(s).

4.4   In the event that a Student Union remains inactive for four consecutive semesters, all assets shall revert to the Society.

4.5   At least one executive officer must attend training in person or online with the Member Services Coordinator - Student Unions & Groups before the core funding can be released.

4.6   Net core funds remaining from active semesters shall carry forward semester to semester, except that all unused core funds shall revert to the Society at the end of each fiscal year.

4.7   The signatures of two Student Union officers are required to release any Society funds.

4.8   Unions may establish trust accounts for securing funds other than SFSS core or grant allocations.

4.9   Receipts must be turned in for reimbursement before the end of the fiscal year and must be accompanied by supporting minutes from a properly constituted quorate meeting.

Allocation of Maximum Core Budgets
4.10   Student Unions that become 'active' in the first month of semester will be eligible for the full core amount.

4.11   Student Unions that become active in the second month will be entitled to 3/4 of the funding.

4.12   Student Unions that become active in the third month will be entitled to 1/2 of the funding.

4.13   Student Unions that become active in the final month of the semester will be entitled to 1/4 of the funding.

Use of Core Funding
4.14   Core funding may not be used for:

  (a) donation to another organization, and

  (b) other restrictions as determined from time to time by the Member Services Coordinator - Student Unions & Groups or the Finance and Administrative Services Committee.

Grant Funding
4.16   Grant funding may be provided to assist Student Unions with their activities, projects, or events, with the following stipulations:

  (a) some core funds must be committed to every undertaking for which grant funding is requested,

  (b) there must be active Student Union involvement in the activity, project, or event,

(c) grant funds shall not be used for fund-raising events,

(d) grant funds shall not be donated to off-campus organizations, and

(e) grant funds shall not be spent on alcohol.

4.17   Other restrictions as determined from time to time by the Member Services Coordinator - Student Unions & Groups or the Finance and Administrative Services Committee.

4.18   Receipts must be turned in for reimbursement within 15 days of incurring an expense and must be accompanied by supporting minutes from a properly constituted quorate meeting.

4.19   The Member Services Coordinator - Student Unions & Groups may approve single requests of up to $1,500, provided that the total annual grant allocation per union or caucus does not exceed $3,500 of the grant budget.

4.20   The Operations Organizer may approve requests between $1,500 and $3,000 inclusive.

4.21   The Council may approve grant requests over $3,000. The decision made at the Council for grant over $3,000 is final.

4.22   Grant Funding decisions of the Member Services Coordinator - Student Unions & Groups and the Operations Organizer may be appealed, in writing, to the Finance and Administrative Services Committee. The final decision for an appeal on grant funding $3,000 and under will be made by the Finance and Administrative Services Committee. An appeal form must be provided to all Student Unions.

4.23   The Council may decide to top up funding for a student union through a Council line item through the Special Funding Request Policy, in exceptional circumstances.

4.24   Decisions of the Member Services Coordinator - Student Unions & Groups may be appealed, in writing, to the Finance and Administrative Services Committee.

4.25   The Council may suspend the activities of any Union found to have violated any Society By-law, Rule, Standing Order or Administrative Policy.

4.26   All trust accounts must be established with the SFSS, except under extenuating circumstances they may establish an external bank account with the following stipulations:

(a) The SFSS Member Services Coordinator - Student Unions & Groups may be one of the trustees,

(b) Departmental Student Unions must disclose bank account numbers to the SFSS Member Services Coordinator - Student Unions & Groups,

(c) monthly bank financial statement must be submitted to the SFSS Member Services Coordinator - Student Unions & Groups, and

(d) semesterly financial report must be submitted to the VP Finance and Member Services Coordinator - Student Unions & Groups.

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MGP-5: *UNDER REVIEW* CONFERENCE FUNDING

POLICY TYPE: MEMBER SERVICE & GROUPS POLICY *POLICY TITLE: CONFERENCE FUNDING* *POLICY REFERENCE NUMBER: MGP-5*		
		Adopted: April 23, 2021 **Next Scheduled Revision: April 2022** **Previous Revisions**
Position	Signature	Date
President		

5.1   The Society shall maintain a Travel/Conference Fund that shall be administered by the Society's Member Services Coordinator - Student Unions & Groups.

5.2   Between May first and April 30th each year, each Society member shall be limited to two travel awards of up to $100 in total.

5.3   Travel/Conference awards may be used for the following expenses:

  (a)   conference registration fees,

  (b)   admission and related fees,

  (c)   commercial accommodation, and

  (d)   out-of-town transportation costs to and from the conference.

5.4   Travel and Conference funding is for extracurricular conferences and cannot be used for work placement or co-op placements, field schools, or employment- related travel.

5.5   Applications shall be made in advance of the conference to the Member Services Coordinator - Student Unions & Groups Office on the appropriate form, and shall be accompanied by a copy of the minutes of a meeting of the Student Union that clearly indicates endorsement of the application.

  (a) Applications must be approved by a vote of the member's Student Union or Constituency Group in the same fiscal year in which the conference is held.

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

**simon fraser
student society**

MGP-6: *Under Review* Group Recognition Policy

POLICY TYPE: MEMBER SERVICE & GROUPS POLICY POLICY TITLE: GROUP RECOGNITION POLICY POLICY REFERENCE NUMBER: MGP-6 Adopted: April 23, 2021 Next Scheduled Revision: April 2022 Previous Revisions		
Position	Signature	Date
President		

6.1   The Simon Fraser Student Society recognizes the Simon Fraser Residence Hall Association (RHA) as a representative body of undergraduate students living in residence at Simon Fraser University. Upon incorporation of the RHA, the SFSS will revisit this policy.

6.2   The Simon Fraser Student Society recognizes the Simon Fraser Student-Athlete Advisory Committee (SAAC) as a representative body of undergraduate student athletes at Simon Fraser University.

6.3   The Simon Fraser Student Society recognizes the Graduate Student Society as the official representative group of graduate students at Simon Fraser University. The Society strives to foster a positive and collaborative relationship with the Graduate Student Society to advance of shared undergraduate and graduate student interests.

6.3   The Simon Fraser Student Society recognizes the on-campus affiliated external organizations such as the Simon Fraser Public Interest Research Group (SFPIRG), Simon Fraser Campus Radio Society (CJSF), Embark Sustainability, and The Peak as vital independent student societies of the SFSS that share undergraduate membership with the SFSS. They also share graduate student membership with the Graduate Student Society. We strive to foster a positive and collaborative relationship with these independent student societies at SFU.