

1. CALL TO ORDER

Call to Order - 5:39 PM

2. TERRITORIAL ACKNOWLEDGMENT

We respectfully acknowledge that the SFSS is located on the traditional, unceded territories of the Coast Salish peoples, including the xwməθkwəyəm (Musqueam), Skwxwú7mesh Úxwumixw (Squamish), Selílwitulh (Tsleil-Waututh), kwikwəxəm (Kwikwetlem) and qicəy (Katzie) Nations. Unceded means that these territories have never been handed over, sold, or given up by these nations, and we are currently situated on occupied territories.

3. ROLL CALL OF ATTENDANCE

3.1 Committee Composition

GSW Councillor (Chair)	Devynn Butterworth
Computing Science Councillor (Vice Chair)	
SUS Councillor	
History Councillor	Alan Saunderson
Labour Studies Councillor	
World Lit Councillor	

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- Accessibility Committee Minutes - MOTION AC 2021-07-27:01

Be it resolved to receive and file the April 26th 2021 Accessibility Committee minutes;

• OCEO 2021-07-13

5. ADOPTION OF THE AGENDA

5.1 MOTION OCEO 2021-07-27:02

Devynn/Sara

Be it resolved to adopt the agenda as amended.

CARRIED AS AMENDED

- Add section 6 Ratification of Regrets
- Remove New Business motion 8.1 resolving Zaid's resignation as it has already been done last meeting.



6. RATIFICATION OF REGRETS

6.1 RATIFICATION OF REGRETS - MOTION OCEO 2021-07-27:03

Devynn/Sara

Be it resolved to ratify regrets from Zaid Lari and Justin Chen

CARRIED AS AMENDED

7. PRESENTATION

7.1 Council Policies and By-Laws

SUBMITTED BY: GSW Councillor (Chair) "Devynn Butterworth"

- Gave brief summary of R-3: Duties and Responsibilities of Executive Officers
- Bi-weekly report and semester reports from R-3 is important and will be reviewed extensively.
- Penalty for not summiting work report is \$100 reduced stipend.
- Penalty for not summitting semester report is \$100 reduced stipend per day for a maximum of one complete pay period where report is late.
 - o Similar to exit report.
- Penalty for absence of Council Meetings is \$100 reduced stipend.
 - o Late members will also be fined.
- Executive officers must be appointed to at least 2 council committees. Reduction of \$200 stipend where they are not named to at least 2 committees.
- Will need to identify criteria for conflict of interest.

8. DISCUSSION ITEMS

8.1 Interpretation of Council Policy R-3.5

- President is Ex-officio and is a member of all committees but policy states that officers must be an active member so there's confusion.
 - Members suggested that it can be open to interpretation and be enforced if necessary.
- Devynn will email Corbett to get an update on vacancies of subcommittee seats to properly
 assess executive members committing to committees as there's a stipend reduction for not
 being in one.

8.2 Process & exceptions for when an Executive does not meet requirements

- Alan suggested that there should be an opportunity for Executive members to present reasons for why they may not be meeting certain requirements and having potentially grace periods.
- It should be done in a way that doesn't invade privacy.
 - o E.g., not asking much if a report is two days late and for ongoing issues, ask for doctor's notes or some documentations.
- Devynn will make a spreadsheet with the details of duties outlined
- 60 Hour requirement will not be strictly assessed as it can vary depending on



workload.

o Average hours can be used also.

8.3 Working groups for monitoring different requirements

• Members agreed that all members should look at the whole thing first before being assigned different duties for assessments.

9. ANNOUNCEMENTS

9.1 Next meeting to be on August 3rd at 5:30pm with a presentation by Corbett and Almas regarding working reports

10. ATTACHMENTS

10.1 Council Policies

10.2 By-Laws

10.3 Relevant Compiled Council Policies and By-Laws

11. ADJOURNMENT

11.1 MOTION OCEO 2021-07-27:04

Ryan/Alan

Be it resolved to adjourn the meeting at 6:30 PM

CARRIED UNANIMOUSLY

SFSS Council Policies

Simon Fraser Student Society

simon fraser student society

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Introduction

Date Approved: 2020-11-13

DEFINITIONS

Date Approved: 2021-04-23

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

"Rules" are authoritative statements or guides for conduct and action that outline what the Society is to do, or not do, in a specific situation.

"Standing Orders" are the rules that govern the authority of standing committees, ad hoc committees, and working groups of the society. They describe who sits on which committee or working groups, the type of business, the terms of reference, and how meetings are called and conducted.

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

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

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

RULES

SECTION I: GOVERNANCE



R-1: GOVERNANCE AND OPERATIONS PROCESSES

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

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

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:

SFSS Council Policies

Date Approved: 2021-04-23

Departmental coordinators may bring an administrative policy to the Executive Committee,

- (b) The Executive Committee shall review the proposed Administrative policy changes and strive for consensus at a Committee meeting,
- After the Executive Committee reviews the proposed Administrative Policy, the proposed policy shall be discussed at the Governance Committee for final review, and then recommended to Council for approval,
- (c) A notice of motion for the proposed changes will be put to a Council meeting for the approval of Council at the next or a following meeting of Council.
- 1.5 Administrative Policies shall include the:
 - (a) SFSS Communications Policies,
 - (b) SFSS Finance Policies,
 - (c) SFSS Corporate Records and Information Policies,
 - (d) SFSS Staff-Led Events Policies,
 - (e) SFSS Retail Service Policies,
 - (f) SFSS Information Technology Policies,
 - (e) SFSS Property Management Policies,
 - (g) SFSS Orientation and Retention Policies,
 - (h) SFSS Member-Services and Group Policies,
 - (i) SFSS Personnel Policies,
 - SFSS Investment Policy, and
 - (k) SFSS Privacy and Information Management Policies.
- Any amendments to Administrative Policies shall be recorded under that policy in the header of each individual policy - listing previous amendments and the next scheduled revisions for each administrative policy. The list of Administrative Policies under R-2(5) must be updated if an administrative policy is renamed, or any administrative policies are adopted or repealed.

Date Approved: 2021-04-23 SFSS Council Policies

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

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

Maintenance of Other Society Policies

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

SECTION II: COUNCIL AND COUNCIL MEMBERS



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

POLICY TYPE: COUNCIL POLICY

POLICY TITLE: NON-EXECUTIVE COUNCIL STIPEND REQUIREMENTS

POLICY REFERENCE NUMBER: R-2

Adopted: April 23, 2021

Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Relevant By-Laws

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

Duties and Responsibilities of Non-Executive Council Representatives

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

Date Approved: 2021-04-23 SFSS Council Policies

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

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

Semi-monthly Work Reports

- 2.9 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 Councillors volunteer, the Society provides a stipend of \$35.00 per scheduled meeting attended.
- 2.14 In recognition of the time the Council Chair volunteers, if the Council Chair is not the President, the Society provides a stipend of \$110.00 per scheduled meeting attended.
- 2.15 The stipend of a Non-Executive Councillor may be reduced as outlined in R-4



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

POLICY TYPE: COUNCIL POLICY

POLICY TITLE: EXECUTIVE STIPEND REQUIREMENTS

POLICY REFERENCE NUMBER: R-3

Adopted: April 23, 2021

Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Relevant By-Laws

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

Duties and Responsibilities of Executive Officers

- 3.1 Executive Officers shall execute all the powers, duties and obligations befalling an Executive Officers portfolio as outlined in By-Law 4(10)-(16).
- 3.2 Executive Officers 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

Date Approved: 2021-04-23

- 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

- Date Approved: 2021-04-23
- 3.11 Semester reports must include, but isn't limited to:
 - (a) an executive summary of work completed in the semester
 - (b) a summary of completed projects during the semester
 - (c) a summary of ongoing projects to be continued into the following semester
 - (d) a list of challenges or difficulties that were experienced that semester as it pertains to the work completed in the semester
 - (e) a list of recommendations for methods of improving work on campaigns, projects, or initiatives for following semesters

Exit Reports

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

Stipends for Executive Officers

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



R-4: STIPENDS AND STIPEND REDUCTION SCHEDULE

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

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

President

Stipends

- 4.1 There shall be no advances on Council or other stipends.
- 4.2 The VP Finance & Services (or designate) shall provide the Finance Department staff with a stipend list of Councillors including the amount payable by the payroll processing date, based on the attendances of Councillors at Council and committee meetings and their eligibility to receive a stipend.
- 4.3 Remuneration paid to the Executive Officers shall be in the form of semi-monthly payments. Payroll processing will occur on the first business day after the 15th and the first business day of the following month.
- 4.4 Remuneration paid to Non-Executive Councillors is on a per-meeting basis, as per R-2 but shall be paid in the form of semi-monthly payments. Payroll processing will occur on the first business day after the 15th and the first business day of the following month.
- 4.5 This policy stipulates the terms in which a Councillor's stipend may be reduced or withheld by the VP Finance & Services. All reductions to a Councillor's stipend must be communicated to the Councillor so that they can have the 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

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

Date Approved: 2021-04-23 SFSS Council Policies

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

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

Semester Reports are Submitted Late

- 4.7 Semester work reports must be submitted by Executive Officers to Council by midnight of the last day of the month following the end of a semester.
 - (a) The stipend of an Executive Officer will be reduced by \$100 per day for a maximum reduction of the value of one complete pay period where the report is late, and all stipends will be withheld until the report is submitted.
- 4.8 Non-Executive Councillors are not required to complete semester reports.

Exit Reports are Submitted Late

- 4.9 Failure of Executive Officers to submit an exit report within ten (10) business days following the end of their term will result in a \$100 deduction per day from the final stipend, unless extenuating circumstances exist.
 - (a) Executive Officers who have been re-elected to a subsequent term on Council will have all further stipends withheld until such time as an exit report has been submitted.
 - (b) Enforcement of this regulation shall be the responsibility of the incoming VP Finance & Services. The incoming President shall ensure that the VP Finance & Services complies with the terms of this Rule.
- 4.10 Failure of Executive Officers to submit an exit report within twenty (20) business days shall result in the entirety of the stipend being withheld and becoming a member in poor standing of the Society.
 - (a) Executive Officers who have been re-elected to a subsequent term on Council will have all further stipends withheld until such time as an exit report has been submitted.
- 4.11 The exit report of the VP Internal & Organizational Development shall, in accordance with the SFSS Bylaws and policies, contain a draft section for inclusion in the Annual Report presented at the next Annual General Meeting.

Failure to Attend a Council or Committee Meetings

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

- (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.
- 4.13 The Chair of Council or the chair of the committee is responsible for communicating a member's failure to attend the relevant meeting to the VP Finance & Services via email.
 - (a) In the event of the VP Finance & Services is in violation of this Rule, the Chair of Council, or the Chair of the committee where the unexcused absence has occurred, shall notify the President via email.

Late Arrival at Council Meeting

Date Approved: 2021-04-23

- 4.14 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

- 4.15 Councillors must attend all Council committee meetings on time, excepting where the director has communicated in advance some personal or unexpected circumstances to the Chair.
 - (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

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

(a) The stipend of an Executive Officer will be reduced by \$200 where they are not named to at least two (2) committees, and \$100 where they are not named to one (1) committee.

Failure to Meet Committee Obligations: Non-Executive Councillors

- 4.17 Councillors must be appointed to at least 1 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

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



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

POLICY TYPE: COUNCIL POLICY

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

COUNCIL AND ITS COMMITTEES POLICY REFERENCE NUMBER: R-5

Adopted: April 23, 2021

Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

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

Date Approved: 2021-04-23 SFSS Council Policies

(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 themself 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

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

Adopted: April 23, 2021

Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Relevant By-Laws

1. By-Law 17

Resignation

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

Leave of Absence

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

Regrets

SFSS Council Policies

- 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

Policy Type: C	ouncil Policy	
POLICY TITLE: (Council Meetings	
Policy Referen	nce Number: R-7	
		Adopted: April 23, 2021
		Next Scheduled Revision: April 2022
		Previous Revisions
Position	Signature	Date
President		

Definitions

- 7.1 "Territorial Acknowledgement" is the act of acknowledging the history and on-going act of colonialism, and that we work, play and operate on the traditional, ancestral, and unceded territories of these First Nations. Unceded means that this land has never been surrendered, relinquished, or handed over in any way. This acknowledgement shall be made by the Chair at the beginning of every meeting before any other meeting business is conducted. We recognize that these acknowledgements are only one small part of disrupting and dismantling colonial structures, and that we must also actively center and prioritize all of the Society's work around standing in solidarity with Indigenous student groups and Host nations. Standing in solidarity includes but not limited to advocating for Indigenous rights and sovereignty, showing up for Indigenous led actions, amplifying Indigenous voices, and building reciprocal relationships. For more information and education on Land Acknowledgements read Native Land Digital's resource on "Territory Acknowledgement".
- 7.2 "Pronouns" means what is used to refer to someone in lieu of using their name. Ensuring people's pronouns are respected pushes the Society towards actively breaking down the enforcement of societal gender norms. We recognize that respecting people's gender identity, especially for queer, gender non-conforming, non-binary, Two-Spirit, and transgender people, that may not conform to societal binary standards is important in making a safe and inclusive space in the Society. Pronouns can include but are not limited to He/Him, She/Her, They/Them, Ze/Zir, and Xe/Xem
- 7.3 "Access Needs" means something a person needs to communicate, learn, and take part in an activity, such as a meeting or an event. Everyone has access needs, which may be met or unmet depending on the situation. An individual may communicate how their access needs

can be met either publicly or privately to the Chair of a meeting. The members of a meeting shall do everything in their power to ensure that the access needs of each individual person present at a meeting, whether virtual or in person, are met. Conflicting access needs between multiple individuals will be addressed collaboratively on a case-by-case basis to ensure that all individuals can communicate, learn, and take part in meetings and events.

- "Roll Call of Attendance" means the act of the Chair of a meeting calling off a list of names to determine whether there is a quorum; and each member of a meeting, when called upon by the Chair, sharing their name, pronouns, and access needs.
- 7.5 "Consent Agenda" means the practice of grouping routine business items which do not require substantive discussion or debate into one agenda item, requiring unanimous consent to be approved.

Duration

Date Approved: 2021-04-23

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

Quorum

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

Speaking Privileges

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

Chair

Date Approved: 2021-04-23 SFSS Council Policies

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

Vice Chair

- 7.15 As per By-Law 6(18), Council shall, by a simple majority vote, appoint a Non-Executive Councillor as Vice Chair of Council for the duration of a Council term.
- 7.16 The Vice Chair shall convene and chair a Council meeting in the absence or at the discretion of the Chair of Council.
- 7.17 The Vice Chair shall support the duties of the Chair, including but not limited:
 - (a) Communicating with Committee Chairs and Committee Vice Chairs on behalf of the Chair, when necessary.
 - (b) Collect agenda items from Councillors on behalf of the Chair and send them to the Administrative Assistant through proper communication channels, when necessary.
 - (c) Any other duties as delegated by the Council Chair from time to time

Agenda

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

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

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(c) Committee appointments

Date Approved: 2021-04-23

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.

Date Approved: 2021-04-23 SFSS Council Policies

R-8: ALTERNATES

POLICY TYPE: COUNCIL POLICY
POLICY TITLE: ALTERNATES

POLICY REFERENCE NUMBER: R-8

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

Previous Revisions

Position	Signature	Date
President		

Relevant By-Laws

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

Alternates of Councillors

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

Appointment of Alternates

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

Alterative Councillors at Meetings of Council

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



R-9: IN-CAMERA SESSIONS

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

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

President

- 9.1 Council and its committees may, by simple majority vote, move items for discussion incamera, only where deliberations involve:
 - (a) SFSS HR matters,
 - (b) open contract negotiations or competitive processes,
 - (c) a litigation process in which the Society is involved,
 - (d) discussions involving advice subject to solicitor-client privilege, such as legal counsel, where the Society wishes to maintain that privilege, and
 - (e) subject matter that relates to or is subject to the Personal Information Protection Act (PIPA).
- 9.2 In-camera items are strictly confidential and members present are bound by the Societies Act and are not to disclose the proceedings of, or contents of, any documents relating to incamera sessions.
- 9.3 Only members of Council and its committees, and invited third parties as may be required, shall remain in the meeting.
- 9.4 No motions may be moved during in-camera sessions.



R-10: *UNDER REVIEW* MINUTES

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

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

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

Date Approved: 2021-04-23

- 10.6 Minutes for meetings of Council and all Society committee meetings, except joint committees with SFU Graduate Student Society and/or those with the University, shall be completed and submitted to the chair of each committee within fourteen (14) days of the meeting.
- 10.7 Notwithstanding the other requirements of this policy, minutes for meetings of Council shall be ready for inclusion in the agenda package for the next regularly scheduled Council meeting as required by the policies.

Implementation

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

SECTION IV: PROCEDURES



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

POLICY TYPE: COUNCIL POLICY

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

COMMITTEES

POLICY REFERENCE NUMBER: R-11

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

Previous Revisions

Position	Signature	Date
President		

11.1 Any documents or materials received or obtained by members of Council or its committees in the course of fulfilling their duties, shall be considered the property of the Society and must be returned to the Society upon vacating their position, including, but not limited to:

- (a) keys,
- (b) correspondence,
- (c) office supplies,
- (d) hardware,
- (e) software,
- (f) equipment received or obtained by the members of Council or its committees in the course of fulfilling their duties.
- 11.2 Failure to return Society property shall be considered theft.
 - (a) The means of access to the aforesaid materials shall also be considered the property of the Society.

(i) Such means of access must be returned to the Society upon vacating a position on Council.



R-12: REMUNERATION OF ELECTED REPRESENTATIVES

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

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

Position Signature Date

President

Relevant By-Laws

1. By-Law 5(3)

Definitions

- 12.1 "Regulation" refers to any rule, standing order, administrative policy, issue policy, or Council policy or any other policy enacted by Council.
- 12.2 "Remuneration motion" refers to any motion to create or amend any regulation which shall set or change the amount of a stipend or other remuneration paid to a member of Council or Council, or which shall establish or change any other form of remuneration available to them.

Remuneration Motions

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

Applicability

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

Notification of the comment period shall be published on the Society's website no less than four (4) weeks prior to the Committee providing a recommendation to Council.

- (b) Notification shall include an invitation for students to attend a special session of the Finance and Administrative Services Committee held primarily to hear student comments. This meeting shall be held no less than two (2) weeks after the comment period has commenced and no less than one (1) week before the comment period ends.
- (c) No more than two (2) weeks of the comment period shall take place during the months of August, December, or April.



R-13: DIRECTION TO SOCIETY EMPLOYEES

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

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

Position Signature Date

President

- 13.1 Council recognizes the cooperative nature of the Society workplace and shall strive to work collaboratively on issues related to the Society, in order to effectively serve Society membership. If any member of Council has any employee-related issue, they shall communicate this to/through the President at all times. If any staff member has a direction-related issue with a Councillor, this shall be communicated to the President directly, indirectly through the staff's direct supervisor, or the Operations Organizer immediately.
- 13.2 The Executive Committee, in consultation with the employees concerned, shall set employee workload priorities. This shall not preclude Executive Officers from requesting support or giving direction to employees as needed to ensure that the duties associated with their portfolios are fulfilled and to ensure that the Society's day-to-day operations are carried out.
 - (a) If in a staff person's reasonable opinion, the directive given by an Executive Officer requires action that might conflict with the view of the Executive as a whole, the staff may ask for a clarification from the President for the opinion of the Executive. The President shall seek the advice of the Executive Committee, as qualified by written expressed opinion, or via motion.
 - (b) If the request is unclear in relation to the Society policies, the staff person must ask the President for the opinion of Council, which the President shall seek advice from Council on the interpretation of the policy. This may be decided via a vote of Council. If it is determined that there is a policy breach, the request shall not be carried out, until the policy at hand is amended, removed or suspended; or until the request is modified in order to be compliant with policy.
 - (c) In the event that the opinion of the President and the Executive Committee conflict, the opinion of the Executive committee prevails. In the

event that the opinion of the Executive Committee and Council conflict, the opinion of Council prevails.

- 13.3 Union-excluded personnel will assist the Executive Officers in the day-to-day staffing operations of the Society, and may give direction on behalf of the Executive, within limits set by the Executive and Society policies. All union-excluded personnel will report to the President, the Executive Committee and Council in that order; and will be monitored on their performance by the HR/Personnel Committee. One union-excluded personnel, alongside the President, shall serve as the staff liaison officers for the Society in line with the Collective Agreement.
- 13.4 Executive Officers may give full direction to Society staff if a staff person is specifically hired under the Office of that Executive Officer, and that staff person directly reports to the Executive Officer, and that all direction given is in line with Society policies and staff relations policies.
- 13.5 The Chair of Council, or a Committee Chair on approval of a Council committee that has the authority delegated to execute activities on behalf of Council, may give direction to Society employees on the approval of a motion of Council.
- 13.6 The Executive shall ensure there is a mechanism for Councillors to submit online work orders as for the efficient staff support requests to be submitted on matters of the Society, or for the benefit of the membership.
 - (a) The President shall be copied in on all these requests, and also serve as a resource to staff as to the position of the Executive Officers or Council as a whole on said requests.
- 13.7 In the event that any direction to Society employees breaches any staff relations policies or agreements (e.g. Collective Agreement), the President shall be notified immediately, and that resolution process in the related staff relation policy or agreement shall apply.



R-14: EMPLOYMENT, COUNCIL MEMBERS

POLICY TYPE: COUNCIL POLICY

POLICY TITLE: EMPLOYMENT, COUNCIL MEMBERS

POLICY REFERENCE NUMBER: R-14

Adopted: April 23, 2021

Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

- 14.1 No Councillor shall be employed by the Society during, or for a period of two years following their term of office.
- 14.2 An employee may not be an elected student member of Council, but employees may become and maintain membership in the Simon Fraser Student Society.
- 14.3 If an employee is elected to become a member of Council, then this employee must resign from their position of staff of the Society before their tenure as a Councillor begins.



R-15: *Under Review* Council Reimbursements

POLICY TYPE: COUNCIL POLICY
POLICY TITLE: COUNCIL REIMBURSEMENTS
POLICY REFERENCE NUMBER: R-15

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

Reimbursement for Charges

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

Restrictions

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

Cell Phone Allowance for Executive Officers

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

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

Transportation Allowance

- 15.7 Councillors may be reimbursed up to \$600 a year for transportation to and from SFSS offices. Proof of payment and copies of invoices are required. As these are taxable benefits, reimbursements are added to stipend payments. Including:
 - (a) U-Pass
 - (b) Parking Pass

Travel for Meetings Events, and Conference Allowance

- 15.8 Councillors may be reimbursed for flights, meals, and mileage for attendance at conferences and meetings. Reimbursement will be via cheque. Travel reimbursement does not count towards the \$600 transportation allowance.
 - (a) Flights require booking and payment information is required
 - (b) Meals require a detailed listing of the mail so that reasonableness may be considered. Councillors may not claim meal costs that are provided by the hotel, conference, or a third party.
 - (c) For automobile reimbursements, Councillors may be reimbursed according to the latest published annual automobile allowance rate as provided by the CRA (e.g.: 2020 year rate: \$.59 per km)

Other Amounts

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



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

POLICY TYPE: COUNCIL POLICY

POLICY TITLE: ANNUAL AND SPECIAL GENERAL MEETINGS, PREPARATION,

STAFFING, AND PROCEDURES

POLICY REFERENCE NUMBER: R-16

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

Position	Signature	Date
President		

Relevant By-Laws

1. By-Law 11

Members' Meetings

- 16.1 In addition to the procedures and obligations set out in Society Bylaws and policies, the following preparatory guidelines shall apply to the planning and procedures of Annual and Special General Meetings.
- 16.2 The Society will host an Annual General Meeting (AGM), as required by the Societies Act and the SFSS Bylaws, in September or October in accordance with the Society Bylaws.
- 16.3 The Society will host a Special General Meeting (SGM) at the request of Council, Council or following a members' requisition, as required by the Societies Act and the SFSS Bylaws.

Council

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

(i) Try to determine a date at least sixty (60) days in advance in the case of AGM (to give members the opportunity to put member

proposals), in a manner compliant with the Society Bylaws and the Societies Act;

Date Approved: 2021-04-23

(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:

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(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,

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- (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:

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- (a) develop a calendar, listing all deadlines for required items,
- (b) communicate the deadlines for all required items to the appropriate departments,
- (c) developing a draft meeting agenda, which includes at least:
 - (i) confirming that quorum has been met,
 - (ii) electing a Chair for the meeting, if the President of Council is present and the Chair was not designated by Council,
 - (iii) approving the agenda,
 - (iv) approving the Minutes from the last General Meeting, and
 - (v) terminating the General Meeting.
- (i) procure a membership list(s),
- (j) compile the previous meetings' minutes for inclusion in the annual report,
- (k) assist the VP Internal and Organizational Development with their duties described in this policy,
- (l) ensure that the chair receives an agenda and all other written materials at least 48 hours before the meeting, and is kept informed of expected attendance, the course of proceedings, the length of presentations, and any room changes, and
- (m) ensure that the full text of any proposed bylaw changes is available to all members at the meeting.
- 16.8 The Campaigns, Research, and Policy Coordinator is responsible for:
 - (a) providing support in interpreting the requirements of provincial legislation, and Society Bylaws and policies, and
 - (b) preparing the Chair of the members' meeting regarding their responsibilities as Chair.
- 16.9 The MSC Student Unions & Groups shall:

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

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

SECTION V: EXECUTIVE OFFICERS

Date Approved: 2021-04-23 SFSS Council Policies

R-17: ASSOCIATE VICE-PRESIDENTS

POLICY TYPE: COUNCIL POLICY

POLICY TITLE: ASSOCIATE VICE-PRESIDENTS

POLICY REFERENCE NUMBER: R-17

Adopted: April 23, 2021

Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Relevant By-Laws

1. By-Law 4(3)

Associate Vice-Presidents

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

Duties and Obligations

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

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

Appointment Process

- 17.7 Members of the Executive Committee who wish to appoint an Associate Vice-President shall nominate a Member 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 (3/3) resolution of the Executive Committee, provided that the person to be removed shall be given two (2) weeks notice of the meeting at which such a resolution is proposed;
 - c) Two-thirds (3/3) resolution of Council, provided that the person to be removed shall be given two (2) weeks notice of the meeting at which such a resolution is proposed.

STANDING ORDERS

SECTION I: GENERAL



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

POLICY TYPE: COUNCIL POLICY

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

WORKING GROUPS

POLICY REFERENCE NUMBER: SO-1

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

Position Signature Date
President

Establishment and Dissolution of Society Committees and Working Groups

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

Standing and Ad-hoc Committees

- 1.2 Council establishes the Standing Orders that comprise the terms of reference for all standing and ad-hoc committees. Committees have the authority to act in accordance with their terms of reference, but must always report and receive direction from Council.
- 1.3 Unless otherwise specified in the Standing Order establishing the committee, standing and ad-hoc committees are chaired by an Executive Officer.
- 1.4 The duties of the Chair include:

- (a) ensure all meetings are included in the Society virtual calendar,
- (b) convening regular meetings,
- (c) informing committee members of meeting times and locations,
- (d) preparing agendas and collecting agenda items based on a timeline, set by the Chair, in contemplation of Committee members, who should receive the agenda reasonably in advance in order to thoroughly review its contents,
- (e) distributing any documents or materials to committee members,
 - (i) where possible, documents should be in PDF format and use Times New Roman font,
- (f) submitting attendance to the VP Finance & Services,
- (g) reporting on committee activities to the to Council,
- (d) acting as the primary point of contact between the committee and its staff support, if any,
- (e) act as the primary point of contact between the committee and its staff support, if any,
- (f) liaising with the Administrative Assistant(s) by:
 - (i) Sending agenda items and any relevant documents to the Administrative Assistant to prepare the draft agenda at least two (2) business days prior to the meeting,
 - a. The Chair will inform the Administrative Assistant(s) if a document contains confidential information,
 - (ii) Sending any required changes of the draft agenda and approval of the draft agenda to the Administrative Assistant(s), and
 - (iii) Sending feedback on the draft minutes and approval of the draft minutes to the Administrative Assistant within one (1) week of receiving the draft minutes,
- (k) liaising with the Communications Coordinator to ensure that Committee information relevant to the SFSS Membership is up-to-date on the SFSS Website and SFSS social media channels at all times, including:

- (i) the name and contact details of the Chair,
- (ii) the date and time of meetings,
- (iii) the location and accessibility information of meetings, and
- (iv) vacant seats,

a. where a vacancy arises, the Chair will ensure that the vacancy is listed on the SFSS website and SFSS social media channels within one (1) week of a vacancy arising, and

b. where the vacancy is a Council-designated seat, the Chair will liaise with the Council Chair to ensure that Council recommends a replacement.

- 1.5 The duties of the Vice-Chair include:
 - (a) convening meetings in the absence or at the discretion of the Chair, and
 - (b) any other duties as may be assigned by the Chair.
- 1.6 The duties of Committee members include:
 - (a) Attend all meetings of the committee
 - (b) Read all materials provided to the committee and prepare constructive critical feedback regarding committee business prior to every meeting, and
 - (c) regularly volunteer in support of committee initiatives.
- 1.7 Composition of committee membership is specified by the committee's Standing Order. Unless otherwise specified by the standing order establishing the committee, only members in good standing may be appointed to a voting seat on a committee.
- 1.8 Duties of committee members include:
 - (a) attending all meetings of the committee,
 - (b) representing to the best of their abilities the interests of the Society, and

- (c) performing any duties assigned as part of the committee's mandate.
- 1.9 Unless otherwise specified in the standing order establishing the committee, members of standing and ad-hoc committees shall be elected/removed by a simple majority vote of Council.
- 1.10 Unless otherwise specified in the standing order establishing the committee, quorum for all standing and ad-hoc committees shall be a majority of the seats filled.
- 1.11 For the purposes of the standing orders, 'student at-large' shall refer to a student who does not hold a position on Council but is a member in good standing of the Society.

Sub-Committees

- 1.13 Standing or Ad-hoc Council committees may, if its terms of reference allow, strike subcommittees, and adopt its own terms of reference for the subcommittee, establishing its mandate, authority, and jurisdiction and may delegate tasks to subcommittees for recommendation to the Committee.
- 1.14 Sub-committees are established by a majority vote.
- 1.15 Committees shall select the chair of a sub-committee from among its members who shall convene meetings, prepare agendas, distribute documents to sub-committee members, and report subcommittee activities and recommendations back to the committees. Sub-Committee membership is open to all Members in good standing of the Society.
- 1.16 Duties of sub-committee members include:
 - (a) attending all meetings of the sub-committee,
 - (b) representing to the best of their abilities the interests of the Society, and
 - (c) performing any duties assigned as part of the committee's mandate.
- 1.17 Sub-Committees are established by a Standing Order of the Committee.
 - (a) All Standing Orders establishing a Sub-Committee must be reported to the Governance Committee, who will keep record of the Standing Orders by including the Standing Order in the SFSS Council Policies.

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

Working Groups

- 1.17 Council, or standing or ad-hoc committees, may establish working groups, as well as their mandates, authority, and jurisdiction by motion.
- 1.18 Council, or standing or ad-hoc committees, select the chair of a working group from among its members who shall convene meetings, prepare agendas, distribute documents to working group members, and report working group activities and recommendations back to the standing or ad-hoc committees.
- 1.19 Composition of working groups is open to all members in good standing of the Society.
 - (a) Duties of working group members include:
 - (i) attending all meetings of the working group,
 - (ii) representing to the best of their abilities the interests of the Society, and
 - (iii) performing any duties assigned as part of the working group's mandate.
- 1.20 Meeting times and locations of all standing committees, ad-hoc committees, and working groups shall be published on the Society's website and social media, and in person in the vicinity of the Society's General Office/Student Centre prior to these meetings.
- 1.21 Information about student-at-large vacancies on the Society's committees shall be published on the Society's website prior to these meetings.



SO-2: APPOINTMENTS, SELECTION PROCESS AND RESIGNATIONS TO AND FROM COMMITTEES

POLICY TYPE: COUNCIL POLICY

POLICY TITLE: APPOINTMENTS, SELECTION PROCESS AND RESIGNATIONS TO AND

FROM COMMITTEES

POLICY REFERENCE NUMBER: SO-2

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

Position	Signature	Date
President		

Appointments

- 2.1 Where Councillors are named to committee positions, those positions will be appointed by majority vote of Council.
- 2.2 Unless otherwise specified by the committee's terms of reference, Council appoints its members for a term of office expiring April 30th each year.

Schedule

- 2.3 Preparation for the appointment of at-large members to Council committees begins on May 1st of each new Council term, or when there is a vacancy on a Council committee.
- 2.4 Councillors will actively engage members at all three campuses to submit their nominations.
- 2.5 Calls for applications will be communicated to members through approved SFSS channels.
- 2.6 Recommendations for appointment will be made at the Nominating Committee, who will provide these recommendations to Council.
- 2.7 Nominees will be evaluated on the basis of criteria established by each Council committee through their application forms and/or interview process.
- 2.8 Committee members will be appointed by Council.

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.

Date Approved: 2021-04-23 SFSS Council Policies

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

SECTION II: STANDING COMMITTEES (CORE)



SO-3: EXECUTIVE COMMITTEE

POLICY TYPE: COUNCIL POLICY

POLICY TITLE: EXECUTIVE COMMITTEE POLICY REFERENCE NUMBER: SO-3

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

Previous Revisions

Position	Signature	Date
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

3.8 Ensure the timely implementation of all directives of Council.

Committee has jurisdiction to do so, as per the SFSS By-Laws.

- 3.10 The committee shall meet weekly, in person or electronically, at the call of the Chair. The Chair may call a meeting where a notice of two working days has been provided.
- 3.11 The committee chair must call an executive meeting within 24 hours upon a petition signed by three (3) of the executive committee members and give notice of at least 1 working day.
- 3.12 This Committee may strike sub-committees in order to help conduct the business of the Committee.

Governance

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



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

POLICY TYPE: COUNCIL POLICY
POLICY TITLE: HR & PERSONNEL COMMITTEE
POLICY REFERENCE NUMBER: SO-3-1

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

Position	Signature	Date
President		

3.1.1 The Executive Committee shall maintain the HR & Personnel Sub-Committee as a standing Sub-Committee of the Executive Committee. This committee shall act as the Labour Committee for the purposes outlined in the SFSS/CUPE 3338 collective agreement. This committee is not open to members outside of the Committee to attend, unless invited by the Chair.

Composition

- 1. [Chairperson] President
- 2. [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

Date Approved: 2021-04-23

- 3.1.8 Oversee all aspects of hiring, managing, and evaluating union-excluded personnel, including:
 - (a) Review the performance of all union-excluded staff against established objectives on a regular basis under the leadership of the President, asking union-excluded personnel to leave during these discussions as is appropriate.
 - (b) Provide semesterly reports to Council on the performance of union-excluded personnel. Prepare an evaluation report for Council before the end of April each year and recommend any compensation adjustments where necessary.
 - (c) Annually review the Administrative Policies, Personnel Policies and union-Excluded Personnel Job Descriptions and make policy proposals as needed, in conjunction with the Governance Committee. Periodically review Personnel Policies as issues arise.
 - (d) Ensure that all members of this Sub-Committee receive external training in non-profit management and effective management of non-profit union-Excluded Personnel within four weeks of being appointed to this Sub-Committee.
 - (i) Ensure that ongoing training in these key areas happens for the duration of Council term.
- 3.1.9 Provide reports to Council on personnel issues and activities and projects undertaken by the Sub-Committee.
- 3.1.10 Seek direction from the Executive Committee to advise the President and Excluded personnel on addressing major personnel issues.
- 3.1.11 Advise the President and excluded personnel on addressing major personnel issues, including, but not limited to:
 - (a) Collective Bargaining
 - (b) Grievances

SFSS Council Policies

- Date Approved: 2021-04-23
 - (c) Organizational and technological changes
 - (d) The creation of new unionized staff positions
 - (e) The elimination of current unionized staff positions
 - (f) Personnel management practices including hiring, evaluation and training
- 3.1.12 Ensure Council participation on hiring committees for key vacancies (eg: Department coordinator level and above).
- 3.1.13 The Sub-Committee shall meet at least 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

- 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

Date Approved: 2021-04-23



SO-5: GOVERNANCE COMMITTEE

POLICY TYPE: COUNCIL POLICY

POLICY TITLE: GOVERNANCE COMMITTEE

POLICY REFERENCE NUMBER: SO-5

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

Previous Revisions

Position	Signature	Date
President		

Relevant By-Laws

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

Governance Committee

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

Composition

- 1. [Ex-officio] President
- 2. [Chairperson] VP Internal & Organizational Development
- 3. Four Councillors
- 4. [Non-Voting] Policy and Research Coordinator

- 5.2 Review proposals and make recommendations to amend, add and delete sections of the Society's constitution, bylaws, and policies.
- 5.3 Review appeals or questions regarding the interpretation and application of the Society's constitution, By-Laws, and policies, except those specifically reserved for other committees of the Society.
- 5.4 Inform Council of any legislative changes that impact the activities of the SFSS.
- 5.5 The committee shall meet in person or electronically as required and at the call of the Chair. The Chair may call a meeting where a notice of three working days has been provided.
- 5.6 This Committee may strike sub-committees in order to help conduct the business of the Committee.

SFSS Council Policies

Relevant Policies

Date Approved: 2021-04-23

- 5.7 The members of the committee should be familiar with the following:
 - (a) SFSS Constitution
 - (b) SFSS By-Laws
 - (c) SFSS Strategic Plan
 - (d) Societies Act of British Columbia
 - (e) Universities Act of British Columbia
 - (f) SFSS Elections and Referenda Policies
 - (g) SFSS Council Policies
 - (h) SFSS Administrative Policies
 - (j) all other policies of the society.

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



SO-6: FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE

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

Relevant By-Laws

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

Finance and Administrative Services Committee

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

Composition

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

- 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 subcommittees when necessary, to be used sparingly, in order to conduct the business of the Committee.

Governance

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

Date Approved: 2021-04-23 SFSS Council Policies

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

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

SECTION III: STANDING COMMITTEES (ADVOCACY AND EQUITY)

Date Approved: 2021-04-23



SO-7: University and Academic Affairs Committee

POLICY TYPE: COUNCIL POLICY

POLICY TITLE: UNIVERSITY AND ACADEMIC AFFAIRS COMMITTEE

POLICY REFERENCE NUMBER: SO-7

Adopted: April 23, 2021

Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Relevant By-Laws

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

University and Academic Affairs Committee

- 7.1 Council shall maintain the University and Academic Affairs Committee as a standing committee.
- 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

- 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 subcommittees when necessary, to be used sparingly, in order to conduct the business of the

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



SO-8: EXTERNAL AND COMMUNITY AFFAIRS COMMITTEE

POLICY TYPE: COUNCIL POLICY

POLICY TITLE: EXTERNAL AND COMMUNITY AFFAIRS COMMITTEE

POLICY REFERENCE NUMBER: SO-8

Adopted: April 23, 2021

Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Relevant By-Laws

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

External and Community Affairs Committee

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

Composition

- 1. [Ex-Officio] President
- 2. [Chairperson] VP External & Community Affairs
- 3. Five Councillors
- 4. Up to 7 At-Large members
- 5. [Non-voting] All constituency group representatives on Council
- 6. [Non-voting] Campaigns, Research, and Policy Coordinator

- 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 subcommittees when necessary, to be and used sparingly, in order to conduct the business of the Comm

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

Date Approved: 2021-04-23 SFSS Council Policies

SO-9: EQUITY AND SUSTAINABILITY COMMITTEE

POLICY TYPE: COUNCIL POLICY

POLICY TITLE: EQUITY AND SUSTAINABILITY COMMITTEE

POLICY REFERENCE NUMBER: SO-9

Adopted: April 23, 2021

Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Relevant By-Laws

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

Equity & Sustainability Committee

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

Purpose

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

Definitions

General Definitions

Date Approved: 2021-04-23

- 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

Date Approved: 2021-04-23

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

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

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

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

Physical and Mental Definitions

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

Composition

1. [Ex-Officio] President

Date Approved: 2021-04-23

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

Selection

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

SFSS Council Policies Date Approved: 2021-04-23

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

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

- 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.
- 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

Date Approved: 2021-04-23

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

POLICY TYPE: COUNCIL POLICY			
Policy Title: Black Indigenous People of Colour Committee			
Policy Reference Nu	EFERENCE NUMBER: SO-10		
	Adopted: April 23, 2021		
	Next Scheduled Revision: April 2022		
Previous Revisions			
Position	Signature		Date
President			

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

Purpose

10.2 The purpose of this committee is to ensure and prioritize the voices of the Black, Indigenous and People of Colour (BIPOC) community at Simon Fraser University within the framework of the Simon Fraser Student Society, and that the lived experience of racialized folks is always considered, recognized and acknowledged. Historically Black, Indigenous, and People of Colour disproportionately face more barriers due to the constructs that have been established without BIPOC folks in mind. Academia and university settings are not exempt to the mistreatment and misappropriation of BIPOC voices.

Preamble

- 10.3 Academia as we know has been used as a tool to assimilate and indoctrinate racialized voices. This committee is to ensure that Black, Indigenous and People of Colour have the ability to speak on issues that directly affect our BIPOC communities within SFU and their educational experience. This committee shall work with Council and the SFSS to properly support racialized students from a BIPOC perspective. The role of this committee should be to support, voice opinions and give advice to where the SFSS and SFU are lacking and to close the gaps and barriers that racialized students face in their university experience.
- 10.4 The SFSS prioritizes Indigenous voices, and we acknowledge that the SFSS is located on the traditional, unceded territories of the Coast Salish peoples, including the x^w məθkwəyəm (Musqueam), Sk wxwú7mesh Úxwumixw (Squamish), Selílwitulh (Tsleil-Waututh), k^w ikwəλəm (Kwikwetlem) and qicəy (Katzie) Nations.

Definitions

10.5 "BIPOC" is defined as Black, Indigenous, People of Colour. This is an acronym that makes the distinction of racialized folks who face disproportionately more barriers than other groups due to the systemic oppression, colonization, racism, capitalism, dispossession etc.

- 10.6 "Racialized" Racialized refers to anyone who experiences racism because of their race, skin colour, ethnic background, accent or culture. Racialized people are people of colour, Indigenous peoples and ethnic and cultural minorities.
- 10.7 "Barrier" An overt or covert obstacle; used in equity-based approaches, to mean a systemic obstacle to equal opportunities or outcomes; an obstacle which must be overcome for equality to be possible.
- 10.8 "Colonialism" Colonialism is the establishment, maintenance, acquisition and expansion of colonies through violence in one territory by people from another territory. The way in which colonization manifests itself may vary depending on the global location. In all forms, colonialism creates an unequal relationship between the dominant colonial state and between the Indigenous peoples of the colonized territory.
- 10.9 "Privilege" Privileges are systemic advantages based on certain characteristics that are celebrated by society and preserved through its institutions. These can include being white, having money, being straight, not having a disability, etc. People are often unaware that these characteristics can act as privileges as they are so effectively normalized. Privilege is not earned but is awarded automatically based on characteristics and traits of an individual."
- 10.8 "Marginalization" a process of social devaluation that serves to justify disproportional access to scarce social and material resources. It's a process that pushes a particular group or groups of people to the edge of society by not allowing them an active voice, identity or place in it. It does this through the exclusion or isolation of people from being able to participate in political, social and economic mainstreams than others in society who hold power and privilege can participate in.
- 10.9 "Systemic Barriers" refers to the systems that have been established without Black, Indigenous, and People of colour in mind and are often excluded.
- 10.10 "Systemic Oppression" refers to how the systems of our society have inherently created disadvantages to Black, Indigenous, and People of colour. Including but not limited to patriarchy, sexism, heteroism, racism, ableism, ageism, militarism, and colonialism.
- 10.11 "EDI" is defined as Equity, Diversity and Inclusion. EDI is brought forward from individuals who have lived experience, and the SFSS acknowledges that these are key factors in order to properly practice EDI.

Composition

1. [Ex-Officio] President

Date Approved: 2021-04-23

Date Approved: 2021-04-23 SFSS Council Policies

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

Selection

- 10.12 The selection of Student At-Large members for this Committee will be prioritized to BIPOC community members. A method to self-identify as BIPOC will be a part of the application process in the selection of At-large members.
- 10.13 For appointment of Councillors to this Committee, Council shall take into consideration Councillors with lived experience/those who identify as BIPOC when appointing members to the committee.

- 10.13 Organize engagement initiatives and seeking results that equitably benefits BIPOC students on campus.
- 10.14 Highlight and educate folks on issues that impact affect racialized students on campus.
- 10.15 Support those who face barriers on campus due to systematic barriers.
- 10.16 Supporting initiatives by BIPOC groups on campus, and ensuring those groups receive proper consideration and consultation.
- 10.17 Guide SFSS' advocacy on behalf of BIPOC students and to ensure accountability on SFU's EDI efforts and reconciliation efforts and that they are committed to action.
- 10.18 Address concerns and challenging institutional and overt racism at SFU.
- 10.19 Build an anti-racist approach to training and development sessions, and cultural awareness training within the SFSS and SFU.
- 10.20 Foster an anti-racist environment through community building events, cultural events, advocacy, and campaigns.
- 10.21 The Committee will recognize and respect Indigenous forms of governance and recognize how often other forms of governance overrule Indigenous ways of knowing especially on occupied stolen territories. When we take into account Indigenous forms of governance, we will consider other aspects and ways of knowing in order to properly support this decision-making process.
 - (a) This can include:

- (i) inviting Indigenous Elders of the Territories and asking for advice or support in the decision-making process,
- (ii) finding ways to include Indigenous forms of governance (i.e. talking circles), and,
- (iii) transparency process and community engagement.
- 10.22 The Committee shall make recommendations to the Governance Committee on the creation or addition to the SFSS Issues Policies.

Relevant Documents

Date Approved: 2021-04-23

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

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



SO-11: ACCESSIBILITY COMMITTEE

POLICY TYPE: COUNCIL POLICY
POLICY TITLE: ACCESSIBILITY COMMITTEE

POLICY REFERENCE NUMBER: SO-11

Adopted: November 13, 2020
Next Scheduled Revision: April 2022
Previous Revisions: April 23, 2021

Position Signature Date

President

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

Definitions

- 1.2 "Disability" is defined as a long-term or episodic physical, mental, intellectual, sensory or communication needs, visible or invisible, which in interaction with barriers may hinder a person's full and effective participation in society on an equitable basis with others.
- "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.

Date Approved: 2021-04-23 SFSS

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 subcommittees when necessary, to be used sparingly, in order to conduct the business of the Committee.

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

Date Approved: 2021-04-23 SFSS C

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

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



SO-12: EVENTS AND STUDENT AFFAIRS COMMITTEE

POLICY TYPE: COUNCIL POLICY

POLICY TITLE: EVENTS AND STUDENT AFFAIRS COMMITTEE

POLICY REFERENCE NUMBER: SO-12

Adopted: April 23, 2021

Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Relevant By-Laws

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

Events and Student Affairs Committee

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

Composition

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

- 12.3 Develop and coordinate events on behalf of Council.
- 12.4 The committee may strike working groups to aid in the organization of any events and promotions.
- 12.5 Upon request the committee may assist clubs, department student unions and constituency groups in the planning of events.
- 12.6 Prepare the annual budget for events of Council for consideration by the Finance and Administration Services Committee.

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

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

SECTION IV: STANDING COMMITTEES (ADVISORY)

Date Approved: 2021-04-23



SO-13: SURREY CAMPUS COMMITTEE

POLICY TYPE: COUNCIL POLICY

POLICY TITLE: SURREY CAMPUS COMMITTEE

POLICY REFERENCE NUMBER: SO-13

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

Position	Signature	Date
President		

13.1 Council shall maintain the Surrey Campus Committee as a standing committee. The Surrey Campus Committee is to connect Council with undergraduate students and create opportunities for increased student engagement at the Surrey campus and recommends improvement of the undergraduate experience at the Surrey campus.

Definitions

13.2 "SFU Surrey student" means a student who is enrolled in at least one course during the current or previous semester located primarily at SFU Surrey.

Composition

- 1. President [Ex-Officio]
- 2. [Chairperson] Councillor
- 3. At least 2 and up to 4 Councillors in addition to the Chair
- 4. Up to 6 At-Large members that are enrolled in a major or minor based on Surrey campus, are taking at least one of their courses at the Surrey campus, or are an Executive member of a Surrey campus-based club.
- 5. [Non-voting] Surrey Campus Coordinator

- 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.

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

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



SO-14: VANCOUVER CAMPUS COMMITTEE

POLICY TYPE: COUNCIL POLICY

POLICY TITLE: VANCOUVER CAMPUS COMMITTEE

POLICY REFERENCE NUMBER: SO-14

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

Previous Revisions

Position	Signature	Date
President		

- 14.1 Council shall maintain the Vancouver Campus Committee as a standing committee.
- 14.2 The Vancouver Campus Committee is to connect Council with undergraduate students and create opportunities for increased student engagement at the Vancouver campus and recommends improvement of the undergraduate experience at the Surrey campus.

Definitions

14.3 "SFU Vancouver student" means a student who is enrolled in at least one course during the current or previous semester located primarily at SFU Vancouver.

Composition

- 1. [Ex-Officio] President
- 2. [Chairperson] Councillor
- 3. At least 2 and up to 4 Councillors in addition to the Chair
- 4. Up to 6 At-Large members that are enrolled in a major or minor based on Vancouver campus, are taking at least one of their courses at the Vancouver

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

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

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



Date Approved: 2020-11-13

SO-15: FIRST YEAR ENGAGEMENT COMMITTEE

POLICY TYPE: COUNCIL POLICY

POLICY TITLE: FIRST YEAR ENGAGEMENT CONDUCT

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POLICY TITLE: FIRST YEAR ENGAGEMENT COMMITTEE

POLICY REFERENCE NUMBER: SO-15

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

Position	Signature	Date
President		

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

Definitions

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

Composition

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

Terms of Reference

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

Governance

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

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

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



Date Approved: 2021-04-23

SO-16: MEMBER SERVICES ADVISORY COMMITTEE

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

POLICY REFERENCE NUMBER: SO-16

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

Position Signature Date

President

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

Composition

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

Terms of Reference

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

Date Approved: 2021-04-23

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)

Date Approved: 2021-04-23

SO-17: OVERSIGHT COMMITTEE ON EXECUTIVE OFFICERS

POLICY TYPE: COUNCIL POLICY

POLICY TITLE: OVERSIGHT COMMITTEE ON

POLICY REFERENCE NUMBER: SO-17

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

Previous Revisions

		2 20120 40 200 1000
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

Date Approved: 2021-04-23

- (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

Date Approved: 2021-04-23 SFSS Council Policies

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

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

Requirements of Investigations

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

Appeals

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

Date Approved: 2021-04-23 SFSS Council Policies

(a) submit the appeal to Council for consideration

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

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

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

17.10 The decision of Council is final.

Responsibilities of the Chair

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

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

Governance

Date Approved: 2021-04-23

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

Date Approved: 2021-04-23 SFSS Council Policies

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

POLICY TYPE: COUNCIL POLICY

POLICY TITLE: OVERSIGHT COMMITTEE ON SOCIETY SPACES

POLICY REFERENCE NUMBER: SO-18

Adopted: April 23, 2021

Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

SECTION VI: AD-HOC COMMITTEES

Date Approved: 2021-04-23



Date Approved: 2021-04-23

SO-19: NOMINATING COMMITTEE

POLICY TYPE: COUNCIL POLICY

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

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

Previous Revisions

Position Signature Date
President

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

Composition

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

Terms of Reference

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

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:

Date Approved: 2021-04-23

(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-20: Members' Meeting Planning Committee

POLICY TYPE: COUNCIL POLICY

POLICY TITLE: MEMBERS' MEETING PLANNING COMMITTEE

POLICY REFERENCE NUMBER: SO-20

Adopted: April 23, 2021

Next Scheduled Revision: April 2022

Previous Revisions

Position	Signature	Date
President		

Relevant By-Laws

1. By-Law 11

Members' Meeting Planning Committee

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

Composition

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

Terms of Reference

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

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

Committee shall meet as frequently as is required to compile the AGM After-Report.

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

Governance

Date Approved: 2021-04-23

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

SECTION VII: FACULTY CAUCUSES

Date Approved: 2021-04-23

SO-21: FACULTY CAUCUSES

Date Approved: 2021-04-23

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

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

Position Signature Date

President

Purpose of Faculty Caucuses

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

Leadership of Faculty Caucuses

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

These by-laws establish for the Board of Directors the basic framework within which it will meet its obligations under the Societies Act of BC.

SFSS By-Laws

Simon Fraser Student Society

simon fraser student society

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BY-LAW 1 –INTERPRETATION

In these By-Laws:

Last Updated: 2020-10-26

1. All references to the singular shall include the plural and plural the singular, and all references to the masculine shall include the feminine and feminine the masculine.

- 2. "Acting Officer" means a Councillor who has assumed the office of an Executive Officer, in accordance with By-Law 16, due to a vacancy.
- 3. "Affiliated Student Group" means an independent student group which is affiliated with the Society as determined by Council.
- 4. "Associate Member" means a student who has paid SFSS fees, and is a registered student with a college or institution, and who satisfies the requirements of By-Law 2.
- "Associate Member in good standing of the Society" means a student at a college or institution that is not an undergraduate student at SFU who satisfies the associate requirements in these By-Laws.
- 6. "Campaigning" means the active goal of convincing Members to vote for a candidate.
- 7. "Document" shall have the same meaning as in the Societies Act.
- 8. "Endorsement" means an expression of a Member's public support for a candidate's platform, including a candidate expressing public support for another candidate's platform.
- 9. "Executive Officer" means the members of the Executive Committee as provided in By-Law 4.
- 10. "Fiscal year" means the period from May 1st to April 30th inclusive.
- 11. "Final Budget" means the final budget for the new fiscal year with input from the Executive Committee, Council, and Committees, and is approved by Council no later than June 30th.
- 12. "Council" means the Society's Council.
- 13. "Councillor" means a member of Council.
- 14. "Constituency Group" means a student group recognized by Council that represents members of a marginalized group at the University.
- 15. "Impeachment" means the removal of a member of Council or the Executive Committee by special resolution.
- 16. "Impeachment Proceedings" means a Members' Meeting or referendum called for the purpose of impeaching a member of Council or the Executive Committee.
- 17. "Member" means both Registered Members and Associate Members.
- 18. "Member in good standing of the Society" means a person who satisfies the requirements of By-Law 2 and has paid all fees, fines and penalties levied in accordance with these By-Laws or the Society's regulations.
- 19. "Member of a Department" means a person who is registered in at least one undergraduate course or is a registered major or minor in a department at the University.
- 20. "Member of a Faculty" means a person who is registered in at least one undergraduate course or is a registered major or minor in a faculty at the University.
- 21. "Members' Meeting" means a General Meeting as defined in the Societies Act and as defined in By-Law 11(2).
- 22. "Ordinary resolution" shall have the same meaning as in the Society Act.
- 23. "Preliminary Budget" means a budget that is approved by Council prior to the beginning of a new fiscal year to set priorities and guidelines for the final budget to be approved.
- 24. "Pre-Campaigning" means the active goal of convincing Members to vote for a candidate outside of the campaign period as outlined in By-Law 15.

- 25. "Referendum" means a method of indirect voting by the Membership on ordinary resolutions or special resolutions, either by electronic means or in-person, in accordance with By-Law 18.
- 26. "Registered Member" means a student who has paid SFSS fees, and is a registered student with the University, and who satisfies the requirements of By-Law 2.
- 27. "Regulation" means any Rule, Standing Order or, Administrative Policy, or any other Society Policy enacted at a Members' Meeting or by Council.
- 28. "Slates" are a group of two (2) or more candidates running in an election under a similar platform, for mutual advantage, with the goal of getting each other elected.
- 29. "Society" means the Simon Fraser Student Society.
- 30. "Societies Act" means the Societies Act, SBC [GL1] 2015, c. 18...
- 31. "Special Resolution" shall have the same meaning as in the Society Act.
- 32. "Summer Semester" means the semester starting May 1st and ending August 31st.
- 33. "University" means Simon Fraser University.

By-Law 2 – Membership

Registered Members

Last Updated: 2020-10-26

- 1. All University students who are registered in an undergraduate course, or program at the University and have paid a student activity fee are Registered Members of the Society.
- 2. Membership in the Society shall cease when a Registered Member fails to register for undergraduate courses at the University for two consecutive registrations.
- 3. Members cease to be in good standing if they fail to pay all fees, fines and penalties levied in accordance with these By-Laws and the Society's Regulations.
- 4. Members shall not be expelled from the Society.
- 5. Notwithstanding the provisions of this By-Law, in order to be eligible to run for office and to vote at Members' Meetings or in Society elections and referenda, a student must be a Member in good standing of the Society.

Associate Members

- 6. Associate Members are students enrolled in other colleges or institutions that are not undergraduate students of the University, where there is a contract or agreement for provision of services by the Society, and that Council votes to recognize them as Associate Members by at least a majority vote of Council.
- 7. Associate Members are eligible to vote and run in an election or by-election, referenda, or general meeting as long as:
 - a. they pay Society fees,
 - b. there is a provision in partnership with their college or institution for the Society to verify their registration status as students of the college or institution, and
 - c. that the Society has access to their mailing list for purposes including, but not limited to:
 - i. elections,
 - ii. referenda, and
 - iii. send notice of general meetings of the Society.
- 8. An Associate Member is in good standing if they have paid the Society fees and any Society fines.

Last Updated: 2020-10-26 SFSS By-Laws

By-Law 3 – Powers, Duties and Obligations of Members

1. The powers, duties, and obligations of members of the Society shall be as provided in these By-Laws or in regulations enacted by Council. Last Updated: 2020-10-26

BY-LAW 4 – POWERS, DUTIES AND OBLIGATIONS OF THE EXECUTIVE COMMITTEE

Composition of the Executive Committee

- 1. The Executive Committee shall have seven (7) members, which shall consist of:
 - a. The President,
 - b. Vice-President Internal and Organizational Development
 - c. Vice-President Finance and Services,
 - d. Vice-President University and Academic Affairs,
 - e. Vice-President External and Community Affairs,
 - f. Vice-President Equity and Sustainability, and
 - g. Vice-President Events and Student Affairs.

Powers of the Executive Committee

- 2. The powers and duties of Council shall be vested in the Executive Committee between meetings of Council, subject to direction from, accountability to, review by, and approval of the Council.
- 3. The Executive Committee may appoint Councillors to work within the Office of an Executive Officer to assist that Executive Officer in their duties and obligations.
- 4. The Executive Committee shall have the power to make recommendations to the Council on action to be taken for which it does not have the authority to act, including, but not limited to:
 - a. the enactment of Regulations pursuant to these By-Laws, including Regulations governing the conduct of its Membership, Student Unions, or any amendments, suspensions, or revocation of those Regulations, and
 - b. the approval of the preliminary and full budgets, as prepared by the Executive Committee.
- 5. The Committee shall present a report on its operations at each meeting of Council to include:
 - a. all relevant information concerning the actions taken by the Executive Committee since the last Council meeting, and
 - b. recommendations on actions the Executive Committee deems necessary or advantageous for Council to pursue.

Limitations of the Powers of the Executive Committee

- 7. Notwithstanding By-Law 4(2), the Executive Committee shall not have the power to:
 - a. enact regulations governing any activities of the Society,
 - b. approve the budget for any fiscal year,
 - c. approve the Society's entrance into any contracts extending over a multi-year period,
 - d. approve expenditures outside the budget, and
 - e. approve spending on any single item, whether approved as a single expenditure or as multiple expenditures, more than \$5,000.
- 8. Without limiting the provisions in these By-Laws, Council may pass Regulations further restricting the powers the Executive Committee may exercise in between meetings of Council.
- 9. The Executive Committee shall be bound by any resolution made by Council or the Membership via a Members' Meeting or Referendum.

Duties and Obligations of members of the Executive Committee

- 10. The President shall:
 - a. Have the power to convene the Executive Committee and Council meeting at any time.
 - b. Be an ex-officio voting member of all Council committees of the Executive Committee.
 - c. chair Executive Committee meetings, unless otherwise voted on by the members of the Executive Committee by simple majority vote.
 - d. chair or delegate the chair at all Council meetings, provided however, Council may, by simple majority vote, determine the chair at any time for any period of time within an elected term;
 - e. Chair Members' Meetings, unless otherwise voted on by the Members at a Members' Meeting by simple majority vote.
 - f. Be a signing officer.
 - g. Represent the Society on formal occasions, and act as the official spokesperson of the Society to the general public and the University.

- h. Ensure that Executive Officers carry out their assigned duties in accordance with these By-Laws and as directed by the Council.
- i. Be responsible for the coordination of a Council retreat, and an Executive retreat within the first semester of the elected term.
- j. Ensure compliance with and enforcement of all relevant Collective Agreements, employment contracts and staff relations policies.
- k. Be responsible, along with the VP Finance and Services, for ensuring that all contracts entered into by the Society are with due authority and in the best interests of the Society.
- l. Communicate with legal counsel, as needed.
- m. Act as the staff liaison officer for the society and liaise with all Society Staff on behalf of Council.
- n. Shall train and advise the incoming President.
- o. Undertake any other duties as delegated by the Council or Executive Committee.
- p. Undertake all other duties usually falling to the office of President of a Society.

11. The Vice-President Internal and Organizational Development shall:

- a. Oversee the internal governing structures of the Society, including
 - i. the various Committees of Council,
 - ii. the various Subcommittees of the Executive Committee, and
 - iii. all governing documents of the Society.
- b. Be the Chair of the Governance Committee, or its equivalent, if such a committee exists.
- c. Enforce, review, and implement governing documents of the Society.
- d. Oversee the set-up, coordination and logistics of all General Meetings of the Society,
- e. Ensure the occurrence of ongoing training and development for members of the Executive Committee and Council.
- f. Educate and communicate relevant information about the Society's governing structures to the Membership, including the Council and its committees, Executive Committee, Student Unions and Constituency Groups.
- g. Communicate with Student Unions and Constituency groups regarding vacancies on Council, and ensuring those vacancies are filled in a timely manner, and ensuring their meaningful participation as a representative of Council.
- h. Oversee the organization and archiving of correspondence and records of the Society including but not limited to the constitution, bylaws, policies, minutes, reports, contracts, leases, and letters written or received by Council and its committees.
- i. Support and assist the President in the duties of the President's office.
- j. Assume the duties and obligations of the President if the President is unwilling or unable to act, or in the event that the President position becomes vacant.
- k. Be a signing officer.
- l. perform any other duties as outlined in the Bylaws, regulations or as assigned by the Council or the Executive Committee.

12. The Vice-President Finance and Services shall:

- a. Coordinate, oversee and/or facilitate services and operations for the Members of the Society.
- b. Coordinate oversee and/or facilitate the commercial affairs of the Society.
- c. Be responsible, along with the President, for ensuring that all contracts entered into by the Society are with due authority and in the best interests of the Society.
- d. Coordinate the preparation of the budget of the Society, and present the annual budget to the Council for adoption.
- e. Prepare and present monthly financial reports to the Council.

- f. Present financial reports and audited statements to the Membership at a Members' Meeting.
- g. Ensure that all Society funds are deposited in an appropriate account at a financial institution selected by the Council.
- h. Keep account and be responsible for all monies received and disbursed by or on behalf of the Society. The Vice-President Finance and Services shall not disburse funds except as provided for in these By-Laws, or by Regulation.
- i. Render, upon request of the Council and within fourteen (14) calendar days, a detailed written report on the Society's financial affairs.
- j. Prepare a detailed written report on the Society's financial affairs for the Annual General Meeting.
- k. Coordinate the compilation of the Annual Report of Council for consideration at the Annual General Meeting.
- Monitor the financial status of the Society including budget variances and makes
 recommendations to the Council regarding major expenditures; and shall assist with the coordination of fundraising endeavors
- m. Be the Chair of the Finance and Services Committee, or its equivalent, is such Committee exists,
- n. Make recommendations on the establishment of policy on issues relating to finance and services,
- o. Assume duties and obligations of the President if the President and Vice-President Internal and Organizational Development are unwilling or unable to act, or in the event that the President and the Vice-President Internal and Organizational Development positions become vacant.
- p. Be a signing officer.
- q. Train and advise the incoming Vice President Finance and Services.
- r. Perform any other duties as outlined in the Bylaws, regulations or as assigned by the Council or the Executive Committee.
- 13. The Vice-President University and Academic Affairs shall:
 - a. Act as a liaison between the Council and the University.
 - b. Act as a liaison with and lobby the University on issues that affect the undergraduate student population on behalf of the Society.
 - c. Coordinate student representation on all University committees to which the Society nominates or appoints.
 - d. Coordinate student involvement in University community affairs and activities.
 - e. Facilitate collective action by undergraduate students and coordinates campaigns within the university.
 - f. Make recommendations on the establishment of policy on issues relating to university and academic affairs.
 - g. Be the Chair of the University and Academic Affairs Committee, or its equivalent, if such a committee exists.
 - h. Assume, duties and obligations of the President if the President, Vice-President Internal and Organizational Development, and the Vice-President Finance and Services are unwilling or unable to act as President, or in the event that the President, Vice-President Internal and Organizational Development, and Vice-President Finance and Services positions become vacant.
 - i. Be a signing officer.
 - j. Train and advise the incoming Vice President Academic and University Affairs.
 - k. Perform any other duties as outlined in the Bylaws, regulations or as assigned by the Council or Executive Committee.

14. The Vice-President External and Community Affairs shall:

- a. Act as a liaison with external groups and community organizations, including with other student societies, on behalf of the Society.
- b. Act as a liaison with and lobby the government and with other relevant bodies on issues that affect the undergraduate student population, on behalf of the Society.
- c. Be responsible for Society business related to, and organize Society representation at conferences held by external organisations, other than the University, in which the Society may have Membership or interest.
- d. Be responsible for keeping Council informed of plans or actions of external organisations, outside the University, and federal and provincial governments that have a direct or indirect impact on the Society or its Members.
- e. Facilitate collective action by undergraduate students and coordinate external and community-based advocacy activities and campaigns on behalf of Membership.
- f. Make recommendations on the establishment of policy on issues relating to external and community affairs.
- g. Be the Chair of the External and Community Affairs Committee, or its equivalent, if such a committee exists.
- h. Train and advise the incoming Vice President External and Community Affairs.
- i. Perform any other duties as outlined in the Bylaws, regulations or as assigned by the Council or Executive Committee.

15. The Vice-President Equity and Sustainability shall:

- a. Communicate and liaise with all constituency groups and collectives representing marginalized communities on behalf of the Society.
- b. Act as a liaise with relevant University organizations, offices and departments dedicated to the awareness and elimination of discrimination on behalf of the Society.
- c. Work to advocate in partnership with marginalized groups on campus in the interest of furthering equity and social justice.
- d. Organize training and workshops for directors, staff and Members on anti-oppression issues.
- e. Be responsible for ensuring that all Directors and Staff receive anti-oppression training within the first semester of the elected term.
- f. Represent the Society on social justice and equity issues such as disability justice, antiracism, climate justice and sustainable issues and lobby the university, government or other bodies on such issues.
- g. Communicate and liaise with equity and sustainability executives at other post-secondary institutions.
- h. Make recommendations on the establishment of policy on issues relating to equity, antioppression, disability justice, anti-racism, sustainability, and climate justice.
- i. Be responsible for ensuring that all activities and endorsements of the Council reflect the antioppressive mandate of the Society.
- j. Promote the Society's initiatives and activities that aim to raise awareness of discrimination at the University and in the community.
- k. Be the Chair of the Equity and Sustainability Committee, or its equivalent, if such a committee exists.
- 1. Train and advise the incoming Vice President Equity and Sustainability.
- m. Perform any other duties as outlined in the Bylaws, regulations or as assigned by the Council or Executive Committee.

16. The Vice-President Events and Student Affairs shall:

- a. Act as a liaison with Student Unions, Constituency Groups, Clubs, independent studentrun societies, and other student groups at the University, on behalf of Council.
- b. Coordinate student engagement events and activities of the Society.
- c. Oversee the establishment and maintenance of Student Unions and Constituency groups and ensuring their meaningful participation within activities of the Society.
- d. Make recommendations on the establishment of policy on issues relating to Student Unions, student groups, and other such matters relating to student affairs.
- e. Be the Chair of the Events Committee, or its equivalent, if such a committee exists
- f. Train and advise the incoming Vice-President Events and Student Affairs.
- g. Perform any other duties as outlined in the Bylaws, regulations or as assigned by the Council or Executive Committee.

Last Updated: 2020-10-26

BY-LAW 5 – COUNCIL

Composition of Council

1. The members of Council shall be Members in good standing of the Society and shall not miss more than one registration during tenure of office. In order to remain a Member in good standing during a semester in which a member of Council is not registered, that Member shall pay all Society fees for that semester at a rate equal to the prorated part-time student rate.

- Council shall consist of:
 - a. members of the Executive Committee.
 - b. One (1) representative from each Constituency Group, to be elected by the members of their respective Constituency Group.
 - c. One (1) representative from each Student Union established in accordance with By-Law 10(3), to be elected by their respective Student Unions.
 - d. One (1) representative from each Affiliated Student Group, to be elected by their respective Affiliated Student Group.
- 3. Members of Council shall receive a stipend.

Last Updated: 2020-10-26

By-Law 6 – Powers, Duties, and Obligations of Council

Powers of Council

- 1. Subject to the BC Societies Act and the provisions of these By-Laws, Council shall exercise the powers of a Members' Meeting in between Members' Meetings.
- Council shall:
 - be the only recognized medium of communication between the Society and:
 - Its Members.
 - ii. The University.
 - iii. The general public.
 - b. act as the Board of Directors of the Society.
- Council shall exercise full control over all activities of the Society, including, but not limited to:
 - a. enacting regulations governing any activities of the Society,
 - b. making rulings in connection to all regulations pursuant to these By-Laws,
 - c. approve the budget for any fiscal year,
 - d. approving the Society's entrance into any contracts extending over a multi-year period,
 - e. approving expenditures outside the budget,
 - approving spending on any single item, whether approved as a single expenditure or as multiple expenditures, more than \$5,000,
 - g. calling a General Election or By-Election,
 - h. calling a Members' Meeting of the Society, and
 - approve the wording of questions that will go to referendum.
- 4. Council may delegate such of its powers, duties and obligations as it may deem expedient for the practicable conduct of the affairs of the Society.
- Council may, by resolution, appoint persons not members of Council as full or qualified signing officers, provided they are covered by liability insurance satisfactory to Council and naming the Society as beneficiary.
- 6. Council may establish a new seat on Council for a Student Union by a motion requiring two-thirds (2/3) majority vote of members in attendance at the Council meeting.
 - a. Such motion shall require three (3) weeks written notice to Council.
- 7. Council may recognize a Constituency Group within the University community and establish a new seat on Council for a Constituency Group representative by a motion requiring a two-thirds (2/3) majority vote of members in attendance at the Council meeting.
 - a. Such motion shall require three (3) weeks written notice to Council.
- Council may recognize an Affiliated Student Group and establish a new seat on Council for an Affiliated Student Group representative by a motion requiring a two-thirds (2/3) majority vote of members in attendance at the Council meeting.
 - a. such a motion shall require three (3) weeks written notice to Council.
- Council may, by way of regulation, set stipends that are payable to members of Council, including for members of the Executive Committee.

Limitations on the Powers of Council

- 10. Any resolution or regulation passed by Council must be compliant with any relevant municipal, provincial and federal legislation pursuant to any resolution or regulation.
- 11. Council shall be bound by any resolution made by the Membership via a Members' Meeting or Referendum.
- 12. Council must approve a preliminary budget for the following fiscal year by April 30th.
- 13. Council must approve a final budget by June 30th of any fiscal year.

- 14. Any increase to stipends shall take effect on the following May 1st. Council shall not consider changes to the remuneration structure between the date that nominations open for General Elections and May 1st.
- 15. Council may, for the purpose of carrying out the objects of the Society, borrow, raise or secure the repayment of money. Council may authorize:
 - a. the issue of bonds,
 - b. perpetual or redeemable debentures, or
 - c. any mortgage, charge or other security on the whole or part of the property or assets of the Society, present and future, including Society fees now or hereafter due or payable.
 - i. no debenture shall be issued without sanction of a special resolution.

Duties and Obligations of Council

- 16. Councillors shall:
 - a. Act honestly and in good faith with a view to the best interests of the entire Membership of the Society in respect of matters for which Council has the authority to act,
 - b. Commit to the fiduciary duties required of a Councillor, as a director of the Society,
 - c. Use reasonable efforts to advance the interests of the Student Union or Constituency group that they represent,
 - d. Act as a liaison between their Student Union or Constituency Group and Council
 - e. Sit on at least one Council Committee,
 - f. Attend all meetings of Council and any Committees to which they are elected, appointed, or sit as an ex-officio member,
 - g. Attend Members' Meetings, and
 - h. Perform any other duties as outlined in the By-Laws, regulations or as assigned by the Council.

Council Meetings

- 17. The President shall chair or delegate the chair at all Council meetings, provided however, Council may, by simple majority vote, determine the chair at any time for any period of time within an elected term.
 - a. The Chair of Council shall convene a meeting of Council at least once per month, or within two (2) working days upon receipt of a petition signed by at least one-half (1/2) of the members of Council.
- 18. Council shall appoint a member of Council, other than a member of the Executive Committee to serve as Vice Chair of Council.
 - a. The Vice Chair of Council shall have the power to convene a meeting of Council in the absence of, or at the discretion of, the Chair of Council
- 19. Quorum for a meeting of Council shall be a majority of the seats filled, including a majority of Executive Officers.
- 20. Council meetings shall be open to all members of the Society, and members shall have full speaking rights in meetings, subject to limitations via regulation.
- 21. Council and Council Committee meetings may be held in person and/or electronically.
- 22. Subject to the regulations of the Society, Robert's Rules of Order shall govern the conduct of all meetings of Council and its committees.
- 23. No votes by proxy shall be allowed.
- 24. Councillors are entitled up to two Alternates to attend meetings and vote when the Councillor is unavailable.
 - a. If a Councillor represents a Student Union, their Alternates must be a member of their respective Student Union Executive.
 - b. If a Councillor represents a Constituency Group, their Alternates must be a member of their respective Constituency Group Executives.

- c. Alternates may only move and second motions, and vote, in the absence of the Councillor.
- d. Alternates may participate during in-camera sessions and are bound by the same confidentially guidelines as Councillors.
- e. If both the Councillor and Alternate are present at a Council meeting, the Councillor shall be considered the official representative for their Student Union, Constituency Group, or Affiliated Student Group.
- f. The use of Alternates by Councillors shall be subject to limitations via regulation.

By-Law 10 – Student Unions

Last Updated: 2020-10-26

- 1. The purpose of the Student Unions shall be to represent undergraduate students within the University Departments and Faculties.
- 2. Council may recognize a Student Union provided that it is satisfied that the Student Union is from a University Faculty, or a University Department offering a major or minor, excluding those programs that are offered as double majors and excluding those programs that offer a minor but have no recognized union.
- 3. If the members of a proposed Student Union vote in favour of creating a Student Union at a general meeting or via referendum of the membership of the proposed Student Union, Council shall ratify the results of that referendum and recognize the Student Union provided that the Student Union:
 - a. Has a written Constitution and By-Laws that:
 - i. Have been ratified by a majority of Members of a Department or Faculty at a general meeting of the Student Union for which notice has been given in accordance with these By-Laws;
 - ii. Have been approved by the Council; and
 - iii. Are consistent with the Constitution and By-Laws of the Society, and
 - b. Has a functional, elected executive, elected in accordance with its Constitution and By-Laws, and
 - c. Holds regular general meetings that are open to all of its members and gives its members notice of those meetings.

By-Law 11 – Powers, Duties, and obligations of members' meetings

Powers of a Members' Meeting

Last Updated: 2020-10-26

1. A Members' Meeting shall be the highest governing body of the Society.

Types of Members' Meetings

- 2. There shall be two types of Members' Meetings:
 - a. Annual General Meetings, and
 - b. Special General Meetings.

Annual General Meetings

- 3. The Annual General Meeting of the Society shall be held between September 15th and October 31st each year. In addition to any other business proposed by Council, the Executive Committee, or the Members of the Society, the following business shall be conducted at the Annual General Meeting:
 - a. Appointing a Chair for the Annual General Meeting.
 - b. Receiving and filing the minutes of the previous year's Annual General Meeting and any Special General Meetings held since the last Annual General Meeting.
 - c. Receiving the Annual Report of Council.
 - d. Receiving the Vice-President Finance's report.
 - e. Receiving the Auditor's report.
 - f. Appointing the Auditor for the coming year.
- 4. If within thirty (30) minutes from the time appointed for the Annual General Meeting a quorum is not present, quorum shall be twenty (20) Members in good standing of the Society, and the meeting shall transact only such business as is specifically referred to in By-Law 11(1) [a]-[f].

Special General Meetings

- 5. Special General Meetings may be convened at any time by resolution of two thirds (2/3) of the members of Council.
- 6. Council, the Executive Committee, and the Members of the Society may propose business to be conducted at a Special General Meeting

Duties and Obligations of Members' Meetings

- 7. Notice of Members' Meetings shall be given at least twenty-one (21) calendar days prior to the date on which the meeting is to be held, and all notices shall clearly state the date, time, location, and proposed agenda. Sufficient notice will be deemed to have been given with the posting of no less than the following:
 - a. Written or electronic memoranda to all active and recognized Student Unions and Constituency Groups.
 - b. An advertisement in the student newspaper or other student publication normally available to all Members of the Society.
 - c. Electronic memoranda to all active Members of the Society, unless the University is unable or declines to provide the necessary access to student electronic contact lists.
- 8. Accidental omission in giving notice of Members' Meeting, or the non-receipt of notice by the members of the Society, shall not constitute a violation of the proceedings of the meeting.
- 9. Each Member in good standing of the Society shall be entitled to vote at the Members' Meeting. In order to exercise her or his vote the Member shall be present at the meeting at the time the vote is put, and no votes by proxy shall be allowed.

- 10. Quorum for Members' Meeting shall be two hundred and fifty (250) members in good standing of the Society.
 - a. Once Quorum is established, it shall continue to be deemed established, unless the number of Members attending falls below one hundred and seventy-five (175), in which case Quorum shall be deemed lost.
- 11. Resolutions of Members' Meeting shall be governed by a simple majority of votes cast, except where the provisions of these By- Laws or the Society Act require otherwise.
- 12. Robert's Rules of Order shall govern the conduct of a Members' Meeting.
- 13. A Members' Meeting may be held partially or wholly by electronic or telephonic means.

Last Updated: 2020-10-26

By-Law 12 – Auditors

- 1. The Auditors of the Society shall have the right of access to all documents and other property of the Society and shall be entitled to require from Council, the employees, and any and all Members of the Society, such information and explanation as may be required by the Auditors for the due performance of their duties.
- 2. The Auditors shall audit the previous fiscal year of the Society and report their findings to Council and the Annual General Meeting.
- 3. In addition to any information the Auditors may deem appropriate to include, their report to the Annual General Meeting shall expressly state:
 - a. Whether they have obtained all information and explanation required and whether they have been granted free access to all necessary documents.
 - b. Whether, in their opinion, the balance sheet and financial statements forming a part of their report are properly drawn so as to present fairly, in all material aspects, the financial position of the Society and the results of its operations and cash flows for the year then ended in accordance with generally accepted accounting principles.

Last Updated: 2020-10-26 SFSS By-Laws

BY-LAW 13 – THE SEAL OF THE SOCIETY

1. The Seal of the Society shall be kept in the custody of the Society's Finance Office and shall not be affixed to any instrument or contract unless authorized by resolution of the Council.

By-Law 14 – Amendments

Last Updated: 2020-10-26

- 1. The Constitution and By-Laws may be amended by special resolution passed at a Members' Meeting or by indirect voting via referendum held in accordance with By-law 18.
- 2. Notice of a proposed amendment to be proposed at Members' Meeting shall be given in accordance with By-Law 11(2) and shall include the actual wording of the proposed amendment.
- 3. Amendments may be initiated by:
 - a. The Executive Committee.
 - b. Council.
 - c. A petition presented to Council which contains the text of the proposed amendments and the signatures of five (5) percent of the Members in good standing of the Society.

By-Law 15 – Elections

Eligibility to Run for Election

1. Only Members in good standing of the Society may be nominated to any office or Council seat.

- 2. Members elected to Council or the Executive Committee shall hold office for one year, May 1st through April 30th, inclusive.
- 3. Members may not hold office as a voting member on the Executive Committee and a Student Union or Constituency Group.
- 4. Any undergraduate student who is a Member in good standing of the Society may run and may vote for a position on the Executive Committee.
- 5. Any undergraduate student who is a Member in good standing of the Society, and a Member of the Faculty, Department, or Constituency Group may run and may vote for a seat on Council.

The Independent Electoral Commission

- 6. The Society shall maintain an Independent Electoral Commission for thirteen (13) months, May 1st to April 30th, with a transition period from May 1st to May 31st, and ensure that it has the facilities, equipment and funding required to carry out its mandate effectively.
 - a. The outgoing Independent Electoral Commission shall train and advise the incoming Independent Electoral Commission during the one (1) month transition period.
- 7. The Independent Electoral Commission shall consist of a Chief Commissioner, who shall act as Chair, and no less than four other Commissioners.
 - a. All members of the Independent Electoral Commission shall be Members in good standing of the Society, except that no current member of or candidate for the Council or a Faculty Student Union Executive may serve as a member of the Independent Electoral Commission
 - b. No Member who has served on Council or the Executive Committee can become a member of the Independent Electoral Commission for a period of two years following their term of office.
 - c. All members of the Independent Electoral Commission shall be elected by a two thirds (2/3) majority vote of Council.
 - d. Members of the Independent Electoral Commission shall receive a stipend.
- 8. The Independent Electoral Commission:
 - a. Shall be responsible for ensuring that Society elections to Council, the Executive Committee, and referenda occur in the prescribed manner as set out in these By-Laws, and any Regulations governing the conduct of elections or referenda.
 - b. May delegate to a group of students the task of supervising polling for any positions and may appoint members in good standing of the Society to assist in counting the ballots.
 - c. Shall require all candidates to produce a signed statement of campaign expenses within seventy-two (72) hours of the close of elections.
 - d. May rule a candidate's candidacy or election invalid for any violation of the By-Laws or election Regulations which from time to time may be established, or impose a reduction in the amount reimbursed by the Society for campaign expenses for campaign violations
 - e. May rule any referenda invalid for any violation of the By-Laws or referenda Regulations, which from time to time may be established.
 - f. Shall be responsible for the Regulation and control of scrutineers at the polling stations.
 - g. May make, amend and repeal additional rules governing the conduct of the election or referendum that does not conflict with existing By-Laws or regulation, which must be approved by the Independent Electoral Commission at least four (4) weeks before the start of the nomination period.

Executive Committee General Elections

- 9. Executive Committee General Elections shall be held in accordance with the provisions in these By-Laws, as well as any regulation governing the conduct of Executive Committee General Elections.
- 10. Due notice of a General Election shall be deemed sufficient if the following is adhered to:

Last Updated: 2020-10-26

- a. Notice announcing the upcoming election is given at least one (1) weeks before the opening of the nomination period, but no earlier than the first Monday of classes in the same semester. The notices shall include the following information:
 - i. The date voting will take place.
 - ii. The positions vacant.
 - iii. The dates for the opening and closing of the nomination period.
 - iv. The Regulations governing the nomination of candidates.
 - v. The place for pick-up and deposit of nomination papers.
 - vi. The length of time for campaigning for office and the limitation on campaign expenses.
 - vii. An advertisement announcing the dates for the opening and closing of the nomination period shall be placed in the student newspaper at least fourteen (14) calendar days prior to the opening of nominations.
- 11. The nomination period for Executive Committee candidates shall open Monday after the completion of week one of classes in the semester and close at the end of week three of classes in the semester.
- 12. Nomination papers shall be signed by prospective Executive Committee candidates and shall contain the name and student number, address, telephone number and email address of the Member nominated, the position being sought, and signatures of no fewer than ten (10) Members in good standing of the Society who are entitled to vote in elections for that position.
- 13. The campaign period for Executive Committee elections shall begin Monday after the completion of week three of classes and close at the end of week five of classes in the semester.
 - a. Pre-Campaigning shall not be allowed.
- 14. Following the close of nominations, notices shall be provided in the prescribed manner indicating the candidates, the date, and time of voting.
- 15. Candidates and Slates shall abide by the provisions in the By-Laws, regulations, and additional rules approved by the Independent Electoral Commission.
 - a. Whether or not Slates are permissible by regulation, Slate names shall not be placed on the ballot of any Society election.
- 16. Each candidate shall forward copies of all campaign literature to the Independent Electoral Commission for approval as it is produced.
 - a. Campaign literature shall not defamatory or discriminatory.
 - b. Campaign expenses shall be limited to one hundred (100) dollars, at least half of which shall be reimbursed by the Society.
- 17. All printed campaign posters and related paraphernalia shall be removed by midnight prior to the day of commencement of polling.
- 18. Only Members of Society may campaign for or on behalf of Executive Committee candidates or referenda during any election period.
- 19. The form of the ballot shall be decided by the Independent Electoral Commission, except that the candidates for each office shall be listed alphabetically by surname.
- 20. The Independent Electoral Commission may decide to use a system of electronic voting using electronic ballots, provided that the Independent Electoral Commission uses the system that is used by the University at the time of the election or referendum.
- 21. If only one valid nomination is received for a particular office, the Independent Electoral Commission will conduct an election in which the nominated candidate will face a "yes/no" election.
- 22. If a candidate for an uncontested office fails to receive a majority of "yes" votes, then the office will remain vacant.
- 23. Voting shall take place during a period of no less than two (2) or more than four (4) days, as determined by the Independent Electoral Commission, and this period shall begin the week following the end of the campaigning period.
 - a. Polling for all positions shall occur at least between the hours of 9:30am and 7:30pm.
 - b. The Independent Electoral Commission may establish off-campus polling stations in those areas, where, in its view, numbers warrant.
- 24. Sealed ballot boxes shall be secured by the Independent Electoral Commission immediately upon the completion of voting.
 - a. The ballots shall be counted under the supervision of the Independent Electoral Commission.

- 25. Where positions are contested, the candidate receiving the most votes for that position shall be declared duly elected.
 - a. If there is a tie for candidates receiving the most votes, a second vote will be held just for the tied top candidates to determine a winner from among the tied group. If, following the voting, the results are still a tie, the candidates shall break the tie in a manner decided by the Independent Electoral Commission.
- 26. A candidate may request a recount of votes cast, within seventy-two (72) hours of the close of polls. After that time the ballots for the election may be destroyed by written instruction of the Chief Commissioner.
- 27. In the event of a strike, Act of God, or other event that delays the electoral procedure, the Independent Electoral Commission shall make the decision as to how and when the electoral procedure may be best completed.

Council General Elections

- 28. Council elections, other than elections to the Executive Committee, shall occur in accordance with the Constitution and By-Laws of the Student Unions and Constituency Groups that hold a seat on Council, as well as any Regulations governing the conduct of Council elections.
- 29. Notwithstanding By-Law 15(27), Council elections must occur between the start of week seven (7) of classes and end of week ten (10) of classes in the semester.
 - a. The results of Council elections shall be reported to the Independent Electoral Commission no later than the end of week ten (10) in the semester.
- 30. Notwithstanding By-Law 15(27), Council elections must be open to all members of their respective Student Union or Constituency Group, with at least one week's notice of the election given to its members.

By-Law 16 – By-Elections

Council By-Elections

Last Updated: 2020-10-26

1. Council By-Elections, other than By-Elections to the Executive Committee, shall occur in accordance with the Constitution and By-Laws of each Student Union and Constituency Group with a seat on Council, or any other Regulations governing the conduct of Council By-Elections.

Executive Committee Vacancies and Interim Appointments

- 2. If the office of an Executive Officer becomes vacant, Council must hold a by-election to fill the vacant office at the earliest possible By-Election or General Election in accordance with By-Law 16(3).
 - a. Council may appoint a temporary replacement to the vacant office from amongst the members of Council, other than members of the Executive Committee, to undertake the duties befalling the vacant office, until the office is filled by way of a by-election.
 - b. Notwithstanding By-Law 16(2)(a), in the case of a vacancy in the Office of the President, the Vice-President Internal and Organizational Development shall assume the Office of the President.
 - i. Council may then appoint a temporary replacement to the vacant office from amongst the members of Council, other than members of the Executive Committee, to the Office of the Vice-President Internal and Organizational Development for such a period of time that the Vice-President Internal and Organizational Development is occupying the Office of the President.
 - c. If the Vice-President Internal and Organizational Development is unable to assume the Office of the President, pursuant to By-Law 4, the Office of the President shall be assumed by another Executive Officer in compliance with the following line of succession:
 - i. Vice-President Internal and Organizational Development
 - ii. Vice-President Finance and Services
 - iii. Vice-President University and Academic Affairs

Executive Committee By-Elections

- 3. By-elections to fill vacant offices may only occur in the Summer Semester and Fall semesters, as described in subsections (a)-(c), with:
 - a. the nomination period opening Monday, no earlier than after the completion of week four of classes in the semester, and closing no sooner than two weeks following the opening of nominations.
 - b. the campaigning period starting at the close of nomination period, and closing no sooner than two weeks.
 - c. the voting taking place during a period of three days occurring the week after the close of campaigning period.
- 4. Pursuant to By-Law 16(1), a by-election must be called to fill a vacant office if the vacancy occurs (2) weeks before the start of the nomination period of the Summer or Fall by-elections.
 - a. Notwithstanding By-Law 15(2), the terms of members elected to the Executive Committee in a by-election shall assume office on the date of the first meeting of the Executive Committee or Council following the by-election and shall serve up until April 30th.

- 5. Pursuant to By-Law 16(1), if the vacancy occurs less than two (2) weeks before the start of the nomination period of the Fall by-elections, then the vacancy shall be filled during the Spring General Election.
 - a. Notwithstanding By-Law 15(2), the terms of members elected to the Executive Committee in the Spring General election to fill a vacant office shall commence on the date of the first meeting of the Executive Committee or Council following the General Election, serving the balance of the term up until April 30th, before the start of their official term on May 1st.
- 6. Notwithstanding the provisions of By-Law 16(1)-(2), Council must call a by-election at any time of the year to fill all vacant positions if the number of Executive Committee members falls below the number required for quorum at Executive Committee meetings.
- 7. Executive Committee By-elections shall occur in accordance with the procedures set out for elections in these By-Laws and any other Regulations governing the conduct of elections or By-Elections.

BY-LAW 17 - RESIGNATION, IMPEACHMENT, OR ABANDONMENT

Resignation

Last Updated: 2020-10-26

If any member of Council or the Executive Committee ceases to be a Member in good standing
of the Society, her or his resignation shall be deemed to have been delivered to and accepted by
the Society, and the Council or Executive Committee Chair shall declare the position vacant
forthwith.

Impeachment

- 2. A member of Council or the Executive Committee may be removed from office by special resolution of a Members' Meeting or referendum.
 - a. Notwithstanding By-Law 18(3), impeachment proceedings via referendum may be called at any time with at least 30 days notice.
- 3. Impeachment proceedings may be initiated by:
 - a. a two-thirds majority vote of Council, or
 - b. a petition signed by not-less than five percent (5%) of the Members presented to Council.
- 4. Notice of impeachment proceedings shall be that is required for a special resolution.
- 5. Members of Council, other than members of the Executive Committee, may be removed from Council:
 - a. by a four/fifths (4/5) majority vote of the Council, or
 - b. in accordance with the Constitution and By-Laws of the Student Union or Constituency Group the Councillor represents.

Abandonment

- 6. Any member of the Executive Committee who, without prior authorization by the Executive Committee, is absent from two (2) consecutive and regularly scheduled meetings of the Executive Committee, shall be deemed to have abandoned their position and the Executive Committee Chair shall declare that Office vacant forthwith.
- 7. Any member of Council who, without prior authorization by Council, is absent from five (5) regularly scheduled meetings of Council, or is absent from three (3) consecutive regularly scheduled meetings of Council, whichever occurs first, shall be deemed to have abandoned their position and the Council Chair shall declare that seat vacant forthwith.

Vacancies

- 8. A member of the Executive Committee removed from Office in accordance with these By-Laws shall be replaced by way:
 - a. of by-election or interim appointment in accordance with By-Law 16, or
 - b. by appointment by ordinary resolution to serve during the balance of the term.
- 9. A member of Council, other than a member of the Executive Committee, removed from their Council seat in accordance with these By-Laws shall be replaced by way:
 - a. of by-election or interim appointment in accordance with their respective Student Union or Constituency Group Constitution and By-Laws.

By-Law 18 – Referenda

Last Updated: 2020-10-26

- 1. Members in good standing of the Society may vote on resolutions concerning the activities of the Society by means of a referendum.
- 2. Any such resolution shall require a majority of the votes cast unless the resolution proposes an amendment to the Society's By-Laws, in which case it shall require a two-thirds (2/3) majority of the votes cast.
- 3. Resolutions may be put to referendum concurrently with the next regularly scheduled Society election or by-election, or during the time allotted for the next Society election or by-election if there were to be a by-election.
- 4. Resolutions may be put to referendum by a simple majority vote of Council, except where prohibited by these By-Laws, or upon presentation of a petition to Council which contains the text of the proposed resolution and the signatures of five (5) percent of the members in good standing of the Society, or according to By-Law 23(1) (d) or By-Law 23(3).
- 5. During a general election or by-election, resolutions may be put to referendum upon presentation of a petition to Council which contains the text of the proposed resolution and the signatures of give (5) percent of the members in good standing of the Society, or according to By-Law 23(1)(d) or By-Law 23(3)
- 6. Upon presentation of a duly signed petition for referendum, Council must place the question on the ballot of the next regularly scheduled election.
- 7. The referendum shall be conducted by the Independent Electoral Commission in accordance with By-Law 15.
- 8. No referendum shall be deemed valid or binding on the Society unless a minimum of five (5) percent of the Members in good standing of the Society have cast ballots in the referendum.
- 9. The Independent Electoral Commission shall report on the conduct and results of the referendum to Council for ratification.

By-Law 19 – Student Union Levies

Last Updated: 2020-10-26

- 1. Student Unions may propose to the Council resolutions concerning a Student Union levy.
 - a. Only Student Unions that represent a University Faculty may propose a Student Union levies.
 - Student Unions that represent a University Faculty may make decisions on distributing the monies collected by a levy to Student Unions that represent a University Department.
 - b. Student Union levies may only apply to members of the Student Union as defined in the Student Union's by-laws.
- 2. Any such resolutions may be put to referendum by a simple majority vote of the Council, except where prohibited by these By-Laws, or upon presentation of a petition to Council which contains the text of the proposed resolution and the signatures of five (5) percent of the members of the Student Union.
- 3. Upon presentation of a duly signed petition for referendum Council must place the question on the ballot of the next regularly scheduled election.
- 4. The referendum shall be conducted by the Independent Electoral Commission in accordance with By-Law 18.
- 5. Notwithstanding By-Law 18(1), only members of a Student Union as defined in the Student Union's by-laws may vote on resolutions concerning a Student Union levy.

Last Updated: 2020-10-26

By-Law 20 – Records

- 1. Documents of the Society, as well as the minutes and accounting records, shall be kept at the offices of the Society at the Burnaby Campus of the University.
- 2. Documents of the Society may be inspected by the Members at the offices of the Society on any business day during regular business hours.
- 3. The Society shall create and maintain a digital archive of records, with any personal information removed, that Members can access online. These records shall include current and past versions of:
 - a. meeting minutes
 - b. ordinary and special resolutions
 - c. Constitution and By-Laws
 - d. policies, rules, and regulations
 - e. audited financial statements
 - f. annual reports
 - g. strategic plan
 - h. any other documents relevant to the membership and allowable by law

BY-LAW 21 – PROHIBITION ON DISCRIMINATION

1. The Society shall not discriminate against any person on any ground enumerated in the Canadian Charter of Rights and Freedoms or the British Columbia Human Rights Code.

BY-LAW 22 – PRIMACY OF BY-LAWS

1. In the event of a conflict between these By-Laws and any Regulation, resolution of Council or the Executive Committee, or the provisions of any Faculty Student Union or Departmental Student Union Constitution or By-Laws, the terms of these By-Laws shall prevail.

By-Law 23 — Accountability in External Provincial and National Student Organisations

Last Updated: 2020-10-26

- 1. The Society may become a member of a provincial or national student organisation that requires the Society or its Members to pay a membership fee to that organisation, but only if the Society and the organisation enter into a binding, written agreement, which will remain in effect as long as the Society is a member of the organisation. The agreement must guarantee the following:
 - a. The Society's membership in the organisation does not preclude the Society's membership in other organisations.
 - b. The organisation will make its by-laws, policies and minutes available online to all Members of the Society within three (3) months of their approval.
 - c. The organisation will, within two (2) months of receipt of a written request from any Member of the Society, provide to them a copy of any document in care or control of the organisation not lawfully required to be kept private.
 - d. The organisation recognizes that the Society reserves the right to terminate its membership in the organisation according to the Society's by-laws and Regulations and according to any of the following procedures:
 - i. by resolution of Council if the Society joined the organisation by resolution of Council;
 - ii. by resolution of a General Meeting if the Society joined the organisation by resolution of a General Meeting; or
 - iii. by referendum pursuant to By-Law 18 of these By-Laws in any case if the Society joined the organisation by way of referendum under the Society's or any other By-Laws.
- 2. If the Society terminates its membership in an organisation as described in By-Law 23(1) by any means other than referendum, and if the Society normally collects a membership fee from its Members on behalf of that organisation and remits it to that organisation, then the Society will immediately cease collecting fees.
- 3. If a resolution is put to referendum to terminate the Society's membership in an organisation as described in By-Law 23(1), and if the Society normally collects a membership fee from its Members on behalf of that organisation and remits it to that organisation, then a resolution to cease collecting the membership fee shall be automatically put to referendum according to By-Law 18 to occur concurrently with the referendum on ceasing membership in the organisation.

BYLAW 24 – STUDENT SOCIETY FEES

1. The Society may not revoke, reduce or otherwise cancel a duly approved student society fee that has been implemented for the purpose of repaying a loan made to the Society or on the basis of which a loan has been made to the Society if the effect of such revocation, reduction or cancellation would be to cause the Society to be unable to repay the loan as it become due.

BYLAW 25 – LOCATION OF SOCIETY OPERATIONS

1. The operations of the Society shall be chiefly carried on at Simon Fraser University in the Province of British Columbia.

BYLAW 26 – CONSTITUENCY GROUPS

Last Updated: 2020-10-26

1. The purpose of Constituency Groups shall be to represent and serve its members who share an experience or condition of oppression and systemic discrimination and/or barriers such as, but not limited to: homophobia, sexism, racism, classism, colonialism, ableism or ageism.

- 2. The Council may vote to recognize a Constituency Group provided that the Constituency Group:
 - a. has a written Constitution and By-Laws that has been accepted by a majority of its members at a general meeting,
 - b. it has a functioning, elected executive, elected in accordance with its Constitution and By-Laws, and
 - c. holds regular general meetings that are open to all of its members and gives its members notice of those meetings.

BYLAW 27 – DISSOLUTION

1. The Society may be dissolved by special resolution at a meeting specifically called for this purpose with notice that the intent of the meeting is to dissolve the Society.

2. After the liabilities are paid or provided for, the residue of the Society's assets shall be given to a recipient, qualified per the Societies Act, as determined by ordinary resolution.

Council Policies and By-Laws

Council Policies

- R-3 Executive Stipend Requirements (page 15) 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
 - (a) submitting the completed work reports to the Communications I
 - (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 Officer

Semester Reports

- 3.11 Semester reports must include, but isn't limited to:
 - (a) an executive summary of work completed in the semester
 - (b) a summary of completed projects during the semester
 - (c) a summary of ongoing projects to be continued into the following semester
 - (d) a list of challenges or difficulties that were experienced that semester as it pertains to the work completed in the semester
 - (e) a list of recommendations for methods of improving work on campaigns, projects, or initiatives for following semesters

Exit Reports

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

Stipends for Executive Officers

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

R-4 Reduction of Stipend

- 4.1 There shall be no advances on Council or other stipends.
- 4.2 The VP Finance & Services (or designate) shall provide the Finance Department staff with

a stipend list of Councillors including the amount payable by the payroll processing date, based on the attendances of Councillors at Council and committee meetings and their eligibility to receive a stipend.

- 4.3 Remuneration paid to the Executive Officers shall be in the form of semi-monthly payments. Payroll processing will occur on the first business day after the 15th and the first business day of the following month.
- 4.4 Remuneration paid to Non-Executive Councillors is on a per-meeting basis, as per R-2 but shall be paid in the form of semi-monthly payments. Payroll processing will occur on the first business day after the 15th and the first business day of the following month.
- 4.5 This policy stipulates the terms in which a Councillor's stipend may be reduced or withheld by the VP Finance & Services. All reductions to a Councillor's stipend must be communicated to the Councillor so that they can have the 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

- 4.6 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

- 4.7 Semester work reports must be submitted by Executive Officers to Council by midnight of the last day of the month following the end of a semester.
 - (a) The stipend of an Executive Officer will be reduced by \$100 per day for a maximum reduction of the value of one complete pay period where the report is late, and all stipends will be withheld until the report is submitted.
- 4.8 Non-Executive Councillors are not required to complete semester reports. Exit Reports are Submitted Late
- 4.9 Failure of Executive Officers to submit an exit report within ten (10) business days following the end of their term will result in a \$100 deduction per day from the final stipend, unless extenuating circumstances exist.
 - (a) Executive Officers who have been re-elected to a subsequent term on Council will have all further stipends withheld until such time as an exit report has been submitted.
 - (b) Enforcement of this regulation shall be the responsibility of the incoming VP Finance & Services. The incoming President shall ensure that the VP Finance & Services complies with the terms of this Rule.
- 4.10 Failure of Executive Officers to submit an exit report within twenty (20) business days

shall result in the entirety of the stipend being withheld and becoming a member in poor standing of the Society.

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

Failure to Attend a Council or Committee Meetings

- 4.12 Councillors must attend all Council and committee meetings that they are members of, excepting for academic, health, and Society related work obligations that have been communicated to Council, the Council Chair or the Committee Chair in advance and by email, and which are approved by motion at the Council or Committee meeting.
 - (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.
- 4.13 The Chair of Council or the chair of the committee is responsible for communicating a member's failure to attend the relevant meeting to the VP Finance & Services via email.
 - (a) In the event of the VP Finance & Services is in violation of this Rule, the Chair of Council, or the Chair of the committee where the unexcused absence has occurred, shall notify the President via email.

Late Arrival at Council Meeting

- 4.14 Councillors must attend all Council meetings on time, excepting where the Councillor has communicated in advance 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

- 4.15 Councillors must attend all Council committee meetings on time, excepting where the director has communicated in advance some personal or unexpected circumstances to the Chair.
 - (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

- 4.16 Executive Officers must be appointed to at least 2 Council committees at all times, and must Chair at least one Council committee.
 - (a) The stipend of an Executive Officer will be reduced by \$200 where they are not named to at least two (2) committees, and \$100 where they are not named to one (1)

Committee.

Failure to Meet Committee Obligations: Non-Executive Councillors

- 4.17 Councillors must be appointed to at least 1 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

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

R-6 Leave and 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.

SO-3 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

By-Laws

BY-LAW 4 – POWERS, DUTIES AND OBLIGATIONS OF THE EXECUTIVE COMMITTEE

Composition of the Executive Committee

- 1. The Executive Committee shall have seven (7) members, which shall consist of:
- a. The President,
- b. Vice-President Internal and Organizational Development
- c. Vice-President Finance and Services,
- d. Vice-President University and Academic Affairs,
- e. Vice-President External and Community Affairs,
- f. Vice-President Equity and Sustainability, and
- g. Vice-President Events and Student Affairs.

Powers of the Executive Committee

- 2. The powers and duties of Council shall be vested in the Executive Committee between meetings of Council, subject to direction from, accountability to, review by, and approval of the Council.
- 3. The Executive Committee may appoint Councillors to work within the Office of an Executive Officer to assist that Executive Officer in their duties and obligations.
- 4. The Executive Committee shall have the power to make recommendations to the Council on action to be taken for which it does not have the authority to act, including, but not limited to:
 - a. the enactment of Regulations pursuant to these By-Laws, including Regulations governing the conduct of its Membership, Student Unions, or any amendments, suspensions, or revocation of those Regulations, and
 - b. the approval of the preliminary and full budgets, as prepared by the Executive Committee.
- 5. The Committee shall present a report on its operations at each meeting of Council to include:
 - a. all relevant information concerning the actions taken by the Executive Committee since the last Council meeting, and
 - b. recommendations on actions the Executive Committee deems necessary or advantageous for Council to pursue.

Limitations of the Powers of the Executive Committee

7. Notwithstanding By-Law 4(2), the Executive Committee shall not have the power to:

- a. enact regulations governing any activities of the Society,
- b. approve the budget for any fiscal year,
- c. approve the Society's entrance into any contracts extending over a multi-year period,
- d. approve expenditures outside the budget, and
- e. approve spending on any single item, whether approved as a single expenditure or as multiple expenditures, more than \$5,000.
- 8. Without limiting the provisions in these By-Laws, Council may pass Regulations further restricting the powers the Executive Committee may exercise in between meetings of Council.
- 9. The Executive Committee shall be bound by any resolution made by Council or the Membership via a Members' Meeting or Referendum.

Duties and Obligations of members of the Executive Committee

10. The President shall:

- a. Have the power to convene the Executive Committee and Council meeting at any time.
- b. Be an ex-officio voting member of all Council committees of the Executive Committee.
- c. chair Executive Committee meetings, unless otherwise voted on by the members of the Executive Committee by simple majority vote.
- d. chair or delegate the chair at all Council meetings, provided however, Council may, by simple majority vote, determine the chair at any time for any period of time within an elected term:
- e. Chair Members' Meetings, unless otherwise voted on by the Members at a Members' Meeting by simple majority vote.
- f. Be a signing officer.
- g. Represent the Society on formal occasions, and act as the official spokesperson of the Society to the general public and the University.
- h. Ensure that Executive Officers carry out their assigned duties in accordance with these By-Laws and as directed by the Council.
- i. Be responsible for the coordination of a Council retreat, and an Executive retreat within the first semester of the elected term.
- j. Ensure compliance with and enforcement of all relevant Collective Agreements, employment contracts and staff relations policies.
- k. Be responsible, along with the VP Finance and Services, for ensuring that all contracts entered into by the Society are with due authority and in the best interests of the Society.
- 1. Communicate with legal counsel, as needed.
- m. Act as the staff liaison officer for the society and liaise with all Society Staff on behalf of Council.
- n. Shall train and advise the incoming President.
- o. Undertake any other duties as delegated by the Council or Executive Committee.
- p. Undertake all other duties usually falling to the office of President of a Society.

11. The Vice-President Internal and Organizational Development shall:

- a. Oversee the internal governing structures of the Society, including
 - i. the various Committees of Council,
 - ii. the various Subcommittees of the Executive Committee, and

- iii. all governing documents of the Society.
- b. Be the Chair of the Governance Committee, or its equivalent, if such a committee exists.
- c. Enforce, review, and implement governing documents of the Society.
- d. Oversee the set-up, coordination and logistics of all General Meetings of the Society,
- e. Ensure the occurrence of ongoing training and development for members of the Executive Committee and Council.
- f. Educate and communicate relevant information about the Society's governing structures to the Membership, including the Council and its committees, Executive Committee, Student Unions and Constituency Groups.
- g. Communicate with Student Unions and Constituency groups regarding vacancies on Council, and ensuring those vacancies are filled in a timely manner, and ensuring their meaningful participation as a representative of Council.
- h. Oversee the organization and archiving of correspondence and records of the Society including but not limited to the constitution, bylaws, policies, minutes, reports, contracts, leases, and letters written or received by Council and its committees.
- i. Support and assist the President in the duties of the President's office.
- j. Assume the duties and obligations of the President if the President is unwilling or unable to act, or in the event that the President position becomes vacant.
- k. Be a signing officer.
- l. perform any other duties as outlined in the Bylaws, regulations or as assigned by the Council or the Executive Committee.

12. The Vice-President Finance and Services shall:

- a. Coordinate, oversee and/or facilitate services and operations for the Members of the Society.
- b. Coordinate oversee and/or facilitate the commercial affairs of the Society.
- c. Be responsible, along with the President, for ensuring that all contracts entered into by the Society are with due authority and in the best interests of the Society.
- d. Coordinate the preparation of the budget of the Society, and present the annual budget to the Council for adoption.
- e. Prepare and present monthly financial reports to the Council
- f. Present financial reports and audited statements to the Membership at a Members' Meeting.
- g. Ensure that all Society funds are deposited in an appropriate account at a financial institution selected by the Council.
- h. Keep account and be responsible for all monies received and disbursed by or on behalf of the Society. The Vice-President Finance and Services shall not disburse funds except as provided for in these By-Laws, or by Regulation.
- i. Render, upon request of the Council and within fourteen (14) calendar days, a detailed written report on the Society's financial affairs.
- j. Prepare a detailed written report on the Society's financial affairs for the Annual General Meeting.
- k. Coordinate the compilation of the Annual Report of Council for consideration at the Annual General Meeting.
- l. Monitor the financial status of the Society including budget variances and makes recommendations to the Council regarding major expenditures; and shall assist with the coordination of fundraising endeavors

- m. Be the Chair of the Finance and Services Committee, or its equivalent, is such Committee exists,
- n. Make recommendations on the establishment of policy on issues relating to finance and services,
- o. Assume duties and obligations of the President if the President and Vice-President Internal and Organizational Development are unwilling or unable to act, or in the event that the President and the Vice-President Internal and Organizational Development positions become vacant.
- p. Be a signing officer.
- q. Train and advise the incoming Vice President Finance and Services.
- r. Perform any other duties as outlined in the Bylaws, regulations or as assigned by the Council or the Executive Committee.

13. The Vice-President University and Academic Affairs shall:

- a. Act as a liaison between the Council and the University.
- b. Act as a liaison with and lobby the University on issues that affect the undergraduate student population on behalf of the Society.
- c. Coordinate student representation on all University committees to which the Society nominates or appoints.
- d. Coordinate student involvement in University community affairs and activities.
- e. Facilitate collective action by undergraduate students and coordinates campaigns within the University.
- f. Make recommendations on the establishment of policy on issues relating to university and academic affairs.
- g. Be the Chair of the University and Academic Affairs Committee, or its equivalent, if such a committee exists.
- h. Assume, duties and obligations of the President if the President, Vice-President Internal and Organizational Development, and the Vice-President Finance and Services are unwilling or unable to act as President, or in the event that the President, Vice-President Internal and Organizational Development, and Vice-President Finance and Services positions become vacant.
- i. Be a signing officer.
- j. Train and advise the incoming Vice President Academic and University Affairs.
- k. Perform any other duties as outlined in the Bylaws, regulations or as assigned by the Council or Executive Committee.

14. The Vice-President External and Community Affairs shall:

- a. Act as a liaison with external groups and community organizations, including with other student societies, on behalf of the Society.
- b. Act as a liaison with and lobby the government and with other relevant bodies on issues that affect the undergraduate student population, on behalf of the Society.
- c. Be responsible for Society business related to, and organize Society representation at conferences held by external organisations, other than the University, in which the Society may have Membership or interest.
- d. Be responsible for keeping Council informed of plans or actions of external organisations, outside the University, and federal and provincial governments that have a direct or indirect

impact on the Society or its Members.

- e. Facilitate collective action by undergraduate students and coordinate external and community-based advocacy activities and campaigns on behalf of Membership.
- f. Make recommendations on the establishment of policy on issues relating to external and community affairs.
- g. Be the Chair of the External and Community Affairs Committee, or its equivalent, if such a committee exists.
- h. Train and advise the incoming Vice President External and Community Affairs.
- i. Perform any other duties as outlined in the Bylaws, regulations or as assigned by the Council or Executive Committee.

15. The Vice-President Equity and Sustainability shall:

- a. Communicate and liaise with all constituency groups and collectives representing marginalized communities on behalf of the Society.
- b. Act as a liaise with relevant University organizations, offices and departments dedicated to the awareness and elimination of discrimination on behalf of the Society.
- c. Work to advocate in partnership with marginalized groups on campus in the interest of furthering equity and social justice.
- d. Organize training and workshops for directors, staff and Members on anti-oppression Issues.
- e. Be responsible for ensuring that all Directors and Staff receive anti-oppression training within the first semester of the elected term.
- f. Represent the Society on social justice and equity issues such as disability justice, antiracism, climate justice and sustainable issues and lobby the university, government or other bodies on such issues.
- g. Communicate and liaise with equity and sustainability executives at other post-secondary Institutions.
- h. Make recommendations on the establishment of policy on issues relating to equity, antioppression, disability justice, anti-racism, sustainability, and climate justice.
- i. Be responsible for ensuring that all activities and endorsements of the Council reflect the anti-oppressive mandate of the Society.
- j. Promote the Society's initiatives and activities that aim to raise awareness of discrimination at the University and in the community.
- k. Be the Chair of the Equity and Sustainability Committee, or its equivalent, if such a committee exists.
- 1. Train and advise the incoming Vice President Equity and Sustainability.
- m. Perform any other duties as outlined in the Bylaws, regulations or as assigned by the Council or Executive Committee.

16. The Vice-President Events and Student Affairs shall:

- a. Act as a liaison with Student Unions, Constituency Groups, Clubs, independent studentrun societies, and other student groups at the University, on behalf of Council.
- b. Coordinate student engagement events and activities of the Society.
- c. Oversee the establishment and maintenance of Student Unions and Constituency groups and ensuring their meaningful participation within activities of the Society.

- d. Make recommendations on the establishment of policy on issues relating to Student Unions, student groups, and other such matters relating to student affairs.
- e. Be the Chair of the Events Committee, or its equivalent, if such a committee exists
- f. Train and advise the incoming Vice-President Events and Student Affairs.
- g. Perform any other duties as outlined in the Bylaws, regulations or as assigned by the Council or Executive Committee.

BY-LAW 17 - RESIGNATION, IMPEACHMENT, OR ABANDONMENT

Resignation

1. If any member of Council or the Executive Committee ceases to be a Member in good standing of the Society, her or his resignation shall be deemed to have been delivered to and accepted by the Society, and the Council or Executive Committee Chair shall declare the position vacant Forthwith.

Impeachment

- 2. A member of Council or the Executive Committee may be removed from office by special resolution of a Members' Meeting or referendum.
 - a. Notwithstanding By-Law 18(3), impeachment proceedings via referendum may be called at any time with at least 30 days notice.
- 3. Impeachment proceedings may be initiated by:
 - a. a two-thirds majority vote of Council, or
 - b. a petition signed by not-less than five percent (5%) of the Members presented to Council.
- 4. Notice of impeachment proceedings shall be that is required for a special resolution.
- 5. Members of Council, other than members of the Executive Committee, may be removed from Council:
 - a. by a four/fifths (4/5) majority vote of the Council, or
 - b. in accordance with the Constitution and By-Laws of the Student Union or Constituency Group the Councillor represents.

Abandonment

- 6. Any member of the Executive Committee who, without prior authorization by the Executive Committee, is absent from two (2) consecutive and regularly scheduled meetings of the Executive Committee, shall be deemed to have abandoned their position and the Executive Committee Chair shall declare that Office vacant forthwith.
- 7. Any member of Council who, without prior authorization by Council, is absent from five (5) regularly scheduled meetings of Council, or is absent from three (3) consecutive regularly scheduled meetings of Council, whichever occurs first, shall be deemed to have abandoned their position and the Council Chair shall declare that seat vacant forthwith.

Vacancies

- 8. A member of the Executive Committee removed from Office in accordance with these By-Laws shall be replaced by way:
 - a. of by-election or interim appointment in accordance with By-Law 16, or
 - b. by appointment by ordinary resolution to serve during the balance of the term.

- 9. A member of Council, other than a member of the Executive Committee, removed from their Council seat in accordance with these By-Laws shall be replaced by way:
 - a. of by-election or interim appointment in accordance with their respective Student Union or Constituency Group Constitution and By-Laws.