

Purpose of the Policy

SFSS Corporate
Records and
Information
Policies

Simon Fraser Student Society

simon fraser
student society

TABLE OF CONTENTS

Introduction	3
Policies	4
CIP-1: Corporate Records Repository	5
CIP-2: Annual Reports	8
CIP-3: Audited Financial Statements	9
CIP-4: BC Registry Filings	10
CIP-5: Constitution and By-Laws	13
CIP-6: Elections and Referenda Reports	14
CIP-7: Leases	16
CIP-8: Member Meetings	17
CIP-9: Organisational Charts	18
CIP-10: Audited Financial Statements	19
CIP-11: Records of Decisions	20
CIP-12: Strategic Plan	22
CIP-13: Member Resignations	23
CIP-14: Personal Information	25

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SFSS Corporate Records and Information Policies

INTRODUCTION

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SFSS Corporate Records and Information Policies

POLICIES



CIP-1: CORPORATE RECORDS REPOSITORY

<i>POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY</i>		
<i>POLICY TITLE: CORPORATE RECORDS REPOSITORY</i>		
<i>POLICY REFERENCE NUMBER: CIP-1</i>		
<i>Adopted: June 12, 2020</i>		
<i>Next Scheduled Revision: June 2021</i>		
<i>Previous Revisions</i>		
Position	Signature	Date
Board President		

Policy

1.1 All corporate records are stored on the Simon Fraser Student Society file share, provided by SFU ITS, and access privileges will be managed by the Administrative Services Department Liaison and the President. The VP Finance will serve as oversight for this function and will work to ensure the process does not break down.

Standards

1.2 The SFSS Corporate Records will include the following content:

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

Date Approved: 2020-06-12

SFSS Corporate Records and Information Policies

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

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

Record Type	Contents	Read Access	Write Access
Annual Reports	SFSS Annual Report distributed to the Society membership	<ul style="list-style-type: none"> • Board • All staff 	<ul style="list-style-type: none"> • Administrative Services Department Liaison • Policy, Research, Community Affairs Coordinator
Audited Financial Statements	Audited financial statements produced by the Society's external auditors and remitted to the membership at the Annual General Meeting.	<ul style="list-style-type: none"> • Board • All staff 	<ul style="list-style-type: none"> • Administrative Services Department Liaison • Policy, Research, Community Affairs Coordinator
BC Registry Filings	Image file outputs made available by Societies Online after filing a submission online.	<ul style="list-style-type: none"> • President • Board • Policy, Research, Community Affairs Coordinator 	<ul style="list-style-type: none"> • Administrative Services Department Liaison • Policy, Research, Community Affairs Coordinator
Constitution and Bylaws	Current SFSS Constitution and Bylaws	<ul style="list-style-type: none"> • Board • All staff 	<ul style="list-style-type: none"> • Administrative Services Department Liaison • Policy, Research, Community Affairs Coordinator
Elections and Referenda Reports	SFSS Elections and Referenda Reports submitted to the Society by the Independent Electoral Commission as required by the SFSS Elections and Referenda Policies	<ul style="list-style-type: none"> • Board • All staff 	<ul style="list-style-type: none"> • Administrative Services Department Liaison • Policy, Research, Community Affairs Coordinator
Leases	Leases include copies of all leases to which the SFSS is or	<ul style="list-style-type: none"> • Board • Build SFU General Manager 	<ul style="list-style-type: none"> • President • VP Finance • Build SFU General

Date Approved: 2020-06-12

SFSS Corporate Records and Information Policies

	has been a party	<ul style="list-style-type: none"> • Finance Coordinators 	Manager
Member Meetings	Minutes of annual general meetings and special general meetings	<ul style="list-style-type: none"> • Board • All staff 	<ul style="list-style-type: none"> • Administrative Services Department Liaison • Policy, Research, Community Affairs Coordinator
Organisational Charts	Current SFSS Organisational Chart	<ul style="list-style-type: none"> • Board • All staff 	<ul style="list-style-type: none"> • Administrative Services Department Liaison • Policy, Research, Community Affairs Coordinator
Policies	Current SFSS Operational Policies, SFSS Personnel Policies, SFSS Board Policies, and SFSS Elections and Referenda Policies	<ul style="list-style-type: none"> • Board • All staff 	<ul style="list-style-type: none"> • Administrative Services Department Liaison • Policy, Research, Community Affairs Coordinator
Records of Decision	Public Minutes of Board, its committees, and Council	<ul style="list-style-type: none"> • Board • All staff 	<ul style="list-style-type: none"> • Administrative Services Department Liaison • SFSS Administrative Assistant • Policy, Research, Community Affairs Coordinator
Strategic Plan	Current SFSS Strategic Plan	<ul style="list-style-type: none"> • Board • All staff 	<ul style="list-style-type: none"> • Administrative Services Department Liaison • Policy, Research, Community Affairs Coordinator
Standard Operating Procedures	Departmental SOPs	<ul style="list-style-type: none"> • Board • All staff 	<ul style="list-style-type: none"> • Administrative Services Department Liaison • Policy, Research, Community Affairs Coordinator



CIP-2: ANNUAL REPORTS

<i>POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY</i>		
<i>POLICY TITLE: ANNUAL REPORTS</i>		
<i>POLICY REFERENCE NUMBER: CIP-2</i>		
<i>Adopted: June 12, 2020</i>		
<i>Next Scheduled Revision: June 2021</i>		
<i>Previous Revisions</i>		
Position	Signature	Date
Board President		

Policy

2.1 The Administrative Services Department Liaison is responsible for ensuring that all annual reports are properly filed, secured, and accessible. The VP Student Services will serve as oversight for this function and will work to ensure the process does not break down.

Standards

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

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

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

Process

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



CIP-3: AUDITED FINANCIAL STATEMENTS

<i>POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY</i>		
<i>POLICY TITLE: AUDITED FINANCIAL STATEMENTS</i>		
<i>POLICY REFERENCE NUMBER: CIP-3</i>		
Adopted: June 12, 2020 Next Scheduled Revision: June 2021 Previous Revisions		
Position	Signature	Date
Board President		

Policy

3.1 The Administrative Services Department Liaison is responsible for ensuring that all audited financial statements are properly filed, secured, and accessible. The VP Finance will serve as oversight for this function and will work to ensure the process does not break down.

Standards

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

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

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

Process

3.5 Following the annual audit, the SFSS Manager Administrative Services will ensure that a copy of the Audited Financial Statements is placed in the Corporate Records repository.



CIP-4: BC REGISTRY FILINGS

<i>POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY</i>		
<i>POLICY TITLE: BC REGISTRY FILINGS</i>		
<i>POLICY REFERENCE NUMBER: CIP-4</i>		
<i>Adopted: June 12, 2020</i>		
<i>Next Scheduled Revision: June 2021</i>		
<i>Previous Revisions</i>		
Position	Signature	Date
Board President		

Policy

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

Standards

4.2 BC Registry Filings are submitted using the Societies Online portal (<https://www.bcregistry.ca/societies/>).

4.3 BC Registry Filings include:

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

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

4.4 Societies Online also allows the user to:

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

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

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

Process

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

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

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

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

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

- (a) submit a change of name and/or purposes,

Date Approved: 2020-06-12

SFSS Corporate Records and Information Policies

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



CIP-5: CONSTITUTION AND BY-LAWS

<i>POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY</i>		
<i>POLICY TITLE: CONSTITUTION AND BY-LAWS</i>		
<i>POLICY REFERENCE NUMBER: CIP-5</i>		
<i>Adopted: June 12, 2020</i>		
<i>Next Scheduled Revision: June 2021</i>		
<i>Previous Revisions</i>		
Position	Signature	Date
Board President		

Policy

5.1 The Administrative Services Department liaison is responsible for ensuring that the current SFSS Constitution and By-laws are properly filed, secured, and accessible. The VP Finance will serve as oversight for this function and will work to ensure the process does not break down.

5.2 The Policy, Research, Community Affairs Coordinator is responsible for ensuring that all [available](#) previous SFSS Constitution and By-laws are retained.



CIP-6: ELECTIONS AND REFERENDA REPORTS

<i>POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY</i>		
<i>POLICY TITLE: ELECTIONS AND REFERENDA REPORTS</i>		
<i>POLICY REFERENCE NUMBER: CIP-6</i>		
Adopted: June 12, 2020 Next Scheduled Revision: June 2021 Previous Revisions		
Position	Signature	Date
Board President		

Policy

6.1 The Administrative Services Department Liaison responsible for ensuring that all SFSS Elections and Referenda Reports are properly filed, secured, and accessible. The VP Finance will serve as oversight for this function and will work to ensure the process does not break down.

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Definitions

6.2 'Records of elections' include:

- (a) Agreement~~s~~ between the IEC and Staff,
- (b) Statement~~s~~ of Consent,
- (c) Nomination Form~~s~~,
- ~~(d) the exact language contained on the ballot,~~
- ~~(d)e) a summary statement of the results of the election as they pertain to each individual candidate, Notice of Election and Referenda results, including the names of all candidates and the exact language of all referenda questions,~~
- (ef) the standard report generated by the SFU survey tool used to conduct the elections, and
- ~~(f)e) the official Elections & Referenda~~ Report.

Process

6.3 Upon taking office, the Chief Commissioner, President, and Administrative Services Department liaison will sign and date three (3) copies of the Agreement between the IEC and Staff, providing each party with an original copy.

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

6.4 Following the end of the Nomination Period, the Chief Commissioner will provide the Administrative Services Department liaison with copies of:

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

6.5 —Following the Voting Period, the Chief Commissioner will provide the Administrative Services Department liaison with:

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

6.6 Following the Post-Election Period, the Chief Commissioner will provide the Administrative Services Department liaison with:

- (a) the ~~official~~ Elections & Referenda Report.



CIP-7: LEASES

POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY
 POLICY TITLE: LEASES
 POLICY REFERENCE NUMBER: CIP-7

Adopted: June 12, 2020
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SFSS Corporate Records and Information Policies

Position	Signature	Date
Board President		

Policy

7.1 The Administrative Services Department Liaison is responsible for ensuring that all Society leases are properly filed, secured, and accessible. The VP Finance will serve as oversight for this function and will work to ensure the process does not break down.

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SFSS Corporate Records and Information Policies



CIP-8: MEMBER MEETINGS

<i>POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY</i>		
<i>POLICY TITLE: MEMBER MEETINGS</i>		
<i>POLICY REFERENCE NUMBER: CIP-8</i>		
<i>Adopted: June 12, 2020</i>		
<i>Next Scheduled Revision: June 2021</i>		
<i>Previous Revisions</i>		
Position	Signature	Date
Board President		

Policy

8.1 The Administrative Services Department Liaison is responsible for ensuring that all member meeting minutes are properly filed, secured, and accessible. The VP Finance will serve as oversight for this function and will work to ensure the process does not break down.



CIP-9: ORGANISATIONAL CHARTS

<i>POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY</i>		
<i>POLICY TITLE: ORGANISATIONAL CHARTS</i>		
<i>POLICY REFERENCE NUMBER: CIP-9</i>		
<i>Adopted: June 12, 2020</i>		
<i>Next Scheduled Revision: June 2021</i>		
<i>Previous Revisions</i>		
Position	Signature	Date
Board President		

Policy

9.1 The Administrative Services Department Liaison is responsible for ensuring that the current SFSS Organisational Chart is properly filed, secured, and accessible. The VP Finance will serve as oversight for this function and will work to ensure the process does not break down.

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



CIP-10: AUDITED FINANCIAL STATEMENTS

<i>POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY</i>		
<i>POLICY TITLE: AUDITED FINANCIAL STATEMENTS</i>		
<i>POLICY REFERENCE NUMBER: CIP-10</i>		
<i>Adopted: June 12, 2020</i>		
<i>Next Scheduled Revision: June 2021</i>		
<i>Previous Revisions</i>		
Position	Signature	Date
Board President		

Policy

10.1 The Administrative Services Department Liaison is responsible for ensuring that all current SFSS policies are properly filed, secured, and accessible. The President will serve as oversight for this function and will work to ensure the process does not break down.

10.2 The Policy, Research, Community Affairs Coordinator is responsible for ensuring that all previous SFSS policies are retained.



CIP-11: RECORDS OF DECISIONS

<i>POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY</i>		
<i>POLICY TITLE: RECORDS OF DECISIONS</i>		
<i>POLICY REFERENCE NUMBER: CIP-11</i>		
Adopted: June 12, 2020 Next Scheduled Revision: June 2021 Previous Revisions		
Position	Signature	Date
Board President		

Policy

11.1 The Administrative Services Department Liaison is responsible for ensuring that all current SFSS Records of Decisions are properly filed, secured, and accessible. The VP Finance will serve as oversight for this function and will work to ensure the process does not break down.

Standards

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

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

11.4 All records of decisions shall be kept permanently.

Process

11.5 The Administrative Services Department Liaison will ensure that:

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

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

11.6 Minutes shall be stored:

- (a) permanently,
- (b) electronically, and
- (c) in SFSS corporate records~~on a shared server~~, accessible by staff and Board.

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

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

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SFSS Corporate Records and Information Policies



CIP-12: STRATEGIC PLAN

<i>POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY</i>		
<i>POLICY TITLE: STRATEGIC PLAN</i>		
<i>POLICY REFERENCE NUMBER: CIP-12</i>		
<i>Adopted: June 12, 2020</i>		
<i>Next Scheduled Revision: June 2021</i>		
<i>Previous Revisions</i>		
Position	Signature	Date
Board President		

Policy

12.1 The Administrative Services Department liaison is responsible for ensuring that the current SFSS Strategic Plan is properly filed, secured, and accessible. The VP Finance will serve as oversight for this function and will work to ensure the process does not break down.

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



CIP-13: MEMBER RESIGNATIONS

<i>POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY</i>		
<i>POLICY TITLE: MEMBER RESIGNATIONS</i>		
<i>POLICY REFERENCE NUMBER: CIP-13</i>		
Adopted: June 12, 2020 Next Scheduled Revision: June 2021 Previous Revisions		
Position	Signature	Date
Board President		

Policy

13.1 The Policy, Research, Community Affairs Coordinator (PRCAC) is responsible for administering all requests for member resignation from members. The VP Finance will serve as oversight for this function and will work to ensure the process does not break down.

Standards

13.2 Members who wish to resign their membership must be informed of the following:

- (a) by resigning their membership, they resign all their rights as members,
- (b) they are still required to pay all prescribed Student Society Fees,
- (c) they may contact affiliate organizations to whom the SFSS remits funds for reimbursement, should they offer such reimbursements, and
- (d) they will still be provided with access to Society services.

Supports

- Members

Process

13.3 Where a member submits a request to resign their membership, the PRCAC will:

- (a) acknowledge the receipt of the request, where that request is submitted via email,

Date Approved: 2020-06-12

SFSS Corporate Records and Information Policies

(b) book an appointment with the member to process the request in person,
and

(c) file the record of the resignation.

13.4 A feedback form will be made available to all requesters using the member resignation service.



CIP-14: PERSONAL INFORMATION

<i>POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY</i>		
<i>POLICY TITLE: PERSONAL INFORMATION</i>		
<i>POLICY REFERENCE NUMBER: CIP-14</i>		
Adopted: June 12, 2020 Next Scheduled Revision: June 2021 Previous Revisions		
Position	Signature	Date
Board President		

Policy

14.1 The Policy, Research, Community Affairs Coordinator (PRCAC) and the VP Finance are responsible for ensuring the society is compliant with the Personal Information Protection Act and are both hereby referred to as a Privacy Officer for the Simon Fraser Student Society. The Privacy Officer ensures that the Society is compliant including the Board of Directors, staff, departments, committees, working groups, departmental student unions, clubs, and constituency groups of the Society.

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Standards

14.2 Personal information as defined by the Act is information about an identifiable individual and includes employee personal information but does not include:

- (a) work contact information, or
- (b) work product information.

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14.3 Personal information shall not be disclosed to outside persons or organizations, except as required by law, without the consent of the individual. Personal information shall not be sold to other persons or organizations.

14.4 Personal information shall not be included on the agenda or supporting documentation of meetings of the Society's Board of Directors, Student Council, committees or working groups without the consent of the individual. Such consent shall include an understanding that such documents are publicly available to the Society's membership.

14.5 The President and the VP Finance jointly serve as Privacy Officers for the Society and shall be responsible for:

- (a) familiarizing themselves with the Act and the legal requirements that it places on the Society,
- (b) coordinating the education of the Society's staff, Board of Directors, Student Council, committees, working groups, and the executive officers of the Society's departmental student unions, clubs, and constituency groups concerning their obligations and responsibilities under the Act and this policy,
- (c) ensuring that all forms, petitions, and other documents that are used to collect personal information clearly note the purposes for which such information shall be collected,
- (d) receiving and responding to all personal information protection requests and complaints, and
- (e) ensuring that the Society maintains appropriate controls over all personal information that is under the control of the organization, and
- (f) ensuring that the Society destroys personal information that may no longer be used or disclosed.

Supports

- Members

Process

14.5 The following shall be listed on a document in order for SFSS to use any personal information of any member:

"I, the aforementioned member, hereby give consent for the Simon Fraser Student Society (SFSS) to collect, use and disclose any and all personal information provided on this form required for the purposes of _____ to the SFSS. My name and affiliation will/will not be published on the SFSS website. No use or disclosure of personal information about me to the SFSS is permitted beyond the terms described herein without my express written authorization or unless permitted or required by law. If you do not consent to this, please refrain from providing us with your information."

14.8 All completed forms used to collect personal information shall be kept in a locked filing cabinet or box. Any electronic files containing information gathered from said forms shall be stored Fon a password-protected computer.

Date Approved: 2020-06-12

SFSS Corporate Records and Information Policies

14.9 Each office and/or department of the Student Society shall develop a retention and destruction schedule that will be kept on file with the Society's Privacy Officers.

14.10 Any decision of the Privacy Officers may be appealed to the Executive Committee. The Society will make every reasonable effort to resolve disputes without the need to involve the Privacy Commissioner under the Act.