

1. CALL TO ORDER

Call to Order – 3:05pm

2. TERRITORIAL ACKNOWLEDGMENT

We respectfully acknowledge that the SFSS is located on the traditional, unceded territories of the Coast Salish peoples, including the x^wməθk^wəy̓əm (Musqueam), Sḵwxwú7mesh Úxwumixw (Squamish), Selílwitulh (Tsleil-Waututh), k^wik^wəł̓əm (Kwikwetlem) and ḡícəy̓ (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 Governance Committee Composition

VP Internal and Organizational Development (Chair).....Judit Nagy
Ex-Officio.....Helen Sofia Pahou
VP Finance and Services.....Abhishek Parmar
Mathematics Councillor.....Ben Tischler
Psychology Councillor (Vice-Chair).....Mark Giles
Society of Arts and Social Sciences Councillor.....Hilary Tsui

3.2 Society Staff

Policy Research & Community Affairs Coordinator.....Beaty Omboga
Administrative Assistant.....Riane Ng

3.3 Absents

Policy Research & Community Affairs Coordinator.....Beaty Omboga

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-Governance Committee Minutes - MOTION GOV 2022-08-08:01

Be it resolved to receive and file the following minutes:

- GOV 2022-07-18

5. ADOPTION OF THE AGENDA

5.1 MOTION GOV 2022-08-08:02

Judit/Abhishek

Be it resolved to adopt the agenda as amended:

CARRIED AS AMENDED

- Add discussion item 7.4 “Complaints Policy”

6. NEW BUSINESS

6.1 RECOMMENDATION TO COUNCIL: COMMUNICATIONS POLICIES: HOUSEKEEPING CHANGES - MOTION GOV 2022-08-08:03

SUBMITTED BY: VP Internal and Organizational Development “Judit Nagy”
Judit/Ben

Be it resolved that Governance Committee formally recommends Council to approve the following changes to the Communications Policies:

COMMUNICATIONS POLICIES: HOUSEKEEPING CHANGES

Whereas the current Communications Policies continuously refer to Council as “the Council”;

Whereas it has been standard practice to refer to the decision-making body of the SFSS as “Council”;

Whereas there is also a minor numbering error in CMP-6.3, where CMP-6.3(f) is incorrectly numbered as CMP-6.3(g)

Be it resolved to strike all occurrences of “the Council” and replace it with

Council.

Be it further resolved to amend CMP-6.3 by renumbering 6.3(g) as 6.3(f).

CARRIED UNANIMOUSLY

**6.2 RECOMMENDATION TO COUNCIL: APPEALS PROCESS FOR
INAPPROPRIATE ADVERTISING - MOTION GOV 2022-08-08:04**

SUBMITTED BY: VP Internal and Organizational Development “Judit Nagy”
Abhishek/Ben

Be it resolved that Governance Committee formally recommends Council to approve the following changes to the Communications Policies:

APPEALS PROCESS FOR INAPPROPRIATE ADVERTISING

Whereas the appeals process for inappropriate advertisement is unclear under CMP-2;

Whereas relevant staff are not defined in the appeal process;

Whereas appeals of determination seem to be escalated immediately to Council according to CMP-2.2(a);

Be it resolved to strike CMP-2.2(a) and replace it with:

2.2 (a) All appeals to any such determination shall be directed to Member Services Advisory Committee. If the appeal is dismissed by Member Services Advisory Committee after the review of the case, a final written appeal may be submitted to Council.

Be it further resolved to strike CMP-2.2 and replace it with:

2.2 Relevant staff, as determined by the Communications Coordinator alongside with the President, shall establish a panel of at minimum, three relevant staff members, and make the determination of what constitutes excessive or inappropriate advertising. The decision of the panel must be

submitted in writing to the parties involved.

CARRIED UNANIMOUSLY

6.3 RECOMMENDATION TO COUNCIL: DIGITAL CAMPAIGNING DURING VOTING PERIOD - MOTION GOV 2022-08-08:05

SUBMITTED BY: VP Internal and Organizational Development “Judith Nagy”
Judit/Abhishek

Be it resolved that Governance Committee formally recommends Council to approve the following changes to the Election Referenda Policies:

DIGITAL CAMPAIGNING DURING VOTING PERIOD

Whereas past practice for online campaigning during Executive Committee elections had been unclear;

Whereas online campaigning is a key asset for electoral success;

Whereas there are clear policies about physical campaigning literature, but less so for online campaigning materials;

Whereas the policy gaps pertaining to digital campaigning materials allow room for unfair campaigning advantages;

Be it resolved to add an additional section 15 to C-4, “Approval of Campaigning Materials”, to read as the following:

CP-4 (15) Campaigning literature and campaigning material shall be removed by voting period. Regarding digital campaign materials, removal may entail:

- (a) a permanent deletion from social media platforms used for campaigning,
- (b) a temporary archival or deactivation, un-listing, or privatization, of platforms,
- (c) a temporary un-publishing of websites that are tied to the campaign until

the announcement of the elections results.

CARRIED AS AMENDED

- Strike “Communication Policies” and replace it with “Election Referenda Policies” in the first be it resolved clause

6.4 RECOMMENDATION TO COUNCIL: CORPORATE RECORDS REPOSITORY ORGANIZATIONAL CHANGES - MOTION GOV 2022-08-08:06

SUBMITTED BY: VP Internal and Organizational Development “Judith Nagy”

ATTACHMENT: CIP-1 role synchronization

Mover/Seconder

Be it resolved that Governance Committee formally recommends Council to approve the following changes to the Communications Policies:

CORPORATE RECORDS REPOSITORY ORGANIZATIONAL CHANGES

Whereas the current copy of the CIP-1, “ Corporate Records Repository” is not consistent with Society Staff or Council’s roles;

Whereas CIP-1 makes references to role that no longer exist;

Whereas CIP-1 is not representative of the roles and responsibilities outlined for the Society;

NOT CARRIED

- Died on the floor because the motion was incomplete

6.5 RECOMMENDATION TO COUNCIL: CORPORATE RECORDS UPDATES - MOTION GOV 2022-08-08:07

SUBMITTED BY: VP Internal and Organizational Development “Judith Nagy”

ATTACHMENT: CIP housekeeping updates

Ben/Judith

Be it resolved that Governance Committee formally recommends Council to approve the following, changes to the Communications Policies:

CORPORATE RECORDS UPDATES

Whereas the SFSS Corporate Records Policies are outdated and not reflective of the governance model we currently have;

Whereas there are numerous errors in the Corporate Records policies regarding referring to staff roles incorrectly;

Be it resolved that Council approves the outlined changes in the document attached, “CIP housekeeping updates”

CARRIED AS AMENDED

- Strike “Communication Policies” and replace it with “Corporate Records Policies” in the first be it resolved clause

7. DISCUSSION ITEMS

7.1 FP-9 RRSP Issue

SUBMITTED BY: VP Internal and Organizational Development “Judith Nagy”

- The committee discussed the use of checks and EFTs for RRSP.
- VP Finance and Services “Abhishek Parmar” will discuss the issue with Finance Coordinator “Kurt Belliveau” and report back to the committee.

7.2 FP-10 Expense Authorization Issue

SUBMITTED BY: VP Internal and Organizational Development “Judith Nagy”

- The committee discussed changes that need to be made to FP-10.
- They will discuss the next steps with the finance department.

7.3 “Society Standards Policies” – Communications Policies

SUBMITTED BY: VP Internal and Organizational Development “Judith Nagy”

- VPIOD “Judith Nagy” mentioned how the Society Standards Policies lack clarity and an explanation of its purpose.

7.4 Complaints Policy

SUBMITTED BY: VP Internal and Organizational Development “Judith Nagy”

ATTACHMENTS: Complaints-Policy-Dec-2016_1 and Treatment-of-Members

- Complaints policy printed under “SFSS Board Policy”, it is from an

older governance model. It also mentions “CEO”, a position which no longer exists.

- VPIOD suggested updating the complaints policy soon. She will discuss with Beaty about the next steps.

8. ANNOUNCEMENTS

8.1 FALL 2022 GOV MEETING SCHEDULING

BLURB: <https://lettucemeet.com/l/b1wZg> Fill out the lettucemeet with your general availability by September 1, 2022.

9. ATTACHMENTS

9.1 CIP-1 role synchronization

9.2 CIP housekeeping updates

9.3 Complaints-Policy-Dec-2016_1

9.4 Treatment-of-Members

10. ADJOURNMENT

10.1 MOTION GOV 2022-08-08:08

Judit/Ben

Be it resolved to adjourn the meeting at 3:52pm

CARRIED UNANIMOUSLY



SFSS Corporate
Records and
Information
Policies

Simon Fraser Student Society

simon fraser

student society

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INTRODUCTION

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

Policy

1.1 All corporate records are stored on the Simon Fraser Student Society file share, provided by SFU ITS, and access privileges will be managed by the Board Organizer and the President. The VP Internal & Organisational Development will serve as oversight for this function and will work to ensure the process does not break down.

Standards

1.2 The SFSS Corporate Records will include the following content:

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

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

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

Record Type	Contents	Read Access	Write Access
Annual Reports	SFSS Annual Report distributed to the Society membership	<ul style="list-style-type: none"> ● Council ● All staff 	<ul style="list-style-type: none"> ● Operations Organizer ● Research and Policy 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"> ● Council ● All staff 	<ul style="list-style-type: none"> ● Operations Organizer ● Research and Policy Coordinator
BC Registry Filings	Image file outputs made available by Societies Online after filing a submission online.	<ul style="list-style-type: none"> ● President ● Council ● Research and Policy Coordinator 	<ul style="list-style-type: none"> ● Operations Organizer ● Research and Policy Coordinator
Constitution and Bylaws	Current SFSS Constitution and Bylaws	<ul style="list-style-type: none"> ● Council ● All staff 	<ul style="list-style-type: none"> ● Operations Organizer ● Research and Policy 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"> ● Council ● All staff 	<ul style="list-style-type: none"> ● Operations Organizer ● Research and Policy Coordinator
Leases	Leases include copies of all leases to which the SFSS is or has been a party	<ul style="list-style-type: none"> ● Council ● Building Manager ● Finance Coordinators 	<ul style="list-style-type: none"> ● President ● VP Finance & Services ● Build SFU General Manager
Member Meetings	Minutes of annual general meetings and special general meetings	<ul style="list-style-type: none"> ● Council ● All staff 	<ul style="list-style-type: none"> ● Operations Organizer ● Research and Policy Coordinator

Organisational Charts	Current SFSS Organisational Chart	<ul style="list-style-type: none"> ● Council ● All staff 	<ul style="list-style-type: none"> ● Operations Organizer ● Research and Policy Coordinator
Policies	Current SFSS Operational Policies, SFSS Personnel Policies, SFSS Council Policies, and SFSS Elections and Referenda Policies	<ul style="list-style-type: none"> ● Council ● All staff 	<ul style="list-style-type: none"> ● Operations Organizer ● Research and Policy Coordinator
Records of Decision	Public Minutes of Council and its committees	<ul style="list-style-type: none"> ● Council ● All staff 	<ul style="list-style-type: none"> ● Operations Organizer ● SFSS Administrative Assistant ● Research and Policy Coordinator
Strategic Plan	Current SFSS Strategic Plan	<ul style="list-style-type: none"> ● Council ● All staff 	<ul style="list-style-type: none"> ● Operations Organizer ● Research and Policy Coordinator
Standard Operating Procedures	Departmental SOPs	<ul style="list-style-type: none"> ● Council ● All staff 	<ul style="list-style-type: none"> ● Operations Organizer ● Research and Policy 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: April 23, 2021</i>		
<i>Next Scheduled Revision: April 2022</i>		
<i>Previous Revisions</i>		
Position	Signature	Date
President		

Policy

2.1 The Board Organizer is responsible for ensuring that all annual reports are properly filed, secured, and accessible. The VP Internal & Organizational Development will serve as oversight for this function and will work to ensure the process does not break down.

Standards

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

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

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

Process

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



CIP-3: AUDITED FINANCIAL STATEMENTS

<i>POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY</i>		
<i>POLICY TITLE: AUDITED FINANCIAL STATEMENTS</i>		
<i>POLICY REFERENCE NUMBER: CIP-3</i>		
<i>Adopted: April 23, 2021</i> <i>Next Scheduled Revision: April 2022</i> <i>Previous Revisions</i>		
Position	Signature	Date
Council President		

Policy

3.1 The Board Organizer is responsible for ensuring that all audited financial statements are properly filed, secured, and accessible. The VP Finance & Services and VP Internal & Organisational Development will jointly serve as oversight for this function and will work to ensure the process does not break down.

Standards

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

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

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

Process

3.5 Following the annual audit, the Board Organizer will ensure that a copy of the Audited Financial Statements is placed in the Corporate Records repository.



CIP-4: BC REGISTRY FILINGS

<i>POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY</i>		
<i>POLICY TITLE: BC REGISTRY FILINGS</i>		
<i>POLICY REFERENCE NUMBER: CIP-4</i>		
Adopted: April 23, 2021 Next Scheduled Revision: April 2022 Previous Revisions		
Position	Signature	Date
Council President		

Policy

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

Standards

4.2 BC Registry Filings are submitted using the Societies Online portal.

4.3 BC Registry Filings include:

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

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

4.4 Societies Online also allows the user to:

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

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

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

Process

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

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

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

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

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

- (a) submit a change of name and/or purposes,
- (b) print a copy of the filing to pdf, and

- (c) place a copy of the electronic record of the filing in the Corporate Records Repository.



CIP-5: CONSTITUTION AND BY-LAWS

<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: April 23, 2021</i> <i>Next Scheduled Revision: April 2022</i> <i>Previous Revisions</i>		
Position	Signature	Date
Council President		

Policy

5.1 The Research and Policy Coordinator is responsible for ensuring that the current SFSS Constitution and By-laws are properly filed, secured, and accessible. The Board Organizer and the VP Internal & Organisational Development will jointly serve as oversight for this function and will work to ensure the process does not break down.

5.2 The Research and Policy Coordinator is responsible for ensuring that all available previous SFSS Constitution and By-laws are retained.



CIP-6: ELECTIONS AND REFERENDA REPORTS

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

Policy

6.1 The Research and Policy Coordinator is responsible for ensuring that all SFSS Elections and Referenda Reports are properly filed, secured, and accessible. The VP Internal & Organizational Development will serve as oversight for this function and will work to ensure the process does not break down.

Definitions

6.2 'Records of elections' include:

- (a) Agreements between the IEC and Staff,
- (c) Nomination Forms,
- (d) a Notice of Election and Referenda results, including the names of all candidates and the exact language of all referenda questions,
- (e) the standard report generated by the SFU survey tool used to conduct the elections, and
- (f) the Elections & Referenda Report.

Process

6.3 Upon taking office, the Chief Commissioner, President, and Operations Organizer will sign and date three (3) copies of the Agreement between the IEC and the employer, providing each party with an original copy.

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

6.4 Following the end of the Nomination Period, the Chief Commissioner will provide the Research and Policy Coordinator with copies of:

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

6.5 Following the Voting Period, the Chief Commissioner will provide the Research and Policy Coordinator with:

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

6.6 Following the Post-Election Period, the Chief Commissioner will provide the Research and Policy Coordinator with:

- (a) the Elections & Referenda Report.



CIP-7: LEASES

<i>POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY</i>		
<i>POLICY TITLE: LEASES</i>		
<i>POLICY REFERENCE NUMBER: CIP-7</i>		
<i>Adopted: April 23, 2021</i> <i>Next Scheduled Revision: April 2022</i> <i>Previous Revisions</i>		
Position	Signature	Date
Council President		

Policy

7.1 The Building Manager is responsible for ensuring that all Society leases are properly filed, secured, and accessible. The VP Finance & Services and VP Internal & Organizational Development will jointly serve as oversight for this function and will work to ensure the process does not break down.



CIP-8: MEMBERS' MEETINGS

<i>POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY</i>		
<i>POLICY TITLE: MEMBER MEETINGS</i>		
<i>POLICY REFERENCE NUMBER: CIP-8</i>		
Adopted: April 23, 2021 Next Scheduled Revision: April 2022 Previous Revisions		
Position	Signature	Date
Council President		

Policy

8.1 The Board Organizer is responsible for ensuring that all member meeting minutes are properly filed, secured, and accessible. The VP Internal & Organisational Development will serve as oversight for this function and will work to ensure the process does not break down.



CIP-9: ORGANIZATIONAL CHARTS

<i>POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY</i>		
<i>POLICY TITLE: ORGANIZATIONAL CHARTS</i>		
<i>POLICY REFERENCE NUMBER: CIP-9</i>		
<i>Adopted: April 23, 2021</i>		
<i>Next Scheduled Revision: April 2022</i>		
<i>Previous Revisions</i>		
Position	Signature	Date
Council President		

Policy

9.1 The Operations Organizer is responsible for ensuring that the current SFSS Organisational Chart is properly filed, secured, and accessible. The VP Internal & Organisational Development will serve as oversight for this function and will work to ensure the process does not break down.

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



CIP-10: RECORDS OF DECISIONS

<i>POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY</i>		
<i>POLICY TITLE: RECORDS OF DECISIONS</i>		
<i>POLICY REFERENCE NUMBER: CIP-10</i>		
Adopted: April 23, 2021 Next Scheduled Revision: April 2022 Previous Revisions		
Position	Signature	Date
Council President		

Policy

11.1 The Board Organizer is responsible for ensuring that all current SFSS Records of Decisions are properly filed, secured, and accessible. The VP Internal & Organisational Development will serve as oversight for this function and will work to ensure the process does not break down.

Standards

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

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

11.4 All records of decisions shall be kept permanently.

Process

11.5 The Operations Organizer will ensure that:

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

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

11.6 Minutes shall be stored:

- (a) permanently,
- (b) electronically, and
- (c) in SFSS corporate records, accessible by staff and Council.

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

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



CIP-11: STRATEGIC PLAN

<i>POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY</i>		
<i>POLICY TITLE: STRATEGIC PLAN</i>		
<i>POLICY REFERENCE NUMBER: CIP-11</i>		
Adopted: April 23, 2021 Next Scheduled Revision: April 2022 Previous Revisions		
Position	Signature	Date
Council President		

Policy

12.1 The Board Organizer is responsible for ensuring that the current SFSS Strategic Plan is properly filed, secured, and accessible. The VP Internal & Organisational Development will serve as oversight for this function and will work to ensure the process does not break down.

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



SFSS Corporate
Records and
Information
Policies

Simon Fraser Student Society

simon fraser

student society

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INTRODUCTION

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

Policy

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Standards

1.2 The SFSS Corporate Records will include the following content:

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- (d) Constitution and Bylaws
- (e) Elections and Referenda Reports
- (f) Leases
- (g) Member Meetings
- (h) Organisational Chart
- (i) Policies

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

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

Record Type	Contents	Read Access	Write Access
Annual Reports	SFSS Annual Report distributed to the Society membership	<ul style="list-style-type: none"> ● Council ● All staff 	<ul style="list-style-type: none"> ● Operations Organizer ● Research and Policy 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"> ● Council ● All staff 	<ul style="list-style-type: none"> ● Operations Organizer ● Research and Policy Coordinator
BC Registry Filings	Image file outputs made available by Societies Online after filing a submission online.	<ul style="list-style-type: none"> ● President ● Council ● Research and Policy Coordinator 	<ul style="list-style-type: none"> ● Operations Organizer ● Research and Policy Coordinator
Constitution and Bylaws	Current SFSS Constitution and Bylaws	<ul style="list-style-type: none"> ● Council ● All staff 	<ul style="list-style-type: none"> ● Operations Organizer ● Research and Policy 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"> ● Council ● All staff 	<ul style="list-style-type: none"> ● Operations Organizer ● Research and Policy Coordinator
Leases	Leases include copies of all leases to which the SFSS is or has been a party	<ul style="list-style-type: none"> ● Council ● Building Manager ● Finance Coordinators 	<ul style="list-style-type: none"> ● President ● VP Finance & Services ● Build SFU General Manager
Member Meetings	Minutes of annual general meetings and special general meetings	<ul style="list-style-type: none"> ● Council ● All staff 	<ul style="list-style-type: none"> ● Operations Organizer ● Research and Policy Coordinator

Organisational Charts	Current SFSS Organisational Chart	<ul style="list-style-type: none"> ● Council ● All staff 	<ul style="list-style-type: none"> ● Operations Organizer ● Research and Policy Coordinator
Policies	Current SFSS Operational Policies, SFSS Personnel Policies, SFSS Council Policies, and SFSS Elections and Referenda Policies	<ul style="list-style-type: none"> ● Council ● All staff 	<ul style="list-style-type: none"> ● Operations Organizer ● Research and Policy Coordinator
Records of Decision	Public Minutes of Council and its committees	<ul style="list-style-type: none"> ● Council ● All staff 	<ul style="list-style-type: none"> ● Operations Organizer ● SFSS Administrative Assistant ● Research and Policy Coordinator
Strategic Plan	Current SFSS Strategic Plan	<ul style="list-style-type: none"> ● Council ● All staff 	<ul style="list-style-type: none"> ● Operations Organizer ● Research and Policy Coordinator
Standard Operating Procedures	Departmental SOPs	<ul style="list-style-type: none"> ● Council ● All staff 	<ul style="list-style-type: none"> ● Operations Organizer ● Research and Policy 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: April 23, 2021</i>		
<i>Next Scheduled Revision: April 2022</i>		
<i>Previous Revisions</i>		
Position	Signature	Date
President		

Policy

2.1 The Board Organizer is responsible for ensuring that all annual reports are properly filed, secured, and accessible. The VP Internal & Organizational Development will serve as oversight for this function and will work to ensure the process does not break down.

Standards

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

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

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

Process

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



CIP-3: AUDITED FINANCIAL STATEMENTS

<i>POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY</i>		
<i>POLICY TITLE: AUDITED FINANCIAL STATEMENTS</i>		
<i>POLICY REFERENCE NUMBER: CIP-3</i>		
<i>Adopted: April 23, 2021</i> <i>Next Scheduled Revision: April 2022</i> <i>Previous Revisions</i>		
Position	Signature	Date
Council President		

Policy

3.1 The Board Organizer is responsible for ensuring that all audited financial statements are properly filed, secured, and accessible. The VP Finance & Services and VP Internal & Organisational Development will jointly serve as oversight for this function and will work to ensure the process does not break down.

Standards

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

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

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

Process

3.5 Following the annual audit, the Board Organizer will ensure that a copy of the Audited Financial Statements is placed in the Corporate Records repository.



CIP-4: BC REGISTRY FILINGS

<i>POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY</i>		
<i>POLICY TITLE: BC REGISTRY FILINGS</i>		
<i>POLICY REFERENCE NUMBER: CIP-4</i>		
Adopted: April 23, 2021 Next Scheduled Revision: April 2022 Previous Revisions		
Position	Signature	Date
Council President		

Policy

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

Standards

4.2 BC Registry Filings are submitted using the Societies Online portal.

4.3 BC Registry Filings include:

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

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

4.4 Societies Online also allows the user to:

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

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

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

Process

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

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

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

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

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

- (a) submit a change of name and/or purposes,
- (b) print a copy of the filing to pdf, and

- (c) place a copy of the electronic record of the filing in the Corporate Records Repository.



CIP-5: CONSTITUTION AND BY-LAWS

<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: April 23, 2021</i> <i>Next Scheduled Revision: April 2022</i> <i>Previous Revisions</i>		
Position	Signature	Date
Council President		

Policy

5.1 The Research and Policy Coordinator is responsible for ensuring that the current SFSS Constitution and By-laws are properly filed, secured, and accessible. The Board Organizer and the VP Internal & Organisational Development will jointly serve as oversight for this function and will work to ensure the process does not break down.

5.2 The Research and Policy Coordinator is responsible for ensuring that all available previous SFSS Constitution and By-laws are retained.



CIP-6: ELECTIONS AND REFERENDA REPORTS

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

Policy

6.1 The Research and Policy Coordinator is responsible for ensuring that all SFSS Elections and Referenda Reports are properly filed, secured, and accessible. The VP Internal & Organizational Development will serve as oversight for this function and will work to ensure the process does not break down.

Definitions

6.2 'Records of elections' include:

- (a) Agreements between the IEC and Staff,
- (c) Nomination Forms,
- (d) a Notice of Election and Referenda results, including the names of all candidates and the exact language of all referenda questions,
- (e) the standard report generated by the SFU survey tool used to conduct the elections, and
- (f) the Elections & Referenda Report.

Process

6.3 Upon taking office, the Chief Commissioner, President, and Operations Organizer will sign and date three (3) copies of the Agreement between the IEC and the employer, providing each party with an original copy.

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

6.4 Following the end of the Nomination Period, the Chief Commissioner will provide the Research and Policy Coordinator with copies of:

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

6.5 Following the Voting Period, the Chief Commissioner will provide the Research and Policy Coordinator with:

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

6.6 Following the Post-Election Period, the Chief Commissioner will provide the Research and Policy Coordinator with:

- (a) the Elections & Referenda Report.



CIP-7: LEASES

<i>POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY</i>		
<i>POLICY TITLE: LEASES</i>		
<i>POLICY REFERENCE NUMBER: CIP-7</i>		
<i>Adopted: April 23, 2021</i> <i>Next Scheduled Revision: April 2022</i> <i>Previous Revisions</i>		
Position	Signature	Date
Council President		

Policy

7.1 The Building Manager is responsible for ensuring that all Society leases are properly filed, secured, and accessible. The VP Finance & Services and VP Internal & Organizational Development will jointly serve as oversight for this function and will work to ensure the process does not break down.



CIP-8: MEMBERS' MEETINGS

<i>POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY</i>		
<i>POLICY TITLE: MEMBER MEETINGS</i>		
<i>POLICY REFERENCE NUMBER: CIP-8</i>		
<i>Adopted: April 23, 2021</i> <i>Next Scheduled Revision: April 2022</i> <i>Previous Revisions</i>		
Position	Signature	Date
Council President		

Policy

8.1 The Board Organizer is responsible for ensuring that all member meeting minutes are properly filed, secured, and accessible. The VP Internal & Organisational Development will serve as oversight for this function and will work to ensure the process does not break down.



CIP-9: ORGANIZATIONAL CHARTS

<i>POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY</i>		
<i>POLICY TITLE: ORGANIZATIONAL CHARTS</i>		
<i>POLICY REFERENCE NUMBER: CIP-9</i>		
<i>Adopted: April 23, 2021</i> <i>Next Scheduled Revision: April 2022</i> <i>Previous Revisions</i>		
Position	Signature	Date
Council President		

Policy

9.1 The Operations Organizer is responsible for ensuring that the current SFSS Organisational Chart is properly filed, secured, and accessible. The VP Internal & Organisational Development will serve as oversight for this function and will work to ensure the process does not break down.

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



CIP-10: RECORDS OF DECISIONS

<i>POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY</i>		
<i>POLICY TITLE: RECORDS OF DECISIONS</i>		
<i>POLICY REFERENCE NUMBER: CIP-10</i>		
Adopted: April 23, 2021 Next Scheduled Revision: April 2022 Previous Revisions		
Position	Signature	Date
Council President		

Policy

11.1 The Board Organizer is responsible for ensuring that all current SFSS Records of Decisions are properly filed, secured, and accessible. The VP Internal & Organisational Development will serve as oversight for this function and will work to ensure the process does not break down.

Standards

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

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

11.4 All records of decisions shall be kept permanently.

Process

11.5 The Operations Organizer will ensure that:

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

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

11.6 Minutes shall be stored:

- (a) permanently,
- (b) electronically, and
- (c) in SFSS corporate records, accessible by staff and Council.

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

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



CIP-11: STRATEGIC PLAN

<i>POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY</i>		
<i>POLICY TITLE: STRATEGIC PLAN</i>		
<i>POLICY REFERENCE NUMBER: CIP-11</i>		
Adopted: April 23, 2021 Next Scheduled Revision: April 2022 Previous Revisions		
Position	Signature	Date
Council President		

Policy

12.1 The Board Organizer is responsible for ensuring that the current SFSS Strategic Plan is properly filed, secured, and accessible. The VP Internal & Organisational Development will serve as oversight for this function and will work to ensure the process does not break down.

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

SIMON FRASER STUDENT SOCIETY (SFSS): COMPLAINTS POLICY

Policy

The SFSS will respond to all complaints made by members or the general public regarding services, staff or our policies or practices. We will:

- be respectful of the complainant and communicate in a respectful manner;
- gather pertinent information;
- document actions taken and information gathered;
- behave in an ethical, honest and fair manner, and;
- advise the complainant as to the outcome of their complaint.

The complainant will:

- be respectful of agency staff and volunteers, and communicate in a respectful manner;
- behave in an ethical, honest and fair manner.

Procedure

1. All members will be informed of their right to bring forward complaints regarding services they have received or SFSS policies or practices, and will be assured of a no-reprisal policy and practice regarding making a complaint. They will be informed of our complaints procedure through posted notices in our offices.
2. Complaints shall be documented and investigated by the appropriate Coordinator. If the complaint is serious in nature, or involves a Coordinator, it will be forwarded to the CEO. Coordinators shall inform the CEO once a complaint has been received and will continue to provide updates to the CEO as the investigation is implemented. SFSS will respond to the complainant within five working days and inform them of the results of the investigation process. If the complainant requires assistance or support to make their complaint, SFSS will either provide an advocate.
3. The complaint, complainant, process of investigation, and any outcomes shall be recorded on a standardized form and submitted to the CEO.

Complaints may be submitted electronically at bit.ly/SFSSFeedback.



EL-1: TREATMENT OF MEMBERS

POLICY TYPE: EXECUTIVE LIMITATIONS POLICIES

POLICY TITLE: TREATMENT OF MEMBERS

POLICY REFERENCE NUMBER: EL-1

Adopted: September 18, 2015
Next Scheduled Revision: July 2018
Previous Revisions

The Chief Executive Officer shall not cause or allow to be caused conditions, procedures, or decisions that are unsafe, untimely, disrespectful, unnecessarily intrusive to members, or which breach the confidentiality of those members.

The Chief Executive Officer shall not:

1. elicit information for which there is no clear necessity,
2. use methods of collecting, reviewing, transmitting, or storing member information that fail to protect against improper access to that information,
3. operate facilities without reasonable accessibility or privacy,
4. allow members to be unaware of what may be expected from a service rendered,
5. allow members to be unaware of this policy, or
6. operate without a feedback mechanism that allows members to comment on the adherence to this policy.