

1. CALL TO ORDER

Call to Order – 3:06pm

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), Sḵw̓xw̓ú7mesh Úxwumixw (Squamish), Selílwitulh (Tsleil-Waututh), k^wik^wəł̓əm (Kwikwetlem) and q̓ic̓əy̓ (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

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 2022-08-22:01

Be it resolved to receive and file the following minutes:

- GOV 2022-08-08

5. ADOPTION OF THE AGENDA

5.1 MOTION GOV 2022-08-22:02

Judit/Abhishek

Be it resolved to adopt the agenda as amended:

CARRIED AS AMENDED

- Add Discussion Item 7.4 “Complaints Policy Update”

6. OLD BUSINESS

6.1 RECOMMENDATION TO COUNCIL: CORPORATE RECORDS REPOSITORY ORGANIZATIONAL CHANGES - MOTION GOV 2022-08-22:03

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

ATTACHMENT: CIP-1 role synchronization

Judit/Abhishek

Be it resolved that Governance Committee formally recommends Council to approve the following changes to the Corporate Records 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;

Be it resolved that Council approves and adopts the following changes to CIP-1 as attached in the document “CIP-1 role synchronization”

CARRIED AS AMENDED

- Strike “Communications Policies” and replace it with “Corporate Records Policies”

7. DISCUSSION ITEMS

7.1 Policy Review Check-In

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

- The committee will review finance policies once they discuss it with relevant coordinators.
- The committee reported their recommended changes to the policies they reviewed.
- They will continue to look into the structure of the Society Standards Policies

7.2 Bylaw Review

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

- VPIOD will start a document for the committee to compile all their bylaw review work. It will then be given to the MMPC to push the changes onto the AGM agenda.

7.3 Reconciliation Update

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

- VPIOD shared a document with the committee to track the changes passed at council and ensure it is correct. As items get passed, they will update the document.

7.4 Complaints Policy Update

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

- The committee discussed how to approach making changes to the complaints policies.
- VPIOD recommended an escalation process for complaints to ensure the issue does not go straight to council.
- VPIOD also suggested involving the privacy officer and allowing the use of Ombudsperson or the SFSS student advocate.
- Beaty noted that the committee should be very specific in the wording, definitions, and process steps when updating the complaints policies.

8. ANNOUNCEMENTS

8.1 FALL 2022 GOV MEETING SCHEDULING

BLURB: <https://lettucemeet.com/l/b1wZq> Fill out the lettucemeet with your general availability by September 1, 2022.

9. ATTACHMENTS

9.1 CIP-1 role synchronization

10. ADJOURNMENT

16.1 MOTION GOV 2022-08-22:04

Judit/Abhishek

Be it resolved to adjourn the meeting at 3:46pm

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>		
<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>		
<i>Adopted: April 23, 2021</i> <i>Next Scheduled Revision: April 2022</i> <i>Previous Revisions</i>		
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.