1. CALL TO ORDER
Call to Order – 4:39 PM

2. TERRITORIAL ACKNOWLEDGMENT
We respectfully acknowledge that the SFSS is located on the traditional, unceded territories of the Coast Salish peoples, including the x̱wməθkwəy̓əm (Musqueam), Skwxwú7mesh Úxwumixw (Squamish), SeílÍwitulh (Tsleil-Waututh), kʷik̓w̓əƛ̓əm (Kwikwetlem) and qícáy (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 Council Composition
Student Union Representatives

- Applied Science .............................................................................. Vacant
- Archeology .................................................................................. Seniha Inceoz
- Art, Performance, and Cinema Studies ........................................ Vacant
- Asia Canada Studies .................................................................... Vacant
- Bachelor of Environment ............................................................... Tiana Andjelic
- Behavioral Neuroscience .............................................................. Aarthi Srinivasan
- Biology .......................................................................................... Nicolas Bonilla
- Biomedical Physiology & Kinesiology ......................................... Gurleen Grewal
- Business ....................................................................................... Vacant
- Chemistry ..................................................................................... Vacant
- Cognitive Science .......................................................................... Aaron Fung
- Communications .......................................................................... Alan Ropke
- Computing Science ................................................................. Shariq Ahsan
- Criminology ............................................................................... Ava Wood
Dance ............................................................................................................. Vacant
Data Science Student Union ................................................................. Vadym Shakhraichuk
Earth Science ......................................................................................... Eden Lien
Economics .............................................................................................. Rafid Rahman
Education .............................................................................................. Christine Yoo
Engineering Science ............................................................................. Liam Feng
English Councillor .................................................................................. Vacant
Environmental Science .......................................................................... Vacant
Faculty of Applied Science ................................................................. Vacant
Faculty of Communications, Arts and Technology ......................... Rastko Koprivica
Faculty of Environment Event .............................................................. Vacant
Film Student Union ................................................................................ Vacant
Fine and Performing Arts ..................................................................... Vacant
French ....................................................................................................... Ethan Dungay
Gender, Sexuality, and Women’s Studies ............................................ Simran Basra
Geography .............................................................................................. Natasha Kearns
Gerontology Student Union ................................................................. Vacant
Global Asia Studies Student Union ...................................................... Vacant
Health Science ........................................................................................ Priyanka Dhesa
History ...................................................................................................... Matthew Reed
Humanities ............................................................................................... Vacant
Indigenous Studies Student Union ....................................................... Vacant
Interactive Arts and Technology ........................................................... Jung-yeon Lee
International Studies Student Association ......................................... Sude Guvendik
Labour Studies ....................................................................................... Vacant
Latin American Studies .......................................................................... Vacant
Linguistics ................................................................................................. Alev Maleki
Mathematics ............................................................................................ Ben Tischler
Mechatronics System Engineering ....................................................... Ryley McWilliams
Molecular Biology & Biochemistry ........................................ Houman Mirhossein
Music Student Union .......................................................... Vacant
Operations Research ............................................................ Vacant
Performing Arts ........................................................................ Vacant
Philosophy ................................................................................ Ashley Flett
Physics ....................................................................................... Daniel Alder
Political Science ......................................................................... Brydan Denis
Psychology ................................................................................ Mark Giles
Public Policy ................................................................................ Vacant
Science Undergraduate Society ........................................ Ayooluwa Adigun
Semester in Dialogue ............................................................... Vacant
Society of Arts and Social Sciences .................................. Hilary Tsui
Sociology and Anthropology ............................................... Arthur Lee
Software Systems ...................................................................... Gurmehar Singh
Statistics and Actuarial Science (SASSA) ......................... David Taeil Ahn
Sustainable Community Development ................................ Vacant
Sustainable Energy Engineering Student Society ........ Mohammad Al-Sheboul
Theatre Student Union .......................................................... Vacant
Visual Arts ................................................................................ Vacant
World Languages and Literature ........................................ Raghava Payment

Constituency Group Representatives
Disability and Neurodiversity Alliance .......................... Aiden Cumming-Teicher
First Nations, Métis & Inuit Student Association ........ Keianna James
International Student Advocates .................................. Vacant
Out on Campus Collective .................................................. Vacant
Students of Caribbean & African Ancestry ..................... Vacant
Women Centre Collective ..................................................... Vacant
**Online Via Zoom**

**Council**

Simon Fraser Student Society

Wednesday, September 14th, 2022

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**Affiliated Student Groups**

Residence Hall’s Association (RHA) .................................................. Emmanuel Adegboyega
Student Athlete Advisory Committee (SAAC) ................................. Vacant

**SFSS Executive Committee**

President (Chair) ............................................................................ Helen Sofia Pahou
VP Internal and Organizational Development ................................. Judit Nagy
VP Finance and Services ................................................................. Abhishek Parmar
VP University and Academic Affairs ............................................. Nicole Kirigin
VP External and Community Affairs ............................................. Eshana Baran
VP Equity and Sustainability ......................................................... Vacant
VP Events and Student Affairs ....................................................... Vaibhav Arora

**3.2 Society Staff**

Board Organizer ........................................................................... Emmanuela Droko
Building Manager ........................................................................ John Walsh
Operations Organizer ..................................................................... Ayesha Khan
Temporary Operations Organizer ................................................ Sindhu Dharmarajah
Policy, Research, Community Affairs Coordinator ..................... Beaty Omboga
Administrative Assistant ............................................................... Simar Thukral

**3.3 Regrets**

Cognitive Science .......................................................................... Aaron Fung
Communications ........................................................................... Alan Ropke
Computing Science ....................................................................... Shariq Ahsan
Engineering Science ....................................................................... Liam Feng
Physics .......................................................................................... Daniel Alder

**3.4 Leave of Absence**
3.5 Absents
French ......................................................................................... Ethan Dungey
International Studies Student Association ..................... Sude Guvendik
Molecular Biology & Biochemistry .................................. Houman Mirhossein
Sustainable Energy Engineering Student Society .......... Mohammad Al-Sheboul
World Languages and Literature ..................................... Raghava Payment
First Nations, Métis & Inuit Student Association .......... Keianna James

4. CONSENT AGENDA
4.1 CONSENT AGENDA
Be it resolved to adopt the consent agenda by unanimous consent.
CARRIED UNANIMOUSLY

COUNCIL 2022-09-14:01
SUBMITTED BY: VP Internal and Organizational Development "Judit Nagy"
Whereas section 1.3 outlines the process and voter threshold required to
adopt different types of policies;

Whereas the repeal process and voter threshold is implicit, but not clear in
the policy;

Be it resolved to amend section 1.3(a) of the Policy Manual to add a
subsection that reads: “1.3(e)(i). To re-appeal a policy which is a rule, a two-
thirds (2/3) threshold is required.”

Be it further resolved to amend section 1.3(b) of the Policy Manual to add a
subsection that reads: “1.3(f)(i). To re-appeal the above outlined policies, a
simple majority threshold is required.”
4.1.2. Policy Manual: Process for Spelling and Formatting Adjustments -
MOTION COUNCIL 2022-09-14:02
SUBMITTED BY: VP Internal and Organizational Development "Judit Nagy"
Whereas the Policy Manual outlines the process whereby Society policies can be amended;

Whereas all amendments to policies are required to undergo the process outlined in sections 1.2 and 1.3;

Whereas the policy amendments can range from housekeeping changes, such as spelling fixes and formatting, and higher order concerns;

Whereas simple housekeeping changes do not alter the interpretation of policies;

Whereas enacting housekeeping amendments under the process of section 1.2 and 1.3 takes up unnecessary amount of time of Council, and relevant committees;

Be it resolved that Council approves the addition of section 1.8 to the Policy Manual to read as follows: “1.8 Minor fixes that do not impact the intent or meaning of the policy may be updated by the Policy, Research, and Community Affairs Coordinator (PRCA) without process outlined in sections 1.2 and 1.3. These fixes are limited to:
(a) Spelling mistakes
(b) Formatting fixes
(c) Updating adoption dates, when incorrect
(d) Renumbering, when necessary
(i) The PRCA is required to submit a brief written report to Council at the next available Council Meeting when changes are made by them under 1.8(c) or 1.8(d).
4.1.3. **Acceptance of SOCA Councillor's Resignation - MOTION COUNCIL 2022-09-14:03**  
**SUBMITTED BY:** President "Helen Sofia Pahou"  
Whereas the SOCA Councillor has resigned;  
Be it resolved to accept the resignation of the SOCA Councillor.

4.1.4. **P-3 Housekeeping Fixes - MOTION COUNCIL 2022-09-14:04**  
**SUBMITTED BY:** VP Internal and Organizational Development "Judit Nagy"  
Whereas there are several minor housekeeping and numbering changes required in P-1;  
Whereas these minor issues should be fixed to ensure clarity within P-1;  
Be it resolved that council approves the changes to P-1 outlined in the attached document “P-1 Fixes”.

4.1.5. **P-3 Housekeeping Fixes - MOTION COUNCIL 2022-09-14:05**  
**SUBMITTED BY:** Mathematics Councillor “Ben Tischler”  
Whereas there are several minor housekeeping and numbering changes required in P-3;  
Whereas these minor issues should be fixed to ensure clarity within P-3;  
Be it resolved that council approves the changes to P-3 outlined in the attached document “P-3 Fixes”.

4.1.6. **P-4 Housekeeping Fixes - MOTION COUNCIL 2022-09-14:06**  
**SUBMITTED BY:** Mathematics Councillor “Ben Tischler”  
Whereas there are several minor housekeeping and numbering changes required in P-4;  
Whereas these minor issues should be fixed to ensure clarity within P-4;
Be it resolved that council approves the changes to P-4 outlined in the attached document “P-4 Fixes”.

SUBMITTED BY: Mathematics Councillor “Ben Tischler”
Whereas there are several empty pages in the Privacy and Information Management Policy that contain no policy language within them;

Whereas these pages should be removed to ensure that the policy is the appropriate length;

Be it resolved to amend the Privacy and Information Management Policy by removing all empty pages.

4.1.8. Procedural Changes to R-7-MOTION COUNCIL 2022-09:14:08
SUBMITTED BY: VP Internal and Organizational Development "Judit Nagy"
Whereas R-7 has numerous procedures in it that are completely inconsistent with established practice by the previous chair(s) of council;

Whereas R-7 should be corrected to ensure that the procedures within it are consistent with established practice, so that Council begins to follow the policy as written;

Be it resolved to amend R-7.21 by striking all occurrences of “Board” within R-7.21 and replacing it with “Council”;

Be it further resolved to amend R-7.23 by striking all of R-7.23;

Be it further resolved to amend R-7.24 by striking “isnot” and replacing it with “is not”;
Be it further resolved to amend R-7.30 by striking all of it and replacing it with “The agenda, time, and location of Council Meetings shall be published on the Society Website and/or Social Media prior to these meetings.”

Be it further resolved to fix the indenting.

4.1.9. OTP-3: Incoming Executive Officers - MOTION COUNCIL 2022-09-14:09
SUBMITTED BY: VP Internal and Organizational Development "Judit Nagy"
Whereas the current Orientation and Retention Policies are outdated;

Whereas the current Orientation and Retention Policies are insufficient in preparing incoming executive officers for their roles;
Whereas further and more rigorous training is required for incoming executives to ensure the Society continues to operate optimally during transitional periods;
Be it resolved that Council adopts the proposed addition of “OTP-3: Incoming Executive Officers” as attached “OTP-3: Incoming Executive Officers”;
Be it further resolved that Council approves the renumbering of the Orientation and Retention Policies from OTP-3 onwards.

4.1.10. Appointment of Acting Staff Liaison Officer based on President’s Leave of Absence - MOTION COUNCIL 2022-09-14:10
SUBMITTED BY: President “Helen Sofia Pahou”
Whereas the President has requested to take a leave of absence from September 12th to 23rd, which has been approved by the VPIOD;

Whereas, to manage the affairs of the Society relating to Staff and HR matters, an interim SLO needs to be appointed as the President acts as a Staff Liaison Officer for the Society, alongside the Operations Organizer and Temporary Organizer;
Whereas the VP Internal and Organizational Development, as per SFSS By-
Law, “[shall] assume the duties and obligations of the President if the
President is unwilling or unable to act, or in the event that the President
position becomes vacant;”

Be it resolved to temporarily remove the President as a Staff Liaison Officer
from September 12th, 2022 to September 23rd, 2022, reappointing them as
a Staff Liaison Officer on September 24th, 2022.

Be it further resolved to appoint the VP Internal and Organizational
Development as an Acting Staff Liaison Officer from September 12th, 2022
to September 23rd, 2022.

4.1.11. Appointment of Acting Legal Liaison Officer based on President’s
Leave of Absence- MOTION COUNCIL 2022-09:14:11
SUBMITTED BY: VP Internal and Organizational Development “Judit Nagy”
Whereas the President has declared that she is taking a leave of absence
from September 12th to 23rd, which has been approved by the VPIOD;

Whereas, to manage the affairs of the Society relating to legal matters, an
interim LLO needs to be appointed as the President acts as the Legal Liaison
Officer for the Society;

Whereas the VP Internal and Organizational Development, as per SFSS By-
Law, “[shall] assume the duties and obligations of the President if the
President is unwilling or unable to act, or in the event that the President
position becomes vacant;”

Be it resolved to temporarily remove the President as the Legal Liaison
Officer from September 12th, 2022 to September 23rd, 2022, reappointing
them as the Legal Liaison Officer on September 24th, 2022.

Be it further resolved to appoint the VP Internal and Organizational
Development as the Acting Legal Liaison Officer from September 12th, 2022
to September 23rd, 2022.

5. ADOPTION OF THE AGENDA

5.1 MOTION COUNCIL 2022-09-14:12
Judit / Abhishek
Be it resolved to adopt the agenda as amended.
CARRIED AS AMENDED

• The Mathematics Councillor moved to include a new section titled Ratification of Regrets, which contains one motion.
• The VP Internal moved to strike 7.1
• The VP Internal moved to include a new announcement, 14.1 titled "Regrets Jotform added to your Council Calendar invites.

6. RATIFICATION OF REGRETS

6.1 MOTION COUNCIL 2022-09-14:03
Judit / Abhishek
Be it resolved to ratify the regrets for Computing Science Councillor “Shariq Ahsan”, Communications Councillor “Alan Ropke”, Physics Councillor “Daniel Alder”, and Engineering Science Councillor “Liam Feng”.
CARRIED UNANIMOUSLY

7. PRESENTATION

7.1 Student Care Extended Mental Health Benefits
SUBMITTED BY: VP Internal and Organizational Development "Judit Nagy"
ATTACHMENT:
PRESENTED BY: Student Care “Sophia Haque”
• In terms of determining costs for your plan, it contains three main items – projected claims, inflation trend, and administrative expenses.
• As per the data from 2016-2019 there was a high utilization of these services by the students. However, in 2019-2020 due to COVID-19 pandemic a lot of
the services were shut down and not as much utilization was done by the students. They received data from 2021-2022 year and it shows that $4,475,653 value service were utilized by the students.

- Static fees mean internal funds have been depleted in past two years.
- In terms of other things SFSS has done in order to manage plan costs – they had worked on reducing risk: funding model change to protect deficit by allowing for $1.6 million to be returned to replenish SFSS internal funds. Also, they took the plan to market and secured a 2-year rate guarantee. This offers stability and an artificial lowering of plan costs to work on a fee strategy.
- They mentioned that so far, SFSS has been successful in effectively managing costs without needing to reduce plan benefits.
- Students have been surveyed on plan costs and 81.5% of students are in favour of increasing plan cost to maintain or increase benefits. And, 88.7% of the students rated health practitioners including mental health, as important or higher. This data is based from 2021 Health and Dental Plan Survey.
- Compared to other universities, the SFSS plan costs come in the middle. The student has the coverage they want and at a reasonable price.
- In terms of enhancing mental health support, in recognition of mental health needs on campus and desire to give back a tangible benefit to students as they work together to manage plan costs, their goal is to give back students in an area of demonstrated need while protecting plan financials.
- Effective January 1st, 2023, the students could have access to enhanced mental health supports; virtual, long-term counseling, at no out of pocket costs.
- Conversation is a long term counseling service and a mental health service that provides students with cost-controlled counseling access. It reduces barriers to seeking mental health support by allowing students to speak to a mental health professional quickly at no out-of-pocket cost.
- In terms of the next steps, they urge council to approve the question for a student vote. If successful, the new fee will begin on September 1st, 2023. And, increased mental health support will be available on January 1st, 2023.
- The VP Internal mentioned that if the referenda kept on postponing over and over again, the services would need to be cut. This is a great initiative in order
to give back students what they have been asking for.

- The VPUAA mentioned that last time people were not aware of the purpose of increase in plan fees. They appreciated the Student Care representative for providing detailed information. They mentioned that coming into their role, they feel it is their priority in improving offerings of mental health support services for the students. They expressed that currently the student care does not offer much services around counseling and this is something of huge benefits for students.
- In response to the VP External regarding if the increase in mental health services would be virtual or in-person, the student care representative mentioned that proposed plan is for virtual services only.

7.2 What’s Next? Program by SFU

SUBMITTED BY: VP Internal and Organizational Development "Judit Nagy"

ATTACHMENT:

PRESENTED BY: SFU Associate Vice President Communications and Marketing “Kristin Linklater”

- The Presenter shared activity plan for the students. The work towards this approach has been ongoing since 2021.
- Phase 1 consisted on laying groundwork.
- Phase 2 (April – October) deepening the conversation.
- Phase 4 – Delivery of proposed vision of what’s next SFU.
- They find themselves to currently being in Phase 3 (September – November) sharpening their focus. Getting close to conclusion of the project.
- They mentioned that input from staff on this has been great. However, they have not been doing well with the engagement with the students until last week. They are asking for feedback from students about the values of SFU, what they would like SFU to be, and their learning / campus experience.
- They hope to have a new strategic plan for the university early next year.
- In terms of input process so far, they appreciate inquiry-based approach to find out what is working, next opportunities, who are at our best.
- Survey, thought exchange online dialogue, roundtable conversation has also been a great way to get input.
• Their have been good participation from faculty, staff, alumni, and partners.
• They are looking for more input from students: engagement starting September.
• In terms of the student engagement, the centre for dialogue student engagement team is circulating student-only survey.
• Small group discussions are being organized. (50 maximum)
  In person: October 5th, 4:30 - 8:00 pm.
  Virtual: October 6th, 4:30 – 7:30 pm.
• For next steps, they will be sharing full reports of input to date.
• Roundtable discussions to test emerging framework.
• Town hall sessions with the President and Provost to share and shape the plan.
• Leadership discussions to finalize plan: Senate, Executive, Deans, SLT.
• Endorsement of the plan by Board of Governors.
• Our VP Internal thanked the presenter for coming to Council and for sharing what the university is up to as that ways everyone is aware about the student body and then find ways they can support the students.

8. REPORTS FROM COMMITTEES
8.1 Executive Committee Report
• President :
  - LOA

• VP Internal and Organizational Development:
  - Calls with Student Care.
  - HR training preparation for Executives with Operations Organizer.
  - By-elections logistics meeting with BO/OO/VPFS/PRCA/IEC.
  - SAWG meeting.
  - Management meeting.
  - Referenda discussions with Student Care.
  - AGM, by-elections, and referenda planning and BN drafting.
  - DEV Session content planning for next week.
- Agenda reviews and minutes approval backlog.
- Staff check-ins.
- Chairs meeting.
- Gondola Celebration (S/O to Eshana).
- DSU executive and student meetings.
- Admin: reports, AGM logistic emails, email backlog, audit concerns, cheque requisition, staff/exec/stakeholder’s check-in, management benefits.

- **VP Finance and Services:**
  - By-election logistics discussion.
  - Pancake breakfast setup.
  - Semester chair meeting + RR review.
  - Attended Gondola Celebration.
  - Contract signing for clubs.
  - Admin including signing cheques, emails, and payroll.
  - Assisting student groups with accessing grants, core, and other funding methods.

- **VP University and Academic Affairs:**
  - Scheduling and prioritization of meetings with university administrators.
  - Regular office hours and open dialogue with students.
  - Meetings with Associate Vice-President – Gurmehar Singh and Emilio Da Silva.
  - DSU meetings centered around academic advocacy.
  - Met with executives of the TSSU to discuss ideas for academic advocacy and the relation of research assistant advocacy to their portfolio.
  - Logistics planning with the administrative staff, finalizing meeting times, individual check-ins with members, Vice-Chair appointment discussion, drafting of agenda items, interviews with shortlisted candidates for the member at-large position, prioritization of UAA annual plan and preparation for the 2022 AGM.
  - SFU Fall 2022 Welcome day event and SFSS Fall 2022 Club days’ event – meet and greet and help with organizing and tabling.
- Attended the Educational Seminar at the Centre for Socialist Education.
- Attended the Trout Lake Labour Day Event.

• **VP External and Community Affairs:**
  - Planning for gondola celebration.
  - MSAA Interviews.
  - MSU button making for the rally.
  - Working on the post-secondary formula funding review written submission with the SFSS President.
  - Attended the SFSS Pancake Breakfast in Burnaby.
  - Attended the SFSS Breakfast in Surrey.
  - Tabled with MSU for the rally coming up to eliminate the International Student Health fee.
  - Attended the first Friday carnival.
  - The Gondola celebration.
  - Planning for municipal elections – tabling, poster, and debate.
  - Attended the Services fair.
  - Planning for the TransLink RoundTable.

• **VP Events and Student Affairs:**
  - Event lead for Pancake breakfast: More than 800 students served.
  - First day event + Movie Night: 300+ students served.
  - Club days: Planning and processing.
  - Tabled for Services fair.
  - ESAC Meeting.
  - Diwali night planning.
  - Self defence workshop.
  - Movie nights in Surrey.
  - Halloween event.
  - Street Fest.

8.2 **CCBC Report**
• CCBC has met briefly and they are continuing the discussions and will soon
update some progress.

9. NEW BUSINESS

9.1 Formal appointment of the SFSS IEC - MOTION COUNCIL 2022-09-14:13
SUBMITTED BY: VP Internal and Organizational Development "Judit Nagy"
ATTACHMENT:
Judit / Rastko
Whereas an IEC must be appointed to ensure that there are people ready to oversee the By-Election for VP Equity and Sustainability;

Whereas By-Law 13(7)(c) states that “All members of the Independent Electoral Commission shall be elected by two thirds (2/3) majority vote of Council”;

Whereas the IEC consists of 1 Chief Commissioner and 4 Electoral Commissioners;

Whereas Staff and Relevant Executives have already hired these commissioners, but they were never formally appointed by Council;

Be it resolved to appoint Farhan Shahriar as the Chief Commissioner of the IEC effective immediately, with a term ending on April 30, 2023.

Be it further resolved to appoint Alan Wong, Tanishvir Singh, Nadia Ahmed, and Shayan Bombal as IEC Commissioners effective immediately, with a term ending on April 30, 2023.
CARRIED UNANIMOUSLY

9.2 Calling a By-Election for the role of VP Equity and Sustainability - MOTION COUNCIL 2022-09-14:14
SUBMITTED BY: VP Internal and Organizational Development "Judit Nagy"
Rastko / Abhishek
Whereas the VP Equity and Sustainability “Rea Chatterjee” has resigned and had her resignation accepted at the August 31st Meeting of Council;
Whereas this vacancy has occurred at least two weeks before the start of the nomination period of the Fall By-Election;

Whereas SFSS By-Law 14(4) states that “a by-election must be called to fill a vacant office if the vacancy occurs (2) weeks before the start of the nomination period of the Summer or Fall by elections”;

Whereas this means that, even though Council can appoint an Acting VP Equity and Sustainability in the interim, a By-Election must be held to replace the VP Equity and Sustainability;

Whereas Council has now formally appointed an IEC to oversee the conduct and operation of the By Election;

Whereas consultations have taken place between relevant members of Staff and Executive Committee to determine an optimal timeline for the By-Election;

Be it resolved that Council call for a By-Election for the role of SFSS VP Equity and Sustainability with the following timeline:

Notice of Election Period: September 26, 2022 to October 3, 2022.
Nomination Period: October 3, 2022 to October 17, 2022.
Campaigning Period: October 18, 2022 to November 1, 2022.
CARRIED UNANIMOUSLY

9.3 Call for referenda - MOTION COUNCIL 2022-09:14:15
SUBMITTED BY: VP Internal and Organizational Development "Judit Nagy" Rastko / Ben
Whereas By-Law 16(3) states that referendums may be proposed alongside with general and by elections in the Society;
Whereas referendums are expected to follow the same timeline as elections;

Be it resolved that Council approves calling for a fall referendum alongside the Executive Committee By-Election, in the outlined timeline:
Nominations: October 3 to October 17, 2022.
Campaigning: October 18 to November 1, 2022.
Voting Period: November 1 to November 3, 2022.
CARRIED UNANIMOUSLY

*5 Minutes break taken at 5:52

9.4 Appointment of Acting VP Equity and Sustainability – MOTION COUNCIL 2022-09-14:16
SUBMITTED BY: President "Helen Sofia Pahou"
ATTACHMENT:
Ben / Rastko
Whereas the VP Equity and Sustainability “Rea Chatterjee” has resigned and had her resignation accepted at the August 31st Meeting of Council;

Whereas SFSS By-Law 14(2)(a) states that, in the event of a vacancy on the Executive Committee, “Council may appoint a temporary replacement to the vacant office from amongst the members of Council, other than members of the Executive Committee, to undertake the duties befalling the vacant office, until the office is filled by way of a by-election”;

Be it resolved that Council appoint Arthur Lee as the Acting Vice-president Equity and Sustainability, starting immediately and until such time the by-election is concluded and a new VP Equity and Sustainability is elected.
CARRIED AS AMENDED

In Favor of the Sociology and Anthropology Councillor (16): Archeology, Bachelor of Environment, Behavioral Neuroscience, BPK, Data Science, Economics, FCAT, MSESS, PSSU, SUS, IATSU, Software Systems, SASU, VP
Internal, VPUAA, and VP External.

**In Favor of the Philosophy Councillor (11):** Biology, Cognitive Science, Education, GSWS, Geography, History, Philosophy, Psychology, RHA, VP Finance.

**Abstain (5):** Earth Science, SASSA, Mathematics, DNA, and VP Events.

- Three calls for nomination were called by the Vice-Chair.
- The SUS Councillor nominated the Sociology and Anthropology Councillor and they accepted the nomination.
- The FCAT Councillor nominated the Philosophy Councillor and they accepted the nomination.
- The Sociology and Anthropology Councillor mentioned that equity as per their perspective is about connection, connecting with the students. They would like to foster openness in the student community. They are currently the chair of accessibility committee and are working on more projects to work on. Their experience allows them to connect with the students and people to build equity and sustainability to have open conversation with everyone.
- The Philosophy Councillor mentioned that they agree with the Sociology and Anthropology Councillor regarding the concept of connection and its importance. So, as equity and sustainability and the projects associated with them. They expressed that the have a lot of experience in this area as a marginalized individual and they have been on the Equity and Sustainability committee in the past and would love to work in this capacity to further work on the vision of SFSS.
- In response to VP External regarding how would they make council more welcoming to constituency groups?
  And, how would they follow on the work that has been done previously from the last two VP equity’s, the Sociology and Anthropology Councillor mentioned that they just met with our Policy Research Coordinator to discuss about accessibility concerns. They would openly work with constituency groups, they would have meeting in future with DNA Executives and would communicate with previous VP Equity work report to follow through what projects they have been working on.
- In response to VP External, the Philosophy Councillor mentioned that their
have been great work being done by our previous VP Equity and this is something they would like to carry on with to build upon. They would love to see constituency groups more involved in the Council. Currently there are not many sitting in the Council and to have the seats filled is something they would look into to ensure their concerns are heard, they have a space to speak and voice their concerns and would make sure that when they speak, we do listen.

- In response to the VP External regarding what is the importance of centering Black, Indigenous, and other equity student groups for the candidates, the Sociology and Anthropology Councillor mentioned that as a person from a minority group, they feel it is important to include these people in discussion because if these people are excluded it is not fair.
- The Philosophy Councillor mentioned that it is obviously important as these groups are often excluded from governances. To non-include their voices is something they would not appreciate. They would like to make them a part of the decision making process.

**9.5 Digital Campaigning during Voting Period - MOTION COUNCIL 2022-09-14:17**

**SUMBITTED BY:** VP Internal and Organizational Development “Judit Nagy”

**ATTACHMENTS:**
- Rastko / Abhishek

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 material;

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

Be it resolved to add an additional section 15 to CP-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 unpublishing of websites that are tied to the campaign until the announcement of the elections results

CARRIED

In Favor (15): Archeology, BPK, Earth Science, FCAT, Mathematics, MSESS, Philosophy, Political Science, Psychology, SASS, SASU, VP Internal, VP Finance, VPUAA, VP Events.

Against (2): DNA and VP External.


9.5.1 Move to amend the motion to replace with two subsection-

MOTION COUNCIL 2022-09-14:18

Eshana / Matthew

NOT CARRIED

• VP External mentioned that if we are asking people to vote digitally, there is a possibility that people may find it hard to vote online. They would like to add the amended as follows:
a) Campaign literature such as the printed posters around campus must be taken down prior to the start of voting period as outlined in campaign period regulations, however, this does not apply to online campaign materials.
b) No member must coerce or intimidate another person into voting for a candidate or group of candidates. Candidates found to be coercing or intimidating Society members are subject to progressive discipline.
• The VP Internal mentioned that this policy change has been recommended by the 2021-22 and 2022-23 Governance Committee to ensure calm and civil online campaigning. This
policy change is meant to standardize electoral practices across SFU, similar to the Senate elections. We already have policy in place for printed material that is monitored by IEC to be taken down in time, and they do have access to the social media platforms because candidates are meant to send the IEC links to any social media candidates campaign on. Furthermore, and most concernedly, progressive discipline applies to staff, not students. There are policies in place for dealing with campaign violations. This language proposed by the amendment on the main motion is cause for concern

- In response to the FCAT councillor regarding if this amendment was approved by the oversight committee or the governance committee, the Mathematics councillor mentioned that as a chair of the OCEO and as a member of governance committee, this amendment proposed by the VP External has not been approved by either of the committees.

**In Favor (1):** VP External.

**Against (10):** BPK, Earth Science, FCAT, Geography, Mathematics, Mechatronics, Philosophy, VP Internal, VP Finance, VPUAA.

**Abstain (17):** Bachelor of Environment, Biology, Cognitive Science, Data Science, Economics, Education, GSWS, History, Political Science, Psychology, SUS, SASS, SASU, Software Systems, Archeology, DNA, and VP Events.

9.5.2 Move to call the question - MOTION COUNCIL 2022-09-14:19
Abhishek / Ashley
CARRIED UNANIMOUSLY

10. NOTICE OF MOTION

10.1 CORPORATE RECORDS REPOSITORY ORGANIZATIONAL CHANGES - MOTION COUNCIL 2022-09-14:20
SUBMITTED BY: VP Internal and Organizational Development "Judit Nagy"
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”.

10.2 CORPORATE RECORDS UPDATES - MOTION COUNCIL 2022-09-14:21
SUBMITTED BY: VP Internal and Organizational Development "Judit Nagy"
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”.

11. DISCUSSION ITEMS
11.1 Motion for Yearly Donation to Indian Residential School Survivors
SUBMITTED BY: VP External and Community Affairs “Eshana Baran”
• The VP External mentioned that last year $10,000 was donated to this organization during the orange shirt day. We have issues policy and since we are committee to reconciliation at SFSS they wanted to bring this up and bring a new motion to next council meeting.
• Instead of $10,000, they would like to propose $5000 or $6000 yearly and they spoke to our VP Finance and was given two alternatives for this. They would prefer to have this out from the Council budget.
• They also spoke to the FNMISA coordinator and they went through the motion.
• In response to the DNA councillor regarding what made them think or change the funding amount, the VP External mentioned that this was brought to them by an indigenous student and they thought of making this to be like a yearly donation. They also had conversation regarding how residential schools have always impacted indigenous folks being a generational trauma. Being a SFSS community, they wanted to bring this forward.
• The VP Finance appreciated our VP External for their due diligence for coming to them before presenting the huge amount to Council.
• The Board Organizer mentioned that the VP External’s intention here is to have this on a reoccurring basis and they have had conversation with the executives about the financial things regarding this in the couple of years. They are trying to make sure that this is continued knowing the financial restrictions may come up.

12. 30 MINUTES Q&A

13. ANNOUNCEMENTS
   13.1 President Leave of Absence – September 12 to September 23rd.
   13.2 Regrets Jotform added to your Council Calendar invites.

14. ATTACHMENTS
   14.1 CIP housekeeping updates.pdf
   14.2 CIP-1 role synchronization.pdf
   14.3 OTP-3 Incoming Executives.pdf
   14.4 P-1-Fixes.pdf
   14.5 P-3-Fixes.pdf
   14.6 P-4-Fixes.pdf
15. ADJOURNMENT

15.1 MOTION COUNCIL 2022-09-14:22
Rastko / Ayooluwa
Be it resolved to adjourn the meeting at 7:02 PM
CARRIED

• The SUS Councillor, the FCAT Councillor, and the VP Finance voted against.
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INTRODUCTION
POLICIES
CIP-1: CORPORATE RECORDS REPOSITORY

**Policy Type:** Corporate Records and Information Policy  
**Policy Title:** Corporate Records Repository  
**Policy Reference Number:** CIP-1  

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

<table>
<thead>
<tr>
<th>Position</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
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</table>

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

<table>
<thead>
<tr>
<th>Record Type</th>
<th>Contents</th>
<th>Read Access</th>
<th>Write Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Reports</td>
<td>SFSS Annual Report distributed to the Society membership</td>
<td>Council</td>
<td>Operations Organizer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All staff</td>
<td>Research and Policy Coordinator</td>
</tr>
<tr>
<td>Audited Financial</td>
<td>Audited financial statements produced by the Society’s external auditors and remitted to the membership at the Annual General Meeting.</td>
<td>Council</td>
<td>Operations Organizer</td>
</tr>
<tr>
<td>Statements</td>
<td></td>
<td>All staff</td>
<td>Research and Policy Coordinator</td>
</tr>
<tr>
<td>BC Registry Filings</td>
<td>Image file outputs made available by Societies Online after filing a submission online.</td>
<td>President</td>
<td>Operations Organizer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Council</td>
<td>Research and Policy Coordinator</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Research and Policy Coordinator</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Operations Organizer</td>
<td></td>
</tr>
<tr>
<td>Constitution and Bylaws</td>
<td>Current SFSS Constitution and Bylaws</td>
<td>Council</td>
<td>Operations Organizer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All staff</td>
<td>Research and Policy Coordinator</td>
</tr>
<tr>
<td>Elections and Referenda</td>
<td>SFSS Elections and Referenda Reports submitted to the Society by the Independent Electoral Commission as required by the SFSS Elections and Referenda Policies</td>
<td>Council</td>
<td>Operations Organizer</td>
</tr>
<tr>
<td>Reports</td>
<td></td>
<td>All staff</td>
<td>Research and Policy Coordinator</td>
</tr>
<tr>
<td>Leases</td>
<td>Leases include copies of all leases to which the SFSS is or has been a party</td>
<td>Council</td>
<td>VP Finance &amp; Services</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Building Manager</td>
<td>Build SFU General Manager</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Finance Coordinators</td>
<td></td>
</tr>
<tr>
<td>Member Meetings</td>
<td>Minutes of annual general meetings and special general meetings</td>
<td>Council</td>
<td>Operations Organizer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All staff</td>
<td>Research and Policy Coordinator</td>
</tr>
</tbody>
</table>
| Organisational Charts | Current SFSS Organisational Chart | • Council  
  • All staff | • Operations Organizer  
  • Research and Policy Coordinator |
|-----------------------|-----------------------------------|-------------|-----------------------------|
  • All staff | • Operations Organizer  
  • Research and Policy Coordinator |
| Records of Decision   | Public Minutes of Council and its committees | • Council  
  • All staff | • Operations Organizer  
  • SFSS Administrative Assistant  
  • Research and Policy Coordinator |
| Strategic Plan        | Current SFSS Strategic Plan | • Council  
  • All staff | • Operations Organizer  
  • Research and Policy Coordinator |
| Standard Operating Procedures | Departmental SOPs | • Council  
  • All staff | • Operations Organizer  
  • Research and Policy Coordinator |
CIP-2: ANNUAL REPORTS

| Policy Type: Corporate Records and Information Policy |
| Policy Title: Annual Reports |
| Policy Reference Number: CIP-2 |

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

<table>
<thead>
<tr>
<th>Position</th>
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<tbody>
<tr>
<td>President</td>
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</table>

**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

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

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

**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

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

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

**Policy Type:** CORPORATE RECORDS AND INFORMATION POLICY  
**Policy Title:** MEMBER MEETINGS  
**Policy Reference Number:** CIP-8

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

<table>
<thead>
<tr>
<th>Position</th>
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<tbody>
<tr>
<td>Council President</td>
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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

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

POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY
POLICY TITLE: RECORDS OF DECISIONS
POLICY REFERENCE NUMBER: CIP-10

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,
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,

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

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.
P-1: PERSONAL INFORMATION AND PRIVACY POLICY

POLICY TYPE: PRIVACY AND INFORMATION MANAGEMENT POLICY
POLICY TITLE: PERSONAL INFORMATION AND PRIVACY
POLICY REFERENCE NUMBER: P-1

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

Position  Signature  Date
President

Policy
This policy aims to establish the standards according to which all SFSS processes will collect, use, disclose, ensure accuracy of, protect, and retain personal information, ensuring thereby that all obligations under British Columbia’s Personal Information Protection Act (PIPA), and Canada’s Personal Information Protection and Electronic Documents Act (PIPEDA) only if personal information crosses provincial or national borders, are respected.

The Research and Policy Coordinator serves as the Privacy Officer of the Simon Fraser Student Society (SFSS).

Definitions
1. ‘Personal information’ means information about an identifiable individual which includes, but is not limited to names, home addresses and telephone numbers, age, sex, gender identity, marital or family status, SIN, identifying number, race, national or ethnic origin, colour, religious or political beliefs or associations, educational history, medical history, disabilities, blood type, employment history, financial history, criminal history, anyone else's opinions about an individual, an individual's personal views or opinions, and name, address and phone number of parent, guardian, spouse or next of kin. Personal information includes employee personal information but does not include workplace contact information or work product information.

2. ‘Work production information’ means information prepared or collected by an individual or group of individuals as a part of the individual's or group's responsibilities or activities related to the individual's or group's employment or business but does not
include personal information about an individual who did not prepare or collect the personal information. Work product information may be written or verbal information.

3. ‘Privacy Officer’ means the individual designated responsibility for ensuring that the SFSS complies with this policy and with the obligations of PIPA.

Standards

4. The Society will ensure that:
   a. the purpose for the collection, use, and disclosure of any personal information is clear or evident,
   b. the process for obtaining consent for the collection, use, and disclosure of personal information is clear or evident
   c. the collection, use, and disclosure is limited to what is necessary for the conduct of its operations and to establish and manage employment relationships,
   d. requestors reserve the right to maintain access to and request the correction of their personal information,
   e. the personal information it collects is accurate,
   f. the personal information it collects is protected,
   g. the personal information it collects is retained in a manner consistent with applicable regulations,
   h. there are clear schedules for the retention and destruction of the personal information it possesses,
   i. Councillors, staff, and volunteers are trained so as to ensure they comply with the requirements of this policy,
   j. annual privacy audits of Society will be conducted,
   k. there are procedures for the prevention, reporting, containment, remediation and notification of an information incident, and
   l. complaints, inquiries, or requests for the access to, correction of and/or removal of personal information

Purpose of collection

5. Personal information will only be collected, used, or disclosed where required by the obligations.

Process for obtaining consent

6. The Society will obtain consent to collect, use, or disclose personal information at the time of collection, except for the purposes of, for instance:
   a. acquiring the SFSS member registry, and

7. Subject to certain exceptions (e.g. the personal information is necessary to providing a service or product, or the withdrawal of consent would frustrate the performance of a legal obligation), clients can withhold or withdraw their consent.
8. The SFSS shall ensure that the following, or similar language shall be included in or posted clearly by all sign up sheets, petitions, and any other forms or documents designed to collect personal information for the Society and its branches: “This form has been created in compliance with the Personal Information Protection Act. The personal information you provide will be used solely for __________ [fill in purpose here]. By providing it, you give the Simon Fraser Student Society [or name of department] consent to use this information in this way only. This information will be kept confidential and will not be sold or traded to any other organization. If you do not consent to this, please refrain from providing us with your information.”

Limitations on collection, use, and disclosure

9. The Society will only collect, use, or disclose personal information where necessary to fulfill the purposes identified at the time of collection or for a purpose reasonably related to those purposes such as the conduct of surveys intended to enhance the provision of our programs and services.

Access to personal information and requests for correction and removal of personal information

10. Clients have the right to access and request to correct and remove their personal information.

11. A request to access personal information must be made in writing and provide sufficient detail to identify the personal information being sought.
   a. Such a request shall be responded to within 30 days.

12. A request to correct or remove personal information must be made in writing and provide sufficient detail to identify the personal information being sought.

13. A minimal fee of no more than one dollar may be charged for providing access to personal information.

14. The Society will respond to requests from requestors no later than 30 days after the requestor’s request, unless:
   a. the request is not detailed enough to identify the personal information requested,
   b. a large amount of personal information is requested or must be searched and meeting the time limit would unreasonably interfere with the operations of the Society, or
   c. more time is needed for the Society to consult with another organisation or public body to decide whether or not to provide the requestor access to the requested document or information.

15. If a request is refused in full or in part, we will provide the reasons for refusal and the recourse available to the requestor. Requests may be denied if they reveal personal
information about another individual, threaten the safety and/or health of another individual, or reveal third party information without their consent, among other things.

Assurances of accuracy

16. The Society will make every reasonable effort to ensure that the personal information it uses is accurate and complete. Upon request by an individual to whom information relates, the Society will correct or annotate the information with a correction when documentary evidence, satisfactory to the Society, is provided to substantiate the correction.
Assurances of protection
17. The Society will protect personal information by making reasonable security arrangements to prevent the risk of unauthorized collection, access, use, disclosure or disposal of personal information.

Assurances of retention
18. The Society will retain personal information for a period of at least one year.

Schedule for retention and destruction of personal information
19. The schedule for retention and destruction of any and all personal information in the control of the Society will be outlined in SFSS Personnel Policies.

Training for Councillors, staff and volunteers
20. The Society will provide training to Councillors, staff and volunteers upon hire on the SFSS Privacy Policies. New Councillors, staff and volunteers are required to provide their signature indicating they have completed the aforementioned training during orientation. Current Councillors, staff and volunteers are required to provide their signature upon completion of the aforementioned training.

Privacy audits
21. Annual privacy audits of Society operations will be conducted by the Privacy Officer to ensure that the Society is compliant with Society policies and procedures, and that there is continuous improvement in privacy and information management practices.

Information incident
22. The Society will establish an information incident procedure, which will include steps on preventing (including risk identification), reporting, containing, remediating, and notifying those affected of an information incident.

Complaints, inquiries or requests
23. Complaints, inquiries, or requests for the access to, correction of and/or removal of personal information should be directed, in writing, to the Campaigns, Research and Policy Coordinator, who is the Privacy Officer of the Society. If the Privacy Officer is unable to resolve the concern, the Information and Privacy Commissioner of British Columbia may be contacted. The Privacy Officer may be contacted by email at policy.research@sfss.ca
P-4: REQUESTS FOR GENERAL INFORMATION

**Policy Type:** Privacy and Information Management Policy

**Policy Title:** Requests for General Information

**Policy Reference Number:** P-4

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

<table>
<thead>
<tr>
<th>Position</th>
<th>Signature</th>
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<tbody>
<tr>
<td>President</td>
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</table>

**Policy**

The Communications Coordinator is responsible for administering all requests for general information from Councillors, staff and members.

The Operations Organizer is responsible for administering all requests for information from the public.

**Standards**

1. Requests for general information will be received and handled by the Communications Coordinator, and forwarded to the appropriate staff person if necessary.
2. The Privacy Officer will handle any requests for information that concern member, staff or Councillor privacy and personal information in accordance with the standards contained in P-1: Personal Information and Privacy Policy.

**Clients**

1. Members
2. Public

**Process**

3. Where a requestor wishes to request general information about the Society that is not otherwise regarding a Society record or the personal information of a staff, Councillor or member of the Society, they must complete a Feedback Form.
4. Where the requestor is a member, the Communications Coordinator will:
   a) consult with the requestor for additional details where required, b) forward the request to the most appropriate staff member,
   c) provide the information requested, ensuring no sensitive information is included,
      i. if a document is requested, collect the document requested, ensuring no sensitive information is included in the package,
      ii. coordinate the time and place where the requestor may access and review the requested documents or, where appropriate, provide the requestor with the documents in electronic format, and
      iii. retrieve the documents after the requestor is finished their review where those documents are made available on location.

5. Where the requestor is external to the Society, the President will:
   a. consult with the Council where appropriate,
   b. refer the request to the Privacy Officer with direction on how to proceed.
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INTRODUCTION
CIP-1: CORPORATE RECORDS REPOSITORY

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:

<table>
<thead>
<tr>
<th>Record Type</th>
<th>Contents</th>
<th>Read Access</th>
<th>Write Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Reports</td>
<td>SFSS Annual Report distributed to the Society membership</td>
<td>● Council</td>
<td>● Operations Organizer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● All staff</td>
<td>● Research and Policy Coordinator</td>
</tr>
<tr>
<td>Audited Financial</td>
<td>Audited financial statements produced by the Society’s external auditors</td>
<td>● Council</td>
<td>● Operations Organizer</td>
</tr>
<tr>
<td>Statements</td>
<td>and remitted to the membership at the Annual General Meeting.</td>
<td>● All staff</td>
<td>● Research and Policy Coordinator</td>
</tr>
<tr>
<td>BC Registry Filings</td>
<td>Image file outputs made available by Societies Online after filing a</td>
<td>● President</td>
<td>● Operations Organizer</td>
</tr>
<tr>
<td></td>
<td>submission online.</td>
<td>● Council</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Research and Policy Coordinator</td>
<td></td>
</tr>
<tr>
<td>Constitution and Bylaws</td>
<td>Current SFSS Constitution and Bylaws</td>
<td>● Council</td>
<td>● Operations Organizer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● All staff</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Operations Organizer</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Research and Policy Coordinator</td>
<td></td>
</tr>
<tr>
<td>Elections and Referenda</td>
<td>SFSS Elections and Referenda Reports submitted to the Society by the</td>
<td>● Council</td>
<td>● Operations Organizer</td>
</tr>
<tr>
<td>Reports</td>
<td>Independent Electoral Commission as required by the SFSS Elections and</td>
<td>● All staff</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Referenda Policies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leases</td>
<td>Leases include copies of all leases to which the SFSS is or has a party</td>
<td>● Council</td>
<td>● President</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Building Manager</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Finance Coordinators</td>
<td>● VP Finance &amp; Services</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>● Build SFU General Manager</td>
</tr>
<tr>
<td>Member Meetings</td>
<td>Minutes of annual general meetings and special general meetings</td>
<td>● Council</td>
<td>● Operations Organizer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● All staff</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Research and Policy Coordinator</td>
<td></td>
</tr>
</tbody>
</table>
| **Organisational Charts** | **Current SFSS Organisational Chart** | ● Council  
● All staff | ● Operations Organizer  
● Research and Policy Coordinator |
|--------------------------|--------------------------------------|----------------|----------------------------------|
| **Policies**              | **Current SFSS Operational Policies, SFSS Personnel Policies, SFSS Council Policies, and SFSS Elections and Referenda Policies** | ● Council  
● All staff | ● Operations Organizer  
● Research and Policy Coordinator |
| **Records of Decision**  | **Public Minutes of Council and its committees** | ● Council  
● All staff | ● Operations Organizer  
● SFSS Administrative Assistant  
● Research and Policy Coordinator |
| **Strategic Plan**       | **Current SFSS Strategic Plan**       | ● Council  
● All staff | ● Operations Organizer  
● Research and Policy Coordinator |
| **Standard Operating Procedures** | **Departmental SOPs** | ● Council  
● All staff | ● Operations Organizer  
● Research and Policy Coordinator |
CIP-2: ANNUAL REPORTS

POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY
POLICY TITLE: ANNUAL REPORTS
POLICY REFERENCE NUMBER: CIP-2

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

<table>
<thead>
<tr>
<th>Position</th>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>President</td>
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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

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

POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY
POLICY TITLE: BC REGISTRY FILINGS
POLICY REFERENCE NUMBER: CIP-4

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

<table>
<thead>
<tr>
<th>Position</th>
<th>Signature</th>
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<tbody>
<tr>
<td>Council President</td>
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</table>

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

**Policy Type:** Corporate Records and Information Policy  
**Policy Title:** Constitution and By-laws  
**Policy Reference Number:** CIP-5

<table>
<thead>
<tr>
<th>Position</th>
<th>Signature</th>
<th>Date</th>
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<tr>
<td>Council President</td>
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Adopted: April 23, 2021  
Next Scheduled Revision: April 2022

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

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.
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

POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY
POLICY TITLE: MEMBER MEETINGS
POLICY REFERENCE NUMBER: CIP-8

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

<table>
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<tr>
<th>Position</th>
<th>Signature</th>
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<tbody>
<tr>
<td>Council President</td>
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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

**Policy Type:** CORPORATE RECORDS AND INFORMATION POLICY  
**Policy Title:** ORGANIZATIONAL CHARTS  
**Policy Reference Number:** CIP-9  

<table>
<thead>
<tr>
<th>Position</th>
<th>Signature</th>
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<tr>
<td>Council President</td>
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**Adopted:** April 23, 2021  
**Next Scheduled Revision:** April 2022  

### 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

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

**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.
P-3: REQUESTS FOR MEMBER INFORMATION

POLICY TYPE: PRIVACY AND INFORMATION MANAGEMENT POLICY
POLICY TITLE: REQUESTS FOR MEMBER INFORMATION
POLICY REFERENCE NUMBER: P-3

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

Position | Signature | Date
--- | --- | ---
President | | |

Policy
The Privacy Officer is responsible for administering all requests for member information from Councillors, staff and members.

The President is responsible for administering all requests for information from the public.

Standards
1. Requests for member information may only be made in accordance with the standards contained in P-1: Personal Information and Privacy Policy.
2. Unless otherwise required by law, requests for member information regarding an individual other than one’s self will be denied unless the requestor has express written permission from the individual of who the personal information pertains to.

Clients
1. Councillors
2. Staff
3. Members
4. Public

Process
3. Where a requestor wishes to request personal information about a staff, Councillor or member of the Society, including but not limited to information regarding the
membership or student status of a person, they must complete a Member Information Work Order.

4. Where the requestor is a Councillor or staff person, the Privacy Officer will:
   a. consult with the requestor for additional details where required,
   b. collect the documents requested, ensuring no sensitive information is included in the package,
   c. coordinate the time and place where the requestor may access and review the requested documents or, where appropriate, provide the requestor with the documents in electronic format, and
   d. retrieve the documents after the requestor is finished their review where those documents are made available on location.

5. Where the requestor is external to the Society, the President will:
   a. consult with the Council,
   b. refer the request to the Privacy Officer with direction on how to proceed.
OTP-3: INCOMING EXECUTIVE OFFICERS

POLICY TYPE: ORIENTATION AND RETENTION POLICIES
POLICY TITLE: INCOMING EXECUTIVE OFFICERS
POLICY REFERENCE NUMBER: otp-3

Policy

3.1 OTP-3 shall take effect once the General Election for the Executive Committee concludes and results are released. Its purpose shall be to ensure that Incoming Executive Officers are onboarded, trained, and prepared for their roles as Executives of the SFSS.

(a) OTP-3 shall not apply to Incoming Executives elected via a by-election or appointed by a resolution of Council to fill a vacancy on the Executive Committee.

3.2 The President and VP Internal and Organizational Development are to oversee the training of the Incoming Executives.

(a) The President and VP Internal and Organizational Development shall ensure that the Incoming Executives who will be signing authorities are transferred signing authority by the time that they take office.

(b) The Outgoing VP Finance and Services shall ensure that the Incoming VP Finance and Services has access to relevant banking and payroll information by May 1 of every calendar year.
3.3 Incoming Executives are required to report at least thirty (30) hours of training between late-February and late-April.

(a) The incoming Executive will receive a stipend for thirty (30) hours of work. Additional hours are voluntary and will not be financially compensated.

(b) An Incoming Executive shall not receive an additional stipend if they are also a part of the Outgoing Executive committee

3.4 The Board Organizer is tasked with scheduling basic training sessions for the Incoming Executives, between late-February and mid-April:

(a) Bylaw and Policy overview with the Policy, Research, and Community Affairs Coordinator and VP Internal and Organizational Development

(b) Robert’s Rules and Committee Chairing Training with the Administrative Coordinator and VP Internal and Organizational Development

(c) Privacy and Information Management with the Privacy Officer

(d) Building Operations with The Building Manager and Building Team

(e) Society Finances and Budget with the Finance Department and VP Finance and Services

(f) Member Services Operations with the Member Services Coordinators

(g) HR and Unionized Staff Relations with The Operations Organizer and President

3.5 The training sessions outlined in 3.4 (a)-(f) shall be two (2) hours to five (5) hours of shadowing the relevant departments, or required attendance in other facilitated training sessions. These sessions are required to occur after every General Executive Committee Election. The Board Organizer is tasked to ensure these sessions are scheduled before the new Council term begins.

(a) Sessions with SFSS departments shall include, but are not limited to:

(i) How the department works

(ii) What functions the department performs for the Society

(iii) How the department works in relation to the Executive Committee

(iv) Overview of programs used to perform tasks
(v) Real-life application of department functions

3.6 Sessions outlined in s. 3.3 (a)-(f) are mandatory for all Incoming Executives to complete before May 1 of each elected term. If an Incoming Executive does not complete these training sessions by May 1st, the VP Finance and Services shall reduce the Executives stipend by $200 in each pay period where all training sessions have not been completed.

(a) In the case where the VP Finance and Services is found in violation of s. 3.5, and is unwilling to reduce their own stipend, the President may escalate this to Council.

Process

3.7 Incoming Executives are required to shadow their Outgoing Executive counterparts for their transition. Shadowing may include, but is not limited to:

(a) Check-in meetings with their Executive
(b) Performing duties alongside, and under the supervision, of their Executive
(c) Attending and contributing to committee meetings
(d) Attending meetings with their Executives, when appropriate
   (i) It is up to the Outgoing Executive Officer’s discretion what meetings, may or may not, be appropriate.

3.8 Incoming Executives are required to track their hours, meetings, and progress through training work reports.

(a) The Outgoing VP Finance and Services is tasked with providing the Incoming Executives with the semi-monthly work report templates.
(b) The Incoming Executives are required to submit a semi-monthly work report, which will be reviewed by the Outgoing VP Finance and Services.
(c) Hours will be tallied by the end of the reporting period to ensure that the required thirty (30) hours of training were completed.

3.9 The Semi-Monthly Training Work Reports of Incoming Executives must include:

(a) All meetings attended during that period
(b) The amount of time spent attending meetings, working on projects/events, and any other time spent fulfilling their job as an Incoming Executive Committee Member.

3.10 The Semi-Monthly Training Work Reports of Incoming Executives are due on the 16th and 1st of every month.

3.11 Incoming Executives are required to adhere to the SFSS Constitution, Bylaws, Collective Agreement, and Policies while completing their training.

3.12 Incoming Executives answer to their Outgoing Executive counterparts. If necessary, the Outgoing Executive may escalate matters to the Outgoing President for disciplinary measures.

(a) Disciplinary measures may include, but are not limited to:

(i) An informal warning from the Outgoing Executive Officer
(ii) A formal warning from the Outgoing Executive Officer
(iii) A formal warning from the President
(iv) Recommendations being brought to Council for further disciplinary measures aligned with SFSS Policies, Bylaws, and the Societies’ Act.

(b) Notwithstanding OTP-3.12, if the Incoming Executive is a current member of Council, the matter may also be escalated to the Committee on Councillor Breaches of Confidence, if appropriate.

(c) Notwithstanding OTP-3.12, if the Incoming Executive is a current Executive Officer, the matter may also be escalated to the Oversight Committee on Executive Officers in compliance with its Terms of Reference.

3.13 Incoming Executives are expected to work on an Annual Plan for their respective portfolios throughout their training period.

(a) These plans should be completed by the third week of May at the latest.
(b) Annual Plans shall be published on the Society website.