

**1. CALL TO ORDER**

Call to Order – 12:09pm

**2. TERRITORIAL ACKNOWLEDGMENT**

We respectfully acknowledge that the SFSS is located on the traditional, unceded territories of the Coast Salish peoples, including the x<sup>w</sup>məθk<sup>w</sup>əyəm (Musqueam), Sk̓wx̓wú7mesh Úxwumixw (Squamish), Selílwitulh (Tsleil-Waututh), k<sup>w</sup>ik<sup>w</sup>əłəm (Kwkwetlem) and qícəy (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 Member Service Advisory Committee Composition**

VP Events & Student Affairs (Chair).....	Vaibhav Arora
Physics Councillor (Vice-Chair).....	Daniel Alder
Political Science Councillor.....	Brydan Denis
Ex-Officio.....	Helen Sofia Pahou
Student At-Large.....	Arman Singh
Student At-Large.....	Tafhimul Turjo
Student At-Large.....	Xuedong Yang
Student At-Large.....	Tijil Garg

**3.2 Society Staff**

Member Services Coordinator - Clubs.....	Ricky Che
Member Services Coordinator - Clubs.....	Nancy Mah
Member Services Coordinator - Clubs.....	Melanie Ling
Member Services Coordinator - Events.....	Dipti Chavan
Member Services Coordinator - Generalist.....	Rachel Dee
Member Services Coordinator - Student Unions & Groups...	Anna Reva
Member Services Coordinator - Surrey.....	Efua Bhavnani
Communications Coordinator.....	Ilham Benttihar

Administrative Assistant.....Riane Ng

**3.3 Guests**

Temporary Operations Organizer.....Sindhu Dharmarajah

**3.4 Absents**

Political Science Student Union.....Brydan Denis

Student At-Large.....Tafhimul Turjo

Student At-Large.....Xuedong Yang

**4. CONSENT AGENDA**

**4.1 CONSENT AGENDA**

Be it resolved to adopt the consent agenda by unanimous consent.

**CARRIED UNANIMOUSLY**

**4.1.1. MATTERS ARISING FROM THE MINUTES - Member Service  
Advisory Committee Minutes - MOTION MSA 2022-10-13:01**

Be it resolved to receive and file the following minutes:

- MSA 2021-10-14

**5. ADOPTION OF THE AGENDA**

**5.1 MOTION MSA 2022-10-13:02**

**Melanie/Daniel**

Be it resolved to adopt the agenda as presented:

**CARRIED AS AMENDED**

- Add discussion item 7.3

**6. NEW BUSINESS**

**6.1 Electing Vice-Chair for MSAC Fiscal Year 2022-23 – MOTION MSA 2022-10-13:03**

**SUBMITTED BY:** VP Events & Student Affairs “Vaibhav Arora”

**Vaibhav/Daniel**

Be it resolved to appoint “Daniel Alder” as the Vice Chair of the Members

Services Advisory Committee for the 2022/23 Council year.

**CARRIED AS AMENDED**

- Strike “X” from the motion and replace it with “Daniel Alder”

## **7. DISCUSSION ITEMS**

### **7.1 Funding Guidelines Updates**

**SUBMITTED BY:** Member Service Coordinator- Clubs “Melanie Ling”

**ATTACHMENT:** SFSS Club and Student Union Funding Guidelines - October 6, 2022

- Member Service Coordinator- Clubs “Melanie Ling” shared a funding guideline document with the committee.
  - There were edits made to grant request deadlines and approvals, reimbursement, and policies/guidelines.
- She went over all the changes that will be made, reasons behind the changes, and answered questions.

### **7.2 Club Terms of Reference Updates**

**SUBMITTED BY:** Member Service Coordinator- Clubs “Melanie Ling”

**ATTACHMENT:** SFSS Club Terms of Reference - October 3, 2022

- Member Service Coordinator- Clubs “Melanie Ling” shared a club terms of reference document with the committee and went over changes that will be made.
  - Changes pertained to club approval, membership and suspension of membership, and finances.

### **7.3 Limiting executive positions for students**

**SUBMITTED BY:** Member Service Coordinator- Clubs “Melanie Ling”

- Member Service Coordinator- Clubs “Melanie Ling” brought up how some students holding several exec positions across different clubs. This prevents other students from having the chance to participate as an executive in a club. She suggested limiting the number of executive positions a student could be in.
- Member Service Coordinator- Clubs “Nancy Mah” suggested limiting

executive positions to 2 per type.

- E.g. 2 president position and/or 2 treasurer position.

## **8. ATTACHMENTS**

**8.1** SFSS Club and Student Union Funding Guidelines - October 6, 2022

**8.2** SFSS Club Terms of Reference - October 3, 2022

## **9. ADJOURNMENT**

**9.1 MOTION MSA 2022-10-13:04**

**Vaibhav/Daniel**

Be it resolved to adjourn the meeting at 1:16pm

**CARRIED UNANIMOUSLY**

## **SFSS CLUB AND STUDENT UNION FUNDING GUIDELINES**

### **GENERAL FUNDING POLICIES**

#### **Submission Deadlines**

Grants must be submitted at least 10 business days before the date of the event/project if the amount requested is under \$1000 (not including the date of submission).

Grants must be submitted at least 20 business days before the date of the event/project if the amount requested is over \$1000 (not including the date of submission).

Grants must be submitted at least 2 months before the date of the event/project if the amount requested is over \$3000 (not including the date of submission).

#### **Changes to Grants**

Only one grant revision request from the group will be allowed after the grant request is submitted, but the request must be made within 24 hours of submission, otherwise it will not be considered.

Changes to the types of items being requested, the quantity of items, dollar amounts requested, number of attendees, and the revenue reported are considered to be revisions.

Notifying Coordinators of changes to the location or date of the event will not count as revisions.

If the nature of the event changes entirely, the grant will be rejected/revoked and groups must submit a new request within the appropriate deadlines.

Changes to grants will not be permitted after they have been approved.

#### **Grants for External Projects/Events**

For events with external guests, only costs associated with external guests who provide services directly related to the event will be covered (e.g. guest speakers, judges).

Costs for external attendees will not be covered (e.g. students from other schools, other members of the public who are not SFU students).

Projects that do not directly engage SFU students (e.g. care packages for charities, events geared toward high school students/children, etc.) will receive limited funding and grants will be decided on a case by case basis.

#### **Alcohol and Drugs**

No SFSS funding can be used for the purchase of alcohol and/or any controlled substance(s).

**DISCLAIMER:** The SFSS and the SFSS Coordinators reserve the right to change, delete, or otherwise modify the information which is represented in this guideline at any time. These guidelines do not represent guaranteed approval amounts.

### **Lost, Stolen, or Damaged Items**

The SFSS will not be held liable for items purchased with funds from an approved grant if they are lost, stolen, or damaged. Groups must pay out of pocket for replacements.

### **Conflict of Interest**

A conflict of interest exists where a club or student union executive directly benefits or profits from decisions made in their role as executive. Conflicts of interest may also arise when the benefit is being given to executives of other clubs and student unions, SFSS Board Members, or Council Members. SFSS executives should not personally benefit directly from SFSS funding. Where there is a conflict of interest, funds will not be approved; this applies to but is not limited to honorariums, speaker gifts, and prizes. Group trust account funds or personal funds can be used.

### **Constraints on Approval**

Grants will not be approved until the room booking for the event venue is confirmed, if the venue is on SFU campuses. If contracts need to be signed for off-campus event venues, this should be provided to the SFSS for review and approval prior to the submission of a grant. Club and Student Union Executives have no signing authority.

Grants will not be approved for events or projects that have already taken place before the grant is approved. Retroactive expenses will not be reimbursed. Funds will only be reimbursed for expenses incurred after the grant is approved.

Grant funding for SFU services and related fees (e.g. catering, AV, Facilities, venue costs) will only be approved if the venue was booked through the SFSS. If groups are booking rooms and spaces through a different SFU department, they will have to fund these costs themselves; SFSS will only fund non-SFU related expenses in this case.

### **SFSS Community & Inclusivity**

Grant applications must demonstrate a link to the SFSS Mission: "To improve the health and wellbeing, academic conditions, social experience, and financial conditions of its members". Events and projects must be open to all SFSS members. Applications must be complete or they may not be considered.

Events and projects must align with the [SFSS Issues Policies](#).

## **Revenue**

If the event/project is generating revenue, it cannot benefit a private group or individual. This means that the funds cannot be used for something or someone that does not benefit the group members — it cannot be for your own business or personal profit. The entire estimated revenue amount must be reported in the "Budget" section of the grant form, and any remaining revenue should be deposited into the group Trust Account or reported to the Coordinators and deposited into the group's external bank account after the event is over. Executives members should not be placing group funds into their own personal bank accounts. SFSS funds should always be placed in the group's Trust Account provided by the SFSS or the group's external bank account.

## **Funding Vs. Orders**

Grants are not a means for submitting actual orders - they are just a means of getting funding approved. This means that if you request funding for AV equipment and venue costs in the grant, additional steps will have to be taken to request the AV equipment or the venue itself. Grant approval means that funding for the event has been approved, but does NOT mean that your orders have been submitted or confirmed. Those orders must be submitted to the SFSS Student Centre within the appropriate deadlines.

## **Annual Funding Limits & Fiscal Year**

The SFSS fiscal (financial) year runs from May 1 until April 30 of the following year. Funds that are approved on an annual basis are approved for a fiscal year, not a calendar year.

*E.g. If a group received the maximum funding for t-shirts for the fiscal year, they would not be approved for funding for t-shirts again until the next fiscal year starts on May 1, not on January 1.*

## **Reimbursement**

In order to be reimbursed from SFSS funds, groups must submit the required Cheque Requisition form, along with itemized, original receipts (no photos or scanned copies), and any additional paperwork required by the SFSS Student Centre.

The forms and receipts must be submitted no later than 60 days after the date of the event.

## **POLICIES FOR STUDENT UNIONS ONLY**

Grant applications under \$100 will not be approved and must be paid from Core.

Core contribution of 10% of the grant amount is required from larger SUs and CGs, 5% from smaller DSUs.

## **POLICIES FOR CLUBS ONLY**

### **Club Resource Funding**

**Definition:** A set amount of funding that every club gets every semester to fund certain costs.

#### **Policy/Guidelines:**

- What is covered: venue rental costs, audio visual equipment rental (SFU A/V, and L&M, or other credible external companies), printing costs, and locker rental from SFU Recreation (with valid invoice and receipt).
- Cannot be used for purchasing items; can be used for rental/service costs only.
- Printing over \$50 must be done by SFU Document Solutions. If based at Surrey Campus, groups may submit their print orders online and arrange for the printing to be mailed to the SFSS Surrey Coordinator's office, where it can be picked up by the group.
- Printing under \$50 can be completed at any other commercial print shop. Printing done at home or at a library will not be reimbursed.
- All other items will not be covered.
- Max. \$400 every semester. Unused amounts will not carry over.

### **Club Petty Cash**

**Definition:** A set amount of funding that every club gets every semester to be spent on almost any club expense, except for items not covered (e.g. alcohol, gasoline, etc.)

#### **Policy/Guidelines:**

- Max. \$100 every semester. Unused amounts will not carry over.
- Itemized receipts are required for reimbursement
- Cannot be used to pay any individual where there is a conflict of interest (see definition).



## **Club Travel, Accommodations, Conference, Competitions**

**Definition:** Entrance fees for workshops, events, conferences, and competitions related to the mandate of the student group, and accommodations and travel costs associated with attending these events.

### **Policy/Guidelines:**

- Travel costs that are covered: airfare, chartered bus, public transportation, taxis, licensed ride-shares (E.g. Uber, Lyft), trains, ferries, or other insured commercial driving services.
- Travel costs that are not covered: any costs associated with the use of a personal vehicle, private transportation for local events in the Metro Vancouver area, or car rental, car shares (e.g. Evo, Modo, Car2Go), charging stations, gas. Parking fees will not be covered.
- Accommodations that are covered: hotels, motels, licensed establishments.
- Accommodations that are not covered: Airbnb rental, private residences.
- Up to \$150 per person per semester; max. \$1000 per semester per club.
- Cannot be combined with student union Travel and Conference funding unless approved by the SFSS Council.

## **CLUB AND STUDENT UNION FUNDING GUIDELINES**

### **Apparel/Branded Items - Printed Merchandise**

**Definition:** Clothing or items that have the club/student union logo on it (t-shirts, hoodies, pens, etc.). Items must not be for single-use/specific events; they must be intended for long-term/multi-purpose use. Items must be of a reasonable cost; designer brands and luxurious brands will not be approved.

#### **Policy/Guidelines:**

<b>Bigger items</b> (e.g. reusable water bottles, tote bags)	Will fund up to \$300 per <b>fiscal</b> year.
<b>Smaller items</b> (e.g. lanyards, post-it notes, pens, hand sanitizer, <b>face masks</b> )	Will fund up to \$250 per <b>fiscal</b> year.
<b>T-shirts</b>	\$10 per person, to a maximum of \$200 per <b>fiscal</b> year.
<b>Hoodies</b>	\$30 per person, to a maximum of \$300 per <b>fiscal</b> year.
<b>Jerseys</b>	\$40 per person, to a maximum of \$400 per <b>fiscal</b> year.

### **Audio Visual Equipment & Instrument Rental**

**Definition:** Audio visual equipment and instrument rental provided by SFU and Long & McQuade, and any other approved external rental companies.

#### **Policy/Guidelines:**

- Not covered: smoke or fog machines.
- Funding for external AV will be subject to approval by the SFSS/SFU.
- For instrument rentals, 80% of the cost will be covered.
- The rental amount must be reasonable for the scope of the event.
- Total amount approved will be discretionary, but groups are encouraged to use their Resource Funding first.

### **Campsites**

**Definition:** A licensed campsite where groups will be camping overnight.

#### **Policy/Guidelines:**

- Up to \$10 per person, per night for campsite fees; max. \$200 per night; max. \$1000 per semester.

**DISCLAIMER:** The SFSS and the SFSS Coordinators reserve the right to change, delete, or otherwise modify the information which is represented in this guideline at any time. These guidelines do not represent guaranteed approval amounts.

### **Clubs Days**

**Definition:** Materials purchased for use during SFSS Clubs Days, such as art supplies, decorations, candy, snacks, etc.

**Policy/Guidelines:**

- Maximum of \$50.00.
- No additional funds for free giveaway swag.

### **Decorations**

**Definition:** Any materials that are used to visually enhance the appearance of the venue.

**Policy/Guidelines:**

- Up to a maximum of \$50 per standard event. Decorations for large scale events will be covered under “Large Scale events”.
- Not covered: Any materials that do not adhere to the SFSS values; no photo booths, no decorations for meetings - must be for events.

### **Equipment, Supply, Software & Subscriptions Purchases**

**Definition:** Equipment and supplies are items that are purchased. Equipment must be essential to the operation of the club and a proposal must be submitted (e.g. walkie talkies, tools, microphones, arts and crafts, sporting goods, hardware, software, subscriptions).

**Policy/Guidelines:**

- These items will be provided on a case by case basis and the items will remain the property of the SFSS. Items must be securely stored with the SFSS, SFU, or approved external storage sites.
- Examples of software and subscriptions: Discord, Canva, Slack, Gmail business account.
- A letter of agreement must be signed by a coordinator and executive of the group for certain items.
- Maximum of \$1000 per fiscal year.

## **Facilities**

**Definition:** Equipment, furniture, and services provided by SFU Facilities or a licensed external provider (e.g. tables, chairs, cleaning, electricity, rolling boards, fencing, etc.).

### **Policy/Guidelines:**

- For Burnaby and Vancouver events, all necessary costs for furniture, equipment and services provided by SFU Facilities will be covered on a case by case basis.
- If an external provider is used, then the costs must be included in a grant request.
- For Surrey events, groups must include all facilities costs in their grant request.
- For larger events where a group incurs costs that are a lot larger, the funding will be decided by looking at the event as a Large Scale Event.

## **Food**

**Definition:** Any meal component, eaten at any of the regular occasions in a day when a reasonably large amount of food is eaten, such as breakfast, lunch, or dinner; including drinks, but not including non-alcoholic beverages.

### **Policy/Guidelines:**

- Covers meals that are ordered from any restaurant with a valid “Operating Permit”
  - This includes groceries for cooking as long as there is a valid “Food permit”, and at least one member who is assisting with the food preparation must possess a valid “Food Safe” certification.
- Alcohol is not covered, or any items included in the *Controlled Drugs and Substances Act*.
- For events: Funding is heavily based on the number of confirmed members in the student group, and other attendees will be taken into consideration.
  - \$15 per person, up to \$500 per event, for up to 2 events per semester.
  - \$10 per person, up to \$300 for each event thereafter, for up to 3 events per semester.
  - No more food funding after fifth event.
  - Snacks and drinks, combined will be granted up to \$4 per person, maximum \$500 per event.
- For meetings: Up to \$25 per week for weekly meetings; up to \$50 for monthly meetings.

## **Fundraising**

**Definition:** Raising money for a charity or the group's future events/projects through selling products or hosting events.

### **Policy/Guidelines:**

- For large scale fundraising events that are raising money for a charity, only hard costs (e.g. machine rentals) will be covered as long as they are necessary for the functioning of the event. Consumables and variable costs in charity fundraisers will need to be covered by the funds raised.
- For small scale events that are raising money for a charity, or any event that is raising money for the group's own funds, hard costs and a portion of variable costs may be covered.
- Profits generated from the fundraising event must be deposited into the group's trust account or external bank account and reported to the Member Services Coordinators; if donated directly to a charity, a donation receipt must be sent to the Member Services Coordinators.
- Events that are "by donation" will be considered to be events that are not generating any revenue, since revenue is not guaranteed.
- For fundraisers where the money earned will more than cover the costs and allow enough "profit" to be donated to charity/to be saved, we will not cover the costs (e.g. Krispy Kreme donuts).

## **Games**

**Definition:** Video games, board games, supplies for event games.

### **Policy/Guidelines:**

- Games must be kept and stored and reused.
- Board Games:
  - Maximum \$50 per semester for groups that are not centred around gaming.
  - Maximum \$150 per semester for groups that are centred around gaming.
- Video Games:
  - Maximum \$50 per semester for groups that are not centred around gaming.
  - Maximum \$150 per semester for groups that are centred around gaming, as long as the game relates to their mandate and can be reused.
  - Will not fund video games for individual use/personal accounts.
  - Not covered: Aesthetic upgrades for video games; Pay-to-Win (games where benefits/skills are gained from payment).

## Honorariums

**Definition:** An honorarium is a payment given for professional services that are rendered nominally without charge. The honorarium is like a “thank you” gift. There is no liability or legal obligation to pay the honorarium for the services; the services provided are voluntary and the student group should not be invoiced for them. The person/group receiving the honorarium should not be asking for money in exchange for their services.

### **Policy/Guidelines:**

- Maximum of \$400 per semester.
- If the honorarium is for paying a DJ or photographer or any other professional providing similar services, the maximum is \$300 for the first event, \$200 for the second event, and \$100 for the third event.
- Honorariums cannot be paid to any individual where there is a conflict of interest (see definition).

## Large Scale Events

**Definition:** Defined on a case by case basis. In general, an event with a large number of attendees that might be hosted at an upscale venue. (e.g. Galas, networking events, conferences, festivals, concerts, etc). Factors that may result in an event being designated as “Large Scale” may include, but are not limited to, the number of attendees, the venue being utilized, the amount of funds being requested or provided, the activities included in the event, the duration of the event, special guests in attendance, and amount of administrative support.

### **Policy/Guidelines:**

- We would consider covering reasonable costs for items **excluding** (but not limited to) alcohol, gasoline, car rental.
- Dollar amounts/thresholds: **\$5,000** before this request needs to be brought to the SFSS Board/Council, processing times will be subject to review times required by the SFSS Board/Council.

## Leisure Entrance Fees

**Definition:** Fees that are paid to enter an establishment for recreational purposes (e.g. PNE, aquarium, Science World, etc.).

### **Policy/Guidelines:**

- Will fund up to 50% of the cost to a limit of \$400 per semester, unless it is directly tied to the group’s mandate.
- If it is necessary for the group to function and is at the core of their mandate, up to 75% of the cost will be funded, to a maximum of \$800 per semester.
- What is not covered, including but not limited to: gun ranges, archery, go-karting, any establishment involving controlled substances.
- May not be approved based on SFSS insurance coverage.

## **Printing**

**Definition:** The costs associated with the production of books, posters, newsletters, and other printed materials.

### **Policy/Guidelines:**

- Printing over \$50 must be done by SFU Document Solutions. If based at Surrey Campus, groups may submit their print orders online and arrange for the printing to be mailed to the SFSS Surrey Coordinator's office, where it can be picked up by the group.
- Printing under \$50 can be completed at any other commercial print shop. Printing done at home or at a library will not be reimbursed.
- **Banners:** Up to \$300 for any banner, used for promotion. Banners must benefit all group events and cannot fund a banner for one-time use.
  - A maximum of 1 banner per group can be covered by SFSS funding every 5 years (exceptions: theft/rebranding, etc.). In the case of requesting a replacement banner for a stolen banner (before 5 years is up), the proper evidence and supporting documentation must be submitted, including police and SFU Security incident report numbers. Approval for the replacement banner is discretionary.
  - Lost/damaged replacement banners will not be granted.
  - Clubs may only rebrand every 5 years.
- Maximum \$250 per semester for any other general printing costs.
- Printing must adhere to the SFSS Branding Guidelines and Policies.

## **Prizes**

**Definition:** Gift cards and/or other small items which are given away to the attendees of an event.

### **Policy/Guidelines:**

- Not covered: gambling, controlled substances.
- No cash prizes.
- Maximum \$50 per event; Maximum \$150 per semester.
- Prizes cannot be given to any individual where there is a conflict of interest (see definition).

## **Projects**

**Definition:** Ongoing, long term, joint activity that the group has chosen to initiate, that is not related to the group administration. The project must be in line within the group's mandate. The scale of the project must be reasonable for the group that requests it.

### **Policy/Guidelines:**

- The group must fund a minimum of 25% of the project through self-funding or external sponsorships. A maximum of \$2,000 will be granted per semester for projects.
- Personal projects and projects for class projects will not be covered.
- The assessment of whether a project falls within a group's mandate will be subject to the discretion of a coordinator.

## **Promotional Material**

**Definition:** Using different media for promotions of the group, an event, or project.

### **Policy/Guidelines:**

- Maximum \$80.
- Will cover social media ads and print ads.
- Separate from printing their own posters; that will be covered under "Printing".

## **Religious/Spiritual Texts**

**Definition:** Religious/spiritual literature that promotes specific religious beliefs.

### **Policy/Guidelines:**

- Will fund if it is a necessary resource for club functioning. Maximum allowance \$400 per SFSS fiscal year.
- Will not fund if distributing.

## **Security**

**Definition:** Costs of security services from SFU Campus Public Safety (SFU CPS) as well as external providers under the discretion of SFU CPS. Also includes extra security services from the JRG group for pub nights at The Study.

### **Policy/Guidelines:**

- Up to a maximum of \$500 for the entire event.
- We will not cover the cost of security for external providers who are not approved by SFU CPS or the SFSS.



### **Speaker Gifts**

**Definition:** Speaker gifts are any (non-monetary) gifts given to thank guest speakers/professionals invited to events.

#### **Policy/Guidelines:**

- Alcohol cannot be given as a speaker gift.
- Speaker gifts cannot be paid to executives of a club or student union, or any individual where there is a conflict of interest (see definition).
- Maximum \$100 per event; \$250 per semester.

### **Streaming/Casting Services**

**Definition:** Gaming clubs often require streaming services so that their gaming events can be broadcast and shared online to multiple viewers. Casting services may be included, which means the provider speaks to the audience and adds commentary, directs the in-game camera and entertains the audience.

#### **Policy/Guidelines:**

- Maximum \$400 per event.
- Maximum \$800 per semester.
- Service fees cannot be paid to executives of a club or student union, or any individual where there is a conflict of interest (see definition)

### **Training Costs for Classes/Workshops**

**Definition:** Classes or workshops that will enhance peoples' skills and knowledge or provide a certification. Not including workshops/classes subsidized by SFU and SFSS.

#### **Policy/Guidelines:**

- Maximum of \$50 per person per semester. Maximum of 5 people per semester.
- The training must be aligned with the group mandate. Must explain what value it brings to the individual/group.

## **Venue**

**Definition:** Location where an event or project is taking place - on or off campus. Must be a legitimate establishment with a license.

### **Policy/Guidelines:**

- Rental costs on-campus will be fully covered for small meeting rooms and event spaces. Rentals for large events will be assessed under Large Scale Events.
  - Hotel facility bookings would fall under Large Scale Events.
- Rental costs off-campus will be funded to a maximum of \$500 per event, this includes the setup/staffing in the space.
- Not covered: Airbnb rental, private residences.
- Due to higher rates and low staffing, Surrey bookings on Sundays from 4:30pm-10:00pm, or statutory holidays, will be covered up to 50% of the internal rate, including staffing charges and AV.

## **Website Hosting and Domains**

**Definition:** The costs associated with hosting a website and purchasing domain names.

### **Policy/Guidelines:**

- Maximum \$200 per **fiscal** year for both.
- Limit one funded website and domain per group.

## **Simon Fraser Student Society Club Terms of Reference**

### **Table of Contents:**

- 1. Purpose and Goals**
- 2. Club Name**
- 3. Statement of Agreement**
- 4. Violence and Harassment Prevention**
- 5. Membership and Suspension of Membership**
- 6. Executives**
- 7. Elections and By-elections**
- 8. Interviews and Process**
- 9. Meetings**
- 10. Finance and Ownership of Assets**
- 11. Turnover**
- 12. Disciplinary procedures**
- 13. Co-Curricular Record**
- 14. Expiration**
- 15. Agency**
- 16. Controlled Substances**
- 17. Review and Approval**

## 1. Purposes and Aims

- a. The purpose of a club is to bring together a diverse group of Simon Fraser University (SFU) and Fraser International College (FIC) students who share a common interest, specific to the established mandate of the club.
- b. Clubs must adhere to the Simon Fraser Student Society (SFSS) by-laws, policies and regulations as well as SFU policies.
  - i. Clubs may not be approved if their proposed activities conflict with SFSS partners (e.g. MECS, Facilities, etc).
  - ii. Clubs may not be approved if their mandates and proposed activities are too similar to existing clubs.
  - iii. The approval of clubs will be at the discretion of the SFSS Member Services Club Coordinators, SFSS insurance providers, and SFSS Executives and Council.
- c. Clubs can only be initiated by SFSS Members (not including FIC students)
- d. Club events shall be reasonably related to the established mandate of the club.

## 2. Club Name

- a. The official name of the club shall be the name provided in the club proposal submitted online and approved by a Member Services Club Coordinator. The name shall not include profanity or any other offensive words. No other name, except a logical acronym or initialism of their name shall be used in the advertising or representation of the club.
- b. The club name may be modified, but only with the agreement of 50% of the membership.
  - i. The change of the club name should not change the original intent or mandate of the club.
  - ii. A meeting must be held so that the members can vote on the name change.
  - iii. Proposed changes must be made in writing to notify the Member Services Coordinators and must be approved first.

## 3. Statement of Agreement

- a. All clubs must agree to abide by the rules set out in the SFSS Club Terms of Reference in order to be an approved club. Clubs are permitted to create additional rules and establish their own Club Constitutions. Club Constitutions and rules shall not conflict with the SFSS Clubs Terms of Reference or any SFSS mandate.
- b. Clubs are not allowed to enter into contractual agreements, unless they are approved by the SFSS; where there may be a conflict, this document will take precedent.
  - i. Clubs must notify the Member Services Club Coordinators of any extraneous agreements they attempt to enter into, within 5 days of receiving the contract from the third party. The contract must be approved by the SFSS prior to actually entering into the agreement.
  - ii. Any agreements that have not been approved by the SFSS will result in any events or projects being cancelled and the club being provided a warning, at the discretion of the SFSS Executive and Council & Staff. Multiple infractions will result in disciplinary action.

## 4. Violence and Harassment Prevention

- a. The SFSS is committed to providing a safer, healthy, and supportive environment by treating its staff and members with respect.
- b. The SFSS will not tolerate any form of violence, harassment, or abuse directed towards members of the SFSS staff, SFSS Executives, and the general membership. This includes any inappropriate conduct or comments made towards the SFSS staff or the SFSS Executives and

Council. Club actions must coincide with By-Law 21: Prohibition on Discrimination of the SFSS By-Laws, all SFSS policies and any other regulations or decisions by the SFSS Executives and Council).

- c. Harassment is defined as comments or conduct which a person knows or ought to know is unwelcome and creates an intimidating or hostile environment. Violence and harassment can occur through many different channels, including but not limited to: verbal, physical, electronic and digital communications, including personal or club associated accounts (email, social media etc.).
- d. Violence and Harassment may or may not involve physical contact. It includes but is not limited to: physical violence, sexual violence and misconduct, gender-based violence, racism, homophobia, transphobia, ableism, any form of bullying and harassment that is covered under “the grounds of discrimination” prohibited by the BC Human Rights Code including age, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, gender identity, gender expression, and sexual orientation.
  - i. Examples of online harassment and sexual violence include but are not limited to vulgar language, stalking, nudity, and unwanted messages.
- e. The SFSS will not tolerate any intentional action taken or situation created to produce mental, emotional, or physical discomfort, which includes but is not limited to embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: initiation rites, forceful use of alcohol and drugs; creation of excessive fatigue; physical and psychological shocks; engaging in inappropriate public stunts and mischief; morally and sexually degrading or humiliating games and activities; any other activities which are against SFSS By-Laws, policies, other regulations or decisions by the Executives/Council); any other activities which are against the SFU Policies, including and not limited to the Sexual Violence and Misconduct Prevention, Education and Support (GP 44).
- f. Any incidents of violence or harassment will be documented and the appropriate parties and authorities will be notified. Following, the SFSS will thoroughly investigate the incident and if warranted, corrective action will be taken at the discretion of the SFSS.
- g. When incidents and behaviours fall under SFU Policies, including and not limited to the Sexual Violence and Misconduct Prevention, Education and Support (GP 44), the appropriate responsible Office may be notified.

## 5. Membership and Suspension of Membership

- a. Membership **is only** open to all undergraduate SFU students in good standing (as per SFSS By-Law 2: Membership) with the Simon Fraser Student Society, and Fraser International College (FIC) students, (FIC Students are not allowed to hold executive positions).
  - i. FIC students will have access to SFSS services and clubs as outlined in the service agreement, but they will not be considered members until they transfer to SFU.
- b. Club members must be registered and confirmed in the SFSS Club Portal.
- c. Participation in club activities should be limited as much as possible to club members and the SFSS membership. Non-membership involvement in club activities should be limited and should not take away from the opportunities of the SFSS membership.
- d. No restrictions will be placed on holding a membership on any ground enumerated in the Canadian Charter of Rights and Freedoms or the British Columbia Human Rights Code.
- e. A member may be suspended from the club **by a vote of the majority (above 50%) of the club executives and general membership** through an in-person or online vote (excluding abstentions). The duration of the penalty must be determined before the expulsion vote is conducted. Alternatively, the Member Services Club Coordinators reserve the right to

- suspend a member without the club/executive majority vote, if the member's behaviour is deemed to be severe enough to warrant that consequence.
- f. The intent to suspend a member must be reported to the Member Services Club Coordinators through email within 48 hours of the decision to hold the vote. The reasons for suspension will be reviewed to ensure there is just cause.
    - i. **With the approval of the Member Services Coordinators**, executives must call a meeting with at least 1 weeks' notice to formally vote on the motion to suspend a member and they must record that specific meeting's minutes. Minutes must be emailed to the Member Services Club Coordinators promptly.
  - g. A suspended member has the right to appeal.
    - i. **If suspended via vote, the suspended member may appeal by emailing the Member Services Club Coordinators.**
    - ii. **If suspended via Member Services Coordinator decision, the suspended member may appeal to the SFSS Executive.**
    - iii. **Requests to appeal membership suspension, must include the student's full name, the club name, the date of suspension, the reason for suspension, and the reasons they are appealing the suspension.**
    - iv. All appeals must be submitted within 10 calendar days of the suspension, otherwise the member's right to appeal is revoked.

## 6. Executives

- a. The executives of a club shall consist of a minimum of 2 SFSS members to a maximum of 20 SFSS members in good standing, acting in leadership capacity within the club.
- b. A person is eligible to run for an executive position if they meet the following criteria:
  - i. Are in good standing, as per the SFSS By-Law 2: Membership.
  - ii. Have not been associated with a group that advocates or advocated for anything that goes against the SFSS values and guiding principles, and/or the values of the club.
  - iii. Any other criteria deemed appropriate and reasonable by the Member Services Club Coordinators.
- c. The executives shall be voted into their positions via an election or by-election, OR through an interview process (see **section 7** and **section 8**).
- d. Responsibilities of the executive members include, but are not limited to the following roles:
  - i. Presidential: shall conduct all executive or general meetings, and is responsible for promoting the club to the campus community.
  - ii. Secretarial: shall record the minutes of all meetings; is responsible for club correspondence.
  - iii. Financial: keeps a record of allocation of club funds; periodically checks and updates the club asset list; shall give an account of the club's financial standing and make the record books open to the club or to the SFSS if requested to do so.
- e. **Any executive member may be impeached from the club at a general meeting, or a special meeting (in-person or virtual). In order for an impeachment vote to be held and deemed valid, a quorum of 50% of the membership (including club executives) must be met. The duration of the penalty must be determined before the expulsion vote is conducted.**
- f. **The impeachment will pass should the majority (over 50%) of the votes be in favour of impeachment. The majority is to be calculated without counting those who abstain.**
- ~~g. Any executive member may be impeached from the club by a vote of the majority (above 50%) of the voters and the majority of the executives through an in-person or online vote. The duration of the penalty must be determined before the expulsion vote is conducted.~~

- h. An impeached executive member has the right to appeal and may rejoin the club if another meeting is held and the majority (50%) of the voters (not including those who abstain) vote in favour of the reinstatement of the executive. A quorum of 50% of the membership (including Executives) must be met.
- i. The intent to impeach an executive member must be reported to the Member Services Club Coordinators through email within 48 hours of the decision being made. The reasons for impeachment will be reviewed to ensure there was just cause.
  - i. Executives must call a meeting with 1 weeks' notice to formally vote on the motion to impeach an executive member and they must record meeting minutes. These minutes must be emailed to the Member Services Club Coordinators.
  - ii. Whether or not the impeached executive may remain a general member will be decided on a case by case basis, at the discretion of the club executives and the Member Services Club Coordinators.
- j. Proper operation of a club requires that Executive Members, whether elected or appointed, be responsible to the membership. To this end, it is imperative that:
  - i. Club decisions be collaboratively made through the proper channels, and
  - ii. Elected and appointed positions are not used for personal gain.
- k. Executive Members of a SFSS club shall:
  - i. Maintain the highest ideals of honour and integrity while serving as executives of a SFSS club,
  - ii. Accept full and complete accountability for their own acts and omissions, exhibiting self-discipline and the pursuit of excellence in all activities, and
  - iii. Avoid any situation that could impair their judgment in the performance of their elected duties while in office
  - iv. Declare and avoid a conflict of interest at the first opportunity, as a result of their personal interests whether real or perceived, or known interests of any close relatives, acquaintances, or business partners, in any enterprise which proposes to transact business with the SFSS club,
  - v. willfully leave the meeting during any discussion or vote on a subject where such an interest exists,
  - vi. not use information designated confidential for the personal gain of themselves or any other persons, and
  - vii. Where the executive is found to have breached their duty by violating this policy, that executive may be requested to resign from their position and subject to removal as an Executive Member by the SFSS in accordance with Section 6.j. of the Clubs Terms of Reference.
- l. Removal Process for Executive Members of a SFSS Club:
  - i. Member Initiated
    - 1. Complaint is reported to the SFSS Staff. For issues initiated by the SFSS staff, the procedure will be below.
    - 2. Two SFSS Coordinators will arrange for a meeting with the complainant(s) regarding the issue. One Coordinator will act as the lead, and the second will be present for support. The Coordinators will seek permission to proceed with the investigation which may include reaching out to the accused executive member.
    - 3. SFSS Coordinators review the information with other departmental Coordinators to update them on the findings of that meeting and the issues being raised.
    - 4. SFSS Coordinators will then reach out to the accused executive member to arrange for a meeting. During this meeting the concerns that have been raised to the SFSS will be brought to the attention of the accused executive

- member and they will be given an opportunity to respond to the complaints.
5. If necessary, SFSS Coordinators will then have a follow up meeting with the complainant(s) regarding their findings on the matter.
  6. SFSS Coordinators will advise the accused executive member of the steps/actions that will be taken (if required)
- ii. SFSS Staff Initiated
1. Two SFSS Coordinators will arrange for a meeting with the complainant(s) regarding the issue. One Coordinator will act as the lead, and the second will be present for support. The Coordinators will seek permission to proceed with the investigation which may include reaching out to the accused executive member.
  2. SFSS Coordinators review the information with other departmental Coordinators to update them on the findings of that meeting and the issues being raised.
  3. SFSS Coordinators will then reach out to the accused executive member to arrange for a meeting. During this meeting the concerns of the SFSS will be brought to the attention of the accused executive member and they will be given an opportunity to respond to the complaints.
  4. SFSS Coordinators will advise the accused executive member of the steps/actions that will be taken (if required). If removal of the accused executive member is not required, a warning will be given and noted in the portal. It is recommended that the coordinators summarize the meeting in an email with the accused executive member so that all parties have documentation of the meeting
- iii. Notification of Member Services Advisory Committee (MSAC)
1. If immediate action is not required, the SFSS Coordinators will bring the complaint(s) or issues to the MSAC so that they are made aware of the situation. If needed, they will obtain the opinion of the committee. If immediate action was required, then the coordinators will update the committee on the actions that were taken.
  2. The MSAC will have the ability to confirm the actions taken or to suggest other measures to be taken and pass this information to the SFSS Executives and Council.
- iv. Appeal of Decision
1. If the executive member does not agree with the decision that is made, they will have the opportunity to submit their reasoning to the MSAC. The MSAC will then review this appeal and submit it to the SFSS Executives and Council, in an in-camera session, the decision that was made against the executive, the reasons for the decision, and appeal submission from the executive.
  2. The SFSS Executives and Council will strike up a committee in which this appeal will be reviewed. The committee must be comprised of Council members who are impartial and have no current or past relationships with executive or the club
  3. The committee will then gather information required for the review from SFSS staff in the original decision and arrange for a meeting with the executive to gather information.
  4. The committee will then deliberate for their independent findings and bring their recommendations to the SFSS Executives and Council. The SFSS Executives and Council will then confirm the decision and recommendations



- from the committee and direct the committee to submit their findings to the executive as well as notify the staff involved of their decision.
5. The judgement will be final with no further appeals.

## 7. Elections and By-Elections:

- a. If using an election process, executives must be elected by the club and SFSS membership with a majority vote. An election must be held at least once per year at a regularly scheduled time.
- b. The results of any election are recorded and emailed to the SFSS Student Centre Administrative Assistants (studentcentre@sfss.ca) within 1 week of the election closing.
  - i. FIC students are unable to hold executive positions, as they are not SFSS members.
  - ii. FIC students who are transferring to SFU and who can provide their letter of acceptance to SFU can run for executive positions.
- c. In-person votes may be cast by secret ballot or a simple show of hands. Majority vote wins. In case of a tie, the chair casts the deciding vote, or the member with the least votes drops out and votes are recast.
- d. For positions where only one person is nominated, a yes/no vote shall be held.
- e. If for any reason an executive position becomes vacant, a by-election for that position will be held. This is not required if less than one month is left before the next scheduled election; instead, a member may be appointed to the position temporarily by the executive. Meeting minutes must be given to the SFSS Student Centre Administrative Assistants, detailing the meeting and the voting results.
- f. Candidates may campaign and are allowed to promote themselves on social media but they may not solicit people for votes in a manner deemed aggressive or bothersome as they may face disqualification if there are multiple complaints.

## 8. Interview Process

- a. As an alternative to elections, clubs can choose executives based on a fair interview process that adheres to the following set of rules:
  - i. A minimum of 2 current executives must conduct the interviews.
  - ii. The executive positions shall be open to all SFSS members in good standing, and not limited to only club members.
  - iii. A job description shall be developed for each executive position, based on the required knowledge, skills, and abilities for that role.
  - iv. The posting for the executive positions must be shared with the SFU community (through the club website, social media, posters, etc.) at least one week before the application deadline, and before interviews are scheduled with the candidates, giving them enough time to apply and prepare for interviews. The postings must indicate that they are unpaid volunteer positions, and that executives will not receive compensation for their work.
  - v. The applications must be screened based on the job description and the candidate's ability to meet the requirements of the job application. The most qualified candidates must be chosen for interviews and must be notified of their scheduled interview at least 48 hours before it takes place. The same set of interview questions must be used for all candidates; interviewers may ask follow-up questions based on candidates' answers, provided that they are not unreasonably difficult. The interview questions must be prepared in advance and must be related to the job description and the relevant knowledge, skills, abilities, and experience required for the role. The interview questions may not be provided to any of the candidates ahead of time, or shared with anyone other than the executives conducting the interviews.

- vi. During the interviews, all candidate's answers must be documented by the interviewers. The interview documentation must be kept on file for by the club at least one year following the interviews, and must be made available to Member Services Club Coordinators at any time they are requested.
- vii. Interviews must take place, with ensured privacy of the interview. If the interview location is on campus the location must be reasonably comfortable and private where other candidates cannot overhear the questions or answers of the interviews that are occurring, so as not to negatively impact the interviewee's performance. The interview location must also be clearly marked with signage so that candidates can easily find it.
- viii. Member Services Club Coordinators have the right to audit the interviews at any time by sitting in on interview sessions.
- ix. The successful candidates must be selected within a week after the last interview and must be notified within 48 hours of the decision being made. Unsuccessful candidates must be notified that they were not selected for the role within 48 hours of the decision being made.
- x. If an unsuccessful candidate wishes to dispute the outcome of the interviews based on the claim that the interview and selection process were unfair, they must do so within 5 business days of the date that they were notified of the interviewers' decision. All disputes must be handled by the SFSS and an executive representative from the club. A request for an appeal must be sent through email to Members Services Club Coordinators. The interviewers must provide documentation of the job description and interview records for the applicant who is appealing, within 1 week of being asked to provide the documents, or the club will face suspension. SFSS will review the circumstances and make a final decision.

## 9. Meetings

- a. For clubs with an active membership base where general meetings are held, the quorum for a club meeting is two executives and at least 30% of confirmed members in the club portal.
- b. The membership base should be informed at least a week in advance of the details of general meetings (date, time, location) using electronic mail, club websites, posters, etc.
- c. Meeting minutes should be sent out to club members within a week after the meeting.
- d. For clubs that do not have general meetings that include official members, at least the majority of executives must attend the executive meetings.

## 10. Finances and Ownership of Assets

- a. Club finances and assets shall be overseen by the SFSS.
- b. All funds and monies received by the clubs must be deposited through their club trust account.
- c. Any costs incurred by the club via the SFSS will be deducted from the club trust account.
- d. If the trust account balance becomes negative, services will be suspended for the club until they deposit enough funds to pay off the balance owing.
- e. If a club chooses to open an external bank account, the SFSS takes no responsibility over the account and the club executives shall jointly be responsible for the management of the account and is liable to all outstanding fees, charges, debits.
- f. All clubs shall be non-profit and self-sustaining
- g. Assets refer to anything of monetary value. Assets can be, but are not limited to, capital/fixed, and they can be tangible or intangible.
- h. All assets that are purchased using funding provided by the SFSS belong to the SFSS. Clubs may use the assets until the club dissolves or expires.

- i. If a club dissolves or expires, the assets must be brought to the Student Centre and returned.
- i. No student is allowed to keep club assets as their own personal property. If a student ceases to be a member or executive of a club, they must return the assets to the current executives of the club or to the SFSS within 14 days of ceasing to be a member. Failure to do so constitutes theft and such actions will be reported to the appropriate authorities.
- j. The SFSS will not be liable for lost or stolen personal items or club items
  - i. Clubs are expected to take reasonable measures to ensure the safety and security of their own assets, including but not limited to locking up belongings, refraining from sharing passwords, lock combinations and keys, avoiding keeping valuables and money in shared office spaces, etc.
  - ii. If items are lost or stolen the SFSS is under no obligation to replace those items or reimburse the clubs for the replacement costs.
  - iii. If a theft does occur, the incidents must be documented (photographs, details of dates and times of incidents) and immediately reported to the SFSS and SFU Security. Clubs should keep receipts, photographs, serial numbers, and any other records of all SFSS purchased assets valued at \$100 or over.

## 11. Turnover

- a. It is the responsibility of the current/outgoing club executives to ensure the proper turnover of their club to new executives; they must train the incoming executives to ensure that they are proficient in their role and understand what is expected of them in order for the club to function. This includes but is not limited to:
  - i. Updating the executive list in the Club Portal (see 11 b).
  - ii. A club training procedure document on what the executive roles entail.
  - iii. Attending SFSS Club Executive Training workshops and completing the SFSS Canvas Course training
  - iv. Passing on social media accounts and external bank accounts.
- b. The SFSS Student Centre should be notified of executive changes within 1 week of the changes being made. This can be completed by emailing [studentcentre@sfss.ca](mailto:studentcentre@sfss.ca) and requesting to update the information in the executive database listing.
  - i. Only current club executives can add new executive members or remove old ones. If all previous executives have left the club, the general membership must hold an election to determine new executives.
  - ii. For each person added to the executive list, they must provide their: full name, SFU email, phone number, club position title and club position authorities (e.g. membership, room booking, fund/facilities, club email).
  - iii. Only 3 executives can have room booking authorities; 2 executives can have fund/facilities authorities, and 1 executive can have club email account authorities, and all executives can have membership authorities.

## 12. De-constitution/Dissolution

- a. The SFSS Member Services Coordinators and SFSS Executives and Council may de-constitute a club on the basis of any of the following:
  - i. violation of the SFSS Clubs Terms of Reference, SFSS Constitution, SFSS Bylaws, or BC Society Act or University Act;
  - ii. failure to have any activity in the club portal for one year (e.g. room booking requests, executive changes, or financial transactions)
  - iii. having less than ten (10) confirmed members, and/or having less than 2 confirmed executives;

- iv. a history of poor financial management, history of poor governance, poor punctuality in communication of required documents, and/or behavioural concerns;
- v. failure to renew the club;
- vi. failure to adhere to its mandates and goals;
- vii. suspicion of interference from an external organization;
- viii. promoting discrimination, contempt, or hatred, of any group or person based on their sex, sexual identity, gender identity or expression, racialization, age, family status, marital status, religion, faith, ability, disability, national or ethnic origin, Indigeneity, immigration status, socio-economic status, class, language, political affiliation, social affiliation, other personal characteristics, or any other similar factor; and
- ix. other reasons as determined by the SFSS Member Services Coordinators and SFSS Executives and Council.

### 13. Co-Curricular Record

- a. Club executives who complete a minimum of 10 hours per semester of club related activities such as event planning, club administration, tabling, or equivalent activities are eligible for their club involvement to be listed on SFU's Co-Curricular Record (CCR). They must also be listed as a club executive in the Club Portal, and they must complete the SFSS Canvas course training.
- b. To get their club executive role listed on the CCR, club executives must fill out the CCR request survey that is emailed out by the specified deadline each semester and answer it with accurate and honest information.
  - i. The Member Services Club Coordinators reserve the right to audit the information provided by club executives to verify their listed activities. If it is found that a club executive does not meet the eligibility requirements, they will not be provided with CCR credit for that role.
- c. Club executives who are executives of multiple clubs must submit a separate request for each role and club.

### 14. Expiration

- a. After a club is inactive or "Awaiting re-registration" status for 1 year from the club turnover date (September 1), the club will be deemed expired.
- b. When a club has expired, the executives will be notified. The trust account funds and assets shall become the property of the SFSS at that point.

### 15. Agency

- a. The SFSS welcomes club's diverse views and beliefs, but clubs are not an agent of the SFSS.

### 16. Controlled Substances

- a. All Clubs must adhere to the [SFU policies around Selling, Serving, and Advertising of Controlled Substances \(AD 1.12\)](#), in addition to municipal, provincial, and federal laws and regulations.
- b. Clubs may not have sponsors affiliated with any controlled substances (as defined in SFU's Policy AD 1.12)
- c. Failure to abide by these terms will result in disciplinary action(s) at the discretion of the Member Services Coordinators and/or the SFSS Executives and Council.

### 17. Review and Approval

- a. The SFSS reserves the right to amend this document at any time. The SFSS Club Terms of Reference will always include the last revision date. If a club wishes to govern the club in a

way that conflicts with the SFSS Club Terms of Reference, the executives can bring forward a request to review the terms they wish to add or change, which will be subject to the approval of the Member Services Club Coordinators.

- \* General meetings are meetings that include members and executives
- \*\* Executive meetings are meetings with only executives