



SFSS Member
Service & Groups
Policies

Simon Fraser Student Society

simon fraser
student society

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INTRODUCTION

POLICIES



MSGP-1: FOOD BANK

<i>POLICY TYPE: MEMBER SERVICE & GROUPS POLICY</i>		
<i>POLICY TITLE: FOOD BANK</i>		
<i>POLICY REFERENCE NUMBER: MSGP-1</i>		
Adopted: April 23, 2021 Next Scheduled Revision: April 2022 Previous Revisions: April 2022		
Position	Signature	Date
President		

Policy

11 The Food Bank makes a \$25 voucher available to any member experiencing food insecurity, up to three times per semester. This process is supervised by the Member Service Coordinators - Clubs.

Standards

12 Vouchers are redeemable at either Nesters (Woodwards or SFU locations) or Safeway (Surrey Central location), depending on the specific request.

13 Requestors must meet the following criteria to be eligible to receive Foodbank services:

- (a) Requestors must be registered SFSS Members or FIC students.
- (b) No more than 3 requests per semester may be approved for any one SFSS Member per semester.
- (c) No more than 1 request may be approved on any one day for any one SFSS Member.

14 Where the budget is insufficient to meet service demand, the eligibility requirements may be adjusted by the Member Services Coordinators - Clubs with the approval of the President.

15 Vouchers may only be picked up upon the presentation of a confirmation of enrolment.

16 Only current staff contributing to the administration or the supervision of the administration of the service may access or have access to the SFU IT account used to develop the WebSurvey form used to collect food bank request information.

17 Only current staff contributing to the administration or supervision of the administration of the service may access or have access to Excel log tracking requests.

(a) The log must be password protected.

(b) The log must be stored on the SFU IT administered file share.

18 The data collected in the process of administering this request will support:

(a) determining the eligibility of the requestor,

(b) communicating with the requestor regarding the request, and

(c) improving the service.

19 Request forms must contain a required field acknowledging and consenting to the collection of personal information, including:

(a) name of the requestor,

(b) student ID number of the requestor,

(c) SFU email of the requestor,

(d) number of dependents of the requestor,

(e) primary campus of the requestor in order to determine the redeemable location of the voucher, as determined by the requestor,

(f) whether the requestor has previously used the service, as reported by the requestor,

(g) any other resources used to ensure the requestor's food security needs, as reported by the requestor, and/or

(h) evaluation of the concern the requestor has regarding their financial situation.

Supports

Members and FIC students

Process

1.10 Requests for food bank support are submitted online, via the SFSS website, using the SFU WebSurvey tool.

1.11 Upon the reception of a request, and within 48 hours of receiving the requests (excluding weekends and office holidays), the Member Services Coordinators - Clubs must ensure that:

- (a) the request is logged, noting the following information about the requestor and the request:
 - i. name of the requestor,
 - ii. student ID of the requestor,
 - iii. SFU email of the requestor,
 - iv. number of dependents of the requestor,
 - v. primary campus of the requestor, as determined by the requestor,
 - vi. whether the requestor has previously used the service, as reported by the requestor,
 - vii. any other resources used to ensure the requestor's food security needs, as reported by the requestor, and
 - viii. evaluation of the concern the requestor has regarding their financial situation,
- (b) the request is processed and the voucher is made available for pick-up at the requested location,
- (c) the approval or denial of the request, and the availability of the voucher where the request is approved, is communicated to the requestor,
- (d) the collection of the voucher is logged, and
- (e) service usage levels are reported to VP Finance & Services, noting where usage suggests that budgetary allocations will not be sufficient to meet demand.



MSGP-2: CLUBS

<i>POLICY TYPE: MEMBER SERVICE & GROUPS POLICY</i>		
<i>POLICY TITLE: CLUBS</i>		
<i>POLICY REFERENCE NUMBER: MSGP-2</i>		
<i>Adopted: April 23, 2021</i> <i>Next Scheduled Revision: April 2022</i> <i>Previous Revisions: April 2022</i>		
Position	Signature	Date
President		

Definitions and Purposes

21 Clubs are organized student groups that have a mandate to pursue social, activism, professional, academic, or interdisciplinary goals.

22 Clubs shall not duplicate Student Unions.

23 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. Any changes to the SFSS Clubs Terms of Reference must be approved by the Council upon recommendation of Member Services Coordinators-Clubs. Clubs can create additional rules regarding their operation and governance as long as it does not conflict with the Clubs Terms of Reference.

Membership Criteria

24 Club membership shall be open to all SFSS Members.

25 Each club shall consist of a minimum of ten members in good standing of the Society.

26 Each club must have at least two (2) executive officers that are members in good standing of the Society.

Registration Criteria

27 To be eligible to be registered as a club, groups must follow the requirements of this policy, the SFSS Issues Policies, and other Societies policies where applicable.

- (a) The Member Services Coordinators - Clubs may reject a club’s registration, subject to an appeal to the Executive Committee.

2.8 To be eligible for initial registration, the club shall submit online a membership list with a minimum of two (2) club members serving as Executive Officers and signing officers to the General Office.

2.9 To remain eligible for registration, the club shall ensure that each semester, members confirm their membership online and submit a list of current Executive members and signing officers to the General Office by email.

Clubs Terms of Reference

2.10 Clubs must use the SFSS Clubs Terms of Reference provided by the Members Services Centre as a minimum set of rules that must be followed unless there are specific requirements that must be met, subject to the approval of the Member Services Coordinators - Clubs. Clubs must outline the following additional terms:

- (a) a statement of the aim(s) and purposes of the club,
- (b) procedures for holding meetings of its membership
- (c) the composition of an election or appointment procedure for an Executive Committee, and
- (d) a clause that requires the transfer of all assets to the Society upon dissolution of the club.

Club Structure and Operation

2.11 Clubs are subject to the Societies Funding Guidelines which includes:

- (a) Petty Cash,
- (b) Resource Funding,
- (c) Grants, and
- (d) other funding sources as the Council develops from time to time.

2.12 Clubs may maintain a Society trust account.

2.13 The Club grant funding shall be used to cover costs reasonably related to each club's activities.

2.14 Unused grant funding shall revert back to the Society at the end of each semester.

2.15 Unused funds held in trust accounts of clubs shall carry forward semester to semester unless a club becomes inactive, in which case all funds shall revert to the Society's club line item after a minimum of two years of inactivity.

2.16 Clubs may collect membership fees.

(a) Membership fees shall be held by the Society in the respective trust fund account.

2.17 Clubs may seek additional funding for special events and projects by requesting a grant via a proposal.

2.18 Grants shall be awarded based on the merits of the event or project and at the discretion of the Member Services Coordinators - Clubs or the Council.

(a) The Member Services Coordinators - Clubs shall grant requests under \$1,500.

(b) The Operations Organizer shall grant requests between \$1,500 and \$3,000 inclusive.

(c) The Council shall grant requests over \$3000.

2.19 Funding decisions of the Member Services Coordinator - Student Unions & Groups and the Operations Organizer may be appealed, in writing, to the Finance and Administrative Services Committee, in consultation with the Member Services Advisory Committee. The final decision on an appeal for grant funding \$3000.00 and under will be made by the Finance and Administrative Services Committee. An appeal form must be provided to all clubs upon request.

2.20 The Council may decide to top up funding for a club event through a Council line item through the Special Funding Request Policy, in exceptional circumstances.

2.21 Clubs may maintain an external bank account; however, the signing officers must sign a Club Liability Disclaimer and advise all club members of the nature of the disclaimer. In the event a club decides to use an external bank, it is encouraged to consult the Member Services Coordinators - Clubs about banking options. It is highly encouraged to use Society trust accounts.

Financial Accountability

2.22 Any request for reimbursement shall be made by a signing officer of the club and shall be supported by documentation satisfactory to the Society.

2.23 Reimbursement of amounts of less than \$50, or under \$20 in Surrey, may be paid out in cash.

2.24 Reimbursement of amounts of more than \$50 shall be by cheque.

2.25 Clubs with a negative trust account balances will not be eligible for club services until the debt owing to the Society is repaid.

Administrative Authority and Appeals Process

2.26 The Member Services Coordinators - Clubs shall have administrative authority over club operations, and may suspend the activities, disallow registration, or impose requirements upon any club, particularly if a club is found to have violated any Society bylaw or policy.

2.27 Decisions of the Member Services Coordinators - Clubs may be appealed, in writing, to the Executive Committee.



MSGP-3: CONSTITUENCY GROUPS

<i>POLICY TYPE: MEMBER SERVICE & GROUPS POLICY</i>		
<i>POLICY TITLE: CONSTITUENCY GROUPS</i>		
<i>POLICY REFERENCE NUMBER: MSGP-3</i>		
Adopted: April 23, 2021 Next Scheduled Revision: April 2023 Previous Revisions: April 2022		
Position	Signature	Date
President		

Definition

3.1 “Constituency Groups” are defined by their definition in the SFSS By-Laws.

Council Representative

3.2 Constituency Groups with a Council seat elect a member to serve as their representative on Council for that semester as per the Constitution of the Constituency Group filed with the Member Services Coordinator – Student Unions & Groups.

Funding

3.3 The sections below (3.5 to 3.19) on “Funding” for Constituency Groups shall provide a base level of funding, accessible to all Constituency Groups, including Constituency Groups with dedicated Centre space, and/or, Departmental funding or Dedicated Levy funding such as: Women's Centre Collective, the Out on Campus Collective, Students of Caribbean and African Ancestry, the Disability and Neurodiversity Alliance, and the First Nations, Métis, and Inuit Student Association (FNMISA) Constituency Groups, who have dedicated funding to support their Constituency Group's Centre.

(a) The Women's Centre Collective shall have a portion of the Women's Centre budget line item in the Operating fund allocated to their activities and campaigns. The Women's Centre Collective shall guide the preparation of the Centre’s SFSS departmental budget drafted by the staff support to be approved by Council.

(b) The Out on Campus Collective shall have a portion of the Out on Campus line item's budget in the Operating fund allocated to their activities and campaigns. The Out on Campus Collective shall guide the preparation of the Centre’s SFSS departmental budget drafted by the staff support to be approved by Council.

(c) The First Nations Students Association shall have full jurisdiction over the FNMISA fund as established by member referendum. The currently signed SFSS/FNMISA letter of

Date Approved: 2020-06-12

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agreement on the administration and distribution of funds for the benefit and use of FNMISA shall apply. Any changes to the fund or rerouting thereof must be approved through a referendum of the Society membership. The Society may hire staff for the FNMISA to support the FNMISA's work - funded by mutually agreed-upon terms (e.g. the SFSS Operating Budget).

(d) The Students of Caribbean and African Ancestry (SOCA) have full jurisdiction over the SOCA fund as established by the member referendum. The currently signed SFSS/SOCA letter of agreement on the administration and distribution of funds for the benefit and use of SOCA shall apply. Any changes to the fund or rerouting thereof must be approved through a referendum of the Society membership. The Society may hire staff for the SOCA to support the SOCA's work - funded by mutually agreed-upon terms (e.g. the SFSS Operating Budget).

(e) The Disability and Neurodiversity Alliance (DNA) has full jurisdiction over the DNA fund as established by the member referendum. The currently signed SFSS/DNA letter of agreement on the administration and distribution of funds for the benefit and use of DNA shall apply. Any changes to the fund or rerouting thereof must be approved through a referendum of the Society membership. The Society may hire staff for the DNA to support the DNA work - funded by mutually agreed-upon terms (e.g. the SFSS Operating Budget).

Constituency Group Letter of Agreements, Allocated Space and Support Staff, Dedicated Fee Levy and Funding

- 3.4 Constituency Groups may apply for grant funding to cover event costs when a Constituency Group is the organizer or sponsor, and the event is intended for purposes that are of collective benefit to the membership.

Letter of Agreement

3.4.1 If a Constituency Group has an established letter of agreement with the SFSS, the following apply:

- a) The letter of agreement is the primary agreement between the SFSS and Constituency Group, and all relevant policies and motions passed by Council should be in line with the Letter of Agreement.
 - i) If there is a constitutional conflict between the bylaws and constitution of the Constituency Group and that of the SFSS, as outlined in the letter of agreements, the SFSS constitution and bylaws shall prevail.
 - ii) If there is a conflict between a motion or policy passed by the SFSS Council and the letter of agreement between the Constituency Group and the SFSS, the letter of agreement shall prevail.
- b) In the case that a Constituency Group is allocated space but does not have a letter of agreement with the SFSS, then.
 - i) The SFSS shall strive to establish a letter of agreement with the Constituency Group aligned with the provisions in the Letters of Agreement currently signed with Constituency Groups, and in line with these policies
 - ii) The operations of the centre, space, funding, and governance autonomy shall be as close as possible to reflect these policies and

Allocated Space and Support Staff

3.4.2 If a letter of the agreement includes an allocation of space, that space will be: governed autonomously by the Constituency group for the benefit of its members, operated by the Constituency Group and assisted by dedicated staff supported as laid out in the letter of agreement in a collaborative manner, and governed inline with all other clauses outlined in the letter of the agreement including the length of time.

a) If there is a constitutional conflict between the bylaws and constitution of the Constituency Group and that of the SFSS, as outlined in the letter of agreements, the SFSS constitution and bylaws shall prevail.

- i) Constituency Group serves as the decision-making body that guides the types of services, resources, and advocacy support within the Centre/Office
- ii) Staff support shall provide support to the Constituency Group as well as its constituents at large, including support to other community groups serving similar mandates, as guided by the Constituency Group and in line with the staff support's job description
- iii) Constituency Group or its representatives are in no way prevented or precluded from engaging in collective action, social and/or academic advocacy as the Constituency Group membership and representatives see fit
- iv) Constituency Group and support staff are deemed to have separate and distinct voices, as such, no disciplinary action shall fall on the support staff for any collective actions taken by the Constituency Group and its representatives
- v) Staff support should ensure that year-to-year turnover of information, policy, letter of agreement, and other documents retention and training, and recruitment are done to ensure continuity.

b) If support staff job descriptions contain roles and responsibilities outside of supporting the Constituency Groups' Centre/Office, the SFSS Executive guides the operations of that work, and the staff support hired shall work closely with any other committees, or roles, as outlined in the respective Job descriptions.

- i) HR matters shall be brought to the Staff Liaison Officers of the SFSS in line with the SFSS collective agreement.
- ii) The Staff Liaison Officers must check in with the Constituency Groups on the operations of the Centres in relation to feedback on how staff support is meeting the groups' needs and what additional support may be needed from time to time.

Dedicated Fee Levy and Funding

3.4.3. If a dedicated fee levy exists (as established by an SFSS member referendum), the Constituency Group shall have full and autonomous jurisdiction over the levy fund and is subject to the provisions in the latest signed letter of agreement and the following applies and should be included:

- i) At least two members of the Constituency Group act as signing officers for the dedicated levy fund account, and the Constituency group shall have full management and jurisdiction over the activities, and disbursements in line with the Letter of Agreement.
 - a) Hired support staff may be additionally assigned signing authority, subject to the approval from the Constituency Group representatives for the disbursement of funds from the dedicated levy.
 - b) Hired staff support, jointly with the representative designated by the constituency group, shall ensure that regular requests to the SFSS Finance Department and subsequent reporting to the constituency group are continuously done, on the status of the dedicated levy fund account.
- ii) Changes to the levy collected and the use thereof can only be approved through an SFSS member referendum.
- iii) Staff support hired to assist the Constituency Group's centre is paid for by the SFSS operating budget unless there's a mutual agreement between the Constituency Group and the SFSS deciding otherwise.
- iv) Though not necessary (as the dedicated levy exists and may cover the full costs of the Center's and Constituency Group's activities and programming), a portion of the SFSS operating budget for the Centre's Department activities may additionally be set aside for the Center's activities and programming as guided by the Constituency Group. Further, a portion of what is allocated may be set aside directly for campaigns, activities and programming of the Constituency Group.
 - a) The Constituency Groups' staff support shall be the signing authority assisting with managing the Constituency Groups Centre's Department budget line item (not the dedicated levy) under the SFSS Operating fund and ensure that the activities, disbursements and status from the department line item are continuously reported to the Constituency Group.
- b) If there is no dedicated levy established by referenda for the Constituency Group
 - i) SFSS shall cover the full cost of the Constituency Groups staff support and Centre programming and activities from the SFSS Operating fund.
 - ii) A portion of the SFSS operating budget must be set aside for the Centre's Department activities and operations as guided by the Constituency Group. Further, a portion of what is allocated must be set aside directly for

- a) The Constituency Groups' staff support shall be the signing authority assisting with managing the Constituency Groups Centre's Department budget (not the dedicated levy) under the SFSS Operating fund and, shall ensure that the activities, disbursements and status from the department line item are continuously reported to the Constituency Group.

c) Regardless of the existence of a dedicated fee levy, the Constituency Group shall have also access to core and grant funding, as outlined in these Member Services and Groups Policies (MSGP-3), which must be listed on the SFSS Constituency Groups' portal and shall receive support from the Member Services - Student Unions and Groups Department.

- i) The Constituency Group Centre staff support may provide logistical assistance and liaise with the Member Services - Student Unions and Groups department from time to time, on behalf of the Constituency Group, as requested by the Constituency Group. The Member Services - Student Unions and Groups Department shall have authority over the decisions made on grants and other requests within the department as outlined in these Member Services and Groups Policies.

c) If the Constituency Group has an external bank account

- i) Hired Centre staff support may additionally be delegated signing authority upon approval from the Constituency Group to assist in the disbursement of funds
- ii) Hired Centre staff support are required to follow all SFSS reporting and governance requirements as lined out in the letter of agreement

3.5 To be eligible for Society funding, a Constituency Group must be active. To be considered active, the Constituency Group must have:

- (a) a constitution filed with the Member Services Coordinator - Student Unions & Groups.
- (b) conducted at least one quorate meeting in the last four months unless they were created in the semester they are applying for funding.

3.6 Each semester, Constituency Groups must submit to Member Services Coordinator - Student Unions & Groups:

- (a) the minutes of at least one properly constituted meeting conducted in the semester for which the request is made, and
- (b) a list of current Executive Committee members (or other contact persons), signing officers, and the constituency group representatives to Council.

3.7 Subject to budgetary constraints, active Constituency Groups shall receive a core budget of \$300 per semester.

3.8 Active Constituency Groups are entitled to spend core funds at their discretion and to be reimbursed for expenditures from core funds with the approval of their membership.

3.9 Net core funds remaining from active semesters shall carry forward semester to semester, except that all unused core funds shall revert to the Society at the end of each fiscal year.

3.10 The signatures of two signing officers of the Constituency Groups are required to release any Society funds.

3.11 Constituency Groups may establish trust accounts for securing funds other than Society core or grant allocations.

3.12 The Member Services Coordinator - Student Unions & Groups may approve requests of up to \$1,500

3.13 The Operations Organizer may approve grant requests between \$1,500 and \$3,000.

3.14 Funding decisions of the Member Services Coordinator - Student Unions & Groups and the Operations Organizer may be appealed, in writing, to the Finance and Administrative Services Committee, in consultation with Member Services Advisory Committee. The final decision for an appeal on grant funding \$3000.00 and under will be made by the Finance and Administrative Services Committee. An appeal form must be provided to all Constituency Groups upon request.

3.15 The Council may approve grant requests over \$3,000.00. The decision made at the Council for grants over \$3,000 is final.

3.15 The Council may decide to top up funding for a Constituency Group event through a Council line item through the Special Funding Request Policy, in exceptional circumstances.

3.16 Requests grant funding shall be made in advance of any activity and shall be supported by documentation satisfactory to the Society.

Date Approved: 2020-06-12

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3.17 Constituency Groups may maintain an external bank account; however, the signing officers must sign a liability disclaimer and advise all members of the nature of the disclaimer. In the event a Constituency Group decides to use an external bank, it is encouraged to consult the Member Services Coordinator - Student Unions & Groups about banking options. It is highly encouraged to use Society trust account



MSGP-4: FACULTY AND DEPARTMENT STUDENT UNIONS

<i>POLICY TYPE: MEMBER SERVICE & GROUPS POLICY</i>		
<i>POLICY TITLE: DEPARTMENT STUDENT UNIONS</i>		
<i>POLICY REFERENCE NUMBER: MSGP-4</i>		
<i>Adopted: April 23, 2021</i> <i>Next Scheduled Revision: April 2022</i> <i>Previous Revisions: April 2022</i>		
Position	Signature	Date
President		

4.1 Society funds may be used to cover event costs when a Student Union is an organiser or sponsor and the event is intended for purposes that are of collective benefit to the membership.

4.2 To be eligible for Society funding, a Student Union must be active. To be considered active, the Student Union must have a constitution filed and approved by the Member Services Coordinator - Student Unions & Groups.

4.3 The Student Union must submit the following to the Member Services Coordinator - Student Unions & Groups each semester:

- (a) the minutes of all properly constituted general meetings conducted in the semester for which the request is made,
- (b) advanced electronic notice of all meetings held in accordance with the union constitution, and
- (c) a list of current Executive members (or other contact persons), signing officers and department or faculty representative(s).

4.4 In the event that a Student Union remains inactive for four consecutive semesters, all assets shall revert to the Society.

4.5 At least one executive officer must attend training in person or online with the Member Services Coordinator - Student Unions & Groups before the core funding can be released.

4.6 Net core funds remaining from active semesters shall carry forward semester to semester, except that all unused core funds shall revert to the Society at the end of each fiscal year.

4.7 The signatures of two Student Union officers are required to release any Society funds.

4.8 Unions may establish trust accounts for securing funds other than SFSS core or grant allocations.

4.9 Receipts must be turned in for reimbursement before the end of the fiscal year and must be accompanied by supporting minutes from a properly constituted quorate meeting.

Allocation of Maximum Core Budgets

4.10 Student Unions that become 'active' in the first month of semester will be eligible for the full core amount.

4.11 Student Unions that become active in the second month will be entitled to 3/4 of the funding.

4.12 Student Unions that become active in the third month will be entitled to 1/2 of the funding.

4.13 Student Unions that become active in the final month of the semester will be entitled to 1/4 of the funding.

Use of Core Funding

4.14 Core funding may not be used for:

- (a) donation to another organization, and
- (b) other restrictions as determined from time to time by the Member Services Coordinator - Student Unions & Groups or the Finance and Administrative Services Committee.

Grant Funding

4.16 Grant funding may be provided to assist Student Unions with their activities, projects, or events, with the following stipulations:

- (a) some core funds must be committed to every undertaking for which grant funding is requested,
- (b) there must be active Student Union involvement in the activity, project, or event,

- (c) grant funds shall not be used for fund-raising events,
- (d) grant funds shall not be donated to off-campus organizations, and
- (e) grant funds shall not be spent on alcohol.

4.17 Other restrictions as determined from time to time by the Member Services Coordinator - Student Unions & Groups or the Finance and Administrative Services Committee.

4.18 Receipts must be turned in for reimbursement within 15 days of incurring an expense and must be accompanied by supporting minutes from a properly constituted quorate meeting.

4.19 The Member Services Coordinator - Student Unions & Groups may approve single requests of up to \$1,500, provided that the total annual grant allocation per union or caucus does not exceed \$3,500 of the grant budget.

4.20 The Operations Organizer may approve requests between \$1,500 and \$3,000 inclusive.

4.21 Council may approve grant requests over \$3,000. The decision made at the Council for grant over \$3,000 is final.

4.22 Grant Funding decisions of the Member Services Coordinator - Student Unions & Groups and the Operations Organizer may be appealed, in writing, to the Finance and Administrative Services Committee. The final decision for an appeal on grant funding \$3,000 and under will be made by the Finance and Administrative Services Committee. An appeal form must be provided to all Student Unions.

4.23 Council may decide to top up funding for a student union through a Council line item through the Special Funding Request Policy, in exceptional circumstances.

4.24 Decisions of the Member Services Coordinator - Student Unions & Groups may be appealed, in writing, to the Finance and Administrative Services Committee.

4.25 Council may suspend the activities of any Union found to have violated any Society By-law, Rule, Standing Order or Administrative Policy.

4.26 All trust accounts must be established with the SFSS, except under extenuating circumstances they may establish an external bank account with the following stipulations:

- (a) The SFSS Member Services Coordinator - Student Unions & Groups may be one of the trustees,
- (b) Departmental Student Unions must disclose bank account numbers to the SFSS Member Services Coordinator - Student Unions & Groups,
- (c) monthly bank financial statement must be submitted to the SFSS Member Services Coordinator - Student Unions & Groups, and
- (d) semesterly financial report must be submitted to the VP Finance and Services and Member Services Coordinator - Student Unions & Groups.



MSGP-5: CONFERENCE FUNDING

<i>POLICY TYPE: MEMBER SERVICE & GROUPS POLICY</i>		
<i>POLICY TITLE: CONFERENCE FUNDING</i>		
<i>POLICY REFERENCE NUMBER: MSGP-5</i>		
<i>Adopted: April 23, 2021</i> <i>Next Scheduled Revision: April 2022</i> <i>Previous Revisions: April 2022</i>		
Position	Signature	Date
President		

5.1 The Society shall maintain a Travel/Conference Fund that shall be administered by the Society’s Member Services Coordinator - Student Unions & Groups.

5.2 Between May 1st and April 30th each year, each Society member shall be limited to two travel awards of up to \$100 in total.

5.3 Travel/Conference awards may be used for the following expenses:

- (a) conference registration fees,
- (b) admission and related fees,
- (c) commercial accommodation, and
- (d) out-of-town transportation costs to and from the conference.

5.4 Travel and Conference funding is for extracurricular conferences and cannot be used for work placement or co-op placements, field schools, or employment-related travel.

5.5 Applications shall be made in advance of the conference to the Member Services Coordinator-Student Unions & Groups Office on the appropriate form, and shall be accompanied by a copy of the minutes of a meeting of the Student Union that clearly indicates endorsement of the application.

- (a) Applications must be approved by a vote of the member’s Student Union or Constituency Group in the same fiscal year in which the conference is held.

Date Approved: 2020-06-12

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56 Applications shall be approved on a first-come, first-served basis.



MSGP-6: *UNDER REVIEW* GROUP RECOGNITION POLICY

<i>POLICY TYPE: MEMBER SERVICE & GROUPS POLICY</i>		
<i>POLICY TITLE: GROUP RECOGNITION POLICY POLICY</i>		
<i>REFERENCE NUMBER: MSGP-6</i>		
<i>Adopted: April 23, 2021</i> <i>Next Scheduled Revision: April 2022</i> <i>Previous Revisions: April 2022</i>		
Position	Signature	Date
President		

6.1 The Simon Fraser Student Society recognizes the Simon Fraser Residence Hall Association (RHA) as a representative body of undergraduate students living in residence at Simon Fraser University. Upon incorporation of the RHA, the SFSS will revisit this policy.

6.2 The Simon Fraser Student Society recognizes the Simon Fraser Student-Athlete Advisory Committee (SAAC) as a representative body of undergraduate student athletes at Simon Fraser University.

6.3 The Simon Fraser Student Society recognizes the Graduate Student Society as the official representative group of graduate students at Simon Fraser University. The Society strives to foster a positive and collaborative relationship with the Graduate Student Society to advance of shared undergraduate and graduate student interests.

6.3 The Simon Fraser Student Society recognizes the on-campus affiliated external organizations such as the Simon Fraser Public Interest Research Group (SFPIRG), Simon Fraser Campus Radio Society (CJSF), Embark Sustainability, and The Peak as vital independent student societies of the SFSS that share undergraduate membership with the SFSS. They also share graduate student membership with the Graduate Student Society. We strive to foster a positive and collaborative relationship with these independent student societies at SFU.