

*Purpose of the policy*

## SFSS POLICY MANUAL

Simon Fraser Student Society

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**simon fraser**  
**student society**

# TABLE OF CONTENTS

<b>Introduction</b> .....	<b>3</b>
Purpose of this Manual .....	4
Policy Review and Approval Process .....	5
<b>Policy Manual</b> .....	<b>6</b>
PM-1: Establishment And Revision Of Society Policies .....	7

# INTRODUCTION

## PURPOSE OF THIS MANUAL

*Add a one paragraph description of the purpose of the policy manual and the organizational group to which it applies, as well as the principle of organization used (i.e. explain the way in which sections are established).*

## POLICY REVIEW AND APPROVAL PROCESS

*Include the review and approval process for any change to the manual.*

# POLICY MANUAL



## PM-1: ESTABLISHMENT AND REVISION OF SOCIETY POLICIES

<p><i>POLICY TYPE: POLICY MANUAL</i></p> <p><i>POLICY TITLE: ESTABLISHMENT AND REVISION OF SOCIETY POLICIES</i></p> <p><i>POLICY REFERENCE NUMBER: PM-1</i></p>		
<p><b>Adopted: April 23, 2021</b></p> <p><b>Next Scheduled Revision: July 2024</b></p> <p><b>Previous Revisions: August 2023</b></p>		
Position	Signature	Date
President		

### Society Policies

1.1 Council has exclusive authority of the regulation of the Society as it relates to supervising and managing the internal affairs of the Society between meetings of the membership, including the establishment of Council Policies, Issues Policies, Administrative Policies and any other such policy enacted by Council.

1.2 A motion to establish or amend any policy of the Society shall follow this process:

- a) brought to the Governance Committee, or another applicable Council Committee, for review,
- b) relevant staff and departments shall be consulted during this review,
- c) once approved by the applicable Committee, it shall be brought to Council
- d) before Council approves the policy, the policy shall be given two (2) weeks notice of motion, including being:
  - i. posted on the SFSS website, and
  - ii. circulated to the Council email list.

1.3 A policy shall only be adopted or amended by a:

- e) 2/3rds majority vote of the members present and voting at a quorate meeting of Council where that policy is a rule,
- f) simple majority vote of the members present and voting at a quorate meeting of Council where that policy is a standing order, administrative policy, issues policy, or any other policy of the Society.

1.4 Notwithstanding section 1.3, this Policy Manual shall only be amended by a 2/3rds majority vote of the members present and voting at a quorate meeting of Council.

1.5 Suspension of a policy shall be for a definite time period and purpose, to be specified in the motion to suspend, and shall require a 2/3rds majority vote of the members present and voting at a quorate meeting of Council.

- g) Any suspension of this Policy Manual or any of its parts shall not suspend or impact any other Rule or Standing Order adopted by Council.

1.6 All amendments to any Rules or Standing Orders shall be recorded within that Rule or Standing Order. All amendments and additions to other policies of the Society that are not Rules or Standing Orders shall be recorded in accordance with the method highlighted in that specific policy of the society.

1.7 This rule applies to all policies of the society under the authority of Council.

1.8 Minor fixes that do not impact the intent or meaning of the policy may be updated by the Policy, Research, and Community Affairs Coordinator (PRCAC) without process outlined in sections 1.2 and 1.3. These fixes are limited to:

- a) Spelling mistakes
- b) Formatting fixes
- c) Updating adoption dates, when incorrect
- d) Renumbering, when necessary

Notwithstanding section 1.8 (c)-(d), the PRCAC is required to submit a brief written report to Council at the next available Council meeting reporting said changes.