

1. CALL TO ORDER

Call to Order – 10:04 AM

2. TERRITORIAL ACKNOWLEDGMENT

We respectfully acknowledge that the SFSS is located on the traditional, unceded territories of the Coast Salish peoples, including the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh Úxwumixw (Squamish), Selílwitulh (Tsleil-Waututh), kʷikʷəłəm (Kwkwetlem) and qícəy̓ (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 HR and Personnel Composition

President (Chair)

Helen Sofia Pahou

VP Internal and Organizational Development

VP Equity and Sustainability

Sunghyun Choi

Mathematics Councillor

Ben Tischler

3.2 Society Staff

Temporary Operations Organizer

Sindhu Dharmarajah

Administrative Assistant

Phanie Phan

3.3 Leave of Absence

VP Internal and Organizational Development

Mathematics Councillor

Ben Tischler

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- HR and Personnel Committee Minutes- MOTION HRP 2022-11-14:01

Be it resolved to receive and file the following minutes:

- HRP 2022-10-17
- HRP 2022-10-31

5. ADOPTION OF THE AGENDA

5.1 MOTION HRP 2022-11-14:02

Helen / Sunghyun

Be it resolved to adopt the agenda as amended.

CARRIED AS AMENDED

- Add section 'New Business' and items:
 - Staff Policy Training Curriculum
- Add section 'Discussion Items':
 - HR Consultations

6. NEW BUSINESS

6.1 STAFF POLICY TRAINING CURRICULUM - MOTION HRP 2022-11-14:03

SUBMITTED BY: VP Internal and Organizational Development

ATTCHMENTS: Staff Policy Training Curriculum

Helen / Sunghyun

Whereas the understanding of SFSS bylaws and policies are much needed and support the organization;

Whereas there has been an increased interest in policy training for staff members;

Whereas policy training has been proposed to HRP by the VP Internal and Organizational Development for staff to participate in;

Whereas a policy training curriculum has been developed by the VP Internal and Organizational Development reviewing Society bylaws, policies, guidelines, SFU policies, and relevant federal legislation;

Be it resolved that HRP approve the "Staff Policy Training Curriculum 2022" as attached, and prepare for implementation as outlined in the curriculum.

CARRIED UNANIMOUSLY

- Sindhu explained that VP Internal had pointed out that there are inconsistencies with people's awareness of the SFSS bylaws and policies.
- VP Internal's suggestion was to provide policy training for staff that will be led by the VP Internal or the Policy, Research, and Community Affairs Coordinator with support from the Operations Organizer.
 - The training will be included as part of the onboarding process for new employees.
 - It will be carried twice in a fiscal year – April and September.

- VP Internal prepared a 22-page Staff Policy Training Curriculum that included:
 - Explanation of the SFSS governance model.
 - In-depth overview of each executive portfolio, and all the committees and their operations.
 - Summary of the SFSS bylaws and explanation of documents, like the Emergency Response Plan.
 - Summary of the BC Societies' Act.
 - Explanation of Simon Fraser University's policies that are relevant to the SFSS.
 - Outline of the SFSS services.
- Sindhu stressed that the evaluation component will be used to understand how much information staff has retained.
- President said that there are no concerns with the documents and it should be quick to implement at the SFSS' earliest convenience

7. DISCUSSION ITEMS

7.1 HR CONSULTATIONS

SUBMITTED BY: President "Helen Sofia Pahou"

- President explained that HRP is looking for consultants that can help with updating its policies.
- Sindhu reminded that this was recommended by the VP Internal and listed the policies that need a consultant and what metrics the consultant must have.
- Sindhu shared that she has a list of possible consultants and that she is still accepting recommendations, with hopes to find a consultant within the next few weeks.

8. ATTACHMENTS

8.1 Staff Policy Training Curriculum

9. ADJOURNMENT

9.1 MOTION HRP 2022-11-14:04

Helen / Sunghyun

Be it resolved to adjourn the meeting at 10:20 AM

CARRIED UNANIMOUSLY



SIMON FRASER STUDENT SOCIETY

STAFF POLICY TRAINING CURRICULUM

PREPARED BY "VP INTERNAL &
ORGANIZATIONAL DEVELOPMENT"



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Training Curriculum

SECTION 1: What is the SFSS, Our Services, and Accessing our Services, The SFSS Strategic Plan	DAY 1: 1 Hour
SECTION 2: The SFSS Governance Model, The Powers of Council and The Powers of the Executive Committee, The HR and Personnel Committee, Oversight Committee on Executive Officers, Committee on Councillor Breaches of Confidence, Governance Committee	DAY 2 (part 1): 1 Hour
SECTION 3: The Governing Documents of the SFSS, A General Summary of SFSS Bylaws, Liabilities in Our Bylaws	DAY 2 (part 2): 1 Hour
SECTION 4: A General Summary of SFSS Policies	DAY 3 (part 1): 1 Hour
SECTION 5: SFSS Emergency Response Plan, Community Guidelines (V. 1.0)	DAY 3 (part 2): 0.5 Hours
SECTION 6: The BC Societies' Act (as of End of 2022)	DAY 3 (part 3): 0.5 Hours
SECTION 7: SFU Policies (as of End of 2022)	DAY 4 (part 1): 0.5 Hours
SECTION 8: SFU Services and Referrals	DAY 4 (part 2): 0.5 Hours
SECTION 9: Summary	DAY 4 (part 3): 1 Hour
SECTION 10: Evaluation	DAY 4 (final): 1 Hour

Expectations

This training is rigorous and staff members are expected to be attentive. It is crucial that the Society acts as a unit, and this training is meant to ensure we communicate the same information to the membership, especially in times of turmoil.

This training is set out over the span of four (4) days to ensure it is digestible and considers the attention span of individuals. Between sections, a fifteen minute recess will be provided to grab snacks and stretch. Training will roughly average 2 hours per day, with an evaluation to take place on day 4 to see how much information was retained. Evaluation is anonymous and will be used to evaluate what can be adjusted in the training regiment. While it is non-mandatory to complete, it is highly recommended.

This training shall occur twice in a fiscal year – the month of September and April – by the VP Internal and Organizational Development with the support of the Policy, Research, and Community Affairs, and the Operations Organizer. This is meant to account for staff and executive officer turnover. This process needs to be added into policy. My recommendation

is adding it into OTP-1: New Employee Orientation. Notwithstanding, this training shall take place for all SFSS employees, not just newly hired ones. The purpose of the training is to communicate updated and relevant information, but also to ensure there is repetition of the training.

Topic Summaries

What is the SFSS?

The Simon Fraser Student Society, better known as the SFSS, is a student-led non-profit organisation under the BC Societies' Act. The SFSS is here to provide services and support SFU undergraduate students. The organisation is here to serve the membership. The organisation holds events, manages services such as the Health and Dental Plan, oversees support staff, and advocates on the behalf of students towards the university or the government.

SFSS Services

The SFSS provides numerous services to the SFSS membership. These services are paid by the membership through their Society fees or via a referendum-approved levy fee. It is vital to acknowledge that all of the SFSS operations are maintained by student fees. Everything we do – everything we exist here for – should be for the betterment of ALL of the membership, as all of the membership pays for the SFSS' existence. Being student funded is a privilege that should not be taken for granted. They believe in us. They rely on us. We should not be taking advantage of that trust.

Some key services the SFSS provides:

- **Student Advocacy Office**
 - The Student Advocacy Office is here to advocate for students regarding academic concessions, or general SFU-related well-being. Unlike the Ombudsperson, The Advocacy Coordinator takes the students' side and advocates on behalf of their needs, rather than taking a neutral stance.
- **Student Centre**
 - Student centre assists with a variety of student concerns. While they provide general support, they also oversee clubs, funding, grants, and other matters.
- **Surrey Campus**
 - We provide general support, locker storage, safe sex supplies, assist with booking, and study spaces.
- **Disability And Neurodiversity Alliance (DNA)**
 - DNA advocates on the behalf of their membership, those who identify as disabled, autistic, neurodivergent, Deaf, mad, and/or as having a disability, chronic illness, long-term condition, or mental illness. To learn about their services, or to contact them, try: sfudna@gmail.com

- **First Nations, Métis, & Inuit Student Association (FNMISA)**
 - The SFSS First Nations, Métis, & Inuit Student Association (FNMISA) offers events, resources, support services, and advocacy for FNMISA students.
- **Out On Campus (OOC)**
 - Out On Campus is a department of the SFSS dedicated to supporting SFU's LGBTQIA2S+ (Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, Intersex, Aromantic/Asexual, 2-Spirit and more) students and allies. There is also an OOC Collective, who are separate from the department.
- **SOCA Black Student Support Centre**
 - The Black Student Support Centre (BSSC) is operated by SFU Students of Caribbean & African Ancestry (SOCA). SOCA is the constituency group that governs the affairs of the Centre. The Centre offers events, resources, support services and advocacy for Black people and persons of African ancestry.
- **Women's Centre**
 - The SFSS Women's Centre at SFU grew out of the Simon Fraser Student Society's Women's Caucus, which held its first meetings in 1968. The Women's Centre first opened in 1974. Some of our key early issues included childcare, access to birth control and abortion, and sexual assault support. Currently, the SFSS Women's Centre is a department of the Simon Fraser Student Society .
- **Grants**
 - There are club, student union, and accessibility grants the SFSS provides to the membership. In other news, we also have the WUSC scholarship that goes through SFU. We provide a 20K donation.
- **Health And Dental Plan**
 - The Health and Dental Plan is provided to every student who pays their society fees. Students may opt out if they have equivalent or better coverage through other means. Students pay their Health and Dental fee contribution once a year, in September. There are two options in the plan: Enhanced and Basic plans. If students want to chat more about their coverage, they should visit the Student Care office on floor two in the SUB.
- **U-Pass BC**
 - The U-Pass BC is a service provided to students by the SFSS, SFU and TransLink. It gives SFU students a universal transit pass across Metro Vancouver, charged on SFU Activities Fees per semester.

Accessing SFSS Services

Contact the relevant department to learn how to access services. For union concerns, please contact one of your Shop Stewards. Your presenter will go more in depth on these matters.

SFSS Strategic Plan

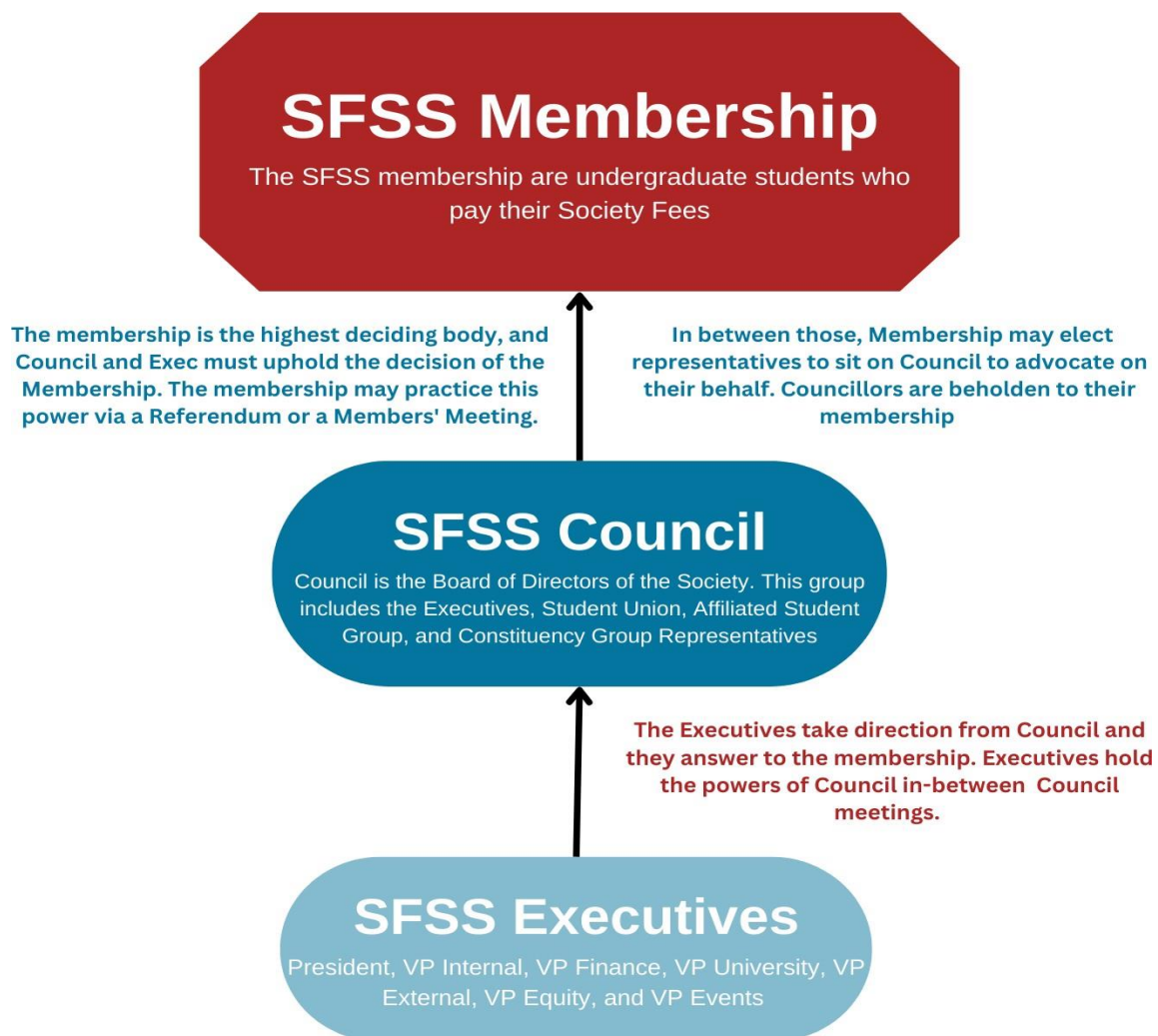
The SFSS strategic plans are developed for around three (3) years at a time. The strategic plan is developed in accordance with CIP-11. Your main point persons on this are the Board

Organizer and the VP Internal and Organizational Development. The Strategic Plan shall have student consultation, including but not limited to, student consultation surveys, Councillor working groups, and other outreach methods. The current 2022-2025 Strategic Plan has not been approved just yet, please contact the Board Organizer for the detailed plans.

The 2022-2025 Strategic Plan will be concentrating on:

- Student Financial Well-being
- University Relations
- Student Well-being
- Government and stakeholder relations
- Student Engagement
- Organizational Development

The Governance Model of the SFSS



The Governance Model: Explained

With the current Governance Model of the Simon Fraser Student Society (SFSS), the membership is the highest decision maker of the Society. The SFSS Membership are defined as undergraduate students who pay their Society Fees with their Activity Fees, meaning members in good standing, as defined under Bylaw 2. The Membership makes large scale decisions at Members' Meetings or Referenda, such as:

- Amending, creating, or removing bylaws
- Establishing Society stances, not to be confused by Issues Policies
- Voting on referendums
- Move for Society dissolution
- Constitutional amendments
- Creation on levies or increasing levy fees

Not every meeting of the SFSS is a membership meeting, meaning the majority of Society decisions are made by the representatives of the membership, known as Councillors. Council meetings are held bi-weekly on Zoom. These meetings are open to the SFSS membership, but only Councillors may vote and have priority speaking. There are two kinds of Councillors: Executive and Non-Executive Councillors. Non-Executive Councillors are individuals who are elected from Departmental Student Unions (e.g. Psychology), Faculty Student Unions (e.g., Science Undergraduate Society), Affiliated Student Groups (e.g., Residence Housing Association), and Constituency Groups (e.g., FNMISA).

So what is the difference between an Executive and Non-Executive Councillor?

1. Executives are elected by the entirety of the SFSS membership. Non-Executive Councillors are elected by their specific membership.
2. Executives oversee Society operations, Non-Executive Councillors have less responsibilities and focus mostly on advocacy work and representation. To be honest, more often than not, Non-Executives are free-riders. They rarely know policies, bylaws, or contracts, so it is very much so on the VP Internal and Organizational Development (who oversees all of the above) to make sure Council doesn't burn the house down.
3. Executive Councillors can only be impeached (removed from office) by the Membership, but Council can start removal proceedings via Bylaw 15(3). Non-Executive Councillors can be impeached by Council via a $\frac{2}{3}$ majority vote, as per bylaw 15(5)(a) or via their membership of their group, under bylaw 15(5)(b).
4. Quorum for a Council Meeting is a majority of seats filled, but, there needs to also be, in most cases, at least 4 Executives present for quorum as well. The only times when this is not true is if a special meeting of Council is called for the purposes of initiating impeachment proceedings, appointing the IEC Chief and Commissioners, or ratifying the Executive election results. The details of this exemption to the Executive Officers quorum requirement can be found under By-Law 6(19)(a).
5. Executive Councillors are expected to work 60-hours biweekly every month, with the exception of months of: April, August, and December, whereby all members of council work half their hours but receive their full stipend. Non-Executive councillors are required to show work for 20 hours a month, with the exceptions of April, August, and December, whereby they work 10 hours a month. The Vice Chair of

Council works 30-hours a month, with the exception of the aforementioned months, whereby the VC works for 15-hours. All Councillors are paid a living wage.

Between Council meetings, the Executive Committee holds the power of Council. However, they are held accountable for their decisions in-between Council meetings, and how they exercise that power. The Executive Committee takes direction from Council and executes the will of Council. To correct a misconception, the Executives do NOT take direction from the President, rather than from Council and the membership. While the President is tasked with ensuring that Executives fulfil their duties outlined in bylaw and regulation, the VPs do not take orders from the President.

The Executive Committee is composed of:

1. President
2. Vice- President Internal and Organizational Development
3. Vice-President Finance and Services
4. Vice-President University and Academic Affairs
5. Vice-President External and Community Affairs
6. Vice-President Equity and Sustainability
7. Vice-President Events and Student Affairs

The Powers of Council

Council is the ultimate authority over the Society, with the exception of the membership. Majority of Society matters need to run through council. In accordance with Bylaw 6, Council holds the authority to:

- enacting regulations governing any activities of the Society,
- making rulings in connection to all regulations pursuant to these By-Laws,
- **approve the budget** for any fiscal year,
 - **Only Council is allowed to approve the fiscal budget. Council must approve a preliminary budget before the Council turnover by April 30, but the final budget needs to be approved June 30.**
- approving the Society's entrance into any contracts extending over **a multi-year period**,
 - **A good example of this is the Collective Agreement. The Executive would not be allowed to approve it, only Council could.**
- approving expenditures **outside** the budget,
 - **Only Council can approve going over the budget.**
- approving spending on any single item, whether approved **as a single expenditure or as multiple expenditures, more than \$5,000**,
 - **Council delegated this power to some of the committees like SPOC and AC.**
- calling a **General Election or By-Election**,
 - **Only Council can call a General or By-election. That power is reserved for Council.**
- calling a **Members' Meeting** of the Society,
 - **Only Council can call a Members' Meeting.**
- approve the wording of questions that will go to **referendum**

- **A good example of this is the approval of the Health and Dental Referendum question we ran in Fall 2022.**

Council needs to meet at least once a month, pursuant bylaw 6(17)(a), or within **two (2)** working days if the Chair receives a petition signed by half of Council. Obviously, this part presents an administrative strain, the **Chair of Council out of courtesy should contact the Admin department to let them know before the meeting is called.** The Chair should be considerate of admin's limitation and work schedule as the Collective Agreement supersedes the Bylaws.

While the President chairs by default both the Members' Meeting, Executive Meetings, and Council, **that can be changed** – both by a majority vote of either the membership, the Executive, and Council – at any time. You may find the reference to this in bylaws 6(17) and 7(10)(c).

In the case of vacancy for the Executive, Council may appoint a Non-Executive Councillor as an Acting Executive Committee member until the by-elections are concluded, or by the time the executive-elect is ready to take office. See bylaw 14(2)(a).

Council and committee meetings must be conducted in accordance with Robert's Rules of Order, in accordance with bylaw 6(22).

All members of Council are board of directors, and employers, of the Society.

The Powers of the Executive Committee

The Executive Committee operates within and with the directive of Council. Unlike the old Board System, the Executive does not have free reign on what is done at the Society. The Executive's power is quite restricted, and with this President, I thank our lucky stars that it is. Executive Committee meetings may be called with two working day's notice, if required.

The Executive Committee may:

- The powers and duties of Council shall be vested in the Executive Committee between meetings of Council, subject to direction from, accountability to, review by, and approval of the Council.
- The Executive Committee may appoint Councillors to work within the Office of an Executive Officer to assist that Executive Officer in their duties and obligations. **(This is your Associate Vice Presidents, as per R-17).**
- The Executive Committee shall have the power to make recommendations to the Council on action to be taken for which it does not have the authority to act.
- The Executive may approve expenditures up to 5K for a one time payment.

Know the authority of your Executives:

President:

- Chair of Council, Members' Meeting, and Executive Committee, unless booted by majority vote of members present.

- Ex-officio member of all committees. **This does not mean that the President is the ex-officio chair of the committee. This just means that they have a designated seat. This is a massive liability that the Society has ignored for two years.**
- Is a signing officer
- Communicate with the lawyer
- Is a staff liaison officer (SLO)
- Spokesperson for the Society
- Coordinate Executive and Council retreats in the first semester in office
- Train incoming president

VP Internal and Organizational Development:

- Oversee all governing aspects of the Society
 - Committees of Council
 - Executive subcommittee(s)
 - All governing documents
- Chair of Governance Committee, or its equivalent
- Enforce, review, and implement governing documents of the Society
- Oversee the set-up, coordination and logistics of all General Meetings of the Society
- Ongoing training and development of Council and Executive
- Is a signing officer
- Educate membership and student groups about SFSS governance
- **Oversee the organisation and archiving of correspondence and records of the Society including but not limited to the constitution, bylaws, policies, minutes, reports, contracts, leases, and letters written or received by Council and its committees**
- Assume the duties and obligations of the President if the President is unwilling or unable to act, or in the event that the President position becomes vacant
 - Second in line
- Train the incoming VP Internal

VP Finance and Services:

- Coordinate, oversee and/or facilitate services and operations for the Members of the Society
- **Coordinate oversee and/or facilitate the commercial affairs of the Society**
- Coordinate the preparation of the budget of the Society, and present the annual budget to the Council for adoption.
- Prepare and present monthly financial reports to the Council
- Prepare a detailed written report on the Society's financial affairs for the Annual General Meeting
- Be the Chair of the Finance and Services Committee, or its equivalent
- Is a signing officer
- Third in line to president
- Train the next VP Finance

VP University and Academic Affairs:

- **Act as a liaison between the Council and the University**
- Act as a liaison with and lobby the University on issues that affect the undergraduate student population on behalf of the Society

- Facilitate collective action by undergraduate students and coordinates campaigns within the university
- Make recommendations on the establishment of policy on issues relating to university and academic affairs
- Is a signing officer
- Fourth in line
- Train the next VP University

VP External and Community Affairs:

- Act as a **liaison with external groups and community organizations**, including with other student societies, on behalf of the Society
- Be responsible for Society business related to, and organise Society representation at conferences held by external organisations, other than the University, in which the Society may have Membership or interest
- Make recommendations on the establishment of policy on issues relating to external and community affairs
- Be the Chair of the External and Community Affairs Committee, or its equivalent
- Train the new VP External

VP Equity and Sustainability:

- Communicate and liaise with all constituency groups and collectives representing marginalised communities on behalf of the Society
- Act as a liaison with relevant University organizations, offices and departments dedicated to the **awareness and elimination of discrimination on behalf of the Society**
- Advocate in partnership with marginalised groups on campus in the interest of furthering equity and social justice
- Be responsible for ensuring that all Directors and Staff receive anti-oppression training within the first semester of the elected term
- Train the new VP Equity

VP Events and Student Affairs:

- Act as a liaison with Student Unions, Constituency Groups, Clubs, independent student run societies, and other student groups at the University, on behalf of Council
- **Coordinate student engagement events and activities**
- Oversee the establishment and maintenance of Student Unions and Constituency groups and ensuring their meaningful participation within activities of the Society
- Train the new VP Events

To learn more, see Bylaw 7. This is only a concise summary. But to breaking it down:

- President – SLO and Legal business
- VP Internal – policies, bylaws, leases, contracts, committees, AGM, and minutes
- VP Finance – financial matters
- VP University – university lobbying
- VP External – governmental lobbying
- VP Equity – anti-oppression lobbying
- VP Events – events and student group engagement

Order of Succession to Acting President:

1. VP Internal and Organizational Development
2. VP Finance and Services
3. VP University and Academic Affairs

If all three are gone, at that point, you either need a by-election, or something just in general went **very** wrong.

HR and Personnel Subcommittee (HRP)

This committee is here to support the President in their SLO duties. The Composition is: The President, the VP Internal and Organizational Development (Vice Chair), the VP Equity and Sustainability, and a Councillor seat (preferably a non-executive). It also has the Board Organizer and Operations Organizer there as non-voting support staff.

This committee has a hand in Collective Agreement bargaining, hiring, approving job descriptions, and overseeing grievances. This committee also assists with staff-related policy reviews. This committee is a subcommittee of the Executive Committee and is meant to report to the Executive Committee.

Oversight Committee on Executive Officers (OCEO)

This is the committee where you go to report an Executive Officer. Keep in mind that you cannot take everything here. For example, if there is an issue with an Executive that is staff related, it has to go to your Shop Steward, Working Conditions, or HRP. This committee handles executive misconduct, as in, failed declaration of a conflict of interest, violation of R-5 of Council Policies, and any other misconduct. Oversight also holds the power to begin investigations into Executive Officers, and also lets them go over the VP Finance's head to enact a stipend cut of an Executive Officer.

This committee only has non-executive councillors, with the inclusion of the Vice Chair of Council. The President is also an ex-officio member of the committee, which should not be allowed, but here we are.

Committee on Councillor Breaches of Confidence (CCBC)

CCBC was created in response to the SUB letter leaks to Reddit in February 2022. This committee investigates in-camera breaches for both executive and non-executive councillors. This is an ad-hoc committee. The composition is: The President, The VP Internal and Organizational Development, the Vice Chair of Council, and The Oversight Committee Chair. In the occasion in which the VC and Oversight chair is the same person, the extra seat may be elected through Council.

This committee is empowered to:

- Compel the attendance of Councillors to the Committee. If they fail to attend, they may push a censure through Council.
- Investigate confidence breaches

- Recommend remedial measures in the instance of an confidence breaches

To find the CCBC the public report for the SUB letter leaks, click [here](#).

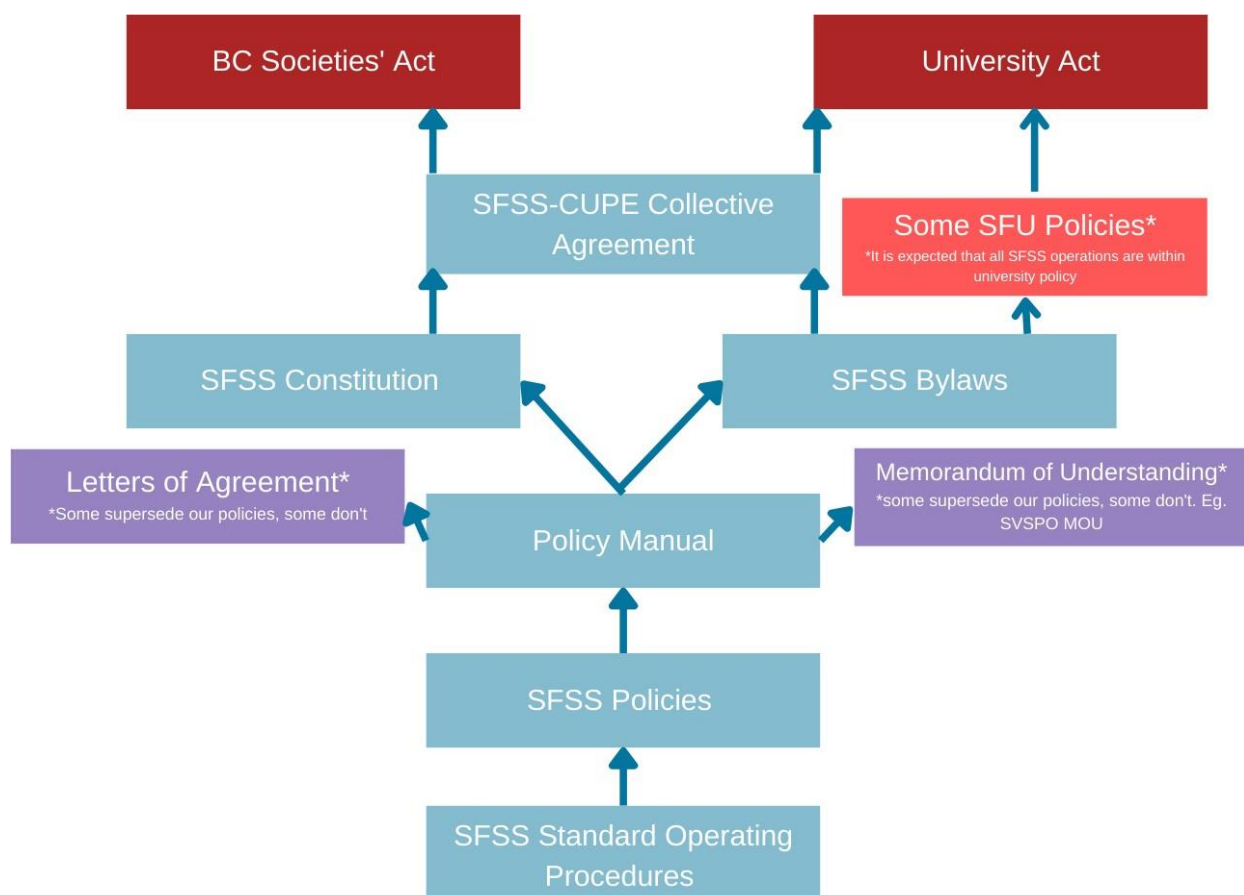
This committee heavily relies on the support of the Societies' Legal Counsel. It is a liability for this committee to be run by Councillors with no legal expertise, and it is quite costly. This matter should be addressed by external investigators to save money, and decrease liability down the line. I also highly recommend getting in-house Legal Counsel – you're going to need it, more than you know, and sooner than you think.

Governance Committee

Governance Committee oversees appeals or questions regarding the interpretation and application of the Society's constitution, By-Laws, and policies, except those specifically reserved for other committees of the Society. They also oversee proposals to amend, add, or delete, aspects of Society's Constitution, Bylaws, and policies.

The committee is chaired by the VP Internal and Organizational Development. The chair may call a meeting with three working days notice.

The Governing Documents of the SFSS: A Hierarchy



The SFSS must abide by Federal and Provincial Legislations. Those legislations will always trump any bylaw or agreement the Society has. The SFSS operates under the BC Societies' Act and University Act. Under the University Act 27.1(4), SFU may stop collecting our fees if we do not present our statements to the membership at an AGM or no use a qualified auditor, or fail to notify the Board that these matters have been met.

While the SFSS Constitution sets the mission statement of the Society, the Bylaws govern the Society. The bylaws are superseded by the Collective Agreement with CUPE. It is noteworthy that SFU policies must also be kept in mind. In fact, it is often a massive issue if our bylaws do not operate within SFU policy, so that is something to look out for. The Policy Manual outsets how policy can be amended and the process for it. Our policies may be superseded by Letters of Agreements (LOAs) or Memorandum of Understandings (MOUs), but not always. Language intention is very important. Standard Operating Procedures (SOPs) should be standardized with policy, and they are not necessarily a governing document, rather employment guidelines.

A General Summary of the SFSS Bylaws

BY-LAW 1–INTERPRETATION

- This bylaw outlines the definitions of various terms in the bylaws.

BY-LAW 2 – MEMBERSHIP

- This defines the two kinds of membership we have at the SFSS.
 - Registered members: means a student who has paid SFSS fees, and is a registered student with the University, and who satisfies the requirements of By-Law 2.
 - Associate Members: means a student who has paid SFSS fees, and is a registered student with a college or institution, and who satisfies the requirements of By-Law 2.
 - and that Council must votes to recognize them as Associate Members by at least a majority vote

BY-LAW 3 – POWERS, DUTIES AND OBLIGATIONS OF MEMBERS

- This outlines that the powers of the membership are outlined in the bylaws and regulations of the SFSS.

BY-LAW 4 – POWERS, DUTIES, AND OBLIGATIONS OF MEMBERS' MEETINGS

- This outlines that Membership influences the Society via Members' Meetings which are: Annual General Meetings (AGM) or Special General Meetings (SGM) as well as Referendums.
- Notice to membership must be sent out 21 days in advance.
- Quorum for a Members' Meeting is 250 members in good standing of the SFSS, but meeting attendance can fall to 175 members once quorum is established without the meeting losing quorum.
- Quorum must be reached within 30 minutes of the **appointed** time for the meeting (rather than the time the meeting actually starts) for the meeting to be able to consider special resolutions.

BY-LAW 5 – COUNCIL

- Outlines that the members of Council are: Executives, Constituency Group, Student Union, and Affiliated Student Group Non-Executive Councillors
- It outlines that there is one seat per group

BY-LAW 6 – POWERS, DUTIES, AND OBLIGATIONS OF COUNCIL

- Outlines the powers of council which include:
 - Approving multi-year contracts
 - Approving expenditures over \$5K
 - Approving preliminary and final fiscal budgets
 - Approving policy change
 - Calling for the AGM or an SGM
 - Calling for Elections and Referenda
 - Creating a new Council Seat with a $\frac{2}{3}$ majority vote and 3 weeks notice to the membership
- Councillors may have up to two alternates that can attend, vote, and join in-camera sessions like regular councillors – they do not get paid however

BY-LAW 7 – POWERS, DUTIES AND OBLIGATIONS OF THE EXECUTIVE COMMITTEE

- Outlines the powers of the Executive Committee which include:
 - Hold the power of Council between Council meetings
 - Outlines the roles of the Executive Committee members
- Outlines succession order in case the President's office becomes vacant

BY-LAW 8 – STUDENT UNIONS

- Outlines how Student Unions can be created, and the requirements that exist before Council can recognize a Student Union.

BY-LAW 9 – STUDENT UNION LEVIES

- Outlines how (faculty) student unions may go about establishing a levy which applies to only their membership.

BY-LAW 10 – CONSTITUENCY GROUPS

- Outlines how Constituency Groups can be created, and the requirements that exist before Council can recognize a Constituency Group.

BY-LAW 11 – AUDITORS

- Outlines that the Auditors should have access to everything Society-related
- Outlines that the Auditors present at the AGM

BY-LAW 12 – AMENDMENTS

- Outlines that amendments to bylaw and constitution may be initiated by:
 - Council
 - The Executive Committee
 - The Membership via a petition with 5% of the membership signing on

BY-LAW 13 – ELECTIONS

- Outlines how elections shall be conducted
- Outlines how many commissioners make up the Independent Electoral Commission (IEC)
- Refers to the Election and Referenda Policies for further guidance

BY-LAW 14 – BY-ELECTIONS

- Outlines how by-elections are to be ran in the summer and the fall semesters
- Also operates in cooperation with the Election and Referenda Policies

BY-LAW 15 - RESIGNATION, IMPEACHMENT, OR ABANDONMENT

- Outlines how resignations are tendered to the President

- Non-Executives may be impeached by their groups or by a four-fifth (4/5) vote of Council
- Executives can only be impeached by the Membership, but Council can initiate the process of calling a Special General Meeting (SGM) for an impeachment.
- Outlines how many meetings Councillors can miss before it counts as office abandonment
- More information on resignations can be found in the Societies Act

BY-LAW 16 – REFERENDA

- Outlines how referenda should be ran
- You need 5% of the membership for it to be quorate (*quorate = enough voting members are present for the meeting, or referenda to go forward to a vote*)

BY-LAW 17 – ACCOUNTABILITY IN EXTERNAL PROVINCIAL AND NATIONAL STUDENT ORGANISATIONS

- Basically outlines that we need to follow federal and provincial laws

BY-LAW 18 – THE SEAL OF THE SOCIETY

- Where the Society Seal is kept – Finance Office

BY-LAW 19 – DISSOLUTION

- Outlines how the SFSS may dissolve

BY-LAW 20 – RECORDS

- Outlines how and where records should be kept for the Society

BY-LAW 21 – PROHIBITION ON DISCRIMINATION

- Outlines that the SFSS is against discrimination

BY-LAW 22 – PRIMACY OF BY-LAWS

- Outlines that in case of a conflict with our groups, the SFSS bylaws shall prevail.
Note, it only matters of student unions, not affiliated or constituency groups!

BY-LAW 23 – STUDENT SOCIETY FEES

- We cannot revoke a fee that is used to pay off some kind of a debt.

BY-LAW 24 – LOCATION OF SOCIETY OPERATIONS

- It just says that we operate at SFU in BC.

BY-LAW 25 – SFSS INVESTMENT RESTRICTIONS

- It outlines that we cannot invest in fossil fuel companies
- How Societies can invest and how that works, can be found in the Societies Act

Liabilities in Our Bylaws

There are numerous liabilities in our bylaws that were meant to be addressed at the 2022 Annual General Meeting (AGM), but due to the lack of quorum, that could not be achieved. Because of that, we will be facing several issues, such as:

- The SFSS has no measures in place to “unrecognize” a Student Union or Constituency Group, meaning we can create them in accordance to Bylaws 8 and 10, but we cannot end them. Of course, there is internal dissolution, sometimes, but the SFSS cannot do it. This will be a massive issue regarding legal liability on the Society if any of these groups cause serious harm to the membership, or Society as a whole.
- Constituency Group constitutions, in accordance with bylaw 10, do not need to comply with SFSS bylaws or constitution, while Student Unions have to. This

suggests that CGs are higher on the hierarchy than other groups are, and that they cannot be held to the same standards as other groups.

- The SFSS does not have a member expulsion clause. Several Student Societies in BC have expulsion clauses, and it is something Societies can do under the Societies' Act. This will again, be an issue, if a member is causing harm to the rest of the membership.
- Council cannot use electronic means to vote. Council cannot use email motions or e-voting for motion.
- We are now also unable to hire a non-member IEC, which was requested by numerous PRCA reports over the years.
- We cannot hire more IEC.
- We cannot remove individuals, or mute them, at Council meetings, even if they are screaming slurs due to bylaw 6(20). Again, because we could not fix it this year.
- We also cannot enforce other clarifications to Executive roles which would serve an operational purpose.

These liabilities cannot be corrected via regulation (aka policy). This matter can only be addressed with bylaw changes. The SFSS is a corporation and not having these accountability measures will cause issues down the line. However, these matters may be amended, hopefully, via referenda or a members' meeting shortly.

A General Summary of SFSS Policies

SFSS Policies, sometimes referred to as regulations, are the “meat” on the “bones” of our bylaws and constitution. The most important operational policies to keep in mind are: Council Policies, Elections and Referenda Policies, Member Services and Groups Policies, and Personnel Policies – at least for staff.

It is noteworthy to mention that the SFSS has Issues Policies, but those do not have as much operational impact on the Society. You can find them [here](#), I recommend familiarising yourself with them, alongside with the Accessibility Policies.

SFSS Policy Manual (PM)

The Policy Manual is the key document that you should be aware of. This document outlines what the process for policy creation, deletion, and amendment is. Please note that staff are meant to be consulted on policy creation that impacts their department. The policy manual outlines that any policy changes require a two-week notice on the [SFSS notice of motions](#) subpage, as well as, the Council agenda.

This year, we have amended the PM to allow for the PRCA to fix minor issues like typos, formatting issues, misnumberings, etc. This is new, and will highly improve policy backlog. Given that the SFSS has a Policy department, this process makes small, inconsequential changes faster. Before this, you needed to push a notice of motion to fix spacing and typos in policies.

SFSS Council Policies

Council Policies outline the rules and standing orders (committees) that the SFSS has regarding Council. This section will need to be described and discussed by the presenter. The following sections are notable, and should be kept in mind by staff:

- R-2 to R-4, which outline the stipends for Directors, hour requirements, how stipends get reduced, etc.
- R-5, which outlines the Ethics Rules under which Council operates
- R-7 and R-10, which outline how Council meetings are ran, the preset time for Council meetings, and how the minutes are constructed
- R-13, which outlines how council is meant to direct staff – both unionised and non-unionized staff
- R-14 outlines that no one who served as a director for the Society can be hired into a staff position, or hired for employment, for 2 years.
- Standing Orders: Some committees have support staff. Please ensure you know if you are, and for which committee, you are a support staff for.

SFSS Election and Referenda Policies

The SFSS Election and Referenda Policies outline how elections shall be run at the Society. This policy must always be synchronised with Bylaw 13, 14, and 16. The presenter should outline the policies in depth and highlight how support staff might be involved.

The main portions of this policy can be summarised in the following manner:

- Election Planning and Structure Policies
- IEC Policies
- Notice of Election and Referenda Policies
- Candidate Nomination and Referenda Question Submission Policies
- Campaign Policies
- Voting Policies
- Post-election Policies
- Committee For The Recommended Appointment Of IEC (CRAI)

SFSS Member Service & Groups Policies

These policies outline how groups under the SFSS are treated and how they might gain their core funding, and how the funding may be used. Presenter will have to go in depth about the policies as they are the backbone of how our groups operate, and engage with the membership.

A couple things to note for staff:

- MSGP-1: Food Bank
 - A \$25 voucher available to any member experiencing food insecurity, up to three times per semester.
 - It is overseen by the Member Services team
- MSGP-2: Clubs

- Outlines how membership and club registration works.
 - It also outlines how funding and club suspension or dissolution may occur.
- MSGP-3: Constituency Groups
 - Outlines that they have a Council seat
 - Outlines how funding works
 - Includes their letter of agreement and how it needs to be followed (if a CG has one, which they all do)
- MSGP-4: Student Unions
 - Outlines the schedule to get the maximum for core budget
 - How core funds can be used
 - Council may suspend the activities of any Union found to have violated any Society By-law, Rule, Standing Order or Administrative Policy

SFSS Orientation and Retention Policies

The Orientation and Retention Policies of the SFSS outline how training for new employees and directors shall occur. Presenter shall go in detail about the policy. The main things to consider is the new OTP-3: Incoming Executive Officers which outlines the required training Executives need to have in order to ensure smooth transitions moving forward.

SFSS Personnel Policies

Personnel Policies should be kept into consideration for Staff, and all staff are encouraged to read through the document in their free time. This policy should be discussed in depth during the training session.

Here are the key policies for staff to be aware:

- PP-3: Confidentiality
- PP-4: Conflict of Interest
- PP-10: Health and Safety Standards
- PP-15: Orientation
- PP-17: Performance Review
- PP-19: Progressive Discipline
- PP-32: Bullying and Harassment
- PP-34: Safely Working Alone Policy

Your main point person for these policies should be the Operations Organizer and the VP Internal and Organizational Development. Please note that there is a missing policy that was not reconciled, so expect that the numbers will shift one down in the coming weeks.

SFSS Privacy and Information Management Policies

This policy outlines the use and necessary collection of information on the behalf of the Society. Matters related to concerns regarding information management should be escalated to the Privacy Officer of the SFSS. The presenter shall review the policy with staff, but refer them to the Privacy Officer with specific questions, if required.

Emergency Response Plan and Community Guidelines

The Emergency Response Plan is a required living document the Society needs to be in compliance with WorkSafe BC. The plan outlines what to do in emergency situations ranging from earthquakes to an active shooter situation. The presenter shall discuss these procedures in depth and may bring in the Facilities Manager for assistance. However, this document should be well-known by staff at this point in time, as it was adopted in Summer 2022.

The Communities Guideline outlines acceptable behaviour in the Student Union Building (SUB). It is a preliminary document that will be up for review in three months time. The document outlines a temporary ban procedure from the premises by the Facilities Manager, President, and VP Internal and Organizational Development. The Presenter shall go over these guidelines in depth.

These documents have been circulated to staff and they should be aware of the procedure.

The BC Societies' Act Summary

Record Retention:

The Societies Act is very specific about how Society documents shall be circulated to the membership. These documents include, but are not limited to, meeting minutes and financial records. So, by default the membership would have access to all documentation (but we have staff, HR stuff, and legal stuff, so that's not great), but we can limit access via bylaw and regulation.

Special resolutions:

The voter threshold for special resolutions is 66% +1, which is two-thirds ($\frac{2}{3}$) majority. (So it's not the SFSS being pedantic, take it up with the Societies Act). We can establish a higher threshold in our bylaws – which we have yet to do.

Director Stipends:

Directors may receive a stipend, but only if it is in the bylaws of the Society.

Electronic Voting:

Societies may use electronic voting and email voting, but only if the bylaws of the Organization allow for it. Our bylaws don't and I already outlined that we tried to, but the AGM shenanigans happened instead.

To read the full BC Societies Act, follow this [link](#).

SFU Policies

Find the SFU Policies [here](#). Please familiarise yourself with them.

- GP 1 Acting Administrators in Cases of Absence
- GP 2 Political Leave
- GP 3 Donations
- GP 4 Unscheduled Cancellations of Classes
- GP 5 Strike Policy
- GP 8 Delegation of Authority
- GP 9 Relocation Expenses
- GP 10 Special Fees
- GP 14 Visiting Film Companies
- GP 16 Control of Smoking and Other Tobacco and Cannabis Use on Campus
- GP 17 University Health and Safety
- GP 18 Human Rights Policy
- GP 19 Employment Equity
- GP 20 Endowment Management Policy
- GP 22 Fire Safety
- GP 23 University Policy on International Activities
- GP 24 Fair Use of Information and Communications Technology
- GP 25 Response to Violence and Threatening Behaviour
- GP 26 Accessibility for Students for Disabilities
- GP 28 University Trade-Marks: Registration and Licensing for Commercial Uses
- GP 29 Search Committees for Vice-Presidents
- GP 30 Interpretation Policy
- GP 31 Emergency Management
- GP 32 Environmental Management Policy
- GP 33 Animal/Pet Policy
- GP 35 Named Recognition of Buildings, Academic Endowments and Academic Units Policy
- GP 36 Use of University Space Policy
- GP 37 Conflict of Interest and Conflict of Commitment
- GP 38 Sustainability
- GP 39 Working Alone or in Isolation
- GP 40 Disability Accommodation in the Workplace
- GP 41 Protected Disclosure of Wrongdoing
- GP 42 Enterprise Risk Management
- GP 43 University Energy Utilisation
- GP 44 Sexual Violence and Misconduct Prevention, Education and Support
- GP 45 Trade Control Policy
- GP 46 Classroom and Course Scheduling Policy
- GP 47 Bullying and Harassment Policy

SFU Services and Referrals

- Sexual Violence Support and Prevention Office (SVSPO)
- Health and Counselling

- Office of Student Support, Rights & Responsibilities
- Ombudsperson
- Centre for Accessible Learning

Summary

The SFSS is primarily governed by the membership. However, Council holds the majority of the decision making authority between members' meetings and referendums. Executives oversee operational aspects of the Society, but they answer to Council and the membership.

The SFSS has over forty (40) Board of Directors, all of which receive a stipend in accordance with a living wage model. The SFSS is beholden to the BC Societies Act and the University Act. It is crucial that the SFSS policies and bylaws do not conflict with vital SFU policies like GP-44 and 47.

Evaluation

A short evaluation will be made available to all participating staff members. They will have an hour to complete it. The results received will be anonymous and do not affect any aspect of employment. It is purely to ensure we get feedback from staff as to what was retained, and we can improve the training down the line.