



SFSS Finance  
Policies

SFU Student Society

---

**simon fraser**

**student society**

# TABLE OF CONTENTS

**Introduction** .....3

**Policies** .....4

FP-1: Student Society Fees ..... 5

FP-2 Payment of Student Society Fees by Non-Student Members ..... 10

FP-3: Reimbursement of Student Society Fees..... 12

FP-4: Society Budget..... 16

FP-5: Cheque Requisitions ..... 20

FP-6: Credit Card Purchases ..... 22

FP-7: Electronic Fund Transfers ..... 24

FP-8: Accessibility Fund ..... 26

FP-9: Space Expansion Fund ..... 28

FP-10: Health and Dental Plan Reserve Fund ..... 30

FP-11: Build SFU Fund..... 31

FP-12: Special Funding Request Policy ..... 32

# INTRODUCTION

# POLICIES



## FP-1: STUDENT SOCIETY FEES

<p><i>POLICY TYPE: FINANCE POLICIES</i></p> <p><i>POLICY TITLE: STUDENT SOCIETY FEES</i></p> <p><i>POLICY REFERENCE NUMBER: FP-1</i></p>		
<p>Adopted: June 12, 2020</p> <p>Revised: January, 2024</p> <p>Next Scheduled Revision: June, 2024</p>		
Position	Signature	Date
President		

### Policy

1.1 The establishment and collection of Student Society Fees is conducted in a manner consistent with the Requirements contained in the *University Act*, Section 27.1, and the Regulations of the Act.

### Definitions

1.2 “Capital Fee” means a Student Society Fee collected for capital expenditures.

1.3 “Prescribed Fee” means a Student Society Fee collected from all students registered in undergraduate courses at SFU, including non-members of the Society.

1.4 "Program or Service Fee" is a prescribed Student Society Fee or a Student Society Fee for a prescribed program or service, which may include:

- (a) the operating expenditures of a student society,
- (b) support by a student society for students, student activities, or student organizations,
- (c) support by a student society for individuals other than students, non-student activities, or non-student organizations,
- (d) financial assistance from a student society to individuals or organizations,
- (e) cultural, educational, political, recreational and social activities and events,
- (f) health care benefit plans,

- (g) dental care benefit plans,
- (h) transportation programs,
- (i) advocacy activities,
- (j) the provision of goods, and
- (h) the provision of services.

1.5 “Part-Time Student” means an undergraduate student at Simon Fraser University taking three (3) or fewer course hours per semester.

1.6 “Full-Time Student” means an undergraduate student at Simon Fraser University other than a Part-Time Student.

1.7 “Student Society Fee” is a fee collected by the University on behalf of the Society as provided for in *University Act*, Section 27.1.

1.8 Schedule – 2023-2024

(a) The following table provides a list of the Student Society Fees to be collected each semester on its behalf by Simon Fraser University for the 2023-2024 academic year.

Student Society Fee Name	Fee Type	Fee Category	Full-Time Student Fee	Part-Time Student Fee	Note
Simon Fraser Student Society Membership Fee	Prescribed Fee	Program or Service Fee	\$ 42.74	\$ 21.38	
Student Society Building Fund/Capital Levy	Prescribed Fee	Capital Fee	\$ 5.00	\$ 2.50	
SFSS Food Bank Program	Prescribed Fee	Program or Service Fee	\$ 0.25	\$ 0.13	
Build SFU Levy (Effective until December 31, 2018)	Prescribed Fee	Capital Fee	\$ 50.00	\$ 25.00	1
Build SFU Levy (Effective as of January 1, 2019)	Prescribed Fee	Capital Fee	\$ 60.00	\$30.00	1
Simon Fraser Public Interest Research Group	Prescribed Fee	Program or Service Fee	\$ 3.00	\$ 1.50	
Peak Publication Society	Prescribed Fee	Program or Service Fee	\$ 4.90	\$ 2.45	
CJSF – Campus Community Radio Society	Prescribed Fee	Program or Service Fee	\$ 3.75	\$ 1.88	
Student Refugee – WUSC	Prescribed Fee	Program or Service Fee	\$ 2.50	\$ 1.25	
First Nations Student Association	Prescribed Fee	Program or Service Fee	\$ 0.75	\$ 0.38	

Universal Transit Pass	Prescribed Fee	Program or Service Fee	\$ 164.00	\$ 164.00	
Accessibility Fund	Prescribed Fee	Program or Service Fee	\$ 0.75	\$ 0.38	
Embark Sustainability Society	Prescribed Fee	Program or Service Fee	\$ 3.50	\$ 1.75	
SOCA Black Student Support Fund	Prescribed Fee	Program or Service Fee	\$ 1.00	\$ 0.50	
DNA Disability and Neurodivergent Student Support Fund	Prescribed Fee	Program or Service Fee	\$ 1.00	\$ 0.50	

(b) The following table provides a list of the Student Society Fees to be collected once per calendar year on its behalf by Simon Fraser University for the 2023-2024 academic year:

Student Society Fee Name	Fee Type	Fee Category	Full-Time Student Fee	Part-Time Student Fee	Note
Health Plan (for students beginning in Fall 2022)	Prescribed Fee	Program or Service Fee	\$ 90.49	\$ 90.49	2
Dental Plan (for students beginning in Fall 2022)	Prescribed Fee	Program or Service Fee	\$ 176.59	\$ 176.59	2
Health Plan (for students beginning in Spring 2023)	Prescribed Fee	Program or Service Fee	\$ 60.33	\$ 60.33	2
Dental Plan (for students beginning in Spring 2023)	Prescribed Fee	Program or Service Fee	\$ 117.73	\$ 117.73	2
Health Plan (for students beginning in Summer 2023)	Prescribed Fee	Program or Service Fee	See Note	See Note	2
Dental Plan (for students beginning in Summer 2023)	Prescribed Fee	Program or Service Fee	See Note	See Note	2

## Notes

1.9 Note 1: Build SFU Levy approved via student referendum in March 2012 as follows:

- (a) Effective January 1, 2018: \$50.00 for full time and \$25.00 for part time.
- (b) The levy will increase by \$10.00 for full time and \$5.00 for part time on January 1 of each following year until 2022, at which point it will be capped and adjusted annually for inflation according to the Canadian Consumer Price Index (CPI).

1.10 Note 2: Undergraduate Student Health and Dental Plan

- (a) Students will only be assessed Health Plan and Dental Plan fees once per calendar year according to the first term attended.
- (b) Students beginning in Summer term may enroll themselves during the term's Change-of-Coverage Period through the health plan provider.

1.11 Note 3: Students will only be assessed Health Plan and Dental Plan fees once per calendar year according to the first term attended. Students beginning in Summer term may enroll themselves during the term's Change-of-Coverage Period through the health plan provider.

**Exemptions**

1.12 Canadian citizens and permanent residents aged 60 years of age or more are exempt from all Student Society Fees.

1.13 Visiting students enrolled in the Foreign Exchange Program (FEP), who pay their fees through their home institution are exempt from all Student Society Fees.

1.14 The following undergraduate segments are not charged the Health and Dental Plan Student Society Fees unless they register themselves directly with the "I Have A Plan" Administration Office:

- (a) students beginning their academic year in May.
- (b) students registered exclusively in Distance Education or programs based outside the Lower Mainland,
- (c) students enrolled in the Professional Development Program (PDP) who were registered as off-campus are not automatically covered,
- (d) students enrolled in the Concurrent Studies program

1.15 The following undergraduate segments are not eligible for the Health and Dental Plan, and are not charged the Health and Dental Student Society Fees:

- (a) students registered in Continuing Education,
- (b) student registered in non-credit programs,
- (c) students studying on exchange or Co-op who are paying fees to their home institution, and
- (d) auditing students.
- (e) students enrolled in the Concurrent Studies program

1.16 Students only enrolled in auditing courses



(a) notwithstanding the above, students through SFU's Inclusive Post-Secondary Education partnership with STEPS Forward students will be charged Student Society Fees"

**Process**

1.17 Each year, on April 1, the Finance Department will submit to the University Council of Governors, care of Student Financial Director:

(a) an annual notice listing the Student Society Fees to be collected from members of the Society and non-members who are taking undergraduate courses at the University,

(b) a note stating that the requirement to make available to its members annual audited financial statements and a report on those financial statements by an auditor who meets the requirements of section 112 of the Societies Act has been met, and

(c) a note stating any changes to the listed Student Society Fees since the last notice.

1.18 Each semester, the University will submit a student count and Student Society Fees break down chart to the Society.

1.19 As the Society receives fees from the University they shall be apportioned among the Society and affiliate organizations for which fees are collected.

1.20 The Finance and Administrative Services Committee shall review a report from the University once a semester that indicates:

(a) the total value of the Student Activity Fee that was collected, and

(b) the number of students, broken down by category and by part- and full-time status who are exempt from paying the Student Activity Fee or who are only charged half the fee and this document will automatically reflected on the end of that review.



## FP-2 PAYMENT OF STUDENT SOCIETY FEES BY NON-STUDENT MEMBERS

<i>POLICY TYPE: FINANCE POLICIES</i>		
<i>POLICY TITLE: PAYMENT OF STUDENT SOCIETY FEES BY NON-STUDENT MEMBERS</i>		
<i>POLICY REFERENCE NUMBER: FP-2</i>		
<i>Adopted: June 12, 2020</i>		
<i>Revised: June, 2021</i>		
<i>Next Scheduled Revision: June, 2024</i>		
Position	Signature	Date
President		

### Policy

2.1 In order to maintain their good standing, a member not currently registered in any undergraduate courses at SFU must pay their SFSS Membership Fee.

### Standards

2.2 A person who is not registered in an undergraduate course at SFU in the current semester is a member if, and only if, they were registered in an undergraduate course in the semester immediately preceding the current semester.

2.3 Only a member not registered in an undergraduate course at SFU may pay their SFSS Membership Fees to the Society directly.

2.4 Payment of the SFSS Membership Fees by members not currently registered in an undergraduate course only ensures their good standing. It is not a sufficient condition to affect their status as members or their status as active members.

### Supports

- Executive Officers
- Council
- Members

### Process

2.5 Where a person wishes to pay the SFSS Membership Fee to the Society directly, they will:

- (a) present themselves to the Policy, Research, Community Affairs Coordinator (PRCAC) to determine their status as members,
- (b) where the person is deemed to be a member, the PRCAC will complete and sign a Confirmation of Member Status Form, and provide that form to the General Office for processing, and
- (c) upon receiving the Confirmation of Member Status Form, the General Office will:
  - (i) receive payment for the Part-Time SFSS Membership Fee, the value of which is listed in FP-1: Student Society Fees,
  - (ii) indicate on the receipt the date, time, and that the payment was received for the Part-Time SFSS Membership Fee,
  - (iii) the staff processing the payment will write their name and sign the receipt, make a copy of the Confirmation of Member Status Form and receipt for the member, and
  - (iv) provide the original copies of the Confirmation of Member Status Form and receipt to the PRCAC for filing.



## FP-3: REIMBURSEMENT OF STUDENT SOCIETY FEES

<p><i>POLICY TYPE: FINANCE POLICIES</i></p> <p><i>POLICY TITLE: REIMBURSEMENT OF STUDENT SOCIETY FEES</i></p> <p><i>POLICY REFERENCE NUMBER: FP-3</i></p>		
<p>Adopted: June 12, 2020</p> <p>Revised: June, 2021</p> <p>Next Scheduled Revision: June, 2024</p>		
Position	Signature	Date
President		

### Policy

3.1 The collection and reimbursement of Student Society Fees is a process administered by Simon Fraser University on behalf of, and in a manner consistent with, the requirements of the *University Act*.

3.2 Only in exceptional circumstances will the Society reimburse and/or advocate for the reimbursement of Student Society Fees.

### Standards

3.3 The SFSS does not administer the reimbursement process or reimbursement standards for the following Student Society Fees that are remitted to affiliate organizations:

- (a) Simon Fraser Public Interest Research Group
- (b) Embark Sustainability Society
- (c) CJSF - Campus Community Radio Society
- (d) Peak Publication Society

3.4 The SFSS does not administer the reimbursement process or standards for the following Student Society Fees remitted to externally administered programs and services:

- (a) Student Refugee - WUSC (SFU)
- (b) Health Plan (Student Care)

- (c) Dental Plan (Student Care)
- (d) Universal Transit Pass (TransLink)

3.5 The SFSS may administer a reimbursement process and standards for the following Student Society Fees in specific and exceptional circumstances:

- (a) SFSS Membership Fee
- (b) SFSS Food Bank Program
- (c) Accessibility Fund
- (d) First Nations Student Association
- (e) Build SFU Levy
- (f) Student Society Building Fund / Capital Levy
- (g) SFU Students of Caribbean and African Ancestry (SOCA)
- (h) The SFU Disability and Neurodiversity Alliance (DNA)

3.6 Members are only eligible to the SFSS administered reimbursement process under the following exceptional circumstances:

- (a) the member has provided all documentation requested by Society staff to them to verify their eligibility,
- (b) the member has provided Society staff with explicit, written consent to receive from the University any and all information necessary to the verification of the reimbursement application,
- (c) the member has provided Society staff with explicit, written consent to advocate on their behalf for the reimbursement of all their fees paid at the time of registration to the University,
- (d) all University fees, such as tuition, have been reimbursed by the University,
- (e) Student Society Fees have not been reimbursed by the University,
- (f) the member is no longer registered in any undergraduate courses for the semester in question, and

- (g) the member has submitted the request for reimbursement prior to the end of the semester for which reimbursement is sought.

### **Supports**

- Members

### **Process**

3.7 Where a person seeks to access the SFSS administered reimbursement process, they will:

- (a) present themselves or be directed to the Policy, Research, Community Affairs Coordinator (PRCAC) to:
  - (i) determine their status as members,
  - (ii) complete and sign any requisite forms authorizing the Society to access the member's information from the University,
  - (iii) complete and sign any requisite forms authorizing the Society to advocate on behalf of the member to the University for the reimbursement of their Student Society Fees,
  - (iv) complete and sign a Reimbursement Request Form, and
  - (v) submit all relevant supporting documentation to their application.

3.8 The PRCAC will:

- (a) review all the relevant documents,
- (b) make requests for additional information from the University where necessary,
- (c) make copies and file all documents associated to the application,
- (d) submit copies of the documentation along with a recommendation to the Operations Organizer, and
- (e) provide the member with the contact information for accessing non-Society administered reimbursement processes.

3.9 The Operations Organizer will:

- (a) consult with the President where necessary,

- (b) make a determination regarding the reimbursement request,
- (c) make a recommendation to the President that they advocate on behalf of the member for the University administered reimbursement of the members' Student Society Fees,
- (d) submit copies of that determination to the PRCAC and Finance Coordinators, and
- (e) submit or delegate the submission of a cheque requisition for the reimbursement of the applicable Student Society Fees to the Finance Office.

3.10 The President will:

- (a) Where necessary, advocate to the University for the reimbursement of the members' Student Society Fees.

3.11 The Finance Coordinators will:

- (a) Process any reimbursements submitted by cheque requisition by the Operations Organizer.



## FP-4: SOCIETY BUDGET

<p><i>POLICY TYPE: FINANCE POLICIES</i></p> <p><i>POLICY TITLE: SOCIETY BUDGET</i></p> <p><i>POLICY REFERENCE NUMBER: FP-4</i></p>		
<p>Adopted: June 12, 2020</p> <p>Revised: June, 2021</p> <p>Next Scheduled Revision: June, 2024</p>		
Position	Signature	Date
President		

### Policy

4.1 The Executive Council shall, in consultation with Council and on the recommendation of the VP Finance, and the Finance and Administrative Services Committee, set an annual budget for the Society each spring semester preceding the commencement of the new fiscal year.

- (a) The Finance and Administrative Services Committee shall review the Society's annual budget six (6) months into each fiscal year, taking into account the actual revenues and expenditures to date, and make recommendations to the Council.
- (b) The Council shall ensure that the annual budget of the Society, to the best of its ability, reasonably and accurately reflects the projected levels of revenues and expenditures in all areas and departments of the Society for the new fiscal year in a consolidated and comprehensive manner.
- (c) The annual operating budget of the Society shall maintain six months worth of estimated annual operating expenditures in an internally restricted bank account.

4.2 Department and area coordinators and/or managers shall be responsible for monitoring their departments' or areas' budgets monthly and by semester.

- (a) Projected Expenditures for an event or campaign of the Society must not exceed the amount remaining in the relevant line item(s).

### Definitions

4.3 'Fiscal year' is defined as the year starting May 1<sup>st</sup> of any calendar year, and ending on April 30<sup>th</sup> of the next calendar year.



## **Standards**

4.4 The Society's Finance Office shall maintain and prepare monthly statements of revenues and expenditures for each internal department and area no later than the 15th day of the following month. Department and area coordinators and/or managers shall review and regularly monitor such statements.

## **Schedule**

4.5 November: Departmental, Council, and Council committee budget preparation.

4.6 January: Consolidation of departmental budgets, Executive Council, Council committee, submission of non-departmental budgetary items, and preparation of draft budget

4.7 January: Finance and Administrative Services review and submission of 1st draft budget to the Council and Council for comment and then make revisions based on those comments.

4.8 February: Finance and Administrative Services review and send a 2nd draft budget to be posted to membership on the Society website, a printed copy at the Executive Council offices, and circulate on social media or other methods of sharing the info deemed appropriate, for comment and then makes revisions based on those comments.

4.9 March: Finance and Administrative Services review and submission of 3rd draft budget to Council.

4.10 April: Council review and approval of annual budget.

## **Process**

### *Departmental budget preparation*

4.11 Every November, departmental coordinators shall:

- (a) review departmental budget accounts to ensure their areas of responsibility fit reasonably within those categories,
- (b) review their year-to-date departmental budgets to assess whether budgetary allocations are adequate to existing and ongoing programs, noting any trends in the increased or decreased use of those programs,
- (c) determine any new programs or projects projected for the coming fiscal year and develop a proposed annual budget for any such new project or program,
- (d) determine any needs for new or renewed equipment, and
- (e) submit a draft budget to the VP Finance and Finance Coordinators by December 1<sup>st</sup>.

*Departmental budget review*

4.12 During the first two weeks of every January, the VP Finance shall:

- (a) consolidate all draft budgets submissions,
- (b) review each and consult with their authoring departmental coordinators where necessary,
- (c) supply draft budget allocation for non-departmental accounts,
- (d) develop a brief summary of any notable changes or additions to the budget, and
- (d) submit a consolidated draft to the Finance Coordinators for preparation.

*Submission of draft budget to the Finance and Administrative Services Committee*

4.13 The Finance Department shall:

- (a) review the information submitted to it alongside the VP Finance, providing recommendations where necessary,
- (b) develop a consolidated draft Society budget, and
- (c) submit that draft to the *Finance and Administrative Services Committee*.

4.14 The Finance and Administrative Services Committee shall:

- (a) review the draft budget, directing any questions to the Finance Coordinators, department coordinators and other Council committee chairs,
- (b) request any changes to the budget, and
- (c) submit the 1st draft budget and make a presentation to the Council as well as the Council for comment then revise the budget based on those comments, and
- (d) submit a 2nd draft budget to the membership via the society website, social media, and other means of communication, for comment, and
- (e) submit a final draft budget and make a presentation to the Council

*Submission of draft budget to the Council*

4.15 The Finance and Audit Committee will submit and present a draft Society budget to the Council for review.

4.16 The Council shall:

- (a) review the draft budget directing any questions to the Finance and Administrative Services Committee, as well as the VP Finance,
- (b) request any final principled changes to the budget where required, and
- (c) approve the final draft of the annual budget.



## FP-5: CHEQUE REQUISITIONS

<i>POLICY TYPE: FINANCE POLICIES</i>		
<i>POLICY TITLE: CHEQUE REQUISITIONS</i>		
<i>POLICY REFERENCE NUMBER: FP-5</i>		
<i>Adopted: June 12, 2020</i>		
<i>Revised: Nov, 2023</i>		
<i>Next Scheduled Revision: June, 2024</i>		
Position	Signature	Date
President		

### Policy

5.1 All Society expenses shall be administered by the Finance Department according to the cheque requisition process.

### Definitions

5.2 The terms 'Cheque Requisition' means the formal manner of requesting the processing of a payment by the Society.

### Supports

- Executive Officers
- Council
- Staff
- Members

### Standards

5.3 A cheque requisition, submitted along with all required supporting documentation satisfactory to the Society's auditor, must be supplied to the Finance Office before the Finance Office issues any payment.

- (a) Expense claims must be supported by an original invoice/receipt on company letterhead itemizing the purchase.

5.4 Check requisitions submitted to the Finance Office for processing must be signed by:

- (a) the VP Finance, where submitted by the Council or a Council committee,

(b) a coordinator of the departmental budget area, where submitted by staff and where the value of the requisition is below \$1,500, or

(c) a coordinator of the departmental budget area and the Administrative Services Liaison where submitted by staff and where the value of the requisition \$1,500 or more.

5.5 Budgeted check requisition must be approved by two signing authorities.

(a) Where the payment is less than \$1500-3000, the payment may be approved by any two signing officers.

(b) Where the payment is equal to or greater than \$20,000, may payment must be approved by two signing officers, one of which must be a director of the Society.

#### **Process**

5.6 The Finance Department will:

(a) ensure that any cheque requisition is completed correctly, and includes all required supporting documentation,

(b) process the check requisition, and

(c) return any incomplete or incorrect cheque requisitions to their authors, noting any errors that need to be corrected for processing.



## FP-6: CREDIT CARD PURCHASES

<i>POLICY TYPE: FINANCE POLICIES</i>		
<i>POLICY TITLE: PAYMENT OF STUDENT SOCIETY FEES BY NON-STUDENT MEMBERS</i>		
<i>POLICY REFERENCE NUMBER: FP-6</i>		
<i>Adopted: June 12, 2020</i>		
<i>Revised: Nov, 2023</i>		
<i>Next Scheduled Revision: June, 2024</i>		
Position	Signature	Date
President		

### Policy

6.1 Only those jointly authorized by the President and Administrative Services Department liaison will be permitted to carry corporate credit cards in their name.

### Supports

- Executive Officers
- Staff

### Approval Thresholds

6.2 Departmental expenses less than \$1,500 will be authorized or not by departmental coordinators.

6.3 Departmental expenses between \$1,500 and \$5,000 will be authorized or not by the Administrative Services Department liaison

6.4 Departmental expenses over \$5,000 will be authorized or not by the Executive Council.

### Standards

6.5 Anyone in whose name a corporate credit card has been issued is responsible for all charges on that credit card.

### Process

6.7 Anyone wishing to make a credit card purchase will:

- (a) complete a Cheque Requisition Form detailing:
  - (i) the expense,

- (ii) a description and price listing for the item,
- (iii) a link to the online ordering page where applicable, and
- (iv) any required records of decisions necessary to demonstrating that the expense has been duly approved,

(b) present that Cheque Requisition Form and attached information to the Finance Department for review,

6.8 The Financial Department will process requests for credit card purchases on a weekly basis.



## FP-7: ELECTRONIC FUND TRANSFERS

<i>POLICY TYPE: FINANCE POLICIES</i>		
<i>POLICY TITLE: ELECTRONIC FUND TRANSFERS</i>		
<i>POLICY REFERENCE NUMBER: FP-7</i>		
<i>Adopted: June 12, 2020</i>		
<i>Revised: Nov, 2023</i>		
<i>Next Scheduled Revision: June, 2024</i>		
Position	Signature	Date
President		

### Policy

7.1 An Electronic Fund Transfer (EFT) is a mode of payment administered by the Finance Department.

### Supports

- Executive Officers
- Council
- Staff

### Standards

7.2 EFTs may only be used for the following payments:

- (a) Society payroll,
- (b) Build SFU disbursements,
- (c) RRSP contributions,
- (d) government remittances, and
- (e) business to business payments.

7.3 Unbudgeted payments by EFT must be approved by the Council.

7.4 Budgeted payments by EFT must be approved by two signing authorities.



- (a) Where the payment is less than \$20,000, the payment may be approved by any two signing officers.
- (b) Where the payment is equal to or greater than \$20,000, payment must be approved by two signing officers, one of which must be a director of the Society.

**Process**

7.5 Financial Coordinators are responsible for the processing of EFTs in a manner consistent with these standards.



## FP-8: ACCESSIBILITY FUND

<i>POLICY TYPE: FINANCE POLICIES</i>		
<i>POLICY TITLE: ACCESSIBILITY FUND</i>		
<i>POLICY REFERENCE NUMBER: FP-8</i>		
Adopted: June 12, 2020 Revised: Nov, 2023 Next Scheduled Revision: June, 2024		
Position	Signature	Date
President		

### Policy

8.1 The Accessibility Fund is established to help the Society increase the accessibility of, and remove barriers to, Student Society or other campus related activities for students with disabilities.

- (a) The VP Student Services shall be responsible for ensuring that the fund is meeting the needs of students with disabilities to the greatest extent.

### Definitions

8.2 “Activities” shall include, but not be limited to:

- (a) Simon Fraser Student Society elections
- (b) the production and distribution of printed materials
- (c) student union meetings and events
- (d) club meetings and events
- (e) meetings of the society, and
- (f) events of the Society.

8.4 Furthermore, “Activities” may include events related to student life, where barriers exist that prevent them from participating.

**Process**

8.5 Proposals for accessing the Accessibility Fund are submitted in writing to the Chair of Accessibility Advisory Committee (AAC) using the Accessibility Fund Grant Request Form.

- (a) Departmental coordinators may submit a proposal to the Chair of AAC on behalf of student groups.

8.6 Proposals must include a budget and a link between the proposed budget and the purpose of the Accessibility Fund.

8.7 Where a proposal is accepted, the proponent must submit a report on the use of the funds and the impact on the membership of the SFSS.

- (a) A template will be provided to all proponents for required proposals and reports.

**Note:**

8.8 The Accessibility Fund was created in a referendum of the Society in 2005.



## FP-9: SPACE EXPANSION FUND

<i>POLICY TYPE: FINANCE POLICIES</i> <i>POLICY TITLE: SPACE EXPANSION FUND</i> <i>POLICY REFERENCE NUMBER: FP-9</i>		
Adopted: June 12, 2020 Revised: Nov, 2023 Next Scheduled Revision: June, 2024		
Position	Signature	Date
President		

### Policy

9.1 The Space Expansion Fund is established to provide for the support the future expansion, renovation, and ongoing maintenance of existing and future space for the students, student groups and student activities at SFU

(a) The Space Expansion Fund Levy came into effect in September of 1989 and was updated by referendum in Oct. 1989 and updated and expanded on by referendum in 2001 and 2010.

(b) The Space Expansion Fund Levy is non-refundable.

(c) The levy shall be collected within the same restrictions as the Student Activity Fee

9.2 The Space Expansion Fund's use is restricted to space that is solely used for students, student groups, or student activities at SFU, but is not restricted to Society-leased or Society-owned space. However, to ensure a space is solely for the benefit of students, student groups, or student activities the Society should seek to lease that space when appropriate.

### Process

9.3 Proposals for accessing the Space Expansion Fund are submitted in writing to the Chair of Council using the Grant Request Form.

(a) Departmental coordinators may submit a proposal to the Chair of Council on behalf of student groups

9.4 Proposals must include a budget and a link between the proposed budget and the purpose of the Space Expansion Fund.

9.5 Where a proposal is accepted, the proponent must submit a report on the use of the funds and the impact on the membership of the SFSS.

(a) A template will be provided to all proponents for required proposals and reports.

9.6 All funding must be used within the same fiscal year.

9.7 Purchases must be facilitated in collaboration with the Facilities Manager or designate.



## FP-10: HEALTH AND DENTAL PLAN RESERVE FUND

<i>POLICY TYPE: FINANCE POLICIES</i>		
<i>POLICY TITLE: HEALTH AND DENTAL PLAN RESERVE FUND</i>		
<i>POLICY REFERENCE NUMBER: FP-10</i>		
<i>Adopted: June 12, 2020</i>		
<i>Revised: Nov, 2023</i>		
<i>Next Scheduled Revision: June, 2024</i>		
Position	Signature	Date
President		

### **Policy**

10.1 The Health and Dental Plan Reserve Fund is established in order to ensure that the Society has the resources necessary should the cost of the Health and Dental Plan exceed the Student Society Fee established.

### **Standards**

10.2 The Society will work to maintain the fund at \$500,000.

### **Process**

10.3 Proposals for accessing the Health and Dental Plan Reserve Fund are submitted in writing to the Chair of the Council.



## FP-11: BUILD SFU FUND

<i>POLICY TYPE: FINANCE POLICIES</i>		
<i>POLICY TITLE: BUILD SFU FUND</i>		
<i>POLICY REFERENCE NUMBER: FP-11</i>		
<i>Adopted: June 12, 2020</i>		
<i>Revised: Nov, 2023</i>		
<i>Next Scheduled Revision: June, 2024</i>		
Position	Signature	Date
President		

### **Policy**

11.1 The Build SFU Fund is established for the construction, maintenance, and utility costs for the Student Union Building located on the Burnaby campus.

### **Process**

11.2 The Build SFU Fund is administered according to the Fund Management Agreement, dated January 1, 2014. Disbursements

11.3 The Build SFU Fund is comprised of the Student Society Fee - Build SFU Levy, which is held in trust by Simon Fraser University in the Build SFU Account.

11.4 The fund is collected each semester by the University and deposited directly into the Build SFU Account, excepting up to six percent (6%) of the collected Student Society Fee that makes up the Fund, which is provided to SFU Financial Aid and Awards to be distributed to undergraduate students in financial need.

11.5 The disbursement of funds from the Build SFU Fund requires the signature of one authorized representative from the Society and one authorized representative from the University.



## FP-12: SPECIAL FUNDING REQUEST POLICY

<i>POLICY TYPE: FINANCE POLICIES</i> <i>POLICY TITLE: BUILD SFU FUND</i> <i>POLICY REFERENCE NUMBER: FP-12</i>		
Adopted: April 23, 2021 Next Scheduled Revision: June, 2024		
Position	Signature	Date
President		

### Purpose

The purpose of this policy is to provide a way for members or a group of members of the SFSS who are not part of a recognized SFSS club, student union, or constituency group to request funding for an event, project, or initiative that would involve and benefit the SFSS membership.

### Restrictions

All use of the funding must be in compliance with SFSS policies.

12.1 Special Funding Requests for advocacy-related events will be presented to the chair of the University and Academic Affairs Committee, or the External and Community Affairs committee.

12.2 This policy does not apply to funding requests from working groups of the University and Academic Affairs Committee, or the External and Community Affairs committee.

12.3 Donations from the University and Academic Affairs Committee, or the External and Community Affairs committee shall be limited to a maximum of \$200.

12.4 All other requests for special event funding will be presented to the chair of the Finance and Administrative Services Committee for a recommendation to Council. The Finance and Administrative Services Committee shall advise and recommend to Council the appropriate line item for the special funding request, including the unrestricted surplus.

12.5 All requests for constituency groups, department student unions or faculty student unions grant funding must be made through the Student Union Department

12.6 All requests for clubs grant funding must be made through the Clubs Department.



12.7 Total projected expenditures for the funding request must not exceed the amount remaining in the relevant line item(s).

12.8 A representative of the applicant(s) must be available to attend all relevant meetings.

12.9 Groups may seek funding from only one of the following:

- (a) Council,
- (b) A Council Committee,
- (c) Out on Campus, or
- (d) The Women's Centre, or
- (e) Constituency Groups

12.10 If a club and Student Union or Constituency Group are collaborating and transferring funds internally, the Member Services Coordinator - Student Union & Groups will need to receive statements of deposit and/or meeting minutes.

12.11 This policy does not impede Council or Committee from working with student groups on an event, initiative or campaign on an event as collaborating partners.