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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>		
<i>Adopted: April 23, 2021</i> <i>Next Scheduled Revision: April 2026</i> <i>Previous Revisions: April 2022</i>		
Position	Signature	Date
President		

Policy

11 The Food Bank makes a \$75 voucher available to any member experiencing food insecurity, once per semester. This process is supervised by the Member Service Coordinators - Clubs.

Standards

12 Vouchers are redeemable at either Nesters (Woodwards or SFU Burnaby location) or T&T (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.

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 and student identification card.

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.

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) primary campus of the requestor in order to determine the redeemable location of the voucher, as determined by the requestor,
 - (e) whether the requestor has previously used the service, as reported by the requestor,
 - (f) any other resources used to ensure the requestor's food security needs, as reported by the requestor, and/or
 - (g) 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 Within two weeks of receiving a request, (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.



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 2026</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 Member Services Advisory Committee and Council upon recommendation of Member Services Coordinators 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 in good standing.

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

- (a) This requirement does not apply to Clubs formed before February 14st, 2024.

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, Clubs Terms of Reference 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 and/or external bank accounts

- (a) Monthly financial statements from a club's external bank account must be submitted to the Member Services Club Coordinators upon request.

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, Operations Organizer/VP Finance and Services, or the Council as follows.

- (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 - Clubs, 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; 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 have a Member Services Coordinators - Clubs as a signing authority of the external bank account.

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 \$50 or less, 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 balance 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>		
<i>Adopted: April 23, 2021</i> <i>Next Scheduled Revision: April 2026</i> <i>Previous Revisions: April 2022</i>		
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 (SOCA), the Disability and Neurodiversity Alliance (DNA), 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 20% 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 20% 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 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.

(d) 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.

(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.

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 of the Constituency Group.

Letter of Agreement

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

- (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 Letters of Agreement currently signed with Constituency Groups.

Allocated Space

3.4.2 If a letter of 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.

- i) Constituency Groups serve as the decision-making bodies that guide the types of services, resources, and advocacy support within their respective Centre/Office
- ii) Constituency Groups or their 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

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:

- (a) 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.
 - i) Hired support staff may be assigned signing authority, subject to the approval from the Constituency Group representatives for the disbursement of funds from the dedicated levy.
 - ii) Hired staff support, working jointly with the representative designated by the constituency group, shall ensure that regular requests to the SFSS Finance Department and subsequent

- (b) Changes to the levy collected and the use thereof can only be approved through an SFSS member referendum.
 - (c) Though not necessary (as the dedicated levy exists and may cover the full costs of the Centre'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 Centre'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.
 - i) The Constituency Groups' staff support shall be the signing authority assisting with managing the Constituency Group's 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.
 - ii) If there is no dedicated levy established by referenda for the Constituency Group
 - iii) SFSS shall cover the full cost of the Centre programming and activities from the SFSS Operating fund.
 - (d) 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 campaigns, activities and programming of the Constituency Group.
 - (e) Regardless of the existence of a dedicated fee levy, the Constituency Group shall also have 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.
 - (f) If the Constituency Group has an external bank account
 - i) Hired Constituency Group staff may additionally be delegated signing authority upon approval from the Constituency Group to assist in the disbursement of funds. In the absence of Constituency Group staff, Student Union staff will be delegated.
- 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.
 - (c) Minimum number of executives correlating with the specific Constituency Group’s constitutions
 - (d) and, any other requirements as outlined in each Constituency Group’s constitutions
- 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 \$675 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, however, 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

3.15 The Council may approve grant requests over \$5,000.00. The decision made at the Council for grants over \$5,000 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.

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

3.18 Should a Constituency Group allocate funds for an Affiliate Sub-Association (a Club) based on existing LOA with that Club, a Memorandum of Understanding must be signed by all parties that explains the purpose of the funds and eliminates chances of misuse of funds or power.

3.19 While a Constituency Group can have LOA with Affiliate Sub-Associations (Clubs) they cannot use coercion and/or authoritative power to dictate or advise on matters of Club operations, funds usage, collaborations or contributions.



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 2026</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.

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



MSGP-6: POLICY VIOLENCE, BULLYING, HARASSMENT PREVENTION AND RESPONSE POLICY

<i>POLICY TYPE: MEMBER SERVICE & GROUPS POLICY</i>		
<i>POLICY TITLE: VIOLENCE, BULLYING, HARASSMENT PREVENTION AND RESPONSE POLICY</i>		
<i>REFERENCE NUMBER: MSGP-6</i>		
<i>Adopted: March 13, 2025</i> <i>Next Scheduled Revision: April 2026</i> <i>Previous Revisions:</i>		
Position	Signature	Date
President		

Purpose

- 6.1 The SFSS is committed to providing a safer, healthy, and supportive environment by treating its members and staff with respect.
- 6.2 The SFSS will not tolerate any form of violence, harassment, or abuse directed towards members of the SFSS staff, SFSS Executives, and/or the general membership.
- 6.3 This includes any inappropriate conduct or comments made towards the SFSS staff or the SFSS Executives and Council.
- 6.4 Club actions must coincide with By-Law 21: Prohibition on Discrimination, and all SFSS policies and any other regulations or decisions by the SFSS Executives and Council.

Definitions

- 6.5 Violence is defined as the intentional use of physical force or power, threatened or actual, against oneself, another person, or a group or community, that results in or has a high likelihood of resulting in injury, death, psychological harm, maldevelopment, or deprivation. It can also refer to the use of coercion, intimidation, or abuse of power to control or harm others. Violence can take many forms, including physical, emotional, sexual, economic, or cultural.
- 6.6 Bullying is defined as intentional (and typically repeated) behavior that is designed to harm, intimidate, or control someone who is perceived as weaker or more vulnerable. It can take many forms, including physical, verbal, emotional, and social, and can occur in various settings, such as schools, workplaces, online platforms, and communities. The behavior is typically characterized by an imbalance of power, with the bully using their strength, popularity, or influence to assert their dominance over the victim.

6.7 Harassment is defined as comments or conduct which a person knows or ought to know is unwelcome and creates an intimidating or hostile environment. Violence and harassment can occur through many different channels, including but not limited to: verbal, physical, electronic and digital communications, including personal or club associated accounts for instance through email, social media, discord etc

- (a) Violence and Harassment may or may not involve physical contact. It includes but is not limited to: physical violence, sexual violence and misconduct, gender-based violence, racism, homophobia, transphobia, ableism, any form of bullying and harassment that is covered under “the grounds of discrimination” prohibited by the BC Human Rights Code including age, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, gender identity, gender expression, and sexual orientation.
- (b) Examples of online harassment and sexual violence include but are not limited to vulgar language, stalking, nudity, and unwanted messages the sender knew or ought to have known were unwanted.

6.8 Defamation refers to significantly harming another person’s reputation by making a false written or oral statement about that person to a third party. This goes beyond gossip to the point of intentionally causing harm.

- (a) Libel is defamation with a permanent record, such as an email, a radio or TV broadcast, a newspaper, a website posting, social media post etc. whereas,
- (b) Slander is defamation with no permanent or semi-permanent record, such as a spoken statement or even a hand gesture.

6.9 Embarrassment, hazing, or ridicule: The SFSS will not tolerate any intentional action(s) taken or situation(s) created to produce mental, emotional, or physical discomfort, which includes but is not limited to embarrassment, hazing, harassment, or ridicule.

- (a) Such activities may include but are not limited to the following: initiation rites, hazing, forceful use of food, alcohol and/or drugs; creation of excessive fatigue; physical and psychological shocks; engaging in inappropriate public stunts and mischief; morally and/or sexually degrading or humiliating games and activities; any other activities which are against SFSS By-Laws, policies, other regulations or decisions made by the Executives or Council); any other activities which are against the SFU Policies, including and not limited to the Sexual Violence and Misconduct Prevention, Education and Support (GP 44).

Conduct Investigation

6.10 Formal complaints about Bullying and Harassment in SFSS Clubs, Student Unions or Groups, or Constituency Groups should be addressed to a Member Services Coordinator and the Student Advocacy Coordinator. From time to time, a Constituency Group Coordinator, Women's Centre Coordinator or Out on Campus Coordinator may also be involved as appropriate.

6.11 Following receipt of a complaint, the relevant staff members from above will thoroughly investigate the incident, review submitted evidence, seek out additional evidence where required, and only if deemed warranted, corrective action may be taken at the discretion of these SFSS staff (staff will refer to internal guideline).

6.12 As this process may need to take different forms depending on the specific circumstances, the steps and process must be determined by staff (in consultation with the Operations Organizer) in advance and communicated to all parties to ensure procedural fairness.

6.13 All complaints and investigations of bullying or harassment will be kept confidential to the extent possible. However, the SFSS may be required to share information with law enforcement or other appropriate authorities where required by law.

6.14 Wherever possible, the investigation process should be trauma informed, grounded in procedural fairness and leave space for restorative justice and reconciliation.

Appeal of Decision

6.15 If the complainant(s) or respondent(s) and/or the individual directly involved in the incident do not agree with the decision that is made, they will have the opportunity to submit their reasoning to the MSAC.

6.16 Requests for an appeal must be made in writing within 10 calendar days of the issued report by 11:59pm on the 10th day. The MSAC will review the appeal and submit their findings to the SFSS Executive Committee, which will then be reviewed during an in-camera session.

6.17 The judgment of the SFSS Executive, based on a majority vote, will be final with no further appeals.

SFU Policies and Procedures

6.18 When incidents and behaviours fall under SFU Policies, including but not limited to the Sexual Violence and Misconduct Prevention, Education and Support (GP 44), the appropriate responsible Office may be notified by SFSS Staff.

6.19 The Student Advocacy Coordinator will typically act as a liaison between the SFSS and the relevant SFU Office unless there is a more appropriate staff member to fill this role.

6.20 Where applicable, incidents will be handled according to any relevant MOUs between the SFSS and SFU, for example, see the MOU between the Sexual Violence Support and Prevention Office and the Simon Fraser Student Society regarding GP44.