

**1. CALL TO ORDER**

Call to Order – 4:42 pm

**2. TERRITORIAL ACKNOWLEDGMENT**

We respectfully acknowledge that the SFSS is located on the traditional, unceded territories of the Coast Salish peoples, including the x<sup>w</sup>məθk<sup>w</sup>əy̓əm (Musqueam), Sḵw̓xwú7mesh Úxwumixw (Squamish), Selílwitulh (Tsleil-Waututh), k<sup>w</sup>ik<sup>w</sup>əł̓əm (Kwkwetlem) and ǰícəy̓ (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 Council Composition Student Union Representatives**

Archeology Student Society (ASS) .....	Seniha Inceoz
Behavioral Neuroscience Student Society (BNSS) .....	Aarthi Srinivasan
Biology Student Union (BSU) .....	Nicolas Bonilla
Biomedical Physiology Kinesiology Student Union .....	Jovan Gnjatovic
Business Administration Student Society .....	Meha Sidhu
Chemistry Student Society .....	Xiaohan (Hana) Li
Cognitive Science Student Association.....	Bhuban Karim
Collective of Arts and Cultures Studies Students.....	Vacant
Computing Science Student Society .....	Mabel Ling
Criminology Student Association .....	Henry Do
Dance Student Union .....	Vacant
Data Science Student Society.....	Jennifer Hung
Earth Science Student Union.....	Eden Lien
Economics Student Society .....	Eduardo Souza
Education Student Association.....	Shivali Sisodraker
Engineering Science Student Society.....	Tony Kooliyath
English Student Union.....	Fatima Tu Zahara
Environmental Science Student Union.....	Grayson Barke
Faculty of Applied Science .....	Vacant
Faculty of Communications, Arts and Technology .....	Vacant
Film Student Union .....	Vacant
Fine and Performing Arts Student Union .....	Vacant

Gender, Sexuality, & Women’s Studies .....	Vacant
Geography Student Union .....	Jeffery Collinson
Global Asia Studies.....	Vacant
Health Science Undergraduate Student Union.....	Ishika Rathore
History Student Union.....	Emilio Da Silva
Humanities Student Union.....	Vacant
Indigenous Studies Student Union .....	Evan Accettola
Interactive Arts and Technology Student Union.....	Vacant
International Studies Student Association (ISSA) .....	Chloe Arneson
Labour Studies Student Union .....	Mamduh Almughrabi Linguistics
Student Union.....	Vacant
Mathematics Student Union .....	Vacant
Mechatronics System Engineering Student Society .....	Aiden Maymandy
MBB Student Union (Vice-Chair).....	Sam Killawee
Music Student Union .....	Vacant
Operations Research Student Union .....	Vacant
Philosophy Student Union .....	Nava Karimi
Physics Student Association .....	Vacant
Political Science Student Union.....	Aliyah Apolonio
Psychology Student Union .....	Vacant
Resource and Environmental Management.....	Amos Kang
Science Undergraduate Society (SUS) .....	Catherine Ho
Semester in Dialogue Student Union .....	Vacant
Society of Arts and Social Sciences (SASS).....	Rajdave Gill
Sociology and Anthropology Student Union (SASU).....	Andres Sosa
Software Systems Student Society .....	Tal Zaloilov
Statistics and Actuarial Science Student Association.....	Van Nguyen
Sustainable Energy Engineering Student Society .....	Andrew Nathan
Visual Arts Student Union .....	Vacant
World Languages and Literature Student Union .....	Richa Daiya

**Constituency Group Representatives**

Disability and Neurodiversity Alliance (DNA) .....	Den Arias Guillen
First Nations, Métis & Inuit Student Association.....	Chris Sanderson
International Student Advocates .....	Vacant
Out on Campus Collective (OOC) .....	Vacant

Students of Caribbean & African Ancestry (SOCA) .....Yaye Balde  
 Women Centre Collective .....Teagan McFarlane

**Affiliated Student Groups**

Residence Hall’s Association (RHA) ..... Emmanuel Adegboyega  
 Student Athlete Advisory Committee (SAAC) ..... Vacant  
 Teach Support Staff Union (TSSU) ..... Pranjali J Mann  
 Embark Sustainability..... Vacant  
 SFPIRG ..... Tuleen Awad

**SFSS Executive Committee**

President (Chair) ..... Liam Feng  
 Acting VP Internal and Organizational Development ..... Ashley Flett  
 VP Finance and Services ..... Jadvinder Bolina  
 VP University and Academic Affairs ..... Thomas Lueth  
 VP External and Community Affairs ..... Navleen Brar  
 VP Equity and Sustainability..... Priyanka Kaur Dhesa  
 VP Events and Student Affairs..... Ayooluwa Adigun

**3.2 Society Staff**

Facilities Manager ..... Vacant  
 Temporary Operations Organizer ..... Sindhu Dharmarajah  
 Policy, Research, Community Affairs Coordinator ..... Beaty Omboga  
 Administrative Assistant ..... Hope Alica

**3.3 Regrets**

VP Finance and Services ..... Jadvinder Bolina  
 History Student Union..... Emilio Da Silva  
 Behavioral Neuroscience Student Society (BNSS) ..... Aarthi Srinivasan  
 Cognitive Science Student Association ..... Bhuban Karim  
 Software Systems Student Society ..... Tal Zaloilov  
 Women Centre Collective ..... Teagan McFarlane  
 First Nations, Métis & Inuit Student Association ..... Chris Sanderson  
 Philosophy Student Union ..... Nava Karimi  
 SFPIRG ..... Tuleen Awad  
 Archeology Student Society (ASS) ..... Seniha Inceoz

President (Chair) ..... Liam Feng  
 Acting VP Internal and Organizational Development ..... Ashley Flett

**3.4 Guests**

SFSS Member..... Wesley Yiu

**3.5 Absents**

Chemistry Student Society ..... Xiaohan (Hana) Li  
 Earth Science Student Union..... Eden Lien  
 Sociology and Anthropology Student Union (SASU) ..... Andres Sosa  
 Disability and Neurodiversity Alliance (DNA) ..... Den Arias Guillen  
 Teach Support Staff Union (TSSU) ..... Pranjali J Mann  
 Economics Student Society ..... Eduardo Souza  
 International Studies Student Association (ISSA) ..... Chloe Arneson

**4. CONSENT AGENDA**

**4.1 CONSENT AGENDA**

Be it resolved to adopt the consent agenda by unanimous consent.

**CARRIED AS AMENDED**

**4.1.1. MATTERS ARISING FROM THE MINUTES – Council and Committee Minutes - MOTION COUNCIL 2024-03-27:01**

Be it resolved to receive and file the following Council and Committee minutes:

- Council 2024-02-28
- HRP 2024-01-15

**4.1.2. Ratification of Regrets- MOTION COUNCIL 2024-03-27:02**

Be it resolved to ratify regrets from History Student Union Councillor “Emilio Da Silva” and VP Finance and Services “Jadvinder Bolina” Behavioral Neuroscience Student Society Councillor “Aarthi Srinivasan” Cognitive Science Student Association Councillor “Bhuban Karim”, Software Systems Student Society “Tal Zaloilov”

Women Centre Collective, “Teagan McFarlane” First Nations, Métis & Inuit Student Association “Chris Sanderson” Philosophy Student Union Councillor “Nava Karimi”, SFPIRG “Tuleen Awad”, Archeology Student Society Councillor “Seniha Inceoz” President “Liam Feng” Acting VP Internal and Organizational

Development “Ashley Flett” for the Council March 27<sup>th</sup> meeting.

## 5. ADOPTION OF THE AGENDA

### 5.1 MOTION COUNCIL 2024-03-27:03

#### MBBSU Councillor / VP Equity

Be it resolved to adopt the agenda as presented.

#### CARRIED AS AMENDED

- The MBBSU Councillor opened the floor for all Councilors to submit lists and explained that a list is used to express what a councillor would like to say. A double asterisk is a direct response to someone else; however, councillors cannot respond directly to a direct response. If something goes wrong, a point of order will be made.
- Acting VP Internal thanked MBBSU for the excellent explanation of Roberts Rules and moved to amend the following motion to the Agenda, she had emailed it out before, if anyone has questions on it, they can ask when it comes as New Business Item, the motion is titled Changes to SO-19, Space Oversight Committee, MBBSU seconded this.
- VP UAA moved to add a New Business Item titled “Purchasing SFSS Merchandise, MBBSU Councillor seconded this.
- MBBSU mentioned another part of Roberts Rules, a point of information which can be used to explain information in extreme circumstances.
- VP UAA submitted a motion to nominate a new member to the Committee for 2024/2025.
- MBBSU Councilor responded that this Council term is ending soon on April 30<sup>th</sup>, and since this goes beyond the current Council year, he is not sure since he has not seen this before. Usually, the nomination onto the committee for the next Council term would need to be done by the next Council of 2024-2025
- VP UAA responded that this is because the council year is almost ending, so this person would not have to rejoin the committee in May.
- MBBSU Councillor thanked VP UAA for his explanation and added that since the current council committee comes to an end in two weeks, voting on the next Council committee would be the duty of the next Council, and it is not within the powers of this Council to do.
- MBBSU Councillor stated just as Acting VP Internal stated the motion was

out of order unless the date was changed so this motion would need to be changed.

- VP UAA shared they would amend the motion for the rest of the Council year and strike the last line.

## 6. NEW BUSINESS

### 6.1 Member Service & Group Policies Updates – MOTION COUNCIL 2024-03-27:04

**SUBMITTED BY:** MBBSU Councillor

**ATTACHMENTS:** SFSS Member Service and Group Policies 2024-03-13

**Criminology Student Association / Acting VP Internal and Organizational Development**

Whereas in February and March 2024, the Governance and Member Services Advisory Committees reviewed and suggested changes to the Society's Member Service & Group Policies outlined in the attachment.

Be it resolved that the SFSS adopt the changes to the Member Service and Group Policies outlined in the attachment "SFSS Member Service and Group Policies 2024-03-13".

#### **CARRIED UNANIMOUSLY**

- The MBBSU Councillor asked either the vice president of Events and Student Affairs or the Acting vice president of Internal to speak on the changes to the Member Services policies.
- The Acting VP Internal shared that it was nothing substantial and that the changes were mostly to reduce redundancy, drawing firm lines in terms of financial items. Most of these were recommended by staff who have been making these decisions and keeping the society running smoothly. These changes were outlined in an email about a week ago, so councillors had time to review specific details. She encourages councillors to review these documents if they have any other questions.
- MBBSU Councillor stated if there are no further comments on this motion, he will move to voting.

## **6.2 GSS and DNA Memorandum Of Understanding-MOTION COUNCIL 2024-03-27:05**

**SUBMITTED BY:** VP Equity and Sustainability

**ATTACHMENTS:** DNA-GSS MOU.pdf

### **Geography Student Union/ Indigenous Studies Student Union**

Whereas an agreement between the Graduate Student Society and Disability and Neurodiversity Alliance has been in the works to provide graduate students access to the centre;

Whereas GSS is providing funding to DNA in exchange for its service to graduate students;

Be it resolved that Council approve the signing of a new Memorandum of Understanding between DNA and GSS

### **CARRIED UNANIMOUSLY**

- MBBSU Councillor shared the MOU was shared last week, and he believes the VP Equity is only to respond by chat right now.
- Geography Councillor asked “what are specifics of the MOU?”
- Temporary Operations Organizer shared that the MOU was sent out to all councillors earlier. The main purpose was for the GSSU to provide funding to SFU DNA in exchange for its members accessing some of its spaces or services. Keeping in mind that DNA is a constituency group, this works with their levy funding. The MOU outlines the terms of funding, staff, and institutional relationships, as well as what to do when there is a disagreement. The term is intended to be for a period of one year, after which they will revisit to make any revisions to the agreement.
- MBBSU Councillor asked if there were any other lists.
- MBBSU Councilor read out the Geography Student Union Councilor response from the chat; “as long as the GSS pays its fair share, it seems okay. We probably shouldn’t be funding the GSS’ activities when they’re a different org.”
- MBBSU councillor declared there were no more lists, so he would move on to voting.



### 6.3 Purchasing SFSS Merchandise-MOTION COUNCIL 2024-03-27:06

**SUBMITTED BY:** VP UAA

**Criminology Student Association/ VP University and Academic Affairs**

Whereas the SFSS distributes merchandise to its members annually to increase engagement and brand awareness.

Whereas no merchandise was purchased for distribution this term.

Be it resolved to approve \$21,000 from line item 886/17 Promotions Material from the communications department to purchase SFSS merchandise.

#### **POSTPONED**

- Indigenous Studies Student Union Councilor stated he did not intend to be a downer as he thinks Merch is important. However, he is not sure how wise of a decision it would be to make merchandise worth \$21,000 when the logo is in the midst of being changed. He does not know how far that Merch would go, Another thing is Council have been giving students a hard time with grant application for events because of the budget and he is not sure whether it is appropriate to spend 21,000 on Merch when Council has been grilling students, he gave an example of he think the Diwali event received a hard time for \$7000. So he is wondering if prioritizing the budget more would be better, moving this from this line item to address the deficits to a place where it is needed more.
- Temporary Operations Organizers, shared that ISSU Councillor had brought up good points, she wanted to speak to the motion itself as it was something requested by the department because it is something they do every year and it is budgeted for, the budget for this year was \$25,000,. Although the logo change was discussed, nothing has come out of it so far, and if this is something that will be taken into account in the future years, then maybe it is not a worthwhile purchase, then yes. If Council feels that Merchandise will not be needed this year, then reallocating this funding can also happen. This was an annual recurring purchase that is brought to council; however, if councillors would rather not proceed with this purchase, then that is okay too.
- VP Equity responded that, to her knowledge, councillors do not want to go forward with a logo change. She is unsure if future Councillors would like to, especially because a logo change comes with a hefty price tag. Currently, the logo competition that the President brought forward would not have an



impact on society and is only a student engagement piece to increase involvement. In terms of merchandise, she agrees with reallocating funding to more student events. If the full \$21,000 purchase is not made, then she would like to see at least a smaller amount put towards merchandise. This year, during club day, there was not very much merchandise to give out and engage students, but maybe they can look at the number of units being ordered.

- MBBSU Councillor asked what items this would be going towards buying?
- The Temporary Operations Organizer responded that she could send the quote on this confidentially to Council; it is things like water bottles, totes, power banks, blankets, pens and notebooks, webcams, and privacy covers, all usually generic. Temporary Operations Organizer added another option, which is that we can still order merch, but perhaps for this, reduce the quantity to half so we can still get the merchandise and use a part of the budget for what it was allocated to and consider what to do with the other half.
- MBBSU Councillor asked how much was spent in merchandise last year.
- Temporary Operations Organizer responded that she did not recall, but she estimates maybe 10,000, and the year before was 25,000. She immediately checked and confirmed that it was indeed 25,000, and it was split between two departments, but now it was moved to just one.
- Geography councillor asked in the chat “is the merch being given away for free? Not a big deal to budget if it’s being sold.”
- Temporary Operations Organizer responded that it would be free.
- MBBSU councillor responded he is noticing some hesitation from Council, and if they were to pass the budget now, it would be an area where they would not know whether or not there are any or what would make more sense for the items purchased. He can see that as a potential drag if it is immediately halved next year. He asked if there was enough time for Council to postpone this to the next meeting in order to look at potential merch options for either the full amount of \$21,000 or a lower half of the amount.
- The Sustainability Energy Engineering Councillor responded that he is not sure who this is directed to, and he does not want to make a short-sighted call on the money. However, they would like to know if whoever this is directed to finds that there is a lot of value in giving away merchandise to students. He understands student engagement is important, but has giving away

merchandise done that?

- VP Equity responded that based on Clubs days and student services events, merchandise is a good way to get them intrigued. For summer, there were water bottles, pens, and a few other items, and there was more intrigue to come to the booth as opposed to later on when they only had ramen, so students were more interested in getting food and getting out. She believes it is valuable and if Council is open to approving half now, and then a review on using the other half of this fund at the next meeting, and if the Temporary Operations Organizer would be willing to send out more information on items that would be provided that would be good. Either way, it is important to have some items even if they order less than the \$21,000.
- The Geography Councillor responded, “Postponing (say, to hear more about a possible cut would be nice, and yeah, our grant budget is in trouble. However, this money is already “spent” from the eyes of the budget. Our situation would not get actively worse by spending this money. Would probably improve outreach which is a critical need in the Society.”
- MBBSU Councillor responded and brought up a point that the reason the grant budget is so tight right now is because the grant line item speaks on the grant line item rather than the communications line item.
- VP Equity shared that if Council chooses not to use the entire budget, would the remaining half be carried to the next Council year budget. Is there any benefit to not spending it since it is already allocated.
- Temporary Operations Organizer shared that she was not sure if it would make sense to reallocate, however it could help with the overall expenditures. So, really, what happens is that it stays in the same line item if it is not spent, and then it helps with the overall, and then in the next budget planning next year, Council can choose to reduce that budget and reallocate that funding to the Grant funding for the following year.
- English Councillor responded in the chat is it possible to have an itemized list of exactly the things that would be purchased and how much it costs?”
- Temporary Operations Organizer responded that she just sent that quote to councillors.
- MBBSU Councillor asked English Councillor if they had access to their SFSS email since they are a new Councillor.
- The English Councillor responded in the chat, “Yes, I do have access, but I have

just been added to the mailing list.”

- MBBSU moved to postpone the motion to the next meeting in order for Councillors to review the list and to see what other potential options are available, VP Equity seconded postponing this motion to the next Council Meeting.

#### **6.4 University and Academic Affairs Committee Election -MOTION COUNCIL 2024-03-27:07**

**SUBMITTED BY:** VP UAA

**MBBSU Councillor/ Health Science Student Society Councillor**

Whereas the University and Academic Affairs Committee has one vacant councillor seat.

Be it resolved to appoint councillor Education Councilor to sit on the University and Academic Affairs Committee for the rest of the current council term and council term.

**CARRIED AS AMENDED**

**For Education Councilor: (24) Biology Councillor, BPKSA Councillor, BASS Councilor, CSA Councillor, Computer Science Student Society Councillor, Data Science Student Councillor, Education Student Association Councillor, Engineering Councilor, English Student Union Councilor, Geography Student Union Councillor, Health Science Student Councillor, Mechatronics Student Society Councillor, MBBSU Councillor, Political Science Student Union, Resource Environmental Society Councillor, Science Undergraduate Society Councillor, Statistics and Actuarial Science Councilor, Sustainable Energy Engineering Councilor, World languages Councilor, RHA, Acting VP Internal, VP UAA, VP External, VP Events**

**For Labour Studies Councilor: (5) Environmental Science Councillor, Labour Studies Councillor, Political Science Councillor, SOCA, VP Equity.**

**ABSTAIN: (0)**

**AGAINST: (0)**

- MBBSU councillor explained the way elections work: councillor can nominate themselves or nominate others, and if more than one nomination is made, they would prepare a speech as to why they would like to be nominated. He made the first call for nominations.
- VP UAA nominated Education Councilor

- The Education Councillor accepted the nomination.
- MBBUS Councillor made the second call for nominations.
- PSU Councillor nominated Labour studies councillor.
- Labour Studies Councillor accepted the nomination.
- MBBSU made a third call for nomination, and there were no further nominations.
- MBBSU Councillor stated it is a one-minute speech from nominated councillors and called upon the Education Councilor to have the first speech.
- Education councillor introduced themselves and stated she has been in touch with VP UAA to be a part of this committee and has been in touch with other Executives. Additionally, since she is running for the Senate, and she believes if she is elected onto senate, it would be most appropriate for her to join the UAA committee.
- MBBSU councillor called on Labour studies.
- Labour studies councillor stated he has been here for two meeting so far, he has no committee yet and is seeking for a committee for the remainder of the term.
- MBBSU decided to vote with the roll call of attendance.
- Education Councilor was voted onto the University Academic Affairs Committee.
- MBBSU Councillor moved to amend the motion to replace Councilor X with the Education Councillor, Health Science Student Society, seconded.

## 7. IN-CAMERA

### 7.1 MOTION COUNCIL 2024-03-27:08

**SUBMITTED BY:** MBB Councillor

**MBBSU Councilor / Acting VP Internal and Organizational Development**

Be it resolved to go in-camera for the remainder of the meeting.

**CARRIED UNANIMOUSLY**

- SUB Space Usage
- MBBSU Councillor asked CSA councillor to make a breakout room.
- CSA Councillor responded they are unable to do that since they are not host.
- MBBSU Councillor shared that going on camera is regarding 4 topics, including HR matters, Legal matters, and things in relation to FOIPPA and the privacy act; he cannot recall the fourth one. Once in camera, everything discussed

there would stay there.

**8. EX-CAMERA**

**8.1 MOTION COUNCIL 2024-03-27:09**

**MBBSU Councillor / Criminology Student Association Councillor**

Be it resolved to go ex-camera.

**CARRIED UNANIMOUSLY**

**9. NOTICE OF MOTION**

**9.1 Changes to SO-19, Space Oversight Committee- MOTION COUNCIL 2024-03-27:10**

**SUBMITTED BY:** Acting VP Internal and Organizational Development

Whereas the Space Oversight Committee of the last Council year made recommendation that were never considered by the Governance Committee;

Whereas the Governance Committee reviewed these changes on March 21st, 2024;

Whereas the Governance Committee made the following recommendation of changes to SPOC policy to Council:

Be it resolved that Council adopt the following changes to SO-19:

Correct numbering by renumber to 19,

Correct Typos,

Remove Sub-Committees,

Remove definition 18.6,

Change the composition to the following:

Composition

1. [Ex-Officio] President
2. [Chairperson] Councillor
3. VP Finance and Services
4. VP Internal and Organizational Development

5. 2 Councillor Members
6. 0-2 Student-at-Large Members
7. [Non-Voting] Facilities Manager
8. [Non-Voting] Building Coordinators
9. [Non-voting] Other staff as requested by the Executive from time to time
  - MBBSU shared that as there was no lists to this item, he will move to the Q&A

#### **10. 30 MINUTES Q&A**

- Geography Councillor shared that it is a trend that he has noticed, which involves amending five-figure amendments to the Agenda before councillors have had a chance to look at them, he asked is there a reason councillors feel compelled to do that and can councillors stop doing that.
- VP Equity and Sustainability responded she is on board with that because with Council motions, ideally, councillors should send the financial motions ahead of time via JotForm so that Councillors can make decisions based on this and although one month their tenure is left it would be a good thing to keep in mind for coming meetings.
- Temporary Operations Organizer agreed that this was a great idea although there are some circumstances where it won't be realistic to postpone until the following meeting, so some funding that is randomly amended or there is no purpose behind that or if that is coming from the Council budget, it can be predetermined before coming to Council and should adhere to the two-week mark of giving councillors notice. There are also, based on the finance policies, certain things departments can approve on their own budget, for example, student Union grants and the communication grants; those might be things that are overseen by those departments' coordinators. However, because of certain financial policies, after a certain amount, it has to be brought to the Council. For example, if a grant that happens on a Tuesday received approval for \$1000, and it required more, then it would need to come in to council and then waiting for the extra four weeks may not be feasible for those groups. There are some circumstances where we can make those exceptions; however, for things that are pre-planned, she agrees that the Council should receive ample notice.

- The MBBSU Councillor agreed that this is not something that should be happening, and as he is on the next Executive, he will commit to not doing it unless the Temporary Operations Organizer outlines it, within exceptional circumstances. For example, a grant approved by staff previously needs to go here, or grants may need to be amended by Councillors. For example, today's \$21,000 motion was a lot. He agreed that there should be a little more notice for those ones.
- The Mechatronics System Engineering Student Society mentioned that Councillors get a month's holiday and how they can use it.
- The MBBSU Councillor responded that there is a Discord group that the Mechatronics System Engineering Student Society Councillor can join. He asked if someone could add a link to the Discord or direct message the English Councillor. He added that Councillors should not quote him on this; the one-month holiday for non-executive councillors is unpaid.
- AVPOID responded in the chat that she could share the link on Discord after the meeting.
- The CSA Councillor shared the discord link. Acting VP Internal shared councillors get 21 days paid for all councillors.
- MBBSU Councillor added that he has been corrected; he confirmed that it is 21 paid days.
- REMSA councillor asked if there are post-meeting documents for the last meeting; he did not get an email for it.
- MBBSU Councillor responded they had not been approved yet and they will be approved soon and be sent out shortly.
- The Statistics and Actuarial Science Student Association Councillor asked if, if no one is elected for the next Council term, there is anything they need to do.
- MBBSU asked if she meant that if no one runs for her position as the next Councillor and then asked either Acting VP Internal or Temporary Operations Organizer to respond.
- Acting VP Internal responded that it is up to the discretion of the different student Union Groups to vote a representative onto the Council, and she encourages everyone to run. However, if no one is elected, nothing is needed. If an election is done, the coordinator would need to be contacted in order for councillors to be added to the payroll.



**11. ATTACHMENTS**

**11.1 SFSS Member Service and Group Policies 2024-03-13**

**11.2 SFSS Member Service and Group Policies 2024-01-03**

**11.3 DNA-GSS MOU.pdf**

**12. ADJOURNMENT**

**12.1 MOTION COUNCIL 2024-03-27:11**

**MBBSU / Criminology Student Association Councillor**

Be it resolved to adjourn the meeting at 6:43 pm.

**CARRIED UNANIMOUSLY**

**[APPROVED BY DNA]**

**Memorandum of Understanding**

Between

The Graduate Student Society (GSS);

And

The SFU Disability and Neurodiversity Alliance (DNA).

**1) DEFINITIONS**

i) For the purposes of this Letter of Agreement, the following definitions shall apply:

MOU means Memorandum of Understanding;

SFU means Simon Fraser University;

SFSS means Simon Fraser Student Society;

SFU DNA means The SFU Disability and Neurodiversity Alliance;

GSS means Graduate Student Society.

**2) CONTEXT**

i) Whereas

- a) Disabled and neurodivergent undergraduate students have been supported by the services of SFU DNA;
- b) Disabled and neurodivergent graduate students have a variety of unmet needs that SFU DNA could support;
- c) Disabled and neurodivergent graduate students have expressed a desire to become full voting members of SFU DNA;
- d) The GSS and SFU DNA have shared advocacy goals for accessibility at SFU;
- e) SFU DNA members have expressed a desire to include graduate students as full voting members;
- f) The GSS has set aside funding to provide to SFU DNA.

**3) PURPOSE**

i) The SFU Disability and Neurodiversity Alliance and Graduate Student Society enter this Memorandum of Understanding to outline the terms of a Services Agreement. This MOU will serve as the primary governing document for this topic.

## [APPROVED BY DNA]

This Memorandum of Understanding requires the official approval of SFU DNA membership at a general meeting and the Graduate Council of the GSS.

ii) All decisions about the agreement will be made by the leadership teams of SFU DNA and the GSS, and must not defy the Constitution or By-Laws of any of the partner organisations.

iii) Any decisions that affect the support staff of any listed organisation must be in line with the SFSS and GSS Collective Agreements.

### 4) TERMS OF THE AGREEMENT

i) SFU DNA agrees that graduate students at SFU will be allowed full membership under the same requirements that undergraduate students must meet;

ii) The GSS agrees to set aside funding for the use of SFU DNA;

iii) Both SFU DNA and the GSS agree to support the creation of a graduate disability collective as defined in Section 8;

### 5) INSTITUTIONAL RELATIONSHIP

i) Both SFU DNA and the GSS will hold semesterly meetings to discuss advocacy opportunities, graduate student involvement, and other topics as applicable;

ii) Annual meetings will be held each May to introduce SFU DNA's Executive Collective to GSS Executive Committee and staff after each election, as well as to provide an annual report on finances and data collected that is relevant to both organisations;

iii) SFU DNA's annual report will include:

- a) An accounting of finances used to directly support graduate student members, and any events and programs that are targeted at or exclusively for graduate students;
- b) Data on active graduate student membership, volunteer and executive member counts;
- c) Feedback provided by graduate students on membership and DNA services;
- d) Any information on the current status of (or interest in) a graduate disability collective;

iv) The GSS's annual report, which is published in January, will include a section outlining the Society's efforts to better support and integrate disabled and neurodivergent graduate students

## [APPROVED BY DNA]

v) The GSS agrees that every effort should be made to secure a seat for a currently enrolled graduate student at SFU to represent the DNA's graduate students on the GSS Council

vi) In the event that a graduate disability collective is functional, their members shall be offered the position of representative for DNA's graduate students before other graduate students are considered

### 6) FUNDING RELATIONSHIP

i) The GSS is prepared to commit up to \$2000 for DNA-related initiatives for the 2023 - 2024 fiscal year, ending August 31

ii) SFU DNA commits to using both its levy fund and GSS funding for graduate student members under the same requirements as the levy fund is used for undergraduate students;

iii) When there is an active graduate disability collective, they will be entitled to the unobstructed use of 80% of the GSS budget for SFU DNA;

iv) An active graduate disability collective may also request additional funding from SFU DNA or the GSS, with full transparency of how much has been requested from either group, but SFU DNA and the GSS are under no obligation to approve these requests.

### 7) STAFF RELATIONSHIP

i) The point of contact for the GSS on this agreement will be the GSS Executive Director;

ii) The points of contact for SFU DNA on this agreement will be the Accessibility Coordinator and the Public Relations Organizer;

iii) The point of contact for the GSS for advocacy opportunities or issues will be the Advocate and Policy Advisor;

iv) The points of contact for SFU DNA for advocacy opportunities or issues will be the Accessibility Coordinator and the Public Relations Organizer;

v) SFU DNA staff may provide support and resources to graduate students as defined in their job descriptions, but may also choose to refer graduate students to the GSS Advocate & Policy Advisor;

### 8) GRADUATE DISABILITY COLLECTIVE

## [APPROVED BY DNA]

i) Graduate students who wish to start a Graduate Disability Collective must present (either via email or in writing) a list of at least five intended members, including two executives;

ii) All intended members must:

- a) Identify as disabled, autistic, neurodivergent, Deaf, mad, and/or having a disability, chronic illness, long-term condition, and/or mental illness;
- b) Be enrolled as graduate students, or have been accepted for enrollment as graduate students in the next SFU semester;
- c) Agree to follow SFU DNA Guidelines (<https://bit.ly/DNAguidelines>);

iii) Executives must also each provide a confirmation of enrollment letter as proof of their status as an SFU graduate student;

iv) If the documentation provided is verified as accurate, the intended members and executives will form a graduate disability collective under whatever name they wish;

v) The graduate disability collective will present a list of at least five members to SFU DNA and the GSS each semester in order to be considered active;

- a) If no active member list is presented in a semester, either SFU DNA or the GSS must attempt to contact the graduate disability collective for this list using all known contact methods;
- b) If no active member list is presented within 22 working days of the second attempt to contact, the graduate disability collective will be considered inactive;

vi) The graduate disability collective will be included as a point of contact on GSS-DNA communications (except those which include a student's private information);

vii) The graduate disability collective will be given access to 80% of the funding GSS has set aside for SFU DNA

viii) The graduate disability collective must be offered the opportunity to consult on SFU DNA and/or GSS advocacy that directly affects disabled and neurodivergent graduate students;

ix) The graduate disability collective must also be kept reasonably apprised of general activities of both SFU DNA and the GSS and must be allowed to consult on these issues if they wish;

## 9) CONSTITUTIONAL CONFLICT

i) The parties acknowledge and recognize that DNA conducts its affairs according to its own constitutional provisions and mandate. In the event of a conflict between the

## [APPROVED BY DNA]

GSS or SFSS and DNA's constitutional provisions, the GSS or SFSS constitutional provisions shall take precedence.

ii) In the event of a conflict of this agreement with the constitutional provisions of the GSS or SFSS, constitutional provisions of the GSS or SFSS shall take precedence over this agreement. All parties agree that any changes to the agreement, or any SFSS or GSS motions that would change the nature of the agreement must be reviewed and approved by DNA and the GSS Graduate Council before implementation.

### 10) DISSOLUTION

i) In the event of DNA dissolution, all assets acquired by DNA from the GSS shall be held in secure trust, for three years under the direction of the GSS Graduate Council. After the expiry of the three-year period, the GSS Graduate Council shall entertain applications and seek redirection of the assets to other organised disabled student groups to succeed DNA in the enjoyment of the assets held by them in exchange for re-establishing a disabled student constituency group with the stated objectives of DNA and shall be redirected by a referendum of the GSS membership.

### 11) AMENDABLE BY CONSENT

i) During the life of this MOU, any of the individual terms of this MOU may be amended only by mutual consent of SFU DNA and the GSS.

### 12) DISPUTE RESOLUTION

i) If a dispute arises between the parties in relation to this Agreement, or out of this Agreement, the parties agree that the following dispute resolution process must be used:

- a) A meeting must be held promptly between the Executive Director of the GSS, the Accessibility Coordinator of the SFSS and the Public Relations Organizer of SFU DNA, to attempt in good faith to negotiate a resolution of the dispute.
- b) If within thirty days after such a meeting or such further period agreed to by the parties in writing, the parties have not succeeded in negotiating a resolution of the dispute, the parties agree to submit the dispute to mediation.
- c) The parties must jointly appoint a mutually acceptable mediator. If the parties are unable to agree upon the appointment of a mediator within seven days after the end of the negotiation period referred to in paragraph (b), the parties must apply to the Mediate BC Society (formerly known as British Columbia Mediator Roster Society), or such other organisation or person agreed to by

## [APPROVED BY DNA]

the parties in writing, which will, within seven days of the application, appoint a mediator taking into account.

- i) the need for the mediator to be neutral and independent,
  - ii) the qualifications of the mediator,
  - iii) the mediator's fees,
  - iv) the mediator's availability, and
  - v) any other consideration likely to result in the selection of an impartial, competent and effective mediator.
- d) The parties agree to participate in good faith in a mediation session which must occur within 30 days after the appointment of the mediator, or such further period agreed to by the parties in writing.
- e) The parties agree that the mediation will be conducted in accordance with the rules of the Mediate BC Society or other agreed-upon group.
- f) If the parties are unable to resolve all issues in dispute in the mediation, the parties agree that the remaining issues in dispute must be determined by arbitration under the *Commercial Arbitration Act*, R.S.B.C. 1996. The parties agree that the decision of the arbitrator will be final and binding and will not be subject to appeal on a question of fact, law or mixed fact and law.
- g) The parties agree to share equally the costs of the mediation and arbitration, which costs will not include costs incurred by a party for representation by counsel.

### 13) TERM AND TERMINATION OF THE AGREEMENT

- i) The initial term of this agreement shall be for a period of one year, commencing effective \_\_\_\_\_, 2023 and ending \_\_\_\_\_, 2024 (the "Termination Date"), unless terminated earlier as set out herein.
- ii) After a period of one year, SFU DNA and the GSS must conduct a meeting in which revisions to the agreement can be made
- iii) Once this meeting has been held and all revisions have been settled, this agreement shall automatically renew for a further term of two years from the Termination Date unless any organisational leadership team gives to the other party, no later than six months prior to the Termination Date, written notice of its intention not to renew this agreement.
- iv) After each two-year term, another revision meeting must be held. Once all revisions are settled, the agreement will automatically renew for another period of two years.
- iii) This agreement may be terminated at any time as follows:
- a) By mutual agreement of all parties involved;
  - b) In the event of the dissolution of any party involved being approved by its members, at the end of the semester following such approval;
  - c) If one organisation commits a serious breach of this Agreement and fails to correct such breach within 30 days of receipt of written notification thereof, and membership of the other organisation votes by majority;



**[APPROVED BY DNA]**

Dated this \_\_\_\_\_ day of the month of \_\_\_\_\_, 2023.

Signed for The SFU Disability and Neurodiversity Alliance

Signed for the Simon Fraser Student Society

Signed for the Graduate Student Society

Date Approved: 2021-04-23

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SFSS Member  
Service & Groups  
Policies

Simon Fraser Student Society

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

July 20, 2015

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# INTRODUCTION

# POLICIES



## MSGP-1: FOOD BANK

<i>POLICY TYPE: MEMBER SERVICE &amp; 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 2022</i> <i>Previous Revisions: April 2022</i>		
Position	Signature	Date
President		

### Policy

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

### Standards

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

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

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

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

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

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

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

(a) The log must be password protected.

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

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

(a) determining the eligibility of the requestor,

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

(c) improving the service.

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

(a) name of the requestor,

(b) student ID number of the requestor,

(c) SFU email of the requestor,

(d) number of dependents of the requestor,

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

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

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

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

### **Supports**

Members and FIC students



**Process**

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

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

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



## MSGP-2: CLUBS

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

### Definitions and Purposes

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

22 Clubs shall not duplicate Student Unions.

23 All clubs must agree to abide by the rules set out in the SFSS Club Terms of Reference in order to be an approved club. Any changes to the SFSS Clubs Terms of Reference must be approved by the Council upon recommendation of Member Services Coordinators-Clubs. Clubs can create additional rules regarding their operation and governance as long as it does not conflict with the Clubs Terms of Reference.

### Membership Criteria

24 Club membership shall be open to all SFSS Members.

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

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

### Registration Criteria

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

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

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

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

### **Clubs Terms of Reference**

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

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

### **Club Structure and Operation**

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

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

2.12 Clubs may maintain a Society trust account.

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

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

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

2.16 Clubs may collect membership fees.

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

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

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

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

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

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

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

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

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

### **Financial Accountability**

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

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

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

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

**Administrative Authority and Appeals Process**

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

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



## MSGP-3: CONSTITUENCY GROUPS

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

### Definition

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

### Council Representative

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

### Funding

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

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

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

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

Date Approved: 2020-06-12

SFSS Member Service & Groups Policies

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

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

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

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

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

#### **Letter of Agreement**

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

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

### **Allocated Space and Support Staff**

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

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

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

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

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



### Dedicated Fee Levy and Funding

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

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

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

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

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

c) If the Constituency Group has an external bank account

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Date Approved: 2020-06-12

SFSS Member Service & Groups Policies

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



## MSGP-4: FACULTY AND DEPARTMENT STUDENT UNIONS

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

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

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

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

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

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

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

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

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

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

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

#### **Allocation of Maximum Core Budgets**

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

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

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

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

#### **Use of Core Funding**

4.14 Core funding may not be used for:

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

#### **Grant Funding**

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

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

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

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

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

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

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

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

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

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

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

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

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

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





## MSGP-5: CONFERENCE FUNDING

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

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

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

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

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

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

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

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

Date Approved: 2020-06-12

SFSS Member Service & Groups Policies

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



## MSGP-6: \*UNDER REVIEW\* GROUP RECOGNITION POLICY

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

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

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

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

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

SFSS Member  
Service &  
Groups Policies

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

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# INTRODUCTION

# POLICIES



## MSGP-1: FOOD BANK

<i>POLICY TYPE: MEMBER SERVICE &amp; 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 &amp; 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

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

2.2 Clubs shall not duplicate Student Unions.

2.3 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

2.4 Club membership shall be open to all SFSS Members in good standing.

2.5 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.

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

### Registration Criteria

2.7 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 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**

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

2.22 Reimbursement of amounts of \$50 or less, may be paid out in cash.

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

2.24 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**

2.25 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.

2.26 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 &amp; 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) 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
- (f) 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.
- (g) 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

- 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

Date Approved: 2020-06-12

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

3.15 The Council may approve grant requests over \$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 &amp; GROUPS POLICY</i>		
<i>POLICY TITLE: DEPARTMENT STUDENT UNIONS</i>		
<i>POLICY REFERENCE NUMBER: MSGP-4</i>		
Adopted: April 23, 2021 Next Scheduled Revision: April 2026 Previous Revisions: April 2022		
Position	Signature	Date
President		

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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
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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 &amp; 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.



5.6 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 &amp; 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.