

R-II: SOCIETY RECORDS AND PROPERTY IN RELATION TO COUNCIL AND ITS COMMITTEES

<i>POLICY TYPE: COUNCIL POLICY</i>		
<i>POLICY TITLE: SOCIETY RECORDS AND PROPERTY IN RELATION TO COUNCIL AND ITS COMMITTEES</i>		
<i>POLICY REFERENCE NUMBER: R-II</i>		
<i>Adopted: 2021-05-01</i> <i>Next Scheduled Revision: April 2024</i> <i>Previous Revisions: June 2022</i>		
Position	Signature	Date
President		

II.1 Any documents or materials received or obtained by members of Council or its committees in the course of fulfilling their duties shall be considered the property of the Society and must be returned to the Society upon vacating their position, including, but not limited to:

- (a) keys,
- (b) correspondence,
- (c) office supplies,
- (d) hardware,
- (e) software, and
- (f) equipment received or obtained by the members of Council or its committees in the course of fulfilling their duties.

II.2 Failure to return Society property shall be considered theft.

- (a) The means of access to the aforementioned materials shall also be

considered the property of the Society

- (i) Such means of access must be returned to the Society upon vacating a position on Council.



R-12: REMUNERATION OF ELECTED REPRESENTATIVES

<i>POLICY TYPE: COUNCIL POLICY</i>		
<i>POLICY TITLE: REMUNERATION OF ELECTED REPRESENTATIVES</i>		
<i>POLICY REFERENCE NUMBER: R-12</i>		
<i>Adopted: 2021-05-01</i> <i>Next Scheduled Revision: April 2024</i> <i>Previous Revisions: June 2022</i>		
Position	Signature	Date
President		

Relevant By-Laws

1. By-Law 5(3)

Definitions

12.1 “Regulation” means any Rule, Standing Order, Administrative Policy, or any other Society Policy enacted at a Members’ Meeting or by Council

12.2 “Remuneration motion” refers to any motion to create or amend any regulation which shall set or change the amount of a stipend or other remuneration paid to a member of Council which shall establish or change any other form of remuneration available to them.

Remuneration Motions

12.3 Any remuneration motion shall be referred to the Finance and Administrative Services Committee, which shall report back to Council with its recommendations.

12.4 Council will not consider any remuneration motion except as recommended by the Finance and Administrative Services Committee.

Applicability

12.5 The Finance and Administrative Services Committee shall provide a

period for student comment on proposed changes to the remuneration paid to Executive Officers or Councillors, with the following stipulations:

(a) Notification of the comment period shall be published on the Society's website no less than four (4) weeks prior to the Committee providing a recommendation to Council.

(b) Notification shall include an invitation for students to attend a special session of the Finance and Administrative Services Committee held primarily to hear student comments. This meeting shall be held no less than two (2) weeks after the comment period has commenced and no less than one (1) week before the comment period ends.

(c) No more than two (2) weeks of the comment period shall take place during the months of August, December, or April.

R-13: DIRECTION TO SOCIETY EMPLOYEES

<i>POLICY TYPE: COUNCIL POLICY</i>		
<i>POLICY TITLE: DIRECTION TO SOCIETY</i>		
<i>EMPLOYEES POLICY REFERENCE NUMBER: R-13</i>		
<i>Adopted: 2021-05-01</i> <i>Next Scheduled Revision: April 2024</i> <i>Previous Revisions: June 2022</i>		
Position	Signature	Date
President		

13.1 Council recognizes the cooperative nature of the Society workplace and shall strive to work collaboratively on issues related to the Society, in order to effectively serve Society membership. If any member of Council has any employee-related issue, they shall communicate this to/through the President at all times. If any staff member has a direction-related issue with a Councillor, this shall be communicated to the President directly, indirectly through the staff’s direct supervisor, or the **Operations Lead** immediately.

13.2 The Executive Committee, in consultation with the employees concerned, shall set employee workload priorities. This shall not preclude Executive Officers from requesting support or giving direction to employees as needed to ensure that the duties associated with their portfolios are fulfilled and to ensure that the Society’s day-to-day operations are carried out.

- (a) If in a staff person’s reasonable opinion, the directive given by an Executive Officer requires action that might conflict with the view of the Executive as a whole, the staff may ask for a clarification from the President for the opinion of the Executive. The President shall seek the advice of the Executive Committee, as qualified by written expressed opinion, or via motion.

(b) If the request is unclear in relation to the Society policies, the staff person must ask the President for the opinion of Council, which the President shall seek advice from Council on the interpretation of the policy. This may be decided via a vote of Council. If it is determined that there is a policy breach, the request shall not be carried out, until the policy at hand is amended, removed or suspended; or until the request is modified in order to be compliant with policy.

In the event that the opinion of the President and the Executive Committee conflict, the opinion of the Executive committee prevails. In the event that the opinion of the Executive Committee and Council conflict, the opinion of Council prevails.

13.3 Union-excluded personnel will assist the Executive Officers in the day-to-day staffing operations of the Society, and may give direction on behalf of the Executive, within limits set by the Executive and Society policies. All union-excluded personnel will report to the President, the Executive Committee and Council in that order; and will be monitored on their performance by the HR/Personnel Committee. One union-excluded personnel, alongside the President, shall serve as the staff liaison officers for the Society in line with the Collective Agreement.

13.4 Executive Officers may give full direction to Society staff if a staff person is specifically hired under the Office of that Executive Officer, and that staff person directly reports to the Executive Officer, and that all direction given is in line with Society policies and staff relations policies.

13.5 The Chair of Council, or a Committee Chair on approval of a Council committee that has the authority delegated to execute activities on behalf of Council, may give direction to Society employees on the approval of a motion of Council.

13.6 The Executive shall ensure there is a mechanism for Councillors to submit online work orders as for the efficient staff support requests to be submitted on matters of the Society, or for the benefit of the membership.

(a) The President shall be copied in on all these requests, and also serve as a resource to staff as to the position of the Executive Officers or Council as a whole on said requests.

13.7 In the event that any direction to Society employees breaches any staff relations policies or agreements (e.g. Collective Agreement), the President shall be notified immediately, and that resolution process in the related staff relation policy or agreement shall apply.

R-14: **SFSS** EMPLOYMENT, COUNCIL MEMBERS

<i>POLICY TYPE: COUNCIL POLICY</i>		
<i>POLICY TITLE: SFSS EMPLOYMENT, COUNCIL</i>		
<i>MEMBERS POLICY REFERENCE NUMBER: R-14</i>		
<i>Adopted: 2021-05-01</i>		
<i>Next Scheduled Revision: April</i>		
<i>2024</i>		
<i>Previous Revisions: June 2022</i>		
Position	Signature	Date
President		

14.1 No Councillor shall be employed by the Society during, or for a period of two (2) years following their term of office.

14.2 An employee may not be an elected student member of Council **during the same period of time**, but employees may become and maintain membership in the Simon Fraser Student Society.

14.3 If an employee is elected to become a member of Council, then this employee must resign from their **staff position at the Society** before their tenure as a Councillor begins.

R-15: COUNCIL REIMBURSEMENTS

<i>POLICY TYPE: COUNCIL POLICY</i>		
<i>POLICY TITLE: COUNCIL</i>		
<i>REIMBURSEMENTS POLICY REFERENCE</i>		
<i>NUMBER: R-15</i>		
<i>Adopted: 2021-05-01</i>		
<i>Next Scheduled Revision: April</i>		
<i>2024</i>		
<i>Previous Revisions: June 2022</i>		
Position	Signature	Date
President		

Reimbursement for Charges

15.1 Councillors shall receive a reimbursement for expenses necessary to fulfilling their role as a Director of the Society. The VP Finance & Services shall oversee the reimbursements.

- (a) The President shall oversee the VP Finance & Services' reimbursement process.

Restrictions

15.2 All reimbursements require detailed original receipts. A credit or debit card receipt with a company name and total does not qualify

Travel for Meetings Events, and Conference Allowance

15.3 Councillors may be reimbursed for flights, meals, and mileage for attendance at conferences and meetings. Reimbursement will be via cheque

- (a) Flights require booking and payment information is required
- (b) Meals require a detailed listing of the meal so that reasonableness may be considered. Councillors may not claim meal costs that are provided by the hotel, conference, or a third party
- (c) For automobile reimbursements, Councillors may be reimbursed according to the latest published annual automobile allowance rate as provided by the CRA (e.g.: 2020-year rate: \$.59 per km)

Other Amounts

15.4 For expenses related to SFSS events, Council supplies, and incidentals required by the SFSS, Councillors may be reimbursed upon the approval of the VP Finance & Services (up to a maximum of \$500), or on approval of Council or a Council standing committee with the power to expend via a motion.



R-16: MEMBERS' MEETINGS, PREPARATION, STAFFING, AND PROCEDURES

<i>POLICY TYPE: COUNCIL POLICY</i>		
<i>POLICY TITLE: MEMBERS' MEETINGS, PREPARATION, STAFFING, AND PROCEDURES</i>		
<i>POLICY REFERENCE NUMBER: R-16</i>		
<i>Adopted: 2021-05-01</i> <i>Next Scheduled Revision: April 2024</i> <i>Previous Revisions: June 2022</i>		
Position	Signature	Date
President		

**Relevant
By-Laws**
1.By-Law4

Members' Meetings

16.1 In addition to the procedures and obligations set out in Society Bylaws and policies, the following preparatory guidelines shall apply to the planning and procedures of Annual and Special General Meetings.

16.2 The Society will host an Annual General Meeting (AGM), as required by the Societies Act and the SFSS Bylaws, in September or October in accordance with the Society Bylaws.

16.3 The Society will host a Special General Meeting (SGM) at the request of Council, Council or following a members' requisition, as required by the Societies Act and the SFSS Bylaws.

Council

16.4 Council shall:

- (a) oversee the fulfillment of all duties with regards to AGMs and SGMs as detailed in Society Bylaws and policy rules.
- (b) determine the date and time of the AGM or SGM, and:
 - (i) Try to determine a date at least sixty (60) days in advance in the case of AGM (to give members the opportunity to put member proposals), in a manner compliant with the Society Bylaws and the Societies Act;
 - (ii) Immediately inform the **Operations Lead** of all event logistics required; and
 - (iii) Develop **and request SFSS communications staff to** post on the Society website the mechanisms for membership to bring proposals to the AGM
- (c) **Communicate AGM** dates and agenda items to the Administrative Services Department.
- (d) Encourage the SFSS membership to attend, bring proposals, and participate in the general meetings, and incentivize the Executives of Department Student Unions and Faculty Student Unions to attend.
- (e) If the President is unable or unwilling to act as chair, and Council fails to recommend a chair in lieu of the President, then the appointment of a chair shall happen at the meeting in accordance with the by-laws and the Societies Act.
- (f) Ensure the Society gives notice for the meeting at least twenty-one (21) and not more than sixty (60) days prior to the meeting, in accordance with the Societies Act and the SFSS bylaws.
- (g) Assist in the set up of the meeting, under the coordination of the VP Internal & Organizational Development, with support from the **Operations Lead**
- (h) Assist with registration of members and acting as floor captains for the duration of the meeting for vote and quorum counts, under

the coordination of the VP Internal & Organizational Development with assistance from the **Operations Lead**.

(i) Ensure that all contributions to the annual report are submitted to the VP Internal & Organizational Development at least thirty (30) days prior to the meeting date (in the case of an AGM), and

(j) Ensure that staff members are informed to adjust hours and priorities accordingly.

16.5 The VP Internal & Organizational Development shall coordinate or oversee:

(a) the compilation of the annual report of Council for consideration at the annual general meeting (Bylaw 4.12 k),

(b) the roles and responsibilities of the members of Council in preparing for the meeting,

(c) the roles and responsibilities of the members of Council during the meeting and ensuring that registration and floor captain needs are adequately staffed,

(d) the monitoring of attendance at meetings,

(e) the monitoring of vote and quorum counts, and reporting those counts to the chair,

(f) booking a meeting room and any audio-visual equipment, appropriate for the needs of the meeting as established by Council,

(g) the provision of microphones for speakers from the floor (if necessary),

(h) accommodating students with special needs, and

(i) working with staff as necessary for the preparation of the AGM.

Staff

16.6 The Communications Coordinator shall:

(a) develop and publish all advertising and marketing materials for members' meetings,

- (b) develop all documents necessary for members' meetings, including the Annual Report for the annual members' meeting,
- (c) comply with the provisions of the Society Bylaws regarding serving notice of meeting,
- (d) configure the layout, design, edit, and print the Society's annual report,
- (e) produce or oversee the production of all print materials for the member's meetings, and
- (f) compile and print the meeting agenda.

16.7 The Administrative Services department shall:

- (a) develop a calendar, listing all deadlines for required items,
- (b) communicate the deadlines for all required items to the appropriate departments,
- (c) developing a draft meeting agenda, which includes at least:
 - (i) confirming that quorum has been met,
 - (ii) electing a Chair for the meeting, if the Ex-officio (ie. the President) of Council is present and the Chair was not designated per the Council Policies by Council,
 - (iii) approving the agenda,
 - (iv) approving the Minutes from the committee meetings, last General Meeting, and
 - (v) terminating the General Meeting.
- (i) procure a membership list(s),
- (j) compile the previous meetings' minutes for inclusion in the annual report,

(k) assist the VP Internal and Organizational Development with their duties described in this policy,

(l) ensure that the chair receives an agenda and all other written materials at least 48 hours before the meeting, and is kept informed of expected attendance, the course of proceedings, the length of presentations, and any room changes, and

(m) ensure that the full text of any proposed bylaw changes is available to all members at the meeting.

16.8 The Policy, Research, and Community Affairs Coordinator is responsible for:

(a) providing support in interpreting the requirements of provincial legislation, and Society Bylaws and policies, and

(b) preparing the Chair of the members' meeting regarding their responsibilities as Chair.

16.9 The MSC – Student Unions & Groups shall:

(a) send written or electronic memoranda to Council and all active unions and constituency groups in accordance with the Society Bylaws, and

(b) assist in staffing the meeting and any preparations as necessary.