

**CALL TO ORDER**

Call to Order – 9:32 AM

**1. TERRITORIAL ACKNOWLEDGMENT**

We acknowledge that this meeting is being conducted on the unceded territories of the Coast Salish peoples; which, to the current knowledge of the Society include the Squamish, Musqueam, Stó:lo, and Tsleil-Waututh people.

**2. ROLL CALL OF ATTENDANCE**

**2.1 Board Composition**

President ( <i>Chair</i> ).....	Larissa Chen
VP External Relations .....	Christine Dyson
VP Finance .....	Hangue Kim
VP Student Services.....	Vacant
VP Student Life .....	Curtis Pooghkay
VP University Relations .....	Arr Farah
At-Large Representative.....	Paul Hans (late)
At-Large Representative.....	Mudi Bwakura
Faculty Representative (Applied Sciences).....	Alan Lee (late)
Faculty Representative (Arts & Social Sciences).....	Blossom Malhan (late)
Faculty Representative (Business).....	Pritesh Pachchigar
Faculty Representative (Communications, Art, & Technology).....	Prab Bassi (late)
Faculty Representative (Education).....	John Ragone
Faculty Representative (Environment).....	Thadoe Wai
Faculty Representative (Health Sciences).....	Raajan Garcha
Faculty Representative (Science).....	Jimmy Dhesa

**2.2 Society Staff**

Chief Executive Officer .....	Martin Wyant
Campaign, Research, and Policy Coordinator.....	Pierre Cassidy
Communications Coordinator.....	Sindhu Dharmarajah

**2.3 Guests**

The Peak News Editor .....	Nathan Ross
----------------------------	-------------

**2.4 Regrets**

Faculty Representative (Education).....	John Ragone
---	-------------

*\*Paul Hans arrived at 9:33 AM\**

**3. RATIFICATION OF REGRETS**

**3.1 MOTION BOD 2017-04-03:01**

**Pritesh/Thadoe**

*Be it resolved to ratify regrets from John Ragone (Academic).*

**CARRIED**

## 4. ADOPTION OF THE AGENDA

### 4.1 MOTION BOD 2017-04-03:02

**Hanguel/Arr**

*Be it resolved to adopt the agenda as presented.*

**CARRIED**

*\*Prab Bassi arrived at 9:34 AM\**

## 5. MATTERS ARISING FROM THE MINUTES

### 5.1 MOTION BOD 2017-04-03:03

**Prab/Arr**

*Be it resolved to receive and file the following minutes:*

- Board of Directors 2017-03-27.docx
- Finance Committee 2017-02-20.docx
- Finance Committee 2017-03-06.docx

**CARRIED**

*\*Alan Lee arrived at 9:35 AM\**

*\*Sindhu Dharmarajah arrived at 9:36 AM\**

## 6. PRESENTATION

### 6.1 Evaluation Survey Results 2017

- The purpose of this service feedback survey was to meet a strategic plan objective.
- Distributed to our individual client lists for each service.
- 282 responses from a total of 9 surveys.
- Same questions for each service – 5 Likert scale questions & open-ended feedback.
- Coordinators need to build better client lists, as the survey identified the SFSS needs a more substantial client list.
- We need a better targeted mail out and better incentives to do the survey.
- Options for students to provide ongoing feedback.
- Feedback shared with office coordinators.

## 7. NEW BUSINESS

### 7.1 Operational Policy - MOTION BOD 2017-04-03:04

**Alan/Arr**

*Whereas the Society has undertaken wholesale review of its operational policies to ensure a clear and comprehensive list of operational service areas and a clear chain of accountability and responsibility for those areas;*

*Where the Board is a client of many operational policies;  
Whereas the Board participates in the implementation of FP-2 and CMP-4;  
Be it resolved to approve FP-2 and CMP-4, and endorse the implementation of the new SFSS  
Operational Policies.*

**CARRIED**

**ABSTENTIONS: Alan Lee**

- Management included in staff.
- Page 11 – Equipment booking 8 and 10 are repeated.
- Check requisition process – simplified version speaks to purpose of policy.
- Approval threshold for spending is \$3000 for management for all expense approvals.
- Review fee language.

## **7.2 Referendum Question - MOTION BOD 2017-04-03:05**

**Arr/Prab**

*Whereas the Board approved a motion by majority vote to submit a referendum question on the General Election and Referendum 2017 ballot, which sought to amend the Health and Dental Student Society Fee, authorizing the Board to amend the value of the Fee up to a maximum value of 5% each year, for a maximum of 3 years, in order to adjust for the variable cost of the of coverage and ensure an uninterrupted level of service,*

*Whereas an administrative error in the development of the ballot presented to the membership sought that amendment for a maximum of 5 years rather than 3 years,*

*Whereas the referendum question was duly administered in a manner consistent with the requirements of Section 27.1 of the University Act,*

*Whereas the amendment to the Fee does not prevent the Board from pursuing a further amendment via Referendum,*

*Be it resolved to ratify the results of the referendum question as presented to the membership.*

**CARRIED**

- The Board approved motion for 3-year timeframe.
- Board may submit new referendum question at any time.
- A motion of the Board would not be binding, as it is a recommendation for the membership. The approved referendum motion would have more weight.
- How did this happen?
- Ballot was designed by CRPC and reviewed and approved by IEC. Administrative oversight.
- If this motion passes, the current Board recommends for the Board to review the question then.
- We should respect that the membership has more authority than us, and accept the vote of the membership.
- In either case, the Board of the future will have to make the decision.
- It is important that the intention of the Board is captured.

*\*Blossom Mahan arrived at 9:52 AM\**

## **8. DISCUSSION ITEMS**

### **8.1 Study Space Campaign**

- Member of Advocacy brought forth idea for study space campaign.
- Committee requested fuller description.
- Revised proposal is for \$200 plus \$100 Visa card.
- It was suggested for Board to approve the revised proposal.
- It was suggested for the item to go back to committee – committee has authority to approve up to \$500.
- Goal of campaign is to market available study space around SFU campuses.
- General consensus that the Board should review committee campaign due to its usage of Visa gift cards.

### **8.2 Letter regarding Fee Structure and Member Resignation**

- These letters follow from the new Societies Act and amendments to the University Act.
- First letter speaks to new fee structure to be communicated to SFU.
  - Proposal is that all Student Society Fees are designated as required fee, and fee structure will be subject to review.
- Resignation speaks to a principled objection to work of Society, it has no direct impact on fees where those fees are designated as required.
- No objection to sending these letters.

### **8.3 Letter to Stakeholders**

- Second letter is an example of a letter to be sent to external organizations notifying them of fee structure review.
  - Purpose is to ensure that the Board adheres to its fiduciary duties.
- No objection to sending these letters.

### **8.4 Office Maintenance**

- Deep clean is suggested from University Facilities.
- Suggest that a formal motion be brought to next meeting.

## **9. REPORTS FROM SOCIETY**

### **9.1 Report from Council Liaison**

- Council liaison absent.

### **9.2 Copy Centre Service Review**

- Postponed until next week.

## **10. ANNOUNCEMENTS**

### **10.1 Tank Farm Expansion Awareness Rally taking place April 5, 2017**

## **11. ATTACHMENTS**

- 2017-03-28 Letter regarding ss fee structure and member resignation.pdf
- 2017-03-28 Letter regarding ss fee structure for stakeholders (1).pdf
- SFSS Operational Policies v.6 (1).pdf

## 12. ADJOURNMENT

**MOTION BOD 2017-04-03:06**

**Arr/Hangue**

*Be it resolved to adjourn the meeting at 10:17 AM.*

**CARRIED**

**SFSS Board of Directors**

Simon Fraser Student Society  
 Maggie Benston Centre 2250  
 8888 University Drive  
 Burnaby, BC  
 V5A 1S6

**Simon Fraser University Board of Governors  
 C/O Korina Chu – Director, Student Financials**

8888 University Drive  
 Burnaby, B.C.  
 Canada. V5A 1S6

April 1, 2017

Ms. Chu,

In light of the recent amendments to the *University Act* and the *Society Act* (now *Societies Act*), the Board of Directors is writing to communicate the manner by which it wishes to proceed regarding the classification of the SFSS Student Society Fees, and the manner by which it intends to process member resignation requests.

*Fee Classification*

Currently, the SFSS has 14 duly established Student Society Fees. All fees are to be considered Prescribed Fees for the purposes of collection by the SFU Board of Governors on behalf of the SFSS as per [Article 27.1 of the University Act](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96468_01#section27.1) ([http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/00\\_96468\\_01#section27.1](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96468_01#section27.1)). The first two are to be considered Capital Fees, the remaining 12 are to be considered Program or Service Fees. For your reference, please review the [University Act Regulation - Order 962](http://www.bclaws.ca/civix/document/id/oic/cur/0962_2016/search/CIVIX_DOCUMENT_ROOT_STEM:(societies)%20AND%20CIVIX_DOCUMENT_ANCESTORS:340482803?3#hit1) ([http://www.bclaws.ca/civix/document/id/oic/cur/0962\\_2016/search/CIVIX\\_DOCUMENT\\_ROOT\\_STEM:\(societies\)%20AND%20CIVIX\\_DOCUMENT\\_ANCESTORS:340482803?3#hit1](http://www.bclaws.ca/civix/document/id/oic/cur/0962_2016/search/CIVIX_DOCUMENT_ROOT_STEM:(societies)%20AND%20CIVIX_DOCUMENT_ANCESTORS:340482803?3#hit1)), passed on December 16, 2016.

Fee Name	Fee Type	Fee Category
Student Society Building Fund/Capital Levy	Prescribed Fee	Capital Fee
Build SFU Levy	Prescribed Fee	Capital Fee
Simon Fraser Student Society Membership Fee	Prescribed Fee	Program or Service Fee
SFSS Food Bank Program	Prescribed Fee	Program or Service Fee
Accessibility Fund	Prescribed Fee	Program or Service Fee
Universal Transit Pass	Prescribed Fee	Program or Services Fee
Health Plan	Prescribed Fee	Program or Service Fee
Dental Plan	Prescribed Fee	Program or Service Fee
First Nations Student Association	Prescribed Fee	Program or Service Fee
Simon Fraser Public Research Interest Group	Prescribed Fee	Program or Service Fee
Peak Publication Society	Prescribed Fee	Program or Service Fee
CJSF – Campus Community Radio Society	Prescribed Fee	Program or Service Fee
Student Refugee – WUSC	Prescribed Fee	Program or Service Fee
Sustainable SFU	Prescribed Fee	Program or Service Fee

Please note that the SFSS will be establishing a formal process and set of conditions for classifying and maintaining the classification of any Student Society Fee as a Prescribed Fee over the course of its next fiscal cycle, from May 1, 2017 to April 1, 2018, and doing so in consultation with its relevant stakeholders.

SFU may expect to receive a notification upon the completion of that process should there be any changes to the Student Society Fee structure, as detailed here.

*Administration of Resignation Requests*

As provided for in the new Societies Act, which came into effect on November 28, 2016, all members of the SFSS will be entitled to resign their membership in the Society. The SFSS will be administering that process itself. The SFSS will be making a form and instructions available to all its members online. Should members wish to resign their membership, and should the resignation form be duly submitted, the SFSS will communicate that resignation to the University, specifically to yourself on any preferred designate communicated to us.

Cordially,

**Larissa Chen – SFSS Board President**

[president@sfss.ca](mailto:president@sfss.ca)

### **SFSS Board of Directors**

Simon Fraser Student Society  
Maggie Benston Centre 2250  
8888 University Drive  
Burnaby, BC  
V5A 1S6

### **Society X Board of Directors**

Address  
Burnaby, B.C.  
Canada. V5A 1S6

April 1, 2017

Hello,

As stakeholders in the mission of the Simon Fraser Student Society (SFSS) to improve the Undergraduate Student experience at Simon Fraser University, we are writing to communicate to you that, in light of amendments to the *University Act*, and the publication of relevant *University Act Regulations*, the SFSS has opted to take a transitional approach to a review of its Student Society Fee structure.

The SFSS has communicated to SFU its intention of categorizing all of its existing Student Society Fees, including the Student Society Fee collected as a remittance to your organisation, as a Prescribed Fee. More specifically, Student Society Fees collected and remitted to legally distinct, external organisations will be categorized as Program or Service Fee.

However, to ensure that this designation is appropriate, the SFSS has also communicated to SFU that this categorisation will be subject to review over the course of May 1, 2017 to April 30, 2018. The SFSS is excited to be conducting a review of some of its long-standing business processes following some significant changes to the legislative environment in which it operates, and do so in an effort to ensure compliance with all its legal obligations and fiduciary duties.

More specifically, the SFSS will be developing a process by which any Student Society Fee may be designated as a Prescribed Fee, and categorized as either a Capital Fee or Program or Service Fee. We are excited to conduct this review in consultation with your organisation; we are excited to clarify and strengthen the manner by which the existing Student Society Fee remitted to your organisation may be considered a Program or Service Fee; and we are excited to better understand and better highlight how your organisation has been supporting the members of the SFSS by providing them with programs and service that forward its mission.

In preparation for this review, I would encourage you and your organisation to review the changes to the *University Act*, notably section 27.1, as well as the regulations of the *University Act*, notably Order 962.

- [Article 27.1 of the University Act](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96468_01#section27.1) (http://www.bclaws.ca/EPLibraries/bclaws\_new/document/ID/freeside/00\_96468\_01#section27.1)
- [University Act Regulation - Order 962](http://www.bclaws.ca/civix/document/id/oic/oic_cur/0962_2016/search/CIVIX_DOCUMENT_ROOT_STEM:(societies)%20AND%20CIVIX_DOCUMENT_ANCESTORS:340482803?3#hit1) (http://www.bclaws.ca/civix/document/id/oic/oic\_cur/0962\_2016/search/CIVIX\_DOCUMENT\_ROOT\_STEM:(societies)%20AND%20CIVIX\_DOCUMENT\_ANCESTORS:340482803?3#hit1)
- [Societies Act](http://www.bclaws.ca/civix/document/id/complete/statreg/15018_01) – (http://www.bclaws.ca/civix/document/id/complete/statreg/15018\_01)

Cordially,

**Larissa Chen – SFSS Board President**  
[president@sfss.ca](mailto:president@sfss.ca)



The following SFSS Operational Policies establish clear outputs, outcomes, and areas of responsibility for Society service areas and programming.

## SFSS Operational Policies

Simon Fraser Student Society

---

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

Table of Contents Purpose of These Policies.....	4
Policy Review and Approval Process .....	5
<b>Office Administration Policies.....</b>	<b>6</b>
OAP-1: Key Access .....	7
OAP-2: Space Booking .....	9
OAP-3: Equipment Booking .....	11
OAP-4: Office Supplies.....	13
OAP-5: Photocopier and Printer Support.....	14
OAP-6: Email Account Support.....	15
OAP-7: Mail Services .....	16
OAP-8: Office Phone Support.....	17
OAP-9: Office Furniture.....	18
OAP-10: Maintenance Requests.....	19
<b>Communications Policies .....</b>	<b>20</b>
CMP-1: Society Advertising, Marketing, and Promotions.....	21
CMP-2: Graphic Design .....	23
CMP-3: Website Content Management.....	24
CMP-4: Press Releases .....	25
CMP-5: Video Production.....	27
CMP-6: Photography .....	28
CMP-7: Survey Development and Distribution.....	29
<b>Finance Policies.....</b>	<b>31</b>
FP-1: Student Society Fees .....	32
FP-2: Society Budget .....	36
FP-3: Cheque Requisitions .....	39
FP-4: Credit Card Purchases (Under Review).....	41
FP-5: Electronic Fund Transfers.....	43
FP-6: Invoice Payments .....	45
FP-7: Accessibility Fund.....	47
FP-8: Space Expansion Fund .....	48
FP-8: Health and Dental Plan Reserve Fund .....	49
FP-9: Build SFU Fund .....	50
<b>Corporate Records and Information Policies .....</b>	<b>51</b>
CIP-1: Records of Decisions .....	52
CIP-2: Records of Elections.....	54
CIP-3: Records of Referenda .....	56
CIP-4: Personal Information and Privacy Policy.....	58
CIP-5: Requests for Information.....	61
<b>Events Policies.....</b>	<b>63</b>
EP-1: Ad-Hoc Event Proposals.....	64

EP-2: Event Budgets.....	65
EP-3: Event Reports.....	66
EP-4: Elections and Referenda .....	67
EP-5: Members' Meetings .....	67
<b>Retail Service Policies .....</b>	<b>69</b>
RSP-1: Copy Centre Services.....	70
RSP-2: Food and Beverage Services .....	71
RSP-3: Button Maker Rental and Material Sales .....	73
RSP-4: Portable Sink Rental.....	74
RSP-5: One-Day Parking Pass Sales .....	75
RSP-6: Meeting Space Rental .....	76
RSP-7: Cineplex Odeon Movie Admission Sales.....	<b>Error! Bookmark not defined.</b>
RSP-8: Student Event Ticket Sales .....	78
<b>Information Technology Policies .....</b>	<b>79</b>
IT-1: Hardware and Software Requests.....	80
IT-2: Computing Hardware Recycling and Repurposing .....	82
IT-3: IT Support.....	83
<b>Property Management Policies .....</b>	<b>84</b>
PMP-1: Property Management Support Request .....	85
<b>Orientation and Training Policies.....</b>	<b>86</b>
OTP-1: New Employee Orientation.....	87
OTP-2: New Director Orientation .....	89
OTP-3: Volunteer Orientation.....	91

## PURPOSE OF THESE POLICIES

The goal of this document is to establish a clear set of expected operational outcomes, a primary point of contact and accountability for each outcome, and a procedural guideline for achieving each outcome.

## POLICY REVIEW AND APPROVAL PROCESS

Each policy will be reviewed annually by any staff involved in achieving the stated policy outcome. The Campaigns, Research, and Policy Coordinator will provide staff with an annual review schedule.

Where no change is required, the Chief Executive Officer shall sign the policy indicating it has been reviewed.

Where a need or an opportunity for improvement arises, policy shall be created, changed, or repealed in the following way:

1. Management or the office responsible for the policy outcome shall propose amendments and communicate those to the CEO.
2. The CEO shall review the proposed changes with the department heads involved.
3. Any new, amended, or repealed policy shall be signed by the CEO or designate.

# OFFICE ADMINISTRATION POLICIES



## OAP-1: KEY ACCESS

<i>POLICY TYPE: OFFICE ADMINISTRATION POLICY</i>		
<i>POLICY TITLE: ACCESS TO SOCIETY SPACES</i>		
<i>POLICY REFERENCE NUMBER: OAP-1</i>		
		<a href="#">Adopted</a> <a href="#">Next Scheduled Revision</a> <a href="#">Previous Revisions</a>
Position	Signature	Date
Chief Executive Officer		

### Policy

The Administrative Supervisor is responsible for ensuring that all staff and directors are provided with access to the spaces they require in the performance of their duties.

### Clients

1. Directors
2. Staff

### Standards

3. Only those with an operational need for keys will be provided with keys.
4. No one with a key may provide access to non-authorized individuals.
5. No one other than the Administrative Supervisor may distribute, collect, copy, loan, or alter Society keys.
6. Lost keys will be reported immediately to the Administrative Supervisor.

### Procedures

7. Keys will be provided to directors and staff by the Administrative Supervisor during their office orientation, after having completed and signed all new director and employee forms and waivers.
8. Key holders will be required to pay a deposit for each key they are given.
9. Where a director or employee leaves the Society, that person is responsible for returning all Society keys to the Administrative Supervisor.
  - a. Only once those keys are returned will that person be eligible to have their deposit reimbursed.

- b. The cost of key and lock replacement may be deducted from a person's last paycheque where keys are not remitted before that person's end date.
- 10. Where a client needs a key with which they have not been provided during their orientation, they are to submit a Society Key Work Order.





## OAP-2: SPACE BOOKING

<i>POLICY TYPE: OFFICE ADMINISTRATION POLICY</i>		
<i>POLICY TITLE: SPACE BOOKING</i>		
<i>POLICY REFERENCE NUMBER: OAP-2</i>		
		<a href="#">Adopted</a> <a href="#">Next Scheduled Revision</a> <a href="#">Previous Revisions</a>
Position	Signature	Date
Chief Executive Officer		

### Policy

The General Office is responsible for booking space at the Burnaby and Vancouver campuses on behalf of directors, staff, and members, and ensuring those spaces are clean, organised, accessible, and prepared as requested prior to the booking time.

The Surrey Campus Coordinator is responsible for booking space at the Surrey campus on behalf of directors, staff, and members, and ensuring those spaces are clean, organised, accessible, and prepared as requested prior to the booking time.

### Clients

1. Directors
2. Staff
3. Members

### Booking options

#### *Burnaby*

4. Build SFU Think Tank - only accessible to directors and staff
5. Executive Conference Room - only accessible to directors
6. Maggie Benston Centre Conference Rooms
7. Forum Chambers
8. SFU administered spaces (where available)

#### *Surrey*

9. SFU administered spaces (where available)

**Procedures**

10. Anyone booking space must submit a completed Space Booking Work Order Form.
11. The General Office or Surrey Campus Coordinator will:
  - a. administer requests on a first come first served basis,
  - b. confirm the cost of any booking with the client,
  - c. submit any required invoices or cheque requisitions to the Finance Department for processing and copies to the client for record keeping,
  - d. confirm bookings in writing with the requestor, and
  - e. ensure bookings are reflected in the corporate calendar.
12. A feedback form will be made available to all clients using the room booking service.



## OAP-3: EQUIPMENT BOOKING

<p><i>POLICY TYPE: OFFICE ADMINISTRATION POLICY</i></p> <p><i>POLICY TITLE: EQUIPMENT BOOKING</i></p> <p><i>POLICY REFERENCE NUMBER: OAP-3</i></p>		
<p>Adopted</p> <p>Next Scheduled Revision</p> <p>Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

### Policy

The General Office is responsible for booking equipment at the Burnaby and Vancouver campuses on behalf of directors, staff, and members.

The Surrey Campus Coordinator is responsible for booking space at the Surrey and Vancouver campus on behalf of directors, staff, and members.

### Clients

1. Directors
2. Staff
3. Members

### Booking options

4. Audio-visual equipment
5. Instruments
6. Table
7. Rolling Board
8. Easel/Whiteboard
9. Rolling Board
10. Easel/Whiteboard
11. Button Maker
12. Fencing
13. Power

### Procedures

14. Anyone booking equipment must submit a completed Equipment Booking Work Order Form.
15. The General Office or Surrey Campus Coordinator will:
  - f. administer requests on a first come first served basis,
  - g. confirm the cost of any booking with the client,
  - h. submit any required invoices or cheque requisitions to the Finance Department for processing and copies to the client for record keeping, and
  - i. confirm bookings in writing with the requestor.
16. A feedback form will be made available to all clients using the room booking service.



## OAP-4: OFFICE SUPPLIES

<p><i>POLICY TYPE: OFFICE ADMINISTRATION POLICY</i></p> <p><i>POLICY TITLE: OFFICE SUPPLIES</i></p> <p><i>POLICY REFERENCE NUMBER: OAP-4</i></p>		
<p>Adopted</p> <p>Next Scheduled Revision</p> <p>Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

### Policy

The Administrative Supervisor is responsible for ordering and distributing all director and staff office supplies.

### Clients

1. Directors
2. Staff

### Procedures

3. Anyone wishing to order office supplies must submit an Office Supply Order Form.
4. The Administrative Supervisor will ensure that:
  - a. the details of all orders are confirmed,
  - b. confirm the cost of any supplies with the client,
  - c. all required invoices or cheque requisitions are submitted to the Finance Department for processing and copies to the client for record keeping, and
  - d. clients are notified of the arrival of their orders once received.
5. A feedback form will be made available to all clients using the office supply ordering service.



## OAP-5: PHOTOCOPIER AND PRINTER SUPPORT

<i>POLICY TYPE: OFFICE ADMINISTRATION POLICY</i>		
<i>POLICY TITLE: PHOTOCOPIER AND PRINTER SUPPORT</i>		
<i>POLICY REFERENCE NUMBER: OAP-5</i>		
		<a href="#">Adopted</a> <a href="#">Next Scheduled Revision</a> <a href="#">Previous Revisions</a>
Position	Signature	Date
Chief Executive Officer		

### Policy

The Administrative Supervisor is responsible for forwarding all requests for photocopier and printer support to the appropriate vendor, excepting the specialized equipment in the Copy Centre.

### Clients

1. Directors
2. Staff

### Procedures

3. Anyone requiring printer or photocopier support will submit a Photocopier or Printer Support Work Order Form.
4. The Administrative Supervisor will:
  - a. confirm the details of the work order,
  - b. where applicable, confirm the cost of any service request with the client,
  - c. where necessary, submit a work order to external vendors,
  - d. submit any required invoices or cheque requisitions to the Finance Department for processing and copies to the client for record keeping, and
  - e. confirm with the client that the issue has been resolved.
5. A feedback form will be made available to all clients using the photocopier and printer support service.



## OAP-6: EMAIL ACCOUNT SUPPORT

<p><i>POLICY TYPE: OFFICE ADMINISTRATION POLICY</i></p> <p><i>POLICY TITLE: EMAIL ACCOUNT SUPPORT</i></p> <p><i>POLICY REFERENCE NUMBER: OAP-7</i></p>		
<p>Adopted</p> <p>Next Scheduled Revision</p> <p>Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

### Policy

The Administrative Supervisor is responsible for administering the Society’s corporate email account for directors, staff, and any other members provided with an SFSS email account.

### Clients

1. Directors
2. Staff
3. Members (where members are provided with an SFSS email account)

### Procedures

4. Anyone requiring additional support with, or changes to their email account will submit an Email Account Support Work Order Form.
5. The Administrative Supervisor will ensure that:
  - a. the details of the issue have been confirmed,
  - b. where feasible, make any requested changes to the corporate account, and
  - c. confirm with the client that the issue has been resolved.
6. A feedback form will be made available to all clients using the email account support service.



## OAP-7: MAIL SERVICES

<p><i>POLICY TYPE: OFFICE ADMINISTRATION POLICY</i></p> <p><i>POLICY TITLE: MAIL SERVICES</i></p> <p><i>POLICY REFERENCE NUMBER: OAP-8</i></p>		
<p>Adopted</p> <p>Next Scheduled Revision</p> <p>Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

### Policy

The General Office is responsible for administering the Society’s mail services for directors and staff in Burnaby.

The Surrey Campus Coordinator is responsible for administering the Society’s mail services for directors and staff in Surrey.

### Clients

1. Directors
2. Staff
3. Members

### Procedures

4. Anyone wishing to send mail via internal or external mail or carrier services will submit the item to the General Office or Surrey Office front counter along with a cheque requisition containing all the necessary details for the cost of the shipping.
5. The General Office or Surrey Campus Coordinator will:
  - a. ensure that the details of the mailing are confirmed and correct, and
  - b. confirm the cost of any mailing with the client,
  - c. submit any required invoices or cheque requisitions to the Finance Department for processing and copies to the client for record keeping.
6. A feedback form will be made available to all clients using the mail service.





## OAP-8: OFFICE PHONE SUPPORT

<p><i>POLICY TYPE: OFFICE ADMINISTRATION POLICY</i></p> <p><i>POLICY TITLE: OFFICE PHONE SUPPORT</i></p> <p><i>POLICY REFERENCE NUMBER: OAP-9</i></p>		
<p><a href="#">Adopted</a></p> <p><a href="#">Next Scheduled Revision</a></p> <p><a href="#">Previous Revisions</a></p>		
Position	Signature	Date
Chief Executive Officer		

### Policy

The Administrative Supervisor is responsible for forwarding all requests for office phone support to SFU Network Services or the appropriate vendors on behalf of directors and staff where those phones are located.

### Clients

1. Directors
2. Staff

### Procedures

3. Anyone requiring support with their office telephone will submit an Office Phone Support Work Order Form.
4. The Administrative Supervisor will:
  - a. confirm the details of the issues,
  - b. confirm the cost of any work order with the client,
  - c. where necessary, submit a request for support to SFU Network Services,
  - d. submit any invoices or cheque requisitions for phone support to the Finance Department for processing and copies to the client for record keeping, and
  - e. confirm with the client submitting the request that the issue has been resolved.
5. A feedback form will be made available to all clients using the office phone support service.



## OAP-9: OFFICE FURNITURE

<p><i>POLICY TYPE: OFFICE ADMINISTRATION POLICY</i></p> <p><i>POLICY TITLE: OFFICE FURNITURE</i></p> <p><i>POLICY REFERENCE NUMBER: OAP-10</i></p>		
<p>Adopted</p> <p>Next Scheduled Revision</p> <p>Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

### Policy

The Administrative Supervisor is responsible for administering any requests from directors or staff relating to acquisition or removal of office furniture.

### Clients

1. Directors
2. Staff

### Procedures

3. Anyone requesting new office furniture, or the installation or removal of existing office furniture, will submit an Office Furniture Work Order Form.
4. Departments are responsible for budgeting for the purchase of any office equipment.
5. The Administrative Supervisor will:
  - a. ensure that the details of the request are confirmed,
  - b. confirm the cost of any work or furniture order with the client,
  - c. where necessary, a request for support from SFU Facilities Services or other appropriate vendor is duly submitted,
  - d. submit any invoices or cheque requisitions for office furniture to the Finance Department for processing and to the client for record keeping, and
  - e. confirm with the client that the work order has been fulfilled.
6. A feedback form will be made available to all clients using the office furniture service.



## OAP-10: MAINTENANCE REQUESTS

<p><i>POLICY TYPE: OFFICE ADMINISTRATION POLICY</i></p> <p><i>POLICY TITLE: MAINTENANCE REQUESTS</i></p> <p><i>POLICY REFERENCE NUMBER: OAP-11</i></p>		
<p>Adopted</p> <p>Next Scheduled Revision</p> <p>Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

### Policy

Society coordinators are responsible for submitting maintenance requests to SFU Facilities Services as those requests relate to the spaces administered by their departments.

### Definitions

1. Maintenance requests for Society spaces include, but are not limited to:
  - a. cleaning,
  - b. painting,
  - c. lighting, heating, and cooling repairs, and
  - d. event table set up.

### Clients

2. Directors
3. Staff

### Procedures

4. Anyone requiring maintenance support will submit the appropriate Work Order at <http://www.sfu.ca/fs/Services/Burnaby/Maintenance-Requests.html> for Burnaby or <http://www.sfu.ca/fs/Services/Surrey/> for Surrey.
5. Coordinators will submit any invoices or cheque requisitions for maintenance to the Finance Department for processing and copies to the client for record keeping, and

# COMMUNICATIONS POLICIES



## CMP-1: SOCIETY ADVERTISING, MARKETING, AND PROMOTIONS

<p><i>POLICY TYPE: COMMUNICATIONS POLICY</i>  <i>POLICY TITLE: ADVERTISING ON CAMPUS</i>  <i>POLICY REFERENCE NUMBER: CMP-1</i></p>		
<p>Adopted                  Next Scheduled Revision                  Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

### Policy

The Communications Coordinator is responsible for the administration of all Society advertising, marketing, and promotional services.

### Definitions

1. For the purposes of this policy, the term “advertising, marketing, and promotions” encompasses any materials used to advertise or promote an organization, product, service, or event, including but not limited to:
  - a. posters,
  - b. signs,
  - c. banners,
  - d. notices,
  - e. handbills,
  - f. flyers,
  - g. leaflets,
  - h. emails,
  - i. social media posts,
  - j. online advertising,
  - k. brochures,
  - l. samples,
  - m. give-aways, and
  - n. other promotional devices.

**Clients**

2. Directors
3. Staff
4. Members

**Process**

5. Anyone wishing to advertise Society programs, services, or projects, must submit a Communications Services Work Order.
6. The Communications Department will:
  - a. evaluate advertising proposals on the basis of adherence to the SFSS Communications Policy and Society standards,
  - b. consult with the client for additional details where required,
  - c. develop a proposal that meets the stated requirements,
  - d. submit the proposal to the client for review,
  - e. where approved, develop the promotional materials,
  - f. where necessary, submit a request for production to the SFSS Copy Centre, and
  - g. notify the requestor once the materials are ready for pick up.
7. A feedback form will be made available to all clients using the advertising, marketing, and promotions services.



## CMP-2: GRAPHIC DESIGN

<i>POLICY TYPE: COMMUNICATIONS POLICY</i>		
<i>POLICY TITLE: GRAPHIC DESIGN</i>		
<i>POLICY REFERENCE NUMBER: CMP-2</i>		
		Adopted Next Scheduled Revision Previous Revisions
Position	Signature	Date
Chief Executive Officer		

### Policy

The Communications Coordinator is responsible for the administration of all Society graphic design services.

### Clients

1. Directors
2. Staff
3. Members

### Procedures

4. Anyone seeking graphic design development must submit a Communications Services Work Order.
5. The Communications Department will:
  - a. consult with the client for additional details where required,
  - b. develop a proposal that meets the stated requirements,
  - c. submit the proposal to the client for review,
  - d. where approved, develop the promotional materials,
  - e. where necessary, submit a request for production to the SFSS Copy Centre, and
  - f. notify the requestor once the materials are ready for pick up.
6. A feedback form will be made available to all clients using the graphic design service.



## CMP-3: WEBSITE CONTENT MANAGEMENT

<i>POLICY TYPE: COMMUNICATIONS POLICY</i>		
<i>POLICY TITLE: WEBSITE CONTENT MANAGEMENT</i>		
<i>POLICY REFERENCE NUMBER: CMP-3</i>		
		Adopted Next Scheduled Revision Previous Revisions
Position	Signature	Date
Chief Executive Officer		

### Policy

The Communications Coordinator is responsible for the addition, change, and deletion of all Society website content.

The Administrative Supervisor is responsible for holding all Society website administrative credentials.

### Clients

1. Directors
2. Staff
3. Members

### Procedures

4. Anyone wishing to add, change, or remove Society web content must submit a Communications Services Work Order.
5. The Communications Department will:
  - a. consult with the requestor for additional details where required,
  - b. evaluate any submitted content on the basis of adherence to the SFSS Communications Policy, and ensure that all Society standards are respected,
  - c. where necessary, develop a proposal that meets the stated requirements,
  - d. submit the proposal to the requestor for review,
  - e. where approved, publish the content to the website.
6. A feedback form will be made available to all clients using the website content management service.





## CMP-4: PRESS RELEASES

<i>POLICY TYPE: COMMUNICATIONS POLICY</i>		
<i>POLICY TITLE: PRESS RELEASES</i>		
<i>POLICY REFERENCE NUMBER: CMP-4</i>		
<a href="#">Adopted</a> <a href="#">Next Scheduled Revision</a> <a href="#">Previous Revisions</a>		
Position	Signature	Date
Chief Executive Officer		

### Policy

The Communications Coordinator is responsible for the review, development, and distribution of all Society press releases.

### Clients

1. Directors
2. Staff
3. Members

### Procedures

4. A list of standard recipients of any Society press release will be developed by the Communications Coordinator and approved by the CEO and Board of Directors.
5. Anyone wishing to develop or distribute a press release must submit a Communications Services Work Order.
6. The Communications Department will:
  - a. consult with the client for additional details where required,
  - b. evaluate any submitted content on the basis of adherence to the SFSS Communications Policy, and ensure that all Society standards are respected
  - c. where necessary, develop a proposal that meets the stated requirements,
  - d. submit the proposal to the client for review and approval,
  - e. where approved by the client, and where the content of the press release is consistent with positions already approved by the Board, submit to the CEO and Board President for approval,

- f. where approved by the client, and where the content of the press release is not consistent with positions already approved by the Board, submit to the CEO and Board for approval,
  - g. where approved by the CEO and Board or Board President, distribute the press release to the list of recipients and publish its content to the website.
7. A feedback form will be made available to all clients using the press release service.



## CMP-5: VIDEO PRODUCTION

<p><i>POLICY TYPE: COMMUNICATIONS POLICY</i>  <i>POLICY TITLE: VIDEO PRODUCTION</i>  <i>POLICY REFERENCE NUMBER: CMP-5</i></p>		
<p>Adopted                  Next Scheduled Revision                  Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

### Policy

The Communications Coordinator is responsible for administering all video production services.

### Clients

1. Directors
2. Staff
3. Members

### Procedures

4. Anyone wishing to develop a Society video production must submit a Communications Services Work Order.
5. The Communications Department will:
  - a. consult with the client for additional details where required,
  - b. evaluate any submitted content on the basis of adherence to the SFSS Communications Policy and Society standards,
  - c. submit the proposal to the CEO for approval,
  - d. develop a video production that meets the stated requirements,
  - e. submit the proposal to the client for review,
  - f. where approved, submit to the CEO for approval, and
  - g. publish and distribute the video as appropriate.
6. A feedback form will be made available to all clients using the video production service.



## CMP-6: PHOTOGRAPHY

<i>POLICY TYPE: COMMUNICATIONS POLICY</i>		
<i>POLICY TITLE: PHOTOGRAPHY</i>		
<i>POLICY REFERENCE NUMBER: CMP-6</i>		
		<a href="#">Adopted</a> <a href="#">Next Scheduled Revision</a> <a href="#">Previous Revisions</a>
Position	Signature	Date
Chief Executive Officer		

### Policy

The Communications Coordinator is responsible for administering the photography service.

### Clients

1. Directors
2. Staff
3. Members

### Procedures

1. Anyone wishing to develop photography assets must submit a Communications Services Work Order.
2. The Communications Department will:
  - a. consult with the client for additional details where required,
  - b. evaluate any submitted content on the basis of adherence to the SFSS Communications Policy and Society standards,
  - c. develop the photographic assets,
  - d. submit the proposed assets to the client for review, and
  - e. publish and distribute the photos as appropriate.
3. A feedback form will be made available to all clients using the photography service.



## CMP-7: SURVEY DEVELOPMENT AND DISTRIBUTION

<i>POLICY TYPE: COMMUNICATIONS POLICY</i>		
<i>POLICY TITLE: SURVEY DEVELOPMENT</i>		
<i>POLICY REFERENCE NUMBER: CMP-7</i>		
		<a href="#">Adopted</a> <a href="#">Next Scheduled Revision</a> <a href="#">Previous Revisions</a>
Position	Signature	Date
Chief Executive Officer		

### Policy

The Communications Coordinator is responsible for administering the development, distribution, and analysis of all Society surveys.

### Clients

1. Directors
2. Staff
3. Members

### Procedures

1. Anyone wishing to develop or distribute a survey must submit a Communications Services Work Order.
2. The Communications Department will:
  - a. consult with the client for additional details where required,
  - b. evaluate any submitted content on the basis of adherence to the SFSS Communications Policy, and ensure that all Society standards are respected,
  - c. seek management approval and review of survey drafts,
  - d. submit the proposed survey to the client for review,
  - e. conduct the survey, with the help of the Board where required,
  - f. analyse a report of the survey results along with a briefing note for the client, management, and Board,
  - g. where required, develop a summary of the result for public distribution, and
  - h. publish the summary results as appropriate.

3. A feedback form will be made available to all clients using the survey development and distribution service.

# FINANCE POLICIES

Please note that the Finance Policies are still under general review to ensure that all possible expenditures and disbursements are traceable back to a sole and official transaction record.



## FP-1: STUDENT SOCIETY FEES

<p><i>POLICY TYPE: FINANCE POLICY</i></p> <p><i>POLICY TITLE: STUDENT SOCIETY FEES</i></p> <p><i>POLICY REFERENCE NUMBER: FP-1</i></p>		
<p>Adopted</p> <p>Next Scheduled Revision</p> <p>Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

### Policy

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

### Definitions

1. "Capital Fee" means a Student Society Fee collected for capital expenditures.
2. "Prescribed Fee" means a Student Society Fee collected from all students registered in undergraduate courses at SFU, including non-members of the Society.
3. "Program or Service Fee" is a prescribed Student Society Fee or a Student Society Fee for a prescribed program or service, which may include:
  - a. the operating expenditures of a student society,
  - b. support by a student society for students, student activities, or student organizations,
  - c. support by a student society for individuals other than students, non-student activities, or non-student organizations,
  - d. financial assistance from a student society to individuals or organizations,
  - e. cultural, educational, political, recreational and social activities and events,
  - f. health care benefit plans,
  - g. dental care benefit plans,
  - h. transportation programs,
  - i. advocacy activities,
  - j. the provision of goods, and
  - k. the provision of services.



4. “Part-Time Student” means a student at Simon Fraser University taking three (3) or fewer course hours per semester.
5. “Full-Time Student” means any undergraduate student at Simon Fraser University other than a Part-Time Student.
6. “Student Society Fee” is a fee collected by the University on behalf of the Society as provided for in *University Act*, Section 27.1.

### Schedule

Student Society Fee	Part-Time Fee Value	Full-Time Fee Value	Collection Schedule	Fee Category
Student Society Building Fund/Capital Levy	\$5.00	\$2.50	Collected each semester	Prescribed Student Society Fee
Build SFU Levy (2016)	\$30.00	\$15.00	Collected each semester	Prescribed Student Society Fee
Build SFU Levy (2017)	\$40.00	\$20.00	Collected each semester	Prescribed Student Society Fee
Simon Fraser Student Society Membership Fee	\$42.74	\$21.38	Collected each semester	Prescribed Student Society Fee
SFSS Food Bank Program	\$0.25	\$0.13	Collected each semester	Prescribed Student Society Fee
Accessibility Fund	\$0.75	\$0.38	Collected each semester	Prescribed Student Society Fee
Universal Transit Pass	\$158.00	\$158.00	Collected each semester	Prescribed Student Society Fee
Health Plan	\$86.40	\$86.40	Collected annually (Fall semester)	Prescribed Student Society Fee
Dental Plan	\$168.60	\$168.60	Collected annually (Fall semester)	Prescribed Student Society Fee
Simon Fraser Public Research Interest Group	\$3.50	\$1.75	Collected each semester	Prescribed Student Society Fee

Student Society Fee	Part-Time Fee Value	Full-Time Fee Value	Collection Schedule	Fee Category
Peak Publication Society	\$4.90	\$2.45	Collected each semester	Prescribed Student Society Fee
CJSF – Campus Community Radio Society	\$3.75	\$1.88	Collected each semester	Prescribed Student Society Fee
Embark (Sustainable SFU)	\$2.00	\$1.00	Collected each semester	Prescribed Student Society Fee
First Nations Student Association	\$0.75	\$0.38	Collected each semester	Prescribed Student Society Fee

### Exemptions

7. Canadian citizens and permanent residents aged 60 years of age or more are exempt from all Student Society Fees.
8. Visiting students enrolled in the Foreign Exchange Program (FEP), who pay their fees through their home institution are exempt from all Student Society Fees.
9. The following undergraduate segments are not charged the Health and Dental Plan Student Society Fees unless they register themselves directly with the I have a plan Administration Office:
  - a. students beginning their academic year in May.
  - b. students registered exclusively in Distance Education or programs based outside the Lower Mainland,
  - c. students enrolled in the Professional Development Program (PDP) who were registered as off-campus are not automatically covered,
10. The following undergraduate segments are not eligible for the Health and Dental Plan, and are not charged the Health and Dental Student Society Fees:
  - a. students registered in Continuing Education,
  - b. student registered in non-credit programs,
  - c. students studying on exchange or Co-op who are paying fees to their home institution, and
  - d. auditing students.

### Procedures

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

- a. an annual notice listing the Student Society Fees to be collected from members of the Society and non-members who are taking undergraduate courses at the University,
  - b. a note stating that the requirement to make available to its members annual audited financial statements and a report on those financial statements by an auditor who meets the requirements of section 112 of the Societies Act has been met, and
  - c. a note stating any changes to the listed Student Society Fees since the last notice.
12. Each semester, the University will submit a student count and Student Society Fees breakdown chart to the Society.



## FP-2: SOCIETY BUDGET

<p><i>POLICY TYPE: FINANCE POLICY</i>  <i>POLICY TITLE: SOCIETY BUDGET</i>  <i>POLICY REFERENCE NUMBER: FP-2</i></p>		
<p>Adopted          Next Scheduled Revision          Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		
Board President		

### Policy

The Board of Directors is responsible for the approval of the Society's annual budget and accountable to the Society membership for that budget.

### Definitions

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

### Standards

2. The Society will accumulate and hold six months-worth of estimated SFSS operating expenses in a separate, internally restricted bank account.

### Schedule

3. January: Departmental, Board, and Board committee budget preparation.
4. February: Management consolidation of departmental budgets, Board, Board committee, submission of non-departmental budgetary items, and preparation of draft budget
5. March: Finance and Audit Committee review and submission of draft budget to Board
6. April: Board review and approval of annual budget

### Procedures

*Departmental budget preparation*

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

*Departmental budget review*

8. During the first two weeks of every February, the CEO shall:
  - a. consolidate all draft budgets submissions,
  - b. review each and consult with their authoring coordinators where necessary,
  - c. supply draft budget allocation for non-departmental accounts,
  - d. develop a brief summary of any notable changes or additions to the budget, and
  - e. submit a consolidated draft to the Finance Coordinators for preparation.

*Submission of draft budget to the Finance and Audit Committee*

9. The Finance Department shall:
  - a. review the information submitted to it by the CEO, providing recommendations where necessary,
  - b. develop a consolidated draft Society budget, and
  - c. submit that draft to the Finance and Audit Committee.
10. The Finance and Audit Committee shall:
  - a. review the draft budget, directing any questions to the Finance Coordinators and CEO,
  - b. request any principled changes to the budget where required, and
  - c. submit the draft budget to Board for approval.

*Submission of draft budget to the Board of Directors*

11. The Finance and Audit Committee will submit and present a draft Society budget to the Board of Directors for review.
12. The Board shall:
  - a. review the draft budget directing any questions to the Finance and Audit Committee, as well as the CEO,
  - b. request any principled changes to the budget where required, and

- c. approve the final draft of the annual budget.

*Mid-year review*

13. Every December, departmental coordinators will review their year-to-date budgets with the CEO.



## FP-3: CHEQUE REQUISITIONS

<p><i>POLICY TYPE: FINANCE POLICY</i>  <i>POLICY TITLE: CHEQUE REQUISITIONS</i>  <i>POLICY REFERENCE NUMBER: FP-3</i></p>		
<p>Adopted                  Next Scheduled Revision                  Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

### Policy

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

### Definitions

1. A cheque requisition is the formal manner of requesting the processing of a payment by the Society.

### Clients

2. Directors
3. Staff
4. Members

### Approval Thresholds

5. Staff departmental expenses less than \$1,000 will be authorized or not by departmental coordinators.
6. Staff departmental expenses between \$1,000 and \$5,000 will be authorized or not by the Chief Executive Officer.
7. Staff departmental expenses over \$5,000 will be authorized or not by the Board of Directors.
8. Board departmental expenses will be authorized by the Board of Directors.

### Standards

9. A Cheque Requisition, submitted along with all required supporting documentation satisfactory to the Society's auditor must be supplied to the Finance Office before an issuing a disbursement.
10. Eligible expenses must be supported by an original invoice/receipt on company letterhead itemizing the purchase.
11. All Board or Board Committee expenses are to be approved by the VP Finance.
12. All non-Board or no-Board Committee expenses are to be approved by the CEO or Board

**Procedures**

13. The Finance Department will:
  - a. ensure that any cheque requisition is completed correctly, and includes all required supporting documentation, and
  - a. return any incomplete or incorrect cheque requisitions to their authors, noting any errors that need to be correcting for processing.
14. A feedback form will be made available to anyone using the Cheque Requisition Process.





**FP-4: CREDIT CARD PURCHASES (UNDER REVIEW)**

<p><i>POLICY TYPE: FINANCE POLICY</i>  <i>POLICY TITLE: CREDIT CARD PURCHASES</i>  <i>POLICY REFERENCE NUMBER: FP-4</i></p>		
<p>Adopted                  Next Scheduled Revision                  Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

**Policy**

Only those jointly authorized by the Board President and Chief Executive Officer will be permitted to carry corporate credit cards in their name.

**Clients**

1. Directors
2. Staff

**Approval Thresholds**

3. Departmental expenses less than \$1,000 will be authorized or not by departmental coordinators.
4. Departmental expenses between \$1,000 and \$5,000 will be authorized or not by the Chief Executive Officer.
5. Departmental expenses over \$5,000 will be authorized or not by the Board of Directors.

**Standards**

6. Anyone in whose name a corporate credit card has been issued is responsible for all charges on that credit card.
7. Only budgeted expenses that may not be purchased on invoice may be purchased using the company credit card.
8. Credit card purchase requests will be administered on a weekly basis by the Finance Department.

**Procedures**

9. Anyone wishing to make a credit card purchase will:
  - a. complete a Cheque Requisition Form detailing:
    - i. the expense,
    - ii. a description and price listing for the item,
    - iii. a link to the online ordering page where applicable, and
    - iv. any required records of decisions necessary to demonstrating that the expense has been duly approved,
  - b. present that Cheque Requisition Form and attached information to the Finance Department for review,
10. The Financial Department will process requests for credit card purchases on a weekly basis.
11. A feedback form will be made available to anyone using the Credit Card Purchase Process.



## FP-5: ELECTRONIC FUND TRANSFERS

<i>POLICY TYPE: FINANCE POLICY</i>		
<i>POLICY TITLE: ELECTRONIC FUND TRANSFERS</i>		
<i>POLICY REFERENCE NUMBER: FP-5</i>		
		Adopted Next Scheduled Revision Previous Revisions
Position	Signature	Date
Chief Executive Officer		

### Policy

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

### Clients

1. Directors
2. Staff

### Approval Thresholds

3. Departmental expenses less than \$1,000 will be authorized or not by departmental coordinators.
4. Departmental expenses between \$1,000 and \$5,000 will be authorized or not by the Chief Executive Officer.
5. Departmental expenses over \$5,000 will be authorized or not by the Board of Directors.

### Standards

6. EFTs may only be used for the following payments:
  - a. Society payroll,
  - b. Build SFU disbursements,
  - c. RRSP contributions,
  - d. government remittances, and
  - e. business to business payments.

7. EFTs may only be processed where they have been approved by the appropriate coordinator, manager, or Board representative.

**Procedures**

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



## FP-6: INVOICE PAYMENTS

<i>POLICY TYPE: FINANCE POLICY</i>		
<i>POLICY TITLE: INVOICE PAYMENTS</i>		
<i>POLICY REFERENCE NUMBER: FP-6</i>		
		<a href="#">Adopted</a> <a href="#">Next Scheduled Revision</a> <a href="#">Previous Revisions</a>
Position	Signature	Date
Chief Executive Officer		

### Policy

Invoice payments shall be administered by the Finance Department.

### Clients

1. Directors
2. Staff

### Approval Thresholds

1. Departmental expenses less than \$1,000 will be authorized or not by departmental coordinators.
2. Departmental expenses between \$1,000 and \$5,000 will be authorized or not by the Chief Executive Officer.
3. Departmental expenses over \$5,000 will be authorized or not by the Board of Directors.

### Procedures

3. Anyone wishing to make a purchase on invoice will:
  - a. complete a Cheque Requisition Form detailing the expense, and attach a description and price listing for the item,
  - b. present that Cheque Requisition Form and attached information to the financial coordinators for review,
  - c. where the form meets the standards of the Finance Department, the Finance Department will approve the purchase holding the Cheque Requisition Form as a record of the approved purchase providing a signed copy to the client, and

- d. when the invoice is received, a Finance Coordinator will process the invoice payment and attach the invoice to the Cheque Requisition Form.
4. A feedback form will be made available to anyone using the Invoice Payment Process.



## FP-7: ACCESSIBILITY FUND

<i>POLICY TYPE: FINANCE POLICY</i>		
<i>POLICY TITLE: ACCESSIBILITY FUND ADMINISTRATION</i>		
<i>POLICY REFERENCE NUMBER: FP-7</i>		
		<a href="#">Adopted</a> <a href="#">Next Scheduled Revision</a> <a href="#">Previous Revisions</a>
Position	Signature	Date
Chief Executive Officer		

### Policy

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

### Procedures

1. Proposals for accessing the Accessibility Fund are submitted in writing to the Chair of AFAC using the Accessibility Fund Grant Request Form.
  - a. Departmental coordinators may submit a proposal to the Chair of AFAC on behalf of student groups.
2. Proposals must include a budget and a link between the proposed budget and the purpose of the Accessibility Fund.
3. Where a proposal is accepted, the proponent must submit a report on the use of the funds and the impact on the membership of the SFSS.
  - a. A template will be provided to all proponents for required proposals and reports.



## FP-8: SPACE EXPANSION FUND

<p><i>POLICY TYPE: FINANCE POLICY</i></p> <p><i>POLICY TITLE: SPACE EXPANSION FUND</i></p> <p><i>POLICY REFERENCE NUMBER: FP-8</i></p>		
<p>Adopted</p> <p>Next Scheduled Revision</p> <p>Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

### Policy

The Space Expansion Fund is established to provide for the renovation, repair, maintenance, and creation of Society space on campus.

### Procedures

1. Proposals for accessing the Space Expansion Fund are submitted in writing to the Chair of the Board using the Grant Request Form.
  - a. Departmental coordinators may submit a proposal to the Chair of Board on behalf of student groups.
2. Proposals must include a budget and a link between the proposed budget and the purpose of the Space Expansion Fund.
3. Where a proposal is accepted, the proponent must submit a report on the use of the funds and the impact on the membership of the SFSS.
  - a. A template will be provided to all proponents for required proposals and reports.





## FP-9: HEALTH AND DENTAL PLAN RESERVE FUND

<i>POLICY TYPE: FINANCE POLICY</i>		
<i>POLICY TITLE: HEALTH AND DENTAL PLAN RESERVE FUND</i>		
<i>POLICY REFERENCE NUMBER: FP-9</i>		
		Adopted Next Scheduled Revision Previous Revisions
Position	Signature	Date
Chief Executive Officer		

### Policy

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

### Standards

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

### Procedures

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



## FP-10: BUILD SFU FUND

<p><i>POLICY TYPE: FINANCE POLICY</i></p> <p><i>POLICY TITLE: BUILD SFU FUND</i></p> <p><i>POLICY REFERENCE NUMBER: FP-10</i></p>		
<p>Adopted</p> <p>Next Scheduled Revision</p> <p>Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

### Policy

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

### Procedures

1. The Build SFU Fund is administered according to the Fund Management Agreement, dated January 1, 2014. Disbursements
2. The Build SFU Fund is comprised of the Student Society Fee – Build SFU Levy, which is held in trust by Simon Fraser University in the Build SFU Account.
3. The fund is collected each semester by the University and deposited directly into the Build SFU Account, excepting up to six percent (6%) of the collected Student Society Fee that makes up the Fund, which is provided to SFU Financial Aid and Awards to be distributed to undergraduate students in financial need.
4. The disbursement of funds from the Build SFU Fund requires the signature of one authorized representative from the Society and one authorize representative from the University.

# CORPORATE RECORDS AND INFORMATION POLICIES



## CIP-1: RECORDS OF DECISIONS

<i>POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY</i>		
<i>POLICY TITLE: RECORDS OF DECISIONS</i>		
<i>POLICY REFERENCE NUMBER: CIP-1</i>		
		<a href="#">Adopted</a> <a href="#">Next Scheduled Revision</a> <a href="#">Previous Revisions</a>
Position	Signature	Date
Chief Executive Officer		

### Policy

The Administrative Supervisor is responsible for ensuring that all records of decisions of the Board of Directors and its committees are properly filed, secured, and accessible.

### Standards

1. The primary purpose of any record of a meeting is to provide a record of the date, time, and location of the meeting, attendance, agenda items, and the decisions made during that meeting.
2. A record will be kept of all meetings of the Board of Directors, as well as any Board committee provided with a budget.
3. All records of decisions shall be kept permanently.

### Procedures

4. The Administrative Supervisor will ensure that:
  - a. all meetings are listed on the corporate calendar,
  - b. all members of the Board or committee are notified of a scheduled meeting, and are invited to submit agenda items to the Chair,
  - c. agenda items are compiled and distributed to members of the Board or committee at least three days in advance of any meeting,
  - d. at least the following items are recorded:
    - i. the date of the meeting,
    - ii. the time at which the meeting is called to order,
    - iii. the location of the meeting,
    - iv. the attendance,

- v. the mover and seconder of any motion,
    - vi. the exact wording of all motions,
    - vii. the result of any vote on a motion,
    - viii. a brief, point form summary of the discussion points for any motion,
    - ix. all items of discussion,
    - x. a brief, point form summary of the discussion, and
    - xi. the time at which the meeting is adjourned,
  - e. records are distributed to the Board or committee at least three days prior to the next meeting, during which the group will approve those minutes, noting any requested changes to be made before they are officially filed.
5. Minutes shall be stored:
  - a. permanently,
  - b. electronically, and
  - c. on a shared server, accessible by staff and Board.
6. Minutes for the current and previous fiscal year shall be made available online.
7. Any records of decision not accessible online are available for review by members where a written request is submitted to the Administrative Supervisor.



## CIP-2: RECORDS OF ELECTIONS

<i>POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY</i>		
<i>POLICY TITLE: RECORDS OF ELECTIONS</i>		
<i>POLICY REFERENCE NUMBER: CIP-2</i>		
Adopted Next Scheduled Revision Previous Revisions		
Position	Signature	Date
Chief Executive Officer		

### Policy

The Chief Commissioner is responsible for ensuring that all records of elections are properly developed and distributed to Society staff for record keeping.

The Administrative Supervisor is responsible for ensuring that all records of elections are properly filed, secured, and accessible.

### Definitions

1. 'Records of elections' include:
  - a. Agreement between the IEC and Staff,
  - b. Statement of Consent,
  - c. Nomination Form,
  - d. the exact language contained on the ballot,
  - e. a summary statement of the results of the election as they pertain to each individual candidate,
  - f. the standard report generated by the SFU survey tool used to conduct the elections, and
  - g. the official Election Report.

### Procedures

2. Upon taking office, the Chief Commissioner, SFSS President, and Chief Executive Officer will sign and date three (3) copies of the Agreement between the IEC and Staff, providing each party with an original copy.
  - a. The staff copy will be filed with the Administrative Supervisor.

3. Following the end of the Nomination Period, the Chief Commissioner will provide the Administrative Supervisor with copies of:
  - a. all signed Statements of Consent, and
  - b. all signed Nomination Forms.
4. Following the Voting Period, the Chief Commissioner will provide the Administrative Supervisor with:
  - a. the exact language contained on the ballot,
  - b. any standard printout of the survey tool used to conduct the elections, and
  - c. a summary statement of the results of the election as they pertain to each individual candidate,
5. Following the Post-Election Period, the Chief Commissioner will provide the Administrative Supervisor with:
  - a. the official Election Report.



## CIP-3: RECORDS OF REFERENDA

<i>POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY</i>		
<i>POLICY TITLE: RECORDS OF REFERENDA</i>		
<i>POLICY REFERENCE NUMBER: CIP-3</i>		
<a href="#">Adopted</a> <a href="#">Next Scheduled Revision</a> <a href="#">Previous Revisions</a>		
Position	Signature	Date
Chief Executive Officer		

### Policy

The Chief Commissioner is responsible for ensuring that all records of referenda are properly developed and distributed to Society staff for record keeping.

The Administrative Supervisor is responsible for ensuring that all records of referenda are properly filed, secured, and accessible.

### Definitions

1. 'Records of elections' include:
  - a. Agreement between the IEC and Staff,
  - b. Nomination Form,
  - c. the exact language of each referendum question,
  - d. a summary statement of the results of each referendum question, and
  - e. the standard report generated by the SFU survey tool used to conduct the referendum, and
  - f. the official Referendum Report.

### Procedures

2. Upon taking office, the Chief Commissioner, SFSS President, and Chief Executive Officer will sign and date three (3) copies of the Agreement between the IEC and Staff, providing each party with an original copy.
  - a. The staff copy will be filed with the Administrative Supervisor.
3. Following the end of the Nomination Period, the Chief Commissioner will provide the Administrative Supervisor with copies of all signed Nomination Forms.



4. Following the Voting Period, the Chief Commissioner will provide the Administrative Supervisor with:
  - a. any standard printout of the survey tool used to conduct the elections,
  - b. a summary statement of the results of each referendum question, and
  - c. any standard printout of the survey tool used to conduct the elections,
5. Following the Post-Election Period, the Chief Commissioner will provide the Administrative Supervisor with:
  - a. the official Referendum Report.



## CIP-4: PERSONAL INFORMATION AND PRIVACY POLICY

<p><i>POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY</i></p> <p><i>POLICY TITLE: PERSONAL INFORMATION AND PRIVACY POLICY</i></p> <p><i>POLICY REFERENCE NUMBER: CIP-4</i></p>		
<p>Adopted</p> <p>Next Scheduled Revision</p> <p>Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

### Policy

This policy aims to establish the standards according to which all SFSS processes will collect, use, or disclosed personal information, ensuring thereby that all obligations under Canada’s *Privacy Act (PA)* and *Personal Information Protection and Electronic Documents Act (PIPED)*, as well as British Columbia’s *Personal Information Protection Act (PIPA)*, are respected.

The Campaigns, Research, and Policy Coordinator serves as the Privacy Officer of the Simon Fraser Student Society (SFSS).

### Definitions

1. ‘Personal information’ means recorded information about an identifiable individual which includes, but is not limited to names, home addresses and telephone numbers, age, sex, marital or family status, identifying number, race, national or ethnic origin, colour, religious or political beliefs or associations, educational history, medical history, disabilities, blood type, employment history, financial history, criminal history, anyone else's opinions about an individual, an individual's personal views or opinions, and name, address and phone number of parent, guardian, spouse or next of kin.
2. ‘Privacy Officer’ means the individual designated responsibility for ensuring that the SFSS complies with this policy.

### Standards

3. The Society will ensure that:

- a. the purpose for the collection of any personal information is clear or evident,
- b. the process for obtaining consent from clients providing personal information is clear or evident,
- c. the collection, use, and disclosure is limited to what is necessary for the conduct of its operations,
- d. the personal information it collects is accurate,
- e. the personal information it collects is secure,
- f. there are clear schedules for the retention and destruction of the personal information it possesses, and
- g. directors, staff, and volunteers are trained so as to ensure they comply with the requirements of this policy.

*Purpose of collection*

4. Personal information will only be collected, used, or disclosed where required by the provision of Society services or the Society's adherence to its legal obligations.

*Process for obtaining consent*

5. The Society will obtain consent to collect, use, or disclose personal information at the time of collection, except for the purposes of, for instance:
  - a. acquiring the SFSS member registry, and
  - b. improving Society programs and services.
6. Subject to certain exceptions (e.g. the personal information is necessary to providing a service or product, or the withdrawal of consent would frustrate the performance of a legal obligation), clients can withhold or withdraw their consent.

*Limitations on collection, use, and disclosure*

7. The Society will only collect, use, or disclose personal information where necessary to fulfill the purposes identified at the time of collection or for a purpose reasonably related to those purposes such as the conduct of surveys intended to enhance the provision of our services.

*Access to personal information*

8. Clients have a right to access their personal information.
9. A request to access personal information must be made in writing and provide sufficient detail to identify the personal information being sought.
10. A minimal fee may be charged for providing access to personal information.
11. If a request is refused in full or in part, we will provide the reasons for refusal and the recourse available to the client.

*Assurances of accuracy*

12. The Society will make every reasonable effort to ensure that the personal information it uses is accurate and complete. Upon request by an individual to

whom information relates, the Society will correct or annotate the information with a correction when documentary evidence, satisfactory to the Society, is provided to substantiate the correction.

*Assurances of security*

13. The Society will protect personal information by making reasonable security arrangements to prevent the risk of unauthorized collection, access, use, disclosure or disposal of personal information.

*Questions and Complaints*

14. Complaints, concerns or questions should be directed, in writing, to the Privacy Officer. If the Privacy Officer is unable to resolve the concern, the Information and Privacy Commissioner of British Columbia may be contacted. The Privacy Officer may be contact by email at [policy.research@sfss.ca](mailto:policy.research@sfss.ca).



## CIP-5: REQUESTS FOR INFORMATION

<i>POLICY TYPE: CORPORATE RECORDS AND INFORMATION POLICY</i>		
<i>POLICY TITLE: REQUESTS FOR INFORMATION</i>		
<i>POLICY REFERENCE NUMBER: CIP-5</i>		
		Adopted Next Scheduled Revision Previous Revisions
Position	Signature	Date
Chief Executive Officer		

### Policy

The Administrative Supervisor is responsible for administering all requests for information from members.

The CEO is responsible for administering all requests for information from the public.

### Clients

1. Directors
2. Staff
3. Members
4. Public

### Processes

1. Where a client wishes to request information not available on the Society website, that client must submit an Information Request Form.
2. Where the client is a director, staff, or member, the Administrative Supervisor will:
  - a. consult with the client for additional details where required,
  - b. collect the documents requested, ensuring no sensitive information is included in the package,
  - c. coordinate the time and place where the client may access and review the requested documents or, where appropriate, provide the client with the documents in electronic format, and
  - d. retrieve the documents after the client is finished their review where those documents are made available on location.

3. Where the client is external to the Society, the CEO will:
  - a. consult with the Board where appropriate,
  - b. refer the request to the Administrative Supervisor with direction on how to proceed.
4. A feedback form will be made available to all client using the request for information service.

# STAFF-LED EVENTS POLICIES



## EP-1: AD-HOC EVENT PROPOSALS

<p><i>POLICY TYPE: EVENT POLICY</i></p> <p><i>POLICY TITLE: EVENT PROPOSALS</i></p> <p><i>POLICY REFERENCE NUMBER: EP-1</i></p>		
<p>Adopted</p> <p>Next Scheduled Revision</p> <p>Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

### Policy

The General Office, Surrey Campus Coordinator, and Student Union Organiser are responsible for supporting the development of all event proposals, and filing a copy of each.

### Definitions

1. 'Event' is defined for the purpose of this policy as a staff-led event.

### Clients

2. Directors
3. Staff

### Procedures

4. Anyone wishing to host an ad-hoc Society event must submit an Event Proposal Form.
5. The General Office, Surrey Campus Coordinator, and Student Union Organiser will:
  - a. receive and file a copy of all ad-hoc event proposals, and
  - b. consult with the client for additional details where required.
6. A feedback form will be made available to all clients using the event proposal consultation and filing service.





## EP-2: EVENT BUDGETS

<p><i>POLICY TYPE: EVENT POLICY</i></p> <p><i>POLICY TITLE: EVENT BUDGETS</i></p> <p><i>POLICY REFERENCE NUMBER: EP-2</i></p>		
<p>Adopted</p> <p>Next Scheduled Revision</p> <p>Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

### Policy

The General Office, Surrey Campus Coordinator, and Student Union Organiser are responsible for supporting the development of all event budgets, and filing a copy of each for record keeping.

### Definitions

1. 'Event' is defined for the purpose of this policy as a staff-led event.

### Clients

2. Directors
3. Staff

### Procedures

4. Anyone wishing to host an ad-hoc Society event must submit an Event Budget Proposal.
5. The General Officer, Surrey Campus Coordinator, and Student Union Organiser will:
  - a. receive and file a copy of all event budget proposals, and
  - b. consult with the client for additional details where required.
6. A feedback form will be made available to all clients using the event budget proposal consultation and filing service.



### EP-3: EVENT REPORTS

<p><i>POLICY TYPE: EVENT POLICY</i>  <i>POLICY TITLE: EVENT REPORTS</i>  <i>POLICY REFERENCE NUMBER: EP-3</i></p>		
<p>Adopted                  Next Scheduled Revision                  Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

**Policy**

The General Office, Surrey Campus Coordinator, and Student Union Organiser are responsible for supporting the development of all ad-hoc event reports, and filing a copy of each for record keeping.

**Definitions**

1. 'Event' is defined for the purpose of this policy as a staff-led event.

**Clients**

2. Directors
3. Staff

**Procedures**

4. Anyone having hosted a Society event must submit an Event Report.
5. The General Officer, Surrey Campus Coordinator, and Student Union Organiser will:
  - c. receive and file a copy of all event reports, and
  - d. consult with the client for additional details where required.
6. A feedback form will be made available to all clients using the event report consultation and filing service.



## EP-4: ANNUAL AND SPECIAL GENERAL MEETINGS

<i>POLICY TYPE: EVENT POLICY</i>		
<i>POLICY TITLE: ANNUAL AND SPECIAL GENERAL MEETINGS</i>		
<i>POLICY REFERENCE NUMBER: EP-4</i>		
		<a href="#">Adopted</a> <a href="#">Next Scheduled Revision</a> <a href="#">Previous Revisions</a>
Position	Signature	Date
Chief Executive Officer		

### Policy

The Administrative Supervisor is responsible for coordinating all members’ meetings.

The President of the Board, on behalf of the Board, is responsible for:

1. determining the dates of any members’ meeting,
2. determining the agenda items for any members’ meeting, and
3. communicating those dates and agenda items to the Administrative Supervisor.

The Communications Coordinator is responsible for:

4. developing and publishing all advertising and marketing materials for members’ meetings, and
5. developing all documents necessary for members’ meetings, including the Annual Report for the annual members’ meeting.

The Retail Services Coordinator is responsible for:

6. The production of all print materials for the member’s meetings.

The Campaigns, Research, and Policy Coordinator is responsible for:

7. providing support in interpreting the requirements of provincial legislation, and Society bylaws and policies, and
8. preparing the Chair of the members’ meeting regarding their responsibilities as Chair.

**Processes**

9. The Society will host an annual members' meeting, as required by the *Society Act* and the *SFSS Bylaws*, at the end of every September.
10. The Society will host additional members' meeting at the request of Board, or following a members' requisition, as required by the *Society Act* and *SFSS Bylaws*.
11. To coordinate the hosting of the annual, or an ad-hoc members' meeting, the Administrative Supervisor will:
  - a. develop a calendar, listing all deadlines for required items,
  - b. communicate the deadlines for all required items to the appropriate departments,
  - c. develop a meeting agenda, which includes at least:
    - i. confirming that quorum has been met,
    - ii. electing a Chair for the meeting, if the President of the Board is not present and the Chair was not designated by the Board,
    - iii. approving the agenda,
    - iv. approving the Minutes from the last General Meeting, and
    - v. terminating the General Meeting.

# RETAIL SERVICE POLICIES



## RSP-1: COPY CENTRE SERVICES

<i>POLICY TYPE: RETAIL SERVICE POLICY</i>		
<i>POLICY TITLE: COPY CENTRE SERVICES</i>		
<i>POLICY REFERENCE NUMBER: RSP-1</i>		
		<a href="#">Adopted</a> <a href="#">Next Scheduled Revision</a> <a href="#">Previous Revisions</a>
Position	Signature	Date
Chief Executive Officer		

### Policy

The Retail Services Coordinator is responsible for the administration of the SFSS Copy Centre

### Clients

1. Directors
2. Staff
3. Members
4. Public

### Copy Centre Services

5. Thesis printing and binding
6. Printing
7. Photocopying
8. Binding
9. Scanning
10. Large format printing (e.g. banners, signs)

### Procedures

11. Anyone seeking Copy Centre services must submit a Copy Centre Work Order.
12. The Copy Centre staff will:
  - a. consult with the client for additional details where required, and
  - b. notify the client once the materials are ready for pick up or delivery.
13. A feedback form will be made available to all clients using Copy Centre services.



## RSP-2: FOOD AND BEVERAGE SERVICES – CATERING AND EVENTS

<i>POLICY TYPE: RETAIL SERVICE POLICY</i>		
<i>POLICY TITLE: FOOD AND BEVERAGE SERVICES – CATERING AND EVENTS</i>		
<i>POLICY REFERENCE NUMBER: RSP-2</i>		
		Adopted Next Scheduled Revision Previous Revisions
Position	Signature	Date
Chief Executive Officer		

### Policy

The Food and Beverage Services Manager is responsible for the administration of the SFSS Food and Beverage Services.

### Clients

1. Directors
2. Staff
3. Members
4. Public

### Food and Beverage Services

5. Catering
6. Pub event bookings

### Procedures

7. Anyone seeking Food and Beverage Services must submit a Food and Beverage Services Work Order.
8. The Food and Beverage Services staff will:
  - a. consult with the client for additional details where required,
  - b. refer any marketing or promotional requirements to the Communications Department, and
  - c. ensure all bookings and events are communicated to the Communications Department for submission to the corporate calendar.

9. A feedback form will be made available to all clients using Food and Beverage Services.





## RSP-3: BUTTON MAKER RENTAL AND MATERIAL SALES

<i>POLICY TYPE: RETAIL SERVICE POLICY</i>		
<i>POLICY TITLE: BUTTON MAKER RENTAL AND MATERIAL SALES</i>		
<i>POLICY REFERENCE NUMBER: RSP-3</i>		
		<a href="#">Adopted</a> <a href="#">Next Scheduled Revision</a> <a href="#">Previous Revisions</a>
Position	Signature	Date
Chief Executive Officer		

### Policy

The General Office is responsible for the administration of the button maker rental and material sales service at the Burnaby campus.

The Surrey Campus Coordinator is responsible for the administration of the button maker rental and material sales service at the Surrey campus.

### Clients

1. Directors
2. Staff
3. Members

### Procedures

4. Anyone wishing to rent the button maker or purchase button maker materials must present themselves to the General Office or Surrey Campus Office and complete a Button Maker Rental of Materials Purchase Order Form.
5. The General Office or Surrey Campus Coordinator will:
  - a. administer requests on a first come first served basis,
  - b. confirm the cost of the request with the client,
  - c. receive payment for the rental or purchase before providing the client with any materials.
6. A feedback form will be made available to all clients using the button maker rental and material sales service.



## RSP-4: PORTABLE SINK RENTAL

<p><i>POLICY TYPE: RETAIL SERVICE POLICY</i></p> <p><i>POLICY TITLE: PORTABLE SINK RENTAL</i></p> <p><i>POLICY REFERENCE NUMBER: RSP-4</i></p>		
<p>Adopted</p> <p>Next Scheduled Revision</p> <p>Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

### Policy

The General Office is responsible for the administration of the portable sink rental service at the Burnaby campus.

### Clients

1. Directors
2. Staff
3. Members

### Procedures

4. Anyone wishing to rent the portable sink must present themselves to the Surrey Campus Office and complete a Portable Sink Rental Order Form.
5. The General Office will:
  - a. administer requests on a first come first served basis,
  - b. confirm the cost of the request with the client,
  - c. receive payment for the rental or purchase before providing the client with any materials.
6. A feedback form will be made available to all clients using the portable sink rental service.



## RSP-5: ONE-DAY PARKING PASS SALES

<p><i>POLICY TYPE: RETAIL SERVICE POLICY</i></p> <p><i>POLICY TITLE: ONE-DAY PARKING PASS SALES</i></p> <p><i>POLICY REFERENCE NUMBER: RSP-5</i></p>		
<p>Adopted</p> <p>Next Scheduled Revision</p> <p>Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

### Policy

The General Office is responsible for the administration of the one-day parking pass sales service at the Burnaby campus.

### Clients

1. Directors
2. Staff
3. Members
4. General Public

### Procedures

5. Anyone wishing to purchase a one-day parking pass must present themselves to the General Office and complete One-Day Parking Pass Order Form.
6. The General Office will:
  - a. administer requests on a first come first served basis,
  - b. confirm the cost of the request with the client,
  - c. receive payment for the purchase before providing the client with the pass.
7. A feedback form will be made available to all clients using the one-day parking pass service.



## RSP-6: MEETING SPACE RENTAL

<p><i>POLICY TYPE: RETAIL SERVICE POLICY</i></p> <p><i>POLICY TITLE: MEETING SPACE RENTAL</i></p> <p><i>POLICY REFERENCE NUMBER: RSP-6</i></p>		
<p>Adopted</p> <p>Next Scheduled Revision</p> <p>Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

### Policy

The General Office is responsible for the administration of the meeting space rental service at the Burnaby campus for designated spaces.

### Clients

1. Simon Fraser University

### Space Rental Options

2. MBC 2290
3. MBC 2292
4. MBC 2294
5. MBC 2296
6. Undergrounds
7. Council Chambers MBC 2901

### Procedures

7. Anyone wishing to rent space must complete a Space Rental Order Form.
8. The General Office will:
  - a. administer requests on a first come first served basis,
  - b. confirm the cost of any booking with the client,
  - c. submit any required invoices or cheque requisitions to the Finance Department for processing and copies to the client for record keeping,
  - d. confirm bookings in writing with the requestor, and
  - e. ensure bookings are reflected in the corporate calendar.

9. A feedback form will be made available to all clients using the space rental service.



## RSP-7: STUDENT EVENT TICKET SALES

<p><i>POLICY TYPE: RETAIL SERVICE POLICY</i></p> <p><i>POLICY TITLE: STUDENT EVENT TICKET SALES</i></p> <p><i>POLICY REFERENCE NUMBER: RSP-7</i></p>		
<p>Adopted</p> <p>Next Scheduled Revision</p> <p>Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

### Policy

The General Office is responsible for the administration of the Student Event Ticket Sales service at the Burnaby campus.

The Surrey Campus Coordinator is responsible for the administration of Student Event Ticket Sales service at the Surrey campus.

### Clients

1. Directors
2. Staff
3. Members

### Procedures

1. Anyone wishing to sell tickets to student events at the General Office Counter or Surrey Office Counter must present themselves to the General Office or Surrey Campus Office and complete a Student Event Ticket Sales Order Form.
2. The General Office and Surrey Campus Coordinator will:
  - a. administer requests on a first come first served basis,
  - b. confirm the cost of the service request with the client,
  - c. receive payment for tickets, and
  - d. submit any required invoices or cheque requisitions to the Finance Department for processing and copies to the client for record keeping.
3. A feedback form will be made available to all clients using the button maker rental and material sales service.

# INFORMATION TECHNOLOGY POLICIES



## IT-1: HARDWARE AND SOFTWARE REQUESTS

<p><i>POLICY TYPE: INFORMATION AND TECHNOLOGY POLICY</i></p> <p><i>POLICY TITLE: HARDWARE AND SOFTWARE REQUESTS</i></p> <p><i>POLICY REFERENCE NUMBER: IT-1</i></p>		
<p>Adopted</p> <p>Next Scheduled Revision</p> <p>Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

### Policy

Coordinators are responsible for administering the purchase of computing hardware, and computing software not made available by SFU ITS or included in the Society’s IT renewal plan.

### Clients

1. Staff

### Standards

2. Coordinators may consult with the Chief Executive Officer should the provisions for purchasing IT hardware or software be unclear.
- 3.

### Procedures

4. Coordinators wishing to acquire additional computing hardware or software will:
  - a. ensure their departmental budgets are developed to include the cost of any new hardware or software not provided for in the Society’s IT plan,
  - b. submit an SFU ITS request at <http://www.sfu.ca/itds/help> detailing the proposed purchase to determine whether or not it is available via SFU ITS and whether there are any relevant considerations regarding the proposed purchase in relations to the Society’s IT environment, and
  - c. submit a completed Cheque Requisition Form to the Finance Department for the processing of any purchase or reimbursement.



5. A feedback form will be made available to all clients using the computing hardware and software ordering service.



## IT-2: COMPUTING HARDWARE RECYCLING AND REPURPOSING

<i>POLICY TYPE: INFORMATION AND TECHNOLOGY POLICY</i>		
<i>POLICY TITLE: COMPUTING HARDWARE RECYCLING AND REPURPOSING</i>		
<i>POLICY REFERENCE NUMBER: IT-2</i>		
		<a href="#">Adopted</a> <a href="#">Next Scheduled Revision</a> <a href="#">Previous Revisions</a>
Position	Signature	Date
Chief Executive Officer		

### Policy

The SFSS Administrative Supervisor is responsible for the repurposing or recycling of any unwanted computing hardware.

### Clients

1. Directors
2. Staff

### Procedures

3. Anyone wishing to discard a piece of computing hardware must submit a Computing Hardware Recycling or Repurposing Work Order.
4. The SFSS Administrative Supervisor will:
  - a. consult with the client for additional details where required,
  - b. determine whether the hardware is still viable and whether there are other clients that are interested in it, and
  - c. where no one is interested in the item, have the item disposed of appropriately.
2. A feedback form will be made available to all clients using the Computing Hardware Recycling and Repurposing service.



### IT-3: IT SUPPORT

<i>POLICY TYPE: INFORMATION AND TECHNOLOGY POLICY</i>		
<i>POLICY TITLE: IT SUPPORT</i>		
<i>POLICY REFERENCE NUMBER: IT-3</i>		
		Adopted Next Scheduled Revision Previous Revisions
Position	Signature	Date
Chief Executive Officer		

**Policy**

SFU ITS is responsible for providing support

**Services**

1. Trouble shooting and problem resolution of all Macs and PCs.
2. Trouble shooting and problem resolution of all local and networked printers.
3. Standardized settings and installation of tested and security approved software products.

**Procedures**

4. Anyone wishing to request SFU ITS support must submit a support ticket at <http://www.sfu.ca/itds/help>.

# PROPERTY MANAGEMENT POLICIES



## PMP-1: PROPERTY MANAGEMENT SUPPORT REQUEST

<i>POLICY TYPE: PROPERTY MANAGEMENT POLICY</i>		
<i>POLICY TITLE: PROPERTY MANAGEMENT SUPPORT REQUEST</i>		
<i>POLICY REFERENCE NUMBER: PMP-1</i>		
		<a href="#">Adopted</a> <a href="#">Next Scheduled Revision</a> <a href="#">Previous Revisions</a>
Position	Signature	Date
Chief Executive Officer		

### Policy

The Build SFU General Manager is responsible for administering the relationship with lease holders to Society administered spaces.

### Clients

1. Vendors leasing spaces administered by the Society.

### Procedures

2. Any lease holder seeking information or support from SFSS as their landlord must submit a completed Property Management Work Order Form.
3. The Build SFU General Manager will:
  - a. confirm the receipt of any work order with the client,
  - b. determine the appropriate response to the request,
  - c. submit any required invoices or cheque requisitions to the Finance Department for processing and copies to the client for record keeping, and
  - d. confirm client needs have been addressed.
4. A feedback form will be made available to all clients using the property management support service.

# ORIENTATION AND TRAINING POLICIES



## OTP-1: NEW EMPLOYEE ORIENTATION

<p><i>POLICY TYPE: ORIENTATION AND TRAINING POLICY</i></p> <p><i>POLICY TITLE: NEW EMPLOYEE ORIENTATION</i></p> <p><i>POLICY REFERENCE NUMBER: OTP-1</i></p>		
<p>Adopted</p> <p>Next Scheduled Revision</p> <p>Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

### Policy

The Administrative Supervisor is responsible for coordinating all new staff orientations.

### Procedures

1. The Administrative Supervisor shall:
  - a. ensure that the required Employee information and forms are completed and collected for payroll and benefits,
  - b. ensure that the Employee is provided with a copy of the SFSS Personnel Policies,
  - c. ensure that copies of an Employee’s relevant degrees and certifications are filed,
  - d. ensure that that the Employee signs out keys and/or entry codes they require,
  - e. submit to IT Services all required for email and PC setup,
  - f. review the job description of the Employee with the Employee,
  - g. review the “New Employee Health & Safety Checklist” with the new Employee,
  - h. arrange for business cards if required, and
  - i. review timesheet and reporting requirement.
2. The CEO shall:
  - a. meet with the new Employee, and
  - b. provide an overview of the SFSS structure, mission, values, services, and strategic plan.

3. The appropriate Coordinator and/or the Administrative Supervisor shall conduct an orientation to the building, including:
  - a. a site tour,
  - b. information on the location and proper use of:
    - i. first aid and earthquake kits,
    - ii. phone and voice mail systems,
    - iii. fire extinguishers, and
    - iv. photo copiers.
4. An orientation evaluation will be made available to all new employees following their orientation.





## OTP-2: NEW DIRECTOR ORIENTATION

<i>POLICY TYPE: ORIENTATION AND TRAINING POLICY</i>		
<i>POLICY TITLE: NEW DIRECTOR ORIENTATION</i>		
<i>POLICY REFERENCE NUMBER: OTP-2</i>		
		Adopted Next Scheduled Revision Previous Revisions
Position	Signature	Date
Chief Executive Officer		

### Policy

The CEO is responsible for coordinating all new director orientations to Society operations.

### Procedures

1. The Administrative Supervisor will:
  - a. ensure that each new director completes the required director information and forms are completed and collected for payroll and benefits,
  - b. ensure that each new director signs out keys and/or entry codes they require,
  - c. submit to IT Services all required for email and PC setup,
  - d. review the New Director Health & Safety Checklist with the new director, and
  - e. arrange for business cards.
2. The Campaigns, Research, and Policy Coordinator will ensure that the director is provided with a copy of the Director Orientation Package, which includes:
  - i. SFSS Board Manual,
  - ii. SFSS Strategic Plan,
  - iii. Board Plan and Annual Society Calendar,
  - iv. Societies Act,
  - v. University Act,
  - vi. SFSS Constitution and Bylaws, and
  - vii. SFSS Board Policies.
3. The CEO will:

- a. meet with the new directors, and
  - b. provide an overview of the SFSS structure, mission, values, services, and strategic plan.
4. The appropriate Coordinator and/or the Administrative Supervisor will conduct an orientation to the building, including:
  - a. a site tour,
  - b. information on the location and proper use of:
    - i. first aid and earthquake kits,
    - ii. phone and voice mail systems,
    - iii. fire extinguishers, and
    - iv. photo copiers.
5. An evaluation of operational orientation will be made available to all new directors following their orientation.



## OTP-3: VOLUNTEER ORIENTATION

<p><i>POLICY TYPE: ORIENTATION AND TRAINING POLICY</i></p> <p><i>POLICY TITLE: NEW EMPLOYEE ORIENTATION</i></p> <p><i>POLICY REFERENCE NUMBER: OTP-3</i></p>		
<p>Adopted Next Scheduled Revision Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

### Policy

The Administrative Supervisor is responsible for coordinating all volunteer orientations.

### Procedures

1. The Administrative Supervisor shall:
  - a. ensure that the required volunteer information and forms are completed and collected for payroll and benefits,
  - b. ensure that the volunteer is provided with a copy of the SFSS Personnel Policies,
  - c. where required, submit to IT Services all required for email and PC setup,
  - d. review the job description of the volunteer with the volunteer,
  - e. review the “New Employee Health & Safety Chequelist” with the new Employee,
  - f. review reporting requirement.
2. The appropriate Coordinator and/or the Administrative Supervisor shall conduct an orientation to the volunteer role, including:
  - a. a site tour,
  - b. information on the location and proper use of:
    - i. first aid and earthquake kits,
    - ii. phone and voice mail systems,
    - iii. fire extinguishers, and
    - iv. photo copiers.
3. An orientation evaluation will be made available to all new volunteers following their orientation.

