

Call to Order – 2:33 pm, December 1, 2014 | MBC 2290

1. Roll Call of Attendance

Committee Composition

Executive Officer (*chair*)..... Darwin Binesh
Board of Directors Representative Shadnam Khan
Board of Directors Representative Shirin Escarcha
Board of Directors Representative Rebecca Langmead
Board of Directors Representative Adam Potvin
Councilor Marija Jovanovic
Councilor Gursher Sidhu
Student At-Large.....

Society Staff

Campaigns, Research, and Policy Coordinator Pierre Cassidy
Finance Coordinator Kurt Belliveau
Student Union Organiser Antonio Daling
Minute Taker Dion Chong

Regrets

Student At-Large.....Gaganjot Lidhran

2. Adoption of the Agenda

MOTION CPR 2014-12-01:01

Sidhu/Amended Potvin

Be it resolved to adopt the agenda as amended.

AP-33 amendment added

CARRIED AS AMENDED

3. Ratification of Regrets

MOTION CPR 2014-12-01:02

Sidhu

Be it resolved to ratify regrets from:

Student At-Large..... Gaganjot Lidhran (*job interview*)

CARRIED

4. Matters Arising from the Minutes

MOTION CPR 2014-12-01:03

Langmead

Be it resolved to approve the minutes of 2014-11-17

CARRIED

5. New Business

a. Amendment – AP-16 Student Unions

The majority of the adjustments being made to the policy dealt with the integration of Faculty Student Unions and the potential of levy into the policy, as well as strengthening language around loans and contracts.

The following major changes were identified:

2b - In order for a student union to be eligible for Society funding, they must not be collecting a levy from the membership.

- The Student Union Organiser saw an end of both core and grant funding for levy collecting student unions

6i – A new tier of core budget has been created to address FSUs with an FTE above 2000.

45 – clarity that student unions could not enter into a legally binding contract.

Loans – In the past loans were lumped with grant funding language. The new version splits this language.

Levies – levy fee collection policy was drafted by the previous two treasurers and vetted by legal counsel. Minor changes were made to deal with redundancies.

6d to I – issue was identified with the spread of FTE numbers.

Other Question Raised:

- 31 – Levies would be deposited within a Student Society's trust, which may be a burden to the Society depending on the amount being collected. Questions were raised around the specifics of how levy funds would be accounted for within the Student Society finances, whether that was through a line item within the Student Union Resource Office department or through the establishment of a separate fund.
 - A member requested that specific clauses were added within the policy to identify where levy funds would be deposited and who would have access.
 - The Finance Office breaks down the trust fund for each student union within the general ledger, however at present all funds are held within the operating fund.
 - External organizations have funds directly remitted to the respective organizations and are not accounted for within SFSS financial statements.
 - As faculty student unions exist within the jurisdiction of the SFSS, the Student Society was liable for the actions of all student unions and had a responsibility to oversee their finances. Levy funds would also constitute SFSS funds, although they are targeted and collected only from and accessible only by a subset of the membership.
 - First Nations Student Association has freedom to spend their levy however they choose, but their money is still controlled by the cheque requisition approval process. The FSUs likely would access funds in the same manner.
 - Current policy requires that newer DSUs and FSUs submit monthly and semesterly financial statements. Auditors have also recommended in the past that unions submit an annual report. 31 and 32 cover the levy reporting mechanisms in place for FSUs.
 - Meeting minutes are used to track the approval and usage of expenditures, from all accounts used by any student union. The

- majority of external bank accounts have the Student Union
Organiser listed as a trustee, as per applicable policy.
- A separate department could be created in order to track FSU finances, including levy funds. These would still ultimately be under SFSS jurisdiction and subject to all auditing processes of the organization.
 - This matter was seen as purely procedural, in the same way that FNSA finances were not within the policy, but within the operating practices of the Finance Office and the General Office.
 - The committee could change 31 to indicate trust/bank account in order to clarify that the SFSS retained control.
 - Specific definition of trust account and their administration is under the purview of the Financial Office and may not be valuable in policy.
 - The Financial Office would work with the student union resource office in establishing a workflow and best practices to track the finances. It was recommended to avoid using policy to limit the work of those areas.
- 13b – specifics on the ban of grant funding for purely social events would be captured within the procedures manual for the Student Union Resource Office.
 - 27 – minor nomenclature changes.
 - Travel and Conference Funding could be found within a separate policy.
 - Loan funding was available for items which were outside grant fundable areas.
 - The new policy required that FSUs define membership using the university structure, as all student transcripts indicated the single faculty that any student was a member of. This was to ensure that students were not subject to multiple faculty student union levies.
 - Concern was raised around such a system disadvantaging members involved in multiple faculties, such as students pursuing minors, minors, and certificate programmes in many faculties, as well as cross-faculty joint major programmes. This may inadvertently disenfranchise students who had a stake in the affairs of another faculty that much of their degree was based around.
 - The CRP Coordinator indicated that such a system had less risk compared to the existing SFSS practice of identifying members of faculties, and that no policy precluded members from opting into a fee from an FSU.

Finance Coordinator entered at 2:54pm to answer committee enquires, leaving at 3:20pm

The committee requested that the proposed changes be made and a new draft submitted to the committee prior to any vote being conducted on the proposal.

b. Amendment – R-1 to R-5
MOTION CPR 2014-12-01:04

Langmead

Be it resolved to recommend to Board to revise R-1 through R-5 as presented contingent upon the change of R-1.5.a to read:

Any suspension of R-1 or any of its parts does not suspend its requirements as they apply to rules.

CARRIED

Abstention noted: Sidhu

c. Amendment – AP-33 Space Expansion Fund Levy
MOTION CPR 2014-12-01:05

Langmead

Be it resolved to recommend to Board to revise AP 33 to read as presented.

Operating expenditures removed from the policy, as this terminology was not used in either referendum questions (1989 and 2001). Operating expenditures include paying for utilities, whereas maintenance was different. Utility costs were handled by the General Fund, while maintenance is being paid through Space Expansion Fund. There was little concern from the CRP Coordinator that the matter would conflict with any policy.

CARRIED

6. Attachments

Policy Amendment Proposal - R-1 Establishment and Revision of Policies 2014-11-13.pdf

Policy Amendment Proposal - Student Union 2014-11-24.pdf

AP-33 Space Expansion Fund Levy.pdf

7. Adjournment 3:35pm

DC | CUPE 3338

Policy Proposal Form

The policy request form will be used to frame the development of any new policy and the revision of any existing policy. It will also be filed permanently to provide context to any future revision, addition, or deletion.

General Information

Name

Antonio Daling

Position

Student Union Organiser

Date

2014-11-24

Type of Request

New Policy

Revision

Policy Reference Number

AP-16 Student Un

Organizational Need

Any policy creation or change should result from a need not currently being met by the current policy manual. Provide the context that prompted this request.

Comprehensive funding policy to include the integration of FSU, to address the levy collection issue and to address the loan language which was unclear.

Policy Proposal

Provide the proposal you are submitting to the Committee for Policy Review.

Please see attached word document

Proposed AP - 16: Student Unions

Budget and Financing

Release of Simon Fraser Student Society Fund

1. Society funds may be used to cover event costs when the Student Union is an organizer or sponsor and the event is intended for purposes that are of collective benefit to the membership.
2. To be eligible for Society funding, a Student Union must be 'active' and a Faculty Student Union must not be collecting a levy from their membership.
3. To be considered 'active' the Student Union must have a constitution filed with the Student Union Resource Office and approved by the Student Union Organiser and the Faculty Student Union must have a constitution approved in accordance with By-Law 9.
4. The following must also be submitted to the Student Union Organiser each semester to be considered 'active':
 - a. The minutes of all properly constituted meetings conducted in the semester for which the request is made.
 - b. Advance electronic notice of all meetings held, in accordance with the Union constitution.
 - c. A list of current Executive Committee members (or other contact persons), signing officers and Faculty or Departmental Representative(s).
 - d. In the event that a Union remains inactive for four consecutive semesters all assets shall revert to the Society.

Core Funding

1. Maximum core budgets shall be allocated as outlined below subject to budgetary considerations:
 - a. Unions that become 'active' in the first month of semester will be eligible for the full core amount.
 - b. Unions that become active in the second month will be entitled to 3/4 of the funding.
 - c. Unions that become active in the third month will be entitled to 1/2 of the funding.
 - d. Unions that become active in the final month of the semester will be entitled to 1/4 of the funding.
2. Maximum core budget limits.
 - a. Subject to budgetary constraints Unions whose membership is equivalent to or less than an annual FTE of 200 shall receive a core budget of \$300/semester.
 - b. Subject to budgetary constraints Unions whose membership is greater than an annual FTE of 200, but less than an annual FTE of 301 shall receive a core budget of \$450/semester.
 - c. Subject to budgetary constraints Unions whose membership is greater than an annual FTE of 300, but less than an annual FTE of 501 shall receive a core budget of \$600/semester.
 - d. Subject to budgetary constraints Unions whose membership is greater than an annual FTE of 500, but less than an annual FTE of 750 shall receive a core budget of \$750/semester.
 - e. Subject to budgetary constraints Unions whose membership is greater than an annual FTE of 750, but less than an annual FTE of 1000 shall receive a core budget of \$900/semester.
 - f. Subject to budgetary constraints Unions whose membership is greater than an annual FTE of 1000, but less than an annual FTE of 1500 shall receive a core budget of \$1050/semester.
 - g. Subject to budgetary constraints Unions whose membership is greater than an annual FTE of 1500, but less than an annual FTE of 2000 shall receive a core budget of \$1200/semester.
 - h. Subject to budgetary constraints Unions whose membership is greater than an annual FTE of 2000, but less than an annual FTE of 4000 shall receive a core budget of \$1350/semester
 - i. Subject to budgetary constraints Unions whose membership is greater than an annual FTE of 4000, shall receive a core budget of \$1500/semester.

3. Net core funds remaining from active semesters shall carry forward semester to semester, except that all

Explanation of Proposal

In light of the need outlined above, provide an explanation of the policy proposal as the best available option for catering to that need.

The purpose of the amendment is to address the creation of FSU and the need to outline how funding is to be administered by the SFSS. The other issue addressed in the changes is with regards to levy collection.

Relation of Proposal on Existing Policies

Provide an analysis of how your policy proposal will impact existing policies. Make sure that any policies you cite are attached to the email generated when you submit this form.

None

SUBMIT

Please use Adobe Reader to read and fill out SFSS PDF documents - <http://get.adobe.com/reader>

Proposed AP-16: Student Unions

Budget and Financing

Release of Simon Fraser Student Society Fund

1. Society funds may be used to cover event costs when:
 - a. a student union is an organizer or sponsor, and
 - b. the event is intended for purposes that are of collective benefit to the membership.
2. To be eligible for Society funding, a Student Union must:
 - a. be active, and
 - b. not collecting a levy from their membership.
3. To be considered active:
 - a. a department student union must have a constitution filed with the Student Union Resource Office and approved by the Student Union Organiser;
 - b. a faculty student union must have a constitution approved in accordance with Society bylaws; and;
 - c. the following must also be submitted to the Student Union Organiser each semester:
 - i. the minutes of all properly constituted meetings conducted during the semester for which the request is made;
 - ii. advance electronic notice of all meetings held, in accordance with the student union's constitution; and;
 - iii. a list of current executive committee members (or other contact persons), signing officers, and faculty or departmental representative(s).
4. In the event that a Union remains inactive for four consecutive semesters all assets shall revert to the Society.

Core Funding

5. Maximum core budgets shall be allocated as outlined below, and subject to budgetary considerations:
 - a. Student unions that become active in the first month of semester will be eligible for the full core amount.
 - b. Student unions that become active in the second month will be entitled to 3/4 of the funding.
 - c. Student unions that become active in the third month will be entitled to 1/2 of the funding.
 - d. Student unions that become active in the final month of the semester will be entitled to 1/4 of the funding.
6. The maximum core budget limits are determined as follows:
 - a. Subject to budgetary constraints, student unions whose membership is equivalent to or less than an annual FTE of 200 shall receive a core budget of \$300/semester.

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- b. Subject to budgetary constraints, student unions, whose membership is greater than an annual FTE of 200, but less than an annual FTE of 301 shall receive a core budget of \$450/semester.
 - c. Subject to budgetary constraints, student unions, whose membership is greater than an annual FTE of 300, but less than an annual FTE of 501 shall receive a core budget of \$600/semester.
 - d. Subject to budgetary constraints, student unions, whose membership is greater than an annual FTE of 500, but less than an annual FTE of 750 shall receive a core budget of \$750/semester.
 - e. Subject to budgetary constraints, student unions, whose membership is greater than an annual FTE of 750, but less than an annual FTE of 1000 shall receive a core budget of \$900/semester.
 - f. Subject to budgetary constraints, student unions, whose membership is greater than an annual FTE of 1000, but less than an annual FTE of 1500 shall receive a core budget of \$1050/semester.
 - g. Subject to budgetary constraints, student unions, whose membership is greater than an annual FTE of 1500, but less than an annual FTE of 2000 shall receive a core budget of \$1200/semester.
 - h. Subject to budgetary constraints, student unions, whose membership is greater than an annual FTE of 2000, but less than an annual FTE of 4000 shall receive a core budget of \$1350/semester
 - i. Subject to budgetary constraints, student unions, whose membership is greater than an annual FTE of 4000, shall receive a core budget of \$1500/semester.
7. Net core funds remaining from active semesters shall carry forward semester to semester, except that all unused core funds shall revert to the Society at the end of each fiscal year.
 8. The signatures of two student union signing officers are required to release any Society funds.
 9. Receipts must be turned in for reimbursement within 30 days of incurring an expense and must be accompanied by supporting minutes from a properly constituted quorate meeting.
 10. Core funding shall not be donated to any off-campus organization
 11. When using core funding, student union shall prioritize SFSS services but in the event that they are unable to do so, the student unions may apply to the Student Union Organiser or the Granting Committee to use non-SFSS Services.
 12. Other restrictions as determined from time to time by the Student Union Organiser or the Granting Committee.

Grant Funding

13. Supplementary grants may be provided to assist student unions with their activities, with the following stipulations:
 - a. some core funds must be committed to every undertaking for which grant funding is requested.

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- b. ~~no~~ grant funds will be provided for strictly social events, except when the Student Union Organiser is conducting an organizing drive on behalf of the ~~student union~~.
 - c. ~~there~~ must be active ~~student union~~ involvement in the project/event when grant funding is requested.
 - d. ~~grant~~ funds shall not be used for strictly fund-raising events.
 - e. ~~grant~~ funds shall not be donated to any off-campus organizations; ~~and~~.
 - f. ~~grant~~ funds shall not be spent on alcohol.
14. Receipts must be turned in for reimbursement within 30 days of incurring an expense and must be accompanied by ~~the~~ supporting minutes ~~of~~ a properly constituted quorate meeting.
15. The Student Union Organiser may approve single requests of up to \$1,000, provided that the total annual grant allocation per ~~student~~ union does not exceed \$3,000 of the grant budget.
16. The Granting Committee may approve requests greater than \$1,000, or requests that are in excess of 8 percent of the grant line item.
17. Requests for loans or supplementary grants shall be made at least 2 weeks in advance of any activity, and shall be supported by documentation satisfactory to the Society.
18. SFSS services should be used wherever possible.
- a. Where SFSS services cannot be used, ~~student unions~~ may apply to the Student Union Organiser or the Granting Committee to use external services.
19. Other restrictions ~~may apply from time to time as~~ determined by the Student Union Organiser or the Granting Committee.
20. Core funds may be withheld until any outstanding loan has been recovered.
21. Decisions of the Student Union Organiser may be appealed, in writing, to the Granting Committee.

Loans

22. Interest free supplementary loans may be provided to assist ~~student unions~~ with their activities where grants are unable to be used to support such activities.
23. The following stipulation must be adhered for all loans:
- a. ~~some~~ core funding must be contributed for which loan funding is requested.
 - b. ~~loans~~ can only be used to support activity that will collectively benefit the ~~student union~~'s membership.
 - c. ~~loan~~ request must be accompanied by a repayment plan; ~~and~~.
 - d. ~~loans~~ must be paid back in full by the end of the fiscal year.
24. The Student Union Organiser may approve single requests of up to \$1,000 and the Granting Committee may approve requests greater than \$1,000.
25. Any unpaid loans shall result in freezing of both core and trust accounts until such loan is paid back in full.

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Trust Fund

26. Unions may establish trust accounts for securing funds other than SFSS core or grant allocations.
27. All trust accounts must be established with the SFSS, except under extenuating circumstances, and with the following stipulations:
 - a. the SFSS Student Union Organiser may be one of the trustee;
 - b. departmental student unions must disclose bank account numbers to the SFSS Student Union Organiser;
 - c. monthly bank financial statement must be submitted to SFSS Student Union Organiser; and,
 - d. semesterly financial report must be submitted to SFSS Treasurer and Student Union Organiser.

Levy Fee Collection

28. The referendum question establishing a faculty student union levy must include a provision for the termination of the levy at the end of the fiscal year in which the student union is dissolved by vote of its governing council, or following two years of inactivity.
29. A faculty student union levy may only be collected from students who are designated as members of said faculty on their university transcript.
30. For the purposes of levying fees, full-time and part-time student designations shall be determined in accordance with Society policy.
31. All fees paid to the Union shall be deposited directly into the faculty student union's SFSS trust account, from which all transactions will be conducted throughout the fiscal year.

Levy Fee Reporting

32. The annual report shall include, but shall not be limited to:
 - a. an up-to-date statement of revenues and expenditures of the fiscal year in which it is submitted.
 - b. a list of all assets and inventories.
 - c. a list of all faculty student union financial obligations extending into the next fiscal year, and
 - d. a budget proposal that includes a statement of revenues and expenditures for the next fiscal year, for the period commencing May 1st and ending on April 30th.

Levy Budget Approval Process

33. The Society VP Finance shall directly inform all faculty student unions that a budget proposal must be submitted with its annual report.
 - a. This budget proposal must be submitted by March 21st for approval for the next fiscal year, which commences on May 1st.
 - b. Should the faculty student union fail to submit a budget proposal by that time, the Society VP Finance shall suspend all transactions from the faculty

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- student union's accounts and shall immediately inform the faculty student union's President and Board.
34. A faculty student union shall not spend money from its accounts nor incur any other liability until the Board approves its budget proposal for the fiscal year.
 35. Faculty student unions that collect approved fee levies must hold any budgeted surplus in the Society's faculty student union's trust account.
 36. The Finance and Administration Committee of the Society shall not approve Faculty Student Union budgets that project a deficit without previous approval by the board.

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Dissolution or Extended Inactivity

37. The Society VP Finance shall be responsible for tracking faculty student union activities, and shall authorize all fund transfers.
38. A faculty student union that ceases to operate for a period of two (2) fiscal years shall have its account(s) frozen at the end of that year.
39. If the faculty student union is not reactivated after its account(s) have been frozen for two (2) years, any account(s) surplus shall revert to the SFSS.
 - a. If any liabilities exist, the Society may use funds from the levy to meet all financial obligations of the faculty student union.
40. If the faculty student union is reactivated within a period of less than three (3) years of inactivity, the faculty student union's accounts shall be transferred from the Society's general holding account to the Society's faculty student union trust account.
 - a. This will be done provided that the minutes of a properly constituted meeting show that elections have been conducted and that the faculty student union meets all of its constitutional requirements.
 - b. These minutes shall be submitted to the Society VP Finance.
41. Where the collection of fees has ceased, a faculty student union may go to a referendum with its members in accordance with the bylaws to establish a new faculty student union levy.

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General

42. The Board of Directors may suspend the activities of any faculty student union found to have violated any Society bylaw or policy.
43. If specifically provided for in the student union's constitution, bylaws, or policies, it may permit voting by teleconference or videoconference.
44. A student union may not allow for proxy voting or for voting in meetings via text messaging or email.
45. Student unions may not enter into any legally binding contract.

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Policy Proposal Form

The policy request form will be used to frame the development of any new policy and the revision of any existing policy. It will also be filed permanently to provide context to any future revision, addition, or deletion.

General Information

Name

Position

Date

Type of Request New Policy

Revision

Policy Reference Number

Organizational Need

Any policy creation or change should result from a need not currently being met by the current policy manual. Provide the context that prompted this request.

There is a need to slim down the policy manual wherever possible to render it more accessible to Board and Society members.

Policy Proposal

Provide the proposal you are submitting to the Committee for Policy Review.

R-1: Establishment and Revision of Policies

Society Policies

1. Policies are intended to establish the reciprocal responsibilities each part of the organization has to every other.
2. A motion to establish or amend a policy shall be:
 - a. given two (2) weeks notice of motion,
 - b. posted on the SFSS website,
 - c. circulated to the Council email list, and
 - d. referred to the Constitution and Policy Review Committee for a recommendation and report on:
 - i. its impact and effects, and
 - ii. its compatibility with the constitution, bylaws, and policies.
3. A policy shall only be adopted or amended by a:
 - a. 2/3rds majority vote of the members present and voting at a quorate meeting of the Board where that policy is a rule,
 - b. simple majority vote of the members present and voting at a quorate meeting of Board of Directors where that policy is a standing order, administrative policy, or issue policy
4. Suspension of a policy shall be for a definite time period and purpose, to be specified in the motion to suspend, and shall require a 2/3rds majority vote of the members present and voting at a quorate meeting of the Board of Directors.
 - a. Any motion to suspend R-1 shall be out of order.

Council Policies

1. Council policies regulate the conduct of Council business to ensure that it is conducted fairly and efficiently. They also regulate the relationship between Council and any advisory committees that are struck in accordance with bylaw 2.
2. Council has the exclusive power to establish, revise, and repeal Council policies.
3. A motion to establish or amend a Council policy shall be:
 - a. given three (3) weeks notice of motion, and
 - b. referred to the constitution and Policy Review Committee for a recommendation and for a report on its impact and effects, and its compatibility with the constitution, bylaws, and policies.
4. A Council policy shall only be adopted or amended by a 2/3rds majority vote of the members present and voting at a quorate meeting of Council.
5. Suspension of a Council policy shall be for a definite time period and purpose, to be specified in the motion to suspend, and shall require a 2/3rds majority vote of the members present and voting at a quorate meeting of Council.

Explanation of Proposal

In light of the need outlined above, provide an explanation of the policy proposal as the best available option for catering to that need.

Rules 1 through 5 have been combined into a single policy with any redundancies deleted.

Relation of Proposal on Existing Policies

Provide an analysis of how your policy proposal will impact existing policies. Make sure that any policies you cite are attached to the email generated when you submit this form.

None.



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AP-33: Space Expansion Fund Levy

1. The Space Expansion Fund Levy is non-refundable.
2. The Levy shall be collected within the same restrictions as the Student Activity Fee.
3. The Space Expansion Fund may only be spent on the renovation, repair, maintenance, and creation of student space on campus under the jurisdiction of the Simon Fraser Student Society.

SFSS 2014-11-28 3:32 PM

Deleted: , operating expenditures

Research Requisition

General Information

Requestor: VP Finance, Adam Potvin

Question: Is the proposed motion cited below consistent with AP 39 and Motion BOD 04-22 (2009), as well as the original and amended referenda questions of 1989 and 2001, respectively?

Motion BOD 2014-06-10:03

Be it resolved that the Space Expansion Fund pay for all Building Operating Costs, as allowed in AP 39-3.

Be it further resolved that the total amount budgeted for Building Operating Costs for the 2014-2015 fiscal year (\$138,386) be re-allocated to the unrestricted surplus.

Analysis

According to the sources cited below, which have been submitted as the relevant policies and referenda questions touching on Motion BOD 2014-06-10:03, the motion is consistent with said policies; however, the motion is inconsistent with the referenda questions that would take precedence. Because passing by-law amendments requires 75% of voting members to accept the motion, while a change in administrative policy requires only a simple majority of members present at a quorate meeting, and because the purpose of an administrative policy is only meant to establish the policies and procedures for the conduct of the Society's operations and provide explicit direction where needed, while the Society's Constitution and by-laws, and any referendum question serves to define those operations, the results of a referendum should carry, and the policy should be amended.

The original creation of the Space Expansion Fund in 1989 had the purpose of "funding student space expansion," this purpose was amended in 2001 to read "to the future expansion, renovation, and ongoing maintenance of existing and future space for the students, student groups and student activities at SFU." The way in which the referendum question of 2001 amending the original purpose of the SEF is phrased clearly states that the moneys collected from the levy be used for the expansion, renovation, and maintenance of **the spaces themselves**, rather than for the subsidization of the operations of the commercial enterprises housed therein.

Risks and Outstanding Questions

It should be noted, that the Peak was used as the source for said referenda questions. Consequently, it is not possible to confirm whether the Peak printed the questions as they were posed on the ballot. This speaks again to the practical availability of SFSS materials.

Opportunities

Correct a policy that is inconsistent with the referendum question on which it is based.

Create a referendum question to further amend the purpose of the SEF.

Develop a tool that would improve the CRP Coordinator's research capacity.

Recommendations

Short-Term

Correct the AP 39 to reflect the referendum question of 2001.

If the desire to reallocate the funding from the SEF is unchanged following this analysis, I would recommend developing a referendum question to further amend the purpose of the SEF.

Long-Term

Develop a database of all motions proposed by the Society, as well as all referenda questions.

Relevant Policy and Referenda

AP 39 – Space Expansion Fund Levy

1. The Space Expansion Fund Levy is non-refundable.
2. The Levy shall be collected within the same restrictions as referenced in Administrative Policy 3: Student Activity Fee.
3. The Space Expansion Fund may only be spent on the renovation, operating expenditures, repair, maintenance and creation of student space on campus under the jurisdiction of the Simon Fraser Student Society.

Motion BOD-04-22-09:13 (April 22, 2009)

Be it resolved that the following be adopted as AP-39: Space Expansion Fund Levy

1. The Space Expansion Fund Levy is non-refundable.
2. The Levy shall be collected within the same restrictions as referenced in AP 3 – Activity Fee.
3. The Space Expansion Fund may only be spent on the renovation, operating expenditures, repair, maintenance and creation of student space on campus under the jurisdiction of the Simon Fraser Student Society.

Referendum Question 2001

- In 1989 the Student Society established a \$15 per semester capital levy and Space Expansion fund to fund the expansion of the Maggie Benson Centre, in which the Society has its services, offices, and other student space. Do you agree that the levy and fund should be re-dedicated and continued to support the future expansion,

renovation, and ongoing maintenance of existing and future space for the students, student groups and student activities at SFU. Yes or No?

Referendum Question 1998

- Are you in favour of a Simon Fraser Student Society capital fee levy of \$10/semester effective September 1989, increasing to \$15/semester effective September 1992, in addition to the student activity fee, for the purpose of funding student space expansion?

Ancillary Sources

AP 3 – Activity Fee

1. The Student Activity Fee shall be non-refundable.
2. Simon Fraser University Students aged sixty years or more at the commencement of the summer semester, and who are Canadian citizens of who hold permanent resident status in Canada, are honorary members in good standing of the Society and are exempt from the Student Activity Fee.
3. Students only taking audit courses shall be exempt from the Student Activity Fee.
4. The following groups of students shall only be charged half the regular Student Activity Fee:
 - a. Students in “off-campus” programs, defined as programs housed outside the SFU Burnaby, SFU Vancouver, SFU Surrey and Great Northern Way Campuses.
 - b. Students taking three or fewer course hours for credit
 - c. Students taking Summer Session courses only
 - d. Students taking Intersession courses only
5. The Finance and Administrative Services Committee shall request and review a report from the University once a semester that indicates:
 - a. The total value of the Student Activity Fee that was collected.
 - b. The numbers of students, broken sown by part time and full-time status, who are exempt from paying the Student Activity Fee or who are only charged half the fee.
 - c. The numbers of students, broken down by part time and full-time status, enrolled in courses at the SFU Program in Kamloops, and the total value of the fees collected from them.
6. As the Society receives fees from the University they shall be apportioned among the Society and affiliate organizations for which fees are collected.
7. Society members who are studying at another institution as part of a formal exchange program continue to be assessed and pay Society fees at Simon Fraser University. Students from another institution who are taking course work or conducting research under a formal exchange program shall not be assessed Society fees.
8. Except for those members whose fee status is stated otherwise in this policy, all members of the Society shall be assessed the full Society fee in any semester they are registered according to section 1 of by-law 2.

AMENDED: BOD 02-28-01, BOD 05-15-05, BOD AGM 10-10-07:006, BOD 02-06-08: 011, BOD 02-25-08, BOD 04-16-08