
Policy No. & Title: **G101 - STUDENT ADMINISTRATIVE COUNCIL – BOARD POLICY**

Last Approved: SAC 11/2021

Next Review: 05/2022

1.1 INTRODUCTION

The Student Administrative Council (S.A.C.) Board is the body responsible for determining the by-laws and policies of the Fanshawe Student Union (FSU). The S.A.C. Board is also responsible for defining the strategic goals to be implemented by the operations of the FSU.

1.2 DEFINITIONS

- Student Administrative Council – often referred to as S.A.C., which is comprised of no more than eight (8) Directors. The S.A.C. acts as a board of directors for the Student Union, and supervises the management of the activities and affairs of the Student Union.
- Executive Committee – operational management committee of the Fanshawe Student Union; refer to Terms of Reference.
- Members – all full-time students who are registered at Fanshawe College who are actively progressing in a program, as determined by the Office of the Registrar.
- Chair – member and officer of the Board who is appointed by fellow Directors with the responsibility of overseeing Board activity.
- Secretary – member and officer of the Board who is appointed by fellow Directors and responsible for custody of the Student Union's records.

1.3 PURPOSE

The purpose of the S.A.C. Board Policy shall be:

- 1.3.1 to establish the roles and responsibilities of the S.A.C. in conducting the business of the Board.

1.4 PRINCIPLES

- 1.4.1 the S.A.C. is the sole representative of Fanshawe College students, and will engage with its members through general representation on the Board;
- 1.4.2 the S.A.C. values transparency and professionalism;
- 1.4.3 the S.A.C. acknowledges and will comply with its responsibilities under its governing bylaws and policies.

1.5 **PROCEDURES**

Refer to By-Law No. 1, section 8 for procedures related to the S.A.C. Board.

1.6 **DUTIES OF S.A.C. MEMBERS**

1.6.1 **ROLE OF THE DIRECTOR**

1. Attend a minimum of five (5) meetings of the S.A.C. in each Fall academic semester and during each Winter academic semester, in accordance with By-Law No. 1, section 9.2.
2. Be familiar with the business of the Fanshawe Student Union and the Student Administrative Council.
3. Act in a responsible manner in conducting the affairs of the S.A.C. Board.
4. Participate and lead S.A.C. committees.
5. Plan and set clear strategic direction for the organization.
6. Monitor and evaluate organizational performance of the President.
7. Exercise financial, legal, and quality oversight of the organization.
8. Ensure stewardship of resources and assets.
9. Maintain organization's reputation to preserve student and public trust.
10. Steer organization towards its mission, vision, and values, and help guide the strategic planning process.
11. Ensure transparency through communication with students as members and stakeholders.

1.6.2 **ROLE OF BOARD CHAIR**

1. Attend every S.A.C. meeting.
2. Perform roles and duties of Director.
3. Lead meetings using Robert's Rules.
4. Facilitate board leadership and good governance by fostering and molding the Board's culture, work, and impact.
5. Oversee governance and policy setting, with a focus on the FSU's mission and strategic direction.
6. Set the agenda by bringing forth items for discussion.
7. Calling of meetings and special meetings of the S.A.C. Board.
8. Vote in the event of a tie.
9. Work closely with the President to collaboratively drive the FSU's mission through:
 - i. Partnering to ensure board resolutions are acted upon;
 - ii. Appointing committee chairs and recommending who will serve on committees;
 - iii. Preparing agendas for board meetings that are geared to decision-making;
 - iv. Conducting new board member orientation;
 - v. Acting as the spokesperson for the S.A.C. Board when necessary.

1.6.3 ROLE OF BOARD SECRETARY

1. Attend every S.A.C. meeting.
2. Perform roles and duties of Director.
3. Give notices to Members, directors, the auditor, and committee members.
4. To ensure the following occurs:
 - i. Responsible for custody of all books, papers, records, documents of the FSU, and minutes of the S.A.C. and FSU member meetings.
 - ii. Elections occur in accordance with By-Law No. 1 and Elections Policy. iii. Continuity and review of S.A.C. policies.
 - iv. Ensure that accurate and sufficient documentation exists, and is in compliance with legal requirements.

1.6.4 NOMINATION PROCESS FOR BOARD CHAIR AND SECRETARY

In accordance with By-Law No. 1, section 10.2 (a), the S.A.C. Board will elect the Board Chair and Secretary from among the eight (8) Directors. A Director may self-nominate or nominate another Director.

1.6.5 OTHER MEMBERS

Refer to By-Law No. 1.

1.7 COMMITTEES OF THE S.A.C. BOARD

Board committees will be assigned to help the S.A.C. Board perform its role. Subject to By-Law No. 1, section 8.10, the Board shall determine FSU and S.A.C. Board committees, their duties, powers, and terms. The Chair, or designate, of each committee shall submit periodic reports to the Board.

1.7.1 the details of each committee, including the date it was created and dissolved, its mandate, and its membership shall be maintained in their respective Terms of Reference.

1.7.2 any delegate who does not adhere to FSU policies, procedures, by-laws, or Student Code of Conduct may be removed from the committee, as per decision of the S.A.C. Board;

1.7.3 the standing Chair of each S.A.C. committee must be a Director, except for the Executive Committee, which is chaired by the President;

1.7.4 Terms of Reference for each S.A.C. committee must be approved by the S.A.C. Board;

1.7.5 lieu Chair(s) may be established by members of the committee for the duration of the absence of the standing Chair;

1.7.6 committee membership may include additional Director(s), Coordinator(s), the President, and senior staff as advisory members.

1.8 TYPES OF COMMITTEES

The S.A.C. Board may, at its discretion, form sub-committees, working committees, or steering committees deemed relevant to the execution of its mandates.

1. Standing Committees
2. Sub-Committees
3. Working Committees
4. Steering Committees

1.8.1 STANDING COMMITTEES

1.8.2 a subunit of the FSU and/or S.A.C. Board, and is permanently established to aid the FSU in accomplishing its duties.

1.8.3 SUB-COMMITTEES

1.8.4 a committee comprised of some members of the S.A.C. Board organized for a specific purpose, which provides reports to the S.A.C. Board;

1.8.5 the mandate of the sub-committee shall be described in its terms of reference;

1.8.6 attendance shall be taken at each sub-committee meeting;

1.8.7 upon completion of appointed task(s), sub-committees shall make final reports to the S.A.C. Board on research, findings, action, or recommendations, and unless otherwise instructed, shall be dissolved;

1.8.8 a sub-committee may be dissolved at any time by the committee or S.A.C. Board on its own recommendation, or by a majority vote of the S.A.C. Board.

1.8.9 WORKING COMMITTEES

1.8.10 a committee that is assigned a particular task or to oversee a specific area in need of control by the S.A.C. Board or the President;

1.8.11 terms of reference shall be given to the working committee by the S.A.C. Board;

1.8.12 attendance shall be taken at each working-committee meeting;

1.8.13 the mandate of the working committee shall be described in the terms of reference;

1.8.14 members shall be nominated and approved by the S.A.C. Board, prior to appointment;

1.8.15 a working committee may be dissolved at any time by a majority vote of the S.A.C. Board.

1.8.16 STEERING COMMITTEES

1.8.17 a committee that provides the FSU and S.A.C. Board with guidance, direction, and control to a project;

1.8.18 may be assigned by the S.A.C. Board or the President;

1.8.19 attendance shall be taken at each steering committee meeting.

1.9 MEETINGS OF THE S.A.C. BOARD

Please refer to By-Law No. 1, section 9.

Documents and motions that will be presented and approved by the S.A.C. Board, shall include, but are not limited to:

Items to be Presented/Approved	Presentation Dates
20XX/20XX Budget	Annually
Financial Updates	Quarterly
Acceptance of Financial Statements	Annual General Meeting
Approval of Auditor	Annual General Meeting
Ratification of Election Results	Annual General Meeting
Annual Report of the Board	Annual General Meeting
Amendments, changes, or additions to bylaw	Annual General Meeting

1.10 DIRECTOR REPORTING

1.10.1 each Chair of a sub-committee, working committee, or steering committee shall provide a standard written report at each meeting of the S.A.C. Board. The report shall include, but is not limited to:

- a. A list of committee meeting dates;
- b. An attendance list from each committee meeting;

- c. A summary of important business discussed by the committee;
- d. A summary of ongoing work of the committee;
- e. Any recommendations for the S.A.C. Board.

1.11 EXPENSE REIMBURSEMENT

1.11.1 Directors are entitled to reimbursement for approved travel expenses that are related to the business of the FSU and the S.A.C. Board in accordance with the Travel Expense Policy;

1.11.2 appropriate receipts shall accompany all requests for reimbursement.

1.12 REFERENCES

1. By-Law No. 1
2. Elections Policy
3. Travel Expense Policy
4. Terms of Reference - Executive Committee