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

Last Approved: SAC 07/2025

Next Review: 07/2026

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## **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, and supervises the management of affairs of the Fanshawe Student Union through the implementation and enforcement of the policies and procedures and by resolution, in accordance with the Bylaws.
- 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 four (4) 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 6.2.
2. Act in the best interest of the Fanshawe Student Union as a whole when conducting the affairs of the S.A.C. Board.
3. Become familiar with, review and understand the existing strategic direction and directives of the Fanshawe Student Union and provide feedback or proposed amendments, when necessary, to ensure clear strategic direction is set for the organization.
4. Participate and lead S.A.C. committees.
5. Monitor and evaluate organizational performance of the FSU President.
6. Monitor and evaluate organizational performance of the Executive Director.
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 S.A.C. meetings and call all meetings, including special meetings, of the Board.
2. Lead Board Meetings using Robert's Rules.
3. Perform roles and duties of Director.
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 Board Meeting Agenda, in collaboration with the Executive Director and FSU President, which is clear and focused on decision making as well as bringing forth items for discussion
7. Honestly and accurately report results of votes. In the event of an equality of votes, the question shall be deemed to have failed.
8. Work closely with the President and Executive Director to collaboratively lead drive the FSU's mission by:
  - i. Partnering to ensure board resolutions are acted upon;
  - ii. Appointing FSU Directors to serve on each S.A.C. Committee
  - iii. Assist with orienting the new Board members;
  - v. Acting as the spokesperson for the S.A.C. Board when necessary.
10. Lead the Annual General Meeting (April) and Members Meeting (Fall semester).

#### 1.6.3 ROLE OF BOARD SECRETARY

1. Attend S.A.C. meetings.
2. Perform roles and duties of Director.
3. Responsible for custody of all books, papers, records, documents of the FSU, minutes of the S.A.C. and FSU member meetings.
4. To ensure the following occurs:
  - a. Notice of Board Meetings and Meetings of the Members are provided in accordance with Bylaw No. 1.
  - b. FSU Elections occur in accordance with By-Law No. 1 and Election Policy.
  - c. Review of S.A.C. policies.
  - d. Ensure that accurate and sufficient documentation exists and comply with legal requirements.

#### 1.6.4 NOMINATION PROCESS FOR BOARD CHAIR AND SECRETARY

In accordance with By-Law No. 1, **section 7.1 (c)**, 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 8.1, 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-law, 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 committee membership may include additional Director(s), Vice President(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 6.1.*

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

<b>Items to be Presented/Approved</b>	<b>Presentation Dates</b>
20XX/20XX Budget	Annually
Financial Updates	Quarterly
Acceptance of Financial Statements	Members Meeting (Fall semester)
Appointment of Auditors	Annual General Meeting
Ratification of Election Results	Annual General Meeting
SAC Honoria	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
5. Robert's Rules for Boards – FSU
6. Robert's Rules of Order – Cheat Sheet