

# SFCC Policy Manual

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## Definitions

**1.1 Interpretation** The following terms are defined for the purpose of the Constitution and Policy Manual:

- a. **Anti-Oppression:** The work of actively challenging and removing oppression perpetuated by power inequalities in society and organizations through systemic oppression and individual expressions of oppression.
- b. **Anti-oppression Officer:** A member of the Board who is nominated by the rest of the Board to be the point person for this policy, the conflict resolution process, and other organizational processes where necessary. If there is a conflict of interest with the Anti-oppression Officer, the Board may appoint another member of the Board or an external person to take on the role.
- c. **Board of Directors:** Designates the internal body of Students for Consent Culture Canada (SFCC), which is composed of the Executive and Directors and defined in Section 9 of the Bylaws;
- d. **Director:** designates a member of the SFCC’s Board of Directors, which includes the Executive Committee.
- e. **Disclosure:** Occurs when a Survivor shares experiences of harm in order to receive support. It is possible that disclosures may not enact processes of this policy, but in some cases and some accommodation requests, this may be waived. Disclosing will not result in disciplinary action.
- f. **Chair or Co-Chairs:** Designates the person or persons who have been elected to lead the organization, provide support to all members, and act as spokesperson(s) of the organization;
- g. **Complainant:** The person or persons who raises concerns, conflicts, or complaints to the Board or Anti-oppression Officer.
- h. **Complaint Resolution:** A decision-making and arbitration process where complaints are investigated to find out ‘what happened’ and make a determination of who, if anyone, is responsible for the situation, and what the consequences/resolutions for the parties involved should be.
- i. **Conflict Resolution:** A process generated by a mediator (either the Anti-oppression Officer or an alternate appointed by the Board) responding to a formal request in writing that aims to help the parties restore a positive working

relationship and find mutually satisfactory resolutions to conflict, with documentation.

- j. **Consent:** The voluntary agreement to engage in an activity in question and refers to both sexual and non-sexual forms of consent. In other words and without limiting the foregoing, consent:
- i. Is never assumed nor implied;
  - ii. Cannot be obtained by silence or the absence of ‘no’;
  - iii. Cannot be obtained if one is impaired by drugs or alcohol, is unconscious, is under the legal age of consent, or is mentally or physically incapacitated by other means;
  - iv. Cannot be obtained through threats or coercion;
  - v. Cannot be obtained if the alleged perpetrator(s) is in a position of trust, power, or authority;
  - vi. Cannot be obtained only in advance, and must be obtained at the time that the act occurs;
  - vii. Cannot be obtained by means of fraud, extortion, or blackmail;
  - viii. Can be revoked at any time;
  - ix. Must be given for every act, every time; and
  - x. Must be obtained by the person(s) engaging in the act and never by a third party.
- k. **Director:** Designates a member of SFCC’s Board of Directors;
- l. **Discrimination:** The treatment or consideration based on class or category rather than individual merit and that can be used to privilege (special treatment in favour of) as well as disadvantage (special treatment against) a particular group or individual
- m. **Election:** Designates an electoral process generally comprising the casting of votes, their counting, and a proclamation of the results;
- n. **Executive:** Designates a member of the Executive Committee and Board of Directors (Co-Chair and 3 Leads);
- o. **Gender-Based Violence:** Refers to a broad understanding of gender-based violence (GBV). Gender-based violence is often understood to consist mainly of rape, sexual assault, abuse, and sexual harassment, mainly perpetrated by men against women. While this is one major dimension of gendered violence, we do not see it as simply an act of violence between two binary sexes. Instead we include gender and sexual identities within broader systems of hierarchy, power, and discrimination. We recognize that GBV intersects with other forms of violence and oppression in ways that can impact its meanings and

- effects on victims and survivors. These include racism, homophobia, transphobia, ableism, classism, and poverty;
- p. **Harm:** Refers to a spectrum of experiences that includes, but is not limited to, sexual harassment, sexualized violence, rape, gender-based violence, threatening behaviour or bullying, racism, Islamophobia, homophobia, transphobia, and ableism. We further recognize that harm can take place in both physical and digital spaces.
  - q. **Informal Facilitation:** A process generated by participants who seek the Anti-oppression Officer in order to help the parties restore a positive working relationship and find mutually satisfactory resolutions to a conflict where no documentation is required. If the Anti-oppression Officer is involved in the conflict or complaint, an external facilitator either on the Board or outside may be requested.
  - r. **Intersectionality:** The concept of intersectionality, introduced by Kimberlé Crenshaw, is important to understand how different systems of power and oppression work together to mediate an individual's lived experiences. These systems include racism, classism, cis-sexism, homophobia, ableism and xenophobia, among others. They are interconnected and cannot be examined in isolation. Similarly, different aspects of an individual's identity interact to influence their navigation, opportunities, and experiences. An intersectional approach takes into account the historical, social, and political context and recognizes the unique experience of the individual based on the intersection of all relevant grounds. It also recognizes that no identity is inherently oppressed, but instead oppression is imposed through systematic and systemic mechanisms of the state and society;
  - s. **Lead:** refers to a member of the SFCC team who has been elected by SFCC to work in an official capacity as the head of one of SFCC's portfolios;
  - t. **Member:** Anyone who meets the standards of membership outlined in Bylaw 2, which includes Directors.
  - u. **Nomination:** Refers to a process of a Nominating Committee of the Board of Directors whereby individuals are appointed as members of the Board, which allows them to have acting positions that will be later ratified by the general membership;
  - v. **Oppression:** The use of power or privilege by a socially, politically, economically, culturally dominant group or individual to disempower (take away or reduce power), marginalize, silence or otherwise subordinate one social group or individual. Individual oppression is demeaning and

- oppressive behaviour towards and treatment of a particular group or individual, expressed through individual attitudes, beliefs and values;
- w. **Portfolio:** Refers to one of the three main pillars that encapsulates SFCC’s work - Advocacy, Education, and Outreach;
  - x. **Report:** Is a document or series of documents created when a Survivor shares experiences of harm with the Anti-oppression Officer or Director with the purpose of enacting this policy and finding some form of fairness or justice that SFCC is able to provide;
  - y. **Sexual Violence:** Any sexual act or acts targeting an individual’s sexuality, gender identity or gender expression, whether the act is physical, emotional, social or psychological in nature that is committed, threatened or attempted against an individual without that individual’s consent. Examples of sexual violence are sexual assault, sexual harassment, stalking, indecent exposure, voyeurism, distribution of a sexually explicit photograph or recording, and stealthing;
  - z. **Staff:** Staff of the organization have been hired through the process outlined in Section 3 of this policy, have completed all tax forms, and receive an hourly wage or salaried. Their rights are recognized through relevant provincial legislation;
  - aa. **Supervisor:** An individual who has been appointed by the Board or Hiring Committee that a Staff member is to report to. This person may assign responsibilities or tasks and contribute to performance reviews of the staff member;
  - bb. **Survivor:** For the purposes of this document, a person who has experienced an act or acts of sexual violence as it has been defined above. We want to acknowledge that everyone labels their experiences of sexual violence, rape, abuse, assault, and trauma differently. The term survivor is used throughout this document to identify those who have experienced violence or abuse but that people may—and have every right to—choose to identify themselves or their experiences differently. We wish to underline that any and all language someone may or may not choose to use when naming or labeling their experience is valid, important and their choice;
  - cc. **Victim:** While some may chose to identify with survivor-first language, our justice system, institutions and society continue to victimize people who have experienced sexual violence. Thereby, some people are not given the privilege of surviving, or of claiming “survivorhood,” victimization is an ongoing process and we recognize the strength in identifying as a victim;

dd. **Volunteer:** Refers to someone who is a member of the SFCC team, who contributes to the work of the organization, though is not protected and does not carry the same responsibilities as Staff of the organization.

# Anti-oppression and Anti-violence Policy

Adopted 16 October 2021

## Section 1: Scope

1.1 This policy applies to all members of Students for Consent Culture Canada including Executives, Co-Chairs, and Volunteers as well as to expectations of Board of Directors members who represent the governance of Students for Consent Culture Canada. Each member of SFCC is responsible for their role in contributing to a safe and healthy space. We are accountable for ourselves and to each other in ensuring a safe space free from violence.

1.2 An Appendix of this policy serves as documentation that Directors, Executives, Volunteers, and attendees of SFCC events acknowledge this policy and agree to act in ways that are in line with the principles of this policy.

## Section 2: Purpose and Principles of the Policy

2.2 Students for Consent Culture Canada (SFCC) is committed to an anti-oppressive work and work environment that collaboratively builds a healthy and safe environment free from all forms of harm and oppression. In pursuit of this goal, SFCC does not condone or tolerate any acts of harm or oppression.

2.3 As an organization working in and supporting anti-violence, SFCC recognizes the imperative to center the voices who have been the most harmed and marginalised by colonial systems. We further recognize the role that white women specifically have played in perpetuating these systems and the marginalization of BIPOC, disabled, and LGBTQQIP2SAA peoples. We further recognize that gender-based inequalities threaten the safety, well-being, and human rights not only of women, but also of Two-Spirit people, gender non-conforming people, trans people of all genders (not only women), and people with non-binary gender identities.

2.4 SFCC recognizes that certain people in our society face oppressive experiences because of individual and systemic unequal power related to race, colour, culture, ethnicity, language and linguistic origin, ability, socio-economic class, age (children, youth, seniors), ancestry, nationality, place of birth, religion or faith or other forms of conscientiously held beliefs, sex, gender (including gender identity and expression),

sexuality (including sexual orientation), family status (including marital status), and residency/migratory status in Canada.

2.5 We recognize that these forms of unequal power have impacted in particularly harsh ways on the Indigenous population in Canada. We also acknowledge that SFCC is a reflection of the society in which we live, and that these uses of power exist within SFCC. SFCC recognizes that unequal power operates both at a personal level in interactions between people, and at a systemic level through rules, structures and practices.

2.6 SFCC values the contributions of every individual who belongs to our membership and our network, and who supports us in fulfilling our mission. SFCC recognizes that discriminatory and oppressive acts and mechanisms can prevent individuals in our membership and our network from engaging with SFCC in a way that fully reflects their ability, experience and contributions. We recognize that such barriers can limit not only their contributions, but also their potential to engage with SFCC at all levels, particularly at the levels of leadership.

2.7 SFCC recognizes that understanding, acknowledging and working to eliminate oppression is a learning process for us all. We recognize that different people can be at different stages in the learning process. We recognize that we all need to make the effort to learn, create opportunities for learning and assist each other in the learning process. This policy was made to clearly outline the values SFCC commits to upholding within their own working environment and in their work with partners, communities, and other organizations.

### Section 3: Accessibility

3.1 Accessibility of Meeting Locations: SFCC will strive to ensure that all meeting locations both in person and online are accessible and comfortable to participants.

- i. Wheelchair accessibility: All in-person meetings of SFCC will be held in a wheelchair accessible space.
- ii. Lighting: SFCC will ensure that all in-person meetings are held in a room without fluorescent lighting if that is requested at least two weeks in advance by a member.
- iii. Scent: SFCC will ensure that in-person meetings are held in a scent-free space.
- iv. Washrooms: SFCC will indicate the location of the nearest accessible, gender-neutral washrooms for each in-person meeting and will strive to

hold in-person meetings in locations with nearby gender-neutral washrooms.

3.2 Childcare: SFCC will strive to provide childcare to any delegate if requested at least two weeks in advance. This includes meetings in person and online.

3.3 Accessibility of Web Materials: SFCC will strive to implement components of web accessibility such as image descriptions in order to ensure that the widest variety of members can receive adequate information.

3.4 Online Accessibility: When planning any event or meeting, participants will be asked if there is any accommodation needs to be met.

- a. See this document for information on expectations accommodations for events.

## Section 4: Equity, Diversity and Inclusion

4.1 As an organization working in and supporting anti-violence, SFCC recognizes the imperative to center the voices who have been the most harmed and marginalised by colonial systems. As such, we will:

- a. Treat each other with respect and dignity and conduct ourselves according to our principles and values as an organization. This means that we will create and maintain a safe environment that is free of acts of oppression and discrimination.
- b. Identify systemic and other barriers to employment or program participation and take steps to rectify any discriminatory policies or practices.
- c. Hire, engage and retain Staff, Directors, Executives, and Volunteers who reflect the diverse community that we serve.
- d. Develop programs that respond to the needs of our membership, participants and the community.
- e. Provide on-going information, training and education for all Directors and Executive, as well as Volunteers to help eliminate discrimination and promote inclusion.
- f. Be conscious of and accommodate invisibilised disabilities such as chronic health conditions, serious illnesses, learning differences and mental health issues.
- g. Ensure that when someone has a concern, that they have the right to speak up and share their concerns, knowing that SFCC wants to hear them and that there will be no repercussions.

## Section 5: SFCC Directors and Members Responsibilities

5.1 All SFCC Directors and members must read, understand, uphold and ultimately comply with this policy.

5.2 Members and Directors have a responsibility to declare any conflicts of interest before entering into any debate, discussion, or vote. A conflict of interest is defined as participation of individuals in activities, business or other organizations that compromise their assignment or disadvantages SFCC. Specifically, conflicts of interest may include, but are not limited to:

- a. Using their position with SFCC to promote the interests of an outside organization or cause;
- b. Having a fiduciary interest in an external business which may provide materials or services to SFCC, except as procedurally controlled by the Board to assure openness, competitive opportunity and equal access to “inside” information;
  - i. Allowing a friendship or personal relationship to influence a board or staff member’s ability to act in the interest of SFCC; accepting services or materials as a result of their position with SFCC;
  - ii. Using their position with SFCC to solicit services or materials for personal gain and/or
  - iii. Using SFCC equipment, services or materials for external business or other activity.
- c. Determination. Potential conflicts of interest raised by individuals to the Executive Director or Chair(s) will be discussed, with the board if necessary, to clarify whether or not a conflict of interest exists. If a conflict of interest is determined to exist, the individual must avoid or cease further conflicting activity. The individual may face disciplinary action including a request to resign or removal from their position with SFCC.

## Section 6: Procedures

6.1 In the event that this policy is violated, individuals may file a complaint or direct conflict through the SFCC’s Disclosure and Reporting Policy. Members of SFCC may face disciplinary action as outlined in Bylaw 2. Directors of SFCC may face disciplinary action as outlined in Bylaw 8. More than two written notices of violations will enact

processes within Bylaw 2 (for members) or Bylaw 8 (for Directors) and all participation in SFCC events or meetings for that individual will be revoked.

### Section 7: Policy review

8.1 This policy will be reviewed by the Board of Directors or subsequent Committees no later than three (3) years after it has been adopted.

## Appendix to Anti-oppression and Anti-violence Policy

### Preamble

As a matter of fundamental principle to transformative cultural change, Students for Consent Culture Canada's Code of Conduct is integral to outlining expected behavior within our organization and with community partners. This code of conduct is informed and guided by:

- Respect for the worth and dignity of individuals;
- Honoring inclusivity, universal access, and social justice;
- Modelling transparency, integrity and honesty;
- Responsible stewardship of resources;
- Accountability to diverse communities and networks.

Members of SFCC, including Board of Directors, Executive, Volunteers, staff, and general membership will be expected to follow the Code of Conduct when representing SFCC, including but not limited to providing services or advocacy on behalf of the organization. This standard of conduct is expected in the day-to-day working environment as well as at General Meetings and official events. All meeting and event attendees must review and agree to abide by this Code as a condition of attendance. Violations of this Code of Conduct will not be tolerated, and may result in disciplinary action according to SFCC Bylaws.

### Agreement of Conduct

#### Personal and Professional Integrity of Members

- a. SFCC does not condone or tolerate any acts of violence, harm, or oppression. To this end, SFCC members will promote a working environment that values respect, fairness, non-exploitation or manipulation, anti-discrimination, anti-oppression, and integrity;
- b. Behaviours that are not tolerated include but are not limited to:
  - i. Unwelcome physical contact.
  - ii. Unwelcome sexual remarks or jokes which denigrate one's gender.
  - iii. Unwelcome sexual solicitations or advances.
  - iv. Bullying.

- v. Harassment of any kind, including sexual harassment, exploitation, and/or harassment based on protected grounds of human rights such as sex, gender, race, religion, or ethnicity.
    - 1. This further includes harassment or exploitation based on ableism and/or classism.
  - vi. Use of position as a Board of Director or Executive to manipulate, exploit, or otherwise abuse other Members or community members.
  - vii. SFCC members will promote inclusiveness and universal access to programs and services.
- c. SFCC members will take part in healthy working relationships with staff, Volunteers and partners that are based on mutual respect, fairness and openness.
- d. SFCC members are encouraged to engage in continuing training and professional development activities to keep abreast of the research, theories, legislation, policies, and developments related to intersectional, anti-colonial, and anti-violence work.
- e. SFCC members will respect the confidentiality appropriate to issues of a sensitive nature such as disclosures or personal matters and must continue to honor confidentiality after leaving the organization.

### Acknowledgement and Agreement

By signing below, you agree that you have reviewed the Anti-violence and Anti-oppression Policy and to conduct yourself as a Member of Students for Consent Culture in ways that meet the standards of care and conduct we wish to foster as an organization.

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Printed Name

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Signature

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Date

# Disclosures and Reporting Procedures

Adopted October 16 2021

## Section 1: Scope

1.1 These procedures intersect primarily with the Code of Conduct, as well as the Anti-Oppression and Anti-Violence Policy, and may be escalated and referred to should the Conflict Resolution process find a party to be abusive or discriminatory. It may be used in other cases found to be rooted in violence, oppression, or discrimination.

1.2 Reporting mechanisms may be used by members of SFCC or individuals or groups external to SFCC who have found an SFCC member or Director to be an alleged perpetrator(s) of harm.

1.3 Third party reporting done by a support person to the survivor will be allowed.

1.4 It should be noted that this procedure should not be considered a formal investigation as the organization does not have the capacity to undertake these often lengthy and legalistic processes. Instead, the report provided by the survivor will be considered on a balance of probabilities.

- a. A balance of probabilities will mean that a decision will be made based on a 50% +1 likelihood that the event(s) occurred.

1.5 There is no time limit on when a report can be made and considered.

1.6 This process can be undertaken in parallel with police investigations or processes occurring in other organizations.

## Section 2: Disclosures

2.1 Disclosures of harm can be made to any member or Director of SFCC that a Survivor feels comfortable with.

2.2 Those who have been disclosed to can provide any personal support that the Survivor may need and that there is capacity for.

2.3 Disclosure may lead to some accommodation such as relief of duties or support, but will not lead to any disciplinary actions of the alleged perpetrator(s) including suspension or removal. Should certain accommodations or disciplinary action be wished by the Survivor, a report must be made (See Section 4).

2.4 The Survivor may choose to have the person they disclosed to provide a report or support them through the reporting process.

### Section 3: Reporting

3.1 Those who experience harm or become aware of violations of this Code of Conduct should report that breach of conduct to the Board of Directors immediately. The Anti-oppression Officer will be the primary point of contact for all reports; however, should the Anti-oppression officer be responsible for the harm, another member of the Board of Directors may be reported to.

- a. This report may occur through written or oral methods and should contain as much information as can be provided. Information may include, but is not limited to:
  - i. The name of the alleged perpetrator(s);
  - ii. The date(s) the harm occurred;
  - iii. Where the harm occurred;
  - iv. The type(s) of harm perpetrated;
  - v. Any resolution the Survivor may have tried to find with the alleged perpetrator(s);
  - vi. If parallel investigations are occurring through the police, post-secondary institution, or other organization;
  - vii. If there were any witnesses to the harm perpetrated;
  - viii. Providing screenshots, communications, or other documentation of the harm;
  - ix. What actions the Survivor would like the organization to take.
- b. No report shall be deemed unfounded if witness or documentation cannot be provided by the Survivor.
- c. If the report is given orally to the Anti-oppression Officer or Director, that person will take notes that will be considered a written report.

- d. This report will be kept confidential. SFCC cannot guarantee complete confidentiality, since this process or processes through the bylaws cannot be enacted without revealing certain information to the alleged harasser and potential witnesses. However, information about the allegation of harassment will be shared only with those who need to know about it.

### 3.2 Accommodations

- a. Upon a disclosure or report being made through the Disclosures and Reporting Policy, the survivor will be believed and precautionary action will be discussed to ensure their confidentiality and support. These accommodations or preliminary actions may include, but are not limited to:
  - i. Suspension of the alleged perpetrator(s) from all SFCC spaces included but not limited to Slack, an SFCC email account, meetings, or events - online or in person;
  - ii. Relief of the Survivor from any SFCC duties which may include going on leave if the Survivor is a Director;
  - iii. Recommendations for support for the Survivor;
  - iv. To have a support person of their choosing at any stage of the process.
- b. Accommodations can be arranged immediately upon a report being made.

3.3 The process that will be enacted may include speaking to witnesses and the alleged perpetrator(s). Any step that is taken in speaking to these individuals will be discussed with the Survivor in advance.

- a. In some cases, it may be beneficial for any process to be undertaken by an external investigator or mediator for purposes of mitigating conflicts, conflicts of interest, or cases where the Survivor expresses the wish for an external investigation. It will be the role of the Board of Directors to appoint the external investigator.
- b. Should an external investigator be requested, their own processes and procedures will be followed.
- c. Should an external investigator be requested, this person or organization will not have connections with the alleged perpetrator(s) or Survivor.
- d. The Survivor will never have to face the alleged perpetrator(s) for questioning.

3.4 Timelines. Inquiry into the report will be launched immediately. The amount of time that it will take to complete the investigation will depend on the particular circumstances. All parties involved in the report will be made aware of potential timelines and made aware of any changes to these expectations.

- a. If the alleged perpetrator(s) should be a member of the Board of Directors and the decision is made to remove that Director, the Canada Not-For-Profit Act contains strict processes and timelines regarding removal that must be adhered to (see articles [130\(1\)](#) and [7\(5\)](#) of the Act).

3.5 Procedural Fairness regarding the rights of the alleged perpetrator(s) include the right to respond, which is further enshrined as a right within the [Canada Not-for-Profit Act](#) if the alleged perpetrator(s) is a Director. The survivor does not need to be present for this response to be given.

- a. Given the stance SFCC takes on non-carceral and transformative justice, we recognize the rights of the alleged perpetrator(s) to heal from systems of misogyny, racism, transphobia, homophobia and other forms of harm and oppression.
- b. Although enacting this process may result in the removal of the individual from SFCC position or membership, SFCC does not condone that person being cut off from support. Thereby, if removal should occur, recommendations for support can be provided.

## Section 4: Outcomes

4.1 The Board shall have authority to suspend or expel any member from SFCC for any one or more of the following grounds:

- a. Violating any provision of the articles, by-laws, or written policies of the organization;
- b. Carrying out any conduct such as violence or oppression that is detrimental to the organization as determined by the Board in its sole discretion;
- c. For any other reason that the Board in its sole and absolute discretion considers to be reasonable, having regard to the purpose of the organization.
- d. Suspensions or expulsion will result in the Member being in bad standing and therefore they may not vote in general elections, seek office in general elections, serve on organizational committees, vote in referendums, or receive benefits of membership.

4.2 Potential outcomes for the situation found through a process in the policy may include but not be limited to:

- i. Letter(s) of apology;
- ii. Arranging of accommodations to avoid future conflict or harm;

- iii. Hiring of a community expert to facilitate an accountability process;
- iv. Suspension of the person in question from their role in SFCC;
- v. Request for the resignation of the person in question from their role in SFCC;
- vi. Removal of the person in question from their role in SFCC as outlined in Bylaw 2 for members of Bylaw 9 and the Canada Not-For-Profit Act for Directors.

4.3 The outcomes of reports will be discussed with the Survivor. As much as possible, finding an outcome that meets a Survivor’s understanding of justice and/or fairness is integral to survivor-centrism.

4.4 The Survivor will be made aware of decisions and outcomes of this process.

## Section 5: Policy review

5.1 This policy will be reviewed by the Board of Directors or subsequent Committees no later than three (3) years after it has been adopted.

# Conflict Resolution Process

Adopted October 16 2021

## Preamble

Students for Consent Culture Canada is committed to creating and maintaining an organizational environment characterized by constructive, productive and supportive working relationships. All persons involved with SFCC are to be open to contrasting styles of understanding and acting, as human interactions are complex and often difficult, which can contribute to the success and breakdown of healthy working relationships.

When disagreements or differences of opinion arise, greater understanding by all is needed. The presence of conflict, if dealt with effectively, offers an opportunity for individual and organizational learning including the identification of policies and practices that need to be improved. Conflict situations must be addressed at the earliest possible opportunity as unresolved conflict can lead to a stressful, and in the worst cases, toxic work environment.

## Section 1: Scope

This policy and process is intended to be used as an internal mechanism for Directors and members to reconcile differences in areas related to Bylaw and Policy interpretation, differences in organizational direction or planning, or difficulties in the work environment.

Central to the mandate and vision of SFCC is an ongoing commitment to anti-oppression. This process will be undertaken with the understanding of how systems of power impact organizational and individual relationships. Should this process find that a party involved is perpetrating , discriminatory, oppressive, or toxic behaviour, the process should be transitioned to the Disclosure and Reporting Procedure.

The SFCC Board of Directors has an obligation to act immediately in addressing a complaint if the physical and mental health and safety of any of the parties is perceived to be at risk. In doing so, one of the parties may be granted a temporary leave of absence with pay until the issue has been satisfactorily resolved, or up to two weeks, whichever is shorter. If threats to persons are made, or if the SFCC Board perceives a

possible danger to a party or to other Staff, including the possibility of one party being in danger to themselves, external professional assistance must be sought immediately.

## Section 2: Process Overview

2.1 SFCC recognizes that each individual and the conflicts we may have are unique and will require their own responses. Therefore, the process details below are our suggested plan, but recognize that at times, the need to diverge will be required.

2.2 All decisions of the Board regarding conflict or complaint resolution will be made in accordance with the SFCC bylaws, and policies. All members of the Board, the Anti-oppression officer, and any external person appointed to fill the role of the Conflict Point Person must be familiar with these documents.

## Section 3: Process Details

3.1 When a harassment complaint or a complaint about an interpersonal issue is brought forward to the Anti-oppression Officer, the following process for resolution will be followed:

- a. Informal Discussion. The Anti-Oppression Officer will facilitate informal discussion between the parties in order to reach a resolution. If the Anti-Oppression officer believes that this part of the process has been satisfied or is impossible, they may proceed to the next step.
- b. Consensus Mediation. If an informal discussion is unable to resolve a complaint or conflict, the matter will proceed to consensus mediation. A written copy of the complainant's complaint will be provided by the Anti-oppression Officer to the person who the complaint is about. The person will have a reasonable time to respond to the complaint in writing.
- c. The Anti-oppression Officer will create a report about the matter, including the original complaint and the written response. This report will include recommendations for the resolution of the matter. The report will be provided to both the complainant and the person who the complaint is about.

3.2 Escalation. If the matter persists or the parties are not satisfied with the consensus mediation resolution, either may escalate the matter to the Board of Directors by submitting a copy of the Anti-oppression Officer's report along with written reasoning about why the resolution is unsatisfactory. The board of directors may decline to review the matter, provide a recommendation for further resolution, or escalate the matter to a general meeting.

- a. If the matter persists or the parties are not satisfied with the Board of Directors' proposed resolution, either may escalate the matter to a General Meeting by submitting the Anti-oppression Officer's report, the written complaint to the Board of Directors, and any written documentation produced by the Board of Directors pursuant to this clause to the membership for consideration. The ruling of a General Meeting on the matter is final and binding on the parties.

#### Section 4: Confidentiality

4.1 All documents created in the process of the informal conflict resolution process will be kept confidential. However, it should be known that SFCC cannot guarantee complete confidentiality, since this process or processes cannot be enacted without revealing certain information about the conflict. Information about the conflict will be shared only with those who need to know about it.

4.2 Should the informal conflict resolution process be escalated and an external mediator brought in to resolve the conflict, the following documentation will be recorded in the minutes of the Board of Directors' meeting:

- a. Knowledge that a process took place;
- b. A copy of the Anti-oppression Office's written report, although names may be removed if the parties and Board deem it appropriate; and
- c. Any recommendations that the Board will be enacting.

4.3 Any confidentiality is waived if the nature of the conflict and this process comes before a General Meeting as members will see the details contained in reports.

#### Section 5: Policy review

5.1 This policy will be reviewed by the Board of Directors or subsequent Committees no later than three (3) years after it has been adopted.

# Human Resources Policy

Adopted October 16 2021

## Preamble

Ethical practices are the cornerstone of Students for Consent Culture Canada's work, both internal to the organization and by the goal of advocacy. SFCC regards staff people of the organization as an integral part to the success of its goals. In its relationship with staff, SFCC seeks to uphold a high ethical standard. In the event that staff of the organization form a union, this policy will be reviewed to ensure that it conforms with the collective agreement.

## Section 1: Authority

1.1 The Board of Directors will have the sole authority to create, open, post, vet, hire, and train any Staff. These responsibilities may be delegated to a hiring sub-committee of no fewer than three people, which may include a maximum of one (1) staff member.

## Section 2: Hiring

2.1 Opening a position. The organization may open a position for hire by resolution of the Board of Directors.

2.2 Posting a position. All postings will undergo a two-phase posting process. Phase I will be an internal posting phase in which Staff, Volunteers, Directors, and other eligible internal candidates will be reviewed. Phase I may be waived by resolution of the Board of Directors. If no candidate is successful during Phase I or if Phase I is waived, the posting will proceed to Phase II. Phase II will be an external posting which will be open to any candidate.

- a. During Phase I of the posting process, all Staff, Volunteers, Directors, and others eligible for consideration will be provided a copy of the posting.
- b. During Phase II of the posting process, postings will be published on appropriate job boards and websites. Postings may also be shared directly with individuals and other organizations.

2.3 Posting content. All postings will include standard information and information specific to the role of the position, including:

- a. The title of the position;
- b. The compensation or compensation scale;
- c. The responsibilities of the position;
- d. The required experience, education, or aptitude for the position;
- e. A statement inviting qualified individuals who are part of equity seeking populations to apply;
- f. The hours and duration of the position;
- g. All the necessary information to contact the hiring committee; and
- h. The date that the posting is to close.

2.4 Hiring Process. The Board of Directors will appoint a Hiring Committee to undertake reviews of applicants' documents, schedules, and conduct interviews, and make recommendations for which candidate(s) to hire. These recommendations will be put forward as a motion to the Board of Directors for approval.

- a. Members of the interview team will rate all responses given by the candidate during the interview. Notes taken during the interview shall accurately reflect the actual responses made by the candidate. They should not be an interpretation of the candidate's intended meaning.
- b. References will be checked via telephone call or email prior to a candidate becoming successful.
- c. For staff positions that function as a senior officer, senior manager, or other decision-making role, candidates will be subject to a thorough vetting process including reference checks. Candidates for these positions will be required to submit links to their social media accounts and all publications in their name for the preceding five years.

- d. If the selection process identifies more than one (1) qualified candidate for the position and their qualifications are considered relatively equal, preference for filling the position will be given to internal candidates.
- e. Members of the Hiring Committee must disclose any conflict of interest related to potential candidates for the position(s). SFCC may hire spouses or family members of staff if that person meets the necessary qualifications and criteria for the position and has followed the same application procedures as other candidates. However, in recognition of any possible conflict of interest, the selection and interview process of that candidate will not be conducted by the Director or Volunteer to whom the candidate is related.

2.5 Anti-Discrimination. At all levels, from Hiring Committee to Board of Directors, hiring decisions will be solely based on a candidate’s suitability for the position. If multiple candidates are equally qualified to fill a position, other criteria may be implemented to make a determination such as years of experience or availability. More information on this commitment can be found in the Anti-oppression and Anti-violence Policy.

### Section 3: Expectations of Staff

3.1 SFCC believes that the quality and commitment of its staff is critical to the success of the organization. In support of this belief, all Staff will be given adequate opportunities and resources to fulfill the requirements of their job in order to support the mission, vision and values of the organization. This includes, but is not limited to the following:

- a. thorough orientation to the organization
- b. Clear expectations of job responsibilities
- c. Regular feedback (verbal and written) on job performance
- d. Opportunities for self-assessment (through the formal performance review procedures)
- e. Access to resources and/or training to enhance and/or improve performance

3.2 Although SFCC values skill development, Staff are expected to have a basic knowledge of the work they are intended to perform. This expectation will be communicated in the job posting.

- a. SFCC strongly advocates growth and development of Staff through continuous, lifelong learning which also supports the evolving needs of the organization.
- b. It is expected that all Staff participate in internal and external professional development opportunities that will enhance their skills. These hours may count toward working hours if permission is given by their Supervisor.

3.3 Staff are expected to perform their assigned duties and responsibilities by deadline or communicate difficulties in meeting that deadline to a direct Supervisor.

3.4 Staff performance will be reviewed after 6 months by the Board of Directors or the Hiring Committee during the first year of employment. After the first year of employment these reviews will occur yearly.

- a. This process may include reviews of hours worked and duties performed, quality of work performed, ability to meet deadlines, goals and challenges, and ability to work in a diverse and collaborative working environment.
- b. Reviews may include an interview with Staff members.
- c. Results of these reviews will be shared with Staff members. Goals and plans related to the reviews may be created or co-created.

## Section 4: Compensation and Time-Keeping

4.1 The principles that the organization holds are those that allow staff to set their own work hours and days. Supervisors reserve the right to set mandatory meeting times or require staff to be a part of certain types of meetings, however those will be scheduled in ways that are accommodating to required staff. In cases where staff are setting their own hours, they are to be communicated to supervisors and/or members of a collaborative team that Staff members may be involved in.

4.2 SFCC will abide by all federal and provincial laws related to employment standards including minimum wage, though depending on funding will work to pay staff at least the living wage of their particular area.

4.3 SFCC will abide by all federal and provincial laws related to employment standards including required break times within the work day.

4.4 Staff are responsible for keeping track of their hours and duties performed in those hours. Hours must be communicated to their direct supervisor on the Friday of each week.

4.5 All Staff are paid on a semi-monthly pay schedule using direct bank deposit. This schedule will be clearly communicated to them at their Staff orientation.

4.6 All Staff will receive a T4 statement for income tax purposes which identifies all earnings and deductions made during the calendar year. T4s will be distributed by the end of February following the year for which the T4 is required.

4.7 All Staff will be paid for the following statutory holidays:

New Year's Day	Victoria Day	Thanksgiving	National Day of TRC
Family Day	Canada Day	Christmas Day	
Good Friday	Labour Day	Boxing Day	

Staff who celebrate non-Christian holidays have the right and are encouraged to observe those holidays. It is the Staff member's responsibility to notify the Supervisor in advance of the holiday so that any work can be properly scheduled

## Section 5: Health and Human Safety

5.1 Staff, Directors, and Volunteers of SFCC will primarily conduct their work remotely through digital means, reducing potential physical safety risks.

5.2 Recognizing that digital spaces do have risks, Staff, Directors, and Volunteers are encouraged to:

- a. Limit overwork by being diligent about planning and tracking hours;

- b. Communicate their working hours if they would like to work as part of a team;
- c. Take care of their mental health through days off that are communicated to your supervisor;
- d. Create ergonomic home work environment whenever possible
  - i. If there are ways that SFCC as the employer can provide assistance in creating an ergonomic and safer working environment this should be communicated. SFCC will work to provide these accommodations.

5.3 Online health and safety training will be provided at the start of employment, with opportunities for further training provided throughout employment.

5.4 SFCC is committed to providing a safe, healthy workplace that will promote the highest level of job satisfaction and a respectful working environment. Additional details can be found in the following policies:

- a. Anti-oppression and Anti-violence Policy
- b. Disclosures and Reporting Procedures
- c. Conflict Resolution Process

5.5 SFCC offers all Staff five (5) paid sick days per year. This shall include mental health days. There is no proof of sickness or need required, but the requested time off does need to be clearly communicated to a direct Supervisor.

## Section 6: Removal of Staff and Management Rights

6.1 Staff must advise the Supervisor and the Board of Directors in writing, at least two (2) weeks prior to their desired date of leaving the organization. However, it is preferred that the Staff member give more than two (2) weeks notice if possible, which will help minimize disruption to workflow or planned programming.

6.2 In the event that a Staff member's performance does not meet the expectations of the organization, a plan to address the failure to meet expectations will be created. Failure to meet the ongoing expectations of the organization includes, but is not limited to the following:

- a. Consistent failure to carry out the job as outlined in the job description;

- b. Consistent unsatisfactory performance on performance appraisals;
- c. Persistent conflicts with other Staff members;
- d. Persistent refusal to carry out the directions of the Supervisor or Board of Directors.

6.3 If the Staff member continues to not meet expectations or does not attempt to enact the plan made to address these issues, the Supervisor and/or Board of Directors has the right to terminate employment.

6.4 Automatic and immediate suspension or dismissal may occur in the following circumstances:

- a. Failure to comply with the directions of Supervisors (e.g. perform work assignments, etc.);
- b. Failure to comply with SFCC Bylaws, policies, and procedures.

6.5 The Chair(s), direct supervisor, or Director may provide a reference for Staff, Directors, or Volunteers.

- a. Should the Staff member, Director, or Volunteer have been dismissed or removed or suspended through disciplinary action, the referee can speak about the job performance of that individual but may not disclose the details of their dismissal, suspension, or removal.

## Section 7: Responsibility to Confidentiality of Information

7.1 During the course of employment, Staff, Directors, or Volunteers may have access to a number of sensitive or confidential organizational documents.

7.2 Staff, Directors, and Volunteers are responsible for keeping all the information shared confidential by not discussing or sharing the information in any form or format (e.g., budgets, documents, minutes) with anyone other than the SFCC Board of Directors and, when called upon and according to the organization's bylaws, the general membership.

7.3 All information shared in any form or format will be kept secure while it is in the possession of Staff and Volunteers.

7.4 All information shared in any form or format will be returned to a supervisor or one of the Board of Directors upon leaving the organization for any reason.

### Section 8: Policy review

8.1 This policy will be reviewed by the Board of Directors or subsequent Committees no later than three (3) years after it has been adopted.

# Finance Policy

Adopted October 16 2021

## Preamble

The Bylaws of the organization ascribe the responsibilities for finances and property to the Board of Directors. Students for Consent Culture Canada will strive for the utmost transparency and prudence in the administration of its financial affairs in accordance with applicable legislation.

## Section 1: Finance Committee

1.1 The Finance Committee shall be a committee of the Board of Directors. The committee shall be responsible for:

- a. Drafting the organization's annual budget, with the assistance of the Treasurer, and submitting it for approval to the Board of Directors;
- b. Assisting the Fundraising Coordinator and/or any other staff in charge of fundraising operations with identifying funding opportunities for the Organization and with developing fundraising strategies;
- c. Approving all expenses including reimbursement requests inferior or equal to \$500.00 CAD;
- d. Making recommendations regarding the long-term financial sustainability of the organization to the Board of Directors, as needed; and
- e. Reviewing the Finance Policy at least every three (3) years and making recommendations, as needed.

1.2 The Finance Committee shall consist of:

- a. The Treasurer, *ex officio*, (non-voting);
- b. A Fundraising Coordinator or any other staff position related to fundraising, *ex officio*;
- c. Two (2) Directors;
- d. Two (2) Members-at-large;

1.3 The members of the Finance Committee, with the exception of ex officio members, shall be appointed by the Board of Directors by simple resolution for a term of one (1) year which is renewable up to three (3) years.

1.4 Quorum for the Finance Committee is a simple majority of its members.

1.5 At all meetings of the Finance Committee, any decision will seek consensus decision making. If consensus cannot be reached, the decision will be decided by a majority of fifty (50) percent + one (1) of the votes cast on the question.

1.6 Meeting of the Finance Committee may be held entirely by means of a telephonic, electronic or other communication facility.

1.7 The Chair of the committee shall be appointed by the Finance Committee from among its members.

## Section 2: Budgeting

2.1 Responsibility for drafting and presenting the yearly budget of the organization to the Board of Directors rests with the Finance Committee.

2.2 Responsibility for approving and implementing the yearly budget of the organization rests with the Board of Directors.

## Section 3: Appointment of external auditors and consultants

3.1 The Board of Directors may choose to hire independent bookkeepers, accountants or auditors that are external to the organization to assist them with the administration of the finances of the organization.

## Section 4: Expense Approval

4.1 Approving authority

- a. Expenses inferior or equal to \$500.00 CAD shall be approved by resolution of the Finance Committee.
- b. Expenses superior to \$500.00 CAD shall be approved by resolution of the Board of Directors.

4.2 Prior approval

- a. All expenses must be approved by the appropriate authority prior to the incurring of the expense.
- b. Nothing contained herein shall be interpreted as preventing the Finance Committee and/or the Board of Directors from authorizing the reimbursement of expenses reasonably incurred by Executives, Directors, Staff, Volunteers and Members in the exercise of their duties, including expenses incurred while travelling on SFCC business.

#### 4.3 Requests for reimbursement

- a. Requests for reimbursement shall be submitted to the appropriate approving authority based on the amount of the incurred expense in accordance with section 5 subsection a. of this policy.
- b. Executives, Directors, Staff, Volunteers, and Members are entitled to a quick and efficient reimbursement of reasonably incurred expenses.
- c. If the approving authority denies a request for reimbursement the unsuccessful applicants have the right to request an explanation of the reasoning behind the decision.

### Section 5: Expense approval process

#### 5.1 For each expense, the process for approval shall be:

- a. Step I: receipt of invoice, quote, receipt or any other similar document;
- b. Step II: preparation of an appropriate internal record document, such as an expense reimbursement form or a cheque requisition form;
- c. Step III: review and approval of the submitted documentation and relevant internal policies and by the Finance Committee or the Board of Directors;
- d. Step IV: preparation of cheque or other form of expense;
- e. Step V: review and approval of cheque or other form of expense by the signing authorities, which shall be cross-checked with the accompanying original documentation that was submitted;

- f. Step VI: after receipt of the monthly bank statement, reconciliation of each expense with the bank statement; and,
- g. Step VII: appropriate maintenance of the expense records.

5.2 In order to simplify the expense approval process, the Finance Committee and/or the Board of Directors may establish a list of recurring and/or specific expenses which shall be automatically approved upon receipt of invoice, quote, receipt or any other similar document. Such list(s) shall be maintained by the Treasurer and/or the Chair of the Finance Committee and shall be reviewed on an annual basis.

## Section 6: Travel procedures

6.1 Applications for funding for travel must include travel plans and accompanying quotes and/or invoices. All travel, including exceptions, requires pre-authorization by the Board of Directors.

6.2 Unionized facilities, suppliers, and services must be used whenever available and possible.

6.3 All hotels and flights must be pre-approved by the Finance Committee.

6.4 The organization is unable to provide meal stipends during travel.

6.5 The Finance Committee and/or the Board of Directors may establish baseline travel amounts for specific destinations, which will be used as a metric to determine the reasonableness of travel costs as well as travel allowances.

## Section 7: Financial reporting

7.1 The Treasurer must report year-to-date financial information to the Board of Directors on a bimonthly basis.

7.2 The Finance Committee must report to the Board of Directors at least twice a year and may choose to do so more frequently, as necessary and at its discretion.

7.3 The Board of Directors must provide a financial report at each Annual General Meeting.

## Section 8: Record keeping

8.1 All financial records of the organization will be maintained in accordance with the applicable legislation and government regulation and for not fewer than seven (7) years.

## Section 9: Signing Authority

9.1 The Board of Directors can assign or change signing authority at any time decided by a majority of fifty (50) percent + one (1) of the votes cast on the question.

9.2 Any Director, Officer, or member of staff may be appointed as Signing Authority for the organization.

9.3 Signing authorities must be over the age of 18.

9.4 The organization will ensure appropriate approval for activities by conducting affairs in a consistent manner based on the signing authority limits, authorisation requirements, additional approval requirements, and within the parameters defined in the related budgets.

9.5 The Signing Authorities are authorized to enter into contracts for activities that have been approved by the Board as a part of budgets or plans. The Board of Directors must authorize any contracts outside of these parameters and all contracts with a financial value greater than \$15,000.

9.6 The Signing Authorities have the ability to pay bills, receive funds, and maintain bank accounts on behalf of the organization.

9.7 The Signing Authorities have the right to submit grant applications on behalf of the organization.

9.8 Those appointed in an acting capacity have the full signing authority of the role they are acting in for the duration of the appointment. A written notice authenticating the acting appointment is to accompany documentation when signed in an acting capacity.

## Section 10: Policy review

10.1 This policy will be reviewed by the Finance Committee no later than three (3) years after it has been adopted.

# Nominations and Elections Policy

Adopted June 4, 2022

## Definitions

Unless the context requires otherwise, all pronouns and possessive adjectives used in these Bylaws refer to persons of any gender and all singular or plural meanings.

Unless otherwise specified, all references to “days,” “weeks,” “months,” or “years” shall refer to calendar days, weeks, months, or years. A month is defined as 30 days and a year is defined as 365 days.

“AGM” shall mean the Annual General Meeting of Students for Consent Culture Canada.

“CRO” shall mean Chief Returning Officer.

## Purpose

The purpose of this policy is to guide and oversee the electoral processes of SFCC. When interpreting the Elections Policy, the following documents should be observed in order of descending importance:

1. Canada Not-for-profit Corporations Act
2. SFCC’s Constitution
3. SFCC’s policies, regulations, and other supplementary documents.

For the purposes of Elections and elected positions, it should be noted that there are two (2) different types of Director:

1. the five (5) members of the Executive Committee  
AND
2. the five (5) Directors at-Large.

## Section 1: Amendment of Rules

1.1 The Elections Policy may be amended by a  $\frac{2}{3}$  vote of the Board of Directors, provided that the amendment is proposed outside of the designated election period. This provision is intended to preserve the integrity of the democratic process.

## Section 2: Nomination of Directors-at-large

2.1 Each year, the Board will ensure an updated application form is made publicly available through all SFCC channels by no later than the second Sunday in April.

- a. Both SFCC members and non-members are eligible to self-nominate for positions of Directors-at-large.
- b. The sitting Board shall set a deadline for nominees to complete the application form.

2.2 Received applications will be reviewed by the Nominating Committee of the Board, who will then recommend nominees to the sitting Board.

2.3 The sitting Board will vote on who to nominate to the new Board. This meeting must take place no later than two (2) weeks prior to the upcoming AGM.

2.4 Nominations by the sitting Board are pending and require ratification by the membership at the AGM.

## Section 3: Nomination of Executives

3.1 At least two (2) weeks prior to the AGM, the Board will decide on a date and time for the nomination period to begin. The nomination period will begin at least two (2) days prior to the AGM date to ensure that all members are able to nominate themselves even if they cannot be present at the AGM.

3.2 The Board will appoint a Chief Returning Officer(s) in advance of the Annual General Meeting to oversee elections. Individuals who are not seeking ratification or election to the Board or Executive can be appointed to oversee the election process as CRO. The CRO will administer the election and provide a report on the results of the election for ratification to the closing session.

3.3 Following the ratification of the CRO, they will inform the membership of the rules and regulations for the election, as well as the deadline for declaring candidacy.

3.4 The CRO will oversee the polling, ensuring that they set up a secure physical or online polling area that is able to tally votes anonymously.

3.5 In order to declare their nomination as a candidate for election to the Executive, a member must self-nominate by the deadline.

- a. Members will fill out a self-nomination form, which will be made available at the opening of the nomination period.
- b. Nominees will indicate on the form that they have read and understand their duty to uphold the policy and bylaws of the Organization.
- c. Incomplete or fraudulent nomination forms may result in the disqualification of the nominee from the election process.
- d. Candidates for Executive Committee positions will campaign individually and may not run as a slate or part of a team.

#### Section 4: Eligibility of Executives

4.1 All members and non-members may nominate themselves for election to the Executive Committee which includes the positions of Co-Chair(s), Advocacy Lead, Outreach Lead, and Education Lead.

- a. A non-member may only nominate themselves if they have applied for membership but it has not been ratified by the Board.

4.2 SFCC prioritizes the involvement of students and strongly encourages Executive candidates to be current students or recently graduated students.

- a. SFCC strongly discourages applications from student union executives due to issues of capacity. However, we recognise the right of every person to run and be voted on.

4.3 All members wishing to stand for election to become an executive should make all reasonable efforts to meet with the incumbent Executive to discuss the position and its responsibilities.

4.4 Interested Members may not use SFCC platforms, including social media, to declare their interest or candidacy or official SFCC channels as this may look like an endorsement of particular candidates by the organization.

## Section 5: Campaigning & Candidate Questions

5.1 Campaigning is permitted once the CRO has officially opened elections at the AGM.

5.2 Campaigning is subject to the following regulations:

- a. Negative campaigning of any sort is strictly prohibited as it contradicts SFCC's core values of respecting other members. Any negative campaigning may result in disqualification of candidacy by the CRO.
- b. Campaigning in groups or teams is strictly prohibited. Only the individual running for said position may campaign for said position. They may not recruit others into campaigning for them, nor may they campaign for others.
- c. Campaigning must cease once the Polling Period commences.

## Section 6: Multiple Candidates

6.1 Prior to the start of the polling period, if there are multiple candidates for a position, a candidate question period may be hosted. Members of the Board and general members may pose questions to the candidates.

## Section 7: Polling Period, Voting, and Ballot Count

7.1 All members are eligible to vote in elections and ratify Board and Executive candidates. Polling will occur over a three-day period sometime after the AGM. The exact polling period will be determined by the Board in advance of the AGM or as determined by the CRO.

7.2 Online voting will be considered as valid as an in-person vote. Votes by proxy shall not be allowed.

7.3 Ballots - including digital ballots - and the Ballot Box will be prepared and monitored by the CRO(s).

- a. If voting is to happen in person, the Ballot Box must be demonstrated to be sealed prior to the start of the Polling Period.
- b. If using online voting tools, the tool used must be secure and not allow for duplicate votes to be cast and must ensure secure and private casting of ballots.

7.6 Once the Polling Period is declared open by the CRO, all members will have the opportunity to vote by secret ballot in a secure location. The CRO will oversee the casting of ballots and will keep track of voters to ensure that all who want to vote have had the opportunity to do so.

## Section 8: Ballot Count

8.1 All Candidates are allowed to oversee the ballot count should they wish.

8.2 The CRO will be responsible for counting the ballots.

8.3 Once the ballots are counted, the CRO will announce the results of the election to the members.

## Section 9: Complaints

9.1 Should complaints arise during the electoral period, complaints can be made to the CRO.

9.2 The CRO may refer complaints to the Board

- a. In the case of a complaint, an Electoral Committee of no less than two (2) people may be struck to determine how to hear the complaint, consider the complaint, and recommend a decision to the Board.
- b. The Conflict Resolution Policy may be referred to for procedural guidance, though processes may need to be expedited due to the timeline of the Election Period.
- c. If a complaint warrants potential disqualification, the Board may issue appropriate sanctions, up to and including disqualification with a  $\frac{2}{3}$  vote.

## Section 10: Policy review

10.1 This policy will be reviewed by the Board or subsequent Committees no later than three (3) years after it has been adopted.