



Agenda

March 14th, 2017 - 5:30pm
Robert Sutherland Hall, JDUC

The Society of Graduate and Professional Students recognizes the traditional and ancestral territories of the Anishinaabe and Haudenosaunee Nations on whose lands we gather on today.



Presentations



Adoption of the Agenda and Minutes

- A. Adoption of the Agenda** **MOTION 03/14/17:1**
BIRT SGPS Council adopt the Agenda for the March 14, 2017 Council Meeting.
- B. Adoption of the Council Minutes (February Council)** **MOTION 03/14/17:2**
[SEE ATTACHED MINUTES]
BIRT SGPS Council adopt the Minutes for the February 23rd, 2017 Council Meeting.



Executive & Speaker Reports

- A. Executive Reports**
- a. President – Saba Farbodkia (report attached)
 - b. VP Graduate – Sebastian Gorlewski (no report submitted)
 - c. VP Professional – Kishan Lakhani (no report submitted)
 - d. VP Finance & Services – Stuart Clark (report attached)
 - e. VP Campaigns & Community Affairs – Anastasiya Boika (report attached)
- B. Speaker Report**
- a. Speaker – Jennifer Williams (oral report)
- C. Approval** **MOTION 03/14/17:3**
BIRT SGPS Council approve the Executive and Speaker Reports.



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Senator, Trustee, Commissioner, Committee & Other Reports

- A. Senator Report** – Graduate Student Senator – Ciara Bracken-Roche (report attached)
- B. Trustee Report** – Graduate Student Trustee – Adam Ali (report attached)
- C. Commissioner Reports**
 - a. Athletics Commissioner – Lindsay Ruitter (report attached)
 - b. Equity & Diversity Commissioner – Tahseen Chowdhury (report attached)
 - c. International Students Affairs Commissioner – Chiedza Pasipanodya (report attached)
 - d. Social Commissioner – Yann Grand-Clement (report attached)
- D. Committee Reports**
- E. Other Reports**
 - a. University Rector – Cam Yung (no report submitted)
 - b. Chief Returning Officer – Annie MacGregor (oral report)
- F. Approval** **MOTION 03/14/17:4**
BIRT SGPS Council approve the Senator, Trustee, Commissioner, Committee & Other Reports.



Question Period & Departmental Issues



Business Arising from the Minutes



SGPS
Society of Graduate &
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Main Motions

A. Executive Oversight Committee

MOTION 03/14/17:5

Motion from SGPS Winter General Meeting, sent to Bylaw and Policy Committee on March 6, 2017.

Executive ~~Assessment Oversight~~ Committee

Whereas SGPS Council is responsible for oversight of the SGPS Executive, and

Whereas many issues facing the proper functioning of the SGPS Executive can be sensitive and of a private nature, and

Whereas over the years, there have been calls for enhanced transparency and accountability of the Executive that have gone unanswered,

BIRT the SGPS accept the following Policy, establishing an Executive ~~Oversight~~ Assessment Committee.

Executive Assessment Committee

x.x.1. Purpose:

1. As a sub-committee of SGPS Council, which reports directly to Council, ~~the~~ the Executive ~~Assessment Oversight~~ Committee shall be principally responsible for holding elected members of the SGPS Executive responsible for fulfilling their duties towards the SGPS membership.

2. This sub-committee is meant to enhance, not replace, the oversight role of Council, through the following mechanisms:

a) acquiring and consolidating information relating to human resource issues and interpersonal concerns amongst the elected Executive members of the SGPS; and

b) communicating that information to SGPS Council, where appropriate, who will take appropriate action to ensure Executive oversight, and facilitating resolution of concerns about the functioning of the elected SGPS Executive

x.x.2. Membership:

a) The Executive ~~Assessment Oversight~~ Committee shall be composed of ~~two four~~ (24) SGPS members-at-large and two (2) SGPS Councillors, as well as the Speaker, who shall be Chair.



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- b) No two members of the committee may be from the same Representative Group, ~~as defined in Bylaw.~~
- c) SGPS Council will nominate and elect ~~SGPS members to the~~ committee members at the ~~October~~ March Council meeting of each year. Membership on the committee will commence on ~~November~~ May 1, and terminate on ~~October 31~~ April 30 of the following year.
- d) All members ~~must~~ shall receive human resources and -cConflict rResolution training, ~~at a minimum matching the level required of the SGPS Executive.~~
- e) All members must sign an an SGPS confidentiality agreement, ~~which shall be identical to that signed by members of the Executive.~~
- f) No individual holding a position that reports to the Executive (eg. commissioners, coordinators, or staff members) shall be a member. The Executive shall ensure that staff (either full- or part-time) are available to the committee if relevant to the Committee's purpose.
- ~~g) No Member of Council, excluding the Speaker, is eligible to be a member. If a member of the Committee is elected to represent their department or fulfill another obligation, as outlined in B.5.1, they shall cease to be a member of the Committee upon assuming the new responsibility.~~
- ~~g) Members of the committee who are also members of Council, in respect of the nature of the committee, will restrict any comments made at Council on the findings of the committee to the information provided in the reports of the committee to Council.~~
- h) If the membership of the committee falls below that outlined in x.x.2(a), a new member, or members, will be ~~appointed~~ delected at the next Council meeting, servng the remainder of the term.
- i) Members of the committee, apart from the Speaker, shall receive a monthlyn annual honorariumsalary amounting to \$1200 per month.
- ~~ij) Members will be limited to serving a maximum of two (2) terms on the committee.~~

x.x.3. Evaluation:

Without limiting the generality of the foregoing, the Committee shall:

- a) conduct an evaluation of the Executive which will include at a minimum a self, peer, and team evaluation, on a trimester basis (i.e., in each of the Summer, Fall, and Winter terms). This will be achieved through the use of a survey that will be filled out, at a minimum, by the elected Executive Officers and the Director. Surveys are to be analyzed and constructive feedback will be provided regarding the performance of the elected executive as individuals and their performance as a team, based on the results of the survey;
- ~~b) conduct the Winter term~~ trimesterly evaluation with the aim of ensuring a smooth transition to the next executive ensuring Executives are performing their duties. ~~The Winter term~~ term evaluation will establish if the following has been completed to the satisfaction of the committee and to that of Council:



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- i. completion of term,
- ii. completion of year plan objectives,
- iii. completion of all duties as outlined in Bylaw, Policy, employee contracts, relevant policy manuals, and other applicable guidelines, and
- iv. completion of transition report (Winter semester only), and
completion of all duties as outlined in Bylaw, Policy, employee contracts, relevant policy manuals, and other applicable guidelines.

b)c) present a summary of these findings (with appropriate level of detail) in the following order: privately to each elected executive as relates to their position; to the executive as a team; and to Council (without Executive present) in camera, if necessary, as a summary of team performance. No less than two members of the Executive AssessmentOversight Committee shall be present at any feedback session. The delicate and confidential nature of the information shall be respected; and

~~e)a) conduct the Winter term evaluation with the aim of ensuring a smooth transition to the next executive. The Winter term evaluation will establish if the following has been completed to the satisfaction of the committee and to that of Council:~~

- ~~i. completion of term,~~
- ~~ii.i. completion of year plan objectives,~~
- ~~iii.i. completion of transition report, and~~
- ~~iv.i. completion of all duties as outlined in Bylaw, Policy, employee contracts, relevant policy manuals, and other applicable guidelines.~~

~~d) The committee shall not report to General Meetings. Any questions regarding the nature or proceedings of the Committee raised at General Meetings shall be addressed by the Speaker.~~

~~d)~~

~~e) x.x.4. The Executive AssessmentOversight Committee (as represented by at least two non-chair members at any time) may shall observe at least one observe Executive Meetings by request per trimester.~~

x.x.4. Safe Disclosure: HR matters involving Executive members, dealt with by the VPP (or President where applicable) must be communicated to the Executive Assessment Committee.

x.x.5. Investigation: The Executive OversightAssessment Committee shall be responsible for investigating performance concerns regarding the Executive, following one of two procedures:

- a) two parties approach the Executive AssessmentOversight Committee and request involvement, because they agree that they are unable to find a resolution or restore a working relationship after investing their own efforts to communicate and seek resolution; or
- b) the committee receives a formal letter of complaint. The complainant must submit a signed letter to the Chair of the Executive OversightAssessment Committee outlining the nature of the



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complaint as well as providing preliminary evidence to document the nature of the situation (~~i.e. establishing a pattern of behaviour versus an isolated incidence~~) and ~~prove that the complainant has attempted to communicate the problem to the defendant and to resolve the situation on their own without success~~. Maintaining impartiality to the best of their ability, the Committee will undertake the following steps after receiving a formal letter of complaint:

- (i) meet with the complainant(s) to ensure that signed letter accurately reflects their concerns,
- (ii) meet with the defendant(s) to deliver the letter of complaint and review the defendant's options,
- (iii) allow the defendant(s) an appropriate amount of time in which to gather their own evidence documenting the falsity of the complaint, if they wish to contest the formal complaint,
- (iv) alert Council that a formal complaint has been submitted, omitting all personal details until the Committee deems it in the best interest of all parties, and
- (v) inform and make recommendations to Council on either the closure of the complaint or any further course of action taken, such as, but not limited to, conflict resolution/mediation sessions, leave of absence, or impeachment.

x.x.6. Documentation

All committee documents regarding evaluations and investigations shall remain confidential and be archived for the duration of 1 year after the completion of an executive term or resolution of the complaint, whichever is later. The documents shall be kept ~~in a locked box to be stored in the SGPS office~~by the SGPS, to which only the Speaker shall have access.

X.x.7 Protection from Reprisal

All reasonable steps consistent with the law and the rights of the complainant shall be taken by the committee and its members charged with investigation of a good-faith report of an alleged act to protect the position, reputation, privacy and confidentiality of an individual who has made a report. Any breaches of confidentiality shall be reported to the Chair ~~who will in turn inform the complainant (if not anonymous) if confidentiality can no longer be maintained~~.

No person shall take any reprisal against an individual who files a complaint through this committee. Acts of reprisal will be subject to reporting and, where applicable, disciplinary action.



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The filing of a complaint shall not constitute harassment within the terms of the SGPS Harassment/Discrimination Policy. Any complainant who believes that he or she has experienced a reprisal as a result of making a disclosure of an alleged act pursuant to this policy and these procedures should document the details and immediately inform the Chair of the committee. The Chair shall ensure that the allegation is investigated and, if justified, that the appropriate corrective steps are taken.

B. Yearly Bylaw Clean-Up

MOTION 03/14/17:6

Whereas each year, the SGPS updates its Bylaws and Policies for regular maintenance and housekeeping to remove redundant sections and fix conflicts

Whereas there are a series of minor changes and housekeeping that have been identified over the past year

BIRT the Bylaw and Policy Standing Committee review the bylaws and recommend changes to Council as needed

BIFRT that the April Council meeting on April 11th, 2017 be canceled and replaced with a General Meeting of the members.

Moved by: Stuart Clark

Seconded by: Saba Farbodika

C. Adjustment of SGPS Bursary Amounts

MOTION 03/14/17:7

Whereas the Finance and Services Committee has recommended small adjustments in bursary rates of \$50.00 per bursary

Changes and additions written in green

BIRT B.24.1.2.b.a be amended to read:

Dental Bursary, which subsidizes dental procedures not fully covered by the SGPS Health and Dental Plan to a maximum of \$800.00

BIFRT B.24.1.2.b.b be amended to read:



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Activity Bursary, which subsidizes participation in Queen's University clubs, intermural teams, events and conferences to a maximum of \$150.00.

BIFRT B.24.1.2.b.c be amended to read:

Emergency Assistance Bursary, which provides emergency financial assistance to an applicant to a maximum of \$450.00.

BIFRT the policy B.24.1.2.b amended to read:

b. There are four types of bursary:

...

d. International Student Bursary, which subsidizes an international student member's University Health Insurance Plan (UHIP) fee to a maximum of \$800.00.



Other Business

A. Deputy Speaker

Motion 03/14/17:8

BIRT that Nadia Arghash be appointed as Deputy Speaker for the remainder of the 2016-2017 term.



Notices of Motion & Announcements

A. The next Council meeting will be Tuesday, April 11th at 5:30 PM (location Robert Sutherland Hall). Motions for the April Council meeting are due by 4:00 PM on Tuesday, April 4th.



Adjournment

A. Adjournment

Motion 03/14/17:9

BIRT this meeting of SGPS Council be adjourned.