

BIRT Council approve the changes to B.9.

B.9 Officers of Council, ~~Appointees of Council~~ Commissioners, Coordinators, and Society Liaisons

The SGPS shall have ~~contracts~~ employment contracts with all ~~officers~~ commissioners and coordinators. ~~and appointees.~~ Where any substantive changes are made to any employment contracts, a licensed Ontario lawyer must review the changes.

B.9.1 Officers of Council

- a. The following constitute the officers of the SGPS, and shall be responsible for assisting Council and the Executive with a specific aspect of the SGPS' operations:
 - (1) Speaker of Council;
 - (2) Deputy Speaker;
 - (3) Chief Returning Officer; and
 - (4) Deputy Returning Officer.
- b. The Speaker of Council and the Chief Returning Officer are responsible for reporting to Council.
- c. Council may establish additional Officer positions for specific purposes.
- d. The roles and responsibilities of the Officers of Council are defined in Policy Section P.5.1.

All Officers of Council must be Ordinary Members of the SGPS.

B.9.2 ~~Appointees of Council~~ Commissioners and Coordinators

1. The following constitute the ~~Appointees of Council~~ Commissioners and Coordinators, and shall be responsible for assisting Council and the Executive with specific aspects ~~a specific aspect~~ of the SGPS' operations, and are responsible for reporting to Council:
 1. (1) Commissioners:
 - i. ~~Communications Commissioner~~
 - ii. Social Commissioner
 - iii. Equity Commissioner
 - iv. International Students Affairs Commissioner
 2. (2) Coordinators:
 - i. ~~Web Coordinator~~
 - ii. Athletics Coordinator
 - iii. Logistics Coordinator
 - iv. Planning Coordinator
 - v. Equity Coordinator
 - vi. Sustainability Coordinator
 - vii. International Students Affairs Coordinator
2. Commissioners are supervised by the Executive Assistant, and report to both Council and the Executive. ~~by appropriate members of the Executive and report to Council.~~
2. Coordinators are supervised by ~~the heads of their respective commission~~ their respective commissioner and report to both Council and the Executive.

- ~~2.3.~~ The sustainability coordinator is supervised by the Executive Assistant and reports to both Council and the Executive.
4. Council may establish additional ~~appointee~~ commissioner or coordinator positions for specific purposes.
5. Only ordinary members of the SGPS shall be eligible for these positions.
- ~~3.6.~~ The terms of all commissioners and coordinators shall begin on November 1st and end on October 31st of the following year.
- ~~4.7.~~ Committees may be created as needed. They will be headed by a Commissioner or a member of the SGPS Executive.
- ~~5.8.~~ All ~~Appointees of Council~~ commissioners and coordinators must be ordinary members of the SGPS.
9. The roles and responsibilities of the ~~Appointees of Council~~ commissioners and coordinators are defined in Policy Section P.2.2.
- ~~6.10.~~ The hiring, discipline, evaluation and termination procedures are outlined in Policy P.2 and Policy P.3.

BIRT Council Approve the Changes to B.13

B.13 Selection of the Officers of Council, ~~Appointees of Council and Staff Members~~

B.13.1 Selection of the Officers of Council

- a. Only ordinary members of the SGPS shall be eligible for these positions.
- b. The Speaker of Council and the Chief Returning Officer shall be elected by a majority vote of the members at Council. The election will take place by secret ballot and its proceedings will be recorded in the minutes of that Council meeting. The terms of office of the Speaker of Council and the Chief Returning Officer shall not extend past April 30th of each year.
- c. The Deputy Speaker shall be chosen by the Speaker and ratified by Council. The term of office of the Deputy Speaker shall not extend past May 31st of each year.
- d. The Deputy Returning Officer(s) shall be chosen by the Chief Returning Officer and ratified by Council. The person(s) selected as Deputy Returning Officer(s) shall not be running for a position within the SGPS, and must resign as Deputy Returning Officer if they decide to run for such a position.

~~B.13.2 Selection of the Appointees of Council~~

- ~~a. The Executives shall select the Appointees of Council, through a process of application and interviews. Council shall ratify these selections to ensure that due process has been observed.~~
- ~~b. Only ordinary members of the SGPS shall be eligible to apply.~~
- ~~c. The nomination of Appointees of Council shall normally take place after the election of the Executive at the beginning of the Fall term. The nomination of Appointees shall be undertaken by the members of the Executive who shall constitute themselves as~~

~~a Hiring Committee. Council shall be invited to nominate additional members to the committee equal to the number of Executive members. The Hiring Committee shall be chaired by the VP Professional. One of the members of the Hiring committee shall be explicitly responsible for ensuring that equity considerations are considered.~~

~~d. The Executive may choose to re-hire people to their position. The Executive must complete an evaluation of any appointee who wishes to re-apply to their position before re-hiring may occur.~~

B.13.3 Hiring, Discipline and Termination of Appointees of Council/Permanent Staff Members

~~a. The SGPS, the employer, shall act in accordance with the Ontario Employment Standards Act.~~

~~b. Problems with performance are to be addressed by the Executive Director and/or the VP Professional as soon as reasonably possible.~~

~~c. If problems persist, a formal meeting shall take place between the staff member, the Executive Director and the VP Professional. This meeting shall be documented and will result in specific expectations and a timeline for improvement.~~

~~d. If there is insufficient improvement according to the plan set in place at the aforementioned formal meeting after two weeks, the VP Professional shall make a recommendation to the Executive. Following this recommendation, the Executive shall deliberate and jointly come to a final decision relating to the employee.~~

~~e. Serious misconduct, including but not limited to serious criminal behaviour, discriminatory or harmful conduct will result in immediate termination.~~

~~f. All terminations may be appealed to Council.~~

BIRT Council Approve the Changes to B.14

B.14 Resignation or Impeachment of Officers of the SGPS

B.14.1 Resigning from the SGPS

- a. Resignations for Executive positions, ~~Appointees of Council~~, Graduate Student Trustee and Student Senators must be submitted to the VP Professional, who will then formally forward the resignation to SGPS Council via the SGPS Speaker.
- b. If the VP Professional chooses to resign they shall submit their resignation to the President, who will then formally forward the resignation to SGPS Council via the SGPS Speaker.
- c. Resignations for the Deputy Speaker and Chief Returning Officer must be submitted directly to the Speaker, who will then formally forward the resignation to SGPS Council.
- d. Resignation of the Speaker will be submitted to the Deputy Speaker, who will assume the role of the Speaker, and formally forward the resignation to SGPS Council.
- e. Upon completion of their degree program, any Executive member, Officer or ~~Appointee of Council~~ Commissioner, Coordinator, Graduate Student Trustee or Senator may complete their term of office if less than 6 months remains in the term of office, but may not seek re-election or re-appointment without returning to "Ordinary

Member” (B.4.1) status. If more than 6 months remain in the term of office at the time of the termination of student status, and there is no prospect of the member returning to Ordinary Member status during the remainder of the term of office, the member must resign their position.

B.14.2 Impeachment of an Executive Member, Speaker, or Chief Returning Officer

- a. Council may appoint a substitute Officer to fulfill the duties of any of the Commissioners and/or Chief Returning Officer if she/he is deemed by Council to be conflict of interest with regard to the impeachment proceedings.
- b. If the impeachment proceedings are against the Speaker, the motion shall be delivered to the Deputy Speaker.
 - (1) The Speaker shall not preside over the Council meeting or General Meeting where the motion will be discussed.
- c. In the event of a petition of the membership regarding a referendum to remove the Chief Returning Officer, the petition shall be delivered to the Speaker.
- d. On receipt of a petition for referendum or a non–confidence motion in accordance with P.9 or B.14.3, the Chief Returning Officer must call a Special General Meeting solely for the consideration of the impeachment at the earliest possible convenience, in accordance with B.16.2.
- e. The Rules for General Meetings outlined in the Rules for SGPS Council Proceedings Policy will be followed at the Special General Meeting with the exception that business may not proceed without quorum.

B.14.3 Removal of an Executive Member, ~~Appointee of Council~~ or Officer of Council

Executive Members, ~~Appointees of Council~~, and Officers of Council may be removed by:

- a. A non–confidence vote of Council.
 - (1) A motion of non–confidence must be filed with the Speaker at least ten (10) sessional days prior to the Council Meeting at which the motion is to be discussed.
 - (2) Where possible, the Speaker shall then transmit a copy of the motion to the person named in the motion by registered mail at least seven (7) sessional days before the Council Meeting, and shall include in this correspondence reasons for removal.
 - (3) Debate on the motion will conclude only after the person named in the motion has had an opportunity to speak.
 - (4) In the instance of Executive Members and the Speaker, the motion shall require a 2/3 majority of votes cast in favour in order to carry.
 - (5) In the instance of ~~Appointees of Council~~ and Officers of Council (excluding the Speaker), the motion shall require a simple majority of votes cast to carry.
 - (6) Abstentions shall be counted in the negative.
- b. A motion carried at a General Meeting of the membership.
 - (1) Where possible, the Chair of the General Meeting shall transmit a copy of the motion of non–confidence to the person(s) named in the motion by registered mail at least five (5) days before the General Meeting.
 - (2) Debate on the motion will conclude only after the person named in the motion has had an opportunity to speak.
- c. A referendum of the membership.

- (1) The conduct of the referendum shall be governed by P.9. Upon receipt of a Council motion for a referendum or a petition signed by the membership as outlined in P.9.5, the Chief Returning Officer shall immediately transmit a copy of the referendum question to the person(s) named in the motion or petition.
- (2) The wording of the question shall be as follows: "Shall (name of person) cease to hold the position of (name of office held) of the Society of Graduate and Professional Students at Queen's University?"

B.14.4 Requesting the Resignation of a Student Senator or Graduate Student Trustee

While the SGPS does not have the ability to remove or impeach a Graduate Student Senator or Graduate Student Trustee, should there be reason to believe that the Graduate Student Trustee or Graduate Student Senator is not fulfilling the expectations of their position as outlined in B.8, the SGPS Executive should make this complaint known to Council, and recommend to Council that they request the Trustee's or Senator's resignation.

BIRT Council Approve the changes to P.2

P.2.2 ~~Appointees of Council~~ Commissioners and Coordinators

P.2.2.1 Selection of ~~Commissioners and Coordinators~~ ~~Appointees of Council~~

- a. The Executive shall select the commissioners and coordinators through a process of application and interviews.
- b. A commissioner or coordinator may re-apply for the same position, and must inform the Executive no later than October 1st if they intend to do so.
- c. Where a commissioner or coordinator re-applies, a re-hiring performance review will take place in accordance with the procedure outlined in P.3
- d. The hiring committee shall consist of the VPP, ED, EA and where applicable, the respective commissioner.
- e. Job descriptions shall be posted online and open positions shall be advertised online for a 2 week period.
- f. Where there are no applications or 1 application for a given position, the hiring period can be extended for additional time at the discretion of the VPP.
- g. A short listing of applicants may be conducted should there be an unmanageable number of applications for a given position.

- h. The hiring committee shall review applications and interview candidates to determine suitability for each position.
- i. The hiring committee shall make decisions based on a majority vote.
- j. Hiring committee members must declare conflicts of interests and recuse themselves from either the interview or the voting process, based on the degree of conflict.
- k. The hiring of commissioners and coordinators shall be carried out in accordance with the SGPS's policy statement on equity.
- ~~a. The Hiring Committee shall draft job descriptions, which will include the requirements of each position as defined in the Bylaws and Policies as well as such other requirements as the Hiring Committee shall deem necessary. These job descriptions shall be publicly posted and made available to ordinary members of the SGPS on request.~~
- ~~b. The SGPS shall widely advertise the vacant offices and their requirements and shall invite applications. At least two (2) weeks shall elapse between advertising of the vacancy and the deadline for applications. Advertising for vacant office(s) shall be made in accordance with P.2.2.1~~
- ~~c. The Hiring Committee shall review applications, short-list if necessary, and conduct interviews. Where possible the committee shall operate by consensus. In the event of a deadlock the candidate preferred by the majority of the committee shall be designated as the nominee, with the exception of the Speaker position where only the Council nominees may vote. Only one name can be nominated for each vacant position.~~
- ~~d. The Hiring Committee shall report to the next Council meeting the names of the nominee(s) for the vacant position(s). The motion debated shall read as follows, Be it resolved that (name of person) be appointed to the office of (Name of Office). Council may accept or reject the nomination. Each nomination shall be moved separately. In the event of a rejection, Council shall nominate a new Hiring Committee and designate a Chair. The Hiring Committee shall otherwise conduct its business according to this Policy. Responsibilities Of The Appointees Of Council~~
- ~~e. The term of all Appointee positions described below will be from November 1st to October 31st of each year.~~

P.2.2.2 Commissioners

- a. All Commissioners are responsible for:
 - A. submitting monthly written reports to and attending meetings of council;
 - B. developing a year plan specific to their position in accordance with P.4.4 Year Plans;
 - C. participating in the transition process in accordance with P.4 Transition;
- ~~b. The Communications Commissioner shall report to the President. The Communications Commissioner shall head the Communications Commission and be responsible for:
 - (1) supervising and providing direction to the Web Coordinator;
 - (2) advising Council and the Executive in the formation and formulations of SGPS policies and priorities regarding communications issues;~~

- ~~(3) promoting awareness of the SGPS among its members and other University organizations;~~
- ~~(4) promoting awareness of University affairs among members of the SGPS;~~
- ~~(5) creating of the SGPS Guide/Day planner;~~
- ~~(6) publicizing activities organized by other SGPS committees, Executive members, Council members, or members of the SGPS.~~

- ~~(7) drafting media releases at the request of the Executive;~~
- ~~(8) maintaining a media contact list consisting of the contact information of local, national and international members of the media through which the SGPS can disseminate information;~~
- ~~(9) participating in the hiring of the Webmaster;~~
- ~~(10) overseeing the preparation and maintenance of the SGPS webpage in conjunction with the Webmaster; and~~
- ~~(11) developing a communications strategy for the SGPS.~~
- ~~(12) negotiating advertising space and rates with the Queen's Journal;~~
- ~~(13) working with the Chief Returning Officer to advertise and promote SGPS elections and referenda;~~
- ~~(14) working with the VP Professional and Executive Assistant to advertise vacancies of office;~~
- ~~(15) drafting the SGPS e-Newsletter in accordance with P.16.3 and P.16.1; and~~
- ~~(16) with the Web Coordinator, overseeing the preparation and maintenance of the webpage, in accordance with P.16.5.~~

~~e.b.~~ The Social Commissioner shall report to the ~~VP Professional~~ EA. The Social Commissioner shall head the Social Commission and be responsible for:

- (1) supervising and providing direction to the Athletics Coordinator, Logistics Coordinator, and Planning Coordinator;
- (2) ensuring that all SGPS social events meet the standards established in P.12.1

- (3) organizing SGPS Welcome activities;

- (4) organizing sporting events for graduate and professional students and advising Council on matters pertaining to athletics;
- (5) organizing SGPS social activities including but not limited to the Halloween Party, and the Semi-Formal; and

- ~~(6) acting as the SGPS observer to the Grad Club Board of Directors.~~

- ~~(7) The Social Commissioner is also strongly encouraged to sit on the University Council for Substance Abuse Prevention (UCSAP).~~

~~d.c.~~ The Equity Commissioner shall report to the ~~VP Campaigns and Community Affairs~~ EA. The Equity Commissioner shall head the Equity Commission and be responsible for:

- (1) Supervising and providing direction to the Equity Coordinator ~~and Sustainability Coordinator;~~

- (2) advising Council and the Executive in the formation and formulations of SGPS policies, procedures and priorities regarding equity issues;
- (3) promoting awareness of equity issues among SGPS members in accordance with P.12.1;
- (4) Chairing the Equity Committee and promoting it to the membership;
- (5) ensuring that all meetings and social events hosted by the SGPS are equity-aware in accordance with P.12.1; and

~~(6) Serving on their assigned councils and committees, a list of which is maintained by the EA, sitting on (or assigning a delegate to sit on) the Social Committee (P.8.2.7); and~~

~~(7)(6) sitting on the Senate Educational Equity Committee (SEEC) This may be accomplished by applying directly to Senate, or via occupation of the SGPS' seat.~~

~~(8)~~

e. d) The International Students Affairs Commissioner shall report to the ~~EA~~ VP Campaigns and Community Affairs. The International Students Affairs Commissioner shall head the Internal Students Affairs Commission and be responsible for:

- (1) Supervising and providing direction to the International Students Affairs Coordinator;
- (2) Upholding the mandate of the International Students Affairs Commission, which shall be to foster an increased awareness of issues facing international students on campus and endeavour towards finding and implementing means to address these issues with appropriate people and entities on and off campus.
- (3) ensuring constant representation of Queen's University's international student opinions, concerns, and issues on their assigned councils and committees, a list of which is maintained by the EA ~~in the Equity Issues Standing Committee, Campaign and Community Affairs Standing Committee, the SGPS Council, Queen's University International Centre Council, UHIP Compliance Working Group, Graduate Student Life Working Group, PSAC 901's various bargaining and executive teams, the Rector's Office, the SGPS Student Advisors program, the SGPS Social committee, provincial or national student organizations such as the Canadian Federation of Students, administrators that frequently deal with international student issues, and any pertinent University Senate or Board of Trustees committees.~~
- (4) ensuring regular meetings of the SGPS International Affairs Standing Committee;
- (5) advising the SGPS Executive, Council, Graduate Student Trustee, and student Senators on how to approach and tackle international student issues;
- ~~(6) lobbying the Board of Trustees, University Senate, and the Alma-Mater Society to address international student issues with the help of student representatives;~~
- ~~(7)(6)~~ (6) establishing and maintaining communication with international students and groups on campus;

- ~~(8) establishing and maintaining communication with equity-seeking groups on-campus;~~
- ~~(9) guiding and assisting SGPS, AMS, and University research on international student issues and concerns;~~
- ~~(10)~~(7) guiding and assisting the development of policies regarding international student issues at the SGPS, AMS, and/or University level;
- ~~(11)~~(8) promoting the organization of social, academic, outreach and political events pertaining to international students; and

- ~~(12) ——— promoting the following causes:~~
 - ~~i. — the reduction of financial barriers facing international students as a result of tuition fees;~~
 - ~~ii. — the promotion of grants and bursaries designated for or favouring international students;~~
 - ~~iii. — the reduction and/or removal of financial barriers facing international students as a result of the University Health Insurance Premium;~~
 - ~~iv. — improved coverage and quality of service provided by the University Health Insurance Premium;~~
 - ~~v. — academic resources such as courses, databases, research funding, and researchers that focus on non-Western and non-North American themes;~~
 - ~~vi. — the designation and construction of centralized and visible social space, housing, and services for international students;~~
 - ~~vii. — sensitizing professors, staff, and students to international student needs and issues of diversity;~~
 - ~~viii. — sensitizing SGPS staff to international student needs and issues;~~
 - ~~ix. — support services aimed at reducing cultural barriers;~~
 - ~~x. — support services aimed at addressing culture shock;~~
 - ~~xi. — support services aimed at generating exit opportunities for international student graduates;~~
 - ~~xii. — supervisory relations that favour international students; and~~
 - ~~xiii. — SGPS research on international student issues.~~

P.2.2.3 Coordinators

- a. All Coordinators are responsible for:
 - (1) submitting monthly written reports to and attending meetings of council;
 - (2) developing a year plan specific to their position in accordance with P.4.4;
 - (3) participating in the transition process in accordance with P.4;
- ~~b. — The Web Coordinator shall be a member of the Communications Commission and report to the Communications Commissioner. The Web Coordinator shall be responsible for:~~
 - ~~(1) — With the Communications Commissioner, overseeing the preparation and maintenance of the SGPS webpage, in accordance with P.16.5;~~
 - ~~(2) — maintaining and constantly updating (at least once per week) the SGPS official web page, under the supervision of the Communications Commissioner;~~

~~(3) to providing layout and design for the website and all other SGPS web resources; and~~

~~(4) to sourcing, liaising, and establishing web links relevant to SGPS members.~~

e.b. The Athletics Coordinator shall be a member of the Social Commission and report to the Social Commissioner. The Athletics Coordinator shall be responsible for:

- (1) organizing and planning all athletic events held by the society;
- (2) sitting on the Social Events Standing Committee;
- (3) being an active member of the Social Commission, assisting in the planning of all social events, including those of Orientation Week;
- (4) administrating all athletic programs run through the SGPS including SGPS Corporate GoodLife Memberships; and
- (5) sitting on the University Council of Athletics and Recreation (UCAR) as SGPS representative.

d.c. The Logistics Coordinator shall be a member of the Social Commission and report to the Social Commissioner. The Logistics Coordinator shall be responsible for:

- (1) taking care of logistical details of all Social events held by the SGPS by helping physically prepare event locations and ensuring that catering, equipment and other items are prepared and present;
- (2) sitting on the Social Events Standing Committee;
- (3) ensuring venue accessibility;
- (4) addressing health and safety issue relating to social events;
- (5) being an active member of the Social Commission, assisting in the planning of all social events, including those of Orientation Week; and
- (6) being available as a resource to any member of the SGPS who is looking for support in holding their own social event.

e.d. The Planning Coordinator shall be a member of the Social Commission and report to the Social Commissioner. The Planning Coordinator shall be responsible for:

- (1) taking care of the planning of all Social events held by the SGPS by determining suitable venues, times, and other relevant details;
- (2) sitting on the Social Events Standing Committee
- (3) taking into account equity issues when planning a diverse set of events;
- (4) being an active member of the Social Commission, assisting in the planning of all social events, including those of Orientation Week; and
- (5) being available of as a resource to any member of the SGPS who is looking for support in holding their own social event.

f.e. The Equity Coordinator shall be a member of the Equity Commission and report to the Equity Commissioner. The Equity Coordinator shall be responsible for:

- (1) Supporting and advising the Equity Commissioner in their work as well working closely with Equity Commission subcommittees;

~~(2) Organizing any applicable equity training for graduate departments and individual students, in conjunction with the University Human Rights Office, the Equity Office, and the Positive Space program;~~

~~(3) Working on an annual "Equity Encyclopedia" that is to be updated every year which contains a list of resources for students from historically marginalized groups; and~~

~~(4)(2) Setting up events that give~~ Assisting with organizing events that give voice to historically marginalized groups whether through art, music, spoken word, theatre, discussions or other applicable events.

~~g.f. The Sustainability Coordinator shall be a member of the Equity Commission~~ shall and report to ~~the Equity Commissioner~~ EA. The Sustainability Coordinator shall be responsible for:

- (1) Chairing the SGPS Sustainability Standing Committee;
- (2) implementing and enforcing SGPS policy on sustainability as defined in P.12.2.3 both within and outside SGPS;
- (3) Working to make the use of water, energy and material at Queen's University more ecologically sustainable and to provide students with the practical knowledge and skills needed to successfully carry out green projects on campus;

~~(4) Making sustainability and climate neutrality a part of the curriculum and other educational experience for students at Queen's;~~

~~(5)(4)~~ (4) Initiating a plan and public commitment to reduce greenhouse gas emissions on-campus;

~~(6)(5)~~ (5) Supporting the development and use of low environmental impact technologies on-campus;

~~(7)(6)~~ (6) Pushing the administration at Queen's to examine the environmental impacts of their work processes;

~~(8)(7)~~ (7) Building campus capacity for citizen engagement on climate/environmental justice issues at the university beyond green consumerism;

~~(9)(8)~~ (8) Collaborating with CFS and the SGPS VP Campaigns & Community Affairs to bring CFS environmental campaigns to campus; and

~~(10)(9)~~ (9) Advising the SGPS on ways to make internal processes more sustainable.

~~(11)(10)~~ (10) representing the SGPS on the Sustainable Advisory Committee (or equivalent) and liaise with the AMS Sustainability Commissioner.

~~h.g.~~ h.g. The International Students Affairs Coordinator shall be a member of the International Students Affairs Commission and report to the International Students Affairs Commissioner. The International Students Affairs Coordinator shall be responsible for:

- (1) Upholding the mandate of the International Student Affairs Commission, which shall be to foster an increased awareness of issues facing international students on campus and endeavour towards finding and implementing means to address these issues with appropriate people and

entities on and off campus.

- (2) chairing the International Student Standing Committee in the event that ~~the commissioner is unavailable~~~~no other members of the committee other than paid SGPS staff and appointees volunteer for this task;~~
- (3) supporting and advising the International Student Affairs Commissioner in their work;
- (4) attending meetings and committees as delegated by the International Student Affairs Commissioner;
- (5) organizing any events or workshops that affect international students;
- (6) assisting in the development of policies and research pertaining to international students; and
- (7) advocating for SGPS policies that advance international student issues.

BIRT Council approve the changes to P.3

P.3.2 Commissioners and Coordinators

Appointees of Council

~~Appointees of Council~~Commissioners and Coordinators are listed in B.9.2.

~~P.3.2.1 Appointment of Appointees of Council~~

- ~~a.—A Selection Committee shall be struck consisting of the VP Professional, the Executive Assistant and a second member of the executive. The Selection Committee shall be chaired by the VP Professional. Council shall be invited to nominate at least one additional member to the Committee.~~
- ~~b.—One of the members of the Hiring Committee shall be explicitly responsible for ensuring that equity considerations are considered. If none are qualified, a member of the Equity Commission shall be appointed to the committee.~~
- ~~c.—The Selection Committee shall prepare appointee of council descriptions, which will include the requirements of each position as defined in the Bylaws and Policies, as well as other requirements as the Hiring Committee shall deem necessary. Past appointee of council descriptions shall be maintained by the Executive Assistant and shall be made available to ordinary members of the SGPS on request.~~
- ~~d.—The Executive Assistant shall widely advertise the vacant positions (on the SGPS website, in the e-newsletter when timing allows, and through e-mail and posters). The vacancy advertisement shall contain the position description, qualifications and the method of appointment. At least 2 weeks shall elapse between advertising of the vacancy and the deadline for applications.~~
- ~~e.—The advertising shall contain the following statement: 'The SGPS encourages applications from members of equity-seeking groups including, but not limited to~~

- ~~international students, persons with disabilities, Aboriginal peoples, members of minority groups, women, parents and LGBTQ people.'~~
- ~~f. Only ordinary members of the SGPS shall be eligible to apply for appointee of council positions.~~
 - ~~g. If there are no applications for a position, or there is only one application, it is up to the discretion of the VP Professional to extend the application deadline by a period of at least one week.~~
 - ~~h. The Selection Committee shall review applications, short-list if necessary, and conduct interviews. If there is only one applicant for the position, the Hiring Committee shall still conduct an interview to determine the applicant's suitability for the position.~~
 - ~~i. Any member of the Hiring Committee (including the Chair) should declare any conflict of interest with regards to the applicants to the other Committee members, who shall determine whether the conflict of interest is such that the member should be replaced.~~
 - ~~j. Where possible the committee shall operate by consensus. In the event of deadlock the candidate preferred by the majority of the committee shall be hired.~~
 - ~~k. The Hiring Committee shall report to the next Council meeting the names of the candidates selected for the vacant position(s). Council shall vote on whether or not to appoint the candidate.~~

P.3.2.2 Commissioner and Coordinator Evaluation, Discipline, and Termination ~~Appointee of Council Evaluation Schedule~~

- a. Commissioners and coordinators shall be subject to a 12-week probationary period, during which time they may be terminated without cause, notice, or payment in lieu.
- b. The SGPS may terminate commissioners or coordinators at any time by giving sufficient notice or payment in lieu as required under the *Employment Standards Act*.
- b. Commissioners and coordinators shall meet with the Executive Director, Executive Assistant and the VPP after four months of their term and after eight months of their term for a Performance Review meeting. Where a commissioner or coordinator re-applies for their current position, a 12-month Performance review will also take place.
- c. Extra Performance Review meetings may be performed at the discretion of the Executive.
- d. The purpose of the meetings will be to assess performance of job expectations and address any identified areas of improvement.
- e. Performance concerns will be noted in writing at the conclusion of each meeting, and a reasonable adjustment period must pass before re-evaluation or termination occurs. A reasonable period can range from 2-4 weeks.

f. Should a commissioner or coordinator fail to correct the noted performance concerns after a reasonable adjustment period, this will constitute grounds for immediate termination without notice or payment in lieu.

g. Any recommendation to terminate a commissioner or coordinator, either with or without cause, must come from the VPP and subsequently be approved by a majority vote of the Executive.

~~a. h. Where a 12-month re-hiring Performance Review has taken place, the VPP will make a recommendation to the Executive as to whether the individual should be re-hired. Any recommendation must be approved by a majority vote of the Executive. Each appointee of council shall receive at least one interview and written evaluation per year. The evaluation shall happen no more than 7 months into the appointee's term.~~

~~b. Extra evaluations may be performed at the discretion of the Executive.~~

~~c. The Executive Assistant shall be responsible for scheduling the evaluation meeting.~~

~~d. Evaluations shall be performed by the VP professional, the Executive Assistant and any other interested member of Executive.~~

~~e. Any comments must be specific and any suggestions to improve performance must allow for a reasonable adjustment period prior to re-evaluation.~~

~~f. The appointee shall be notified at least three (3) weeks in advance of the evaluation date.~~

~~g. The evaluation committee shall request that the appointee submit a comprehensive list of all activities undertaken throughout the course of employment. This form must be submitted no less than one (1) week prior to the set evaluation date.~~

~~P.3.2.3 Appointee of Council Evaluation Meeting~~

~~a. The purpose of the Evaluation Meeting is to provide the appointee with an opportunity to address their progress in the position and to solicit constructive feedback from the Evaluation Committee related to various aspects of job performance.~~

~~b. Evaluation meetings shall be conducted by the Evaluations Committee and are not to exceed one (1) hour in length.~~

~~c. — At the end of the Evaluation Meeting, the Evaluation Committee shall discuss and complete the SGPS Personnel Evaluation Form.~~

~~d. — All documentation resulting from the evaluation process shall be confidentially filed and maintained in the SGPS office by the Executive Assistant.~~

~~P.3.2.4 Appointee of Council Evaluation Process~~

~~a. — After the Evaluation Committee has completed the SGPS Personnel Evaluation Form, a written report summarizing the Evaluation Meeting discussion will be submitted by the Executive Assistant to the VP Professional.~~

~~b. — Based on the SGPS Personnel Evaluation Form, the Executive Assistant report, and any additional information related to the employee(s) performance, the VP Professional shall make one of two recommendations: 'Satisfactory' or 'Further Review'. The criteria shall be:~~

~~(1) — a "Satisfactory" ranking indicates that the employee is accomplishing the duties required of the position in accordance with the relevant Bylaws and Policies.~~

~~(2) — a 'Further Review' ranking is assigned for one (1) or more of the following reasons:~~

~~A. — the employee has failed to accomplish most or any of the duties outlined in the respective Bylaws, Policies, and/or contract governing their position;~~

~~B. — the employee failed to complete the SGPS Personnel Evaluation Form, attend the Evaluation Meeting, respond to the Evaluation Committee and/or Personnel Coordinator regarding the Evaluation Process, and/or any combination of the above.~~

~~c. — Following the decision by the VP Professional:~~

~~(1) — a 'Satisfactory' ranking, along with the SGPS Personnel Evaluation Form, shall be placed in the employees employment file.~~

~~(2) — a 'Further Review' ranking will progress to P.3.2.5 Appointee of Council Remediation.~~

~~P.3.2.5 Appointee of Council Evaluation Remediation~~

~~a. — Remediation shall commence following the Evaluation Process and shall be overseen by the VP Professional and Executive Assistant.~~

~~b.—— If the employee in question has received a 'Further Review' ranking due to a lack of response and/or cooperation with the Evaluation Committee and/or Executive Assistant, the Executive Assistant shall provide the employee with seven (7) days notice to submit the SGPS Personnel Evaluation Form and to convene an Evaluation Meeting.~~

~~c.—— If the employee is unresponsive or fails to comply with the request to convene an Employment Meeting, the Executive Assistant shall recommend to the VP Professional that an action to remove that individual from their position be made in accordance with B.14.3.~~

~~d.—— If the employee in question has received a 'Further Review' ranking due to poor performance, the VP Professional shall convene a Remedial Meeting within seven (7) days.~~

~~(1)—— The purpose of the Remedial Meeting shall be to provide the employee with constructive feedback on how to fulfill the duties assigned to their position;~~

~~(2)—— Following the Remedial Meeting, the VP Professional shall convene subsequent Evaluation Meetings not more than once every thirty (30) days.~~

~~If the employee fails to meet the remedial standards by the subsequent evaluation, the VP Professional shall take action to remove that individual from their position in accordance with B.14.3.~~

January 28, 2015

Hi Eric,

As per your request from the January 13th 2015 SGPS meeting, we would like to provide you with some feedback from the School of Kinesiology and Health Studies (SKHS) graduate student body with respect to your December 9th 2015 presentation on the SGPS Council composition changes. Please find below a series of discussion points from SKHS graduate student council meetings. While the feedback we present below are not ‘solutions’, they, importantly, express our concern with the Bylaw and Policy Revisions Committee and its putting forward of a band-aid solution with respect to the larger ongoing issue of ascertaining membership in the legislative body of the SGPS and the overarching intentions of the SGPS. The talking points below stem from your presentation on slide 35.

Redefine Constituent body: We advocate for the definition of “constituent body” to accommodate different ideological approaches to research, learning and teaching. It should be attuned to the notion that a student may be trained in a discipline whose approach to research and graduate studies is at odds with his or her peer’s in the same department. We submit that defining “constituent bodies” along departmental lines can be limiting. The suggestion of possible definition by ‘degree path’ is one with potential merit, but emphasis needs to be placed on inclusivity and not exclusion of individuals who do not necessarily fall within defined lines. Importantly, SGPS council should not offload the issue of the definition of “constituent body” onto these newly formulated student councils and committees (i.e., Arts and Science Graduate Student Councils).

Who Attends Graduate Student Councils/Committees: We believe this is one of the larger, more contentious issues of the SGPS proposal. We maintain that every elected SGPS representative from each graduate department should be able to attend SGPS meetings with the intention of representing their respective ‘constituent body.’ We are sure that we can all appreciate the uniqueness of each area of research, recognizing that graduate students will fundamentally differ in their ideological and epistemological approaches to research. What socio-cultural students consider as research and recognize as necessary to their graduate experience is very different compared to physiology, biomedical, engineering and language students to name a few. The view or needs of one cohort of students is not more or less important than their counterparts. As such, we should all be able to lobby for our needs and discuss issues from our perspective to the SGPS.

How to elect SGPS Councilors: As it stands right now, at least within the SKHS, SGPS councilors are elected from the student body of our department (both from the Arts and Sciences branches of the SKHS). Although this process is precarious with respect to departmental definitions of ‘constituent bodies,’ this process at least allows for each department to select their voice on the SGPS. With the proposed changes, elected SGPS councilors from constituent bodies will need to ‘beat out’ out other councilors from seemingly similar areas with seemingly similar ideologies/needs/concerns for the privilege of attending SGPS meetings. This is not fair.

Major Concerns: The major concerns with this new proposal is the additional ‘hoop’ required for one to jump through (i.e., being voted as one of the representatives of the Arts or Science Graduate Student Council) to reach the SGPS level. This is not conducive to inclusivity and accessibility. We do not want a watering down of the multitude of voices comprising our SGPS council. We do want to remove graduate departments’ direct voice on SGPS council. Likewise, we contend that bodies in a room represent power. Numbers of councilors need not drop. We are wary of the discourses around productivity and the “facts” pointing to things being efficiently done through downsizing. Again, questions such as, what do we see as productive for our SGPS council, are very important in this regard.

Lastly, we understand that the executive would like to ‘leave their mark on council’ within their one year term, but attempting to implement a ‘solution’ to council is, as mentioned previously, a band-aid solution with respect to the larger ongoing issue of ascertaining membership in the legislative body of the SGPS and the overarching intentions of the SGPS. Based on the contentious discussion had after your presentation at the December meeting, in which many councilors expressed their dissenting views on such an overhaul, we expect the majority of council is opposed to the proposed compositional changes and this needs to be fleshed out and discussed further moving forward.

We, as the SKHS graduate students, have voiced our concerns and are against such SGPS council composition changes. While we feel that is important to re-examine the changing nature of SGPS council membership, both the time period and changes proposed are inappropriate. It has been stated that compositional changes have been left abandoned for years, so we question how solutions, that are functioning and inclusive of the diverse needs/concerns/opinions of the present SGPS body, can be implemented within a year. We believe a multi-year initiative that is based on research, dialogue with council members and validation is required to successfully address council composition. Then, once this has been successfully completed and implemented, diligent future executives will be able to make small, compositional adjustments on an as needed basis without the need to complete a major overhaul. As it stands now, if implemented, another compositional change seems to be on the horizon as future executives might question the efficacy of such changes without the appropriate, or rather required, research, support and validation of the implemented changes.

Sincerely,

SKHS Graduate Students

Senator Rapos & the Council Composition Committee,

Thanks for your important work on the issue of council composition. I have reflected on your proposal, and would like to detail my main objection to it, along with an important component of it that I support.

I take the central question of the committee to be:

How do we structure representation so that it best serves membership?

To answer this question we need to identify the representational values that we want embodied in council structure. We then assess proposals for the structure of representation on how well they embody these values. Here is one such value:

Representatives closest to the issues and concerns relevant to their graduate experience have unique knowledge regarding these issues and should have the ability to put this knowledge to use on council directly through voting power.

My main objection to the proposal advanced at the December meeting is that it disconnects two important qualities of council representatives: proximity to the information surrounding departmental issues & concerns, and voting power on council. Currently, councillors have both of these qualities. Being members of the departments they represent they are uniquely positioned to understand the issues and concerns relevant to that department, and can exercise their voting power on council as informed by this specialized knowledge.

The December proposal disconnects these qualities by removing the voting power of departmental representatives on council. It is only the elected representative of the various 'Student Graduate Councils' that have voting power on council. Information regarding departmental issues is routed through these intermediary representatives, rather than being brought to council directly by departmental representatives. While departmental representatives can bring their issues directly to council, under such circumstances their presence on council is only for informational purposes – they have no voting power.

But there is an important component of the December proposal that I support. As I understood it, the problem that led council to create the Council Composition Committee was that some active councillors are not formally recognized as such in SGSP policy/by-law. Thus, the SGPS members that they represent do not have a formal representative on council. I agree with the Committee that this is concerning.

The December proposal included a novel way of remedying this issue (referenced on slides 12 and 22). Where departmental lines are unclear, council can create a policy/by-law by which SGPS members can apply to identify a representative to speak for them on council. This policy/by-law would detail eligibility requirements and procedural requirements for SGSPS members petitioning council for the creation of an 'ad-hoc' representative to voice their issues and concerns on council. Under this structure, council is mainly comprised of representatives from those departments that have 'clear lines' of identification. But where difficulties arise in identifying these departmental lines, ad-hoc representatives are created in accordance with the policy/by-law.

Council can move forward on resolving the immediate problem of SGSP members lacking a formal representative on council without deciding whether to fully implement the December proposal. This limited revision in council composition may not be the *best* way to structure representation, but it is clearly *better* than having some SGPS members go (formally) unrepresented on council.

--

Jared Houston (Philosophy)

Rough notes on 'SGPS COUNCIL COMPOSITION: A Feedback Driven Presentation' by Eric Rapos (December 2014)

Slide 3

Point 2

What 'works best' is a judgment that demands a conception of what good representation is.

I take the central question of the committee to be:

How do we structure representation so that is best serves membership?

Some candidate representational ideals (RI)

1. Representation is desirable as it reduces the workload of SGPS members in managing the governance issues that impact their graduate experiences
2. Every SGPS member should be represented, and know who represents them
3. Representatives closest to the issues and concerns relevant to their graduate experience have unique knowledge regarding these issues and should have the ability to put this knowledge to use on council directly through voting power.
4. Council should not be so small as to not represent the diversity of interests and concerns of SGPS membership
5. Council should not be so large that the facilitation of meetings is a significant logistical burden
6. Political standing on council should not simply map financial standing of faculties (there should be rough equality of representation between faculties and constituent bodies)

Slides 5-6

Why are we committed to constituent bodies? Why not recognize any self-organized representative group over a certain threshold number of students?

10

Problem: Council is not welcoming

Problem: How do we structure representation so that is best serves membership?

These are two distinct problems. We can tackle the first without revision to the structure of council.

12

Right - here is the quick and simple short-term solution - just have ad-hoc representatives wherever departmental lines are unclear. SGPS members that lie outside of clear departmental lines can petition the VPG for seats on council.

17

We can apply such a formula to the department level if we want to have proportional representation there (though this will expand the number of departmental reps)

If greater equality (RI-6) is desired, we can weigh the bottom more heavily: 2,2,3,3,4,4,5

19

How are Graduate students councillors accountable to those that they represent?

If a departmental issue is not being given voice by the representative, what recourse does their constituency have?

Also, who is their constituency - are they accountable to informal departmental reps, or to each SGPS member that resides in that faculty? If the former, then we are right back to the original problem of demarcating the departments. If the latter, I think that is far too much a logistical burden, and in fact a failure to represent at all.

At the least, minutes need to be taken at meetings of the faculty graduate councils, so that it is clear what issues were raised, and whether they are being voiced on SGPS council.

22

Right, I think that is a relevant alternative.

We let SGPS members choose their representatives, subject to some top-down limitations (RI4,5) and procedural requirements (elections, # of signatures).

These representatives sit directly on Council, without any intermediate level of governance.

Even more plausibly, this policy is adopted in those 'hard cases' or representational anomalies that led to the committee being formed initially. There are a set number of council slots (e.g. 5), for which there is a policy to fill, and any sufficient number of SGPS members can petition to fill these slots. Thus, representation is done primarily along departmental lines, but with additional council seats available to remedy 'hard cases'.

23

Point 1 - The benefit of small, focused group discussion between faculty departments is already realized within the graduate councils under the existing structure, and so is no additional benefit to the newly proposed structure.

Point 2 - Questions, such as those under bullet 2, are unresolved. Is the proposal to implement the new structure, and then draft policies to settle these questions after?

30

Point 3- "Policy drafted based on feedback."

Where is this policy? Where is the evidence that it is sensitive to the December feedback? On my assessment, the policy has not changed since the December meeting, where feedback offered was recorded in the minutes.