Memo

To: Travis Skippon
Chief Returning Officer, SGPS

From: OUR-Student Awards Office

Date: 7 January 2016

Subject: Queen’s Work Bursary
Student Activity Fee Due For Renewal

- **Description of Operations**
The Student Awards Office administers bursary and award assistance for all Queen’s graduate and undergraduate students as well as undergraduate scholarships and prizes, the Queen’s Emergency Loan Program, the RBC/Queen’s Line of Credit, Government Loans and Grants and the Work Study Program.

- **Queen’s Work Bursary aka Queen’s Work Study**
The Work Study program is jointly funded through student activity fees and Queen’s administration. In the past the Ontario government also funded the Work Study program but this funding was discontinued effective 2012-2013. The objective of the program is to provide an opportunity for students in financial need to receive priority for certain part-time jobs (generally on campus) during their academic studies. Each year approximately 600 students participate in the program.

- **Key Contacts**
  Teresa Alm
  Associate University Registrar
  Office of the University Registrar (Student Awards)
  Phone: (613)533-6000 xt 77110
  Email: almt@queensu.ca

  Joyce Titley
  Business Manager
  Office of the University Registrar (Student Awards)
  Phone: (613)533-6000 xt 77109
  Email: joyce.titley@queensu.ca

- **Financial Statement**
Attached
Financial Statement
Work Study (Funded through SGPS and AMS).

1 May 2013 to present

<table>
<thead>
<tr>
<th>Description</th>
<th>Debit</th>
<th>Credit</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Forward 1 May 2013</td>
<td>$0.00</td>
<td></td>
<td>$0.00 cr.</td>
</tr>
<tr>
<td>AMS Contributions</td>
<td>$256,385.05</td>
<td>$256,385.05</td>
<td>$0.00 cr.</td>
</tr>
<tr>
<td>SGPS Contributions</td>
<td>$65,361.77</td>
<td>$321,746.82</td>
<td>$0.00 cr.</td>
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<tr>
<td>Student Bursaries Awarded</td>
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<td>Balance January 7, 2016</td>
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<td>$112,667.87</td>
<td>$0.00 cr.</td>
</tr>
</tbody>
</table>

Note: Work Study Bursaries are paid out in April each year so funding will be spent 100% by 1 May, 2016.

Joyce Titley, Business Manager
Office of the University Registrar
(Student Awards)
January 8, 2016

Society of Graduate and Professional Students
c/o Travis Skippon
Chief Returning Officer (cro@sgps.ca)
John Deutsch University Centre
Room 021
Queen’s University

Subject: SGPS Athletic and Recreation Membership Fee Referendum

Dear Travis;

Thank you for your email of January 5, 2016 indicating that the Athletics and Recreation membership fees collected on our behalf by the Society of Graduate and Professional Students (SGPS) is required to go to referendum this year.

Thank you also for outlining the material that is required for submission to the SGPS Council for the upcoming Council meeting. We also appreciate the acknowledgement that given the nature of our Department within the University infrastructure documents such as a constitution and/or audited financial statements are not applicable. Where feasible we have provided comparable alternates to complete our information package.

For the information of the Council, Athletics & Recreation reports to the Provost through the Office of the AVP and Dean of Student Affairs. We report annually to Senate on our programs and activities. Oversight on our budgets, including the SGPS fees, is carried out by the University Council on Athletics and Recreation (UCAR) which is a university-wide committee of Senate (SGPS appoints a representative to UCAR annually).

Please find attached the following documents

Appendix A SGPS/A&R Fee Referendum Agreement related to the current fee.
Appendix B University Council of Athletics and Recreation (UCAR) Terms of Reference
Appendix C UCAR Budget Report, reporting actual spending for 2014/15 and budget for 2015/16
Appendix D A&R Key Contacts

We trust that you will find documentation in order to approve the SGPS Athletic and Recreation membership fees request to move forward to the referendum process. Should you require additional information and/or have questions on the materials provided please feel free to contact me.

Thank you for your assistance and for the kind consideration of the SGPS Council on this matter. We very much value our relationship with the SGPS. We are proud of the quality and broad range of programs and service we offer to our graduate and professional students and we’d like to continue to do so for many years to come.

Sincerely,

Leslie Dal Cin
Executive Director, Athletics & Recreation
Memorandum of Understanding

Between:

Queen’s University
Department of Athletics and Recreation (A&R)

And

Society of Graduate and Professional Students (SGPS)

Whereas A&R is responsible for the development and implementation of sport, recreation and physical activity based programs, events or clubs that foster well-being and personal development and contribute to the broader learning environment for members of the Queen’s and Kingston communities, and the management of the space required for these activities; and

Whereas the SGPS represents Professional and Graduate Student Society members and will serve the educational, social and cultural interests of those members;

Whereas the SGPS wishes to access athletics and recreation programs, services and facilities on behalf of its membership;

And Whereas the SGPS and A&R agree to enter into an agreement regarding the provision of athletic and recreation programs and services in exchange for a mandatory athletics and recreation student fee;

The parties hereby agree to the following terms and conditions.

1. SGPS members shall pay the mandatory athletics and recreation fee which shall be assessed and collected centrally by the Office of the University Registrar and transferred to A&R in accordance with the policies and practices of the University.
   a. In 2009 - 10, the amount of $101.90
   b. In 2010 – 11, the amount of $126.90
   c. In 2011 - 12, the amount of $156.90
   d. All fees are subject to an annual cost of living increase

2. In exchange for the mandatory athletics and recreation fee outlined above, and subject to sections 5 and 6 of this Agreement, A&R shall provide SGPS members with access to the following programs and services:

   A. “Core Services”
      I. Access to the athletics and recreation facilities (gym, pool, squash & racquetball courts, fitness and weight facilities) through posted schedules during regular hours of operations
      II. Access to regularly scheduled fall and winter intramural programs
      III. Access to inter-university teams/clubs for graduate and professional students who are eligible and make the competitive rosters of such teams/clubs
      IV. Preferred “student” pricing for programs and services not specifically covered in this Agreement (i.e. instructional programs, “plus” fitness programs, locker, laundry service, facility rentals, Kids “Q” camps)
B. "Extended Services"
   I. Access to regular season ticketed inter-university sports games
   II. Access to off-campus fall/winter intramural programs at the published registration fee rate
   III. Access to BEWIC Sport Days, or other similar types of activity or event, at the published registration fee rate
   IV. Introduction of a summer Ultimate Frisbee intramural league, the operation and continuation of which is subject to achieving minimum participation level
   V. Access to summer intramural leagues, in the sports of softball and soccer. Operation of these leagues is subject to achieving minimum participation levels.

3. SGPS and A&R shall jointly work to promote the athletics and recreation services available to SGPS members. Such activities may include, but not be limited to:
   I. The appointment of an SGPS representative to the University Council on Athletics and Recreation
   II. A representative of A&R participating on committees (task forces, working groups, etc.) dealing with enhancing the graduate and professional student experience organized by SGPS, Dean of Student Affairs, School of Graduate Studies or other such university affiliated group
   III. A&R attending the graduate and professional student orientation day
   IV. SGPS providing a link on the SGPS website to www.oggaelspc.com, circulating program and service information via the SGPS newsletter, and other such avenues to promote athletic and recreation programs and services
   V. SGPS promoting A&R, and its programs and services, as its “preferred” sport, recreation and fitness facility

4. A&R acknowledges that any change to the SGPS mandatory athletic and recreation fee, beyond those outlined in section 1, is subject to the outcome of a referendum held in accordance with the by-laws and policies of the SGPS.

5. A&R and SGPS agree that SGPS athletic and recreation fees shall be applied to those students enrolled in faculties (Graduate, Law, Theology) that were members of the SGPS as of the beginning of the 2008-09 academic year (May 1, 2006). Students in any other faculty that become members of the SGPS after this time will be covered under a separately negotiated agreement until such time as they can fully participate as voting members in an SGPS athletics and recreation fee referendum.

6. SGPS further agrees that in the event that students in a faculty association, who are not currently SGPS members, seek to become SGPS members, SGPS agrees that it shall not commit, in anyway, to a reduction in those students existing mandatory athletics and recreation fee without prior discussion and consent of A&R.

7. SGPS acknowledges that the provision of athletics and recreation programs and services are subject to change for a number of reasons, including but not limited to: student interest, sport trends, change in regulations (government, OUA, CIS), risk management requirements, availability of facilities and unforeseen financial factors. A&R shall make every effort to continue to provide, as the priority, SGPS members with the “Core Services” outlined in paragraph 2 A above. A&R shall make every effort to communicate in advance any pre-determined factor that shall result in a change in the “Extended Services”.

The parties hereby agree to the terms and conditions outlined above

Queen’s University
Department of Athletics and Recreation

Leslie Daf Cim
Director, Athletics and Recreation

Herb Steacy
Associate Director, Facilities and Business Development

Society of Graduate and Professional Students

Jeff Welsh
President, SGPS
Date: May 29, 2009

Date: May 27/09
University Council on Athletics and Recreation (UCAR)

TERMS of REFERENCE

February 2012

Mandate/Function of the UCAR

To support and promote the physical, educational, personal and social well-being for members of the Queen’s community through the development of sport and recreation policies which are complementary to the mission, goals and strategic direction of the University.

Key Responsibilities

Without restricting the generality of the foregoing, the responsibilities of the UCAR shall be to advise the Director, Athletics and Recreation on:
- Promotion and support of athletic and recreation programs and activities to all constituent communities,
- Review and development of general policies concerning athletics and recreation,
- Review and oversight of the expenditure of monies available from the athletic and recreation fee,
- Approve student athletic fee referenda proposals as necessary,
- Feedback and input on program reviews,
- All matters of policy relating to athletic and recreation programs.

Guiding Principles

The UCAR shall be guided by the following principles with respect to athletic, recreation, physical activity and wellness programs offered by Queen’s University Athletics and Recreation (A&R):
- Sport, recreation, physical activity and wellness programming is an integral part of the educational experience and campus life of Queen’s University.
- A&R shall provide programming across a broad spectrum including:
  - physical activity-based programs contributing to wellness and a positive lifestyle,
  - recreation and club-based activities providing participation, competition and leadership development opportunities, and
  - Inter-university sport that allows athletes to fulfill their potential while raising the profile and image of the University.
- Programs and services shall be offered in an inclusive, accessible, ethical and safe environment.
- A&R shall be a leader in programming, but shall also look to engage with other university departments and/or community groups.
- A&R shall listen to and openly communicate with our constituents.
- Programs and services shall be customer focused and at a standard of quality that enables participants to fulfill their interest and potential, contributing positively to personal health, happiness and the development of positive life skills.
Organizational Relationship

The UCAR is a university-wide committee with a reporting relationship to Senate.

Composition of the UCAR

The UCAR shall be comprised of nine (9) voting members.
- Without restricting the selection of candidates, best efforts shall be made to ensure gender balance representation on the UCAR.
- In nominating representatives to the UCAR, consideration must be given to the candidates experience, knowledge and/or understanding of A&R.
- Representation is as follows:

Voting Members

<table>
<thead>
<tr>
<th>Position</th>
<th>Term</th>
<th>Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Student appointed from Recreation and Sport Club</td>
<td>1 Year</td>
<td>Annually</td>
</tr>
<tr>
<td>1 Student appointed from Inter-university Sport</td>
<td>1 Year</td>
<td>Annually</td>
</tr>
<tr>
<td>1 Student appointed by the AMS</td>
<td>1 Year</td>
<td>Annually</td>
</tr>
<tr>
<td>1 Student appointed by the SGPS</td>
<td>1 Year</td>
<td>Annually</td>
</tr>
<tr>
<td>1 Student appointed by Senate</td>
<td>2 Year</td>
<td>Odd Year(1)</td>
</tr>
<tr>
<td>1 Staff member appointed by Senate</td>
<td>2 Year</td>
<td>Odd Year(1)</td>
</tr>
<tr>
<td>1 Faculty member appointed by Senate</td>
<td>2 Year</td>
<td>Even Years(2)</td>
</tr>
<tr>
<td>1 representative appointed by the Alumni Association who is also a member of the Kingston community (where possible this should not be an employee of Queen’s)</td>
<td>2 Year</td>
<td>Even years(2)</td>
</tr>
<tr>
<td>Director, Athletics and Recreation (Director)</td>
<td>Ongoing</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

(1) Odd year appointments would serve two year terms commencing in 2013, 2015, 2017, etc. with their term concluding in April two years hence.
(2) Even year appointment would serve two year terms commencing in 2012, 2014, 2016, etc. with their term concluding in April two years hence.

Observers (Non-Voting)
- AVP and Dean of Student Affairs, or delegate
- Director, School of Kinesiology and Health Studies, or delegate
- President, AMS, or delegate

Vacancies and Re-appointment
- Should a member withdraw prior to completing their full term, a new representative will be selected by the original nominating body. In nominating a new individual, consideration must be given to gender balance and experience, knowledge and understanding of A&R. The new member shall complete the remainder of the term of the position that they are replacing.
- Members can serve on the Council for more than one (1) term. However, reappointment is conditional on the member serving the full term (i.e. 2 years).

Resources to the Committee
- A&R Senior Managers will continue to act as a resource to the UCAR and shall be invited to and participate in meetings where specific portfolio issues are on the Agenda.

Selection of the Chair

The Chair of UCAR shall be selected from amongst the voting members at the first official meeting of the Council each year. When selecting the Chair, the members shall consider:
- Candidates who have had previous experience on UCAR and knowledge and experience of A&R
- Maintaining the rotation of the Chair on annual basis between a student/non-student.
Meetings

Regular Meetings
There will be a minimum of four (4) meetings held during the academic year with the first meeting taking place prior to the start of the December examination schedule.

Additional Meetings
Additional meetings may be called at the discretion of the Chair, in consultation with the Director.

Quorum
A quorum shall be a least 50% of voting members plus the Chair.

Terms of Reference

The UCAR may, upon approval by two-thirds (2/3) majority of voting members present, amend, enact and repeal the Terms of Reference respecting its conduct and rules of order. Proposed changes to the Terms of Reference must be made by a written Notice of Motion and must include supporting rationale. The Notice of Motion containing the proposed change must be received by the Director at least ten (10) business days before the UCAR meeting at which the proposal is to be considered. Copies shall be circulated to all UCAR members at least five (5) business days before the meeting.

Standing/Ad-Hoc Committees

Standing Committees
- The UCAR shall establish standing committees as it deems necessary to carry out its work. Membership and terms of reference shall be determined by the UCAR. All standing committees shall be accountable to, report to, and be discharged by the UCAR.

Establishing Ad-Hoc Committees/Task Force/Working Group of the UCAR
- The UCAR shall establish a Task Force, Working Group, Ad-Hoc Committee for special purposes on issues that may be ongoing. Membership and terms of reference shall be determined by the UCAR. These entities shall be accountable to, report to, and be discharged by the UCAR.

<table>
<thead>
<tr>
<th>Governing Document Review/Update</th>
<th>Timeline</th>
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<tbody>
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<td>Approved by Senate</td>
<td>May 2009</td>
</tr>
<tr>
<td>Update to Documents (UCAR)</td>
<td>November 23, 2010</td>
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<td>Update to Documents (UCAR)</td>
<td>February 28, 2012</td>
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# University Council on Athletics & Recreation
## Athletics & Recreation Department
### 2015-16 Fall Budget Report
*(presented to UCAR - December 1, 2015)*

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<th></th>
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<tbody>
<tr>
<td>Revenue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Central Funding</td>
<td>2,072,832</td>
<td>2,072,832</td>
</tr>
<tr>
<td>A&amp;R Student Athletic Fees</td>
<td>5,120,075</td>
<td>5,235,916</td>
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<tr>
<td>A&amp;R Self Generated Revenue</td>
<td>3,098,006</td>
<td>3,178,794</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>10,290,913</strong></td>
<td><strong>10,487,542</strong></td>
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<tr>
<td>Expenses by Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recreation</td>
<td>(5,440,154)</td>
<td>(5,488,363)</td>
</tr>
<tr>
<td>Inter-university</td>
<td>(4,724,134)</td>
<td>(4,925,408)</td>
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<tr>
<td>Other - External to Department</td>
<td>(178,639)</td>
<td>(175,928)</td>
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<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>(10,342,927)</strong></td>
<td><strong>10,589,699</strong></td>
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<td>Revenue Less Expenses - Charged to Department Contingency</td>
<td>(52,014)</td>
<td>(102,157)</td>
</tr>
</tbody>
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*Appendix C*  
SGPS Fee Referendum  
Jan 2015
Athletic & Recreation
SGPS Fee Review Information – January 2013

Key Contacts

Executive Director
Leslie Dal Cin
613 533 6000 x 74720
dalcinL@queensu.ca

Director, Business Development
Jeff Downie
613 533 6000 x 77400
Jeff.downie@queensu.ca

Associate Director, Finance & Administration
Linda Melnick
613 533 6000 x 77345
Linda.Melnick@queensu.ca

Assistant to the Directors
Karen Carter
613 533 6000 x 77993
ardept@queensu.ca

A complete A&R staff listing is available at www.gogaelsgo.com

Purpose

Athletics and Recreation (A&R) supports the University academic priorities, enriching the out-of-class student learning experience through:

- the provision of coordinated sport, recreation, fitness and physical activity opportunities per year;
- opportunities for students to pursue athletic excellence in a range of sports at the highest level of inter-university sport competition;
- the management of athletic facilities which are accessible by campus stakeholders and members 340 days per year; and
- the delivery of programs, services and initiatives that produces 3.1 million dollars in additional self-generated revenue (30% of total operating budget) to support student health and wellness activities.

All A&R activities are aligned around two core programming streams:
1) Recreation and Sport Clubs and
2) Inter-university Sports.
The two core programming streams are supported by four service teams; Facility Operations; Business Development and Services (Marketing, Communications and Events, Customer Service, IT, Athletic Therapy); Finance and Administration and Advancement.

Figure 1 – A&R Organizational Overview

**SGPS Support and Services**

The SGPS athletic and recreation fees directly support the staffing and operating costs related to a comprehensive range of programs and services that SGPS members currently enjoy.

1. **Individual Fitness and Wellness, via**
   - FULL year membership privileges to one of the City’s premier fitness venue
   - The lowest membership rate of all current facility users
     - SGPS $165.76/year ($13.81/month)
     - AMS $275.99/.67 year ($34.50/month)
     - Faculty/Staff $432.00/year ($36.00/month)
     - Community $552.00/year ($46.00/month)
     - SGPS/GoodLife $410.00/year ($34.17/month)* based on published rate
   - Access to the ARC 340 days per year with extended-day and holiday hours;
   - Supervised work out areas
   - Cardio and strength equipment maintained and refreshed on an ongoing basis
   - Women’s only work area and times (fitness, pool)
   - Access to special events (for example Get Your 150 activity challenge, Health and Wellness Fair, Mega Classes and Fitness Free for All Week)

2. **The provision of over 23,000 coordinated sport, recreation, fitness and physical activity opportunities per year; including access to:**
   - Year-round intramural programs - including expanded sport offerings and summer intramural programs that are offered in support of year-round programming for SGPS members
   - Over 33 different types of fitness and instructional programs offered each year (over 106 different fitness classes offered each week)
   - Year round access to the pool, including enhanced aquatic programming and new expanded daily lane swim lanes
   - Participation in over 50 different athletic-based clubs activities
   - Scheduled casual recreation and open gym periods on all indoor/outdoor venues for unscheduled play (for basketball, badminton, etc.)
3. Opportunities for SGPS members to pursue competitive sport and represent Queen's at the highest levels of competitive sport in Ontario and Canada. Access to over 40 Varsity Teams and Clubs.

4. Significant facility and equipment enhancements that increase access to coordinated and casual recreation programming available to SGPS members:

Facility Enhancement
- 3 artificial turf fields (Tindall, Nixon, Miklas McCarney) and a 4th in development at Richardson Stadium through philanthropic giving
- Adding 3 full-size gymnasiums by bringing the PEC back online
- Partnered with the AMS to utilize Mac-Gillivary-Brown as additional space for clubs and intramurals
- Partnered with the Limestone School Board to trade low-use times on Tindall (day-time) for the use of the KCVI gymnasiums in the evening
- Redesign/update of Marion Ross Room (LL3) – new equipment, TV, design of room
- Redeveloped the central campus tennis courts (new asphalt, new lights, new fencing)
- Maximized external facility usage to meet student demand: Kingston Memorial Centre, K-Rock Centre, Royal Kingston Curling Club

Equipment Enhancement
- Continual repositioning of equipment to meet needs, allow for adds and increased space for stretch/flexibility (i.e. ergs to the balcony)
- Increased overall capacity in the ARC by:
  - Adding a new fitness activity area on L1 - includes 35 machines either new or refurbished (accessibility, cardio, circuit training and assorted free weights)
  - Adding 27 machines and multiple sets of dumbbells, mats, and other small equipment to other areas of the ARC
  - New equipment to off-site locations to allow activity to remain in those areas
  - Added new sound-proof flooring to the L2 free weight area and spin room
- Reposition of rowing ergs to unused space on L3 to open up additional multi-purpose space on LL1 (table-tennis, hacki-sack, stretching/flexibility)
- Extended and expanded our contract with Fitness Solutions for ongoing maintenance

5. Other Services/Support
- Complimentary admission to all Varsity Team games
- Program and/or Service employment opportunities
- Preferred and discounted pricing on programs (camps, fitness and instructional programs, etc.) and services (locker, laundry, gym rentals, etc.)
### SGPS Member Profile/Statistics within A&R Programs (for the calendar year period, Jan 1 to Dec 31)

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
<th>2015*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of unique SPGS members who visited the ARC</td>
<td>4785</td>
<td>5354</td>
<td>5,023</td>
<td>4724 to date</td>
</tr>
<tr>
<td>The number of total visits to the ARC by SGPS Members</td>
<td>94,175</td>
<td>113,286**</td>
<td>112,769**</td>
<td>91,736 to date</td>
</tr>
<tr>
<td>SGPS Members registrations in intramural programs</td>
<td>2100</td>
<td>3574</td>
<td>3170</td>
<td>2748 to date</td>
</tr>
<tr>
<td>SGPS unique member registrations in intramural programs</td>
<td>924</td>
<td>1541</td>
<td>1465</td>
<td>1421 to date</td>
</tr>
<tr>
<td>SGPS unique members in summer intramural programs</td>
<td>409</td>
<td>546</td>
<td>538</td>
<td>496</td>
</tr>
<tr>
<td>SGPS Members representing Queen's on Varsity Teams and Clubs</td>
<td>111</td>
<td>102</td>
<td>88</td>
<td>105 to date</td>
</tr>
<tr>
<td>SGPS Members participating on Recreational Clubs***</td>
<td></td>
<td>data not captured</td>
<td></td>
<td>310 to date</td>
</tr>
</tbody>
</table>

* 2015/16 does not represent a full year as program registration process not complete
** Does not include programming in PEC, MacBrown, KCVI as no entry control swipe (not captured in database)
*** New online registration process in 2015-16 that allows for data capture
Memo

To: Travis Skippon  
Chief Returning Officer, SGPS

From: OUR-Student Awards Office

Date: 7 January 2016

Subject Queen’s International Student Society Bursary Program  
Student Activity Fee Due For Renewal

OFFICE OF THE  
UNIVERSITY REGISTRAR  
STUDENT AWARDS

Queen’s University  
Kingston, Ontario, Canada K7L 3N6  
Tel 613 533-2216  
Fax 613 533-6409

• **Description of Operations**
The Student Awards Office administers bursary and award assistance for all Queen’s graduate and undergraduate students as well as undergraduate scholarships and prizes, the Queen’s Emergency Loan Program, the RBC/Queen’s Line of Credit, Government Loans and Grants and the Work Study Program.

• **QISS Bursary**
In 1993 Queen’s students voted to create the Queen’s International Student’s Society Bursary. This bursary was established at a time when the government of Ontario implemented a number of programs to restrict and direct student financial assistance to residents of Ontario. It has been recognized by the student population that international students may experience financial challenges while studying at Queen’s. The funding provided by the QISS Bursary contributes towards the overall financial assistance the University is able to direct towards the support of international students who experience financial difficulty.

• **Key Contacts**
  Teresa Alm  
  Associate University Registrar  
  Office of the University Registrar  
  (Student Awards)  
  Phone: (613)533-6000 xt 77110  
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  Phone: (613)533-6000 xt 77109  
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• **Financial Statement**
Attached
**Memo**

**Page 2**

**FINANCIAL STATEMENT**

**Queen's International Student's Society Bursary**

**1 May 2013 to present**

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<th>Description</th>
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<td>Balance Forward 1 May 2013</td>
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<td>$1,831 cr</td>
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<tr>
<td>AMS Contributions</td>
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<td>Donation</td>
<td></td>
<td></td>
<td>-3,332 dr</td>
</tr>
</tbody>
</table>

Note: Funding is currently overspent as there is an outstanding AMS Contribution expected shortly.

Joyce Titley, Business Manager  
Office of the University Registrar  
(Student Awards)
Memo

To: Travis Skippon
Chief Returning Officer, SGPS

From: OUR-Student Awards Office

Date: 7 January, 2016

Subject: Queen’s Student Refugee Support
Student Activity Fee Due For Renewal

OFFICE OF THE
UNIVERSITY REGISTRAR
STUDENT AWARDS

Queen’s University
Kingston, Ontario, Canada K7L 3N6
Tel 613 533-2216
Fax 613 533-6409

- Description of Operations
The Student Awards Office administers bursary and award assistance for all Queen’s graduate and undergraduate students as well as undergraduate scholarships and prizes, the Queen’s Emergency Loan Program, the RBC/Queen’s Line of Credit, Government Loans and Grants and the Work Study Program.

- Queen’s Student Refugee Support
The Refugee Student support funds collected through the AMS and SGPS are used for the annual WUSC service fee, books and supplies and basic living expenses for the refugee students at the rate of 100% for year 1; 75% for year 2; 50% for year 3 and 25% for year 4. In addition, the University covers tuition, fees and first year residence. Beginning with 2007-2008, the University committed to funding one student each year. This commitment was reviewed in the Fall 2011 and the University committed to funding until at least 2016. In addition, beginning in 2013-2014 Drs. Alfred and Isabel Bader established funding in recognition of Robert Charles Wallace, Queen’s 11th Principal (1936 -1951), a just and fair man who opened the way to a Queen’s education for Alfred Bader. Awarded on the basis of academic achievement to international students entering the first year of any first entry undergraduate degree program to fund a refugee student. The award is renewable for three subsequent years provided the student remains in good academic standing in a full-time course load. Value: $40,000 ($10,000 x 4 years)

Key Contacts
Teresa Alm
Associate University Registrar
Office of the University Registrar
(Staff Awards)
Phone: (613)533-6000 xt 77110
Email: alnt@queensu.ca

Joyce Titley
Business Manager
Office of the University Registrar
(Student Awards)
Phone: (613)533-6000 xt 77109
Email: joyce.titley@queensu.ca

- Financial Statement Attached
Financial Statement
Queen's Student Refugee Fund
2013-14 to date

<table>
<thead>
<tr>
<th>Description</th>
<th>Debit</th>
<th>Credit</th>
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<td>WUSC Service Fee</td>
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<td>Balance January 7, 2016</td>
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<td>$155,717 cr.</td>
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</table>

Joyce Titley, Business Manager
Office of the University Registrar
(Student Awards)
Important contacts within the SHRC:

Director: Jacqueline Tattle director@shrckingston.org 613-403-5583 (Cell)
Assistant Director: Claire Gummo asst.director@shrckingston.org
Financial Manager: Rachel Hayton finance@shrckingston.org
Confidential SHRC Office: 613-533-2959

Purpose:

The Sexual Health Resource Centre (SHRC) is a confidential, non-judgmental, feminist, pro-choice, queer-positive, non-heterosexist, and sex positive information and referral service for all things sex, sexuality and sexual health. We operate out of JDUC 223 selling safer sex products and toys at cost, lending books out from our sexual health library, and providing information and referrals to clients. We are also active in the broader community, distributing condoms through on-campus dispensers and at local events, and presenting sexual health workshops to campus residences and other groups. Additionally, we provide accompaniment services to the Women’s Clinic for clients accessing abortion services and the Sexual Assault/Domestic Violence Unit for clients who have been sexually assaulted. We are an active contributor to the community and truly a one-stop shop for all your sex and sexual health needs!

The SHRC is a completely volunteer-run and not-for-profit organization, and has been serving Queen’s and the surrounding community for forty-five years.

Use of Student Funds:

Our student fee pays (collected for the AMS and the SGPS) make up the only source of funding the organization receives. It’s because of these monies we are able to train volunteers, advertise, provide cab fare for accompaniments, and keep up with day-to-day expenses like office supplies, stamps, our computer, our POS etc. Having these things covered also us to staff the SHRC 76 hours a week during the school year so that resources and confidential assistance is available to students and members of the community on all issues pertaining to sex, sexuality and sexual health.

In the 2014-2015 school year we conducted approximately 65 Teach-ins, boothed and provided information at 15 different community events. In addition, we provided the What is Consent? Workshop for all Orientation Leaders and Executives, co-organized the Todd Morrison White Ribbon Event. From September 1st to November 21st of 2015 we have sold over 1,200 items, maintained a constant presence during Orientation Week, sponsored SGPS Orientation Week welcome kits, assisted in bag stuffing, conducted at least three teach-ins per week, and hired and trained over 20 volunteers. None of which would have occurred without our student fee.
Financial Information:

We’re in the process of cleaning up and overhauling our financial records so I don’t have any finalized that I can give you. In the past we have provided the SGPS and AMS with a break down of how our overall budget was used the year before which I have included along with the budget for this year. A new budget will be created in May 2016 once a new Executive Board takes office!

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<td></td>
<td>Orientation week</td>
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<td>Outreach supplies (condoms, printing)</td>
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<td>Venue fees</td>
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<td></td>
<td></td>
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<td>Sexec appreciation social (old exec)</td>
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<tr>
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<td>What Is Consent? Campaign and AD proj</td>
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<td>Donations (giveaways for portfolios)</td>
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<td>Kit demos (replacements, batteries)</td>
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<td>Volunteer Coordinator</td>
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<td><strong>18885</strong></td>
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Sexual Health Resource Centre
CONSTITUTION
This constitution is in concurrence with the constitutions of the Society of Graduate and Professional Students of Queen’s University at Kingston, and in cases of conflict, defers to such.

ARTICLE I: NAME

The name of the organization is the Sexual Health Resource Centre, hereafter referred to as the SHRC.

ARTICLE II: STATUS

The SHRC is a club under the auspices of the Society of Graduate and Professional Students of Queen’s University, hereafter referred to as the SGPS.

ARTICLE III: MANDATE

The SHRC is a non-profit service agency which benefits the Queen’s University and Kingston communities by providing information, support and referrals to clients, by sponsoring educational events and forums, by disseminating information regarding sex, sexuality and sexual health, and by making non-prescription safer sex products and sex toys more accessible in selling them at cost. We are a confidential, non-judgmental, feminist, queer positive, pro-choice, sex-positive and non-heterosexist organization. The SHRC is not affiliated with any political platform or party; rather it affirms the right of every individual to access accurate and unbiased information and services regarding contraceptive options, sexually transmitted infections and HIV/AIDS, pregnancy options, healthy relationships, sexual identity, queer issues and other topics of interest in the realm of sex, sexuality and sexual health.

ARTICLE IV: PURPOSE

1. To provide information to empower individuals to make educated and informed decisions about their general sexual health.
2. To provide non-judgmental, unbiased information about all contraceptive and pregnancy options.
3. To act as a referral service with respect to sex, sexuality and sexual health.
4. To educate groups through teach-ins about healthy relationships, contraceptive options, pregnancy options, sexually transmitted infections and HIV/AIDS and other issues pertaining to sex, sexuality and sexual health.
5. To maintain an up-to-date lending library and pamphlet supply.
6. To increase the accessibility of non-prescription safer sex products by selling them at cost.
7. To increase the accessibility of sex toys and to promote exploration of one’s sexuality in selling them at cost.

ARTICLE V: ORGANIZATIONAL STRUCTURE

1. FINANCIAL
The SHRC is funded through student fees through the AMS and the SGPS. All monies received from these sources are administered by the AMS and the SGPS. The SHRC is autonomous in its organization. Hence, the executive of the SHRC has utmost responsibility for the monies it receives and for the services it provides. Each fiscal year runs from May 1 to April 30. The operation of the SHRC shall be carried on without purpose of gain for its members and any profits or other accretions (such as monies accrued through grants and fundraisers or promotions) to the organization shall be used solely to promote its objectives. Club funds are not to be used to purchase alcohol. All banking transactions, such as writing cheques and making withdrawal, must be authorized by a minimum of two (2) executives. This will be done in the form of executive signature.

2. STAFF
The SHRC is operated by a volunteer staff of approximately 40 people, all of whom have completed a training course that is approximately 20 hours in length. There are 9 executive positions and approximately 40 other volunteers.
3. EXECUTIVE STAFF
The status of the Executive Board members is such that they are considered to be volunteers first and Executive Board members second. The Executive Board is comprised of the Director, the Assistant Director, the External Education Coordinator, the Internal Education Coordinator, the Volunteer Coordinator, the Publicity Coordinator, the Financial Manager, Office Manager, and the Community Outreach and Events Coordinator.

4. ACCOUNTABILITY
Volunteers are directly accountable to the elected Executive Board. The SHRC itself is accountable to those who fund it (the students of Queen’s University) and those who rely on their services (the Kingston community at large).

ARTICLE VI: SELECTION OF VOLUNTEERS AND EXECUTIVE BOARD MEMBERS

1. VOLUNTEERS
Volunteers are recruited through advertising as needed and may be students or community members. Volunteers are selected for an eight (8) month term (September to April) or a four (4) month term (May to August, or January to April if needed). All Executive Board members are responsible for the hiring of volunteers and for the monitoring of volunteer activities during and after training. The Volunteer Coordinator is expected to sit in on every selection interview, unless there is a conflict of interests between him and the interviewee. Likewise, Executive Board members are never to evaluate an interviewee who he knows in any capacity outside of the selection interview. The Assistant Director or Director is expected to be in each interview.

All volunteers are expected to attend the training session, commit to a two-hour weekly shift, commit to four (4) extra hours of SHRC activities per month, including attendance at a monthly general meeting. Successful volunteers will be invited to continue their commitment beyond this term.

2. EXECUTIVE
The executive term lasts from the official transition date until such time as a new executive has been transitioned no more than one year later. The election is to be held at the end of the Queen’s University Winter semester. The executive is chosen by competition between interested parties who have worked as an SHRC volunteer for at least one (1) term. Nominations are to be completed in February and each nominee is contacted to ensure acceptance of nomination. Volunteers may run for several positions, should they choose to do so.

Only individuals who have been a member of the Executive Board for at least one (1) year may run for the positions of Director and Assistant Director. The volunteer members and Executive Board members vote in the month of March. There must be over 75% volunteers and Executive Board members casting ballots. Staff members may vote by proxy using an Executive Board member, typically the Volunteer Coordinator. All votes should be in writing and confidential. The Executive Board members each vote confidentially at the same time as the volunteers.

A majority of points is necessary in the event of a competition. If no competition exists for an Executive position, it will be filled by acclamation. A vote of confidence will take place in the event of both competition and acclamation during which four fifths (80%) of voting staff must vote in favour of the individual(s) concerned. Should the individual(s) not succeed in the vote of confidence, the given position(s) shall be filled by the incoming Executive Board until such time as a new candidate is approved by the volunteers using the same procedure in the form of a by-election. The vote counts shall not be announced at large. Ballots shall be kept for 60 days in a sealed envelope labelled with the round of voting and position and can only be opened in the presence of two Executive members not associated with the position in question.

In the event that a portfolio becomes vacant, due to an election result or the resignation of an Executive member, a by-election will be held to fill the position. This by-election will follow the same nomination and electoral procedures outlined above. A by-election will be called in a timely manner following an executive vacancy. The Executive Board may choose to postpone a by-election until such time as the largest segment of the volunteer body can participate. If a by-election does not end in a definitive result, the given position(s) will be filled by the Executive Board until such time as a new election or by-election is held.

In the event that an existing Executive Board member wishes to run for another position in a by-election, they must resign prior
to the beginning of electoral proceedings.

ARTICLE VII: RESPONSIBILITIES AND DUTIES OF ALL STAFF

1. To ensure that all services to clients are confidential and that clients are made aware of this policy. To ensure, as well, that they keep other volunteer identities confidential unless a volunteer is willing to identify themselves as a volunteer. This includes not identifying other volunteers in person or in technological media (e.g. social networking sites).

2. To maintain records of activity in a Call Log detailing only the nature of client contact, but not details which may be used for identification of the client (i.e. names, contact information).

3. To ensure that any time that zie is identifying him/herself as an SHRC volunteer, zie is acting in accordance with the SHRC mandate. This applies to official activities of a volunteer, to personal activities, and to social media.

4. To use records of client contact to evaluate the services of the SHRC. Records will be used for statistical analyses of client contact on a monthly and yearly basis in order to evaluate gains made by the SHRC, target populations, special areas of need for the population served, etc. A report of this analysis will be included as part of the Director’s Year End Report.

5. To be mindful when dispensing change, checking balances following a shift, and to inform the Financial Manager of any discrepancies or when the till reaches or surpasses $400.00.

6. To maintain the quality of services by:
   a. Requiring that all volunteers complete training and buddy shifting with an experienced volunteer before interacting with clients in an official capacity.
   b. Maintaining contact with other agencies or professionals for the purpose of developing a network of resources.
   c. Being aware of current information by reading literature available in the volunteer binder and in the office. Staff members are expected to be familiar with the resources in the office including the library, pamphlets, sales items and office procedures so they can convey accurate and up-to-date information to clients.
   d. Being available and willing to attend conferences, lectures or activities that may benefit the SHRC in terms of information gathered and ensuring the adequate dissemination of this information to other volunteers and clients.
   e. Providing ongoing feedback and suggestions to the Executive Board about the functioning of the SHRC and their personal role within it, particularly during Volunteer Feedback sessions, which are carried out by the Volunteer Coordinator and the Assistant Director in January.
   f. Being available and open to feedback and suggestions from the Executive Board regarding individual performance, particularly during feedback sessions and arranged meetings with the Volunteer Coordinator as necessary.
   g. Referring a client to the appropriate alternative service or resource or another volunteer or Executive Board member, when unable to address the question or concern of the client.
   h. Always being polite, professional and courteous in the role of an SHRC volunteer.

7. To maintain accessibility by:
   a. Attending shifts as scheduled or arranging substitutes when unavailable for a designated shift.
   b. Avoiding use of the SHRC office as a personal meeting space. Friends of volunteers must vacate the office if they are not in the SHRC for official business.
   c. Maintaining approachability for clients and maintaining a confidential, non-judgmental attitude in the role as an SHRC volunteer.
   d. Ensuring that the client’s needs are prioritized in avoiding online messenger services, videos, loud music, and by addressing the client before schoolwork.
   e. Closing the office door if a client requests privacy.
   f. Being mindful of clients needing to access the centre in off hours while picking up teach-in kits, signing up for shifts, etc.

ARTICLE VIII: RESPONSIBILITIES AND DUTIES OF VOLUNTEERS
1. To attend a thorough and mandatory training session and refresher courses, if need be.
2. To commit to a two (2) hour weekly shift and to spend this shift serving clients, stocking shelves, reading relevant articles and books, following up with waiting lists and pursuing truant book borrowers.
3. To be available for extra shifts, educational teach-ins, condom outreach, general meetings and other activities as needed to equal or exceed four (4) hours per month.
4. To attend mandatory Executive Board elections and monthly general meetings.
5. To maintain and uphold the responsibilities and duties of all staff (Article VII).

ARTICLE IX: RESPONSIBILITIES AND DUTIES OF RESERVE VOLUNTEERS

Reserve volunteers exist to provide an option for volunteers who are excited to contribute to the mission and mandate of the SHRC, but are unable to commit to the time required to be a full time volunteer.

To apply for reserve status, volunteers must submit a written request to the Executive Board. Requests are reviewed on a term by term basis and are not guaranteed to volunteers.

At no time shall the percentage of volunteers on reserve exceed 15%.

There are two (2) forms of reserve volunteers with unique responsibilities and duties:

Shifting Reserve Volunteers must complete a two (2) hour weekly shift. Shifting Reserve Volunteers are not required to complete the four (4) extra hours monthly required of other volunteers.

Extra Hour Reserve Volunteers must complete a minimum of 16 hours per term. Extra Hour Reserve Volunteers are not required to commit to a two (2) hour weekly shift.

Reserve volunteers are expected to adhere to the expectations outlined in Articles VII and VIII, save VIII clauses two (2) and three (3) where applicable.

ARTICLE X: RESPONSIBILITIES AND DUTIES OF EXECUTIVE BOARD MEMBERS

The Executive Board members are responsible for the following

   1. Attending weekly Executive Board meetings
   2. Contributing to the Director’s End of Year Report by detailing activities undertaken during the elected term.
   3. Maintaining detailed and accurate records of all activities undertaken throughout the year that are made available to volunteers.
   4. Maintaining communication with other Executive Board members.
   5. Maintaining and upholding responsibilities and duties of all volunteers (see Articles VII and IX).
   6. Assisting other Executive Board members and volunteers when necessary and possible.
   7. Participating in training, hiring, socials and monthly general meetings.
   8. Organize and participate in at least one Centre clean-up per semester to ensure that the Centre is kept clean and organized, and that all exec members are aware of the Resources available to them in the Centre.
   9. To be responsible for the general upkeep and functionality of the Centre.
  10. To ensure that the Volunteer Binder is kept up-to-date and organized.
  11. To provide feedback to fellow Executive members, both informally and through Executive evaluations.

ARTICLE XI: STRUCTURE OF EXECUTIVE BOARD MEETINGS
Weekly Executive Board meetings shall occur year-round so long as the SHRC is open and functional. The Director shall chair the meetings and ensure that minutes are being taken during all meetings. The Director shall ensure that a copy of the minutes, censored to ensure volunteer confidentiality, is made available to volunteers in the Volunteer Binder. The Director may make a copy of the minutes for volunteers himself, or assign another member of the Executive to do so. An agenda will be made available to Executive Board members prior to the meetings. Quorum shall be achieved when fifty percent (50%) of members are present. Each portfolio shall have one (1) vote. Voting within the Executive Board requires quorum and a motion or proposal can only be passed in the event of a two-thirds (2/3) majority vote. Constitutional amendments must be achieved through consensus and require a unanimous vote in order to be passed. Executive Board members must seek approval from the entire Board before undertaking all major activities and projects.

ARTICLE XII: EXECUTIVE BOARD POSITION PORTFOLIOS

1. DIRECTOR
The duties of the Director include, but are not limited to, the following:
To act as the official spokesperson for the SHRC. To designate other Executive Board members as official spokespeople at their discretion. To answer all correspondence. To ensure that minutes are taken at weekly Executive Board meetings and at monthly general meetings. To represent the SHRC at SGPS meetings and to apply to the relevant governance bodies for club space. To provide focus and direction within the SHRC. To collaborate with individual Executive Board members to set yearly goals and expectations. To oversee and to undertake special projects with a long term focus for the benefit of the SHRC. To delegate within the Executive Board members and volunteers. To be aware of all the activities of the Executive Board members and to work with them to ensure the smooth running of the SHRC. To prepare a Year End Report detailing all activities of the SHRC during the elected term. To arrange door code changes. To change the safe combination at the end of the executive term. To enforce transition deadlines at the end of the executive term. To check for SHRC mail in the SGPS office and distribute accordingly. To check the SHRC e-mail account on a regular basis. To keep track of and maintain long-term Centre memory. To facilitate SGPS and AMS referendum proceedings.

2. ASSISTANT DIRECTOR
The duties of the Assistant Director include, but are not limited to, the following:
To act as the official spokesperson for the SHRC. To designate other Executive Board members as official spokespeople at their discretion. To answer all correspondence. To ensure that minutes are taken at weekly Executive Board meetings and at monthly general meetings. To represent the SHRC at SGPS meetings and to apply to the relevant governance bodies for club space. To provide focus and direction within the SHRC. To collaborate with individual Executive Board members to set yearly goals and expectations. To oversee and to undertake special projects with a long term focus for the benefit of the SHRC. To delegate within the Executive Board members and volunteers. To be aware of all the activities of the Executive Board members and to work with them to ensure the smooth running of the SHRC. To prepare a Year End Report detailing all activities of the SHRC during the elected term. To arrange door code changes. To change the safe combination at the end of the executive term. To enforce transition deadlines at the end of the executive term. To check for SHRC mail in the SGPS office and distribute accordingly. To check the SHRC e-mail account on a regular basis. To keep track of and maintain long-term Centre memory. To facilitate SGPS and AMS referendum proceedings.

3. EXTERNAL EDUCATION COORDINATOR
The duties of the External Education Coordinator include, but are not limited to, the following:
To be responsible for community outreach through communication efforts and by the development of projects which serve to increase awareness of the SHRC and its services. To ensure the arrangement of educational teach-ins for interested groups, the training of volunteers to perform these teach-ins and the evaluation of seminars upon completion, if necessary. To oversee volunteer attendance at teach-ins and to inform the Volunteer Coordinator of any unexplained or short notice absences. To ensure that the teach-in kits are complete and that the teach-in guides are up to date. To ensure that supplies are ordered in an effort to maintain the teach-in kits. To keep statistics on teach-in location, groups, etc. To modify existing materials and create new teach-in materials for diverse groups. Being responsible for the lending of teach-in kits to outside organizations and individuals and ensuring that they are adequately informed before making use of the kit and its contents. To work in conjunction with the Publicity Coordinator to promote education services offered by the SHRC.

4. INTERNAL EDUCATION COORDINATOR
The duties of the Internal Education Coordinator include, but are not limited to, the following:
To coordinate training weekend and update/create all training materials. To involve the volunteers in, and to inform them of, any new information relevant to ongoing training. To establish contact with a variety of community services to exchange information on a regular basis. To be responsible for maintaining the lending library and the pamphlet literature in the office. To order new pamphlets, to organize the pamphlets in the office and to ensure that all literature is accurate, current, applicable to the SHRC mandate and representative of a wide diversity of groups and interests. To keep the volunteer training binder up to date and to modify documents as necessary. To coordinate and lead volunteer training. To assist the Volunteer Coordinator in the facilitation of buddy shifting, when needed. To engage and assess volunteers in efforts of continued learning throughout their time at the SHRC.

5. VOLUNTEER COORDINATOR
The duties of the Volunteer Coordinator include, but are not limited to, the following: To organize and oversee the fall and spring hiring and training sessions with the help of the Executive Board members. To facilitate buddy shifting for new volunteers. To arrange general meetings, which includes informing volunteers in advance and following up on unexplained absences. To create a shift schedule and place a sign-in sheet in the Volunteer Binder. To post a list of SHRC hours on the office door during manual shifting periods. To ensure that volunteers attend their designated shift. To oversee volunteer attendance at other SHRC activities, such as teach-ins. To record the status of volunteers which includes missed shifts, extra hours, disciplinary actions, etc. To organize volunteer socials at regular intervals and rookie nights. To order the volunteer gifts and volunteer clothing. To act as a liaison between volunteers and the Executive Board members. To adopt the appropriate disciplinary measures with respect to shifts repeatedly missed or other problematic behaviours. To solicit and compile volunteer feedback and to conduct volunteer evaluations in conjunction with the Assistant Director. To work in conjunction with the Publicity Coordinator to promote volunteer hiring.

6. FINANCIAL MANAGER
The duties of the Financial Manager include, but are not limited to, the following: To handle all financial affairs. To handle all receipts and to issue cheques and sales tax payments. To assist the Assistant Director in grant applications. To keep adequate change in the till. To deposit money when the till is over the limit. To provide a budget for the Executive Board members to follow. To complete taxes when due. To issue invoices when necessary. To respond to volunteer concerns about the POS. To work with the banks that hold SHRC accounts. To ensure that the SHRC is financially accountable and using allocated funds to give back to the students and the Kingston community. To maintain files of 7 years of financial information in case of an audit.

7. PUBLICITY COORDINATOR
The duties of the Publicity Coordinator include, but are not limited to, the following: To undertake all advertising and publicity for the SHRC. To ensure that advertising is consistently maintained throughout the year. To ensure advertising in campus and community publications and orientation welcome packs. To work in conjunction with the Director and Financial Manager in an effort to establish a focus for advertising which reflects sales and inquiries handled by the SHRC. To monitor the effectiveness of advertising. To coordinate the production of buttons. To create banners and to book banner spaces. To maintain the SHRC profile on social networking sites. To maintain www.shrckingston.org with up to date information, including but not limited to: hours, products, contacts, events, resources and hiring opportunities.

8. OFFICE MANAGER
The duties of the Office Manager include, but are not limited to, the following: To order products and to oversee inventory. To introduce new products to ensure product selection meets the diverse needs of clients, so far as it is possible. To work with the Financial Manager to keep track of monetary transactions. To organize volunteer special ordering. To evaluate products to ensure they are presented in a manner which reflects Centre mandate. To pursue new product suppliers if necessary. To amalgamate product suggestions from the Executive and volunteers. To ensure that the computer is maintained and kept up-to-date. To ensure that price levels are accurate, reflect price changes from suppliers, and are sold at-cost. To ensure that the Centre has basic office supplies (these responsibilities are shared with the Assistant Director). To work in conjunction with the Publicity Coordinator to promote new and/or special products.

9. COMMUNITY OUTREACH AND EVENTS COORDINATOR
The duties of the Community Outreach and Events Coordinator include, but are not limited to the following: To act as a liaison between the SHRC and community groups. To initiate SHRC involvement with Community groups and events. To coordinate the Condom Outreach initiative, in which volunteers hand out packs of condoms, lube and business
cards in bars and nightclubs and at events run specifically for the queer population in Kingston. To meet with community groups to plan events involving the SHRC. To plan external events involving the SHRC. To make necessary arrangements in booking venues for external events. To arrange set-up and takedown of external events. To plan and organize display booths on display at events, including organizing all booth presenters both internal and external to the SHRC. To work in conjunction with the Publicity Coordinator to promote external events. To work in conjunction with the External Educator in the planning of educational external SHRC events.

**ARTICLE XIII: COUNSELLING AND DISCIPLINE**

**13.01 COUNSELLING**

When a volunteer is experiencing difficulty in meeting volunteer standards outlined in Article VII – RESPONSIBILITIES AND DUTIES OF ALL STAFF and Article VIII – RESPONSIBILITIES AND DUTIES OF VOLUNTEERS, the volunteer shall be counselled by two members of the Executive Board.

Minutes of matters discussed may be completed by the Executive Members present in the form of a memo to the volunteer.

Counselling of a non-disciplinary nature is intended to determine the nature of a perceived problem, and shall outline in clear terms the performance or conduct expected of the volunteer, as well as:

- the method of achieving acceptable standards; and
- the time frame within which those standards are to be met.

Volunteers may be made aware of mental health supports, if deemed necessary by the Executive Board.

**13.02 DISCIPLINE**

1) General

Prior to imposing discipline, investigation of the grounds is required. A minimum of two (2) Executive Board members will conduct this investigation.

The Executive Board is required to inform the volunteer within two (2) weeks upon receipt of information to inform the volunteer that disciplinary action is being considered or taken.

Volunteers will be given an opportunity to disclose extenuating circumstances.

2) Documentation

The Executive Board recognizes the necessity of objective and impartial disciplinary action.

Where a disciplinary document does not cite a specific expiry date, it will be removed from the volunteer’s personnel file after twelve (12) months.

All documentation related to the disciplinary action must be complete and accurate.

3) Disciplinary Sanctions

Disciplinary sanctions may include, but are not limited to the following: written warning(s); suspension; and/or dismissal.

Depending on the nature and gravity of the offence, disciplinary sanctions may be bypassed or repeated.

4) Examples of Grounds for Sanction

Offences which constitute cause for disciplinary action include, but are not limited to, the following:

1. Missing a shift without adequate warning and/or finding a replacement
2. Missing a monthly general meeting without an acceptable reason
3. Missing an SHRC commitment without warning or finding a replacement
4. Inappropriate behaviours or comments which do not reflect the professional atmosphere of the SHRC
5. Failing to complete the required extra hours for the month
6. Failing to inform the Financial Manager of excess funds in the till and/or cash discrepancies

5) Grounds for Immediate Dismissal
Any one (1) of the following behaviours will result in immediate dismissal:

1. Breach of client confidentiality
2. Purposefully or repeatedly giving inappropriate or inaccurate information to clients
3. Publicly presenting personal views as those of the SHRC without consent of the Director
4. Harassment of other volunteers, Executive Board members or clients
5. Persistent irresponsibility in handling of SHRC matters
6. Theft of SHRC funds or products

6) Procedure for Volunteer Dismissal
Written documentation stating the reason(s) for dismissal will be issued to the volunteer. A meeting will be held with the Director and one (1) other Executive Board Member, at which time the official dismissal will take place.

Upon dismissal, the office door code will be changed and volunteers will be notified not to discuss confidential SHRC matters with the dismissed volunteer.

7) Procedure to Appeal a Disciplinary Sanction
Following the receipt of a disciplinary sanction (written warnings, suspension, or dismissal), the volunteer has two weeks to appeal.

The volunteer must send a written statement outlining the grounds of their appeal to the Executive Board.

Two Executive Board members will then meet with the volunteer to further discuss the sanction in question.

Following this meeting, the two Executive Board Members who conducted the meeting will make a joint recommendation to the Executive Board as to whether the sanction ought to be modified or stricken from the volunteer’s personnel file.

The Executive Board will hold a vote on the motion to appeal. For an appeal to succeed, a 2/3 majority on the Executive Board must be achieved. Following a successful appeal, the sanction will be stricken from the volunteer’s personnel file, or the modified sanction reflected, effective immediately.

ARTICLE XIV: VOLUNTEER RESIGNATION

14.01 PROCEDURE FOR RESIGNATION OF VOLUNTEERS
In the event of a volunteer resignation, a letter of resignation must be submitted to the Executive Board two (2) weeks in advance of the effective date of the resignation. If the volunteer has a permanent shift, a replacement will be found by the Volunteer Coordinator.

14.02 ABANDONMENT OF VOLUNTEER POSITION

1. Circumstance
A volunteer who fails to report to Centre shifts and extra hours opportunities and fails to get authorization for such absence shall be considered to have terminated from the Centre when such absence without permission reaches three (3) consecutive calendar weeks in duration.

2. Action
The Volunteer Coordinator shall send the volunteer a letter to the last known email address. The letter shall indicate that the volunteer is considered to have deserted their position at the Centre as of the last day worked. Such separation shall be recorded as a resignation.

3. Re-consideration
Where a volunteer shows through documentary evidence that it was impossible to comply with their obligations under Article VII – RESPONSIBILITIES AND DUTIES OF ALL STAFF and Article VIII- RESPONSIBILITIES AND DUTIES OF VOLUNTEERS, the Executive Board may reconsider the volunteer’s termination from the Centre.

ARTICLE XV: CENSURE, DISMISSAL AND RESIGNATION OF EXECUTIVE BOARD MEMBERS

15.01 PROCEDURE FOR DISMISSAL OR CENSURE OF EXECUTIVE BOARD MEMBERS

1) Motion for Dismissal Proposed by Volunteers:
   a) Should a volunteer, or volunteers, have good reason to believe that an Executive Member is not capable of completing their duties and suitably representing the SHRC, they may bring forward a motion of non-confidence, the result of which will be the immediate dismissal of that person from the Executive Board.

      Any current volunteer may bring forward this motion, seconded by another. The motion shall be submitted, in writing and containing a brief outline of the rationale for the motion, to the Executive within no less than three days of the next GM. The party subject to the motion will have the opportunity to submit a response. Both documents will be emailed, simultaneously to the volunteer body.

      The motion will be subject to a mandatory vote with the following structured question:

      Do you agree that ____________, currently the (portfolio) be removed from their position on the Executive Board of the Sexual Health Resource Centre immediately?

      YES    NO    ABSTAIN

      To succeed and remove the Executive Member, the motion must achieve a 2/3 majority. All members of the SHRC, including Executive Board Members and parties to the motion will have a vote. Counting of the ballots shall not be done in private, but in such a way as the anonymity of the vote is protected.

      In the event that a board member is removed, nominations for a by-election will open no sooner than 2 weeks after the GM, in accordance with the by-election regulations outlined in ARTICLE VI.2 SELECTION OF VOLUNTEERS AND EXECUTIVE BOARD MEMBERS.

2) Motion for Censure Proposed by Volunteers:
   a) Should a volunteer, or volunteers, have good reason to believe that an executive member is not adequately completing their duties and suitably representing the SHRC, they may bring forward a motion of censure.

      Any current volunteer may bring forward this motion, seconded by another. The motion shall be submitted, in writing and containing a brief outline of the rationale for the motion, to the Executive within no less than three days of the next GM. The party subject to the motion will have the opportunity to submit a response. Both documents will be emailed, simultaneously to the volunteer body.
The motion will be subject to a mandatory vote with the following structured question:

Do you agree that ___________, currently the (portfolio) be censured, effective immediately?

YES  NO  ABSTAIN

To succeed in censure, the motion must achieve a 2/3 majority. All members of the SHRC, including Executive Board members and parties to the motion will have a vote. Counting of the ballots shall not be done in private, but in such a way as the anonymity of the vote is protected.

3) Motions for Dismissal Proposed by Executive Board Members

A motion of dismissal of an Executive Board member must be brought to the Director who will bring forth the motion at the next Executive Board meeting. The Executive Board member in question may receive only one official warning per issue/concern prior to expulsion. This will be officially documented in a letter to the Executive Board member. The choice to administer an official warning is left to the discretion of the Board. In the event of a severe infraction of the Constitution, the Executive Board may expel a Board member immediately and without warning. A motion for the dismissal of the Director must be brought to the Assistant Director who will bring forth the motion at the next Executive Board meeting. The Director may only be given one warning before being dismissed.

In the case that the severity of the Executive Board member’s offence(s) is (are) of such a nature that the Executive Board no longer holds confidence in the dismissed Executive Board member’s ability as a volunteer, the Executive Board member will be dismissed from the Centre volunteer body altogether.

15.02 PROCEDURE FOR THE RESIGNATION OF AN EXECUTIVE BOARD MEMBER

The resignation of an Executive Board member must be preceded by a letter of resignation issued to the Board two (2) weeks prior to the date of resignation. The individual may continue to function in the capacity of a reserve volunteer or may commit to a permanent shift if the opportunity arises. If they already have a permanent shift, they may keep it. In regards to the resignation of both Executive Board members and volunteers, it is left to the Board’s discretion to determine which duties must be completed prior to their departure.

ARTICLE XVI: TRANSITION

The period of transition will occur during the months of March and April following the yearly Executive Board elections in March. This period will begin immediately following the election and the term of the new Executive Board will officially begin on a date annually selected by both incoming and outgoing Executive Boardss. During transition, both Executive Boards will share projects undertaken.

Ongoing executive members will prepare transition manuals for elected members which will include contact information, a detailed summary of monthly activities and any other important information which is necessary for the fulfillment of the Executive position portfolio. Executive Board members will assist elected members in becoming familiar with their portfolio by arranging meetings and sharing responsibilities and information during the period of transition.

The elected Executive Board and the outgoing Executive Board will attend two (2) meetings. The first meeting is led by the outgoing Executive and the second meeting is led by the incoming Executive. Afterwards, only the new Executive will be required to attend weekly meetings. During the spring and summer months, Executive Board members remaining in Kingston will absorb the portfolios of those who have left for summer.

ARTICLE XVII: AMENDMENTS TO THE CONSTITUTION

Proposal for amendment must be tabled at an Executive Board meeting. A consensus of Executive Board members must be achieved before an amendment can be passed. The amendment(s) must then be brought forth to the entire membership at an official general meeting. Volunteer membership will be given written notification of the original amendment(s) and the proposed amendment(s) two (2) weeks prior to the meeting. A two-thirds (2/3) majority of votes cast by the entire membership must be
achieved in favour of the proposed change(s).
Those unable to attend the meeting may vote by proxy using a designated Executive Board member.

This Constitution last updated October 2015.