The intent of this form is to assist the supervisor and teaching assistant defining specific roles and expectations.

<table>
<thead>
<tr>
<th>ROLES</th>
<th>DESCRIPTION</th>
<th>HOURS ALLOTTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>pedagogical training and orientation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>marking of _____ reports @ _____ minutes each</td>
<td></td>
<td></td>
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<tr>
<td>_____ office hours per week for _____ weeks</td>
<td></td>
<td></td>
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<tr>
<td>_____ labs times _____ hours per week</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_____ hours of prep. time for _____ labs/tutorials</td>
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<td></td>
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<tr>
<td>meetings with supervisor</td>
<td></td>
<td></td>
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<tr>
<td>time for entering grades</td>
<td></td>
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</tr>
<tr>
<td><strong>TOTAL HOURS</strong> (must not exceed an average of 10 hours per week for the term)</td>
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</tbody>
</table>

TOTAL HOURS (must not exceed an average of 10 hours per week for the term)
# Teaching Assistant Agreement

Name of Teaching Assistant: 

Department: 

Number and title of course: 

Supervising instructor: 

<table>
<thead>
<tr>
<th>Teaching Activity</th>
<th>Checklist</th>
<th>Approx. Hours (term)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contact with Students</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Leading labs and tutorials</td>
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<td></td>
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<tr>
<td>Lecturing</td>
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<tr>
<td>Classroom instruction</td>
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<td></td>
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<tr>
<td>Office hours</td>
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<tr>
<td>Answering email/telephone inquiries</td>
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<tr>
<td>Monitoring class websites or listservs</td>
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<td></td>
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<tr>
<td>Other:</td>
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<td></td>
<td></td>
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<tr>
<td><strong>Contact with Supervisor</strong></td>
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<tr>
<td>Meetings</td>
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<td></td>
<td></td>
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<tr>
<td>Email</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Other:</td>
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<td></td>
<td></td>
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<tr>
<td><strong>Marking and Grading</strong></td>
<td></td>
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<tr>
<td>Term tests</td>
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<tr>
<td>Mid-term exams</td>
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<tr>
<td>Written assignments</td>
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<td>Lab assignments</td>
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<td>Quizzes</td>
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<tr>
<td>Final exams</td>
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<tr>
<td>Other:</td>
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<tr>
<td><strong>Other Duties</strong></td>
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<tr>
<td>Preparation time</td>
<td></td>
<td></td>
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<tr>
<td>Maintaining laboratory safety</td>
<td></td>
<td></td>
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<tr>
<td>Assisting with audio-visual equipment</td>
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<td></td>
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<tr>
<td>Practising lab techniques</td>
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<td></td>
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<tr>
<td>Post-lab clean up</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Other:</td>
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<td></td>
</tr>
<tr>
<td><strong>Total number of teaching hours</strong></td>
<td></td>
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</tbody>
</table>

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Training and Development

In the Report of the Sub-Committee on the Training of TAs at Queen’s approved by Senate in May 2002, it is stated in Recommendation 5 “that all new TAs participate in a mandatory training session of at least three (3) hours before taking up their assigned duties and the Departments and/or Faculties organize these sessions with assistance from the IDC”. Some Departments and/or Faculties may also offer additional mandatory and/or non-mandatory training and development for their TAs.

### Training Activity Checklist

<table>
<thead>
<tr>
<th>Training Activity</th>
<th>Checklist</th>
<th>Approx. Hours (term)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation in mandatory workshop</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total number of training hours __________

### Total number of expected TA hours this term:

Average TA hours per week:

Total remuneration for term:

---

### Assessment of TA

Outline clearly how the TA’s performance will be assessed throughout the course of her or his work (i.e. Will students fill out end-of-term questionnaires? Will the teaching supervisor do in-class observations and offer feedback to the TA? Will obtaining feedback be the responsibility of the TA?)

Date of meeting ____________________
Prepared by (Supervisor) ___________
Approved by (Chair) ________________
TA’s Signature ____________________

cc: TA, Course Supervisor, Department Head

This agreement was developed by the Alma Mater Society (AMS), Instructional Development Centre (IDC), School of Graduate Studies and Research (SGSR) and the Society of Graduate and Professional Students (SGPS).
Departmental TA Training and Development
Annual Activity Report

This report is to be completed by the departmental TA Coordinator and submitted to the department Head. Department Heads should review and sign the report and then forward copies to a) their Faculty Dean, b) Janice Deakin, Dean, School of Graduate Studies and Research, and c) Andy Leger, Educational Developer (Teaching Fellows/Teaching Assistants), Centre for Teaching and Learning.

<table>
<thead>
<tr>
<th>Department Unit:</th>
<th>Faculty:</th>
</tr>
</thead>
</table>

**Number of TAs:** Undergraduate | Master’s | Doctoral

**A. What are the primary roles and responsibilities of TAs in your department?**

- [ ] marking and grading
- [ ] lecturing/classroom instruction
- [ ] leading labs and tutorials
- [ ] office hours
- [ ] other

Please describe any departmental policies regarding TA selection, load and assignment:

**B. Please describe the mandatory component of your departmental training for new TAs:**

<table>
<thead>
<tr>
<th>Length of session</th>
<th>Date of session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of TAs attending</td>
<td>Facilitated by</td>
</tr>
</tbody>
</table>

**Topics Addressed:**

**Additional information:**

**C. Please describe any training and development opportunities offered to experienced TAs in your department:**

Do you offer more advanced workshops for experienced TAs?

Do experienced TAs have opportunities to take on more challenging teaching assignments?

Other opportunities for development?
D. What kind of mentoring do TAs receive in your department to help them with their teaching?

- regular meetings with course supervisor
- regular meetings with departmental TA coordinator
- coaching in lecturing or other teaching
- access to resources and materials on teaching
- new TAs participate in a formal departmental mentoring program
- other

E. How is TA performance assessed and reviewed in your department?

- students complete end-of-course TA evaluations in all courses with TAs
- students complete mid-term TA feedback forms in all courses with TAs
- course supervisors conduct in-class observations and offer feedback to TAs
- TAs are responsible for collecting feedback on their teaching themselves
- other

F. Please describe the role of faculty, staff, experienced TAs and students in your department’s various TA training and development activities.

Do experienced TAs participate in the training session(s) for new TAs described in section B?

- No  - Yes, their attendance is required  - Yes, their attendance is optional

If yes, do experienced TAs have any special role in the session(s), and/or do the training activities take their experience into account?

Do those who are leading TA training in the department receive any special training or preparation for this role?

G. Have you evaluated the effectiveness of your TA training efforts?

- No  - Yes  If yes, please explain:

Do you intend to introduce any changes to your department’s current practices next year?

- No  - Yes  If so, what would they be?
Concerns about international tuition increase

Sent to: Principal, Vice Principal Academic and Deans of Graduate Studies, Law, Medicine, Education and Business,

Dear Principal Woolf, Vice Principal Deane and Deans of Graduate Studies, Law, Medicine, Education and Business,

Following the Board of Trustees meeting on Dec 4th, 2009, the issue of international student tuition fees was discussed extensively at the Council meeting of the Society of Graduate and Professional Students.

We wish to begin by lauding the University's decision to freeze graduate tuition. Many of our members will enjoy the benefit of this important decision over the next year. However, we must express our concern regarding the change in international students' tuition fees in the professional programs. Students in School of Policy Studies, School of Urban and Regional Planning and School of Rehabilitation Therapy will see an increase by 8% in the first year of study and 4% for continuing students in each year of study. International undergraduate law and education students will also see their tuition fees rise by 10% in the first year of study and 5% for continuing students in each year of study. Finally, medicine students and other international undergraduate students will see as much as a 30% rise in tuition.

International students are already financially burdened by tuition rates more than double their domestic colleagues and suffer considerable financial difficulty. More distressing is the fact this tuition increase has been planned and passed without consultation. The SGPS, AMS, international professional, undergraduate and professional graduate students were not consulted on the tuition hike before it reached the Board of Trustees.

According to the Board of Trustees, tuition increases to international graduate students were avoided as "increases to the graduate international student tuition fee will severely limit the utility of the International Tuition Award program (ITA) and reduce the number of awards that can be offered." The SGS is already in the process of making ITAs voluntary and not required for all international Master's students. The possible tuition increase for international graduate students in the future and the changes in ITA policy will threaten the financial stability and quality of living for many of Queen's international graduate students starting as early as 2011-2012.

On behalf of both Societies, we strongly oppose the lack of student consultation before hiking international student tuition and request that any future tuition-readjustment proposal include those most affected by the proposed increases. The SGPS and the AMS ought to be consulted in tuition changes that negatively impact their membership.

Other measures to downsize the budget should be contemplated before turning to students, especially international students who are among our most financially vulnerable constituents.

Sincerely,

Society of Graduate and Professional Students
Alma Mater Society
SGPS Draft By-Laws

Preamble to the By-laws

These by-laws are subject to the Corporations Act (the “Act”) of Ontario. Two important implications follow:

First, these by-laws must be read within the context of the Act. Where there is a conflict or where the by-laws are silent, the Act governs.

Second, any amendments to these by-laws must not offend the Act; otherwise the amendments are without legal effect. It is important to note that an amendment may offend the Act either procedurally (meaning the process by which the amendment is approved) or substantively (meaning the nature of the amendment itself).

Article I. Terms and Definition

Board - The Board of Directors of the Corporation
Directors - The voting members of the Board
Observers - The non-voting members of the Board
SGPS - Society of Graduate and Professional Students at Queen’s University
Council - The Council of SGPS
Speaker - The Speaker of Council
Ordinary Member - Any Ordinary Member of the SGPS as outlined in the SGPS By-laws
CEO - Chief Executive Officer of the Corporation
Commissioner - The Housing Commissioner of the Housing Authority
Chair - The Chair of the Board
VP - Vice-President

Article II. Corporation

Corporate Name
2.1.1 The name of the corporation is SGPS Services Inc. (the “Corporation”).

Head Office
2.1.2 The Head Office of the Corporation shall be in the City of Kingston, in the Province of Ontario, and at such place therein as the Board may from time-to-time determine.

Corporate Seal
2.1.3 The Seal, an impression whereof is stamped in the margin hereof, shall be the corporate seal of the Corporation.

Article III. Objects
The Corporation is established in order to:

1. Provide services to the SGPS and manage the associated financial affairs of the SGPS;
2. To ensure the financial viability of the SGPS; and
3. To assist the SGPS in carrying out its objects.

Article IV. The Board of Directors

Section 4.1 Composition of the Board

4.1.1 The Board shall consist of eleven (11) Directors. There shall also be four (4) Observers.

Ex-Officio Voting Directors

4.1.2 The Directors shall include the following members of the SGPS by virtue of their office:

1. President;
2. VP Finance and Services;
3. VP Campaigns and Community Affairs;
4. VP Professional; and
5. Equity Commissioner

4.1.3 The ex-officio Directors are not subject to removal from the Board while they still hold office except in accordance with s. 4.4. In the event that any of the aforementioned is no longer a Director, they may be replaced by any other member of the Corporation.

Non Ex-Officio Voting Directors

4.1.4 Six (6) additional Directors will be elected from the Ordinary Membership of the SGPS by Council each year.

4.1.5 The non ex-officio Directors of the Board shall serve from November 1 to October 31 of each year.

Observers

4.1.6 The Observers shall include the VP Graduate and the Executive Director of the SGPS, as well as the CEO of the Corporation and the Housing Commissioner.

Quorum

4.1.7 Quorum for meetings of the Board shall consist of seven (7) Directors.

Meetings

4.1.8 The Board shall meet at least six (6) times from November 1 to October 31 of a Calendar Year. Meetings will ordinarily be scheduled at least three (3) weeks in advance.
4.1.9 Board meetings shall be presided over by the Chair or her recognized Designee. SGPS Executives and the SGPS Equity Commissioner may only be considered for Chair if all other Directors refuse to accept a nomination.

Chair

4.1.10 The Chair or the VP Finance and Services of the SGPS shall have the authority to call a meeting of the Board provided forty-eight (48) hours notice is given to all members of the Board.

Section 4.2 - Role of the Board

4.2.1 The role of the Board is to:
   a. Act as the Directors of the Corporation;
   b. Recognize and respond to the concerns of and take direction from Council and membership where reasonable;
   c. Promote the interests of the SGPS and its members;
   d. Represent the Corporation in dealing with external organizations, groups, and individuals;
   e. Uphold the policies of the Corporation;
   f. Generally oversee the operational budget and major expenditures budget of the Corporation;
   g. Generally oversee and evaluate all hired officers and staff of the Corporation;
   h. Serve as the deciding body on the purchase or sale of property;
   i. Develop and ratify policy as reasonably necessary for the businesses and services of the Corporation;
   j. Train the successors to their positions with the assistance of the CEO; and
   k. Provide direction to and oversight of all Committees established within the businesses and services of the Corporation.

4.2.2 The Board shall keep in mind at all times:
   a. Any potential negative effects upon the Kingston community that might result from the purchase or control of any property; and
   b. The Royal Charter of Queen’s and the ability of the University to expropriate land, and the potential impact upon property owned by the Corporation.

4.2.3 The Board has a duty to act in accordance with the objects of the Corporation as outlined in Article 3.

Section 4.3 - Elections, Appointments and Designees

Election of Directors

4.3.1 The election of Ordinary Members of the SGPS as Directors to the Board shall take place in the following manner:
   a. Council shall elect Directors from among nominees at the October session of Council. Calls for nominations shall take place three weeks prior to the October Council.
b. Candidates must submit a cover letter, resume, and an application to the Speaker, and such material must be tailored to the requirements of the Board.

c. The Speaker shall make the nomination packages available to Council and the public no later than a week before the October Council session.

d. The Speaker shall have discretion over the precise format of the election, but shall ensure that eligible candidates have an opportunity to speak in advocacy to their candidacy and that Council members have an opportunity to question them prior to ratification.

e. In the event that there are more candidates than seats available, Council shall elect Directors by writing the names of their six (6) preferred candidates on a slip of paper provided by the Speaker. The SGPS Executive Director shall tabulate votes per candidate. The names of the six (6) candidates with the largest number of votes shall be presented to Council for ratification before the end of the Council meeting, subject to the provisions of s. 4.3.4.

f. All appointments must be ratified by a simple majority at Council.

Vacancies
4.3.2 In the case of vacancy of any seat of the Board, Council can appoint a Temporary Director for no more than two months at a time. The Temporary Director will cease to hold office at the time when a Director is appointed to the seat. The Temporary Director shall not be subject to the appointment procedure outlined in 4.3.1.

Appointment of Chair
4.3.3 The Chair shall be selected by a simple majority of the Board.

Vacancy of Chair
4.3.4 In the event that the Chair has vacated their office, the VP Campaigns and Community Affairs of the SGPS shall preside over the Board until such time as the Board chooses the next Chair. The selection of a Chair shall precede all other agenda items.

4.3.5 In the event that the Chair, the Chair’s designee, and the VP Campaigns and Community Affairs are absent from the meeting, the Board shall determine, by a simple majority vote, a Temporary Chair presiding over the meeting in question. The selection of the Temporary Chair shall precede all other agenda items.

Desigenees
4.3.6 Each Director may appoint a Designee that shall be an Ordinary Member of the SGPS and must not be a Director or Observer of the Board at the time of the meeting. A Designee may be challenged and overturned by simple majority vote.

Section 4.4 – Removal

Death or Incompetency
4.4.1 A Director shall cease to hold office if he/she:

   a. Is declared deceased or mentally incompetent;
b. Submits a written resignation to the Chair stating the reason and time of the resignation;
c. Is removed from office in accordance with 4.4.2 or 4.4.3.

Removal by Majority Resolution
4.4.2 A voting non-ex officio Director can be removed prior to the expiration of their term by a simple majority resolution of Council. A written or electronic notification must be made to all Directors and Observers of the Board one (1) week prior to the Council session.

Removal for Failure to Attend Meetings
4.4.3 If a Director or his/her recognized Designee fails to attend three (3) meetings in a term, he/she will be removed as a Director at the approval of the Chair. If the Chair or her recognized Designee fails to attend three (3) meetings in a term, he/she will be removed from the Board at the approval of the VP Finance and Services of the SGPS.

Resignation of Chair
4.4.4 The Chair can cease to hold his/her office but remain a Director if:
   a. He/she submits a written letter of resignation stating the reason and time of the resignation to the VP Finance and Services of the SGPS;
   b. If a signed petition of at least eight (8) Directors is submitted to the VP Finance and Service of the SGPS explicitly stating the intent, reason, and time of the Chair’s removal.

Section 4.5 - Compensation
4.5.1 Voting Directors are eligible to receive compensation, provided that their compensation scheme has been ratified as policy in one reading by the Board and one reading by SGPS Council prior to commencement of a Director’s term.

4.5.2 The Authority is encouraged to offer reasonable compensation to its Directors to the extent that incentives are reasonably necessary for the Directors to work effectively.

Article 5 – Officers

The Officers of the Corporation will fulfill their responsibilities as outlined in these and any other By-laws or Policies as ratified by the Corporation. The Board may establish additional Staff for specific purposes.

Officers
5.1.1 In keeping with the Act, the officers of the corporation shall be as follows:
   a. Board Chair will act as the President;
   b. SGPS President will act as the Vice-President; and
   c. SGPS VP Finance and Services will act as the Secretary.

Section 5.2 - Chief Executive Officer
5.2.1 The Corporation shall employ a CEO.

5.2.2 The Corporation shall have a contract with the CEO determined by the Board.

Responsibility and Duties
5.2.3 The CEO shall:
   a. facilitate the overall functioning of the Corporation;
   b. be the direct supervisor of the Corporation’s staff, including the Commissioner;
   c. be responsible for the financial bookkeeping of the Corporation;
   d. be present at all Board meetings to report to and advise the Board; and
   e. report directly to the Board.

Selection
5.2.4 The CEO shall be selected by a hiring committee consisting of the Board Chair, the SGPS President, the SGPS Vice-President Finance and Services, VP Campaigns and Community Affairs, and the SGPS Equity Commissioner. The selected candidate must be ratified by the Board by a simple majority resolution.

Article 6 – Membership of the Corporation
6.1.1 The voting members of the Corporation shall be the voting members of the Council as set out in the SGPS By-laws and Policies.

6.1.2 If an Ordinary Member of the SGPS is elected as a Director, but is not a member of Council, the Board shall, within ten (10) days of his/her election, appoint such person as a non-elected, non-voting member of the Council as permitted by the SGPS By-laws and Policies.

Article 7 – Protection of Directors, Officers and Employees
7.1.1 Every Director, Officer and employee of the Corporation and her/his heirs, executors, administrators and other legal personal representatives shall be indemnified and saved harmless by the Corporation from and against:
   a. any liability and all costs, charges and expenses that he/she sustains or incurs in respect of any action, suit or proceeding that is proposed or commenced against her/him for or in respect of anything done or permitted by him/her in respect of the execution of her/his duties; and
   b. all other costs, charges and expenses that he/she sustains or incurs in respect of the affairs of the Corporation.

7.1.2 Notwithstanding subsection 7.1.1, no Director or Officer of the Corporation shall be indemnified by the Corporation in respect of any liabilities, costs, charges or expenses that she/he sustains or incurs in or about any action, suit or other proceeding as a result of which he/she is adjudged to be in breach of any duty or responsibility imposed upon her/him under the Act or
under any other statute unless, in an action brought against him/her in his capacity as Director or Officer, she/he has achieved complete or substantial success as a defendant.

7.1.3 Subject to the provisions of the Act, the Corporation may purchase and maintain such insurance for the benefit of its Directors, Officers and employees as the Board may from time-to-time determine.

Article 8 – Finance

Section 8.1 - Fiscal Year

The Fiscal year of the Authority shall run from Feb 1 to Jan 31 of every year.

Section 8.2 - Operating Budget

Annual Operating Budget
8.2.1 The Corporation shall have an annual operating budget pertaining to:
   a. the day-to-day operations of the Corporation, its businesses and services;
   b. the stipends and wages of Directors, Officers, and other employees;
   c. maintenance and repair of property; and
   d. taxes, insurance, and other legal obligations of the Corporation.

Approval of Operating Budget
8.2.2 The Operating Budget shall be approved as follows:
   a. The Corporation’s Finance and Operations Committee shall submit a draft budget, including guidelines, to the Board no later than one month before the start of the fiscal year.
   b. The draft budget, along with any changes, will be approved at a reading of the Board with a simple majority vote.
   c. The approved draft budget shall be submitted to Council no later than a week prior to the next meeting.
   d. Council shall approve the draft budget, along with any changes, with a simple majority vote.

8.2.3 The Board is not authorized to make any expenditures during a new fiscal year until the Budget has been ratified in accordance with 8.2.2.

Changes to Budget
8.2.4 Changes to budget lines up to $1000.00 may be approved by the Board at a single reading.

8.2.5 Changes to budget lines exceeding $1000.00 shall require one reading at Board and one reading at Council.

Prohibited
8.2.6 All loans and pay advances to staff members and Directors are strictly forbidden.

Section 8.3- Major Expenditures

Definition
8.3.1 A major expenditure is defined as an expenditure exceeding $5,000, and shall include major renovations of property and acquisition of new property.

Approval
8.3.2 Major expenditures shall require one reading at the Board prior to approval by the Board.

Section 8.4 – Financial Records

8.4.1 All revenues shall be deposited in the Corporation’s accounts, and all expenses paid from the same.

8.4.2 The SGPS VP Finance and Services shall be directly responsible for the administration of all of the Corporation’s accounts and shall keep adequate records of all transactions with the assistance of the CEO.

8.4.3 All expenditures from the Corporation’s accounts shall be documented by appropriate receipts, invoices, cheque stubs, or other satisfactory evidence.

8.4.4 The VP Finance and Services of the SGPS shall present to the Board and to Council a balance sheet and income statement outlining all transactions at the Annual General Meetings of those bodies.

Section 8.5 Cheque Signing

The Signing Officers for the Corporation’s accounts shall be the Officers of the Corporation (i.e. the Board Chair, the SGPS President, and the VP Finance and Services, as well as the VP Campaigns and Community Affairs). Two signatures are required for all financial transactions.

Section 8.6 Audits

8.6.1 The books and business transactions of the Corporation must be audited each fiscal year by a Chartered Accountant and the results of the audit reported to the Board and the SGPS Council at their Annual General meetings.

8.6.2 Any Ordinary Member of the SGPS may demand to examine the books and business transactions of the Corporation. This examination must be done in the presence of the VP Finance and Services. If desired, this examination may take the form of an independent audit by a Chartered Accountant, with the costs of the audit to be paid by the Ordinary Member who requests it.
Section 8.7 Generated Income

8.7.1 Any income generated by any business or service operated by the Corporation must be directed towards furthering the Corporation’s approved objects.

Article 9 – The Housing Authority Service

Section 9.1 The Establishment of the Housing Authority

9.1.1 A Housing Authority (the “Authority”) shall be established as a service to provide living/rental accommodations to members of the SGPS at or below market rates.

9.1.2 The CEO and Board shall be responsible for the overall operation of the Authority.

Section 9.2 Housing Commissioner

9.2.1 The Authority shall have a Housing Commissioner.

9.2.2 The Authority shall have a contract with the Commissioner.

Responsibility and Duties

9.2.3 The Commissioner is to be the primary operational manager of the Authority and balance the needs of tenants with the needs of the Authority and Corporation.

9.2.4 The duties of the Housing Commissioner include but are not limited to:
   a. advertising vacancies;
   b. showing available units to prospective tenants;
   c. filling vacancies;
   d. responding to tenants;
   e. arranging for emergency repairs;
   f. scheduling regular maintenance;
   g. keeping operational records; and
   h. such other duties as the CEO or Board may assign.

9.2.5 The Housing Commissioner shall be a non-voting ex officio member of the Board, the Housing Operations Committee, and the Purchase and Sales Committee. The Commissioner is expected to attend all meetings of these bodies and report on activities.

9.2.6 The Housing Commissioner reports directly to the CEO and the Board.

Compensation

9.2.7 The Commissioner’s compensation shall be determined by the Board.
Selection
9.2.8 The Commissioner shall be selected by a hiring committee consisting of the Board Chair, the SGPS President, the SGPS VP Finance and Services, the SGPS Equity Commissioner and the CEO. The selected candidate must be ratified by the Board by a simple majority resolution.

Section 9.3 Powers of the Housing Commissioner

9.3.1 Subject to ss. 8.2 and 8.3, The Housing Commissioner shall have the power to:
   a. make such expenditures as are necessary for the proper maintenance of the Authority and its properties as long as said expenditures are within approved budget lines. Expenditures exceeding $5000 must be approved by the Board. In the event that one or more leased units is rendered uninhabitable by an emergency (e.g., fire, flood, etc.), the Commissioner may authorize such repairs as are necessary upon approval of the three Officers of the Corporation.
   b. negotiate leases with tenants pending approval by the VP Finance and Services or, in the absence of the VP Finance and Services, by the SGPS President.

Section 9.4 Housing Authority Policies

9.4.1 The Board shall implement and adopt policies with respect to equitable purchasing, equitable property ownership and tenant protection.

Section 9.5 Purchase and Sales Committee

Establishment and Composition
9.5.1 A Purchase and Sales Committee shall be a standing committee of the Authority.

9.5.2 The Purchase and Sales Committee shall be comprised of the following:
   a. The SGPS Equity Commissioner, the SGPS Vice-President Campaigns and Community Affairs, and any three other Ordinary Members of the SGPS as appointed by the Board as voting members of the Committee for one year renewable terms.
   b. The CEO and Housing Commissioner shall be non-voting members of the Committee.
   c. The Committee shall be chaired by the SGPS Equity Commissioner.

Purpose and Duties
9.5.3 Purpose and Duties of the Purchase and Sales Committee:
   a. The purpose of the Committee is to identify properties to potentially be bought or sold by the Authority.
   b. The Committee’s related purpose is to ensure that decisions to purchase or sell particular properties adhere to the mission, purpose, and ethics of the Authority as set out in these by-laws.
   c. All decisions to buy or sell property must first be approved by the Committee.
d. When directed to do so by the Board, the Committee will search for possible properties to buy within the parameters set by the Board. Properties identified and approved by the Committee as being suitable potential purchases shall be reported to the Board in a timely manner.

e. The Committee shall report its activities in writing to the Board at each Board meeting and submit an annual report at each Annual General Meeting of the Housing Authority.

f. All decisions by the Committee regarding the selection of properties for purchase or sale shall be subject to the provisions of Article Z [outlining procedures and restrictions].

Section 9.6 Housing Operations Committee

Establishment and Composition
9.6.1 A Finance and Operations Committee shall be a standing committee of the Authority.

9.6.2 The Finance and Operations Committee shall be comprised of the following:

a. The SGPS Vice-President Finance and Services the Board Chair and any three other Ordinary Members appointed by the Board shall be voting members for one year renewable terms.

b. The CEO and Commissioner shall be non-voting members of the Finance and Operations Committee.

c. The Finance and Operations Committee shall be chaired by the SGPS VP Finance and Services.

Purpose and Duties
9.6.3 Purpose and Duties of the Finance and Operations Committee:

a. The Committee shall prepare an annual operating budget, along with guidelines, that is to be submitted to the Board for review and ratification in accordance with Article 8 of the Corporation’s by-laws.

b. The purpose of the Committee is to oversee and ensure the efficient operation of the Authority, including but not limited to: the selection of tenants; leases; repairs and maintenance; physical upgrades and refurbishment; contracting, hiring, and purchasing.

c. The Committee’s related purpose is to ensure that all operations of the Authority are conducted in a fair and equitable manner.

d. The Committee may recommend policies and policy changes related to operations to the Board, but they must be approved by the Board before being implemented.

e. The Committee can make recommendations of major expenditures of over $5,000 to the Board.

f. At the request of the SGPS Equity Commissioner, the Chair must place any specified decision of the Housing Operations Committee on the agenda of the next Board meeting for review.

g. Any decision of the Committee may be reversed by a majority vote of the Board.

h. The Committee shall report its activities in writing to the Board at each Board meeting and submit an annual report at each Annual General Meeting of the Corporation.
Section 9.7 Special Committees

9.7.1 Special Committees are established for the purposes of examining questions for which neither of the Authority’s committees exists, as determined by the Chair.

9.7.2 The membership and terms of reference of Special Committees shall be determined by a resolution of the Board.

9.7.3 A Special Committee shall be dissolved:
   a. by resolution of the Board; or
   b. following the presentation of its final report to the Board.

Article 10 – By-laws and Policies

Section 10.1 Amendments

10.1.1 Amendments to the by-laws may be proposed by:
   a. The Chair upon written request from four (4) or more Directors;
   b. The SGPS Speaker upon written request from five (5) or more voting members of Council.

10.1.2 The first reading of a motion amending the by-laws shall take place at a Board meeting.

10.1.3 The second reading of a motion shall take place at either a Council or General meeting.

10.1.4 A 2/3 majority vote is required at both first and second readings of a motion to amend the by-laws.

10.1.5 Notice of the proposed amendments to the by-laws shall be given by the SGPS Speaker to members of the SGPS ten (10) days in advance of the meeting where the first reading will be considered.

Article 11 – Dissolution

Section 11.1 Dissolution of the Corporation

11.1.1 The dissolution of the Corporation may be proposed by:
   a. the Chair upon written request from ten (10) or more Directors; or
   b. the SGPS Speaker upon written request of (15) or more voting members of the Council; or
   c. the SGPS Speaker upon written request from one-hundred (100) or more Ordinary Members of the SGPS;

11.1.2 A dissolution of the Corporation may be ratified by a 9/10 majority vote at any Council
11.1.3 Notification of the dissolution shall be given to the SGPS membership by the SGPS Speaker thirty (30) days in advance of the meeting where it will be considered.

11.1.4 Upon ratification of the dissolution, the Board shall first liquidate all assets of the Corporation and cover all Corporation related debts within one-hundred and eighty (180) days of the ratified dissolution.

11.1.5 Upon liquidation of all of the Corporation’s assets, the Board shall transfer all funds to the SGPS within ninety (90) days.

11.1.6 Upon transfer of all funds of the Corporation to the SGPS, the Board shall file the necessary paperwork and documents in accordance with the Act for official dissolution within ninety (90) days.