

Appendix 1 – HR Related Changes/Administrative Assistant Creation

Bylaw B.7

Current:

B.7 Office Staff

- a. The SGPS shall employ an Executive Director (ED) who shall be a full-time permanent employee. The SGPS shall have a contract with the ED, which shall be negotiated by the SGPS Executive.
- b. The SGPS shall employ an Executive Assistant (EA) who shall be a full-time permanent employee. The SGPS shall have a contract with the EA, which shall be negotiated by the ED. The EA is directly responsible to the ED.
- c. The SGPS shall employ an adequate number of personnel to act as Front Desk Staff for the SGPS, who shall each be part-time employees. The SGPS shall have contracts with each Front Desk Staff member, which shall be negotiated by the ED. The Front Desk Staff are directly responsible to the ED.

B.7.1 Role and Responsibilities of the Office Staff

The role and responsibilities of the Office Staff are defined in Policy Section P.2.4.

Proposed:

B.7 Office Staff

- a. The SGPS shall employ an Executive Director (ED) who shall be a full-time permanent employee. The SGPS shall have a contract with the ED, which shall be negotiated by the SGPS Executive.
- b. The SGPS shall employ an Executive Assistant (EA) who shall be a full-time permanent employee. The SGPS shall have a contract with the EA, which shall be negotiated by the **Executive**. The EA is directly responsible to the **Executive**.
- c. **The SGPS shall employ an Administrative Assistant (AA) who shall be a full-time permanent employee. The SGPS shall have a contract with the AA, which shall be negotiated by the ED. The AA is directly responsible to the ED.**
- d. The SGPS shall employ an adequate number of personnel to act as Front Desk Staff for the SGPS, who shall each be part-time employees. The SGPS shall have contracts with each Front Desk Staff member, which shall be negotiated by the ED. The Front Desk Staff are directly responsible to the ED.

The role and responsibilities of the Office Staff are defined in Policy Section P.2.4.

Policy P.2.1

Current:

P.2.1 The Executive

The primary roles of the executive as a whole are as follows:

- a. Act as the Directors of the SGPS;
- b. recognize and respond to the concerns of and take direction from Council and membership;
- c. promote the interests of the SGPS and its members;
- d. represent the SGPS and its members in dealing with external organizations, groups, and individuals;
- e. act as the steering committee of Council for a term of office from April 1 to March 31;
- f. Oversee employees of the SGPS in the performance of their duties and responsibilities;
- g. uphold the Bylaws and Policies of the SGPS;
- h. propose policy and present it to Council for consideration;
- i. report to each meeting of Council, and act in accordance with any decisions of that body;
- j. meet at least once a week at the call of the President or appointed Executive member;
- k. act as signing officers for the SGPS' accounts in accordance with P.1.1.3. and generally oversee the finances of the SGPS;
- l. from March 1 to March 31, train the successors to their positions with the assistance of the Executive Director; and
- m. avail themselves for one month of transition prior to the commencement of their official capacity on April 1;
- n. retain discretion to refer representation of SGPS members to the Student Advisor Program.
- o. Assist the Executive Director in the documentation and archiving of all relevant information

P.2.1.1 Description of Executive Responsibilities:

- a. The President, official spokesperson of the SGPS, is responsible for:
 - (1) acting as the official representative and spokesperson for the SGPS;
 - (2) supporting the Executive in the performance of their duties and responsibilities;
 - (3) proposing the direction of policy and other goals for the SGPS to Council;
 - (4) reporting on the actions of the Executive and Officers of the SGPS at each Council and General Meeting;
 - (5) ensuring that all important decisions made at Executive meetings are reported at each meeting of Council;
 - (6) calling all General Meetings.
 - (7) The President shall be a voting member of the SGPS Finance and Services Standing Committee and act as an ex-officio, non-voting member of all other SGPS committees;
 - (8) The President (or President's delegate) shall serve ex-officio on the following bodies:
 - i. Council of the School of Graduate Studies;

- ii. Advisory Committees for the Hiring of Vice Principals and Deans of the University;
- iii. Board of Trustees of Queen's University (Observer Status);
- iv. Senate of Queen's University;
- v. Senate Committee on Honorary Degrees;
- vi. Senate Residence Committee;
- vii. Campus Planning and Development Committee;
- viii. Student Life Centre Executive Committee (or equivalent);
- ix. Student Life Centre Council (or equivalent);
- x. Alma Mater Society Assembly (Honorary);
- xi. Alumni Assembly (Observer Status);
- xii. University Council;
- xiii. Queens Centre Transition Working Group,
- xiv. Queens Centre Management Working Group;
- xv. QC Executive Committee;
- xvi. Food Committee;
- xvii. Cold Beverage Committee;
- xviii. Health, Counselling and Disability Services Advisory Council;

(9) The President shall have the authority to call a meeting of any SGPS body provided forty-eight (48) hours notice are given to all members of that body, in accordance with B.15.2, with the exception of SGPS Council, which requires four (4) days notice.

(10) If the President's office is vacant it should first be filled by appointing the VP Graduate. If that option is unavailable the regular procedures for a vacated office shall be followed.

b. The Vice President Graduate is responsible for:

- (1) representing the SGPS in matters specific to graduate students;
- (2) ensuring that graduate students are represented in university affairs at Queen's;
- (3) assisting members who require an advocate to help them resolve matters of both an academic and non-academic nature, and, wherever possible, working in conjunction with any appropriate external resource.
- (4) perform any function of the President, in accordance with B.6.2.1;
- (5) chair the SGPS Graduate Student Standing Committee, and be responsible for its proper and complete functioning;
- (6) chair the SGPS Coordinating Committee of the Student Advisors and act as direct supervisor of the Student Advisors;
- (1) serve as an ex-officio member or be in good communication with the elected student at large members of the following bodies:
 - i. Graduate School Executive Council;
 - ii. Senate Advisory Research Committee;
 - iii. Grad Life Working Group;
 - iv. Expanding Horizons Working Group;
 - v. Council of the School of Graduate Studies;
 - vi. Graduate Studies Executive Committee;

vii. Senate Internal Academic Review Committee.

c. The Vice President Professional is responsible for:

- (1) representing the SGPS in matters specific to professional students;
- (2) ensuring that professional students of the SGPS are represented in university affairs at Queen's;
- (3) assisting members who require an advocate to help them resolve matters of both an academic and non-academic nature, and, wherever possible, working in conjunction with any appropriate external resource.
- (4) hiring, dismissing, supervising, and evaluating SGPS employee(s) jointly with the Executive Director;
- (5) perform any function of the Speaker, in accordance with P.3.1.1;
- (6) chair the Professional Students Standing Committee, and be responsible for its proper and complete functioning;
- (7) chair the Human Resources Committee, and be responsible for its proper and complete functioning
- (8) be responsible for overseeing the hiring, according to B.12.2 and B.12.3, and supervision of the Appointees of Council and any other hired positions (excluding Front Desk Staff) in cooperation with the Executive Director;
- (9) be responsible for the human resources of the SGPS;
- (10) serve, where possible, on SONAD, the Grad Club Board and the Academic Integrity Working Group.

d. The Vice President Campaigns and Community Affairs is responsible for:

- (1) representing and communicating the interests of the members of the SGPS at meetings of the external student associations of which the SGPS is a member;
- (2) promoting the interests of SGPS members by making representations to people and organizations external to the University.
- (3) chair the Campaigns and Community Affairs Standing Committee, and be responsible for its proper and complete functioning;
- (4) act as the liaison between the "Free Queen's" program and the SGPS
- (5) Attend annual and semi-annual general meetings of the CFS at both the national and provincial levels, and attend other CFS events;
- (6) serve, where possible, on the Queen's Journal Board of Directors, SGPS Student Housing Working Group and the Council of Graduate Studies.

e. The Vice President Finance and Services is responsible for:

- (1) administrating the SGPS' finances and accounts along with the Executive Director;
- (2) supervising all of the SGPS' financial transactions
- (3) setting the SGPS' annual budget;
- (4) presenting the annual SGPS budget to Council at or before the September council meeting;
- (5) presenting to Council in August, a balance sheet and income statement in accordance with P.1.1;

- (6) presenting a balance sheet and income statement from September 1 at the Winter Term General Meeting;
- (7) arranging for an independent audit of the SGPS' financial books in accordance with P.1.1;
- (8) coordinating and planning the services of the SGPS;
- (9) administrating the SGPS health and dental plan along with the Executive Director.
- (10) be authorized to approve any non budgeted expenditure of five hundred (\$500) dollars or less, and report such expenditures to the SGPS Council, in accordance with P.1.1;
- (11) present to the Finance and Services Standing Committee for review of the detailed income/expense statement of the SGPS quarterly;
- (12) chair the Finance and Services Standing Committee in accordance with P.6.2.1; and
- (13) administering all SGPS bursaries and grants along with the Finance and Services Standing Committee;
- (14) serve, where possible, on the Senate Scholarships and Student Aid Committee, Student Life Centre Council, Queen's Centre Transition Working Group (or replacement), Cold Beverage Committee and the Council of the School of Graduate Studies.

Proposed:

P.2.1 The Executive

The primary roles of the executive as a whole are as follows:

- a. Act as the Directors of the SGPS;
- b. recognize and respond to the concerns of and take direction from Council and membership;
- c. promote the interests of the SGPS and its members;
- d. represent the SGPS and its members in dealing with external organizations, groups, and individuals;
- e. act as the steering committee of Council for a term of office from April 1 to March 31;
- f. Oversee employees of the SGPS in the performance of their duties and responsibilities;
- g. uphold the Bylaws and Policies of the SGPS;
- h. propose policy and present it to Council for consideration;
- i. submit a monthly written report to council
- j. attend each meeting of Council, and act in accordance with any decisions of that body;
- k. meet at least once a week at the call of the President or appointed Executive member;
- l. act as signing officers for the SGPS' accounts in accordance with P.1.1.3. and generally oversee the finances of the SGPS;
- m. from March 1 to March 31, train the successors to their positions with the assistance of the Executive Director in accordance with P.4 Transition;
- n. from March 1 to March 31, avail themselves for transition meetings prior to the commencement of their official capacity of April 1;
- o. retain discretion to refer representation of SGPS members to the Student Advisor Program;
- p. Assist the Executive Director in the documentation and archiving of all relevant information;

- q. develop a year plan specific to their position in accordance with P.4.4 Year Plans; and
- r. participate in transition in accordance with P.4 Transition.

P.2.1.1 Description of Executive Responsibilities:

- c. The President, official spokesperson of the SGPS, is responsible for:
 - (1) acting as the official representative and spokesperson for the SGPS;
 - (2) supporting the Executive in the performance of their duties and responsibilities;
 - (3) proposing the direction of policy and other goals for the SGPS to Council;
 - (4) reporting on the actions of the Executive and Officers of the SGPS at each Council and General Meeting;
 - (5) ensuring that all important decisions made at Executive meetings are reported at each meeting of Council;
 - (6) calling all General Meetings.
 - (7) The President shall be a voting member of the SGPS Finance and Services Standing Committee and act as an ex-officio, non-voting member of all other SGPS committees;
 - (8) The President (or President's delegate) shall serve ex-officio on the following bodies:
 - i. Council of the School of Graduate Studies;
 - ii. Advisory Committees for the Hiring of Vice Principals and Deans of the University;
 - iii. Board of Trustees of Queen's University (Observer Status);
 - iv. Senate of Queen's University;
 - v. Senate Committee on Honorary Degrees;
 - vi. Senate Residence Committee;
 - vii. Campus Planning and Development Committee;
 - viii. Student Life Centre Executive Committee (or equivalent);
 - ix. Student Life Centre Council (or equivalent);
 - x. Alma Mater Society Assembly (Honorary);
 - xi. Alumni Assembly (Observer Status);
 - xii. University Council;
 - xiii. Queens Centre Transition Working Group,
 - xiv. Queens Centre Management Working Group;
 - xv. QC Executive Committee;
 - xvi. Food Committee;
 - xvii. Cold Beverage Committee;
 - xviii. Health, Counselling and Disability Services Advisory Council;
 - (9) The President shall have the authority to call a meeting of any SGPS body provided forty-eight (48) hours notice are given to all members of that body, in accordance with B.15.2, with the exception of SGPS Council, which requires four (4) days notice.
 - (10) If the President's office is vacant it should first be filled by appointing the VP Graduate. If that option is unavailable the regular procedures for a vacated office shall be followed.
- d. The Vice President Graduate is responsible for:

- (1) representing the SGPS in matters specific to graduate students;
 - (2) ensuring that graduate students are represented in university affairs at Queen's;
 - (3) assisting members who require an advocate to help them resolve matters of both an academic and non-academic nature, and, wherever possible, working in conjunction with any appropriate external resource.
 - (4) perform any function of the President, in accordance with B.6.2.1;
 - (5) chair the SGPS Graduate Student Standing Committee, and be responsible for its proper and complete functioning;
 - (6) chair the SGPS Coordinating Committee of the Student Advisors and act as direct supervisor of the Student Advisors;
 - (2) serve as an ex-officio member or be in good communication with the elected student at large members of the following bodies:
 - i. Graduate School Executive Council;
 - ii. Senate Advisory Research Committee;
 - iii. Grad Life Working Group;
 - iv. Expanding Horizons Working Group;
 - v. Council of the School of Graduate Studies;
 - vi. Graduate Studies Executive Committee;
 - vii. Senate Internal Academic Review Committee.
- f. The Vice President Professional is responsible for:
- (1) representing the SGPS in matters specific to professional students;
 - (2) ensuring that professional students of the SGPS are represented in university affairs at Queen's;
 - (3) assisting members who require an advocate to help them resolve matters of both an academic and non-academic nature, and, wherever possible, working in conjunction with any appropriate external resource;
 - (4) ****old point 4 moved below****
 - (5) performing any function of the Speaker, in accordance with P.3.1.1;
 - (6) chairing the Professional Students Standing Committee, and be responsible for its proper and complete functioning;
 - (7) chairing the Human Resources Committee, and be responsible for its proper and complete functioning;
 - (8) overseeing the human resources of the SGPS, including;
 - i. being jointly responsible with the Executive Assistant for overseeing the hiring, according to B.12.2 and B.12.3, and supervision of the Appointees of Council and any other hired positions (excluding Front Desk Staff);
 - ii. hiring, dismissing, supervising, and evaluating SGPS employee(s) jointly with the Executive Director or Executive Assistant; and
 - iii. performing any Human Resources function of the EA, in accordance with P.4 Transition.
 - (9) serve, where possible, on:
 - i. The Senate Committee on Non-Academic Discipline (SONAD);

- ii. the Grad Club Board; and
 - iii. the Academic Integrity Working Group.
- g. The Vice President Campaigns and Community Affairs is responsible for:
 - (1) representing and communicating the interests of the members of the SGPS at meetings of the external student associations of which the SGPS is a member;
 - (2) promoting the interests of SGPS members by making representations to people and organizations external to the University.
 - (3) chair the Campaigns and Community Affairs Standing Committee, and be responsible for its proper and complete functioning;
 - (4) act as the liaison between the "Free Queen's" program and the SGPS
 - (5) Attend annual and semi-annual general meetings of the CFS at both the national and provincial levels, and attend other CFS events;
 - (6) serve, where possible, on the Queen's Journal Board of Directors, SGPS Student Housing Working Group and the Council of Graduate Studies.
- h. The Vice President Finance and Services is responsible for:
 - (1) administrating the SGPS' finances and accounts along with the Executive Director;
 - (2) supervising all of the SGPS' financial transactions
 - (3) setting the SGPS' annual budget;
 - (4) presenting the annual SGPS budget to Council at or before the September council meeting;
 - (5) presenting to Council in August, a balance sheet and income statement in accordance with P.1.1;
 - (6) presenting a balance sheet and income statement from September 1 at the Winter Term General Meeting;
 - (7) arranging for an independent audit of the SGPS' financial books in accordance with P.1.1;
 - (8) coordinating and planning the services of the SGPS;
 - (9) administrating the SGPS health and dental plan along with the Executive Director.
 - (10) be authorized to approve any non budgeted expenditure of five hundred (\$500) dollars or less, and report such expenditures to the SGPS Council, in accordance with P.1.1;
 - (11) present to the Finance and Services Standing Committee for review of the detailed income/expense statement of the SGPS quarterly;
 - (12) chair the Finance and Services Standing Committee in accordance with P.6.2.1; and
 - (13) administering all SGPS bursaries and grants along with the Finance and Services Standing Committee;
 - (14) serve, where possible, on the Senate Scholarships and Student Aid Committee, Student Life Centre Council, Queen's Centre Transition Working Group (or replacement), Cold Beverage Committee and the Council of the School of Graduate Studies.

P.2.3.1

Current:

P.2.3.1 Selection of Appointees of Council

- a. The Hiring Committee shall draft job descriptions, which will include the requirements of each position as defined in the Bylaws and Policies as well as such other requirements as the Hiring Committee shall deem necessary. These job descriptions shall be made available to ordinary members of the SGPS on request.
- b. The SGPS shall widely advertise the vacant offices and their requirements and shall invite applications. At least two (2) weeks shall elapse between advertising of the vacancy and the deadline for applications. The advertising shall contain an explicit provision indicating that the SGPS encourages applications from designated groups as well as international students.
- c. The Hiring Committee shall review applications, short-list if necessary, and conduct interviews. Where possible the committee shall operate by consensus. In the event of a deadlock the candidate preferred by the majority of the committee shall be designated as the nominee, with the exception of the Speaker position where only the Council nominees may vote. Only one name can be nominated for each vacant position.
- d. The Hiring Committee shall report to the next Council meeting the names of the nominee(s) for the vacant position(s). The motion debated shall read as follows, Be it resolved that (name of person) be appointed to the office of (Name of Office). Council may accept or reject the nomination. Each nomination shall be moved separately. In the event of a rejection, Council shall nominate a new Hiring Committee and designate a Chair. The Hiring Committee shall otherwise conduct its business according to this Policy. Responsibilities Of The Appointees Of Council

The term of all Appointee positions described below will be from May 1st to April 30th of each year.

Proposed:

P.2.3.1 Selection of Appointees of Council

- a. The Hiring Committee shall draft job descriptions, which will include the requirements of each position as defined in the Bylaws and Policies as well as such other requirements as the Hiring Committee shall deem necessary. These job descriptions shall be **publically posted and made available** to ordinary member of the SGPS on request.

- b. The SGPS shall widely advertise the vacant offices and their requirements and shall invite applications. At least two (2) weeks shall elapse between advertising of the vacancy and the deadline for applications. Advertising for vacant office(s) shall be made in accordance with P.3.2.1.
- c. The Hiring Committee shall review applications, short-list if necessary, and conduct interviews. Where possible the committee shall operate by consensus. In the event of a deadlock the candidate preferred by the majority of the committee shall be designated as the nominee, with the exception of the Speaker position where only the Council nominees may vote. Only one name can be nominated for each vacant position.
- d. The Hiring Committee shall report to the next Council meeting the names of the nominee(s) for the vacant position(s). The motion debated shall read as follows, Be it resolved that (name of person) be appointed to the office of (Name of Office). Council may accept or reject the nomination. Each nomination shall be moved separately. In the event of a rejection, Council shall nominate a new Hiring Committee and designate a Chair. The Hiring Committee shall otherwise conduct its business according to this Policy. Responsibilities Of The Appointees Of Council
- e. The term of all Appointee positions described below will be from May 1st to April 30th of each year.

P.2.3.2

Current:

P.2.3.2 Commissioners

- a. The Communications Commissioner shall head the Communications Commission and be responsible for:
 - (1) advising Council and the Executive in the formation and formulations of SGPS policies and priorities regarding communications issues;
 - (2) promoting awareness of the SGPS among its members and other University organizations;
 - (3) promoting awareness of University affairs among members of the SGPS;
 - (4) creation of the SGPS Guide/Dayplanner;
 - (5) publicizing activities organized by other SGPS committees, Executive members, Council members, or members of the SGPS.
 - (6) drafting media releases at the request of the Executive;
 - (7) maintaining a media contact list consisting of the contact information of local, national and international members of the media through which the SGPS can disseminate information;
 - (8) participating in the hiring of the Webmaster; and
 - (9) overseeing the preparation and maintenance of the SGPS webpage in conjunction with the Webmaster
 - (10) Developing a communications strategy for the SGPS.

- b. The Social Commissioner shall head the Social Commission and be responsible for:
 - (1) organizing SGPS Welcome activities;
 - (2) organizing sporting events for graduate and professional students and advising Council on matters pertaining to athletics;
 - (3) organizing SGPS social activities including but not limited to the Halloween Party, and the Semi-Formal; and
 - (4) acting as the SGPS observer to the Grad Club Board of Directors.
 - (5) The Social Commissioner is also strongly encouraged to sit on the University Council for Substance Abuse Prevention (UCSAP).
- c. The Equity Commissioner shall head the Equity Commission and be responsible for:
 - (1) advising Council and the Executive in the formation and formulations of SGPS policies, procedures and priorities regarding equity issues; item promoting awareness of equity issues among SGPS members;
 - (2) Chairing the Equity Committee and promoting it to the membership;
 - (3) ensuring that all social events hosted by the SGPS are equity-aware in all senses; and
 - (4) Equity Commissioner or delegate sits on the Social Committee (P.6.2.9); and
 - (5) Organizing the mandatory Anti-Oppression Training (P.2.9) for all SGPS employees and Executive, in addition to organizing any other applicable equity training for the Executive and other interested parties, in conjunction with the University Human Rights Office.
 - (6) The Equity Commissioner is also strongly encouraged to sit on the Senate Educational Equity Committee. This may be accomplished by applying directly to Senate, or via occupation of the SGPS' seat.
- d. The International Students Affairs Commissioner shall head the International Students Affairs Commission and be responsible for:
 - (1) Upholding the mandate of the International Students Affairs Commission, which shall be to foster an increased awareness of issues facing international students on campus and endeavour towards finding and implementing means to address these issues with appropriate people and entities on and off campus.
 - (2) ensuring constant representation of Queen's University's international student opinions, concerns, and issues in the Equity Issues Standing Committee, Campaign and Community Affairs Standing Committee, the SGPS Council, Queen's University International Centre Council, UHIP Compliance Working Group, Graduate Student Life Working Group, PSAC Local 901's various bargaining and executive teams, the Rector's Office, the SGPS Student Advisors program, the SGPS Social committee, provincial or national student organizations such as the Canadian Federation of Students, administrators that frequently deal with international student issues, and any pertinent University Senate or Board of Trustees committees.
 - (3) ensuring regular meetings of the SGPS International Affairs Standing Committee;
 - (4) advising the SGPS Executive, Council, Graduate Student Trustee, and student Senators on how to advance international student issues;

- (5) lobbying the Board of Trustees, University Senate, and the Alma-Mater Society to address international student issues with the help of student representatives;
- (6) establishing and maintaining communication with international students and groups on campus;
- (7) establishing and maintaining communication with equity-seeking groups on campus;
- (8) guiding and assisting SGPS, AMS, and University research on international student issues and concerns;
guiding and assisting the development of policies regarding international student issues at the SGPS, AMS, and/or University level;
- (9) promoting the organization of social, academic, outreach and political events pertaining to international students;
- (10) promoting the following causes:
 - i. the reduction of financial barriers facing international students as a result of tuition fees;
 - ii. the promotion of grants and bursaries designated for or favouring international students;
 - iii. the reduction and/or removal of financial barriers facing international students as a result of the University Health Insurance Premium;
 - iv. improved coverage and quality of service provided by the University Health Insurance Premium;
 - v. academic resources such as courses, databases, research funding, and researchers that focus on non-Western and non-North American themes;
 - vi. the designation and construction of centralized and visible social space, housing, and services for international students;
 - vii. sensitizing professors, staff, and students to international student needs and issues of diversity;
 - viii. sensitizing SGPS staff to international student needs and issues;
 - ix. support services aimed at reducing cultural barriers;
 - x. support services aimed at addressing culture shock;
 - xi. support services aimed at generating exit opportunities for international student graduates;
 - xii. supervisory relations that favour international students; and
 - xiii. SGPS research on international student issues.
- (11) performing their responsibilities with the assistance, delegation, and recommendations of the International Student Affairs Coordinator.
- (12) reporting to and communicate jointly with the VP Campaigns and Community Affairs, VP Graduate, and the President of the SGPS.

Proposed:

P.2.3.2 Commissioners

- a. All Commissioners are responsible for:
 - (1) submitting monthly written reports to and attending meetings of council;
 - (2) developing a year plan specific to their position in accordance with P.4.4 Year Plans;
 - (3) participating in the transition process in accordance with P.4 Transition;
- b. The Communications Commissioner shall report to the President. The Communications Commissioner shall head the Communications Commission and be responsible for:
 - (1) supervising and providing direction to the Web Coordinator;
 - (2) advising Council and the Executive in the formation and formulations of SGPS policies and priorities regarding communications issues;
 - (3) promoting awareness of the SGPS among its members and other University organizations;
 - (4) promoting awareness of University affairs among members of the SGPS;
 - (5) creating of the SGPS Guide/Dayplanner;
 - (6) publicizing activities organized by other SGPS committees, Executive members, Council members, or members of the SGPS.
 - (7) drafting media releases at the request of the Executive;
 - (8) maintaining a media contact list consisting of the contact information of local, national and international members of the media through which the SGPS can disseminate information;
 - (9) participating in the hiring of the Webmaster;
 - (10) overseeing the preparation and maintenance of the SGPS webpage in conjunction with the Webmaster;
 - (11) developing a communications strategy for the SGPS;
 - (12) negotiating advertising space and rates with the Queen's Journal;
 - (13) working with the Chief Returning Officer to advertise and promote SGPS elections and referenda;
 - (14) working with the VP Professional and Executive Assistant to advertise vacancies of office;
 - (15) drafting the SGPS e-Newsletter in accordance with P.11.3 and P.11.1; and
 - (16) With the Web Coordinator, overseeing the preparation and maintenance of the webpage, in accordance with P.11.6.
- c. The Social Commissioner shall report to the VP Professional. The Social Commissioner shall head the Social Commission and be responsible for:
 - (1) supervising and providing direction to the Athletics Coordinator, Logistics Coordinator, and Planning Coordinator;
 - (2) ensuring that all SGPS social events meet the standards established in P.10.1 Equity Policy;
 - (3) organizing SGPS Welcome activities;

- (4) organizing sporting events for graduate and professional students and advising Council on matters pertaining to athletics;
 - (5) organizing SGPS social activities including but not limited to the Halloween Party, and the Semi-Formal; and
 - (6) acting as the SGPS observer to the Grad Club Board of Directors.
 - (7) The Social Commissioner is also strongly encouraged to sit on the University Council for Substance Abuse Prevention (UCSAP).
- d. **The Equity Commissioner shall report to the VP Campaigns and Community Affairs.** The Equity Commissioner shall head the Equity Commission and be responsible for:
- (1) **Supervising and providing direction to the Equity Coordinator and Sustainability Coordinator;**
 - (2) advising Council and the Executive in the formation and formulations of SGPS policies, procedures and priorities regarding equity issues; item promoting awareness of equity issues among SGPS members **in accordance with P.10.1;**
 - (3) Chairing the Equity Committee and promoting it to the membership;
 - (4) ensuring that all **meetings and** social events hosted by the SGPS are equity-aware **in accordance with P.10.1;**
 - (5) **sitting on (or assigning a delegate to sit on) the Social Committee (P.6.2.9);**
 - (6) Organizing the mandatory Anti-Oppression Training (P.2.9) for all SGPS employees and Executive, in addition to organizing any other applicable equity training for the Executive and other interested parties, in conjunction with the University Human Rights Office; and
 - (7) **sitting** on the Senate Educational Equity Committee **(SEEC)**. This may be accomplished by applying directly to Senate, or via occupation of the SGPS' seat.
- e. **The International Students Affairs Commissioner shall report to the VP Campaigns & Community Affairs.** The International Students Affairs Commissioner shall head the International Students Affairs Commission and be responsible for:
- (1) **Supervising and providing direction to the International Students Affairs Coordinator;**
 - (2) Upholding the mandate of the International Students Affairs Commission, which shall be to foster an increased awareness of issues facing international students on campus and endeavour towards finding and implementing means to address these issues with appropriate people and entities on and off campus;
 - (3) ensuring constant representation of Queen's University's international student opinions, concerns, and issues in the Equity Issues Standing Committee, Campaign and Community Affairs Standing Committee, the SGPS Council, Queen's University International Centre Council, UHIP Compliance Working Group, Graduate Student Life Working Group, PSAC Local 901's various bargaining and executive teams, the Rector's Office, the SGPS Student Advisors program, the SGPS Social committee, provincial or national student organizations such as the Canadian Federation of Students, administrators that frequently deal with international student issues, and any pertinent University Senate or Board of Trustees committees;
 - (4) ensuring regular meetings of the SGPS International Affairs Standing Committee;

- (5) advising the SGPS Executive, Council, Graduate Student Trustee, and student Senators on how to advance international student issues;
- (6) lobbying the Board of Trustees, University Senate, and the Alma-Mater Society to address international student issues with the help of student representatives;
- (7) establishing and maintaining communication with international students and groups on campus;
- (8) establishing and maintaining communication with equity-seeking groups on campus;
- (9) guiding and assisting SGPS, AMS, and University research on international student issues and concerns;
- (10) guiding and assisting the development of policies regarding international student issues at the SGPS, AMS, and/or University level;
- (11) promoting the organization of social, academic, outreach and political events pertaining to international students; and
- (12) promoting the following causes:
 - i. the reduction of financial barriers facing international students as a result of tuition fees;
 - ii. the promotion of grants and bursaries designated for or favouring international students;
 - iii. the reduction and/or removal of financial barriers facing international students as a result of the University Health Insurance Premium;
 - iv. improved coverage and quality of service provided by the University Health Insurance Premium;
 - v. academic resources such as courses, databases, research funding, and researchers that focus on non-Western and non-North American themes;
 - vi. the designation and construction of centralized and visible social space, housing, and services for international students;
 - vii. sensitizing professors, staff, and students to international student needs and issues of diversity;
 - viii. sensitizing SGPS staff to international student needs and issues;
 - ix. support services aimed at reducing cultural barriers;
 - x. support services aimed at addressing culture shock;
 - xi. support services aimed at generating exit opportunities for international student graduates;
 - xii. supervisory relations that favour international students; and
 - xiii. SGPS research on international student issues.

(13)**last two points reworded and moved**

P.2.3.3

Current:

P.2.3.3 Coordinators

- a. The Web Coordinator (Webmaster) shall be a member of the Communications Commission and be responsible for:
 - (1) maintaining and constantly updating (at least once per week) the SGPS official web page, under the supervision of the Communications Commissioner;
 - (2) providing layout and design for the website and all other SGPS web resources; and
 - (3) sourcing, liaising, and establishing web links relevant to SGPS members.
- b. The Athletics Coordinator Shall be a member of the Social Commission and be responsible for:
 - (1) organizing and planning all athletic events held by the society;
 - (2) sitting on the Social Events Standing Committee;
 - (3) being an active member of the Social Commission, assisting in the planning of all social events, including those of Orientation Week; and
 - (4) administrating all athletic programs run through the SGPS including SGPS Corporate GoodLife Memberships.
- c. The Logistics Coordinator Shall be a member of the Social Commission and be responsible for:
 - (1) taking care of logistical details of all Social events held by the SGPS by helping physically prepare event locations and ensuring that catering, equipment and other items are prepared and present;
 - (2) sitting on the Social Events Standing Committee;
 - (3) being an active member of the Social Commission, assisting in the planning of all social events, including those of Orientation Week; and
 - (4) being available as a resource to any member of the SGPS who is looking for support in holding their own social event.
- d. The Planning Coordinator Shall be a member of the Social Commission and be responsible for:
 - (1) taking care of the planning of all Social events held by the SGPS by determining suitable venues, times, and other relevant details;
 - (2) sitting on the Social Events Standing Committee
 - (3) taking into account equity issues when planning a diverse set of events;
 - (4) being an active member of the Social Commission, assisting in the planning of all social events, including those of Orientation Week; and
 - (5) being available of as a resource to any member of the SGPS who is looking for support in holding their own social event.
- e. The Equity Coordinator shall be a member of the Equity Commission, and be responsible for:
 - (1) Supporting and advising the Equity Commissioner in their work as well working closely with Equity Commission subcommittees;
 - (2) Organizing any applicable equity training for graduate departments and individual students, in conjunction with the University Human Rights Office, the Equity Office, and the Positive Space program;

- (3) Working on an annual "Equity Encyclopedia" that is to be updated every year which contains a list of resources for students from historically marginalized groups; and
 - (4) Setting up events that give voice to historically marginalized groups whether through art, music, spoken word, theater, discussions or other applicable events.
- f. The Sustainability Coordinator shall be a member of the Equity Commission and be responsible for:
- (1) Chairing the SGPS Sustainability Standing Committee;
 - (2) implementing and enforcing SGPS policy on sustainability as defined in P.10.1.3 both within and outside SGPS;
 - (3) Working to make the use of water, energy and material at Queen's University more ecologically sustainable and to provide students with the practical knowledge and skills needed to successfully carry out green projects on campus;
 - (4) Making sustainability and climate neutrality a part of the curriculum and other educational experience for students at Queen's;
 - (5) Initiating a plan and public commitment to reduce greenhouse gas emissions on-campus;
 - (6) Supporting the development and use of low environmental impact technologies on-campus;
 - (7) Pushing the administration at Queen's to examine the environmental impacts of their work processes;
 - (8) Building campus capacity for citizen engagement on climate/environmental justice issues at the university beyond green consumerism;
 - (9) Collaborating with CFS and the SGPS VP Campaigns & Community Affairs to bring CFS environmental campaigns to campus; and
 - (10) Advising the SGPS on ways to make internal processes more sustainable.
 - (11) representing the SGPS on the Sustainable Advisory Committee (or equivalent) and liaise with the AMS Sustainability Commissioner.
- g. The International Students Affairs Coordinator shall be a member of the International Students Affairs Commission and be responsible for:
- (1) Upholding the mandate of the International Student Affairs Commission, which shall be to foster an increased awareness of issues facing international students on campus and endeavour towards finding and implementing means to address these issues with appropriate people and entities on and off campus.
 - (2) chairing the International Student Standing Committee in the event that no other members of the committee other than paid SGPS staff and appointees volunteer for this task;
 - (3) supporting and advising the International Student Affairs Commissioner in their work;
 - (4) attending meetings and committees as delegated by the International Student Affairs Commissioner;
 - (5) organizing any events or workshops that affect international students;
 - (6) assisting in the development of policies and research pertaining to international students; and

(7) advocating for SGPS policies that advance international student issues.

Proposed:

P.2.3.3 Coordinators

- a. All Coordinators are responsible for:
 - (1) submitting monthly written reports to and attending meetings of council;
 - (2) developing a year plan specific to their position in accordance with P.4.4 Year Plans;
 - (3) participating in the transition process in accordance with P.4 Transition;
- b. The Web Coordinator (Webmaster) shall be a member of the Communications Commission and report to the Communications Commissioner. The Web Coordinator shall be responsible for:
 - (1) With the Communications Commissioner, overseeing the preparation and maintenance of the SGPS webpage, in accordance with P.11.6;
 - (2) providing layout and design for the website and all other SGPS web resources; and
 - (3) sourcing, liaising, and establishing web links relevant to SGPS members.
- c. The Athletics Coordinator shall be a member of the Social Commission and report to the Social Commissioner. The Athletics coordinator shall be responsible for:
 - (1) organizing and planning all athletic events held by the society;
 - (2) sitting on the Social Events Standing Committee;
 - (3) being an active member of the Social Commission, assisting in the planning of all social events, including those of Orientation Week;
 - (4) administrating all athletic programs run through the SGPS including SGPS Corporate GoodLife Memberships; and
 - (5) sitting on the University Council of Athletics and Recreation (UCAR) as SGPS representative.
- d. The Logistics Coordinator shall be a member of the Social Commission and report to the Social Commissioner. The Logistics Coordinator shall be responsible for:
 - (1) taking care of logistical details of all Social events held by the SGPS by helping physically prepare event locations and ensuring that catering, equipment and other items are prepared and present;
 - (2) sitting on the Social Events Standing Committee;
 - (3) ensuring venue accessibility;
 - (4) addressing health and safety issue relating to social events;
 - (5) being an active member of the Social Commission, assisting in the planning of all social events, including those of Orientation Week; and
 - (6) being available as a resource to any member of the SGPS who is looking for support in holding their own social event.
- e. The Planning Coordinator shall be a member of the Social Commission and report to the Social Commissioner. The Planning Coordinator shall be responsible for:
 - (1) taking care of the planning of all Social events held by the SGPS by determining suitable venues, times, and other relevant details;
 - (2) sitting on the Social Events Standing Committee;

- (3) taking into account equity issues when planning a diverse set of events;
 - (4) being an active member of the Social Commission, assisting in the planning of all social events, including those of Orientation Week; and
 - (5) being available of as a resource to any member of the SGPS who is looking for support in holding their own social event.
- f. The Equity Coordinator shall be a member of the Equity Commission **and report to the Equity Commissioner.** The Equity Coordinator shall be responsible for:
- (1) Supporting and advising the Equity Commissioner in their work as well working closely with Equity Commission subcommittees;
 - (2) Organizing any applicable equity training for graduate departments and individual students, in conjunction with the University Human Rights Office, the Equity Office, and the Positive Space program;
 - (3) Working on an annual "Equity Encyclopedia" that is to be updated every year which contains a list of resources for students from historically marginalized groups; and
 - (4) Setting up events that give voice to historically marginalized groups whether through art, music, spoken word, theater, discussions or other applicable events.
- g. The Sustainability Coordinator shall be a member of the Equity Commission **and report to the Equity Commissioner.** The Sustainability Coordinator shall be responsible for:
- (1) Chairing the SGPS Sustainability Standing Committee;
 - (2) implementing and enforcing SGPS policy on sustainability as defined in P.10.1.3 both within and outside SGPS;
 - (3) Working to make the use of water, energy and material at Queen's University more ecologically sustainable and to provide students with the practical knowledge and skills needed to successfully carry out green projects on campus;
 - (4) Making sustainability and climate neutrality a part of the curriculum and other educational experience for students at Queen's;
 - (5) Initiating a plan and public commitment to reduce greenhouse gas emissions on-campus;
 - (6) Supporting the development and use of low environmental impact technologies on-campus;
 - (7) Pushing the administration at Queen's to examine the environmental impacts of their work processes;
 - (8) Building campus capacity for citizen engagement on climate/environmental justice issues at the university beyond green consumerism;
 - (9) Collaborating with CFS and the SGPS VP Campaigns & Community Affairs to bring CFS environmental campaigns to campus; and
 - (10) Advising the SGPS on ways to make internal processes more sustainable; and
 - (11) representing the SGPS on the Sustainable Advisory Committee (or equivalent) and liaise with the AMS Sustainability Commissioner.
- h. The International Students Affairs Coordinator shall be a member of the International Students Affairs Commission **and report to the International Students Affairs Commissioner.** The International Students Affairs Coordinator shall be responsible for:

- (1) Upholding the mandate of the International Student Affairs Commission, which shall be to foster an increased awareness of issues facing international students on campus and endeavour towards finding and implementing means to address these issues with appropriate people and entities on and off campus;
- (2) chairing the International Student Standing Committee in the event that no other members of the committee other than paid SGPS staff and appointees volunteer for this task;
- (3) supporting and advising the International Student Affairs Commissioner in their work;
- (4) attending meetings and committees as delegated by the International Student Affairs Commissioner;
- (5) organizing any events or workshops that affect international students;
- (6) assisting in the development of policies and research pertaining to international students; and
- (7) advocating for SGPS policies that advance international student issues.

P.2.4

Current:

P.2.4 Office Staff

- a. The Executive Director (ED) shall be responsible for:
 - (1) facilitating the overall functioning of the SGPS;
 - (2) administrating of the health and dental plan in Cooperation with the VP Finance and Services;
 - (3) working with the VP Professional to oversee issues related to human resources;
 - (4) serving as institutional memory, to aid in yearly transition between Executives, Appointees of Council, and Officers of Council;
 - (5) keeping records of all SGPS activities from year to year, including minutes of Council and General Meetings received from the Deputy Speaker, a directory of Honourary Members of the SGPS, and any other relevant records;
 - (6) the financial bookkeeping of the SGPS; and
 - (7) directly supervising the Executive Assistant and Front Desk Staff.
- b. The Executive Assistant (EA) shall be responsible for:
 - (1) assisting the ED with operational tasks of the SGPS such as scheduling meetings, researching and preparing documents for members of the Executive, and organizing and filing paperwork;
 - (2) assisting with the administration of the Health and Dental Plan;
 - (3) assisting the VP Finance and Services with Bursary Applications;
 - (4) maintaining a list of SGPS Committee Membership, and liaising with Committee Chairs to coordinate the functionality of these committees;
 - (5) maintaining a list of SGPS positions and representatives on University Committees, with assistance from the VP Professional;

- (6) actively recruiting SGPS members to sit on SGPS and University Committees when vacancies arise;
 - (7) working with club-applicants to ensure smooth operation of the SGPS Clubs Registration process including the drafting of Constitutions;
 - (8) be responsible for ratifying, registering and documenting all Club Registration Forms in accordance with P.5;
 - (9) assisting the Front Desk Staff as necessary; and
 - (10) any other tasks as designated by the Executive Director.
- c. Front Desk Staff shall be responsible for:
- (1) ensuring the effective day-to-day operation of the SGPS Office through clerical tasks such as mail processing, faxing, filing, and directing incoming calls;
 - (2) assisting SGPS Members with inquiries about any SGPS Services, specifically the Health and Dental Plan, or directing them to the appropriate member of the SGPS Staff;
 - (3) representing the SGPS in a positive manner to all visitors to the Office; and
 - (4) any other tasks as designated by the Executive Director.

Proposed:

P.2.4 Office Staff

a. Staff members at the SGPS include, but are not limited to:

- (1) Executive Director (ED)
- (2) Administrative Assistant (AA)
- (3) Executive Assistant (EA)
- (4) Front Desk personnel

b. Individual staff members and employer shall sign a contract to outline the terms of employment including: starting date, length of contract (not to exceed one (1) year per contract, with the exception of the Executive Director), number of hours, salary to be paid, duties, etc., prior to the starting date.

c. Evaluations shall be performed in accordance with P.3.1.3.

d. Staff are not required to be members of the SGPS.

e. The Executive Director (ED) shall be accountable to the Executive and to Council. The ED shall be responsible for:

- (1) facilitating the overall functioning of the SGPS;
- (2) administrating the health and dental plan in Cooperation with the VP Finance and Services;
- (3) **point 3 removed**
- (4) serving as institutional memory, to aid in yearly transition between Executives, Appointees of Council, and Officers of Council;
- (5) keeping records of all SGPS activities from year to year, including minutes of Council and General Meetings received from the Deputy Speaker, a directory of Honourary Members of the SGPS, and any other relevant records;
- (6) ensuring, with the VP Finance & Services, the financial bookkeeping of the SGPS; and

- (7) directly supervising the Administrative Assistant and Front Desk Staff.
- f. The Administrative Assistant (AA) reports to the ED. The AA shall be responsible for:
- (1) assisting the ED with operational tasks of the SGPS such as scheduling meetings, researching and preparing documents for members of the Executive, and organizing and filing paperwork;
 - (2) assisting with the administration of the Health and Dental Plan;
 - (3) assisting the VP Finance and Services with Bursary Applications;
 - (4) **point 4 removed**
 - (5) **point 4 removed**
 - (6) **point 4 removed**
 - (7) working with club-applicants to ensure smooth operation of the SGPS Clubs Registration process including the drafting of Constitutions;
 - (8) **removed "be responsible for" ratifying, registering and documenting all Club Registration Forms in accordance with P.5;
 - (9) assisting the Front Desk Staff as necessary; and
 - (10) any other tasks as designated by the Executive Director.
- g. The Executive Assistant (EA) shall report to the Executive. The EA shall be responsible for:
- (1) Submitting a monthly written report to Council;
 - (2) With the VP Professional, oversee the SGPS' Human Resources, including:
 - i. Ensuring advertising of positions, selections, hiring, reviews, discipline, and removal are all performed in accordance with relevant Bylaws & Policies;
 - ii. Ensure that reviews are scheduled and recorded in accordance with P.X
 - (3) maintaining a list of SGPS Committee Membership, and liaising with Committee Chairs to coordinate the functionality of these committees;
 - (4) maintaining a list of SGPS positions and representatives on University Committees, with assistance from the VP Professional;
 - (5) actively recruiting SGPS members to sit on SGPS and University Committees when vacancies arise.
 - (6) serving as institutional memory, to aid in yearly transition between Executives, Appointees of Council, and Officers of Council;
 - (7) Overseeing the transition of Executives, Appointees of Council, and Officers of Council;
 - (8) Facilitating training and professional development for executives necessary for their positions;
 - (9) Attend CFS meetings; and
 - (10) Any other tasks as designated by the Executive.
- h. Front Desk Staff shall be responsible for:
- (1) ensuring the effective day-to-day operation of the SGPS Office through clerical tasks such as mail processing, faxing, filing, and directing incoming calls;
 - (2) assisting SGPS Members with inquiries about any SGPS Services, specifically the Health and Dental Plan, or directing them to the appropriate member of the SGPS Staff;
 - (3) representing the SGPS in a positive manner to all visitors to the Office; and
 - (4) any other tasks as designated by the Executive Director.

P.3 Human Resources

Proposed:

P.3 Human Resources

- a. The Human Resources of the SGPS shall be the joint responsibility of the ED, the EA and the VP Professional.
- b. The ED and the VP Professional shall jointly make decisions in regards to staff members.
- c. The VP Professional, in consultation with the rest of the Executive, shall have authority over decisions regarding Appointees of Council.
- d. The EA shall assist the VP Professional in performing her or his HR duties but shall not have decision-making power.
- e. In any matters related to HR in which the ED is the subject, the VP Professional shall, in consultation with the rest of the Executive, have authority.
- f. In any matters related to HR in which the VP Professional is the subject, The President, in consultation with the rest of Executive, shall have authority.

P.3.1 Staff

Staff include, but are not limited to:

- a. Executive Director
- b. Administrative Assistant
- c. Executive Assistant
- d. Front Desk Staff
- e. Other casual employees as necessary

P.3.1.1 Contracts

- a. The employee(s) and employer shall sign a contract to outline the terms of employment including: starting date, length of contract (not to exceed one year per contract, with the exception of the Executive Director Executive Assistant and Administrative Assistant), number of hours, salary to be paid, duties, etc., prior to the starting date.
- b. Employee(s) are not normally required to be members of the SGPS, with the exception of special employees, to be decided at the discretion of the hiring committee.
- c. A file of employee contracts shall be maintained by the Executive Assistant. The Executive Director and members of the executive shall have access to this file.

P.3.1.2 Staff Hiring

- a. The recruitment, selection and hiring of staff for positions with the SGPS (where no selection criteria exist under the Bylaws) shall be in accordance with this Policy.
- b. A hiring committee shall be struck consisting of the VP Professional, the Executive Assistant, the Executive Director and any other executive.
- c. One of the members of the Hiring Committee shall be explicitly responsible for ensuring that equity considerations are considered. If none of the committee members is qualified, a member of the equity commission shall be added to the hiring committee.
- d. The Hiring Committee shall draft a job description. The job description shall include the requirements of each position as defined in the Bylaws and Policies, as well as other requirements as the Hiring Committee shall deem necessary. An archive of past job descriptions shall be maintained by the Executive Assistant and shall be made available to ordinary members of the SGPS on request.
- e. The Executive Assistant shall widely advertise the vacant positions (on the SGPS website, in the e-newsletter when timing allows for it, and through e-mail and posters). Advertisement shall include the job description, requirements and shall invite applications. At least 2 weeks shall elapse between advertising of the vacancy and the deadline for applications.
- f. The advertising shall contain the following statement: "The SGPS encourages applications from members of equity-seeking groups including, but not limited to international students, persons with disabilities, Aboriginal peoples, members of minoritized groups, women, parents and LGBTQ people."
- g. The hiring committee may make SGPS membership a requirement for a special staff position (such as a research assistant or a project coordinator).
- h. If there are no applications for a position, or no applications that meet the most basic requirements, it is up to the discretion of the VP Professional to extend the application deadline by a period of at least one week.
- i. The Hiring Committee shall review applications, short-list if necessary, and conduct interviews. If there is only one applicant for the position, the Hiring Committee shall still evaluate the applicant's resume and conduct an interview to determine the applicant's suitability for the position or extend the application period.
- j. Any member of the Hiring Committee (including the Chair) should declare any conflict of interest with regards to the applicants to the other Committee members, who shall determine whether the conflict of interest is such that the member should be replaced.
- k. Where possible the committee shall operate by consensus. In the event of deadlock the candidate preferred by the majority of the committee shall be hired.

P.3.1.3 Staff Evaluation

P.3.1.3.1 Evaluation Schedule

- a. Each staff member shall receive at least one interview and written evaluation per year. The evaluation shall happen no more than 7 months into the staff member's contract.
- b. Extra evaluations may be performed at the discretion of the VP Professional or the Executive Director.
- c. The Executive Assistant shall be responsible for scheduling the evaluation meeting.
- d. The Executive Director's evaluation shall be performed by the VP Professional, the President and any other executive.
- e. The Administrative Assistant's evaluation shall be performed by the VP Professional and the Executive Director.
- f. The Executive Assistant's evaluation shall be performed by the VP Professional, the President and any other executive.
- g. Any comments must be specific and any suggestions to improve performance must allow for a reasonable adjustment period prior to re-evaluation.
- h. The staff member shall be notified at least three (3) weeks in advance of the evaluation date.
- i. The evaluation committee shall request that the staff members submit a comprehensive list of all activities undertaken throughout the course of employment. This form must be submitted no less than one (1) week prior to the set evaluation date.

P.3.1.3.2 Evaluation Meeting

- a. The purpose of the Evaluation Meeting is to provide the employee with an opportunity to address their progress in the position and to solicit constructive feedback from the Evaluation Committee related to various aspects of job performance.
- b. Evaluation meetings shall be conducted by the Evaluations Committee and are not to exceed one (1) hour in length.
- c. At the end of the Evaluation Meeting, the Evaluation Committee shall discuss and complete the SGPS Personnel Evaluation Form.
- d. All documentation resulting from the evaluation process shall be confidentially filed and maintained in the SGPS office by the Executive Assistant.

P.3.1.3.3 Evaluation Process

- a. After the Evaluation Committee has completed the SGPS Personnel Evaluation Form, a written report summarizing the Evaluation Meeting discussion will be submitted by the Executive Assistant to the VP Professional.
- b. Based on the SGPS Personnel Evaluation Form, the Executive Assistant report, and any additional information related to the employee(s) performance, the VP Professional shall make one of two recommendations: "Satisfactory" or "Further Review". The criteria shall be:
 - (1) a "Satisfactory" ranking indicates that the employee is accomplishing the duties required of the position in accordance with the relevant Bylaws and Policies.
 - (2) a "Further Review" ranking is assigned for one (1) or more of the following reasons:
 - i. the employee has failed to accomplish most or any of the duties outlined in the respective Bylaws, Policies, and/or contract governing their position;

- ii. the employee failed to complete the SGPS Personnel Evaluation Form, attend the Evaluation Meeting, respond to the Evaluation Committee and/or Personnel Coordinator regarding the Evaluation Process, and/or any combination of the above.
- c. Following the decision by the VP Professional:
 - (1) a “Satisfactory” ranking, along with the SGPS Personnel Evaluation Form, shall be placed in the employees employment file.
 - (2) a “Further Review” ranking will progress to P.3.1.3.4 Remediation.

P.3.1.3.4 Remediation

- a. Remediation shall commence following the Evaluation Process and shall be overseen by the VP Professional and Executive Assistant.
- b. If the employee in question has received a “Further Review” ranking due to a lack of response and/or cooperation with the Evaluation Committee and/or Executive Assistant, the Executive Assistant shall provide the employee with seven (7) days notice to submit the SGPS Personnel Evaluation Form and to convene an Evaluation Meeting.
 - a. If the employee is unresponsive or fails to comply with the request to convene an Employment Meeting, the Executive Assistant shall recommend to the VP Professional that an action to remove that individual from their position be made in accordance with P.3.1.3.4 Staff Termination and/or the conditions of the employee’s contract.
 - b. If the employee in question has received a “Further Review” ranking due to poor performance, the VP Professional shall convene a Remedial Meeting within seven (7) days.
 - i. The purpose of the Remedial Meeting shall be to provide the employee with constructive feedback on how to fulfill the duties assigned to their position;
 - ii. Following the Remedial Meeting, the VP Professional shall convene subsequent Evaluation Meetings not more than once every thirty (30) days.
 - iii. If the employee fails to meet the remedial standards by the subsequent evaluation, the VP Professional shall take action to remove that individual from their position in accordance with P.3.1.3.2 Staff Termination and/or the conditions of the employee’s contract.

P.3.1.4 Staff Termination

- a. The staff member will be notified in writing of their termination and reasons for termination with reference to relevant Bylaws and Policies.
- b. The staff member shall have the opportunity to meet with the Evaluation committee to discuss concerns.
- c. The notice of termination shall be filed by the Executive Assistant.

P.3.2 Appointees of Council

Appointees of Council are listed in B.9.2.

P.3.2.1 Appointment of Appointees of Council

- a. A Selection Committee shall be struck consisting of the VP Professional, the Executive Assistant and a second member of the executive. The Selection Committee shall be chaired by the VP Professional. Council shall be invited to nominate at least one additional member to the Committee.
- b. One of the members of the Hiring Committee shall be explicitly responsible for ensuring that equity considerations are considered. If none are qualified, a member of the Equity Commission shall be appointed to the committee.
- c. The Selection Committee shall prepare appointee of council descriptions, which will include the requirements of each position as defined in the Bylaws and Policies, as well as other requirements as the Hiring Committee shall deem necessary. Past appointee of council descriptions shall be maintained by the Executive Assistant and shall be made available to ordinary members of the SGPS on request.
- d. The Executive Assistant shall widely advertise the vacant positions (on the SGPS website, in the e-newsletter when timing allows, and through e-mail and posters). The vacancy advertisement shall contain the position description, qualifications and the method of appointment. At least 2 weeks shall elapse between advertising of the vacancy and the deadline for applications.
- e. The advertising shall contain the following statement: "The SGPS encourages applications from members of equity-seeking groups including, but not limited to international students, persons with disabilities, Aboriginal peoples, members of minoritized groups, women, parents and LGBTQ people."
- f. Only ordinary members of the SGPS shall be eligible to apply for appointee of council positions.
- g. If there are no applications for a position, or there is only one application, it is up to the discretion of the VP Professional to extend the application deadline by a period of at least one week.
- h. The Selection Committee shall review applications, short-list if necessary, and conduct interviews. If there is only one applicant for the position, the Hiring Committee shall still conduct an interview to determine the applicant's suitability for the position.
- i. Any member of the Hiring Committee (including the Chair) should declare any conflict of interest with regards to the applicants to the other Committee members, who shall determine whether the conflict of interest is such that the member should be replaced.
- j. Where possible the committee shall operate by consensus. In the event of deadlock the candidate preferred by the majority of the committee shall be hired.
- k. The Hiring Committee shall report to the next Council meeting the names of the candidates selected for the vacant position(s). Council shall vote on whether or not to appoint the candidate.

P.3.2.2 Appointee of Council Evaluation

P.3.2.2.1 Evaluation Schedule

- a. Each appointee of council shall receive at least one interview and written evaluation per year. The evaluation shall happen no more than 7 months into the appointee's term.
- b. Extra evaluations may be performed at the discretion of the Executive.
- c. The Executive Assistant shall be responsible for scheduling the evaluation meeting.
- d. Evaluations shall be performed by the VP professional, the Executive Assistant and any other interested member of Executive.
- e. Any comments must be specific and any suggestions to improve performance must allow for a reasonable adjustment period prior to re-evaluation.
- f. The appointee shall be notified at least three (3) weeks in advance of the evaluation date.
- g. The evaluation committee shall request that the appointee submit a comprehensive list of all activities undertaken throughout the course of employment. This form must be submitted no less than one (1) week prior to the set evaluation date.

P.3.2.2.2 Evaluation Meeting

- a. The purpose of the Evaluation Meeting is to provide the appointee with an opportunity to address their progress in the position and to solicit constructive feedback from the Evaluation Committee related to various aspects of job performance.
- b. Evaluation meetings shall be conducted by the Evaluations Committee and are not to exceed one (1) hour in length.
- c. At the end of the Evaluation Meeting, the Evaluation Committee shall discuss and complete the SGPS Personnel Evaluation Form.
- d. All documentation resulting from the evaluation process shall be confidentially filed and maintained in the SGPS office by the Executive Assistant.

P.3.2.2.3 Evaluation Process

- a. After the Evaluation Committee has completed the SGPS Personnel Evaluation Form, a written report summarizing the Evaluation Meeting discussion will be submitted by the Executive Assistant to the VP Professional.
- b. Based on the SGPS Personnel Evaluation Form, the Executive Assistant report, and any additional information related to the employee(s) performance, the VP Professional shall make one of two recommendations: "Satisfactory" or "Further Review". The criteria shall be:
 - (3) a "Satisfactory" ranking indicates that the employee is accomplishing the duties required of the position in accordance with the relevant Bylaws and Policies.
 - (4) a "Further Review" ranking is assigned for one (1) or more of the following reasons:
 - i. the employee has failed to accomplish most or any of the duties outlined in the respective Bylaws, Policies, and/or contract governing their position;
 - ii. the employee failed to complete the SGPS Personnel Evaluation Form, attend the Evaluation Meeting, respond to the Evaluation Committee and/or Personnel Coordinator regarding the Evaluation Process, and/or any combination of the above.
- c. Following the decision by the VP Professional:

- (3) a “Satisfactory” ranking, along with the SGPS Personnel Evaluation Form, shall be placed in the employees employment file.
- (4) a “Further Review” ranking will progress to P.3.1.3.4 Remediation.

P.3.2.2.4 Remediation

- c. Remediation shall commence following the Evaluation Process and shall be overseen by the VP Professional and Executive Assistant.
- d. If the employee in question has received a “Further Review” ranking due to a lack of response and/or cooperation with the Evaluation Committee and/or Executive Assistant, the Executive Assistant shall provide the employee with seven (7) days notice to submit the SGPS Personnel Evaluation Form and to convene an Evaluation Meeting.
 - a. If the employee is unresponsive or fails to comply with the request to convene an Employment Meeting, the Executive Assistant shall recommend to the VP Professional that an action to remove that individual from their position be made in accordance with B.14.3.
 - b. If the employee in question has received a “Further Review” ranking due to poor performance, the VP Professional shall convene a Remedial Meeting within seven (7) days.
 - i. The purpose of the Remedial Meeting shall be to provide the employee with constructive feedback on how to fulfill the duties assigned to their position;
 - ii. Following the Remedial Meeting, the VP Professional shall convene subsequent Evaluation Meetings not more than once every thirty (30) days.
 - iii. If the employee fails to meet the remedial standards by the subsequent evaluation, the VP Professional shall take action to remove that individual from their position in accordance with B.14.3.

P.3.3 Staff Personal Information

Information attained through the course of the employee evaluation process shall be:

- a. Considered confidential and shall only be discussed in camera at Executive meetings; and
- b. Secured in accordance with P.11.4.

P.3.4 Student Advisors Hiring, Rehiring and Evaluation

P.3.4.1 Hiring Process

- a. A committee known as the Personnel Committee shall be formed consisting of the VP Graduate who shall chair the committee, the President (or his or her designate), Equity Commissioner (or his or her designate), the Coordinator of Dispute Resolution Mechanisms, a representative from the Queen's Human Rights Office, and a Student Advisor.
- b. The Personnel Committee shall develop an appropriate job description and carry out an advertising campaign to recruit potential Student Advisors.

- c. The SGPS shall advertise the available position as widely as possible (website, mailing list, and newsletter, where possible). The call for applications shall last a minimum of 14 days.
- d. For the positions funded by the School of Graduate Studies, only current members of the SGPS who will continue to have at least one subsequent funding-eligible academic year are eligible to apply.
- e. The Personnel Committee shall review all applications, short list if necessary among qualified applicants, and conduct interviews.
- f. The members of the Personnel Committee, including the Chair, shall declare any conflicts of interest at the beginning of the proceedings. The Personnel Committee shall decide whether the member in question is indeed in a conflict of interest. The member in potential conflict of interest shall not participate in the Personnel Committee's deliberations as to whether he/she is in a conflict of interest. If the Personnel Committee finds the member to be in a conflict of interest, the member shall be replaced. For greater certainty, the use of the term conflict of interest' in this policy includes any situation where a reasonable person could perceive the existence of a conflict of interest.
- g. The Personnel Committee shall aim to operate by consensus. Where it is clear that no consensus is possible, the Personnel Committee may make decisions by simple majority, in which case the Chair shall be entitled to vote only to break a tie.
- h. The VP Graduate shall report to the SGPS Council, on behalf of the Personnel Committee, on the outcome of the hiring process.
- i. Emergency Hiring Policy:
In the event that one or more Student Advisor is unable to perform the duties of the Program, either due to incapacity or conflict of interest, resignation or removal, the VP Graduate and SGPS President may appoint a temporary replacement Student Advisor. The replacement position is temporary and the incumbent will not be entitled to an abbreviated renewal procedure. Further, the replacement must be eligible as per P.2.10.1.d.

P.3.4.2 Rehiring Policy

- a. Purpose:
The purpose of the rehiring policy is to save time and resources in the hiring process while protecting the best interests of the Program by encouraging well-performing and experienced Student Advisors to return for another term. The policy allows a current Student Advisor to be rehired for the following year without the normal hiring process, provided he/she receives a positive rating at the annual evaluation and continues to meet the eligibility requirements for employment in the Program. Student Advisors receiving a poor or qualified evaluation will not be eligible for rehiring through this policy. This policy recognizes that it is beneficial for the Program to retain experienced and skilled Student Advisors, preserve institutional memory, advance institutional competence, and maintain healthy ongoing relationships with other parties in the university.
- a. Rehiring Process:

- (1) A Student Advisor who intends to apply to return to the Program for another year should make their intentions known to the VP Graduate and the voting members of the Steering Committee at or before the Steering Committee's winter term meeting, allowing time for the rehiring process before the positions are publicly advertised.
- (2) In accordance with P.2.6.3, the VP Graduate will have conducted an evaluation of the Student Advisor. The VP Graduate shall provide a copy of such evaluation to the Personnel Committee. If the Student Advisor receives a positive performance evaluation, the VP Graduate shall recommend to the Personnel Committee that the Student Advisor be rehired.
- (3) The Personnel Committee will meet with the Student Advisor to discuss his/her experience and performance in the Program, the Student Advisor's continuing eligibility, and any other relevant matter. The Personnel Committee shall then deliberate, in the absence of the Student Advisor, to determine whether to accept the VP Graduate's recommendation. The Student Advisor in question and the Steering Committee shall be notified promptly of the Personnel Committee's decision.
- (4) The Personnel Committee shall attempt as much as possible to reach its decision by consensus. If the Personnel Committee is convinced that consensus is impossible, then it may decide by simple majority.

P.3.4.3 Evaluation Policy

a. Purpose:

The purpose of this procedure is to review and evaluate the effectiveness and quality of services provided by the Program. This information will assist the Steering Committee in exercising its responsibility for the structure and direction of the Program, as well as assisting the SGPS in determining whether an individual Student Advisor should be rehired for an additional term. This policy, therefore, shall cover both the evaluation of the Program as a whole, and the evaluation of individual Student Advisors, both of whom shall be evaluated annually.

b. Student Advisor Evaluation:

The evaluation will be conducted by the VP Graduate, who will solicit, collect and organize information from the various parties either served by or responsible for the Program.

(1) Students:

Feedback on the performance of the Student Advisor will be gathered from student-clients of the Program throughout the year, by making the "Student Advisor Program Client Survey" available online through the SGPS website. The clients shall also be provided with a copy of the survey as soon as possible, normally at the end of their first meeting with the Student Advisor, whether or not a further meeting is expected. The completed surveys are to be delivered, in confidence, to the VP Graduate. These surveys will clearly indicate that their completion is entirely optional, confidential, and will in no way affect any course of action taken in their case.

(2) SGPS Executive and Staff:

The VP Graduate will invite all SGPS Executives, as well as all those SGPS staff members who have had direct contact with the Student Advisor in question to complete the "Student Advisor Program SGPS Executive Survey."

(3) Student Advisors:

The VP Graduate shall require each Student Advisor to complete a self-evaluation form, indicating areas for improvement.

(4) Other Parties:

The VP Graduate will also consider and/or invite feedback from any other party that has had direct experience with the Student Advisor being evaluated. Such parties may include the Coordinator of Dispute Resolution Mechanisms, members of the Human Rights Office, Grievance Advisors, International Center Staff, members of the faculty, and the Dean and Associate Deans of the SGSR.

The VP Graduate shall organize the collected information and conduct a performance review meeting with the Student Advisor being evaluated. The VP Graduate shall provide a written statement to the Student Advisor, outlining any areas of concern and/or recommend areas for improvement. In preparation of the report, the VP Graduate shall take into account the outcome of any complaints that have been received about the Student Advisor during that academic year, in accordance with the Student Advisor Complaint Procedure policy. The VP Graduate shall not take into consideration any complaints that have not reached a resolution in accordance with the Student Advisor Complaint Procedure policy.

c. Program Evaluation:

The VP Graduate shall invite all parties either served by, or responsible for the Program, to submit an evaluation of the Program as a whole.

(1) Student Advisors:

Student Advisors shall collect and provide statistics pertaining to the functioning of the Program. This information shall not identify the clients of the Program, but rather the number of clients, the general nature of the purpose of the visit, the constituency to which the client belonged, referrals made, whether the Student Advisor followed up on the concern, whether feedback was received, etc. The student-client shall be allowed to self-identify him/herself as belonging to a particular constituency.

(2) SGPS Executive:

The Executives shall be invited to evaluate the Program.

(3) Other Parties:

The VP Graduate shall invite the Dean and Associate Deans of the SGSR, as well as all others with direct knowledge of the Program, (e.g. Coordinator of Dispute Resolutions, Human Rights Office, other campus services, etc.), to provide an evaluation of the Program.

a. On the basis of the information received, the VP Graduate shall submit a report to the Steering Committee on the state of the Program.

- a. The SGPS does not tolerate harassment or discrimination in any environment under its jurisdiction or during any event under its jurisdiction.
- b. As per Queen's University policy "all members of the University Community have the right to be free from harassment and discrimination. This includes sexual harassment, harassment based on gender, race, ethnicity, religion, creed and sexual orientation or analogous grounds. Such harassment and discrimination has the purpose or effect of unreasonably interfering with an individual's or a group's work or academic performance, or of creating an intimidating, hostile or offensive working, living or academic environment. Individuals or groups who are not the direct target of the conduct in question may also suffer harassment and discrimination as a result of being present when such conduct takes place."
- c. Concerns, complaints, and comments within SGPS regarding harassment and discrimination will be addressed by the Equity Commissioner.
- d. As an organization within Queen's University, all SGPS issues that involve any type of harassment and discrimination also fall under the university's Harassment/Discrimination Complaint Policy and Procedure, administered by the Queen's Human Rights Office
- e. Training on the topics of anti-harassment and equity shall be required for SGPS personnel.
- f. Legislation protecting employees from harassment and discrimination include the Ontario Human Rights Code, Canadian Human Rights Act, and the Canada Labour Code. Additional information on anti-harassment and anti-discrimination policies in the workplace can be sought from the Ontario Human Rights Commission and the Canadian Human Rights Commission.

P.3.6 Health and Safety Policy

- a. The SGPS is committed to the health and safety of all its personnel, including the prevention of illness and injury.
- b. The SGPS affirms the Queen's University Policy Statement on Health and Safety, under the jurisdiction of the Queen's University Department of Environmental Health and Safety.
- c. The SGPS acknowledges the responsibilities outlined by the Ontario Occupational Health and Safety Act.
- d. All employees of the SGPS shall be aware of their rights and responsibilities regarding health and safety. Responsibilities include the reporting to their supervisor of any health hazards and unsafe conditions observed.
- e. Concerns, complaints, and comments within the SGPS regarding health and safety may be addressed by the Executive Director.
- f. Training on the topics of health and safety shall be considered for SGPS personnel. This may include Occupational Health and Safety workshops and First Aid training.

P.3.7 Anti-Oppression Training Policy

- a. All SGPS Staff, Appointees of Council, and Executive are required to take anti-oppression training within sixty (60) days of being ratified at Council.
- b. Anti-oppression training shall be organized by the Equity Commissioner.
- c. The content of anti-oppression training shall include an overview of P.10.1.

P.4 Transition

Proposed:

P.4 Transition

P.4.1 Transition Overview

- a. The purpose of transition planning is for Appointees of Council and Executives to develop a positive and productive working relationship.
- b. The Executive Assistant and the Executive Director are responsible for organizing transition.
- c. Transition for the new Executive shall take place from the date of election results to the date the new Executives take office, normally March 1st to 31st.
- d. Transition for the new appointees of council shall take place during the first 30 days of their appointment.

P.4.2 Executive Transition

- a. The Executive shall jointly create an executive year plan and individual year plans in accordance with P.4.4 Year Plans.
- b. should an Executive member be elected outside the dates listed in B.6.c, or unable to attend the initial Planning session, that Executive shall be responsible for arranging, with the assistance of the Executive Director, an alternate Transition Planning session with the Executive;
- c. Content for Executive Transition session(s) shall include:
 - (1) a review of the SGPS Bylaws and Policies;
 - (2) a review of the organizational structure of the SGPS and Queen's University;
 - (3) a review of the history of the SGPS;
 - (4) a review of all job descriptions held by Appointees of Council and Executives;
 - (5) a review the SGPS Strategic Plan (P.10.5);
 - (6) a review of committee responsibilities at the SGPS and University; and
 - (7) a review of transition manuals.

P.4.3 Appointee of Council Transition

- a. The Appointee of Council and Executive shall convene to address goals and develop an effective working relationship.
- b. Each appointee of council shall be responsible for preparing a Year Plan in accordance with P.4.4 Year Plans.
- c. Appointees of Council and Executive Transition Planning shall:
 - (1) take place within thirty (30) days of ratification of Appointees of Council based on the terms and conditions established in P.2.1.1.e;
 - (2) involve all ratified Executive members and Appointees of Council during mutually agreed upon Planning session time(s) and location(s);

- (3) be no less than five (5) hours;
 - (4) in the event that not all ratified Executive members are able to personally attend, Appointees of Council and Executive Transition Planning shall convene at an agreed on session(s) suitable to the majority of Appointees and Executive;
 - (5) should an Appointee of Council be hired outside of the dates listed in P.2.1.1.e, or an Executive member elected outside the dates listed in B.6.c, that Appointee and/or Executive shall be responsible for arranging, with the assistance of the Executive Director, alternative Transition Planning sessions with the Executive and Appointees;
- d. Content for the Appointees of Council and Executive Transition Planning sessions shall include:
- (1) a review of the SGPS Bylaws and Policies;
 - (2) a review of the organizational structure of the SGPS and Queen's University;
 - (3) a review of the history of the SGPS;
 - (4) a review of all job descriptions held by Appointees of Council and Executives;
 - (5) a review of the SGPS Strategic Plan (P.10.5);
 - (6) a review of committee responsibilities at the SGPS and University levels; and
 - (7) a review of transition manuals.

P.4.4 Year Plans

- a. Year Plans establishes a list of goals for the year and steps to achieve those goals.
- b. The following groups or individuals are responsible for creating a Year Plan:
 - (1) The Executive as a whole;
 - (2) Each member of the Executive; and
 - (3) Each Appointee of Council.
- b. Executive Year Plans shall be submitted directly to Council after the completion of Transition, with the following exceptions:
- c. Coordinators shall submit their Plan to their designated superior, be they a Commissioner or Executive, as outlined in P.2.1.
 - (1) Where no designated superior exists, the Coordinator will submit their Plan directly to Council.
 - (2) Where such a superior exists, the Coordinator Plan must first be approved before submitted to Council. If the Coordinator receives no response from the designated superior within fourteen (14) days , said Coordinator is free to submit their Plan directly to Council.
- d. Coordinators shall submit their Plan to their designated superior, be they a Commissioner or Executive.
- e. Once the Appointee of Council Strategic Plan is finalized, it shall be reported to Council.
- f. The Year Plan shall:
 - (1) include consideration for relevant Bylaws, Policies, and job descriptions governing the particular Appointee position;
 - (2) outline goals for the duration of the Appointee term and a brief description of how they shall be fulfilled; and

- (3) take into consideration the SGPS Strategic Plan, in accordance with P.10.5.
- a. At the end of their terms, all executives and appointees of council shall review their year plans in preparation of their transition reports.

Appendix 2 – Committee Terms of Reference

P.6.2.12 Academic Affairs Standing Committee

- a. The Academic Affairs Standing Committee (AASC) shall be responsible for:
 - (1) Maintaining communication with graduate students and bringing to light any academic issues that are facing graduate students at the University;
 - (2) Writing and distributing FAQs, reports, letters, and related documents, that address the academic issues facing graduate students at the University;
 - (3) Investigating academic issues and related policies that impact graduate students at the University;
 - (4) Recommending policy changes and plans of action to appropriate governing bodies at the University;
 - (5) Organizing discussion forums on academic issues facing graduate students at the University;
 - (6) Submitting an annual report for the Annual General Meeting, summarizing the issues addressed and the subsequent actions taken by the AASC;
 - (7) Communicating monthly action items as required to SGPS Council Members and encouraging their involvement and input in initiatives; and
 - (8) Meeting on a monthly basis, at the discretion of the VP Graduate.

- b. The membership of the Committee shall be as follows:
 - (1) The VP Graduate, who shall chair the Committee (whose voting rights are reserved for breaking a tie);
 - (2) A minimum of three (3) ordinary members; and
 - (3) A minimum of two (2) SGPS Council Representatives.

- c. Quorum during monthly meetings shall be four (4) voting members.

- d. Members of the AASC must commit to attending a minimum of 75% of the AASC's meetings that are held during any given academic year (i.e., 6/8 Meetings if meetings are held from August to April, or 9/12 meetings if meetings are held each month of the year).

P.6.2.13 Sustainability Standing Committee

- a. The Sustainability Standing Committee is responsible for:
 - (1) administrating the Sustainability Action Fund (SAF) grant program
 - (2) Review the annual Ethical Purchasing report and will provide advice regarding the action planning, reporting and implementation process.
 - (3) extending appropriate practices at Queen's University and take part in re-shaping, organizing and advancing student initiatives for sustainable operations.

- b. Membership of the Committee shall be as follows:
 - (1) The SGPS Sustainability Coordinator, who shall chair the committee.
 - (2) The remaining members of the committee shall be volunteers.

- c. The Committee shall observe the following definition of Sustainability:
 - (1) improving the quality of human life while living within the carrying capacity of supporting ecosystems

Appendix 3 – Equity Policy

P.10.1 SGPS Equity Policy

- a. The SGPS upholds the Queen’s University Harassment/Discrimination Complaint Policy and Procedure (<http://www.queensu.ca/secretariat/policies/senateandtrustees/harassment.html>).
- b. SGPS policies, bylaws, events, services, and employment practices shall be determined with consideration for the definitions and terms used in the Queen’s University Harassment/Discrimination Complaint Policy, the Ontario Human Rights Code (http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90h19_e.htm), the Canada Human Rights Act (<http://laws-lois.justice.gc.ca/eng/acts/h-6/FullText.html>), and the Employment Equity Act (<http://laws-lois.justice.gc.ca/eng/acts/E-5.401/FullText.html>).
- c. “Equity” shall be defined by practices, language, and procedures that seek to eliminate discrimination and harassment as defined in P.10.1.a and P.10.1.b.
- d. “Inequity” shall be defined by discriminatory practices, language, and procedures outlined in P.10.1.a and P.10.1.b.
- e. “Systemic discrimination” shall be defined as policies and practices that unintentionally exclude or discriminate against individuals for reasons defined in P.10.1.a and P.10.1.b.

P.10.1.1 Education Equity

- a. The SGPS aims to promote a climate of education equity where policies, programs, curricula, practices, teaching, and traditions do not reproduce inequities.
- b. The SGPS shall work with the Senate Education Equity Committee.

P.10.1.2 Employment Equity

- a. The SGPS recognizes that systemic discrimination has historically disadvantaged particular groups, as defined in P.10.1.a and P.10.1.b, in the area of employment.
- b. The SGPS mandates anti-oppression training, in accordance with P.2.9 and P.4 Transition.
- c. The SGPS shall attach the following statement to all correspondence, publications, and promotional material, in print or electronic, that advertises SGPS elections, hiring, and opportunity for Appointment: “The SGPS encourages applications from members of equity-seeking groups including, but not limited to international students, persons with disabilities, Aboriginal peoples, members of minoritized groups, women, parents and LGBTQ people.”

P.10.1.3 Accessibility

- a. The SGPS is committed to removing and preventing barriers to participation, employment, events, and services for all persons, in accordance with P.10.1.a and P.10.1.b.

P. 10.1.4 Implementation

- a. It is the duty of all SGPS staff, Executive, Appointees, and Officers to ensure that the Society’s operations and services comply with P.10.1.
- b. A review of equity at Queen’s University shall be conducted in accordance with P.10.6.

Appendix 4 – Bursaries, Grants and Funding Policies

P.1.6 Emergency Student Aid Bursary

Proposed:

P.1.6 Emergency Student Aid Bursary

An Emergency Student Aid Bursary Fund shall be established annually to provide short-term relief for SGPS members who are experiencing financial difficulties. Amounts available are usually very small.

- a. Any member of the SGPS shall be eligible for support from the Emergency Student Aid Bursary.
- b. Members may submit only one application per academic year.
- c. Emergency student aid funding shall not exceed \$400 per applicant.
- d. All applicants must comply with the request from the VP Finance and Services and/or the Finance and Services Standing Committee for further documentation and evidence of financial need.
- e. Procedure:
 - (1) An Emergency Student Aid Fund Application Form must be submitted to the VP Finance and Services. (2) The VP Finance and Services shall present the anonymised application with a recommendation to the Finance and Services Standing Committee for review within 1 business day of receiving all requested documentation and information.
 - (2) The VP Finance and Services and the Finance and Services Standing Committee shall review Emergency Student Aid Fund applications within 4 business days, provided that no further documentation is required.
 - (3) Members of the Finance and Services Standing Committee must declare any conflict of interest that arises to the VP Finance and Services and must abstain from voting.
 - (4) The Finance and Services Standing Committee shall have the authority to decline or approve the application and to decide on a bursary amount, in accordance with P.1.6.f.
- f. Factors that the Finance and Services Standing Committee shall consider when reviewing applications will include, but not be limited to:
 - (1) the severity of the financial difficulties;
 - (2) the applicant's access to other sources of funding;
 - (3) the cause of the financial difficulties; and
 - (4) whether the applicant supports dependents.

P.1.7 Grants Program

Proposed:

P.1.7 Grants Program

A Grants Program Fund shall be established annually to provide financial assistance for events or projects that enhance the academic side of graduate and professional life. The SGPS Grants Program has funded numerous initiatives such as, but not limited to, lectures, workshops, seminar series, conferences, journal publications, and speakers.

- a. Any member of the SGPS shall be eligible for support from the Grants Program.
- b. Grants Program funding shall not exceed \$600 per application.
- c. Grants Program applications shall be accompanied by a detailed budget and proposal.
- d. Grant applicants shall make reasonable efforts to secure funding from other sources.
- e. All applicants must comply with the request from the VP Finance and Services and/or the Finance and Services Standing Committee for further documentation related to financial need and/or information pertaining to the proposed initiative.
- f. Procedure:
 - (1) A Grants Program Application Form must be submitted to the VP Finance and Services.
 - (2) The VP Finance and Services shall present the anonymised application with a recommendation to the Finance and Services Committee for review within 2 business days of receiving all requested documentation and information.
 - (3) The VP Finance and Services and the Finance and Services Standing Committee shall review Grants Program applications within 8 business days, provided that no further documentation is required.
 - (4) Members of the Finance and Services Standing Committee must declare any conflict of interest that arises to the VP Finance and Services and must abstain from voting.
 - (5) The Finance and Services Committee shall have the authority to decline or approve the application and to decide on a grant amount according to the criteria established in P.1.7.g.
 - (6) Grant amounts may include services offered by the SGPS such as printing.
- g. Criteria
 - (1) Initiatives funded by the Grants Program must be open and accessible to the entire graduate and professional community
 - (2) Events and projects must have significant SGPS membership involvement as organizers and participants.
 - (3) Organizers must abide by P.12 SGPS Equity Policy.
 - (4) Funding shall not be awarded for conference travel, accommodations, or registration.
- h. SGPS Promotion and Recognition
 - (1) Event organizers shall promote the event in the SGPS e-Newsletter
 - (2) All promotional materials such as, but not limited to, posters, website, flyers, postcards, etc., shall contain the SGPS logo.

P.1.5 Sports Bursary

Current:

P.1.5 Sports Bursary

P.1.5.1 Purpose

The objective of the Sports Bursary is to subsidize intramural activities for ordinary members of the SGPS. These activities must be sanctioned by Queen's Athletics and Recreation. Expenses of the Sports Bursary shall be obtained from the optional Sports Fund.

P.1.5.2 Eligibility Criteria

All members of a team must be ordinary members of the SGPS in order to receive funding from the Sports Bursary and must have paid their optional Sports Fund fee in the academic year of the requested Sports Bursary.

P.1.5.3 Subsidy

- a. Up to 50% of the costs pertaining to team registration fees may be covered in eligible teams participating in Intramural Open Tournaments as sanctioned by Queen's Athletics and Recreation.
- b. Up to 50% of a sports bond may be reimbursed if the team has forfeited one or two games in an Intramural League as sanctioned by Queen's Athletics and Recreation.
- c. The Sports Bursary shall not cover any expenses related to individual fees.
- d. The Sports Bursary shall not cover expenses that have been reimbursed by other sub-Societies of the SGPS.

P.1.5.4 Discretion

The Athletics Coordinator and the VP Finance and Services shall jointly administer the Sports Bursary. Decisions of the Athletics Coordinator and the VP Finance and Services shall be subject to review by the Finance and Services Committee, and exceptions to the policy can be made by the Finance and Services Committee.

Proposed:

P.1.5 Sports Bursary

P.1.5.1 Purpose

A Sports Bursary shall be established annually from a portion of the optional SGPS Sports Fund. The objective of the Sports Bursary is to support athletic and physical activities for ordinary members of the SGPS.

P.1.5.2 Eligibility Criteria

At least 70% of a team must be ordinary members of the SGPS in order to receive funding from the

Sports Bursary.

P.1.5.3 Subsidy

- a. Up to 50% of the costs pertaining to team registration fees may be covered in eligible teams participating in Intramural Open Tournaments as sanctioned by Queen's Athletics and Recreation.
- b. Up to 50% of a sports bond may be reimbursed if the team has forfeited one or two games in an Intramural League as sanctioned by Queen's Athletics and Recreation.
- c. Up to \$10 per player may be subsidized for team uniforms or equipment.
- d. The Sports Bursary shall not cover any expenses related to individual fees.
- e. The Sports Bursary shall not cover expenses that have been reimbursed by other sub-Societies of the SGPS.
- f. Procedure:
 - (1) A Sports Fund Application Form must be submitted to the VP Finance and Services and Athletics Coordinator.
 - (2) The VP Finance and Services and Athletics Coordinator shall agree upon a recommendation within 2 business days of receiving all requested documentation and information, which they will present to the Finance and Services Committee for review.
 - (3) The VP Finance and Services and the Finance and Services Standing Committee shall review Sports Fund applications within 8 business days, provided that no further documentation is required.
 - (4) Members of the Finance and Services Standing Committee must declare any conflict of interest that arises to the VP Finance and Services and must abstain from voting.
 - (5) The Finance and Services Committee shall have the authority to decline or approve the application and to decide on a grant amount according to the criteria established in P.1.5.2 and P.1.5.3.

P.1.5.4 Discretion

The Athletics Coordinator and the VP Finance and Services shall jointly administer the Sports Bursary. Decisions of the Athletics Coordinator and the VP Finance and Services shall be subject to review by the Finance and Services Committee, and exceptions to the policy can be made by the Finance and Services Committee.

P.5.7 (Club) Funding

Current:

P.5.7 Funding

- a. Any registered club under the jurisdiction of the SGPS shall be eligible for club funding by the SGPS.
- b. Clubs ratified by the SGPS are not restricted from receiving funding from other organizations; however, SGPS clubs cannot be ratified as a club with any other campus organization.
- c. The VP Finance and Services and/or the Finance and Services Standing Committee may request an interview with representatives of a club if they have any questions regarding the preliminary budget or any other matter that is relevant to accessing club funding.
- d. All club members must comply with the request for meeting from the VP Finance and Services and/or the Finance and Services Standing Committee in order to qualify for club funding.
- e. Funds shall be disbursed in the form of reimbursements.
- f. Procedure:
 - (1) A Club Funding Application must be submitted to the VP Finance and Services. The content of the application shall be determined by the VP Finance and Services to serve the purposes of the Club Funding.
 - (2) The VP Finance and Services shall present the application to the Finance and Services Committee for review.
 - (3) The Finance and Services Committee shall have the authority to approve the application so long as it meets at least one aspect the Club Funding Eligibility Criteria as outlined below
- g. The Club Funding Eligibility Criteria are:
 - (1) serving to promote social life amongst the SGPS membership; or
 - (2) serving or promoting the academic interests of the SGPS membership; or
 - (3) to improve the image of the SGPS membership in Queen's University or the City of Kingston.
- h. A Club can be eligible to receive a Club Funding allocation of up to a maximum of \$250.00 in a fiscal year.

Proposed:

P.5.7 **Club** Funding

- a. Any registered club under the jurisdiction of the SGPS shall be eligible for club funding by the SGPS, up to a maximum of \$200 per academic year.
- b. Clubs ratified by the SGPS are not restricted from receiving funding from other organizations; however, clubs not ratified with the SGPS are not eligible for SGPS funding.
- c. ****c removed****
- d. ****d removed****
- e. All applicants must comply with the request from the VP Finance and Services and/or the Finance and Services Standing Committee for further documentation related to the preliminary budget or any other matter that is relevant to accessing club funding.

f. Procedure:

(1) A Club Funding Application must be submitted to the VP Finance and Services with a proposed budget. The content of the application shall be determined by the VP Finance and Services to serve the purposes of the Club Funding.

(2) The VP Finance and Services shall present the application to the Finance and Services Committee for review within 2 business days of receiving all requested documentation and information.

(3) The VP Finance and Services and the Finance and Services Standing Committee shall review Club Funding applications within 8 business days, provided that no further documentation is required.

(4) Members of the Finance and Services Standing Committee must declare any conflict of interest that arises to the VP Finance and Services and must abstain from voting.

(5) The Finance and Services Committee shall have the authority to approve the application so long as it meets at least one aspect the Club Funding Eligibility Criteria as outlined in P.5.7.e

(6) Funding amounts may include services offered by the SGPS such as printing.

g. The Club Funding Eligibility Criteria shall be met if proposed activities

(1) serve to promote social life amongst the SGPS membership; or

(2) serve to promote the academic interests of the SGPS membership; or

(3) serve to establish connections between SGPS members and other Queen's and/or Kingston community members.

(4) Activities supported by Club Funding must also abide by P.10.1 SGPS Equity Policy.

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