Proposed Amendment to B.15:

h. Notice of the proposed amendment(s) to the Bylaws or Policies shall be given by the Speaker to the members of the body that will vote on it at least ten (10) seven (7) days in advance of the a General Meeting or four (4) days in advance of a Council meeting where it will be considered.
BIRT Council approve the changes to B.9.

B.9 Officers of Council, Commissioners, Coordinators, and Society Liaisons
The SGPS shall have employment contracts with all commissioners and coordinators. Where any substantive changes are made to any employment contracts, a licensed Ontario lawyer must review the changes.

B.9.1 Officers of Council
a. The following constitute the officers of the SGPS, and shall be responsible for assisting Council and the Executive with a specific aspect of the SGPS’ operations:
   (1) Speaker of Council;
   (2) Deputy Speaker; and
   (3) Chief Returning Officer.

b. The Speaker of Council and the Chief Returning Officer are responsible for reporting to Council.

c. Council may establish additional Officer positions for specific purposes.

d. The roles and responsibilities of the Officers of Council are defined in Policy Section P.5.1.

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

B.9.2 Commissioners and Coordinators
1. The SGPS shall employ Commissioners and Coordinators, who shall be responsible for assisting Council and the Executive with specific portfolios relating to the SGPS’ operations. A list of Commissioners and Coordinators and their responsibilities shall be maintained in Policy.

2. Commissioners are supervised by the Executive through the Executive Assistant or the Executive Director, and shall submit reports to both Council and the Executive. These reports shall also include the activities of any Coordinators they supervise.

3. Coordinators are supervised by their respective commissioner. In the absence of a corresponding commissioner, the coordinator shall be supervised by the Executive Assistant.

4. Only ordinary members of the SGPS shall be eligible for these positions.

5. The terms of all commissioners and coordinators shall last for one year.

6. The hiring, discipline, evaluation and termination procedures are outlined in Policy.
B.13 Selection of the Officers of Council

B.13.1 Selection of the Officers of Council

a. The Speaker of Council and the Chief Returning Officer shall be elected by a majority vote of the members at Council. The election will take place by secret ballot and its proceedings will be recorded in the minutes of that Council meeting. The terms of office of the Speaker of Council and the Chief Returning Officer shall not extend past April 30th of each year.

b. The Deputy Speaker shall be chosen by the Speaker and ratified by Council. The term of office of the Deputy Speaker shall not extend past May 31st of each year.

B.14 Resignation and Impeachment

B.14.1 Resigning from the SGPS

a. Resignations for Executive positions, Commissioners, Coordinators, Office Staff, Graduate Student Trustee and Student Senators must be submitted to the VP Professional, who will then formally forward the resignation to SGPS Council via the SGPS Speaker.

b. If the VP Professional chooses to resign they shall submit their resignation to the President, who will then formally forward the resignation to SGPS Council via the SGPS Speaker.

c. Resignations for the Deputy Speaker and Chief Returning Officer must be submitted directly to the Speaker, who will then formally forward the resignation to SGPS Council.

d. Resignation of the Speaker will be submitted to the Deputy Speaker, who will assume the role of the Speaker, and formally forward the resignation to SGPS Council.

e. Upon completion of their degree program, any Executive member, Officer, Commissioner, Coordinator, Graduate Student Trustee, or Senator may complete their term of office if less than 6 months remains in the term of office, but may not seek re-election or re-appointment without returning to “Ordinary Member” (B.4.1) status. If more than 6 months remain in the term of office at the time of the termination of student status, and there is no prospect of the member returning to Ordinary Member status during the remainder of the term of office, the member must resign their position.

a.

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

Executive Members and Officers of Council may be removed by:


(1) A motion of non-confidence must be filed with the Speaker at least ten (10) sessional days prior to the Council Meeting at which the motion is to be
discussed. If the impeachment proceedings are against the Speaker, the motion shall be delivered to the Deputy Speaker.

(2) Where possible, the Speaker shall then transmit a copy of the motion to the person named in the motion by registered mail at least seven (7) days before the Council Meeting, and shall include in this correspondence reasons for removal.

(3) Debate on the motion will conclude only after the person named in the motion has had an opportunity to speak.

(4) In the instance of Executive Members and the Speaker, the motion shall require a 2/3 majority of votes cast in favour in order to carry.

(5) In the instance of the Chief Returning Officer and the Deputy Speaker, the motion shall require a simple majority of votes cast to carry.

(6) Abstentions shall be counted in the negative.

(7) If the impeachment proceedings are against the Speaker, the Deputy Speaker shall preside at the meeting.

c. In the case of an Executive Member, a referendum of the membership.

(1) The conduct of the referendum shall be governed by P.9. Upon receipt of a Council motion for a referendum or a petition signed by the membership as outlined in P.9.5, the Chief Returning Officer shall immediately transmit a copy of the referendum question to the person(s) named in the motion or petition.

(2) The wording of the question shall be as follows: "Shall (name of person) cease to hold the position of (name of office held) of the Society of Graduate and Professional Students at Queen's University?".

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

While the SGPS does not have the ability to remove or impeach a Graduate Student Senator or Graduate Student Trustee, should there be reason to believe that the Graduate Student Trustee or Graduate Student Senator is not fulfilling the expectations of their position as outlined in B.8, the SGPS Executive should make this complaint known to Council, and recommend to Council that they request the Trustee’s or Senator’s resignation.
The following constitute the Appointees of Council, and shall be responsible for assisting Council and the Executive with a specific aspect of the SGPS’ operations, and are responsible for reporting to Council:

(1) Commissioners:
  i. Communications Commissioner
  ii. Social Commissioner
  iii. Equity Commissioner
  iv. International Students Affairs Commissioner

(2) Coordinators:
  i. Web Coordinator
  ii. Athletics Coordinator
  iii. Logistics Coordinator
  iv. Planning Coordinator
  v. Equity Coordinator
  vi. Sustainability Coordinator
  vii. International Students Affairs Coordinator

Commissioners/Coordinators are supervised by appropriate members of the Executive and report to Council.

Council may establish additional appointee positions for specific purposes.

Committees may be created as needed. They will be headed by a Commissioner or a member of the SGPS Executive.

All Appointees of Council must be ordinary members of the SGPS.

The roles and responsibilities of the Appointees of Council are defined in Policy Section P.2.2.

The Deputy Returning Officer(s) shall be chosen by the Chief Returning Officer and ratified by Council. The person(s) selected as Deputy Returning Officer(s) shall not be running for a position within the SGPS, and must resign as Deputy Returning Officer if they decide to run for such a position.

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

The Executives shall select the Appointees of Council, through a process of application and interviews. Council shall ratify these selections to ensure that due process has been observed.

Only ordinary members of the SGPS shall be eligible to apply.

The nomination of Appointees of Council shall normally take place after the election of the Executive at the beginning of the Fall term. The nomination of Appointees shall be undertaken by the members of the Executive who shall constitute themselves as a Hiring Committee. Council shall be invited to nominate additional members to the committee equal to the number of Executive members. The Hiring Committee shall be chaired by the VP Professional. One of the members of the Hiring committee shall be explicitly responsible for ensuring that equity considerations are considered.
The Executive may choose to re–hire people to their position. The Executive must complete an evaluation of any appointee who wishes to re–apply to their position before re–hiring may occur.

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

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

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

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

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

Serious misconduct, including but not limited to serious criminal behaviour, discriminatory or harmful conduct will result in immediate termination. All terminations may be appealed to Council.

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

Council may appoint a substitute Officer to fulfill the duties of any of the Commissioners and/or Chief Returning Officer if she/he is deemed by Council to be conflict of interest with regard to the impeachment proceedings.

If the impeachment proceedings are against the Speaker, the motion shall be delivered to the Deputy Speaker.

The Speaker shall not preside over the Council meeting or General Meeting where the motion will be discussed.

In the event of a petition of the membership regarding a referendum to remove the Chief Returning Officer, the petition shall be delivered to the Speaker.

On receipt of a petition for referendum or a non–confidence motion in accordance with P.9 or B.14.3, the Chief Returning Officer must call a Special General Meeting solely for the consideration of the impeachment at the earliest possible convenience, in accordance with B.16.2.

The Rules for General Meetings outlined in the Rules for SGPS Council Proceedings Policy will be followed at the Special General Meeting with the exception that business may not proceed without quorum.

A motion carried at a General Meeting of the membership.

Where possible, the Chair of the General Meeting shall transmit a copy of the motion of non–confidence to the person(s) named in the motion by registered mail at least five (5) days before the General Meeting.
Debate on the motion will conclude only after the person named in the motion has had an opportunity to speak.
P.2.2 **Commissioners and Coordinators**

P.2.2.1 General

a. The following constitute the Commissioners and Coordinators:

1. Commissioners:
   i. Social Commissioner
   ii. Equity and Diversity Commissioner
   iii. International Students Affairs Commissioner

2. Coordinators:
   i. Athletics Coordinator
   ii. Logistics Coordinator
   iii. Planning Coordinator
   iv. Equity and Diversity Coordinator
   v. Sustainability Coordinator
   vi. International Students Affairs Coordinator

a. The term of all Commissioner and Coordinator positions will be from November 1st to October 31st of each year.

P.2.2.2 Selection of Commissioners and Coordinators

a. The Executive shall select the commissioners and coordinators through a process of application and interviews.
b. A commissioner or coordinator may re-apply for the same position, and must inform the Executive no later than October 1st if they intend to do so.
c. Where a commissioner or coordinator re-applies, a re-hiring performance review will take place in accordance with the procedure outlined in P.3
d. A hiring panel shall be convened for each position, which shall consist of:
   1. The Vice President Professional;
   2. A Commissioner or second member of the Executive, as decided by the Executive; and
   3. The Executive Director or Executive Assistant, as selected by the Executive.
e. Job descriptions shall be posted online and open positions shall be advertised online for a 2-week period.
f. Where there are no applications or one application for a given position, the hiring period can be extended for additional time at the discretion of the VPP.
g. The hiring panel shall review applications and interview candidates to determine suitability for each position. A hiring panel is not required to interview every applicant for a position if time constraints and volume of applications would make doing so impractical.
h. The hiring panel shall make decisions based on consensus. Where no consensus can be reached, a decision may be made by majority vote.
i. Hiring panel members must declare conflicts of interests and recuse themselves where they would be unable to make an impartial decision. Recusal should take place as soon as all of the applications for a position are received. A panelist who recuses him or herself shall be replaced by a suitable alternate selected by the Executive.

k. The hiring of commissioners and coordinators shall be carried out in accordance with the SGPS’s policy statement on equity.

P.2.2.3 Commissioners

a. All Commissioners are responsible for:
   A. submitting monthly written reports to and attending meetings of council;
   B. developing a year plan specific to their position in accordance with P.4.4 Year Plans;
   C. participating in the transition process in accordance with P.4 Transition;

b. The Social Commissioner shall report to the FD. The Social Commissioner shall head the Social Commission and be responsible for:
   (1) supervising and providing direction to the Athletics Coordinator, Logistics Coordinator, and Planning Coordinator;
   (2) ensuring that all SGPS social events meet the standards established in P.12.1

   (3) organizing SGPS orientation week;

   (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

   (6) ...

   (7) ...

c. The Equity Commissioner shall report to the EA. The Equity Commissioner shall head the Equity Commission and be responsible for:

   (1) Supervising and providing direction to the Equity Coordinator;
   (2) advising Council and the Executive in the formation and formulations of SGPS policies, procedures and priorities regarding equity issues;
   (3) promoting awareness of equity issues among SGPS members in accordance with P.12.1;
   (4) Chairing the Equity Committee and promoting it to the membership;
   (5) ensuring that all meetings and social events hosted by the SGPS are equity–aware in accordance with P.12.1; and
(6) Serving on their assigned councils and committees, a list of which is maintained by the EA.

d) The International Students Affairs Commissioner shall report to the EA. 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 on their assigned councils and committees, a list of which is maintained by the EA.

4. ensuring regular meetings of the SGPS International Affairs Standing Committee;
5. advising the SGPS Executive, Council, Graduate Student Trustee, and student Senators on how to approach and tackle international student issues;
6. establishing and maintaining communication with international students and groups on campus;
7. guiding and assisting the development of policies regarding international student issues at the SGPS, AMS, and/or University level; and
8. promoting the organization of social, academic, outreach and political events pertaining to international students.

P.2.2.3 Coordinators

a. All Coordinators are responsible for:

1. developing a year plan specific to their position in accordance with P.4.4;
2. participating in the transition process in accordance with P.4;

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

1. organizing and planning all athletic events held by the society;
2. sitting on the Events Standing Committee; and
3. being an active member of the Social Commission, assisting in the planning of all social events, including those of Orientation Week.

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

1. taking care of logistical details of all Social events held by the SGPS by helping physically prepare event locations and ensuring that catering, equipment and other items are prepared and present;
2. sitting on the Social Events Standing Committee;
(3) ensuring venue accessibility;
(4) addressing health and safety issues 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.

d. The Planning Coordinator shall be a member of the Social Commission and report to the Social Commissioner. The Planning Coordinator shall be responsible for:
   (1) taking care of the planning of all Social events held by the SGPS by determining suitable venues, times, and other relevant details;
   (2) sitting on the Social Events Standing Committee;
   (3) taking into account equity issues when planning a diverse set of events;
   (4) being an active member of the Social Commission, assisting in the planning of all social events, including those of Orientation Week; and
   (5) being available 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 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) Assisting with organizing events that give voice to historically marginalized groups whether through art, music, spoken word, theatre, discussions or other applicable events.

f. The Sustainability Coordinator shall report to EA. The Sustainability Coordinator shall be responsible for:
   (1) chairing the SGPS Sustainability Standing Committee;
   (2) submitting monthly written reports to, and attending Council;
   (3) implementing and enforcing SGPS policy on sustainability as defined in P.12.2.3 both within and outside SGPS;
   (4) 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;
   (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 report to the International Students Affairs Commissioner. The International Students Affairs Coordinator shall be responsible for:

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

(2) chairing the International Student Standing Committee in the event that the commissioner is unavailable

(3) supporting and advising the International Student Affairs Commissioner in their work;

(4) attending meetings and committees as delegated by the International Student Affairs Commissioner;

(5) organizing any events or workshops that affect international students;

(6) assisting in the development of policies and research pertaining to international students; and

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

BIRT Council approve the changes to P.3

P.3.2 **Commissioners and Coordinators**

P.3.2.1 Commissioner and Coordinator Evaluation, Discipline, and Termination

a. Commissioners and coordinators shall be subject to a 12-week probationary period, during which time they may be terminated without cause, notice, or payment in lieu.

b. The SGPS may terminate commissioners or coordinators at any time by giving sufficient notice or payment in lieu as required under the Employment Standards Act.
b. Commissioners and coordinators shall meet with the Executive Director, Executive Assistant and the VPP after four months of their term and after eight months of their term for a Performance Review meeting. Where a commissioner or coordinator re-applies for their current position, a 12-month Performance review will also take place.

c. Extra Performance Review meetings may be performed at the discretion of the Executive.

d. The purpose of the meetings will be to assess performance of job expectations and address any identified areas of improvement.

e. Performance concerns will be noted in writing at the conclusion of each meeting, and a reasonable adjustment period must pass before re-evaluation or termination occurs. A reasonable period can range from 2-4 weeks.

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

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

h. Where a 12-month re-hiring Performance Review has taken place, the VPP will make a recommendation to the Executive as to whether the individual should be re-hired. Any recommendation must be approved by a majority vote of the Executive.

i. Nothing in this policy derogates from the inherent power of the Executive as Board of Directors to terminate any employee. Nothing in this policy should be deemed to create any cause of action by any employee or former employee of the SGPS.
The Hiring Committee shall draft job descriptions, which will include the requirements of each position as defined in the Bylaws and Policies as well as such other requirements as the Hiring Committee shall deem necessary. These job descriptions shall be publicly posted and made available to ordinary members of the SGPS on request.

The SGPS shall widely advertise the vacant offices and their requirements and shall invite applications. At least two (2) weeks shall elapse between advertising of the vacancy and the deadline for applications. Advertising for vacant office(s) shall be made in accordance with P.2.2.1.

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.

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 Communications Commissioner shall report to the President. The Communications Commissioner shall head the Communications Commission and be responsible for:

- supervising and providing direction to the Web Coordinator;
- advising Council and the Executive in the formation and formulations of SGPS policies and priorities regarding communications issues;
- promoting awareness of the SGPS among its members and other University organizations;
- promoting awareness of University affairs among members of the SGPS;
- creating of the SGPS Guide/Day-planner;
- publicizing activities organized by other SGPS committees, Executive members, Council members, or members of the SGPS.

- drafting media releases at the request of the Executive;
- 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;
- participating in the hiring of the Webmaster;
- overseeing the preparation and maintenance of the SGPS webpage in conjunction with the Webmaster; and
- developing a communications strategy for the SGPS.

negotiating advertising space and rates with the Queen’s Journal;
working with the Chief Returning Officer to advertise and promote SGPS elections and referenda;  
working with the VP Professional and Executive Assistant to advertise vacancies of office;  
drafting the SGPS e-Newsletter in accordance with P.16.3 and P.16.1;  
and  
with the Web Coordinator, overseeing the preparation and maintenance of the webpage, in accordance with P.16.5.

in the Equity Issues Standing Committee, Campaign and Community Affairs Standing Committee, the SGPS Council, Queen’s University International Centre Council, UHIP Compliance Working Group, Graduate Student Life Working Group, PSAC 901’s various bargaining and executive teams, the Rector’s Office, the SGPS Student Advisors program, the SGPS Social committee, provincial or national student organizations such as the Canadian Federation of Students, administrators that frequently deal with international student issues, and any pertinent University Senate or Board of Trustees committees.

(1)

lobbying the Board of Trustees, University Senate, and the Alma-Mater Society to address international student issues with the help of student representatives;

establishing and maintaining communication with equity-seeking groups on campus;  
guiding and assisting SGPS, AMS, and University research on international student issues and concerns;

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

submitting monthly written reports to and attending meetings of council;

The Web Coordinator shall be a member of the Communications Commission
and report to the Communications Commissioner. The Web Coordinator shall be
responsible for:

With the Communications Commissioner, overseeing the preparation and
maintenance of the SGPS webpage, in accordance with P.16.5;
maintaining and constantly updating (at least once per week) the SGPS
official web page, under the supervision of the Communications
Commissioner;
to providing layout and design for the website and all other SGPS web
resources; and
to sourcing, liaising, and establishing web links relevant to SGPS
members.

administrating all athletic programs run through the SGPS including
SGPS Corporate GoodLife Memberships; and
sitting on the University Council of Athletics and Recreation (UCAR) as
SGPS representative.

P.3.2.1 Appointment of Appointees of Council

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.

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.

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.
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. The advertising shall contain the following statement: 'The SGPS encourages applications from members of equity-seeking groups including, but not limited to international students, persons with disabilities, Aboriginal peoples, members of minority groups, women, parents and LGBTQ people.'

Only ordinary members of the SGPS shall be eligible to apply for appointee of council positions.

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.

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.

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.

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.

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.

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.

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

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

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

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

The appointee shall be notified at least three (3) weeks in advance of the evaluation date.
The evaluation committee shall request that the appointee submit a comprehensive list of all activities undertaken throughout the course of employment. This form must be submitted no less than one (1) week prior to the set evaluation date.

P.3.2.3 Appointee of Council Evaluation Meeting

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.

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

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

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

P.3.2.4 Appointee of Council Evaluation Process

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.

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:

a The criteria ' ranking indicates that the employee is accomplishing the duties required of the position in accordance with the relevant Bylaws and Policies.

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

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

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.

Following the decision by the VP Professional:

- A Satisfactory ranking, along with the SGPS Personnel Evaluation Form, shall be placed in the employees employment file.

- A 'Further Review' ranking will progress to P.3.2.5 Appointee of Council Remediation.

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

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

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.

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.

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.

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;

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

If the employee fails to meet the remedial standards by the subsequent evaluation, the VP Professional shall take action to remove that individual from their position in accordance with B.14.3.
Whereas recent discussions at SGPS Council have revolved around how to determine the composition of Council;

Whereas there seems to be general consensus that the current wording of the SGPS Bylaws does not reflect the evolving nature of graduate and professional studies at Queen’s University;

Whereas the current wording of B.5.1 does not allow for representatives from collaborative/interdepartmental programs or representatives from distinct groups within large merged departments, such as biochemistry or pharmacology within the Department of Biomedical and Molecular Sciences;

Whereas the definition of “Constituent Bodies” in the SGPS Bylaws needs to be broad and encompassing, but the identity of groups entitled to a representative at SGPS Council needs to be more precisely defined;

BIRT B.3.i be changed to read as follows: “Constituent Bodies” shall mean the School of Graduate Studies, the Faculty of Law, the Faculty of Education and graduate programs in the School of Business, except for the MBA programs.

BIFRT B.4.3 be added to the SGPS Bylaws as shown in the Appendix

BIFRT B.5.1 be amended as shown in the Appendix

B.4.3 Recognized Groups

Ordinary members may choose to organize themselves into collective groups based on faculty, school, department, program, or degree specialization and apply to the SGPS for recognition as follows:

a. The Ordinary Members of the group must demonstrate either:
   a. That they do not currently belong to any existing recognized group; or
   b. The recognized group or groups to which they currently belong do not serve their collective needs.

b. The Ordinary Members of the group must demonstrate that they have elected one or more representatives by a majority vote of the Ordinary Members in the group.

c. Applications shall be made to the Speaker, who shall refer each application to the Bylaw and Policy Revisions Standing Committee. The Committee shall consider the application and make a recommendation to Council within 30 days of receipt.

d. The Bylaw and Policy Revisions Standing Committee may also recommend on its own initiative that Council make changes to the list of Recognized Groups.

e. Council shall make the final decision on whether or not to amend the list of recognized groups by majority vote.

f. Once an application has been approved, the group will be added to a list of Recognized Groups maintained by the Executive Director and they will be entitled to representation on the SGPS Council as outlined in B.5.1.

g. Ordinary Members can only be a member of one Recognized Group. In the event that a new Recognized Group is composed of members from existing Recognized Groups, the number of
representatives to which those groups are entitled will be adjusted to reflect their reduced membership.

B.5.1 Members of Council
The ordinary members of Council include:

a. One representative from each constituent body whose membership in the SGPS does not exceed 125; Recognized Group with fewer than 100 SGPS members;
b. Two representatives from each constituent body whose membership in the SGPS is 126 – 325 inclusive; Recognized Group with 101-300 SGPS members;
c. Three representatives from each constituent body whose membership in the SGPS is 326 – 525 inclusive; Recognized Group with 301-500 SGPS members;
d. Four representatives from each Recognized Group with more than 500 SGPS members; constituent body whose membership is in excess of 525;
e. One aboriginal student representative;
f. One international student representative;
g. One mature student representative;
h. One part–time student representative;
i. The Executive;
j. All Senators who are members of the SGPS;
k. The Graduate Student Trustee;
l. The Executive Director, who shall not vote;
m. The Executive Assistant, who shall not vote;
n. The Appointees of Council, who shall not vote;
o. The Speaker (or Deputy Speaker in the absence of the Speaker), who shall not vote except in the case of a tie; and
p. The Chief Returning Officer, who shall not vote.

Members of the Executive, Officers and Appointees of Council will fulfill their responsibilities as outlined in the SGPS Bylaws and Policies and in their contracts subject to Council’s approval.

Constituent body representatives shall be selected by their constituent body.
The number of representatives to which each Recognized Group is entitled will be updated annually by the Speaker based on the most recent November full-time equivalent enrollment count and reported for information to the SGPS Council at the April Council meeting for each constituent body is determined by the October Council meeting. The revised number of representatives shall take effect on the following September 1st.

The ex–officio honorary members of Council are:

a. The President of the Alma Mater Society, who shall only participate in debate on matters affecting the AMS, but shall not vote; and
b. The University Rector, who shall not vote.
Whereas the manner in which the SGPS runs elections and referendum has changed with the move to online voting;

Whereas the work performed by Deputy Returning Officers has been minimal in recent years;

Whereas the SGPS Council did not appoint a Deputy Returning Officer this year;

BIRT the position of Deputy Returning Officer be removed from the SGPS Bylaws and Policies

BIFRT B.9.1.a.(4) be deleted

BIFRT B.11.e be amended as shown in the Appendix

BIFRT B.13.1.d which deals with the selection of Deputy Returning Officers be deleted

BIFRT P.5.1.3.a.(3) which deals with the selection of Deputy Returning Officers be deleted

BIFRT P.5.1.4 which describes the responsibilities of Deputy Returning Officers be deleted entirely

BIFRT P.9.9.d be amended as shown in the Appendix

B.11 Vacancy of Office

e. Until an election is held for a vacated office, the duties of:

(1) any Executive Members other than the President shall be divided among the remaining SGPS Executive members;

(2) the Speaker shall be assumed by the Deputy Speaker;

(3) the Chief Returning Officer shall be assumed by the Speaker;

(4) the Graduate Student Senator shall remain vacant;

(5) the Graduate Student Trustee shall remain vacant; and

(6) the Appointees of Council shall be assumed by the Executive.

P.9.9 Conducting Elections and Referenda

d. The confirmation of results in an election shall be conducted by the Chief Returning Officer with the assistance of the Executive Director. Each candidate and referendum committee may delegate one (1) scrutineer who shall be permitted to observe the confirmation of ballots.
Max,

I'd like to move the following motion at the General Meeting, supported by Thompson, Lorne and Dinah:

Whereas the SGPS, at its March 2014 General Meeting, passed a resolution calling on the university to assess the affordability of freezing and removing investment in fossil fuel companies;

Whereas a petition was presented to the university by Queen's Backing Action on Climate Change (QBACC), calling for the divestment of the university's non-pension investments from companies engaged in fossil fuel extraction or distribution;

Whereas on February 23, 2015, Principal Woolf announced the creation of an Advisory Committee on Responsible Investing to consider this request and make a recommendation to the Board of Trustees Investment Committee;

Whereas companies in the oil and gas sector currently make up around 12%, and utilities and pipelines companies currently make up around 7%, of the total market capitalization of the Toronto Stock Exchange;

Whereas an inability to maintain a diversified investment portfolio may be used as a justification by the Board of Trustees to take no action to use its investments to combat the threat posed by climate change; and

Whereas any voting shares held by the university in fossil fuel companies can be used to demand that these companies change any harmful environmental practices and invest their research and development budgets into creating alternatives to fossil fuels;

Therefore, BIRT in the event the university is unable to maintain a safely diversified investment portfolio that does not include fossil fuel companies, the SGPS calls on the Advisory Committee to recommend, and the Investment Committee to implement, a comprehensive shareholder engagement strategy across the university's pension and non-pension holdings that will encourage companies the university is invested in to reduce their fossil fuel production, support and use and to reduce their carbon emissions.

Thanks,

Kevin

Kevin Wiener
President (president@sgps.ca)
Society of Graduate and Professional Students (SGPS)
Canadian Federation of Students, Local 27
Queen's University - Kingston Ontario
http://www.sgps.ca
tel: 613.533.2924 fax: 613.533.6376