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.
   (4) 

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.

BIRT Council Approve the Changes to B.13
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.

B.14.2 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 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[1] 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.[2] 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.[3]
The Executive may choose to re-hire people to their position. The Executive[4] 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. [5]

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.

This should really be the only stuff about non-student advisor hiring that is in bylaw and policy.

change to ED

This is really all that is needed in B&P regarding discipline.

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. 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.

h. 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.
i. The hiring panel shall make decisions based on consensus. Where no
   consensus can be reached, a decision may be made by majority vote.
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 ED. 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 formulation 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 Affair 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 Social 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 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.

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;

Comment [16]: Remove in light of the EA position?
Comment [17]: Is this still a thing?

Comment [18]: Change to: “Setting up or supporting events that give…”

Comment [19]: Sustainability supervision is an odd responsibility. Maybe Sustainability should report to ED or EA?

Comment [20]: Can we really affect curriculum? If not, should be removed.
(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 term of all Appointee positions described below will be from November 1st to October 31st of each year.

Perhaps add…
“attending meetings of their assigned councils and committees, and reporting back to either the executive (via the Executive Assistant) or to council as directed.”

The Communications Commissioner shall report to the President[1]. 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 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;[2] 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.

Change to ED? Works more closely with this position.

media policy from the last exec?

Change to ED or EA? Provides consistency as Exec Transition occurs midway through Comm./Coord. terms.

Change to:
“organizing SGPS O-Week and Welcome”?

Shouldn’t this responsibility be with the Athletics Coordinator?

acting as the SGPS observer to the Grad Club Board of Directors.

With the VPP? Would work out better if the Social Commissioner were the only SGPS rep to the Grad Club as it would eliminate ongoing conflict of interest concerns.
The Social Commissioner is also strongly encouraged to sit on the University Council for Substance Abuse Prevention (UCSAP). [3]

Remove as it no longer exists?

Change to ED or EA?
Provides consistency as Exec Transition occurs midway through Comm./Coord. terms.

Sustainability supervision is an odd responsibility. Maybe Sustainability should report to ED or EA?

Indent: Left: 1.27 cm, No bullets or numbering, Tabs:Not at 2.54 cm

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.

Remove all and change to:
“ensuring constant representation of Queen’s University’s international student opinions, concerns, and issues on their assigned councils and committees based on their position; a list of which is maintained by the Executive Assistant.”
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. [4]

Do we need this to be an actual list?

Perhaps add…
“attending meetings of their assigned councils and committees, and reporting back to either the executive (via the Executive Assistant) or to council as directed.”

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 webpage, 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. [5]

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. [6]

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'aor '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'uranking 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 oSatisfactory’aranking, along with the SGPS Personnel Evaluation Form, shall be placed in the employees employment file.

a 'Further Review'uranking 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 the combination of the definition of constituent bodies as detailed in B.3.i, and the rules governing membership on SGPS council as outlined in B.5.1, are not adequate to meet the dynamic nature of SGPS member’s representative needs.

BIRT SGPS Council approve the first reading of the By-Law and Policy Changes, pertaining to the composition of Council, as seen in the appendices.

Core changes:

(Addition) B.5.1
q. One representative from each self-organizing body of Ordinary Members whom applied, and were approved, in accordance with P.5.3 for membership on SGPS Council.

(Addition) P.5.3 – Self-Organizing Members of SGPS Council
a. Any self-organizing body of Ordinary Members may apply to the Speaker to be considered for representation on SGPS Council by a representative whom, on approval of said application, would be considered a member of SGPS Council as outlined under B.5.1.q.
b. The Speaker shall approve or deny the application of the self-organizing body. The Speaker shall justify this approval or denial to the self-organizing body in writing, with reference to the following criteria:

(1) The Ordinary Members of the self-organizing body must show that their affiliation with the constituent body to which they belong (as per B.4.1.a) does not serve their representative needs, and as such, their interests are not currently represented by a member of SGPS Council.

(2) The Ordinary Members of the self-organizing body must show that the proposed representative was elected by majority vote of the Ordinary Members of the self-organizing body.
(3) There shall be no more than 10 Self-Organizing members of SGPS Council at a time.

c. The Speaker shall approve or deny the application of a self-organizing body to be considered for representation on SGPS Council within 30 days of receipt of the application.

Subsequent changes required in:

(Addition) B.3.m

‘Self-organizing Bodies’ shall mean any group of three or more Ordinary Members as outlined in B.4.1.
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 School of Religion, the Faculty of Law, and the Faculty of Education.

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. The Executive Director shall review and approve or deny any application by a group for recognition within 30 days of receipt of the application.

d. A rejected application can be appealed to the SGPS Council who will approve or deny the application by majority vote.

e. 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.

f. 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 Recognized Group with fewer than 100 SGPS members;
b. Two representatives from each Recognized Group with 101-300 SGPS members;
c. Three representatives from each Recognized Group with 301-500 SGPS members;
d. Four representatives from each Recognized Group with more than 500 SGPS members;

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.

The number of representatives to which each Recognized Group is entitled will be updated annually based on enrollment and ratified by the SGPS Council at the December Council meeting.

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.
Accessibility Policy (P.12.4)

12.4.1 Definitions:
   a. “Disability” means
      (i) Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical coordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
      (ii) A condition of mental impairment or a developmental disability,
      (iii) A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
      (iv) A mental disorder, or
      (v) An injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997; (“handicap”)
   b. “Barrier” means anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including (but not limited to) a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy or a practice; (“obstacle”)


12.4.2 Purpose:

The SGPS intends to work proactively to remove barriers to the success and inclusion of its membership.

This policy aims to provide a frame of reference for the SGPS in order to comply with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), and the Integrated Accessibility Standards Regulation, 2011 (IASR), but also to ensure an inclusive, equitable, and accessible experience for its membership.

This policy applies to the provision of customer service, information and communications, employment, the design of public spaces, accommodations, feedback, and works in concert with Queen’s University’s existing Accessibility Policy.
Furthermore, recognizing that the experience of each person with a disability is unique, this policy aims to provide support and accommodations based on individual needs, rather than providing single prescriptive solutions.

12.4.3 Guidelines:

a. Customer Service: All full-time employees of the SGPS, and members of the executive will complete Accessible Customer Service training online within one month of being hired, to ensure that all staff and executive are familiar with accessible customer service practices. All service animals and support persons will be welcomed and treated with respect while accessing SGPS events and services. Any SGPS events that charge a fee will admit support persons free of charge. Furthermore, any person using an assistive device will be accommodated by the SGPS to the point of undue hardship.

b. Employment: The SGPS is committed to removing barriers to employment opportunities, in order to make them more accessible to persons with disabilities. As such, all postings will clearly state that accommodations for persons with disabilities will be provided in the recruitment, interview, hiring, employment, and transition process. Accommodations will be determined on an individual basis by the Executive Director and Executive Assistant in consultation with the person requesting them.

c. Information and Communications: All SGPS information and communications will be made available in alternate formats upon request within three business days, with consideration of the capabilities of the SGPS office and staff. The SGPS commitment to providing alternate formats will be included in all published materials (website, emails, minutes, etc.).

d. Design of Public Spaces: Moving forward, any construction project undertaken or supported by the SGPS in a public space (including outdoor paths of travel such as sidewalks, ramps, curb ramps, outdoor public eating areas, accessible parking, and service related elements, such as kiosks, service counters, and waiting areas) will comply with the prescriptive legal requirements of the AODA IASRs, and will also be designed in consultation with the SGPS membership.

e. Accessibility Bursary: The funds levied by the SGPS through the “Accessibility Fund” student fee will be used to create an accessibility bursary to assist members with disabilities to finance assistive devices, additional support, or any other necessary accommodation. The Executive Director and Executive Assistant will assess the bursary amount on an individual basis to ensure the privacy of individuals seeking support, based on referral from the Disability Services Office.

f. Feedback: All feedback regarding accessibility to SGPS services can be submitted in person, in writing, by telephone, and by email (ea@sgps.ca), and will be forwarded to the Equity Commissioner, and other necessary parties for
consideration. The SGPS welcomes all feedback regarding accessibility for persons with disabilities, and will work to arrive at appropriate, timely and satisfactory solutions to all issues.

Recommendations:

a. Form “Accessibility for Persons with Disabilities Advisory Committee” to identify and remove barriers on campus with a specific focus on graduate student life. Best practice: This committee should be representative of persons with disabilities within the membership, and work to foster an environment of respect and dignity for all persons with disabilities. This committee will work under the supervision of the Equity Commissioner as Ex officio chair.

b. Update the SPGS website when practicable, to bring it into compliance with WCAG 2.0 level A, in order to make SGPS web communications as accessible as possible. Best practice: Effective immediately, all information added to the website must adhere to WCAG 2.0 level A.
SGPS Accessibility Fund Policy
The SGPS Accessibility Fund is a mandatory student fee dedicated to assisting our members who are registered with Queen's Disability Services Office.

Governing of Funds
(a) Any funds not allocated to projects in a given year shall remain in the SGPS Accessibility Fund account for future use.
(b) Standing funds of the SGPS Accessibility Fund must be invested in a socially responsible manner.
(c) SGPS Accessibility Fund funds are not to be used or reallocated for purposes other than those described in this policy.
(d) The SGPS Accessibility Fund shall continue to operate even after student fees are no longer being collected into the Fund, as long as sufficient funds remain in the Accessibility Fund account.

SGPS Accessibility Fund Bursary
The Executive Director will be responsible for the allocation of the funds and will work with the Executive Assistant and Queen's Disability Services Office to meet the needs of our members. The administrative duties related to the SGPS Accessibility Fund will be carried out by the Executive Assistant.

The fund management, granting process, and maintenance of archival information shall be the responsibility of the Executive Assistant and the Executive Director.

Allocation of the Bursary and Funding Eligibility Criteria
The Executive Director and the Executive Assistant shall determine the allocation of funds based on the recommendation of Queen's Disability Services Office. The Executive Director and the Executive Assistant may also elect to fund only a portion of what is requested where they see fit.

Queen's Disability Services Office will be responsible for identifying SGPS members who are registered with their office that may be in need of financial assistance in order to reduce institutional barriers. In order for a member to apply for a SGPS Accessibility Fund Bursary they must have already exhausted all other available funding alternatives. The Queen's Disability Services Office will provide the SGPS with an outline of what is required and the intended purpose alongside the member’s application package. The member must provide either an invoice or a quote for the required equipment/service. If the member provides a quote, they will be required to submit proof of purchase to the SGPS by the end of the academic term in which the bursary is issued. If the member is unable to provide receipts within that timeframe they will contact the Executive Assistant in order to make alternate arrangements. Failure to do so may result in the SGPS requiring repayment of bursary funds. All requests from Queen's Disability Services Office regarding this fund will be responded to within 10-15 business days.

Accountability, Records, and Reports to the Student Body
The SGPS Accessibility Fund, as overseen by the Executive Director and the Executive Assistant, shall remain accountable to the student body and therefore shall submit an annual report to the SGPS Annual General Meeting.
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Logo: A
These logos are presented in random order.

Logo: B

[Core Logo]

Queen’s University
Society of Graduate
and Professional Students

[Expanded Title Logo]

[Core Logo with CFS Affiliation]
These logos are presented in random order.

Logo: C

SGPS
society of graduate & professional students

SGPS
society of graduate & professional students
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Logo: D