Appendix B&P Review

Whereas the SGPS Bylaw and Policy Revisions Standing Committee was tasked with performing a review of bylaws and policies at the February Council meeting, and asked to report back on certain specific areas in the form of a motion to change bylaws and policies; and

Whereas the following were the findings of the SGPS Bylaw and Policy Revisions Standing Committee:

Policies that ought to be bylaws:

- General Roles of the Executives should be included in the bylaws, which are more enforceable and put a stronger emphasis on them. (specific duties should remain in policy)
- Just as the Executive positions and full time staff positions are laid out in Bylaws, so should the exact commissioner positions be.
- Some parts of the Executive Transition policy (the time frame, the fact that it is paid, etc.) should be moved to the bylaws.
- Since stipends and honoraria policy can only be changed at a General Meeting anyway, and it is something that should be legally enforceable, P.2.6 should be moved to the bylaws. Additionally the CRO position should be paid as a stipend, not an honoraria, as it is work done for the SGPS.
- Some of the duties of Councillors should be moved to bylaws, and it should be made specific some of the things that holding the position binds them to (i.e. confidentiality of matters discussed in-camera).
- Voting and Nomination Eligibility should be in bylaws, as this is a right of membership and should be bound by bylaws.
- Last line of P.9.9.g should be moved to bylaws (regarding nomination form being kept on file to serve as consent to serve as a director and officer of the SGPS)
- P.16.4, dealing with Privacy policy and disclosure of information, should be moved to the bylaws.

Bylaws that ought to be policies:

- None found

Bylaws or Policies that no longer reflect the practices or structure of the SGPS or the Queen’s University community:

- Honourary Members Policy – something that has not been done in the SGPS, and does not serve a purpose – should be removed.
- Society Liaisons – was created specifically due to 8-month program for ESS, but this is no longer the case, and position has not been effective in recent past – should be removed.
- The section on requesting the resignation of Senators and the Trustee does not carry enough weight, and should be changed to notifying the Senate or Board (as appropriate) of the result of the motion at Council, in addition to requesting their resignation.
- Move the accessibility fund policy to be part of financial policy as it is better suited to be part of that policy and handled in a similar manner (much like the Sustainability Action Fund Policy).
- Alfie’s is now referred to as The Underground, and this should be reflected in policy.
With regard to Financial Policy, the Bylaw and Policy Revisions Standing Committee did not feel they had enough information or qualifications to determine which policies ought to be bylaws, and would like to task the Finance and Services Standing Committee with this review of Financial Policy to determine, which, if any, policies ought to be moved to the bylaws.

With regard to the discussion on Operation vs Issues Policy, the committee found that at this time, this move is not in the best interest. The Committee was only able to identify one definite case of an “Issues” policy and to create different policy document at this time for one policy would not be effective. The Committee recommends revisiting at a later date.

Therefore, BIRT SGPS Council approve the following changes to SGPS Bylaws and Policies:

- B6.1 be replaced with “a. The primary roles of the executive shall be to:”, which shall be followed by items moved from P.2.1 a,b,c,d,e,f,g,m,n; and “b. The operational responsibilities of the executive as a whole, and for individual positions, can be found in Policy.”
  - In P.2.1, “primary roles” be replaced with “operational roles”
  - In the moved points m and n, April 1st be replaced with March 1st to reflect changes to transition period made by SGPS Council last year.
- B.9.2.a be changed to read:
  - “a. 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. The Commissioners of the SGPS shall be:
    (1) Athletics Commissioner
    (2) Equity & Diversity Commissioner
    (3) International Students’ Affairs Commissioner
    (4) Social Commissioner”
- Add a new B.9.2.b:
  - “The Coordinators of the SGPS shall be hired on an as needed basis, as determined by the Commissioner requesting the position and the current executive. There shall be no set Coordinator positions.”
- B.9.2.e be changed to read:
  - “The terms of all commissioners shall be one year.”
- A new B.6.2 be added:
  - “B.6.2 Executive Transition
    a. There will be an executive transition period of two months, beginning on March 1st following the election, and ending on April 30th.
    b. In recognition of the work required to transition into an Executive role, each member of the incoming Executive shall be paid the equivalent of one month of salary of the role they are transitioning into during the transition period. One half of this amount shall be paid in March and one half shall be paid in April. A member of the Executive who is re-elected to the same role shall not receive transition payments on top of their ordinary salary for March and April, but a member of the Executive who is elected to a different position on the Executive shall receive the transition payments on top of their ordinary salary.”
- P.4.1 c & d be removed, as they were added into bylaws.
• P.2.6 be moved to a new Bylaw B.10 (later numbering adjusted accordingly)
  o With the provision that P.2.6.2.b.1 be moved to P.2.6.1.a.8 first.
• B.5.2 be added:
  o “B.5.2. Roles of Members of Council
    a. Members of Council shall act in the best interest of the society in fulfilling the goals and responsibilities of Council defined in the Bylaw.
    b. Members of Council carry the responsibility of being advisors to the Executive, with the ability to direct or reverse their decisions.
    c. Members of Council are bound to uphold all rules of Council as laid out in Policy.
    d. Members of Council may be made privy to confidential matters of the SGPS in In-Camera sessions of council, and are bound by these bylaws not to violate that confidentiality.”
• P.9.2 and P.9.3 be moved to B.10.1 and B.10.2 respectively.
• Last line of P.9.9.g (“Nomination forms for successful Executive candidates shall be kept permanently as a record of the candidate’s consent to serve as a director and officer of the SGPS.”) be moved to be B.6.g
• P.16.4 be moved to become a new bylaw B.22 Privacy & Use and Disclosure of Personal Information by the SGPS
• P.16 be renamed: “Technology Policies”
• Remove B.4.2 in its entirety.
• Remove B.9.3 and P.2.5 in their entirety, remove (5) of the Stipends Bylaw referring to Society Liaisons, and rename B.9 to “Officers of Council, Commissioners, and Coordinators”.
• The following line be added to the end of B.14.3:
  o “In addition to requesting the resignation, the SGPS Speaker, on behalf of SGPS Council, shall forward the request for resignation, along with the reasoning provided, to the University Senate or Board of Trustees as appropriate.”
• In P.11.4.a.9, replace “Aflies” with “The Underground”.
• P.12.5 be moved to become P.1.9.

BIFRT SGPS Council task the Finance and Services Committee with determining which, if any, financial policies (P.1) ought to be moved to bylaws; this shall be completed and any recommendations brought as motions by the April Council meeting.

(The proposed changes are shown in the bylaw and policy document, with changes tracked – only relevant sections are included.)
B.4.2 Honorary Members
   a. The SGPS Council may confer honorary memberships by majority vote.
   b. Honorary members may attend and speak at any meeting of the SGPS, subject to the SGPS’ rules of order.
   c. Honorary members may opt in to the SGPS health and dental plans by paying a pro-rated SGPS mandatory fee and paying for any health and dental plan service of which they wish to be a member.
   d. A directory of Honorary Members will be kept on file by the Executive Director.

B.5.2 Roles of Members of Council
   a. Members of Council shall act in the best interest of the society in fulfilling the goals and responsibilities of Council defined in the Bylaw.
   b. Members of Council carry the responsibility of being advisors to the Executive, with the ability to direct or reverse their decisions.
   c. Members of Council are bound to uphold all rules of Council as laid out in Policy.
   d. Members of Council may be made privy to confidential matters of the SGPS in In-Camera sessions of council, and are bound by these bylaws not to violate that confidentiality.

B.6 The Executive
   a. The following constitute the Executive of the SGPS:
      (1) President;
      (2) Vice President Graduate;
      (3) Vice President Professional;
      (4) Vice President Campaigns and Community Affairs
      (5) Vice President Finance and Services.
   b. No person shall concurrently hold more than one appointed or elected office within the SGPS nor shall one person submit a nomination form for more than one elected office during the same nomination period. This section shall not apply to the offices of the Graduate Student Senator or Graduate Student Trustee.
   c. The term of office for all Executive positions is from May 1st to April 30th of each year.
   d. All members of the Executive shall be ordinary members of the SGPS who are eighteen (18) or more years of age and not in undischarged bankruptcy.
   e. The SGPS shall have contracts with all members of the Executive.
   f. In keeping with the Ontario Corporations Act, the officers of the corporation shall be as follows:
      (1) SGPS President – President;
      (2) SGPS VP Graduate – Vice-President; and
      (3) SGPS VP Finance and Services – Secretary.
   g. Nomination forms for successful Executive candidates shall be kept permanently as a record of the candidate’s consent to serve as a director and officer of the SGPS.

B.6.1 Role and Responsibilities of the Executive
   a. The role and responsibilities of the Executive are defined in Policy. The primary roles of the Executive shall be to:
Act as the Directors of the SGPS;
recognize and respond to the concerns of and take direction from Council and membership;
promote the interests of the SGPS and its members;
represent the SGPS and its members in dealing with external organizations, groups, and individuals;
Act as the steering committee of Council for a term of office from May 1 to April 30;
Oversee employees of the SGPS in the performance of their duties and responsibilities;
uphold the Bylaws and Policies of the SGPS;
From March 1 to April 30, train the successors to their positions with the assistance of the Executive Director and Executive Assistant, in accordance with Policy on Transition;
From March 1 to April 30, avail themselves for transition meetings prior to the commencement of their official capacity on May 1;

b. The operational responsibilities of the executive as a whole, and for individual positions, can be found in Policy.

B.6.2 Executive Transition

a. There will be an executive transition period of two months, beginning on March 1st following the election, and ending on April 30th.
b. In recognition of the work required to transition into an Executive role, each member of the incoming Executive shall be paid the equivalent of one month of salary of the role they are transitioning into during the transition period. One half of this amount shall be paid in March and one half shall be paid in April. A member of the Executive who is re-elected to the same role shall not receive transition payments on top of their ordinary salary for March and April, but a member of the Executive who is elected to a different position on the Executive shall receive the transition payments on top of their ordinary salary.

B.9 Officers of Council, Commissioners, and 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.9.2 Commissioners and Coordinators

a. 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. The Commissioners of the SGPS shall be:

1. Athletics Commissioner
2. Equity & Diversity Commissioner
3. International Students’ Affairs Commissioner
4. Social Commissioner

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.
b. The Coordinators of the SGPS shall be hired on an as needed basis, as determined by the Commissioner requesting the position and the current executive. There shall be no set Coordinator positions.

c. 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.

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

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

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

The hiring, discipline, evaluation and termination procedures are outlined in Policy.

B.9.3 Society Liaisons

a. Due to the yearly turnover of all student members of the Education Students Society, the SGPS will maintain a position of ESS Liaison to act as a main point of contact for SGPS and ESS relations.

(1) The ESS Liaison will be chosen from the elected ESS Representatives to SGPS Council, including the ESS President, by a manner determined by the ESS, and thus the ESS Liaison will continue to be a voting member of Council;

b. The responsibilities of the ESS Liaison are defined in Policy.

P.2.6.B.10 Stipends and Honoraria

a. SGPS Executive, Officers of Council and Commissioners and Coordinators will receive stipends and honoraria as stipulated in the Bylaws.

b. This policy shall only be changed by a majority vote at a General Meeting.

c. This policy will be revised as necessary at each General Meeting to reflect changes in stipends occurring each year and any possible changes in honoraria.

P.2.6.B.10.1 Stipends

a. Stipends are paid monthly, with the total amount paid over the term of responsibility being as follows:

(1) President $15,500.00
(2) Vice Presidents $12,000.00
(3) Commissioners $6000.00
(4) Coordinators $2000.00
(5) Society Liaisons $1000.00
(6) Speaker $4000.00
(7) Deputy Speaker $500.00
(8) Chief Returning Officer $600.00

b. At the conclusion of their terms, an $8000.00 fellowship provided by the School of Graduate Studies is distributed amongst all graduate student Executive members.
P.2.6 B.10.2 Honoraria
   a. Honoraria are paid at the conclusion of a term in office. In the instances of multiple year positions, the amount is paid annually, after each complete year and one final payment at the conclusion of the term.
   b. The amounts for honoraria are as follows:
      ___ Chief Returning Officer $600.00
      ___ (1) Student Senators $200.00
      ___ (2) Graduate Student Trustee $200.00

B.110 Elections and Referenda
   a. SGPS elections and referenda shall be carried out in the manner outlined in Policy
   b. The SGPS will conduct elections annually for the Executive Positions.
   c. The SGPS will conduct elections every two years, or sooner when necessary, for the positions of Graduate Student Trustee and Graduate Student Senator.
   d. Any changes to policies or bylaws with respect to elections and referenda do not come into effect until after any election or referendum for which the date had already been set when the change in bylaw or policy was adopted.

B.11.1 Voting Eligibility
   a. Subject to the conditions of below, all ordinary members of the SGPS are eligible to vote in all SGPS elections and referenda upon valid login to the Online Voting System through the use of the University maintained login information.
   b. All ordinary members of the SGPS are eligible to vote for the position of Graduate Student Senator.
   c. In any referendum designated by Council as applying only to a portion of the membership, only ordinary members of the SGPS in that portion of the membership are eligible to vote on that referendum question.
   d. When otherwise eligible to vote, the Chief Returning Officer shall only vote in the manner outlined in P.9.9.

B.11.2 Nomination Eligibility
   a. Only ordinary members of the SGPS who are eighteen (18) or more years of age and, who are not in undischarged bankruptcy are eligible to be nominated as candidates for the Executive.
   b. Only ordinary members of the SGPS who are qualified to be a trustee under the Board of Trustees by-laws are eligible to be nominated as candidates for the position of Graduate Student Trustee.
   c. Only ordinary members of the SGPS who are students in the School of Graduate Studies are eligible to be nominated as candidates for the position of Graduate Student Senator.

B.154.3 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. In addition to requesting the resignation, the SGPS Speaker, on behalf
of SGPS Council shall forward the request for resignation, along with the reasoning provided, to the University Senate or Board of Trustees as appropriate.

P.16.4 P.22 SGPS Privacy Policy & Use And Disclosure Of Personal Information By The SGPS

a. The SGPS will not collect information from members unless that information relates directly to and is necessary for an operating program or activity of the SGPS.
b. The SGPS will not rent, sell, or share personal information about members with other people except to provide services requested by members that fall within the mandate of the SGPS, with permission of the member concerned.
c. When necessary, the SGPS reserves the right to share personal information in order to investigate, prevent, or take action regarding illegal activities, suspected fraud, or situations involving potential threats to the physical safety of any person.
d. Pursuant to s.30 of the Freedom of Information and Protection of Privacy Act which states that the head of a public body must protect personal information in the custody or under the control of the public body by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal, personal information will be stored in a locked cabinet in the SGPS office, accessible only by the Executive Director and the President.
e. Upon request, a member shall be informed of the existence, use and disclosure of their information, and shall be given access to it. Members may verify the accuracy and completeness of their information, and may request that it be amended, if appropriate.

P.12.5 P.1.9 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.

P.12.5 P.1.9.1 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.

P.12.5 P.1.9.2 SGPS Accessibility Fund Bursary

a. 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.
b. The fund management, granting process, and maintenance of archival information shall be the responsibility of the Executive Assistant and the Executive Director.
P.12.SP 1.9.3 Allocation of the Bursary and Funding Eligibility Criteria

a. 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.
b. 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.

P.12.SP 1.9.4 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.

P.2 Personnel

P.2.1 The Executive
The primary operational roles of the Executive are:

a. Act as the Directors of the SGPS;
b. recognize and respond to the concerns of and take direction from Council and membership;
c. promote the interests of the SGPS and its members;
d. represent the SGPS and its members in dealing with external organizations, groups, and individuals;
e. Act as the steering committee of Council for a term of office from May 1 to April 30;
f. oversee employees of the SGPS in the performance of their duties and responsibilities;
g. uphold the Bylaws and Policies of the SGPS;
h. propose policy and present it to Council for consideration;
i. submit a monthly written report to Council;
j. attend each meeting of Council, and act in accordance with any decisions of that body;
k. meet at least once a week at the call of the President or appointed Executive member;
l. act as signing officers for the SGPS’ accounts in accordance with P.1.1.3. and generally oversee the finances of the SGPS;
m. From April 1 to April 30, train the successors to their positions with the assistance of the Executive Director and Executive Assistant, in accordance with P.4 Transition;
n. From April 1 to April 30, avail themselves for transition meetings prior to the commencement of their official capacity on May 1;
o. retain discretion to refer representation of SGPS members to the Student Advisor Program;
p. assist the Executive Director in the documentation and archiving of all relevant information;
a. develop a year plan specific to their position in accordance with P. 4.4 Year Plans; and

r.i. participate in transition in accordance with P.4 Transition.

P.2.5 Society Liaisons
a. The ESS Liaison shall be responsible for:
   (1) meeting regularly with the SGPS Executive and/or Executive Director to report on the business of the ESS;
   (2) being the main intermediary for all matters between the ESS and the SGPS;
   (3) requesting support and resources from the SGPS when needed;
   (4) assisting the SGPS in disseminating information to members of the ESS; and
   (5) representing the opinions of ESS members as a representative to SGPS Council.

P.2.6 Stipends and Honoraria
a. SGPS Executive, Officers of Council and Commissioners and Coordinators will receive stipends and honoraria as stipulated in the Bylaws.
b.a. This policy shall only be changed by a majority vote at a General Meeting.
c.a. This policy will be revised as necessary at each General Meeting to reflect changes in stipends occurring each year and any possible changes in honoraria.

P.2.6.1 Stipends
a. Stipends are paid monthly, with the total amount paid over the term of responsibility being as follows:
   (1) President $15,500.00
   (2) Vice Presidents $12,000.00
   (3) Commissioners $6000.00
   (4) Coordinators $2000.00
   (5) Society Liaisons $1000.00
   (6) Speaker $4000.00
   (7) Deputy Speaker $500.00

b.a. At the conclusion of their terms, an $8000.00 fellowship provided by the School of Graduate Studies is distributed amongst all graduate student Executive members.

P.2.6.2 Honoraria
a. Honoraria are paid at the conclusion of a term in office. In the instances of multiple year positions, the amount is paid annually, after each complete year and one final payment at the conclusion of the term.
b.a. The amounts for honoraria are as follows:
   (1) Chief Returning Officer $600.00
   (2) Student Senators $200.00
   (3) Graduate Student Trustee $200.00
P.4 Transition

P.4.1 Transition Overview

a. The purpose of transition planning is for Commissioners and Coordinators and Executives to develop a positive and productive working relationship.

b. The Executive Assistant and the Executive Director are responsible for organizing transition.

c. Transition for the new Executive shall take place from March 1st to April 30th.

d. In recognition of the work required to transition into an Executive role, each member of the incoming Executive shall be paid the equivalent of one month of salary of the role they are transitioning into during the transition period. One half of this amount shall be paid in March and one half shall be paid in April. A member of the Executive who is re-elected to the same role shall not receive transition payments on top of their ordinary salary for March and April, but a member of the Executive who is elected to a different position on the Executive shall receive the transition payments on top of their ordinary salary.

e. Transition for the new Commissioners and Coordinators shall take place during the first 30 days of their appointment.

P.9.2 Voting Eligibility

a. Subject to the conditions of below, all ordinary members of the SGPS are eligible to vote in all SGPS elections and referenda upon valid login to the Online Voting System through the use of the University maintained login information.

b. All ordinary members of the SGPS are eligible to vote for the position of Graduate Student Senator.

c. In any referendum designated by Council as applying only to a portion of the membership, only ordinary members of the SGPS in that portion of the membership are eligible to vote on that referendum question.

d. When otherwise eligible to vote, the Chief Returning Officer shall only vote in the manner outlined in P.9.9.

P.9.3 Nomination Eligibility

a. Only ordinary members of the SGPS who are eighteen (18) or more years of age and, who are not in undischarged bankruptcy are eligible to be nominated as candidates for the Executive.

b. Only ordinary members of the SGPS who are qualified to be a trustee under the Board of Trustees by-laws are eligible to be nominated as candidates for the position of Graduate Student Trustee.

c. Only ordinary members of the SGPS who are students in the School of Graduate Studies are eligible to be nominated as candidates for the position of Graduate Student Senator.

P.11.4 Sanctions (Non–Academic Discipline)

a. The imposition of community service is the most favourable sanction since restorative justice, restitution and conflict resolution are the goal of the SGPS Judicial Board. However, In addition to publicizing the results of the hearing to members of the SGPS, the Judicial Board may impose any single sanction or combination of sanctions from the following list:

(1) community service;
(2) public censure;
disciplinary probation for a period of up to twelve months;
restitution for damages;
imposition of a fine of up to $1000.00 payable to a charity deemed appropriate and relevant to the offense, determined by the Judicial Board;
suspension of privileges relevant to the offense;
recommendation to the Senate for suspension or expulsion; and
recommendation of removal from elected or appointed office within the SGPS.

tri–pub ban (Clark Hall Pub, Queen’s Pub, Affairs The Underground), along with written recommendation of a ban to the Grad Club;
peer health sanctioned workshops, or appropriate educational programming, as offered by Queen’s Health, Counselling, and Disability Services;

Due to the authority delegated to the SGPS by the University Senate, decisions of the Judicial Board are binding, and may only be appealed to the Senate Grievance Board. No person or body associated with the SGPS has the authority to override decisions made by the Judicial Board.

P.12.5 SGPS Accessibility Fund Policy
The SGPS Accessibility Fund is a mandatory student fee dedicated to assisting members who are registered with Queen’s Disability Services Office.

P.12.5.1 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.

P.12.5.2 SGPS Accessibility Fund Bursary
a. 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.
b. The fund management, granting process, and maintenance of archival information shall be the responsibility of the Executive Assistant and the Executive Director.

P.12.5.3 Allocation of the Bursary and Funding Eligibility Criteria
a. 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.
b. 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.

P.12.5.4 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.

P.16 Technology and Privacy Policies

P.16.4 SGPS Privacy Policy Use And Disclosure Of Personal Information By The SGPS
a. The SGPS will not collect information from members unless that information relates directly to and is necessary for an operating program or activity of the SGPS.
b. The SGPS will not rent, sell, or share personal information about members with other people except to provide services requested by members that fall within the mandate of the SGPS, with permission of the member concerned.
c. When necessary, the SGPS reserves the right to share personal information in order to investigate, prevent, or take action regarding illegal activities, suspected fraud, or situations involving potential threats to the physical safety of any person.
d. Pursuant to s.30 of the Freedom of Information and Protection of Privacy Act which states that the head of a public body must protect personal information in the custody or under the control of the public body by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal, personal information will be stored in a locked cabinet in the SGPS office, accessible only by the Executive Director and the President.
e. Upon request, a member shall be informed of the existence, use and disclosure of their information, and shall be given access to it. Members may verify the accuracy and completeness of their information, and may request that it be amended, if appropriate.
Appendix Clubs: The Future of the AMS Clubs Office

Prepared for:
Society of Graduate and Professional Students (SGPS) Executive

Prepared by:
Kyle Beaudry, Vice-President (Operations)

February 11th, 2015
Overview

The current system for clubs on campus is fragmented; both the AMS and SGPS administer their own clubs, with separate ratification, oversight, and granting processes. The amalgamation of the AMS and SGPS clubs office allows for Graduate and Undergraduate students alike to participate in club events or programs.

The unit that is best equipped to run the amalgamated office is the AMS clubs office. This is for two reasons:

1. **Minimal Disruption**
   The vast majority of clubs on campus are under the AMS. There are 277 AMS clubs, and 13 SGPS clubs.

2. **Infrastructure & Support**
   The infrastructure that exists within the current AMS clubs office is already robust. Currently, there is a full-time salaried Clubs Manager and part-time Assistant Manager. There are also Club Coordinators. All of this exists to support the large number of clubs the AMS is already responsible for, and these individuals work to provide support in areas such as logistics, event sanctioning (insurance), marketing, and human resources.

Under the new clubs office, both parties would contribute funding to sustain its yearly operations. These costs must be shared if the SGPS would like to merge their system with the AMS.

**Projected Future Clubs Office Budget**

<table>
<thead>
<tr>
<th>Revenues</th>
<th>2016-2017 Projected</th>
</tr>
</thead>
<tbody>
<tr>
<td>$37850</td>
<td>INTERNAL ALLOCATION $15,250</td>
</tr>
<tr>
<td>$31400</td>
<td>GRANTS $34,000</td>
</tr>
<tr>
<td>$</td>
<td>SGPS ALLOCATION FOR OPERATING COSTS $3,000</td>
</tr>
<tr>
<td></td>
<td><strong>REVENUES</strong> $54,250</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$50620</td>
<td>CONFERENCE FOOD &amp; BEVERAGE</td>
</tr>
<tr>
<td>$51400</td>
<td>EQUIPMENT RENTAL</td>
</tr>
<tr>
<td>$51790</td>
<td>MARKETING &amp; PROMOTION</td>
</tr>
<tr>
<td></td>
<td>CLUB WORKSHOP CATERING $250</td>
</tr>
<tr>
<td></td>
<td>RENTALS FOR TRICOLOUR OPEN HOUSE -</td>
</tr>
<tr>
<td></td>
<td>WINTER CLUBS OPEN HOUSE ADVERTISING 50</td>
</tr>
<tr>
<td></td>
<td>GENERAL MARKETING AND PROMOTION 50</td>
</tr>
<tr>
<td></td>
<td>TRICOLOUR OPEN HOUSE ADVERTISING 500</td>
</tr>
<tr>
<td>53700INT</td>
<td>PRINTING</td>
</tr>
<tr>
<td>54720INT</td>
<td>SPECIAL PROJECTS</td>
</tr>
<tr>
<td>54985INT</td>
<td>ROOM RENTAL</td>
</tr>
<tr>
<td>56100INT</td>
<td>GRANTS DISTRIBUTED</td>
</tr>
<tr>
<td>56100INT</td>
<td>BURSARIES DISTRIBUTED</td>
</tr>
</tbody>
</table>

**EXPENSES**

**NET**

$ 52,250

**Assumptions:**

1. Room rentals will be re-allocated to special projects for all large scale offices supported and organized by the clubs office.
2. Amount of club grants disbursed not changed from 2015-2016 budget year.
3. Special projects line item decreased from historic amount due to addition of clubs bursary program, which was the reason for a portion of the expenses in the 2015-2016 budget year.
4. Cost of clubs bursary program extrapolated from the costs of the pilot program in the Winter of 2016.
5. Does not include SGPS allocated costs for club grants, salaries, honoraria, administrative or space costs.

The budgeted enrolment numbers for the 2015-2016 academic year were 16,800 AMS members and 4,200 SGPS members. These numbers will serve as the basis for cost allocation throughout the entirety of this document. Therefore, we can allocate the operating costs of the clubs office to both parties. The AMS is responsible for 80% of the costs net of grants, which is roughly $16,200, and the SGPS will be responsible for the remaining $4,000.

**Club Grants**

Under the previously clubs office model, club grants were only available to AMS clubs. Under the new model, there will be a joint granting committee with representation from both the AMS and the SGPS. For this reason, the funding for grants should also be shared.

This funding should also be higher than $34,000, as there are now more clubs. Under the new model, the total line item for bursaries and grants should be increased to $42,500, causing the SGPS to contribute $8,500. This was calculated under the assumption that the AMS has $34,000 to distribute to the clubs that cater to their student body, which represents about 80% of students on campus.
Salaries & Honoraria

The SGPS should also contribute to the yearly salaries of the staff in the AMS clubs office. These salaries are as follows:

<table>
<thead>
<tr>
<th>Position</th>
<th>Salary (1/2)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLUBS MANAGER SALARY (1)</td>
<td>$21,000</td>
<td></td>
</tr>
<tr>
<td>CLUBS ASSISTANT MANAGER SALARY</td>
<td>$8,960</td>
<td>$31,960</td>
</tr>
<tr>
<td>CLUBS COORDINATOR (2)</td>
<td>$2,000</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$31,960</strong></td>
</tr>
</tbody>
</table>

The salaries and honoraria in the clubs office total $31,960. Since all of these positions exist to support clubs, and by extension all students on campus, this cost can be allocated based on membership.

Based on the budgeted enrolment numbers, the SGPS will pay 20% of the costs above, which results in an additional expense of $6,390.

Clubs Manager (1)

The Clubs Manager is budgeted to work 35 hours per week for the 2016-2017 academic year. While this position will now be open to both graduate and undergraduate students, it is anticipated that it will be filled by an undergraduate due to the weekly time commitment. The current hiring panel for the Clubs Manager is the AMS Vice-President (University Affairs), the Commissioner of Internal Affairs and the Information Officer. In future years, this hiring panel will consist of the AMS Vice-President (University Affairs), the Information Officer, and a member of the SGPS Executive.

Clubs Assistant Manager (1)

The Clubs Assistant Manager is budgeted to work 10-15 hours per week for the 2016-2017 academic year. This position will also be open to both graduate and undergraduate students, but is also likely to be filled by an undergraduate student due to the weekly time commitment. The future hiring panel will consist of the Clubs Manager, the Information Officer, and a member of the SGPS Executive.

Clubs Coordinator (2)

The Club Coordinator positions will work to support clubs in the areas of marketing and human resources. They are budgeted to receive an honorarium of $1,000 each for the 2016-2017 academic year. The Clubs Coordinators will be hired by the Clubs Manager, the Information Officer, and a member of the SGPS Executive. The hiring will occur during the Spring of 2016 following the hiring of the Clubs Manager and Clubs Assistant Manager.
Recruitment for all of the aforementioned positions will be conducted by both the AMS and SGPS. Both parties agree to make best efforts to advertise and publicize the positions in accordance with the AMS Hiring & Appointment Policy and Procedures Manual.

**Administrative & Space Costs**

Lastly, there are administrative and space costs that need to be accounted for in this partnership. Administrative charges reflect the costs incurred by AMS General Office to support the government and corporate side operations of the Society. One of the major line items in the General Office budget is insurance, which is directly linked to the risk some of the clubs carry. The risks the AMS inherits by covering 13 additional clubs is minimal, but should not go unaccounted for. Therefore, we are proposing an administrative charge of $2,000 also be added.

As outlined in the Tri Party Agreement, the SGPS currently pays a portion of the facilities costs in the John Deutsch University Centre. This portion is derived from a quantitative analysis of several factors, one of which is amount of space occupied. As discussions continue, it is the opinion of the AMS that all parties should continue to pay for their respective space costs, regardless of which club occupies the space. This is in recognition of the fact that a clubs’ affiliation with either the AMS or SGPS will no longer exist under the new model. Clubs must continue to only receive rights to their space for one year, and the owner of the space does still reserve the right to re-allocate that space at the end of the year.

**Space Allocation**

In addition to their spaces that are currently designated for club use, the SGPS agrees to offer two additional rooms: JDUC 208 and 209. Room 208 can only accommodate storage, but room 209 would be able to accommodate an additional club.

The total amount club space is equivalent to the total of what was previously designated as AMS club space and what was previously designated as SGPS club space, plus JDUC room 209. All of these spaces will be available to clubs for the 2016-2017 academic year, and will be allocated through the Space Allocation Committee. This committees will now include a member of the SGPS Executive, as they should hold a right to speak about which clubs will occupy the shared space.
## Final Cost

The final costs of the amalgamated clubs office is the sum of the operating expenses less AMS grants, plus their allocated grant, administrative and salaries amounts. This results in the following budgeted costs:

### AMS

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMS Portion Operating Costs</td>
<td>$16,200</td>
</tr>
<tr>
<td>Add: AMS Portion of Grants</td>
<td>$34,000</td>
</tr>
<tr>
<td>Add: AMS Portion of Salaries &amp; Honoraria</td>
<td>$25,936</td>
</tr>
<tr>
<td>TOTAL:</td>
<td>$76,136</td>
</tr>
</tbody>
</table>

### SGPS

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SGPS Portion of Operating Costs</td>
<td>$3,000</td>
</tr>
<tr>
<td>Add: SGPS Portion of Grants</td>
<td>$8,500</td>
</tr>
<tr>
<td>Add: SGPS Portion of Salaries &amp; Honoraria</td>
<td>$6,390</td>
</tr>
<tr>
<td>Add: Administrative Payment</td>
<td>$2,000</td>
</tr>
<tr>
<td>TOTAL:</td>
<td>$19,890</td>
</tr>
</tbody>
</table>
Appendix Hiring Changes

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. Hiring panels for different positions may be composed of different individuals.
f. Job descriptions shall be posted online and open positions shall be advertised online for a 2-week period, except for cases where a Commissioner resigns during their term as outlined in P.2.2.2.k

g. 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.
j. 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. In the event that a Commissioner resigns during their term in office, candidates considered for a Commissioner position during the previous round of Commissioner hiring may be offered the position, instead of enacting the process outlined in P.2.2.2.f, and this choice is at the discretion of the hiring panel.
l. The hiring of commissioners and coordinators shall be carried out in accordance with the SGPS’s policy statement on equity.
Appendix Staff Changes

B.4.2 Honorary Members
a. The SGPS Council may confer honorary memberships by majority vote.
b. Honorary members may attend and speak at any meeting of the SGPS, subject to the SGPS’ rules of order.
c. Honorary members may opt—in to the SGPS health and dental plans by paying a pro-rated SGPS mandatory fee and paying for any health and dental plan service of which they wish to be a member.
d. A directory of Honourary Members will be kept on file by the Executive Director.

B.4.3 Recognized Groups
a. 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:
b. The Ordinary Members of the group must demonstrate either:
   (1) That they do not currently belong to any existing recognized group; or
   (2) The recognized group or groups to which they currently belong do not serve their collective needs.
c. 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.
d. 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.
e. The Bylaw and Policy Revisions Standing Committee may also recommend on its own initiative that Council make changes to the list of Recognized Groups.
f. Council shall make the final decision on whether or not to amend the list of recognized groups by majority vote.
g. 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.
h. 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
a. The ordinary members of Council include:
   (1) One representative from each Recognized Group with fewer than 100 SGPS members;
   (2) Two representatives from each Recognized Group with 101-300 SGPS members;
   (3) Three representatives from each Recognized Group with 301-500 SGPS members;
   (4) Four representatives from each Recognized Group with more than 500 SGPS members;
   (5) One aboriginal student representative;
   (6) One international student representative;
(7) One mature student representative;  
(8) One part-time student representative;  
(9) The Executive;  
(10) All Senators who are members of the SGPS;  
(11) The Graduate Student Trustee;  
(12) The Director, Executive Director, who shall not vote;  
(13) The Executive Assistant, who shall not vote;  
(14) The Commissioners and Coordinators, who shall not vote;  
(15) The Speaker (or Deputy Speaker in the absence of the Speaker), who shall not vote except in the case of a tie; and  
(16) The Chief Returning Officer, who shall not vote.

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

c. 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. The revised number of representatives shall take effect on the following September 1st.

d. The ex-officio honorary members of Council are:

1. The President of the Alma Mater Society, who shall only participate in debate on matters affecting the AMS, but shall not vote; and
2. The University Rector, who shall not vote.

B.7 Office Staff

a. The SGPS may employ a Director, Executive Director (ED) who shall be a full-time permanent employee. The SGPS shall have a contract with the Director, Executive Director, which shall be negotiated by the SGPS Executive.

b. The SGPS may employ an Executive Assistant (EA) who shall be a full-time permanent employee and who reports directly to the Director. The SGPS shall have a contract with the Executive Assistant, who shall be negotiated by the Executive and Director.

c. The SGPS may employ an Assistant Director of Logistics who shall be a full-time permanent employee and who reports directly to the Director. The SGPS shall have a contract with the Assistant Director of Logistics, which shall be negotiated by the Executive and Director.

d. The SGPS may employ an Assistant Director of Networking who shall be a full-time permanent employee and who reports directly to the Director. The SGPS shall have a contract with the Assistant Director of Networking, which shall be negotiated by the Executive and Director.

e. The SGPS may employ an Assistant Director of Member Relations who shall be a full-time permanent employee and who reports directly to the Director. The SGPS shall have a contract with the Assistant Director of Member Relations, which shall be negotiated by the Executive and Director.

f. The SGPS shall employ an adequate number of personnel to act as Front Desk Staff for the SGPS, who shall each be part-time employees. The SGPS shall have contracts with each Front Desk permanent full-time Staff member to ensure all operations of the SGPS are being
B.7.1 Role and Responsibilities of the Office Staff

The role and responsibilities of the Office Staff are defined in P.2.3.Policy.

B.9.2 Commissioners and Coordinators

a. 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.

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

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

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

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

f. The hiring, discipline, evaluation and termination procedures are outlined in Policy.

B.17 University Representation

B.17.1 Appointment of Representatives to University Committees/ Governing Bodies (excluding the Board of Trustees and Senate)

a. The VP Professional, in consultation with the Executive and the DirectorExecutive Assistant, shall call for and receive nominations to these positions following the election of the Executive.

b. Representatives on University working bodies shall be ordinary members of the SGPS.

c. Subject to agreement by the SGPS Executive and then ratification by Council, the VP Professional shall appoint representatives to University working bodies.

d. The VP Professional, in co–operation with the AssistantDirector, shall be responsible for the maintenance of an up–to–date list of SGPS representatives on University working bodies.

e. Appointments to University working bodies shall extend as appropriate.

f. On the instruction of the VP Professional, SGPS representatives on University working bodies shall report to:

   (1) the SGPS Executive; and

   (2) Council; and

   (3) a General Meeting.

g. This section of the by-laws does not apply to the selection of graduate students members of the departmentalized SGS Graduate Councils, which shall be governed by B.17.3.
P.1 Financial
Information about stipends and honoraria can be found in P.2.6

P.1.1 Financial Policy
P.1.1.1 General
a. The financial year of the SGPS shall be from September 1 to August 31.
b. All income shall be deposited in the SGPS accounts, and all expenses paid from the same.
c. The Assistant Director of Finance VP Finance and Services with the oversight of the VP Finance and Services of the SGPS shall be directly responsible for the administration of all SGPS accounts and shall keep adequate records of all transactions.
d. All loans and pay advances to staff members are forbidden.

P.1.4.6 Funding
a. A person who is eligible for the dental bursary program and has a procedure that is covered by this policy will receive up to 50% of the cost of the covered procedure to a maximum of $750 per application.
b. The Executive Director VP Finance and Services will review individual applications, and determine an appropriate funding amount in accordance with the other provisions in this policy. The applicant may appeal the funding decision to the Finance and Services Committee within 5 days of being notified of the result. Leave for appeal may be granted beyond the 5 day limitation by discretion of the VP Finance and Services VP Finance and Services Standing Committee. The Finance and Services Standing Committee may review funding decisions of the Executive Director VP Finance and Services at any time notwithstanding an application to appeal by the bursary applicant.

P.1.8.4 Accountability, Records, and Reports to the Student Body
The SGPS Sustainability Action Fund, as overseen by the Sustainability Committee and the VP Campaigns and Community Affairs, shall remain accountable to the student body and therefore shall:
a. Make all records of the SGPS SAF available to the public through publicly accessible financial records and Granting Committee meeting minutes.
b. Issue an annual report of its activities to the SGPS VP Finance and Services and the Executive Director Assistant Director of Finance.
c. Submit an annual report to the SGPS Annual General Meeting.

P.2 Personnel
P.2.1 The Executive
The primary roles of the Executive are:
a. Act as the Directors of the SGPS;
b. recognize and respond to the concerns of and take direction from Council and membership;
c. promote the interests of the SGPS and its members;
d. represent the SGPS and its members in dealing with external organizations, groups, and individuals;
e. Act as the steering committee of Council for a term of office from May 1 to April 30;
f. Oversee employees of the SGPS in the performance of their duties and responsibilities;
g. uphold the Bylaws and Policies of the SGPS;
h. propose policy and present it to Council for consideration;
i. submit a monthly written report to Council;
j. attend each meeting of Council, and act in accordance with any decisions of that body;
k. meet at least once a week at the call of the President or appointed Executive member;
l. act as signing officers for the SGPS’ accounts in accordance with P.1.1.3. and generally oversee the finances of the SGPS;
m. From April 1 to April 30, train the successors to their positions with the assistance of the Executive Director and Assistant Director of Networking, in accordance with P.4 Transition;
n. From April 1 to April 30, avail themselves for transition meetings prior to the commencement of their official capacity on May 1;
o. retain discretion to refer representation of SGPS members to the Student Advisor Program;
p. Assist the Executive Director in the documentation and archiving of all relevant information;
q. develop a year plan specific to their position in accordance with P. 4.4 Year Plans; and
r. participate in transition in accordance with P.4 Transition.

P.2.1.1 Description of Executive Responsibilities

a. The President, official spokesperson of the SGPS, is responsible for:
   (1) acting as the official representative and spokesperson for the SGPS;
   (2) supporting the Executive in the performance of their duties and responsibilities;
   (3) proposing the direction of policy and other goals for the SGPS to Council;
   (4) reporting on the actions of the Executive and Officers of the SGPS at each Council and General Meeting;
   (5) ensuring that all important decisions made at Executive meetings are reported at each meeting of Council;
   (6) calling all General Meetings;
   (7) The President shall be a voting member of the SGPS Finance and Services Standing Committee and act as an ex-officio, non-voting member of all other SGPS committees;
   (8) The President (or President’s delegate) shall serve ex-officio on the following bodies:
      i. Council of the School of Graduate Studies;
      ii. Advisory Committees for the Hiring of Vice Principals and Deans of the University;
      iii. Board of Trustees of Queen’s University (Observer Status);
      iv. Senate of Queen’s University;
      v. Senate Committee on Honorary Degrees;
      vi. Senate Residence Committee;
      vii. Campus Planning and Development Committee;
      viii. Student Life Centre Executive Committee (or equivalent);
      ix. Student Life Centre Council (or equivalent);
      x. Alma Mater Society Assembly (Honorary);
xi. Alumni Assembly (Observer Status);

xii. University Council;

xiii. Queens Centre Transition Working Group,

xiv. Queens Centre Management Working Group;

xv. QC Executive Committee;

xvi. Food Committee;

xvii. Cold Beverage Committee;

xviii. Health, Counselling and Disability Services Advisory Council;

(9) The President shall have the authority to call a meeting of any SGPS body provided forty-eight (48) hours notice are given to all members of that body, in accordance with B.16.2, with the exception of SGPS Council, which requires four (4) days notice.

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

b. The Vice President Graduate is responsible for:

1. Representing the SGPS in matters specific to graduate students;
2. ensuring that graduate students are represented in university affairs at Queen’s;
3. assisting members who require an advocate to help them resolve matters of both an academic and non-academic nature, and, wherever possible, working in conjunction with any appropriate external resource.

4. perform any function of the President, in accordance with B.11;
5. chair the SGPS Graduate Student Standing Committee, and be responsible for its proper and complete functioning;
6. chair the SGPS Coordinating Committee of the Student Advisors and act as direct supervisor of the Student Advisors;
7. serve as an ex-officio member or be in good communication with the elected student at large members of the following bodies:
   i. Graduate School Executive Council;
   ii. Senate Advisory Research Committee;
   iii. Grad Life Working Group;
   iv. Expanding Horizons Working Group;
   v. Council of the School of Graduate Studies;
   vi. Graduate Studies Executive Committee;
   vii. Senate Internal Academic Review Committee.

c. The Vice President Professional is responsible for:

1. representing the SGPS in matters specific to professional students;
2. ensuring that professional students of the SGPS are represented in university affairs at Queen’s;
3. assisting members who require an advocate to help them resolve matters of both an academic and non-academic nature, and, wherever possible, working in conjunction with any appropriate external resource.

4. performing any function of the Speaker, in accordance with P.5.1.1;
5. chairing the Professional Students Standing Committee, and be responsible for its proper and complete functioning;
6. chairing the Human Resources Committee, and be responsible for its proper and complete functioning

7. overseeing the human resources of the SGPS, including:
i. being jointly responsible with the **Executive Assistant Director of Logistics** for overseeing the hiring, according to B.13.2 and B.13.3, and supervision of the Commissioners and Coordinators; and any other hired positions (excluding Front Desk Staff);

ii. hiring, dismissing, supervising, and evaluating SGPS employee(s) jointly with the **Executive Director or Executive Assistant Director**; and

iii. performing any Human Resources function of the Director (EA), in accordance with P.4 Transition

(8) serve, where possible, on:

i. the Senate Committee on Non-Academic Discipline (SONAD);

ii. the Grad Club Board; and

iii. the Academic Integrity Working Group.

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

1. representing and communicating the interests of the members of the SGPS at meetings of the external student associations of which the SGPS is a member; and

2. promoting the interests of SGPS members by making representations to people and organizations external to the University.

3. Attend annual and semi-annual general meetings of the CFS at both the national and provincial levels, and attend other CFS events;

4. serve, where possible, on the Queen’s Journal Board of Directors, SGPS Student Housing Working Group and the Council of Graduate Studies.

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

1. administrating the SGPS’ finances and accounts along with the **Executive Director**;

2. supervising all of the SGPS’ financial transactions

3. setting the SGPS’ annual budget;

4. presenting the annual SGPS budget to Council at or before the September council meeting;

5. presenting to Council in August, a balance sheet and income statement in accordance with P.1.1;

6. presenting a balance sheet and income statement from September 1 at the Winter Term General Meeting;

7. arranging for an independent audit of the SGPS’ financial books in accordance with P.1.1;

8. coordinating and planning the services of the SGPS; and

9. administrating the SGPS health and dental plan along with the **Executive Director**.

10. be authorized to approve any non budgeted expenditure of five hundred ($500) dollars or less, and report such expenditures to the SGPS Council, in accordance with P.1.1;

11. present to the Finance and Services Standing Committee for review of the detailed income/expense statement of the SGPS quarterly;

12. chair the Finance and Services Standing Committee in accordance with P.8.2.1; and

13. administering all SGPS bursaries and grants along with the Finance and Services Standing Committee;

14. serve, where possible, on the Senate Scholarships and Student Aid Committee, Student Life Centre Council, Queen’s Centre Transition Working Group or replacement), Cold Beverage Committee and the Council of the School of Graduate Studies.
P.2.2 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
      iv. Athletics Commissioner
   (2) Coordinators will be hired as needed at the discretion of the Executive, who will take recommendations from SGPS staff and Commissioners.

b. The term of all Commissioner positions will be one year in length.

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 Director of Logistics, as selected by the Executive.
e. Hiring panels for different positions may be composed of different individuals.
f. Job descriptions shall be posted online and open positions shall be advertised online for a 2-week period.
g. 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.
j. 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:
   (1) submitting monthly written reports to and attending meetings of council;
   (2) developing a year plan specific to their position in accordance with P.4.4 Year Plans;
   (3) participating in the transition process in accordance with P.4 Transition;

b. The Social Commissioner shall report to the Assistant Director of Logistics. The Social Commissioner shall head the Social Commission and be responsible for:
(1) supervising and providing direction to the SGPS Social Volunteers
(2) ensuring that all SGPS social events meet the standards established in P.12.1
(3) organizing SGPS orientation week;
(4) organizing SGPS social activities including but not limited to the Halloween Party, and the Semi–Formal;

c. The Equity and Diversity Commissioner shall report to the Assistant Director of Logistics. The Equity and Diversity Commissioner shall head the Equity & Diversity Commission and be responsible for:

(1) advising Council and the Executive in the formation and formulations of SGPS policies, procedures and priorities regarding equity issues;
(2) promoting awareness of equity issues among SGPS members in accordance with P.12.1;
(3) Chairing the Equity & Diversity Committee and promoting it to the membership;
(4) ensuring that all meetings and social events hosted by the SGPS are equity-aware in accordance with P.12.1; and
(5) 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 Assistant Director of Logistics. The International Students Affairs Commissioner shall head the International Students Affairs Commission and be responsible for:

(1) Upholding the mandate of the International Students Affairs Commission, which shall be to foster an increased awareness of issues facing international students on campus and endeavour towards finding and implementing means to address these issues with appropriate people and entities on and off campus.
(2) ensuring constant representation of Queen’s University’s international student opinions, concerns, and issues on their assigned councils and committees, a list of which is maintained by the EA.
(3) ensuring regular meetings of the SGPS International Affairs Standing Committee;
(4) advising the SGPS Executive, Council, Graduate Student Trustee, and student Senators on how to approach and tackle international student issues;
(5) establishing and maintaining communication with international students and groups on campus;
(6) guiding and assisting the development of policies regarding international student issues at the SGPS, AMS, and/or University level; and
(7) promoting the organization of social, academic, outreach and political events pertaining to international students;

e. The Athletics Commissioner shall report to the Assistant Director of Logistics. The Athletics Commissioner shall head the Athletics Commission and be responsible for:

(1) organizing sporting events for graduate and professional students and advising Council on matters pertaining to athletics;
(2) sitting on the Social Events Standing Committee; and
(3) coordinating intramural teams and leagues for SGPS students; and
(4) assisting in the planning of all social events, including those of Orientation Week; and
(5) regularly meeting and communicating with Athletics and Recreation to report on the interests of SGPS members, and to ensure that their programming and facility needs are being addressed.

P.2.2.4 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;

P.2.3 Office Staff

a. Staff members at the SGPS may include, but are not limited to:
   (1) Director/Executive Director (ED)
   (2) Assistant Director of Finance/Executive Director (AED)
   (3) Assistant Director of Logistics/Executive Assistant (EA)
   (4) Assistant Director of Networking
   (5) Assistant Director of Member Relations/Front Desk personnel

b. Each individual staff member and the SGPS employer shall sign a contract that outlines the terms of his or her employment including:
   (1) Duties
   (2) Term
   (3) Compensation
   (4) Benefits
   (5) Vacation and Sick Leave
   (6) Regular Work Hours
   (7) Professional Development
   (8) Confidential Information
   (9) Termination of Employment
   (10) Workplace Harassment Policy
   (11) Severability

   b. starting date, length of contract (not to exceed one (1) year per contract, with the exception of the Executive Director), number of hours, salary to be paid, duties, etc., prior to the starting date.

c. Evaluations shall be performed in accordance with P.3.1.3.
d. Staff are not required to be members of the SGPS.

d.—The Executive Director shall be accountable to the Executive and Council. The Executive Director shall be responsible for:

e. Facilitating the overall function of the SGPS including but not limited to:
   (1) Maintaining oversight and management of the SGPS By-laws and Policy
   (2) Taking a leading role in administrative duties to ensure the continuity of relationship and information through Executive turnover
   (3) Being directly in charge of the Office Staff
   (4) Leading the transition between Executive teams, including developing and implementing a transition plan, creating supporting materials and facilitating discussions between Executive teams throughout the transition period
   (5) Assisting in the financial oversight of the organization with the VP Finance and Services and the Assistant Director of Finance
   (6) Providing oversight and control over all Human Resource issues for any aspect of the SGPS with the assistance of the VP Professional
   (7) Overseeing all corporate insurance activity including gaining coverage, event sanctioning, investigation and administration of claims, and implementation of the insurance policy across the SGPS
(8) Building and managing relationships with external providers and partners including but not limited to Queen’s University, the AMS, auditors and insurance providers Student VIP and KPMG.

(9) Facilitating the process of identification of annual initiatives and projects to meet goals identified in Executive’s Year Plans.

(10) Assisting the Executive with commercial leasing activities, procurement, governance issues, committee work and long term planning.

(11) Providing guidance and advice in general and on specific issues as informed or requested by the Executive.

(12) Completing special projects as requested by the Executive.

(13) Other tasks as designated by the Executive and/or Director.

(2)

(3) Administering the health and dental plan in cooperation with the VP Finance and Services;

(4) Serving as institutional memory, to aid in yearly transition between Executives, Commissioners and Coordinators, and Officers of Council;

(5) Keeping records of all SGPS activities from year to year, including minutes of Council and General Meetings received from the Deputy Speaker, a directory of Honourary Members of the SGPS, and any other relevant records;

(6) Ensuring, with the VP Finance and Services, the financial bookkeeping of the SGPS; and

(7) Directly supervising the Executive Assistant and Front Desk Staff.

f. The Assistant Executive Director (AED) reports to the ED. Assistant Director of Finance reports to the Director and is responsible for all SGPS financial matters including but not limited to:

(1) Building and managing the SGPS yearly budget with the VP Finance and Services.

(2) Performing day to day tactical management of all accounting matters, including but not limited to all financial reporting, management of internal controls, payroll, accounts receivable, collections and accounts payable.

(3) Providing information, support and mentorship to the SGPS Executive especially the VP Finance and Services.

(4) Providing direction, advice and implementation of appropriate accounting policy, procedures and financial controls.

(5) Managing all aspects of the annual external audit.

(6) Distributing Student Activity Fees to the appropriate groups.

(7) Assisting in administering the SGPS Health and Dental Plan by working with the SGPS Insurance provider Student VIP.

(8) Assisting with the administration of the Grants and Bursary Program.

(9) Other tasks as designated by the Executive and/or Director.

g. The AED shall be responsible for:

(10) Assisting the ED with operational tasks of the SGPS such as scheduling meetings, researching and preparing documents for members of the Executive, and organizing and filing paperwork.

(11) Assisting with the administration of the Health and Dental Plan;

(12) Assisting the VP Finance and Services with Bursary Applications;

(13) Working with club applicants to ensure smooth operation of the SGPS Clubs Registration process including the drafting of Constitutions;

(14) Satisfying, registering and documenting all Club Registration Forms in accordance with P.S.
(a) assisting the Front Desk Staff as necessary; and any other tasks as designated by the Executive Director.

(b) The Assistant Director of Logistics Executive Assistant (EA) shall report to the Executive Director and is responsible for the movement of goods and services through the SGPS including but not limited to:

1. Purchasing of all items for the SGPS including stationary, office supplies, furniture and items for events
2. Ordering of food for events including council
3. Responsible for overseeing all Commissions including but not limited to setting out a transition plan and transitioning Commissioners, assisting Commissioners with event planning, ensuring each Commissioner sets out a year plan and budget and assisting Commissioners in any way possible to do their jobs
4. Working with the Director to address the day to day operations of the SGPS
5. Front desk reception duties as directed by the Director or Executive
6. Other tasks as designated by the Executive and/or Director

(c) The EA shall be responsible for:

1. Submitting a monthly written report to Council;
2. With the VP Professional, oversee the SGPS’ Human Resources including:
   - Ensuring advertising of positions, selections, hiring, reviews, discipline, and removal are all performed in accordance with relevant Bylaws and Policies;
   - Ensure that reviews are scheduled and recorded in accordance with P.3
3. maintaining a list of SGPS Committee Membership, and liaising with Committee Chairs to coordinate the functionality of these committees;
4. maintaining a list of SGPS positions and representatives on University Committees, with assistance from the VP Professional;
5. actively recruiting SGPS members to sit on SGPS and University Committees when vacancies arise;
6. any other tasks as designated by the Executive

(d) The Assistant Director of Networking reports to the Director and is responsible for establishing and continuing relationships with external bodies and partners including but not limited to:

1. Being the Coordinator of the Student Advisor Program
2. Liaising with all campus groups including Queen’s University and the AMS to set up meetings
3. Schedules meetings for the Executive and Office Staff as requested
4. Assist the Executive as needed
5. Attend committee meetings where requested by the Director and/or Executive
6. maintaining a list of SGPS Committee Membership, and liaising with Committee Chairs to coordinate the functionality of these committees;
7. maintaining a list of SGPS positions and representatives on University Committees, with assistance from the VP Professional;
8. actively recruiting SGPS members to sit on SGPS and University Committees when vacancies arise;
9. any other tasks as designated by the Executive

(e) The Assistant Director of Member Relations reports to the Director and is responsible for dealing with all member issues and inquiries including but not limited to:

1. Front desk reception duties include dealing with walk in inquiries, assisting with photocopying, and directing members to the right employee
Front Desk Staff shall be responsible for:

1. ensuring the effective day-to-day operation of the SGPS Office through clerical tasks such as mail processing, faxing, filing, and directing incoming calls;
2. assisting SGPS Members with inquiries about any SGPS Services, specifically the Health and Dental Plan, or directing them to the appropriate member of the SGPS Staff;
3. representing the SGPS in a positive manner to all visitors to the Office; and
4. any other tasks as designated by the Executive and/or Director.

P.2.5 Society Liaisons

a. The ESS Liaison shall be responsible for:
   1. meeting regularly with the SGPS Executive and/or Executive Director to report on the business of the ESS;
   2. being the main intermediary for all matters between the ESS and the SGPS;
   3. requesting support and resources from the SGPS when needed;
   4. assisting the SGPS in disseminating information to members of the ESS; and
   5. representing the opinions of ESS members as a representative to SGPS Council.

P.3 Human Resources

P.3.1 Definitions

a. “Human Resources”: planning organization staff needs including but not limited to:
   1. recruiting and hiring new employees
   2. orientating and training current employees
   3. managing wages and salaries
   4. providing benefits and incentives
   5. evaluating performance
P.3.2 General

a. The Human Resources ("HR") of the SGPS shall be the joint responsibility of the Director ED, the EA, and the VP Professional.

b. The ED and the VP Professional shall jointly make decisions in regards to staff members.

c. The VP Professional, in consultation with the rest of the Executive, shall have authority over decisions regarding commissions, Commissioners and Coordinators.

d. The EA shall assist the VP Professional in performing her or his HR duties but shall not have decision-making power.

e. In any matters related to HR in which the Director ED is the subject, the VP Professional shall, in consultation with the rest of the Executive, have authority, the Executive shall jointly make decisions.

e. In any matters related to HR in which the VP Professional is the subject, the rest of the Executive and the Director shall jointly make decisions. The President, in consultation with the rest of Executive, shall have authority.

P.3.3 Staff

Staff include, but are not limited to:

- Executive Director
- Assistant Executive Director
- Executive Assistant
- Front Desk Staff
- Other casual employees as necessary

P.3.1.1 Contracts

a. The employee(s) and employer shall sign a contract to outline the terms of employment including: starting date, length of contract (not to exceed one year per contract, with the exception of the Executive Director Executive Assistant and Assistant Executive Director), number of hours, salary to be paid, duties, etc., prior to the starting date. An employment contract in accordance with P.2.3b and a confidentiality agreement.

b. Employee(s) Office staff are not normally required to be members of the SGPS, with the exception of special employees, to be decided at the discretion of the hiring committee.

c. A file of employee contracts shall be maintained by the Executive Assistant. Director. The Executive Director and members of the executive shall have access to these contracts.

P.3.1.2 Staff Hiring

a. The recruitment, selection and hiring of staff for positions with the SGPS (where no selection criteria exist under the Bylaws) shall be in accordance with this Policy.

b. A hiring committee shall be struck consisting of the VP Professional, the Executive Assistant, the Executive Director, and any other executive, Director, one other office staff member and two members of the Executive.
c. One of the members of the Hiring Committee shall be explicitly responsible for ensuring that equity considerations are considered. If none of the committee members is qualified, a member of the Equity & Diversity Commission shall be added to the hiring committee.

d. The Hiring Committee shall draft a job description. The job description shall include the requirements of each position as defined in P.2.3 the Bylaws and Policies, as well as other requirements as the Hiring Committee shall deem necessary. An archive of past job descriptions shall be maintained by the Director_Executive Assistant and shall be made available to all ordinary members of the SGPS on request.

e. The Executive Assistant_Director shall widely advertise the position, vacant positions (on the SGPS website, in the e-newsletter when timing allows for it, and through e-mail and posters). Advertisement shall include:

- the job description, requirements and shall invite applications. At least 2 weeks shall elapse between advertising of the vacancy and the deadline for applications. A Position

  Summary

  Responsibilities

  Required Skills and Qualifications

  Application Instructions

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

g. The hiring committee may make SGPS membership a requirement for a special staff position (such as a research assistant or a project coordinator).

h. If there are no applications for a position, or no applications that meet the most basic requirements, it is up to the discretion of the VP Professional and the Director to extend the application deadline by a period of at least one week.

i. The Hiring Committee shall review applications, short-list if necessary, and conduct interviews. If there is only one applicant for the position, the Hiring Committee shall still evaluate the applicant’s resume and conduct an interview to determine the applicant’s suitability for the position or extend the application period.

j. Any member of the Hiring Committee (including the Chair) should declare any conflict of interest with regards to the applicants to the other Committee members, who shall determine whether the conflict of interest is such that the member should be replaced.

k. Where possible the committee shall operate by consensus. In the event of deadlock the candidate preferred by the majority of the committee shall be hired.

P.3.1.3 Staff Evaluation Schedule

a. Each staff member shall receive at least one interview and written evaluation per year. The evaluation shall happen no more than 7 months into the staff member’s contract.

b. Extra evaluations may be performed at the discretion of the VP Professional or the Executive Director.

c. The Executive Assistant_Director shall be responsible for scheduling the evaluation meeting.

d. The Executive Director’s evaluation shall be performed by the VP Professional, the President and any other executive.

e. The Assistant Executive Director’s All other staff's evaluation shall be performed by the VP Professional and the Executive Director.
The Executive Assistant’s evaluation shall be performed by the VP Professional, the President and any other executive.

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

The staff member shall be notified at least three (3) weeks in advance of the evaluation date.

The evaluation committee shall request that the staff members submit a comprehensive list of all activities undertaken throughout the course of employment. This form must be submitted no less than one (1) week prior to the set evaluation date.

P.3.1.4 Staff Evaluation Meeting

a. The purpose of the Evaluation Meeting is to provide the employee with an opportunity to address their progress in the position and to solicit constructive feedback from the Evaluation Committee related to various aspects of job performance.

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

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

d. All documentation resulting from the evaluation process shall be confidentially filed and maintained in the SGPS office by the Executive Assistant/Director and in the case of the Director, the VP Professional.

P.3.1.5 Staff Evaluation Process

a. After the Evaluation Committee has completed the SGPS Personnel Evaluation Form, a written report summarizing the Evaluation Meeting discussion will be submitted by the Executive Assistant/Director to the VP Professional.

b. Based on the SGPS Personnel Evaluation Form, the Executive Assistant/Director report, and any additional information related to the employee(s) performance, the VP Professional shall make one of two recommendations: ‘Satisfactory’ or ‘Further Review’. The criteria shall be:

   1. ‘Satisfactory’ ranking indicates that the employee is accomplishing the duties required of the position in accordance with the relevant Bylaws and Policies.

   2. ‘Further Review’ ranking is assigned for one (1) or more of the following reasons:

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

      ii. the employee failed to complete the SGPS Personnel Evaluation Form, attend the Evaluation Meeting, respond to the Evaluation Committee and/or Personnel Coordinator regarding the Evaluation Process, and/or any combination of the above.

   3. Following the decision by the VP Professional:

      i. a ‘Satisfactory’ ranking, along with the SGPS Personnel Evaluation Form, shall be placed in the employees employment file.

      ii. a ‘Further Review’ ranking will progress to Staff Remediation (P.3.1.6).

P.3.1.6 Staff Evaluation Remediation

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

b. If the employee in question has received a ‘Further Review’ ranking due to a lack of response and/or cooperation with the Evaluation Committee and/or the Director/Executive Assistant, the
Director Executive Assistant shall provide the employee with seven (7) days notice to submit the SGPS Personnel Evaluation Form and to convene an Evaluation Meeting.

c. If the employee is unresponsive or fails to comply with the request to convene an Employment Meeting, the Executive Assistant shall recommend to the VP Professional that an action to remove that individual from their position be made in accordance with P.3.1.7 Staff Termination and/or the conditions of the employee’s contract.

d. 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.
   (1) 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;
   (2) Following the Remedial Meeting, the VP Professional shall convene subsequent Evaluation Meetings not more than once every thirty (30) days.
   (3) If the employee fails to meet the remedial standards by the subsequent evaluation, the VP Professional shall take action to remove that individual from their position in accordance with P.3.1.7 Staff Termination and/or the conditions of the employee’s contract.

P.3.1.7 Staff Termination
   a. The staff member will be notified in writing of their termination and reasons for termination with reference to relevant Bylaws and Policies.
   b. The staff member shall have the opportunity to meet with the Evaluation committee to discuss concerns.
   c. The notice of termination shall be filed by the Executive Assistant.

P.3.2 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.
   c. Commissioners and coordinators shall meet with the Executive Director, Assistant Director of Logistics 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.
   d. Extra Performance Review meetings may be performed at the discretion of the Executive.
   e. The purpose of the meetings will be to assess performance of job expectations and address any identified areas of improvement.
   f. 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.
   g. 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.
   h. 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.
i. 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.

j. Nothing in this policy derogates from the inherent power of the Executive as Board of Directors to terminate any employee.

k. Nothing in this policy should be deemed to create any cause of action by any employee or former employee of the SGPS.

P.3.4.3 Rehiring Policy
The purpose of the rehiring policy is to save time and resources in the hiring process while protecting the best interests of the Program. Rehiring encourages well-performing and experienced Student Advisors to return for another year. The policy allows a current Student Advisor to be rehired for the following year without undergoing the normal hiring process, provided he/she receives a positive review during the annual Advisor evaluation and continues to meet the eligibility requirements for employment in the Program, as per P.3.4.1. Student Advisors receiving a poor or qualified evaluation will not be eligible for rehiring through this policy. This policy recognizes that it is beneficial for the Program to retain experienced and skilled Student Advisors, preserve institutional memory, advance institutional competence, and maintain healthy, ongoing relationships with other parties in the University.

a. Rehiring Process:
   (1) A Student Advisor who intends to apply to return to the Program for another year should make their intentions known to the VP Graduate and the voting members of the Personnel Committee at least two months in advance of the completion of their contract, allowing time for the rehiring process before the positions are publicly advertised.

   (2) The VP Graduate and Executive AssistantDirector of Networking will conduct an evaluation of the Student Advisor. The VP Graduate will provide a copy of both evaluations to the Personnel Committee. If the Student Advisor receives an overall positive performance evaluation, the VP Graduate shall recommend to the Personnel Committee that the Student Advisor be rehired.

   (3) The Personnel Committee shall attempt as much as possible to reach its decision by consensus. If the Personnel Committee is convinced that consensus is impossible then it may decide by simple majority.

P.3.5 Health and Safety Policy
a. The SGPS is committed to the health and safety of all its personnel, including the prevention of illness and injury.

b. The SGPS affirms the Queen’s University Policy Statement on Health and Safety, under the jurisdiction of the Queen’s University Department of Environmental Health and Safety.

c. The SGPS acknowledges the responsibilities outlined by the Ontario Occupational Health and Safety Act.

d. All employees of the SGPS shall be aware of their rights and responsibilities regarding health and safety. Responsibilities include the reporting to their supervisor of any health hazards and unsafe conditions observed.

e. Concerns, complaints, and comments within the SGPS regarding health and safety may be addressed by the Executive Director.
f. Training on the topics of health and safety shall be considered for SGPS personnel. This may include Occupational Health and Safety workshops and First Aid training.

P.3.6 Training

a. The SGPS Assistant Executive Director (AED)/Director is responsible for organizing the following training. The Director AED will keep a list of all those people that have completed training, which will be available to the Executive for viewing. Executive Director and Executive Assistant for viewing.

b. Prior training can be taken into consideration on a case by case basis, with exemptions approved by the Assistant Executive Director upon input from the SGPS Executive. The AED Director will research possible trainers/facilitators and report to the SGPS Executive on availability, pricing and general training content. The AED Director will, with the express approval of the SGPS Executive, schedule the following training:

P.4 Transition

P.4.1 Transition Overview

a. The purpose of transition planning is for Commissioners and Coordinators and Executives to develop a positive and productive working relationship.

b. The Executive Assistant and the Executive Director and Assistant Director of Logistics are responsible for organizing transition.

c. Transition for the new Executive shall take place from March 1st to April 30th.

d. In recognition of the work required to transition into an Executive role, each member of the incoming Executive shall be paid the equivalent of one month of salary of the role they are transitioning into during the transition period. One half of this amount shall be paid in March and one half shall be paid in April. A member of the Executive who is re-elected to the same role shall not receive transition payments on top of their ordinary salary for March and April, but a member of the Executive who is elected to a different position on the Executive shall receive the transition payments on top of their ordinary salary.

e. Transition for the new Commissioners and Coordinators shall take place during the first 30 days of their appointment.

P.4.2 Executive Transition

a. The Executive shall jointly create an executive year plan and individual year plans in accordance with P.4.4 Year Plans.

b. should an Executive member be elected outside the dates listed in B.6.c, or unable to attend the initial Planning session, that Executive shall be responsible for arranging, with the assistance of the Executive Director, an alternate Transition Planning session with the Executive;

c. Content for Executive Transition session(s) shall include:
   (1) a review of the SGPS Bylaws and Policies;
   (2) a review of the organizational structure of the SGPS and Queen’s University;
   (3) a review of the history of the SGPS;
   (4) a review of all job descriptions held by Commissioners and Coordinators and Executives;
   (5) a review the SGPS Strategic Plan (P.10.5);
   (6) a review of committee responsibilities at the SGPS and University; and
   (7) a review of transition manuals.
P.4.3 Commissioner and Coordinator Transition

a. The Commissioner or Coordinator and Executive and Director of Logistics shall convene to address goals and develop an effective working relationship.

b. Each Commissioner or Coordinator shall be responsible for preparing a Year Plan in accordance with P.4.4 Year Plans.

c. Commissioners and Coordinators and Executive Transition Planning shall:
   (1) take place within thirty (30) days of ratification of Commissioners and Coordinators based on the terms and conditions established in P.2.1.1.e;
   (2) involve all ratified Executive members and Commissioners and Coordinators during mutually agreed upon Planning session time(s) and location(s);
   (3) be no less than five (5) hours;
   (4) in the event that not all ratified Executive members are able to personally attend, Commissioners and Coordinators and Executive Transition Planning shall convene at an agreed on session(s) suitable to the majority of Commissioners, Coordinators, and Executive;
   (5) should a Commissioner or Coordinator be hired outside of the dates listed in P.2.1.1.e, or an Executive member elected outside the dates listed in B.6.c, that Commissioner, Coordinator and/or Executive shall be responsible for arranging, with the assistance of the Assistant Director of Logistics/Executive Director, alternative Transition Planning sessions with the Executive, Commissioners and Coordinators;

d. Content for the Commissioners and Coordinators and Executive Transition Planning sessions shall include:
   (1) a review of the SGPS Bylaws and Policies;
   (2) a review of the organizational structure of the SGPS and Queen’s University;
   (3) a review of the history of the SGPS;
   (4) a review of all job descriptions held by Commissioners and Coordinators and Executives;
   (5) a review of the SGPS Strategic Plan (P.10.5);
   (6) a review of committee responsibilities at the SGPS and University levels; and
   (7) a review of transition manuals.

P.5.2.4 SGPS Council Meeting Proceedings

a. Unless otherwise amended by a two-thirds majority vote of Council, the order of business for regular Council meetings shall be as follows. The Speaker shall use his/her judgment in setting timelines for agenda items.
   (1) Presentations
   (2) Adoption of the Agenda & Minutes
   (3) Executive and Speaker Reports
   (4) Senator, Board of Trustees, Commission, Committee & Other Reports
   (5) Question Period/Departmental Issues
   (6) Business Arising From the Minutes
   (7) Main Motions
   (8) Other Business
   (9) Notice of Motions & Announcements
   (10) Adjournment

b. At the first meeting of a Council year, the Speaker will present a motion outlining the time limits for different parts of Council meetings. The motion will be debated and voted on by voting
members of Council for approval. The motion will be in effect for the duration of that Council year.

c. The time allocated for Executive and Speaker’s Reports will be 20 minutes total. This time can be divided amongst those presenting reports in any fashion. The Executive and Speaker are encouraged to communicate important information through their written reports.

d. The time allocated for Committee, Commissioner, Graduate Student Senator, Graduate Student Trustee, and Other Reports will be 20 minutes total. This time can be divided amongst those presenting reports in any fashion. Council members are encouraged to communicate important information through their written reports.

e. If any individual has a larger issue to present to Council that cannot be adequately discussed within the time allotted for reports, he/she should notify the Speaker and Executive Director one week prior to the meeting so that time can be designated for the issue during the Other Business section of the meeting agenda, or so that a main motion can be constructed to guide Council.

f. All written reports, motions and notice of presentations must be sent to the Speaker and Executive Director no later than one week prior to the Council meeting at which the items are to be presented.

g. SGPS members will not be ratified to sit on SGPS committees during Council meetings. Members will only be ratified to those committees within the University that are mandated to have such action taken.

P.8 Committees

P.8.1.1 Membership

a. SGPS Committee members must be ordinary members of the SGPS;

b. The membership in size of any SGPS committee shall be determined by the Chair of the Committee. The target size for a Committee shall be 11 members, not including the Chair or President;

c. the President shall be an ex–officio, non–voting member of all SGPS Committees and a voting member of the Finance and Services Standing Committee;

d. committee vacancies shall be filled by submitting nominations directly to the Chair of the Committee, who will then determine if the nomination will be accepted;

e. an up–to–date list of the names of SGPS committee members shall be kept by the Assistant Director of Networking;

f. Committee Chairs must ensure that any changes in membership of their Committee are reported to the Assistant Director of Networking;

g. quorum for each committee shall be the Chair plus two ordinary members

P.8.2 Terms Of Reference For SGPS Standing Committees

P.8.2.1 Finance and Services Standing Committee

a. Finance and Services Standing Committee shall be responsible for:

(1) aiding the VP Finance and Services in preparation of the annual SGPS budget, to be presented to Council by the September meeting;
(2) ensuring the budget guidelines are set for the expenditure of all funds included in the annual SGPS budget. Such budget guidelines shall be brought to Council for approval at the same time as the annual SGPS budget;

(3) ensuring that all SGPS funds allocated to SGPS committees or outside organizations are spent for the purpose(s) for which they were allocated;

(4) recommendations to Council regarding non–academic fees; this fee shall be reviewed each year by the Committee, but shall only be changed by a simple majority on a referendum in accordance with P.1.2;

(5) making recommendations to Council regarding the allocation of grants;

(6) reviewing the detailed income/expense statement of the SGPS every three months and reporting the observations made to Council;

(7) recommending financial policy objectives for the SGPS;

(8) reviewing the SGPS operations including but not limited to the Health and Dental Plans.

b. membership of the committee shall be:

(1) The VP Finance and Services, who shall chair the committee;
(2) the President;
(3) the Assistant Director of Finance; and
(4) a minimum of three ordinary members

P.8.2.9 Strategic Planning Standing Committee

a. The Strategic Planning Standing Committee shall be responsible for:

(1) Conducting consultative processes and business, legal and other analyses to identify areas of concern and possible opportunities for the SGPS; and
(2) Creation and recommendation of a 2-year strategic plan, based on the aforementioned analyses, for the SGPS; and
(3) Assessment of the implementation of the strategic plan.

b. For those issues facing the SGPS that are not addressed by the strategic plan, the SPSC may, upon request by a member of Council other than the Committee Chair, perform an advisory role to the organization by:

(1) Consulting with the committee under whose mandate the issue falls; and
(2) Providing Council with a report analyzing the issue and recommending a course, or multiple courses, of action; and
(3) Where time does not permit a report to Council, consulting with the Executive.

c. The Committee shall be comprised of the following voting members:

(1) one (1) of the four voting members of the Executive excluding the president;
(2) one (1) representative from the Education Students’ Society;
(3) one (1) representative from the Law Students’ Society;
(4) one (1) representative from the Graduate Computing Society;
(5) the Graduate Student Senator;
(6) the Graduate Student Trustee;
(7) the SGPS Equity and Diversity Commissioner;
(8) three (3) SGPS Members at large, approved by Council, who have prior experience working with the SGPS as an organization;
(9) one (1) SGPS Member at large, approved by Council, who has had no prior experience working with the SGPS as an organization.

d. The Committee shall be comprised of the following non-voting members:

(1) the President;
(2) the Executive-Director.
e. Efforts shall be made to ensure that the SPSC’s composition reflects the composition of the SGPS membership. This will include efforts to ensure gender parity in the Committee.

f. Information discussed at the committee meetings shall not be discussed with the media prior to released reports and documents.

g. Membership on the committee cannot be terminated by the Executive’s resolution.

h. The Chair shall be a voting member and non-Executive member of the Committee.

i. The term of a Committee Chair shall be limited to twelve (12) months. No Committee member shall be elected as Chair for more than two (2) consecutive twelve month terms.

j. Quorum shall be four (4) voting members.

P.8.2.10 Human Resources Standing Committee

a. The Human Resources Standing Committee shall be responsible for:
   (1) assessment of the human resources structures and policies in place at the SGPS;
   (2) developing and reviewing human resource policies, best practices and structures, and their implementation;
   (3) creating consultative documents for the human resources team at the SGPS (that is, the VP Professional and the Executive Director);
   (4) reviewing the SGPS’ legal obligations and rights under employment-related statutes; and
   (5) performing an advisory role to such issues as are brought to their attention by one or both of the VP Professional or Executive Director.

b. The Committee shall be comprised of the following voting members:
   (1) the VP Professional;
   (2) The Equity and Diversity Commissioner or their delegate; and
   (3) From four (4) to eight (8) SGPS Members at large, approved by the Committee Chair.

   (4) The Executive Director shall be a non-voting member of the Committee.

   (5) The VP Professional shall be the Committee Chair.

c. Any documents, policies or other suggestions created by the Human Resources Standing Committee shall be approved or adopted by Council prior to implementation.

P.9.9 Conducting Elections and Referenda

a. SGPS Elections and Referenda shall be conducted using the SGPS Online Voting system, provided by the University.

b. The candidate’s name and the position for which they are running will be listed on the online ballot.

c. The CRO shall vote 24 hours in advance of an election or referendum, and place the ballot in a sealed envelope. This envelope shall be opened and the ballot cast only in the event of a tie vote. Should there be more than two candidates for one position, the Chief Returning Officer shall indicate order of preference on the ballot form. The Chief Returning Officer is not otherwise allowed to vote;

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.

e. The candidate receiving a plurality of votes cast shall be declared the winner.

f. The Chief Returning Officer shall attempt to advise each candidate and a representative of each referendum committee of the results before publicly releasing the results of any election or referendum.
g. The CRO shall keep the online records from an election and/or referendum for a period of not less than four months. After that time they shall be destroyed after issuance of a directive to do so from Council. Nomination forms for successful Executive candidates shall be kept permanently as a record of the candidate’s consent to serve as a director and officer of the SGPS.

P.12.2.5 Verification

a. All suppliers, licensees and contractors shall accept the principle that the implementation of this policy shall be assessed through monitoring and independent third–party verification.
b. Employees and interested third parties shall be provided with a confidential means to report failure to observe the policy guidelines and shall be otherwise protected in this respect.
c. The SGPS shall undertake efforts to further determine and clearly define additional monitoring and verification methods.
d. The SGPS reserves the right to examine the practices, activities, and work sites of their suppliers, licensees and contractors when such examination is previously announced.
e. The Executive Director and the Executive Assistant Director of Finance and the VP Finance and Services shall be jointly responsible for ensuring policy compliance.

P.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 within one month of assuming office, 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 Director 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 Director of Finance and the VP Finance and Services
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 (ask@sgps.ca, ea@sgps.ca), and will be forwarded to the Equity and Diversity 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.

P.12.5.2 SGPS Accessibility Fund Bursary

a. The Executive Director, Assistant Director of Finance will be responsible for the allocation of the funds and will work with the Executive Assistant and Assistant Director of Logistics 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 Assistant Director of Finance and the Executive Assistant.

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

P.12.5.3 Allocation of the Bursary and Funding Eligibility Criteria

a. The Assistant Director of Finance and the VP Finance and Services, Executive Director and Executive Assistant shall determine the allocation of funds based on the recommendation of Queen’s Disability Services Office. The Assistant Director of Finance and the VP Finance and Services, Executive Director and the Executive Assistant may also elect to fund only a portion of what is requested where they see fit.

b. 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 Assistant Director of Finance and 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.

P.12.5.4 Accountability, Records, and Reports to the Student Body

The SGPS Accessibility Fund, as overseen by the Executive Director and the Executive Assistant, Assistant Director of Finance and the VP Finance and Services shall remain accountable to the student body and therefore shall submit an annual report to the SGPS Annual General Meeting.
P.16.2 SGPS Council Membership E-Mail List
a. The Executive Director shall keep an email list of Council representatives.
b. The name, e-mail address and department of Council representatives shall be posted on the SGPS website.
c. The SGPS Speaker or Executive Director may send e-mails to the Council membership e-mail list and ask them to forward messages to their membership concerning health and dental optouts or optins, other opt-in and opt-out deadlines, elections, referenda or other information that may be useful to SGPS members.
d. The e-mail alias of the Council Membership E-Mail List shall be obfuscated and kept confidential so individuals other than the SGPS Speaker or Executive Director are unable to use the list.
e. E-Mail messages sent to the Council Membership E-Mail List shall be sent addressed to the Executive Director and bcc’d to the Council Membership E-Mail List.

P.16.3 SGPS E-Newsletter
a. The Director SGPS ED shall publish an ENewsletter semi-monthly.
b. The E-Newsletter shall usually be released on the 15th of the month and on the last day of the month.
c. Where the dates set in P.16.3 fall on a weekend or a holiday, the ENewsletter may be delayed until the next regular business day.
d. The E-Newsletter shall be posted in portable document format (pdf) on the SGPS website. A link to the E-Newsletter shall be sent via the SGPS Membership Listserv as detailed in P.16.1.
e. The E-Newsletter shall be used for the following content (though is not limited to the following):
   (1) Content that is deemed appropriate and acceptable for release to the SGPS membership
   (2) Information regarding fees, optouts, and optins
   (3) Changes or information regarding the health and dental plan
   (4) Information regarding referenda and elections
   (5) Information regarding positions available at the SGPS
   (6) Information regarding SGPS social gatherings and events
   (7) Information regarding community social gatherings and events
   (8) Messages from the Executive or Staff of the SGPS
   (9) Messages from Queen’s University
   (10) Information pertinent to the SGPS membership
   (11) Information submitted by SGPS members for release to the membership
f. The E-Newsletter shall not be used for the following content:
   (1) Information supporting one side of any referendum question
   (2) Information supporting any candidate for an SGPS election
   (3) Information will not be posted that is in violation or appears to be in violation of any relevant legislation and the University Code of Conduct, specifically information that is discriminating based on race, national or ethnic origin, colour, religion, sex, age, social status, sexual orientation, gender identity or disability.
   (4) Information deemed inappropriate for distribution to the membership by the Director SGPS ED and the SGPS President. When the Director ED and the President do not agree if something should be posted in the E-Newsletter, the SGPS Executive, by way of majority vote, will decide if an item should be included in the E-Newsletter. If the
Executive is not able to vote, for any reason, the default action will be not to include the item in the E-Newsletter.

(5) Outdated information.

g. The E-Newsletter shall be approved by the SGPS President prior to being posted on the SGPS website and prior to notification via the SGPS Membership Listserv.

P.16.4 SGPS Privacy Policy Use And Disclosure Of Personal Information By The SGPS

a. The SGPS will not collect information from members unless that information relates directly to and is necessary for an operating program or activity of the SGPS.

b. The SGPS will not rent, sell, or share personal information about members with other people except to provide services requested by members that fall within the mandate of the SGPS, with permission of the member concerned.

c. When necessary, the SGPS reserves the right to share personal information in order to investigate, prevent, or take action regarding illegal activities, suspected fraud, or situations involving potential threats to the physical safety of any person.

d. Pursuant to s.30 of the Freedom of Information and Protection of Privacy Act which states that The head of a public body must protect personal information in the custody or under the control of the public body by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal, personal information will be stored in a locked cabinet in the SGPS office, accessible only by the Executive Director and the President.

e. Upon request, a member shall be informed of the existence, use and disclosure of their information, and shall be given access to it. Members may verify the accuracy and completeness of their information, and may request that it be amended, if appropriate.

P.16.5 SGPS Website Posting

a. The SGPS website is an essential part of the SGPS communication strategy, and is a critical tool for communication, used by the Executive and other SGPS members to communicate with the membership at large.

b. The SGPS website will be systematically reviewed in its entirety at least two (2) times term by the DirectorED, and will be updated on a regular basis in conjunction with the Webmaster.

c. Any information that may potentially be posted on the SGPS website must be approved for content and relevance by the DirectorED.

(1) The Director ED will post information with acceptable content and that is deemed relevant to the membership on the SGPS website. Final authority will rest with a majority vote of the SGPS Executive, subject to the wishes of Council.

(2) Information will not be posted that is in violation or appears to be in violation of any relevant legislation and the University Code of Conduct, specifically information that is discriminating based on race, national or ethnic origin, colour, religion, sex, age, social status, sexual orientation, gender identity or mental or physical disability.

d. A disclaimer stating the following will be posted where it is easily visible on any page that contains information or opinions that may be submitted for posting by groups or individuals not necessarily affiliated with the SGPS. This list includes but is not limited to: the Housing Listing Service, External Events page, and any Comment Boards facilitated by the SGPS: The information found on this page has been created and compiled by parties not necessarily affiliated with the Society of Graduate and Professional Students at Queen’s University (SGPS). The SGPS has not verified and is not otherwise responsible for the accuracy of the information listed, or for any
liability or offense arising from the conveyance or use of this information. Opinions and statements made in any of the information found on this page do not necessarily represent the views of the SGPS or any of its members. The SGPS reserves the right not to post information. In the case of comment boards, the SGPS reserves the right to moderate comments submitted, but will not be held liable for failing to do so.

P.17.2.4 How to Report Harassment
a. Complainants are encouraged to explain to the person who is harassing or discriminating against them that the conduct is unwelcome, but are not obliged to do so. If addressing the person responsible could lead to an escalation of the harassment or discrimination, or to safety risks, complainants are not expected to directly interact with that person. If a complainant feels they can safely make it known to the person responsible that the behaviour is unwelcome, this may resolve the matter, or may help later if a complaint is filed. However, a complainant should never feel obliged to address their harasser against their better judgment.
b. If the situation cannot be resolved by speaking to the person responsible, a complaint may be made by speaking to the current SGPS Vice President Professional. If the complainant feels uncomfortable with speaking to this individual because they are the harasser, or if they feel they can not be an impartial intervener, then they may alternatively seek out the SGPS President, SGPS Council Speaker, or an immediate supervisor where possible. This party should be neutral to both the complainant and individual allegedly causing the harassment, and will subsequently manage the reported case.
c. If the complainant is a Student Advisor, it is recommended they approach the Program Administrator or the SGPS Vice President Graduate if possible, due to the confidential nature of their program. If either of these parties cannot be approached because of the nature of the harassment, the Student Advisor can approach the SGPS President, Executive Director, or another suitable SGPS official.
   (1) Where possible, the complaint should be made in writing, including details of:
   (2) What happened – a description of the events or situation
   (3) When it happened – dates and times of the events or incidents
   (4) Where it happened
   (5) Who saw it happen – the names of any witnesses, if any.
d. The person receiving the complaint will notify the person(s) complained against (the respondent(s)) of the complaint and provide the respondent(s) with a copy of the written complaint.
e. If necessary, the complainant or the respondent will be placed on a paid leave of absence, moved to a different location within the organization, or provided with alternative reporting relationships. The decision will be made on a case-by-case basis, and will reflect the principle that the complainant will not be penalized for making the complaint.

P.18.7 Exemption to Policy
a. Exemption to the SGPS space use policy applies to the following rooms:
   (1) 021 (main office),
   (2) 235 (President Executive Assistant office),
   (3) 236 (Executive offices),
   (4) 237 (SGPS Social Lounge),
(5) 203 (Student Advisor Office),
(6) 205 (Student Advisor waiting room).
b. These rooms may not be booked for use by SGPS members. Exemption to any clause in the SGPS Space Use Policy may also be granted at the sole discretion of the SGPS Executive.
Changes to SGPS Activity Fee Policies Summary:

The proposed changes to the SGPS Student Activity Fees Policy came as a result of issues we have seen this year with Student Activity Fees including but not limited to: lack of oversight of the Fees, Fees for programs that do not support our membership, and groups obtaining fees that no longer exist. Further, the Board of Trustees is changing their policies on Student Activity Fees and we want to make sure we are in line with their requirements.

The changes include creating four new Fees: SGPS Fees (mandatory, non-reviewable), University and AMS Fees (mandatory, reviewable), Clubs Fees (optional, reviewable) and External Fees (optional, reviewable). Further, all external fees that we have little control over now have disclosure requirements including being subject to Tri-Annual Review, having to submit a yearly report stating what their money was used for and providing budgets and financial statements. This is to ensure that member’s dollars are being spent appropriately.

There are also new policies on the increasing of fees, the cancellation of fees and continuous reporting requirements. Please take a look at the attached policies and if you have any questions or suggestions please do not hesitate to get in touch with me: vp.finance@sgps.ca.

P.1.2 Student Activity Fees

P.1.2.1 Definitions

a. “Opt-out”: Where a member can elect not to pay an optional fee.
b. “Opt-out period”: The times when a member may elect not to pay an optional fee as found in the Queen’s Guide to Registration and Fees.
c. “Student Activity Fee”: Member payments for non-academic or non-tuition related items that are designed to enhance student life.
d. “Benefit of Service to SGPS Members”: an advantaged gained from the implementation of a Student Activity Fee to an SGPS Member.
e. “Material Change”: a change that would be reasonably expected to have an effect on the SGPS or SGPS members.

P.1.2.2 General

a. From time to time, the SGPS shall establish, increase or cancel Student Activity Fees (“Fee”), paid by members, related directly to the upkeep and maintenance of campus student life and the SGPS at large.
b. The SGPS may only establish a new Fee, or increase an existing fee, if there has been an open, honest, and fair referendum on the establishment, or increase, of that Fee.
c. The payment expectation for a given Fee is either:
   a. Mandatory, in which all members must pay the fee, or
   b. Optional, where members have a choice to Opt-out of the fee during the designated opt-out period.
d. There are four types of Student Activity Fees:
   a. SGPS Fees, which are mandatory fees strictly limited to the upkeep and operation of the SGPS, SGPS programming and faculty specific programming.
b. **University and AMS Fees**, which are mandatory fees limited to the upkeep and operation of registered Queen’s University ("University") and Alma Mater Society ("AMS") services used by members of the SGPS.

c. **Club Fees**, which are optional fees used to provide funding to ratified clubs under the AMS/SGPS Joint Club Office.

d. **External Fees**, which are optional fees used to provide funding to organizations external to the SGPS, Queen’s University, or the AMS.

**P.1.2.3 Eligibility**

a. Only eligible groups are entitled to establish or receive a Fee.

b. The eligibility of a group to receive a Fee is determined by the Finance and Services Committee ("Committee") and is assessed each year for both prospective Fees and pre-existing Fees that were established in a previous year.

c. A group that satisfies each of the following requirements, as outlined in the following Subsections P.1.2.3.c.a, and P.1.2.3.c.b, affirmed with a 2/3 majority of the Committee shall be deemed to be eligible:

   a. The group shall satisfy each of the requirements for any of the following categories of fees:

      i. A group’s Fee is an eligible **SGPS Fee** if:
         1. The fee is proposed by the SGPS Executive to the Committee, and
         2. The fee is for the purpose of either:
            a. The SGPS Society Fee;
            b. The funding of a single SGPS service;
            c. The funding of a single SGPS fund;
            d. The funding of a member Faculty and,
            e. The funding of a single capital project.

      ii. A group’s Fee is an eligible **University and AMS Fee** if:
         1. The group proposing the fee is either Queen’s University or the AMS;
         2. The fee is for the purpose of funding a service or body controlled by either Queen’s University or the AMS;
         3. There is no duplication between the service offered and an existing SGPS program, office, commission, or service; and,
         4. The dollar value of the Fee shall be demonstrably connected to the benefit of the service to SGPS members.

      iii. A group's Fee is an eligible **Club Fee** if:
         1. The group proposing the fee is a ratified club under the Joint SGPS/AMS Clubs Office;
         2. The club proposing the fee does not:
            a. Pay out any salary, wage or honoraria;
            b. Engage in political, partisan, or issue advocacy;
            c. Fund an external scholarship, bursary or charity;
         3. There is no duplication between the programming of the club and an existing SGPS, AMS or Queen’s University body, service or pre-existing club;
4. The club for which the fee is for is inclusive of all SGPS members and all SGPS members shall be eligible to be involved in the group or receive benefit from the group’s activities; and,
5. The dollar value of the fee shall be demonstrably connected to the benefit of the service to SGPS members.

iv. A group’s Fee is an eligible External Fee if:
1. The group proposing the fee is an organization external to control by the SGPS, Queen’s University or the AMS;
2. The organization proposing the fee does not:
   a. Pay out any salary, wage or honoraria;
   b. Engage in political, partisan, or issue advocacy;
   c. Fund an external scholarship, bursary or charity; and
3. There is no duplication between the services of the organization and an existing SGPS, AMS or Queen’s University body, service or pre-existing club;
4. The SGPS has a voting presence on the board of the organization directly proportional to the size of the fee compared to the total assets of the organization
5. The organization for which the fee is for is inclusive of all SGPS members and all SGPS members shall be eligible to be involved in the group or receive benefit from the group’s activities; and,
6. The dollar value of the fee shall be demonstrably connected to the benefit of the service to SGPS members.

b. The following conditions further restrict eligibility:
i. No group, body or service that provides competing programming with a pre-existing SGPS body, committee, or service is eligible to receive a Fee;
ii. No athletic team is eligible to receive a Fee;
iii. No SGPS, AMS or University committee is eligible to receive a Fee;
iv. No group shall be eligible for more than one Fee;
v. No group, except for the SGPS itself, shall be eligible to obtain a fee for the purposes of a single, one-time capital purchase;
vi. No scholarship or grant administered by an organization other than the SGPS is eligible to receive a Fee;
vii. Fees must overwhelmingly be used within the year they are collected; and,
viii. No commercial or otherwise for profit group or organization may be eligible for a Fee.

d. The Fee from an eligible group shall be classified for the purposes of ratification as either an SGPS Fee, University and AMS Fee, Club Fee, or External Fee according to the category satisfied in meeting its eligibility requirements.

e. Where a group does not meet eligibility requirements as determined by the Committee, the VP Finance & Services shall notify the group with reasons for the decision and offer the group twenty-four (24) hours to amend and resubmit its fee proposal for reconsideration by the Committee.

P.1.2.4 Establishing, Increasing and Renewing Student Activity Fees
a. A referendum on a Fee is required in order to:
   a. Establish a new Fee; or,
   b. Increase the dollar value of an existing Fee
b. All Fees must be passed by a 2/3 referendum vote held at the same time and on the same system as the annual SGPS executive election as outlined in B.10:
   a. A fee that fails to achieve the requisite 2/3 majority results in a referendum is cancelled, with any uncollected or withheld funding reallocated to the SGPS Bursaries and Grants Program.
   b. For further clarification, the length of the campaign, validation and nomination period are subject to the regulation of the SGPS Chief Returning Officer (“CRO”).
c. Expiry of University and AMS Fees, Club Fees, and External Fees - Fees deemed to be University and AMS Fees, Club Fees, or External Fees under P.1.2.3.d shall expire after three (3) academic years following a successful referendum result. During any academic year of a Fee’s collection, the group may apply under either P.1.2.4.e or P.1.2.4.f to establish a new Fee for the next three (3) academic years.
d. Expiry of SGPS Fees - Fees deemed to be SGPS Fees under P.1.2.3.d shall not expire and shall not be subject to renewal by referendum.
   a. For further clarification, while SGPS Fees shall not expire, an increase to an existing SGPS Fee shall require a 2/3 referendum vote as outlined in P.1.2.4.a and P.1.2.4.b.
e. Establishing New Student Activity Fees - For a new Fee to go to referendum, the Fee and its recipient shall satisfy each of the following conditions:
   a. The group must be an eligible group as designated under P.1.2.3;
   b. The group shall submit a Fee Proposal Package to the Committee no later than the last day of the nomination period as set by the CRO under P.9.
      i. This package, created to assist in the Committee’s determination of eligibility, shall contain:
         1. A written description of the group or organization seeking the Fee and specific purpose for which the Fee revenue will be used. This description shall not exceed 500 words.
         2. A detailed budget and financial information that clearly indicates how the fee will be spent;
            a. For further clarification, third-party, non-club, organizations to the SGPS, AMS or Queen’s University shall include their most up-to-date annual report and audited financial statements.
         3. A petition that specifies the Fee to be established and bears the signatures of at least 10% of ordinary Society members, in accordance with the guidelines set forth in B.10 and P.9, delivered to the CRO;
         4. A detailed report answering the following questions:
            a. Why is your group seeking a Fee?
            b. What direct benefit will SGPS members derive from granting your group a Fee?
            c. How is the dollar value of the Fee related to the benefit you are proposing to provide?
            d. When was your group established?
            e. What initiatives or efforts are you undertaking to ensure the long-term financial and organizational stability of your group?
f. If you have collected a Fee in the past, what initiatives and/or opportunities have you provided the Queen’s Community with the collected funds?

5. Answers to any other questions as prescribed by the Committee included in the nomination package.

c. Upon completion of the requirements as laid out in Subsections P.1.2.4.d.a and P.1.2.4.d.b, Council shall require a ⅔ majority to add the Fee to the referendum ballot.

f. Increasing a Pre-Existing Student Activity Fee - For an established Fee to be increased at referendum, the Fee and its recipient group shall satisfy each of the following conditions:

a. The group must be an eligible group as designated under P.1.2.3;

b. The group shall submit a Fee Proposal Package to the Committee no later than the last day of the nomination period as set by the CRO under P.9.

i. This package, created to assist in the Committee’s determination of eligibility, shall contain:

1. A written description of the group or organization seeking the Fee and specific purpose for which the Fee revenue will be used. This description shall not exceed 500 words.

2. A detailed budget and financial information that clearly indicates how the fee will be spent;

   a. For further clarification, third-party organizations to the SGPS, AMS or Queen’s University shall include their most up-to-date annual report and audited financial statements.

3. A petition that specifies the Fee to be established and bears the signatures of at least 10% of ordinary Society members, in accordance with the guidelines set forth in B.10 and P.9, delivered to the CRO;

4. A detailed report answering the following questions:

   a. Why is your group seeking a Fee increase? What circumstances have changed to necessitate a hike in your Fee?

   b. What direct benefit have SGPS members derived from your Fee?

   c. Is there any added benefit SGPS members will receive as a result of an increase in your Fee?

   d. When was your group established?

   e. What initiatives or efforts are you undertaking to ensure the long-term financial and organizational stability of your group?

   f. What initiatives and/or opportunities have you provided the Queen’s Community with the funds collected? Will these initiatives change with the increase to your Fee? If so, how will they change?

c. Upon completion of the requirements as laid out in Subsections P.1.2.3.4.e.a and P.1.2.3.4.e.b, Council shall require a ⅔ majority to add the Fee to the referendum ballot.

P.1.2.5 Continuous Reporting Obligations, Cancellation and Reallocation of Fees

a. Continuous Reporting Obligations - All eligible groups who obtain a Fee through the SGPS must comply with the continuous reporting obligations in order to continue to receive disbursements of that Fee.
b. A group’s continuous reporting obligations will be subject to any of the following standards congruent with the classification of the fee under P.1.2.3.d.
   a. **SGPS Fee** continuous reporting obligations shall consist of:
      i. Adhering to the SGPS By-Laws and Financial Policy disclosure obligations.
   b. **University and AMS Fee** continuous reporting obligations shall consist of:
      i. An annual report containing:
         1. Usage and participation statistics for the service or body by Society members;
         2. Financial information on how the fee was spent for that year; and,
         3. A list of any Material Changes (as defined by P1.2.1.e) to the group receiving the Fee.
         4. A letter from the group naming the executive team or coordinator along with their contact information;
   c. **Clubs Fee** continued reporting obligations shall consist of:
      i. A letter from the Joint AMS/SGPS Club Office certifying the ratification for the coming academic year;
      ii. An annual report which contains:
         1. A summary of the club’s activities over the past year and a description of how the fee has been used;
         2. A letter from the group naming the executive team along with their contact information;
         3. Annual financial statements;
         4. An annual budget for the previous year; and
         5. Any other financial information as to verify that disbursed Fees were used for their intended purpose.
      iii. A proposed club budget for the coming year; and,
      iv. Any other information as requested by the Committee to aid in the determination of the Fee’s continued eligibility.
   d. **External Fee** continued reporting obligations shall consist of:
      i. An annual report which contains:
         1. A summary of the organization’s activities over the past year and a description of how the fee has been used;
         2. A letter from the group naming the executive team and the board of directors along with their contact information;
         3. Annual audited financial statements;
         4. An annual budget for the previous year; and
         5. Any other financial information as to verify that disbursed Fees were used for their intended purpose.
      ii. A proposed budget for the coming year; and,
      iii. Any other information as requested by the Committee to aid in the determination of the Fee’s continued eligibility.
   c. All Groups required to report materials including annual reports, financial statements, yearly budgets, etc. under P.1.2.5.b to the Committee must do so no later than March 1st of each year.
   d. **Cancellation of Fee by VPFS** - All Student Activity Fees may be suspended at the discretion of the VP Finance and Services if:
      a. A group receiving a Fee no longer fulfills the eligibility requirements for that Fee as set out in P.1.2.2 and P.1.2.3; and/or
b. A group is not complying with the continuous obligation requirements as set out in P.1.2.4.

e. If a Fee has been suspended by the VP Finance and Services, the group will be notified by the VP Finance and Services of the suspension. A group with a Fee suspended shall not receive any future or outstanding disbursements of the Fee in question.

f. The VP Finance and Services shall call a meeting of the Committee within 30 days of the suspension and invite the suspended group to the meeting to discuss the reason(s) for suspension.

g. Once the group has been provided with the reason(s) for suspension and how it can re-instate its Fee at the Committee, the group will be given 60 days to bring itself in compliance with P.1.2.

h. If a group corrects the reason for suspension, the VP Finance & Services shall reinstate the fee immediately.

i. If a group does not correct the reason for suspension within the 60 days provided for in D, the Committee shall make a report to Council that is to be presented at the next council meeting providing for:
   a. The name of the group;
   b. The classification of the fee for that group;
   c. The reason(s) for suspension;
   d. The current status with respect to correcting the reason(s) for suspension; and,
   e. A recommendation to council on how to proceed.

j. If the Committee recommends final cancellation of the fee, the fee is cancelled.
   a. Council may reinstate a fee with a 2/3rds majority vote with any unclaimed or withheld funds reallocated to the SGPS Bursary and Grant Program.

k. All Fees are subject to suspension before they are permanently cancelled as per this policy.

l. Cancellation of Fee by Group -If a group requests to no longer receive a Fee, the VP Finance and Services may immediately cancel the Fee and provide a letter at the next council meeting to council outlining why the Fee was cancelled.

m. Reallocation of Fees - If a Fee is cancelled and there are remaining, undisbursed funds, those funds will be permanently withheld from that group and reallocated to the SGPS Grants and Bursary Program.