

P.1.5 Sports Bursary

P.1.5.1 Purpose

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

P.1.5.2 Eligibility Criteria

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

P.1.5.3 Subsidy

- a. Up to 50% of the costs pertaining to team registration fees may be covered in eligible teams participating in Intramural Open Tournaments as sanctioned by Queen's Athletics and Recreation.
- b. Up to 50% of a sports bond may be reimbursed if the team has forfeited one or two games in an Intramural League as sanctioned by Queen's Athletics and Recreation.
- c. Up to \$25.00 per player may be subsidized for team uniforms or equipment.
- d. The Sports Bursary shall not cover any expenses related to individual fees.
- e. The Sports Bursary shall not cover expenses that have been reimbursed by other sub-Societies of the SGPS.
- f. Procedure:
 1. A Sports Fund Application Form must be submitted to the VP Finance and Services and Athletics ~~Coordinator~~Commissioner.
 2. The VP Finance and Services, and Athletics ~~Coordinator~~Commissioner shall review all Sports Fund Applications once per term. The VP Finance and Services, and Athletics ~~Coordinator~~Commissioner will agree upon a recommendation by: September 30 for the fall term; January 30 for the winter term; May 30 for the Spring/Summer terms. The recommendation will be put before the Finance and Services Standing Committee for review. Funding decisions will be made by the Finance and Services Standing Committee within 10 business days of the application deadlines. Late applications may be accepted on a case-by-case basis at the discretion of the VP Finance and Services. Retroactive applications seeking funding to cover expenses that were incurred in a previous term shall not be accepted.
 3. The VP Finance and Services and the Finance and Services Standing Committee shall review Sports Fund applications within 8 business days, provided that no further documentation is required.
 4. Members of the Finance and Services Standing Committee must declare any conflict of interest that arises to the VP Finance and Services and must abstain from voting.

5. The Finance and Services Committee shall have the authority to decline or approve the application and to decide on a grant amount according to the criteria established in [P.1.5.2](#) and [P.1.5.3](#)

P.1.5.4 Discretion

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

P.1.8 SGPS Sustainability Action Fund Policy

The SGPS Sustainability Action Fund (SAF) is an optional class C graduate student fee dedicated to sustainability-focused graduate and professional student initiatives at Queen's University as a part of the SGPS Sustainability's operational budget and shall be available in the form of grants for any graduate or professional student group that focuses on campus energy efficiency, waste reduction or education on sustainability-related issues. Any project that reduces Queen's University's negative environmental impact and/or makes campus more sustainable is eligible for funding, including those projects initiated by the SGPS Sustainability Committee itself. Examples of the fund's use by the SGPS Sustainability Committee are organizing workshops, bringing in speakers, running drives, supporting and collaborating with groups and initiatives at Queen's.

P.1.8.1 Operational Budget and Governing of Funds

The ~~Sustainability Coordinator~~VP Campaigns and Community Affairs shall submit an annual budget request to the Sustainability Com- mittee for approval of the funds to be used for operational expenses incurred by the ~~Sustainability~~VP Campaigns and Community Affairs~~Coordinator~~ in the performance of his/her duties.

Rules Governing SAF Funds

- a. Any funds not allocated to projects in a given year shall remain in the SGPS SAF fund account for future use.
- b. Funds allocated to a project that are not spent within the project's timeframe, as submitted in the project proposal, shall be returned to the Fund for reallocation.
- c. Standing funds of the SGPS SAF must be invested in a socially responsible manner.
- d. SGPS SAF funds are not to be used or reallocated for purposes other than those described in this document.
- e. The SGPS SAF shall continue to operate even after student fees are no longer being collected into the Fund, as long as sufficient funds remain in the SAF account.

P.1.8.2 Sustainability Action Fund Grants

The ~~VP Campaigns and Community Affairs SGPS Sustainability Coordinator~~ will be responsible for the allocation of the funds and will work at the direction of the whole Sustainability Committee to meet the needs of the committee and to carry out the administrative duties related to the Sustainability Action Fund.

It shall be the duties of the ~~VP Campaigns and Community Affairs Sustainability Coordinator~~ to:

- a. assist the Sustainability Committee in publicizing and administering the grant program; and
- b. coordinate the presentation of funding proposals to the Sustainability Committee; and
- c. maintain the archives of the Sustainability Committee's grants; and
- d. act as a liaison between the SGPS SAF and the University; and
- e. work with the Sustainability Committee to monitor the progress of projects which have received SAF funding, via annual reports submitted by grant recipients; and
- f. assist in the transition and orientation of new Committee members as necessary; and
- g. administer the expenditure of funds approved by the Sustainability Committee.

The fund management and granting process shall be the responsibility of the SGPS Sustainability Committee and the ~~VP Campaigns and Community Affairs SGPS Sustainability Coordinator~~. All issues related to the allocation of the funds will be a part of the regular monthly meeting of the committee. The Sustainability Committee will operate as a consensus-based decision-making body, but when a consensus cannot be reached on a matter, a super majority (2/3) of committee members is required to allocate funds. The ~~VP Campaigns and Community Affairs SGPS Sustainability Coordinator~~ will chair the SGPS Sustainability Committee and shall be accountable for the allocation of funds.

P.1.8.3 Allocation of the Grants

The Sustainability Committee shall determine the allocation of funds to applicant projects or initiatives by consensus or a 2/3 supermajority vote of the voting members of the Committee. The Committee may also elect to fund only a portion of a project where it sees fit. Any project that reduces Queen's University's negative environmental impact and makes campus more sustainable is eligible for funding. However, all projects to be considered for funding must meet the following criteria:

Grants and Funding Eligibility Criteria

- a. Projects must directly address environmental sustainability on the Queen's University campus, or in the capacity that on-campus activities influence sustainability off-campus.
- b. All proposed projects must have a clearly defined, measurable, and qualitative outcome.
- c. Projects shall have SGPS member involvement.
- d. Project proposals may be submitted by Queen's University students, staff, administrators, or faculty, provided that at least one SGPS member is involved in the project in a managerial capacity.
- e. Individuals and groups not affiliated with Queen's University may not submit proposals.

- f. Projects must have received all the necessary written approval by applicable or appropriate campus officials prior to consideration by the SGPS Sustainability Committee.
- g. The funding shall not be allocated to projects already mandated by law or by Queen's University policy directive, as Queen's University is already obligated to allocate funds towards such projects.
- h. The SGPS Sustainability Action Fund will only fund projects that go above and beyond established minimum requirements and that are unable to gain full funding from other sources.
- i. All projects selected for funding shall have a mechanism for measurement, evaluation, and follow-up after funding has been allocated. A project plan shall include the creation of a report made to the SGPS Sustainability Committee after successful (or unsuccessful) implementation.
- j. If a project is expected to have ongoing benefits, such as ongoing annual cost savings, the project plan submitted must include a mechanism for tracking, recording, and reporting these benefits back to the SGPS Sustainability Committee on an (at least) annual basis.
- k. Project shall have publicity, education, and outreach components. Preference will be given for projects with long term benefits.
- l. Projects requesting less than \$50 in funding shall not be considered.

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~~Sustainability Coordinator~~, 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 ~~, the VP Campaigns and Community Affairs~~ and the Executive Director.
- c. Submit an annual report to the SGPS Annual General Meeting.

P.2 Personnel

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. :
 - ~~a. Athletics Coordinator~~
 - ~~a. Logistics Coordinator~~
 - ~~a. Planning Coordinator~~
 - ~~a. Equity and Diversity Coordinator~~
 - ~~a. Sustainability Coordinator~~
 - ~~a. vi. International Students Affairs Coordinator~~
- b. The term of all Commissioner and Coordinator positions will be ~~from November 1st to October 31st of each year.~~ one (1) year in length.

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 ED. The Social Commissioner shall head the Social Commission and be responsible for:
 - (1) supervising and providing direction to ~~the Athletics Coordinator, Logistics Coordinator, and Planning Coordinator;~~ 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 sporting events for graduate and professional students and advising Council on matters pertaining to athletics;~~
 - ~~(5)~~ (4) organizing SGPS social activities including but not limited to the Halloween Party, and the Semi-Formal;
- c. The Equity Commissioner shall report to the EA. The Equity Commissioner shall head the Equity Commission and be responsible for:
 - ~~(1) Supervising and providing direction to the Equity Coordinator;~~

- ~~(2)~~(1) ~~Ad~~vising Council and the Executive in the formation and formulations of SGPS policies, procedures and priorities regarding equity issues;
- ~~(3)~~(2) promoting awareness of equity issues among SGPS members in accordance with P.12.1;
- ~~(4)~~(3) Chairing the Equity Committee and promoting it to the membership;
- ~~(5)~~(4) ensuring that all meetings and social events hosted by the SGPS are equity-aware in accordance with P.12.1; and
- ~~(6)~~(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 EA. The International Students Affairs Commissioner shall head the International Students Affairs Commission and be responsible for:

~~(1) —Supervising and providing direction to the International Students Affairs Coordinator;~~

~~(2)~~(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.

~~(3)~~(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.

~~(4)~~(3) ensuring regular meetings of the SGPS International Affairs Standing Committee;

~~(5)~~(4) advising the SGPS Executive, Council, Graduate Student Trustee, and student Senators on how to approach and tackle international student issues;

~~(6)~~(5) establishing and maintaining communication with international students and groups on campus;

~~(7)~~(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 ED. 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.2.2.3 Coordinators

- a. All Coordinators are responsible for:
 - (1) developing a year plan specific to their position in accordance with P.4.4;
 - (2) participating in the transition process in accordance with P.4;
- ~~b. The Athletics Coordinator shall be a member of the Social Commission and report to the Social Commissioner. The Athletics Coordinator shall be responsible for:
 - (1) organizing and planning all athletic events held by the society;
 - (2) sitting on the Social Events Standing Committee; and
 - (3) being an active member of the Social Commission, assisting in the planning of all social events, including those of Orientation Week;~~
- ~~e. The Logistics Coordinator shall be a member of the Social Commission and report to the Social Commissioner. The Logistics Coordinator shall be responsible for:
 - (1) taking care of logistical details of all Social events held by the SGPS by helping physically prepare event locations and ensuring that catering, equipment and other items are prepared and present;
 - (2) sitting on the Social Events Standing Committee;
 - (3) ensuring venue accessibility;
 - (4) addressing health and safety issue relating to social events;
 - (5) being an active member of the Social Commission, assisting in the planning of all social events, including those of Orientation Week; and
 - (6) being available as a resource to any member of the SGPS who is looking for support in holding their own social event.~~
- ~~d. The Planning Coordinator shall be a member of the Social Commission and report to the Social Commissioner. The Planning Coordinator shall be responsible for:
 - (1) taking care of the planning of all Social events held by the SGPS by determining suitable venues, times, and other relevant details;
 - (2) sitting on the Social Events Standing Committee
 - (3) taking into account equity issues when planning a diverse set of events;
 - (4) being an active member of the Social Commission, assisting in the planning of all social events, including those of Orientation Week; and
 - (5) being available as a resource to any member of the SGPS who is looking for support in holding their own social event.~~
- ~~e. The Equity Coordinator shall be a member of the Equity Commission and report to the Equity Commissioner. The Equity Coordinator shall be responsible for:
 - (1) Supporting and advising the Equity Commissioner in their work as well working closely with Equity Commission subcommittees;
 - (2) Assisting with organizing events that give voice to historically marginalized groups whether through art, music, spoken word, theater, discussions or other applicable events.~~
- ~~f. The Sustainability Coordinator shall report to the EA. The Sustainability Coordinator shall be responsible for:
 - (1) Chairing the SGPS Sustainability Standing Committee;
 - (2) Submitting monthly written reports to, and attending Council;~~

- ~~(3) implementing and enforcing SGPS policy on sustainability as defined in P.12.2.3 both within and outside SGPS;~~
 - ~~(4) Working to make the use of water, energy and material at Queen's University more ecologically sustainable and to provide students with the practical knowledge and skills needed to successfully carry out green projects on campus;~~
 - ~~(5) Initiating a plan and public commitment to reduce greenhouse gas emissions on campus;~~
 - ~~(6) Supporting the development and use of low environmental impact technologies on campus;~~
 - ~~(7) Pushing the administration at Queen's to examine the environmental impacts of their work processes;~~
 - ~~(8) Building campus capacity for citizen engagement on climate/environmental justice issues at the university beyond green consumerism;~~
 - ~~(9) Collaborating with CFS and the SGPS VP Campaigns & Community Affairs to bring CFS environmental campaigns to campus; and~~
 - ~~(10) Advising the SGPS on ways to make internal processes more sustainable.~~
 - ~~(11) representing the SGPS on the Sustainable Advisory Committee (or equivalent) and liaise with the AMS Sustainability Commissioner.~~
- ~~g. The International Students Affairs Coordinator shall be a member of the International Students Affairs Commission and report to the International Students Affairs Commissioner. The International Students Affairs Coordinator shall be responsible for:~~
- ~~(1) Upholding the mandate of the International Student Affairs Commission, which shall be to foster an increased awareness of issues facing international students on campus and endeavour towards finding and implementing means to address these issues with appropriate people and entities on and off campus.~~
 - ~~(2) chairing the International Student Standing Committee in the event that the commissioner is unavailable;~~
 - ~~(3) supporting and advising the International Student Affairs Commissioner in their work;~~
 - ~~(4) attending meetings and committees as delegated by the International Student Affairs Commissioner;~~
 - ~~(5) organizing any events or workshops that affect international students;~~
 - ~~(6) assisting in the development of policies and research pertaining to international students; and~~
 - ~~(7) advocating for SGPS policies that advance international student issues.~~

P.8 Committees

P.8.2 Terms Of Reference For SGPS Standing Committees

P.8.2.4 Equity Issues Standing Committee

- a. Equity issues shall be defined in accordance with P.12.1
- b. Equity Issues Standing Committee shall be responsible for:
 - (1) Providing Council and Executive with the equity issues facing members of the SGPS;
 - (2) Supporting, engaging and organizing initiatives within the university community to address equity issues through conferences, workshops, outreach, educational events and forums and social events; and
 - (3) Fostering communication between other campus and non-campus organizations involved with equity issues.
- c. The membership of the committee shall be:
 - (1) the Equity Commissioner, who shall chair the committee;
 - (2) a minimum of three ordinary members
 - ~~(3) The International Students Coordinator~~

P.8.2.8 International Affairs Standing Committee

- a. International Affairs Standing Committee shall be responsible for:
 - (1) investigations into how international graduate and professional students are treated at Queen's;
 - (2) making recommendations to the SGPS Executive and Council, and other appropriate bodies at Queen's regarding how the plight of these students can be improved;
 - (3) In conjunction with the SGPS and Queen's University International Centre (QUIC), working to welcome new international graduate and professional students to the Queen's community; and
 - (4) looking for ways to help these new students integrate into the new environment.
- b. The membership of the committee shall be as follows:
 1. the SGPS International Students Affairs Commissioner, who shall Chair this committee;
 - ~~2. the International Students Affairs Coordinator;~~
 - 3.2. the SGPS International Student Representative on QUIC Council; and
 - 4.3. a minimum of three ordinary members of the SGPS, striving for fair representation of all international students

P.8.2.11 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) ~~One of either the~~The Equity Commissioner or their ~~delegate~~-Equity Coordinator;
 - 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.8.2.13 Sustainability Standing Committee

- a. The Sustainability Standing Committee is responsible for:
 - (1) administrating the Sustainability Action Fund (SAF) grant program
 - (2) Review the annual Ethical Purchasing report and will provide advice regarding the action planning, reporting and implementation process.
 - (3) extending appropriate practices at Queen's University and take part in re-shaping, organizing and advancing student initiatives for sustainable operations.
- b. Membership of the Committee shall be as follows:
 - (1) The ~~SGPS Sustainability Coordinator~~VP Campaigns and Community Affairs, or their delegate, who shall chair the committee.
 - (2) The remaining members of the committee shall be volunteers.
- c. The Committee shall observe the following definition of Sustainability:
 - (1) improving the quality of human life while living within the carrying capacity of supporting ecosystems