

Appendix: Schedule

Proposed Schedule for SGPS Council meetings and SGPS General Meetings for 2016-2017:

Tuesday September 13th

Tuesday September 20th

Tuesday October 11th

Tuesday November 8th

Tuesday November 22nd (Fall GM)

Tuesday December 13th

Tuesday January 17th

Tuesday February 14^{th*}

Tuesday March 14th

Tuesday March 28th (Winter GM)

Tuesday April 11th

Tuesday May 9th

Tuesday August 8th

*Note: Due to strict timeline requirements relating to elections, the February council meeting is unable to be moved.

Appendix: Awards

P.6 Awards

P.6.1 SGPS Awards

- a. SGPS Member Contribution Award
 - Recognize an SGPS member who has made significant contributions to the SGPS or Queen's community overall.

- b. SGPS Community Service Award
 - Recognize an SGPS member who has made significant contributions to the SGPS, Queen's University, and/or Kingston community in terms of fostering a safe, healthy and supportive community.

- c. SGPS Councillor Award
 - Recognize an SGPS Member-at-large who has made a significant contribution to the SGPS council.

- d. SGPS Departmental Faculty Recognition Award
 - Recognize a department or faculty who has shown considerable initiative in supporting the success of their students in either academic or professional pursuits.

- e. Staff/Administrator Recognition Award
 - Recognizes a member of the Queen's University staff or administration, as well as the staff of organizations affiliated with the Queen's University community, for their contributions to student life on campus, with a focus on initiatives directly benefiting SGPS members.

- f. SGPS Initiative Recognition Award
 - Recognizes a group or a club comprised or lead by mainly SGPS members, for their significant impact on campus or in the community, for the betterment of the lives of SGPS members.

- g. SGPS Teaching Assistant/Teaching Fellow Excellence Award
 - Recognizes an SGPS member, who is also a TA or TF for their contribution to the Queen's University community and student life and wellbeing on campus. As well as the exemplary effort to teaching. This includes an award of 200 dollars and a certificate.

- h. SGPS Indigenous Student Recognition Award
 - Recognizes an SGPS member who self-identifies as being an indigenous student and has made significant contributions to the indigenous community on campus. In the event that there are no nominations for this award, the SGPS Equity and Diversity Commissioner, as well as, the Four Directions organization will be asked to make a nomination.

- i. SGPS International Student Recognition Award
 - Recognizes an SGPS member who is a registered international student for their significant contributions to the SGPS and Queen's community and/or the international student community on campus. In the event that there are no nominations for this award, the SGPS International Students Commissioner will be asked to make a nomination

- j. SGPS LGBTQ* Student Recognition Award
 - Recognizes an SGPS member who self-identifies as being and LGBTQ* student and has made significant contributions to the LGBTQ* community on campus. In the event that there are no nominations for this award, the SGPS Equity and Diversity Commissioner will be asked to make a nomination.

- k. SGPS-AODA James McNutt Award
 - This Award is in recognition of a graduate student who: 1) demonstrates creativity, innovation, enthusiasm, and compassion in identifying barriers in the Queen's built environment, and 2) works with Queen's to develop remediation strategies that allow persons with disabilities to enjoy full participation in the Queen's University community.

- I. SGPS Environmental Justice Award
 - Recognizes an SGPS member who has contributed greatly in the area of advocacy for environmental justice and sustainability in the Queen's University and Kingston community.

P.6.2 Eligibility Criteria

a. Eligibility for SGPS Student Contribution Awards:

- (1) Must be an SGPS member
- (2) Must have made a significant contribution to the SGPS membership and/or Queen's Community

b. Eligibility for SGPS Departmental Faculty Recognition Award and SGPS Staff/Administrator Recognition Award:

- (1) Must be a Queen's University staff/faculty member;
- (2) Or a staff of an organization that is affiliated with the Queen's University and SGPS community, and
- (3) Must have made a significant contribution to the SGPS membership outside of the classroom.

c. Eligibility for SGPS Teaching Assistant/Teaching Fellow Excellence Award:

- (1) Must be a Teaching Assistant or Teaching Fellow AND an SGPS member for some interval of time during the 12 months preceding the nomination period.
- (2) Must have made a significant contribution to the SGPS membership and/or Queen's Community.

d. Eligibility for the SGPS-AODA James McNutt Award:

- (1) Must be a SGPS member.
- (2) Must self-identify with a mental or physical disability
- (3) Shall have made a significant contribution to the advancement of accessibility for persons with mental and/or physical disabilities in the Queen's Community

P.6.3 Timelines

- a. The Committee Chair will be chosen through a motion submitted by the Social Commissioner at the January Council Meeting.
- b. The Committee Chair shall be responsible for publicizing the need for members via the Assistant Director of Networking. The remaining Committee members shall be ratified at the February Council Meeting.
- c. The Committee Chair shall be responsible for publicizing the call for nominations via the Assistant Director of Networking.
- d. The nomination period shall be open for at least two weeks, and shall end no later than 2 weeks before the end of classes.
- e. The Committee shall inform the Award recipients and SGPS membership of their decision no later than 2 weeks before the May Council Meeting.
- f. Recipients shall be notified of their Awards by telephone with written confirmation to follow.
- g. The Awards shall be presented to the recipients at the May Council Meeting.

- h. The Committee reserves the right to alter timelines for opening nominations, additional rules for nomination packages, the re-opening of nominations, and the award reception date by ordinary resolution at meeting of the Committee provided they are not inconsistent with the rules outlined in this section

P.6.4 Nomination Format/Criteria for Choosing Award Recipients

- a. Nominations for the awards will be accepted only from current SGPS members, with the exception of the SGPS Teaching Assistant/Teaching Fellow Excellence Award, SGPS Indigenous Student Recognition Award, SGPS International Student Recognition Award, SGPS LGBTQ* Student Recognition Award, and SGPS Student Accessibility Award for which nominations may be accepted from any member of the Queen's Community.
- b. The nomination forms shall be made available on the SGPS website and must, at the minimum, contain the following information:
 - (1) The nominator's full name and student number (if applicable)
 - (2) The name of the nominee
 - (3) The name of the Award
 - (4) Contact Information for the nominator and nominee
 - (5) A brief description of the contribution(s) made by the nominee to the SGPS and/or Queen's Community and the time period over which these contribution(s) were made not to exceed 600 words
 - (6) A brief description of how this person's contribution(s) are outstanding and have made an impact on the SGPS and/or Queen's Community
 - (7) Signatures endorsing the nomination from three (3) SGPS members and/or Queen's Faculty and Staff

P.6.5 Award Description

Each award will consist of a certificate with the award recipients' names also displayed on the SGPS website.