1. Presentations

a. Connor & Stephanie – Queen’s Student Alumni Association
b. Victoria – Student Advisor Information Session
   - Tuesday October 4th – 7pm in the JDUC (room: TBD) we will be talking about the Student Advisor Relationship. Registration is not required and all are welcome.
   - We will be covering rights and responsibilities, common problems, and how to avoid them.
   - More information will be posted under the Student Advisor page on the SGPS website.

c. Eric Rapos – Council Orientation Presentation
   - Presentation highlights the following: What is council, meeting schedule, rights and responsibilities of a councillor, council package (handed out & available at the SGPS office), submitting a motion, reviewing the agenda, debating a motion, points that can be raised during a meeting, types of motions, and a review of Robert’s Rules.
   - Please note that, excluding June and July, council meets every second Tuesday of the month.
   - Reports and motions are due to Eric one week prior to the meeting date. As a councillor, it is important that you get everything in by this time so that it can be included in the outgoing agenda.
   - It is important that you attend every meeting, as you are an elected departmental representative, or send a proxy, although there are rules pertaining to how many times you can opt to send a proxy in your place.
   - Please make sure that you review the agenda a head of time in order to understand what is going on during the meetings. As you are going to be voting on these issues you should definitely be informed.
   - You are also able to join any of a number of SGPS committees that are available. If you don’t opt for a specific committee, you will be assigned one.
- When submitting a motion the first thing that is required is a submission one week prior to the meeting and supported by two voting members of council. When it comes to being put on the agenda, those people become movers and seconders. There are some exceptions for time sensitive motions.
- There are three big areas that tend to draw motions: 1) Bylaws and Policies. 2) Endorsing a letter or a cause. This is quite a common type of motion where a letter may be endorsed by the SGPS. 3) An action item. This is something that you may want to task the SGPS with doing.
- When you are forming a motion you need 2 people, a “whereas” clause which provides background information. These are optional and there can be none or many. It is a good way to lay out your reasoning for the motion. The next part, BIRT (Be It Resolved That), which essentially translates into “what are you doing to do?”. You may also include BIFRT (Be It Further Resolved That) clauses, which are essentially additional things that you would like council to do that is related to the main motion and that you would like council to action.
- Breakdown of the Executive: President – Jillian is able to help you out with anything! VP Campaigns and Community Affairs – Anne-Marie is able to help you out with most external matters. VP Finance and Services – Andrea is able to help you out with issues pertaining to our budget. VP Graduate – Irene is able to help you out with all graduate affairs such as academics and graduate student needs. VP Professional – Mark does the same for the Professional students. Executive Director – Sean who knows pretty much everything. Social and Equity Teams plan events for orientation as well as other events during the year. All Equitable issues are also taken care of. International/Sustainable/Council includes all international students, all sustainable issues such as a green campus, and the Officers of Council such as the Speaker who deals with policy, the Deputy Speaker who deals with minutes, attendance, and document keeping, and the CRO who deals with the election and referendum.
- Everyone has a speciality, but when in doubt contact Eric or Sean who should be able to point you in the right direction.
- When a motion comes to table, the motion will first be introduced, and then you will have an opportunity to speak to a motion. This is your chance to express your concerns. The Speaker will steer the discussion. At some points motions may end up being amended. An amendment can only change small details of a motion, you cannot change the spirit of the motion, you cannot add “will not do X” etc.
- When an amendment is proposed you essentially begin the entire process of discussion the motion again. You are able to amend an amendment only once.
- This can get rather complicated, so should you have any questions please let me know!
- As to voting, you can either: vote for, vote against, or abstain. You can abstain if you feel you have insufficient information or do not feel that you can represent your department on this issue. Secret ballots can be requested, and you can
specifically request your vote be recorded in the minutes. Motions are either then carried or not carried.
- Briefly: you can call “Point of Order” – raise this if you feel the meeting is not progressing according the rules of order. “Point of Privilege” – this can be raised if you take personal offence to something someone has said, or to exercise privilege such as you must leave the meeting for a specific reason. “Point of Information” – this is used to request, not to add information. This is commonly misused and is not for expressing an opinion.
- As to motions that can be raised. Main motions are generally submitted before the meeting. Tabling either places a motion onto, or removes from the table, meaning that it can be considered at another time. Motion for extension is required if we have to go beyond the set 2 hour time limit for the meeting. These occur in 30-minute increments. Recess can be used for vote tallying. Motion to committee essentially defers the issue to a more specialized committee. Calling to question is used when you feel discussion has become circular and redundant. Challenge the chair occurs in the rare event where you disagree with the Speaker’s decision. You may also reconsider an issue, or consider out of order by making a motion to do so.
- Robert’s Rules are located in the Council orientation package. Please familiarize yourself with these.
- Questions:
Anne-Marie Grondin: Can we have the Senators introduce themselves?
Daniel Moore: I am the 1 of 3 Senators here. I am the graduate student Senator and deal with the internal working of the university, focusing on the board of trustees. I make sure that the student body understands what is going on at Senate.
Eric: The other Senators are not here.
Ben: I am the Board of Trustees rep and I handle financial matters and supervise the administration. The board only meets 4 times per year and I keep both you and them apprised of what is going on in the University.

2. Adoption of the Agenda & Minutes

MOTION 09/13/11:1
Moved: Jillian Burford-Grinnell (president@sgps.ca)
Seconded: Andrea Phillipson (vpg@sgps.ca)

BIRT the agenda for the September 13th, 2011 Council Meeting be adopted.

Jillian: I have 2 additions. Both motions.
MOTION
09/13/11:1 M1
Moved: Jillian Burford-Grinnell (president@sgps.ca)
Seconded: Andrea Phillipson (vpfs@sgps.ca)

Whereas the SGPS Vice President Professional will be taking a medical leave of absence, BIRT SGPS Council approve Cody Yorke as the interim Vice President Professional until such a time that the current Vice President Professional returns from medical leave.

BIFRT SGPS Council tasks the Bylaw and Policy Revisions Standing Committee to create a policy in regards to Leaves of Absence.

Motion carries

MOTION
09/13/11:1 M2
Moved: Jillian Burford-Grinnell (president@sgps.ca)
Seconded: Anne-Marie Grondin (vpcca@sgps.ca)
Whereas the AMS issued a letter without jurisdiction requesting OPRIG, Levana remove themselves from the Grey house;

Whereas SGPS Council “supports, protects and upholds the freedom of speech and academic freedom of campus groups, students, activists, and academics at Queen’s University;

BIRT the SGPS officially adds its name to the petition “save the grey house”. Tumblr.com signing said petition as follows “The Society of Graduate and Professional Students”

BIFRT the SGPS Executive write a letter condemning the actions of the AMS & requesting they withdraw their eviction notice as they are without authority and send said letter to the AMS, Principal, the Provost, Dean of Student Affairs, Chair of the Board of Trustees; Chair of Senate and the Queen’s Human Rights Office. Said letter is to be signed by the SGPS President, on behalf of the Society of Graduate & Professional Students

Motion carries

MOTION
09/13/11:1
Motion carries
MOTION

Moved: Jillian Burford-Grinnell (president@sgps.ca)
Seconded: Anne-Marie Grondin (vpcca@sgps.ca)

BIRT the minutes for the August 9th, 2011 Council Meeting be accepted

Motion carries

3. Executive and Speaker Reports
   a. President – Jillian Burford-Grinnell (report attached)
      - We will be looking to elect a new Rector. If you are interested in this position please come and see me.
      - The Grey House situation can be simply put as follows. Over the last year and a half there has been a new constitution for the student life center with the AMS, SGPS, and the University with all contributing jointly to the costs associated with the Grey House. There have been issues with this that I will elaborate on later.
   b. VP Graduate – Irene Karagiorgakis (report attached)
   c. VP Professional – Mark Noble (report attached)
   d. VP Campaigns & Community Affairs – Anne-Marie Grondin (report attached)
      - Is everyone comfortable with the orientation package? I propose that our meetings are less top-down. We want to encourage dialogue, as this is your meeting. I would like to have SGPS Council Prep sessions before the meeting at the Grad Club (first date TBD), which will give us an opportunity to discuss the process, but to also chat about what motions are on the agenda, what may be missing and how to strategize about that.
      - Secondly, I am pleased to announce that we have been successful in campaigning against the removal of the VIA Rail ISIC discount. VIA Rail has responded and decided to extend the deadline for the ISIC discount until December 31st 2012. We will be following up further to help make sure that this is extended indefinitely.
      Matt: There won’t be an ISIC drop down option online?
      Anne-Marie: No, you choose the youth discount and deal with it when you go to pick up the ticket.
   e. VP Finance & Services – Andrea Phillipson (report attached)
      - I have started Tweeting. So if you want to follow: SGPS_VPFS. I tweet when I meet with candidates for the provincial elections etc.
   f. Speaker – Eric Rapos (no report)
      - Please do make sure you sign the attendance. Also, please note that this is not our regular room.
MOTION

09/13/11:3
 Moved: Andrea Phillipson (vpfs@sgps.ca)
 Seconded: Jillian Burford-Grinnell (president@sgps.ca)

BIRT the Executive and Speaker Reports be accepted.

Motion carries

4. Senator, Board of Trustees, Commissioner, Committee & Other Reports

   a. Graduate Student Senator – Daniel Moore (no report)
      - As I was saying before, as to the role of Senate – We meet once a month and normally I would have a written report to follow this, however they have recently moved the meeting to the last week of the month so the timing of my updates will change.
      - Senate gets most of its work done by the standing committees. We are looking to add a position for ESS students to Senate. They are about 700 or so, but currently do not have direct representation on Senate. One of my main goals is to have this moved forward. We are also reviewing all the committees and their mandates on Senate. Do all the committees align with their function on Senate? We are looking at the balance between transparency and efficiency.

   b. Graduate Student Trustee – Benjamin Grant (no report)
      - The Board of Trustees is meeting next Friday and unfortunately their agenda does not come out until just before. If anyone is interested in talking to me email: trustee@sgps.ca and I can tell you about what is going to be on that agenda.
      - Anne-Marie: Why do they keep the agenda under wraps until the last minute?
      - Ben: I don’t know.
      - Anne-Marie: Is it confidential?
      - Ben: Only parts are, so I can review what I am sharing with council.

   c. Committee Reports

   d. Commissioner Reports
      i. Social Commissioner – Abdullah Abunafeesa (no report)
      ii. Communications Commissioner – Sean Richards (report attached)
      iii. Equity Commissioner: Elizabeth Amirault (report attached)
      iv. International Students’ Affairs Commissioner: Becky Pero (report attached)

   e. Other Reports
      i. Equity Coordinator – Aliya Kassam (combined with Equity Commissioner)
ii. International Students’ Affairs Coordinator: Holly McIndoe (no report)

iii. Sustainability Coordinator – Ivana Zelenika (report attached)

iv. Athletics Coordinator – Meaghan Frauts (no report)

v. Logistics Coordinator – Chris Groten (no report)

vi. Planning Coordinator – Cassandra Kuyvenhoven (no report)

vii. Rector – Vacant (no report)

viii. Chief Returning Officer – Mikhail Kellawan (no report)

ix. Provincial Elections Campaign Organizer – Andrew Stevens (report attached)

- October 6th 2011 is the provincial election. Advance polling in the lower JDUC to come. If you are from out of town or province you are still eligible to vote, there will be computers so that you can print off proof of residence if you have something online. Otherwise, bring some mail.

- There will be an all candidates debate in Wallace Hall September 19th

- [www.sgps.ca/sgpsvotes](http://www.sgps.ca/sgpsvotes) has lots more information.

x. Departmental Reports

Yogan D’Souza: Issues with SGS Scholarships being late. We have written a letter to the Dean of Graduate Studies of which I have a copy of here. The Dean has addressed this, but I wanted to make sure that I brought this up with council.

Jillian: Could you forward me a copy of the letter and the Dean’s response?

Anne-Marie: If other department reps bring this information to their students and find that they are experiencing a similar issue is there a way that they can contact you?

Yohan: I’ll provide information at the end.

Queenie: We are having a graduate student orientation tomorrow. I wanted to see who from the SGPS will be attending.

Jillian: Can I follow up with you after?

Jasperet: I wanted to invite everyone to Culture Studies First symposium. We are affiliated with 20+ departments. There will be lots of free local organic vegan food. Saturday, October 1st in the Sutherland Room (JDUC) starting 8:30.

**MOTION**

Moved: Jillian Burford-Grinnell ([president@sgps.ca](mailto:president@sgps.ca))

Seconded: Andrea Phillipson ([vpg@sgps.ca](mailto:vpg@sgps.ca))

BIRT the Senator, Board of Trustees, Commissioner, Committee and Other Reports be accepted.
5. Question Period/Departmental Issues

Ian: I noticed that the schedule for the year’s meetings was not online.
Sean: It will be tomorrow once we approve it today.
Queenie: Last meeting we had someone from PSAC who was coming in. We have received emails about getting a new Steward. We are supposed to do an election process.
Doug Nesbitt: I am the assistant for PSAC 901 and we will be sending out an email tonight or tomorrow and we will be holding a Steward meeting. For the time being anyone can attend until graduate societies can amend their Bylaws to elect a specific steward.
Queenie: Who can vote?
Doug: Current TA, past TA (8 months), or expect to become a TA. If you have a reasonable expectation to be a TA you are also a member.
John Foster: How is the transition going to work semester-wise? TAs are not necessarily assigned for the full year.
Doug: Membership does extend before and after your actual begin and end date of the TAship. You can therefore stay on as a Steward.
Layan: Question for Andrea about Kingston Transit ID verification. What is considered lengthy verification?
Andrea: The driver does not always check both sides of the student card. This incident in question was when the student had ridden the bus, got off the bus, and the driver followed her to ask to see the ID more carefully. This was extreme and unusual verification.
Namit Sharma : I have a question about the minimum QGA stipend changing in response to external scholarships received. What are the details here?
Daniel: This varies by department. For some departments QGA never changes, and for others it does change depending on what you receive in terms of external awards.
Lauren: QGA is one of the budget sections of the department, which can vary.
Julian: T4 vs T4a have not been changed as of yet. What is the word from the Grad School about when this will change?
Daniel: This is something that we need to follow up on. It has moved to the Office of Human Resources to make a policy to get graduates on T4a slips.
Anne-Marie: We will follow up on this and pass it along to Irene. I’m wondering whether it has been implemented but we are not aware of it just yet.

6. Business Arising From the Minutes

MOTION
Moved: Jillian Burford-Grinnell (president@sgps.ca)
Seconded: Anne-Marie Grondin (vpcca@sgps.ca)
Whereas the Council Meeting dates must be ratified by the SGPS Council,

Whereas at the last Council Meeting, Council voted to approve the date of the Annual General Meeting at this Council Meeting upon consultation with the ESS,

BIRT SGPS Council ratify February 7, 2012 as the date of the SGPS Annual General Meeting for the 2011-2012 year.

Jillian: Historically the SGPS AGM has fallen during the timeframe where many ESS students are off on practicum. They have asked to have this date adjusted so that they can attend this AGM.

Andrea: I wanted to add that the other dates available are in April, but the business of the AGM is largely about the outgoing Executive reporting on what has just passed. The new Executive are in by then and are not really able to address this as well as the outgoing Executive.

Motion carries

**MOTION**

09/13/11:6

Moved: Andrea Phillipson (vpfs@sgps.ca)
Seconded: Jillian Burford-Grinnell (president@sgps.ca)

Whereas the SGPS Bylaws state that the SGPS Budget must be approved by Council

BIRT SGPS Council approve the 2011-2012 budget (second reading; see Appendices for details).

Eric: This was a motion from the last meeting. It requires a second reading.

Andrea: I don’t have much to add. We have a detailed budget guide explaining each of the lines, but if you have questions please contact me. As to the unallocated amount, this is the very first time I know of that we have had an unallocated amount. This is here for a few reasons. 1) We don’t know our final numbers just yet. 2) We are currently in talks regarding Health and Dental, and may end up offering bursaries etc. We will firm this all up in a revised budget in February.

Matt: One of the budget lines was deeper in the red than any other. Clubs perhaps? Why is this?

Andrea: The policy for clubs was created about 2 years ago and at that time the VP Finance and Services decided to create a token line for clubs and it has taken a few years to get that off the ground. They are only beginning to draw on funding and we want to keep promoting them. We have allocated more to clubs this year than last.

Namit Sharma: Are you open to ideas about how to use this money?
Andrea: Yes, I am the point of contact here.

Andrew: There is about $100,000 surplus. What is this?

Andrea: We are always a few months behind in reconciling the accounts. This is from May. We have closer to $4,000 surplus right now.

Motion carries
7. **Main Motions**

**MOTION**

09/13/11:7

Moved: Marvin Ferrer (marvin.ferrer@queensu.ca)
Seconded: Andrew Pursell (2ap24@queensu.ca)

Whereas $750 remains unallocated from the 2010/11 budget for charitable donations,

BIRT the SGPS donate $250 to the HIV/AIDS Regional Services for health promotion, community development, and HIV/AIDS education and support programs in our local community from the 2010/2011 Charitable Donations Budget.

BIFRT the SGPS donate $250 to the Canadian Council for Refugees to support the rights, protection, and settlement of refugees in Canada from the 2010/2011 Charitable Donations Budget.

BIFRT the SGPS donate $250 to UNICEF Canada, for crisis relief for the ongoing famine in the Horn of Africa, and to take advantage of a Government of Canada matching donations program from the 2010/2011 Charitable Donations Budget.

Layan Nahlawi (Point of Privilege): I have to leave.

Marvin: We allocated $250 for school supplies in Central America last year. I was asked to suggest charities. Lacking guidelines I tried to choose a diverse set.

Anne-Marie: Have you done research into how directly the money goes to help?

Marvin: The Horn of Africa aid will be funnelled most directly. HIV/AIDS – 100% of money goes to services such as getting medications, working with sex workers etc. The Canadian Council of Refuge didn’t have a specific number that I could find.

*Motion carries*

**MOTION**

09/13/11:8

Moved: Jillian Burford-Grinnell (president@sgps.ca)
Seconded: Andrea Phillipson (vpfs@sgps.ca)

Whereas the SGPS Vice President Professional will be taking a medical leave of absence, BIRT SGPS Council approve Cody Yorke as the interim Vice President Professional until such a time that the current Vice President Professional returns from medical leave.

BIFRT SGPS Council tasks the Bylaw and Policy Revisions Standing Committee to create a policy in regards to Leaves of Absence.
Jillian: Our VP Professional has run into some unfortunate circumstances and requires medical leave. Cody York has spoken to both Mark and myself and has expressed an interest in being the interim VPP until Mark returns.

Ian: Do we have a timeline on Mark’s return and will the appointee be held accountable for any bylaws that are created?

Jillian: We don’t know just yet. If the policy is created after we have approved an interim then the policy will not be applicable

Julian: Who is Cody York?

Jillian: Unfortunately she was unable to attend and introduce herself. She is a law student and has been involved with student societies in the past.

Eric: As to policy. If the policy is brought to council it will be very similar to what has been dealt with. It will be the standing policy for leave from now on.

Motion carries

MOTION 09/13/11: +30 Minutes
Moved: John Foster
Seconded: Daniel Moore

BIRT SGPS Council meeting be extended by 30 minutes
Motion carries

MOTION 09/13/11:9
Moved: Jillian Burford-Grinnell (president@sgps.ca)
Seconded: Anne-Marie Grondin (vpcca@sgps.ca)
Whereas the AMS issued a letter without jurisdiction requesting OPRIG, Levana remove themselves from the Grey house;

Whereas SGPS Council “supports, protects and upholds the freedom of speech and academic freedom of campus groups, students, activists, and academics at Queen’s University;

BIRT the SGPS officially adds its name to the petition “save the grey house”. Tumblr.com signing said petition as follows “The Society of Graduate and Professional Students”

BIFRT the SGPS Executive write a letter condemning the actions of the AMS & requesting they withdraw their eviction notice as they are without authority and send said letter to the AMS, Principal, the Provost, Dean of Student Affairs, Chair of the Board of Trustees; Chair of Senate and the Queen’s Human Rights Office. Said letter is to be signed by the SGPS President, on behalf of the Society of Graduate & Professional Students

Jillian: This is a joint space. All 3 parties are to contribute equally to the space costs. The AMS Executive indicated that the groups did not ratify under AMS policy and I argued that since they
are connected with the SGPS as well, it is not solely their decision. Any space allocations fall under Student Life Center jurisdiction. The AMS met with the 2 groups without allowing me to be involved. The SLC Exec met yesterday and yet nothing has been done, and clearly the AMS does not have jurisdiction over this space.

John: So you said that neither ratified under AMS? What is the policy for ratifying them now?
Jillian: They asked for an extension to re-ratify and they were just handed an eviction notice.
Ian: What is the university’s position?
Jillian: At my insistence the SLC council will be asking these 2 groups to come to the SLC council, but the university didn’t really take a stance.
Andrea: Would you be able to just say who is on the SLC executive?
Jillian: 3. Myself, AMS president, and new Dean of Student Affairs who are voting members. Also Student Centre Officer Jillian Shields, and Facilities Manager Megan MacDonald.
Marvin: I spoke with SCO a while ago and was told these are commercial and club space.
Jillian: That is inaccurate.
Marvin: How are they connected to the SGPS/Is there a precedent for non-affiliated group to have rent-free access to SLC place?
Jillian: I don’t know about the precedent, I would have to do some research about when some of the existing clubs were grandfathered in. They are affiliated with us, a number of students use their services and we have an optional fee for this.
Marvin: We also collect fees for other non-affiliated aid groups like United Way?
Jillian: Yes.
Nathalie: If the AMS cannot make the decision and they don’t leave what can they actually do?
Jillian: The current AMS executive is trying to reinterpret the space allocation clause. In this situation the groups are not AMS. I don’t know the legal implications of this, as Queen’s owns the space.
Lauren: As to why they don’t re-ratify – the AMS has given zero assurance that ratifying will guarantee their space. Do you have anything to add Jillian?
Jillian: The grey House is not AMS exclusive space so they have no authority.
Lauren: If they were to evict this would be a huge step back in Equity.
Daniel: I’m wondering what the ratification process entails? What is the alternative to eviction?
Jillian: They were simply told to leave.
Anne-Marie: There is no precedent for an eviction of a student group. This sign-up date has never been enforced in the past so we are wondering why these particular groups are being targeted. This is supposed to be a safe space.
Matt: Wasn’t there a third group involved who were also given notice?
Jillian: Yes, they asked EQUIP to leave. They are an exclusive AMS entity. We have no jurisdiction. We are told they have re-ratified and are pleased with the new space.
Aliya: Can we make them an SGPS group?

**MOTION**

08/09/11:10

Moved: Jillian Burford-Grinnell
Seconded: Andrea Phillipson
Motion carries

SGPS COUNCIL MOVES OUT OF CAMERA

Julian: If the AMS is seeking to evict, do we know whom they want to move into the space?
Jillian: They have not confirmed, but I’m led to believe they want something else in there.
Something AMS-specific.
Nathalie: Is there another organization that has been in this situation before?
Anne-Marie: In the 2 years I’ve been here I’ve not seen it. The former AMS president has not
heard of this before. The policies have not been enforced.
Nathalie: Can this be used?
Anne-Marie: Yes.
Jillian: Historically a lot of AMS clubs re-ratify late.
Andrew: Are they given notice to re-ratify?
Jillian: I don’t know.
Lauren: Check the Tumblr account as the email track is there.
Eric: We have a lot of information at this point. We have a motion here to action. We have
reached a point where we can vote.

MOTION 09/13/11:9

Motion carries

8. Other Business

9. Notice of Motions & Announcements
a. Reports and Motions for the next regular SGPS Council Meeting are due on
   Tuesday October 4th, 2011.
b. The next regular SGPS Council Meeting will be on Tuesday, October 11th, 2011.
Marvin: The SHRC is currently looking for new volunteers.

10. Adjournment

MOTION 09/13/11:11
Moved: Andrea Phillipson (vpfs@sgps.ca)
Seconded: Daniel Moore (senator@sgps.ca)
BIRT the SGPS Council Meeting be adjourned.

Motion carries

09/13/11
EJR
CFS-27
Attached:
August Council Meeting Minutes
Attendance August Council Meeting
September Reports
Appendices to Motions

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<td>Marvin Ferrer</td>
<td>Anatomy &amp; Cell Biology</td>
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<td>Christina Prokopchuk</td>
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<td>Namit Sharma</td>
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<td>Vacant</td>
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<td>Ben Grant</td>
<td>Board of Trustees Rep</td>
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<td>Eric Peterson</td>
<td>Chem Eng (CEGSA) President</td>
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<td>ESS Liaison to SGPS</td>
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