



Agenda
August 21st, 2018 - 5:30pm
McLaughlin Hall, JDUC

The Society of Graduate and Professional Students recognizes the traditional and ancestral territories of the Anishinaabe and Haudenosaunee Nations on whose lands we gather on today.



I. Adoption of the Agenda & Approval of Minutes

- A. Adoption of the Agenda** **MOTION 21/08/18:1**
BIRT SGPS Council adopt the Agenda for the August 14th, 2018 Council Meeting.
- B. Approval of Minutes** **MOTION 21/08/18:2**
BIRT SGPS Council adopt the Minutes from the May 8th, 2018 Council Meeting.
- C. Approval of Minutes** **MOTION 21/08/18:3**
BIRT SGPS Council adopt the Minutes from the April 30th, 2018 Special General Meeting



II. Executive & Speaker Reports

- A. Executive Reports**
- a. President – Tyler Morrison (report attached)
 - b. VP Graduate – Leo Erlikhman (report attached)
 - i. Supplemental report: “Student Advisor Report May to August 2018”
 - c. VP Professional – Lauren Peacock (report attached)
 - d. VP Finance & Services – Abel Hazon (report attached)
 - e. VP Community – Isabel Luce (report attached)
- B. Speaker Report**
- a. Speaker – Jennifer Williams (oral report)
- C. Approval** **MOTION 21/08/18:4**
BIRT SGPS Council approve the Executive and Speaker Reports.



III. Senator, Trustee, Commissioner, Committee & Other Reports

- A. Senator Report** – Graduate Student Senator – Alexandru Sonoc (report attached)



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- B. Trustee Report** – Graduate Student Trustee – Adam Ali (report attached)
- C. Commissioner Reports**
 - a. Athletics & Wellness Commissioner – Larkin Davenport Huyer (report attached)
 - b. Equity & Diversity Commissioner – Catrina Mavrigianakis (report attached)
 - c. International Students Affairs Commissioner – Atul Jaiswal (report attached)
 - d. Social Commissioner – Willem Mueller (no report submitted)
- D. Committee Reports**
- E. Department Reports**
- F. Other Reports**
 - a. University Rector – Alex da Silva (no report submitted)
 - b. Chief Returning Officer (position vacant)
- G. Approval** **MOTION 21/08/18:5**

BIRT SGPS Council approve the Senator, Trustee, Commissioner, Committee & Other Reports.



Question Period & Departmental Issues



Business Arising from the Minutes



Main Motions & Discussion

- A. Motion: Cash Policy** **MOTION 21/08/18:6**

Upon recommendation from the SGPS auditors, the following policy addition is being proposed:

P.1 Financial

P.1.1 Financial Policy

P.1.1.1 General

- e. The SGPS is not able to accept cash or personal cheques as payment for financial transactions. There will be no exceptions made.



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B. Bylaw and Policy Committee Review Update

Over the course of the summer, members of the Bylaw and Policy Committee have met to discuss the proposed bylaw and policy changes from the May Council meeting. The proposed changes from the prior Council meeting in May are included as an appendix below (Appendix 1).

A summary of the recommendations by the Bylaw and Policy Committee are indicated below.

Bylaw/Policy	Changes Recommended	Action at August Council
B.5.1 Members of Council	<p>B&P Recommendations: To keep the Aboriginal, Mature, Part-Time, and International student roles in this Bylaw. However, we would encourage solidifying a process of appointment to ensure roles are filled in future.</p> <p>Two options discussed for appointment of representatives for processes:</p> <ul style="list-style-type: none"> (1) Appointment: The Equity and Diversity Commissioner appoints representatives, working with external bodies (QUIC, Aboriginal Council, Ban Righ Centre); or (2) Elections: The Equity and Diversity Commissioner is responsible for coordinating the appointment process, working with external bodies (QUIC, Aboriginal Council, Ban Righ Centre) to put forward candidate(s); students can also self-nominate: <ul style="list-style-type: none"> a. SGPS Council for Council election; or b. Recommendation by B&P: SGPS Executive election period (e.x. self-declared “Are you an international student? And then the International Student election appears). <p>We will be bringing forward these two options for discussion at the August Council meeting.</p>	Discussion of process to appoint representatives.



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<p>All Instances re: Judicial Board</p>	<p>The Executive has communicated to Committee that the Judicial Board will be removed from all Bylaw & Policy. We would recommend the Executive bring to the August Council meeting rationale regarding recommendation to remove the Judicial Board from all Bylaw & Policy, given the decision to not sign the NAM agency agreement with the University. While we agree with the recommendation, we – and likely Council - would like more details.</p> <p>B&P Recommendations: The Executive to establish graduate representation in level 1 cases that involve graduate students, with the AMS’ Judicial Committee. Bylaw/Policy make reference to the NAM procedure on campus to communicate who deals with discipline on campus (ex. cases of harassment during elections).</p>	<p>MOTION 21/08/18:7: Removal of all instances of the Judicial Board in Bylaw & Policy</p>
<p>B.20 SGPS External Affiliations</p>	<p>B&P Recommendation: to have this section of bylaw and policy remain in.</p> <p>However, we would recommend SGPS Council play a role in approving donation/sponsorship opportunities (ex. I Love First People’s program), including a clause on financial assistance. According to existing Bylaw, organizations must be approved by 2/3 majority vote. We would encourage extension to this to approve financial assistance in this Bylaw.</p>	<p>Discussion at Council</p>
<p>P.1.3 SGPS Health and Dental Opt-in/Opt-Out</p>	<p>Agree with 1-year removal from B&P for law students</p> <p>The following are questions the B&P Committee posed for the Executive: Executive: With regards to the opt-in for members who lose their coverage, the B&P finds more information is needed to why the 2-week rule was established. We would like evidence that 2-weeks is sufficient time for students who have lost coverage to opt-in. Has consultation occurred with students who loose coverage, and what causes lost coverage? Can you provide instances where students opted-</p>	<p>MOTION 21/08/18:8: Removal of clause re: Health & Dental 1 year extension for law students.</p> <p>Discussion re: other changes; response from Executive re: questions.</p>



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	<p>in prior to a known major expense and how that impacted premiums? Or is this a hypothetical from the insurance company or from the Executive?</p> <p>Executive: How can staff be a part of the Health and Dental plan, but not pay the SGPS membership fees to become members? Or do they pay the SGPS membership fee? More clarity would be helpful.</p> <p>Executive: Would like more details on whether or not post-docs and RMC students are SGPS members, and Health & Dental Plan coverage is available outside of the SGPS? Can they opt-in presently, like part-time students? Would encourage reaching out to PSAC and RMC if the SGPS Executive does not presently have this information.</p> <p>Executive: What exactly is off-campus? Is this a policy that exists at the University? Are these online or distance students (ex. Aging Program?)</p>	
<p>P.2 Personnel</p>	<p>Recommendation from B&P: that each Executive role include a statement saying “The _____ role shall serve ex-officio on several committees, including but not limited to: _____”. Waiting on the Executive to put forward lists for August Council meeting.</p> <p>Would encourage Executive ensure that committees on the list are checked yearly during the transition process, and provide an update (with any necessary policy changes) at the start of each school year to SGPS Council. Will be putting this into policy recommendations.</p>	<p>Awaiting lists from Executive members; will update in September and propose Policy changes.</p>



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C. Discussion: T4 Slips (Accessing T4 Slips via myHR)



VII. Other Business



VIII. Notices of Motion & Announcements

The next Council meeting is TBA. Motions and reports for the August Council meeting are due by TBA to speaker@sgps.ca.



IX. Adjournment

A. Adjournment

BIRT this meeting of SGPS Council be adjourned.

MOTION 21/08/18:9



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Appendix 1: Changes to Bylaw (May 2018 Council Meeting)

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)~~(5) ~~One mature student representative;~~
 - ~~(8) One part-time student representative;~~
 - ~~(9)~~(6) ~~_____~~ The Executive;
 - ~~(10)~~(7) ~~_____~~ All Senators who are members of the SGPS;
 - ~~(11)~~(8) ~~_____~~ The Graduate Student Trustee;
 - ~~(12)~~(9) ~~_____~~ The Director, who shall not vote;
 - ~~(13)~~(10) ~~_____~~ The Commissioners and Deputy Commissioners, who shall not vote;
 - ~~(14)~~(11) ~~_____~~ The Speaker (or Deputy Speaker in the absence of the Speaker), who shall not vote except in the case of a tie;
 - ~~(15)~~(12) ~~_____~~ The Chief Returning Officer, who shall not vote; and
 - ~~(16)~~(13) ~~_____~~ The Queen's Clubs Officer, who shall not vote.
- b. Members of the Executive, Officers and Commissioners and Deputy Commissioners will fulfill their responsibilities as outlined in the SGPS Bylaws and Policies.
- 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



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~~B.19 The Judicial Board~~

~~Detailed descriptions of protocols pertaining to the Judicial Board can be found in Policy.~~

~~B.19.1 Purpose~~

~~The Judicial Board acts to resolve complaints about the non-academic behaviour of SGPS members, and also acts as an appeal board for candidates during SGPS elections. The focus of the Judicial Board is placed on conflict resolution and restorative justice. In exceptional circumstances, such as those involving criminal activities, discipline of the student(s) who are the cause of the complaint may be appropriate.~~

~~B.19.2 Jurisdiction~~

- ~~a. For the purposes of the Judicial Committee of the SGPS, on-campus shall mean any event that occurs on the property of Queen's University, or at any event sanctioned by the University or a group directly associated with the University. Off-campus shall mean any other event. For the SGPS' Judicial Committee to consider an off-campus event within their jurisdiction, a substantial connection with the University must be demonstrated.~~
- ~~a. Some areas where the Judicial Board has jurisdiction include:
 - ~~(1) violations of published non-academic rules and regulations of the University, such as the SGPS Bylaws and especially the University Code of Conduct;~~
 - ~~(2) complaints against Graduate and Professional Students in Queen's Residences as referred by the Residence Council;~~
 - ~~(3) interference with Queen's Student Constables in the performance of their duties;~~
 - ~~(4) public disturbances at SGPS sponsored events; and~~
 - ~~(5) cases of harassment, intimidation, assault, vandalism, theft, willful or negligent damage to property or similar behaviour where the victim(s) is/are members of the Queen's community; and~~
 - ~~(6) instances in which an SGPS election candidate wishes to appeal a fine or disqualification that has been imposed upon them.~~~~
- ~~b. The SGPS Judicial Board is to remain independent of all other bodies of the SGPS. Accordingly, disciplinary decisions of the SGPS Judicial Board shall not be reversed by any body or Officer of the SGPS.~~
- ~~c. SGPS members are not outside of the law that all Canadian citizens must abide by. Therefore, any unlawful offense committed off-campus by an SGPS member should be referred to the appropriate law enforcement agencies, first, if the complainant wishes to pursue the matter further. The SGPS Judicial Committee will not adjudicate cases that have already been dealt with by said agencies, except in exceptional circumstances. Exceptional circumstances are those in which an individual's actions interfere with the ability of others to participate in the University community, academic or otherwise.~~



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~~d.a. When another agency has imposed a sanction, the SGPS will consider that sanction when determining whether or not to adjudicate the complaint. External sanctions will, in general, be considered as time served' with regard to SGPS imposed sanctions. Promotion of SGPS Judicial Committee Bylaw and Policy The Complaints Officer will make this Bylaw, as well as Policy on the Judicial Board, and their own contact information known to the AMS, Senate Committee on Non-Academic Discipline (SONAD) and Campus Security.~~



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B.20 SGPS Affiliations

B.20.1 External Student Associations

- ~~a.—The SGPS shall be a member of external student organizations as determined by referendum.~~
- ~~a.—Increases in membership fees must be ratified by referendum, except where provision is made for such increases in the membership referendum question according to Elections and Financial Policy.~~
- ~~b.—Meetings of any external student organization of which the SGPS is a member shall be attended as delegates of the SGPS by, in order of preference, the VP Campaigns and Community Affairs, the President, and/or a representative.~~
- ~~c.—Additional delegates may be appointed at the discretion of Council.~~
- ~~d.—Any measure approved by an external student organization of which the SGPS is a member is subject to ratification by Council.~~

B.20.2 Other External Organizations

- ~~a.—Other organizations which are substantially external to the University shall be recognized by the SGPS on the recommendation to do so by Council. Such recommendation requires a 2/3 majority vote in its favour by Council, with a notice of such a motion being given at least seven days in advance of the meeting in which it will be voted upon.~~
- ~~a.—The SGPS will not have dealings with any external organization that discriminates by its Bylaws, Policies or equivalents on the grounds of race, colour, gender, religion, social status, gender identity, disability or sexual orientation.~~
- ~~b.—Council may rescind any recommendation at any time by following the same procedure used to make the recommendation.~~
- ~~c.—The SGPS will only give financial assistance to those organizations that it has recognized in accordance with this Bylaw. Any financial assistance from the SGPS must be spent for the purpose for which it was requested.~~

Policies for May Council Meeting

P.1.3 SGPS Health And Dental Opt-In/Opt-Out

P.1.3.1 Background

The SGPS Health and Dental Plans are group insurance plans. Group insurance plans are much more affordable than individual insurance plans because of the fact that all members will be enrolled in the plan, except in certain specific conditions. The group insurance plan option was agreed to by members through the referenda that established the Plans and renewed them.



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P.1.3.2 Principles of Enrolment

- a. All full-time members are to be enrolled in both the Health and the Dental Plans, ~~including both full and part-time students~~, unless:
 - (1) They have equivalent coverage elsewhere and can prove it, or
 - (2) They register for the first time at some point during the year at which it is impractical to ensure that they do enroll, in which case it is up to the student member to opt-in, during the next opt-in period;
- b. If a new member is not automatically enrolled but wishes to be, he or she must enroll at the first opportunity to do so.
- c. Members have the right to appeal their case with regard to these policies to the VP Finance and Services as outlined in Policy P.1.3.4.

P.1.3.3 Cases in which Enrolment is not Automatic

- a. Late enrollment: If a student registers for the first time at Queen's (as a member of the SGPS) after the Fall term, they can enroll at their discretion, and they must do so at the first opportunity, e.g. January opt-in period for those starting in January, ~~within 2 weeks of registration if they start after that~~
- b. Couple/Family enrolment: A member must choose to add couple/family coverage at the same time as they themselves enroll, e.g. in September opt-in period for those registering in September, during the January opt-in period for winter registrants, ~~or within two weeks of changing registration status. They do not need to choose both plans. However, if they do not, they cannot add the second later in the year.~~
- c. Part-time and Off-campus students and those on leaves of absence who wish to enroll in the Plans: These students must enroll during September opt-in period for fall registrants, during the January opt-in period for winter registrants, or within two weeks of changing registration status unless they can show legitimate reasons for not doing so. In order to enroll in the plans, these students must pay the SGPS fee in addition to the health and dental fees.
- ~~d. Law students are also eligible to enroll in the plans for one year after completion of their studies, and are subject to the terms outlined above for SGPS members.~~
- ~~e-d.~~ Loss of alternate coverage/change in circumstance: If a member loses alternate coverage, e.g. was covered by a former employer for first 5 months of the year and opted-out already that year, they will be permitted to opt-in, provided they do so, provided they do so two weeks after losing their alternate coverage, in a timely manner following the expiry of the alternative coverage.
- ~~f. Staff members of the SGPS who are not students at the University may opt in to the SGPS health and dental plan.~~
- ~~g. Post-doctoral fellows at Queen's University and Students at the Royal Military College may join the plans, and are eligible for the same benefits as SGPS members.~~



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P.2 Personnel

P.2.1 The Executive

The operational roles of the Executive are:

- a. propose policy and present it to Council for consideration;
- b. submit a monthly written report to Council;
- c. attend each meeting of Council, and act in accordance with any decisions of that body;
- d. meet at least once a week at the call of the President or appointed Executive member;
- e. act as signing officers for the SGPS' accounts in accordance with P.1.1.3. and generally oversee the finances of the SGPS;
- f. retain discretion to refer representation of SGPS members to the Student Advisor Program;
- g. Assist the Director in the documentation and archiving of all relevant information;
- h. develop a year plan specific to their position in accordance with P. 4.4 Year Plans; and
- i. 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 several committees, found in the President's transition manualthe following bodies:~~
 - ~~(9) Council of the School of Graduate Studies;~~
 - ~~(10) Advisory Committees for the Hiring of Vice Principals and Deans of the University;~~
 - ~~(11) Board of Trustees of Queen's University (Observer Status);~~
 - ~~(12) Senate of Queen's University;~~
 - ~~(13) Senate Committee on Honorary Degrees;~~
 - ~~(14) Senate Residence Committee;~~
 - ~~(15) Campus Planning and Development Committee;~~
 - ~~(16) Student Life Centre Executive Committee (or equivalent);~~
 - ~~(17) Student Life Centre Council (or equivalent);~~
 - ~~(18) Alma Mater Society Assembly (Honorary);~~
 - ~~(19) Alumni Assembly (Observer Status);~~



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~~(20) University Council;~~

~~(21) Queens Centre Transition Working Group;~~

~~(22) Queens Centre Management Working Group;~~

~~(23) QC Executive Committee;~~

~~(24) Food Committee;~~

~~(25) Cold Beverage Committee;~~

~~(26)(8) Health, Counselling and Disability Services Advisory Council;~~

~~(27)(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.~~

~~(28)(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)(5) management of the Student Advisor Program~~

~~(7) serve as an ex-officio member or be in good communication with the elected student at large members of several committees, found in the Vice President Graduate’s transition manual the following bodies:~~

~~(8) Graduate School Executive Council;~~

~~(9) Senate Advisory Research Committee;~~

~~(10) Grad Life Working Group;~~

~~(11) Expanding Horizons Working Group;~~

~~(12) Council of the School of Graduate Studies;~~

~~(13) Graduate Studies Executive Committee;~~

~~(14) 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.



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- (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)~~(5) _____ overseeing the human resources of the SGPS, including:
 - i. being jointly responsible with the Assistant Director of Logistics for overseeing the hiring, according to B.13.2 and B.13.3, and supervision of the Commissioners and Deputy Commissioners;
 - ii. hiring, dismissing, supervising, and evaluating SGPS employee(s) jointly with the Director; and
 - iii. performing any Human Resources function of the Director, 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~~
 - ~~(9)~~(6) _____ iii. the Academic Integrity Working Group on several committees, found in the Vice President Professional's transition manual
- d. The Vice President Community 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~~ on several committees, found in the Vice Community's transition manual ~~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 Assistant Director of Finance;
 - ~~(2) supervising all of the SGPS' financial transactions~~
 - ~~(3)~~(2) _____ setting the SGPS' annual budget;
 - ~~(4)~~(3) _____ presenting the annual SGPS budget to Council at or before the September council meeting;
 - ~~(5)~~(4) _____ presenting to Council in August, a balance sheet and income statement in accordance with P.1.1;
 - ~~(6)~~(5) _____ 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;~~



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- ~~(8) coordinating and planning the services of the SGPS; and~~
- ~~(9) administrating the SGPS health and dental plan along with the Director and Assistant Director of Finance.~~
- ~~(10)~~(6) 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.1.1.1;
- ~~(11)~~(7) present to the Finance and Services Standing Committee for review of the detailed in- come/expense statement of the SGPS quarterly;
- ~~(12)~~(8) chair the Finance and Services Standing Committee in accordance with P.8.2.1; and
- ~~(13)~~(9) administering all SGPS bursaries and grants along with the Finance and Services Standing Committee;
- ~~(14)~~serve, where possible, on on several committees, found in the Vice President Finance and Services' transition manual ~~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.~~



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~~P.11 Judicial Board~~

~~P.11.1 SGPS Judicial Board~~

~~The Judicial Board is formed for each individual complaint from the Judicial Committee. B.18 contains the general principles governing SGPS Judicial Boards.~~

~~P.11.1.1 Non-Academic Discipline~~

- ~~a. The Society of Graduate and Professional Students (SGPS) under jurisdiction granted to it by the Senate, has the right to promote the well-being of its members and acknowledges its jurisdiction to exercise disciplinary power over students in non-academic matters and will take such action that it deems appropriate. With a view to the Senate Committee on Non-Academic Discipline Procedure for Handling Serious Offences with affect the Broader University, the SGPS shall no take responsibility for handling cases that fall under the jurisdiction of another body beyond the campus of Queen's University.~~
- ~~a. The SGPS upholds the notion that every individual has the right to the equal protection and equal benefit of the law without discrimination and, in particular, without discrimination based on race, national or ethnic origin, colour, religion, sex, age, or mental or physical disability as set out in section 15.(1) of the Canadian Charter of Rights and Freedoms. The SGPS shall not subject its members to investigate nor adjudicate any offences that are under the jurisdiction of the City of Kingston. To do so would be to engage in the promotion of excessive and unwarranted privilege of Queen's University students and to place students at a perceived advantage over the broader community.~~
- ~~b. Furthermore, the SGPS shall not subject its members to the safety risk associated with investigating and acquiring evidentiary support in order to discipline any student that commits an offence outside the boundaries of Queen's University in order to satisfy the Senate Committee on Non-Academic Discipline Procedural Fairness in a University Environment, that recommends that the right to discovery of evidence and information be a participatory right to be observed in all tribunal proceeding. Furthermore, to do so, with limited resources, may infringe or deny the rights and freedoms of SGPS members which are guaranteed by the Canadian Charter of Rights and Freedoms.~~

~~P.11.2 Membership~~

- ~~a. The members of a Judicial Board are selected from the SGPS Judicial Committee.~~
- ~~a. The Chair of the Judicial Committee will be the SGPS Speaker, who will also serve as the Complaints Officer. The Complaints Officer does not participate in the deliberation of any Judicial Board.~~
- ~~b. The members of the Committee shall be seven (7) members of SGPS Council, at least one from each of the five (5) academic divisions, appointed by Council.~~
- ~~c. A Judicial Board will be struck for individual cases from members of the Judicial Committee, and is a sub-group of the Judicial Committee formed to address a specific complaint.~~



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- d. ~~A separate Judicial Board will be struck for each complaint received, and will consist of three members; a Chair and two Associates.~~
- e. ~~All members of the Judicial Committee will receive conflict resolution training at the beginning of their terms. The Judicial Committee will adjudicate no cases until such training has occurred.~~

P.11.3 Procedure

- a. ~~The Complaints Officer will receive complaints and shall decide if a matter is within the jurisdiction of the Judicial Committee according to B.18. The Complaints Officer will also collect any statements and other evidence from all involved parties and present it to the complainant, defendant and Judicial Board. The Complaints Officer will not participate in the deliberation of any Judicial Board outside of the aforementioned duties.~~
- a. ~~In the event that an offence referred to the Judicial Board has been allegedly committed off-campus, the Judicial Committee must first determine whether or not the situation has a significant connection to the University. If not, the Judicial Committee will not adjudicate the case.~~
- b. ~~The Judicial Committee is also responsible for hearing appeals made by SGPS election candidates.~~
- c. ~~A proceeding before the Judicial Board may be initiated by submission to the Complaints Officer of the SGPS Judicial Committee of a Notice of Intention of Proceedings.~~
- d. ~~Notice of Intention of Proceedings shall include:
 - (1) the name(s) of the person(s) making the complaint; and
 - (2) a reference to the relevant section of the Queen's University Student Code of Conduct under which the alleged violation falls; and
 - (3) the name(s) of the person(s) who allegedly committed the violation; and
 - (4) the time and date upon which the alleged violation was committed; and
 - (5) a brief description of the circumstances surrounding the alleged violation.~~
- e. ~~A Notice of Intention of Proceedings, or equivalent written notice, must be filed within 30 days of the alleged violation.~~
- f. ~~If the Notice of Intention of Proceedings is determined to be in good order, the Judicial Board shall transmit in written format the information in the Notice of Intention of Proceedings to the defendant(s) within 15 days of its filing. This transmission will include the date of the hearing.~~
- g. ~~A hearing into the complaint must be held within 30 days of receipt of the complaint against an SGPS member.~~
- h. ~~All three members of the Board shall judge any particular case, with majority opinion deciding the question. A written ruling will be issued as soon as possible after the case is heard. If the decision is not unanimous, a written dissenting opinion may be included in the ruling, but its existence is not to be considered grounds for appeal.~~
- i. ~~In the case of the Judicial Board being called to hear a candidate's appeal during an SGPS election, the hearing must be held within one week of the candidate giving notice of her or his intent to appeal the decision. In such cases, the Judicial Board is bound also by the Bylaws and~~



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~~Policies governing elections and referenda. This applies also to the sanctions that may be imposed on a candidate.~~

~~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;~~
 - ~~(3) disciplinary probation for a period of up to twelve months;~~
 - ~~(4) restitution for damages;~~
 - ~~(5) 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;~~
 - ~~(6) suspension of privileges relevant to the offense;~~
 - ~~(7) recommendation to the Senate for suspension or expulsion; and~~
 - ~~(8) recommendation of removal from elected or appointed office within the SGPS.~~
 - ~~(9) tri-pub ban (Clark Hall Pub, Queen's Pub, The Underground), along with written recommendation of a ban to the Grad Club;~~
 - ~~(10) peer health sanctioned workshops, or appropriate educational programming, as offered by Queen's Health, Counselling, and Disability Services;~~
- ~~b. 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.11.5 Civil Liability~~

~~Upon compliance with a monetary penalty, the complainant forfeits the right to pursue further civil litigation.~~

~~P.11.5.1 Exercise of Jurisdiction~~

- ~~a. Procedure governing the conduct of the hearing is such that:~~
- ~~(1) The Chair shall open with a brief explanation of the proceedings;~~
 - ~~(2) The complainant shall state his/her case first; the respondent will follow with his/her case;~~
 - ~~(3) The complainant and the respondent may cross-examine one another;~~
 - ~~(4) The complainant and/or the respondent may present witnesses; if witnesses are presented, the other party may cross-examine said witnesses;~~
 - ~~(5) The Judicial Board may question any individual at the hearing who is concerned with the case;~~



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- ~~(6) The complainant and respondent may be represented by an agent in the proceeding.~~
- ~~b. The Judicial Board is empowered to establish such additional regulations and rules of procedure for its deliberations as it may consider necessary.~~
- ~~c. Procedure governing the functioning of the Judicial Board is such that:
 - ~~(1) All decisions shall be made by the Board members free from any external influence;~~
 - ~~(2) Quorum of the Board shall consist of the Chair and both Associate Members;~~
 - ~~(3) Majority opinion will decide a question;~~
 - ~~(4) A decision, with supporting reasons, may be rendered orally at the time of the hearing, and shall be rendered in writing as soon as possible thereafter. The written decision shall be forwarded to all parties and be kept on file in the SGPS office;~~
 - ~~(5) The names, student numbers, contact information, and any other information related to the defendant's identity shall be removed from all records of the Committee's decision according to Freedom of Information and Protection of Privacy Act (FIPPA guidelines);~~
 - ~~(6) In the event that a decision is not unanimous, the dissenting Judicial Board member may include with the written majority decision, a written dissent; said dissent is for the purpose of information only, and is not to be used as grounds for appeal.~~~~
- ~~d. Should either party fail to appear at the hearing and fail to show reasonable cause for their absence within a week of the date of the hearing, the Judicial Board shall be entitled to proceed on the matter for which the parties were summoned, subject to the following conditions:
 - ~~(1) Notice of the Judicial Board's ability to proceed under this section must be provided to all parties at the time at which they are notified of the hearing. The Judicial Board shall not proceed until satisfactory evidence of the service of such notice is present;~~
 - ~~(2) Should the respondent fail to appear and fail to demonstrate reasonable cause for such failure, the Judicial Board is empowered to hear the matter;~~
 - ~~(3) Should the complainant fail to appear and fail to demonstrate reasonable cause for such failure, the Judicial Board shall dismiss the complaint. The dismissed complaint shall not be the subject of further proceedings before the Judicial Board;~~
 - ~~(4) Failure to appear without reasonable cause does not constitute grounds for appeal against a decision of the Judicial Board.~~~~

~~P.7.5 Arbitration~~

- ~~a. Disputes arising between SGPS members, clubs, and/or the SGPS shall be arbitrated by the Judicial Board (B.18) in accordance with their roles and responsibilities as outlined in SGPS Bylaws and Policies. Decisions of the Judicial Board are final.~~