



Agenda

September 11th, 2018 - 5:30pm
Dunning Hall Room 11

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.



Adoption of the Agenda & Approval of Minutes

- A. Adoption of the Agenda** **MOTION 11/09/18:1**
BIRT SGPS Council adopt the Agenda for the September 11th, 2018 Council Meeting.
- B. Approval of Minutes** **MOTION 11/09/18:2**
BIRT SGPS Council adopt the Minutes from the August 21st, 2018 Council Meeting.



Council Elections

- A. Election of the SGPS Council Speaker** **MOTION 11/09/18:3**
BIRT SGPS Council elects [name] to the SGPS Council Speaker role from September 2018 – August 2019.
- B. Election of the SGPS Council Deputy Speaker** **MOTION 11/09/18:4**
BIRT SGPS Council elects [name] to the SGPS Council Deputy Speaker role from September 2018 – August 2019.
- C. Election of the SGPS Chief Returning Officer** **MOTION 11/09/18:5**
BIRT SGPS Council elects [name] to the SGPS Chief Returning Officer role from September 2018 – August 2019.



Executive & Speaker Reports

- A. Executive Reports**
- a. President – Tyler Morrison (report attached)
 - b. VP Graduate – Leo Erlikhman (report attached)
 - c. VP Professional – Lauren Peacock (report attached)
 - d. VP Finance & Services – Abel Hazon (report attached)
 - e. VP Community – Isabel Luce (report attached)
 - i. Supplemental Document: “Summer Events Feedback Report”



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B. Speaker Report

- a. Speaker (position vacant)

C. Approval

MOTION 11/09/18:6

BIRT SGPS Council approve the Executive and Speaker Reports.



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

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

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 11/09/18:7

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



V. Question Period & Departmental Issues



VI. Business Arising from the Minutes



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Main Motions & Discussion

A. Motion: Changes to B.16 Bylaws and Policies

MOTION 11/09/18:8

BIRT SGPS Council make the following changes to policy B.16 Bylaws and Policies

- a. The SGPS shall have Bylaws and Policies.
- b. Amendments to the Bylaws may be proposed by: (1) the Speaker upon written request from five or more voting members of Council through a motion that is given first reading at a Council Meeting; or (2) the Speaker upon written request from ten or more ordinary members of the SGPS made at a General Meeting or through a motion that is given first reading at a Council Meeting.
- ~~c. The first reading of a motion amending the Bylaws may take place at either a Council or a General Meeting.~~
- ~~d. The second reading of a motion amending the Bylaws shall take place at a General Meeting. e. First and second readings of a motion to amend the Bylaws shall not take place within two weeks of each other.~~
- c. Changes to bylaws require two readings of SGPS council to be approved.**
- d. A 2/3 majority vote must be obtained at both the first and second readings of a motion to amend the Bylaws.
- e. Policies may be amended by a 2/3 majority vote at any Council Meeting,
- f. Stipends and Honoraria policy may be amended at council following two readings and a 2/3 majority vote at each meeting.** ~~except the Stipends and Honoraria Policy, which must be amended by a majority vote at a General Meeting.~~
- g. Notice of the proposed amendment(s) to the Bylaws or Policies shall be given by the Speaker to the members of the body that will vote on it at least seven (7) days in advance of a General Meeting or four (4) days in advance of a Council meeting where it will be considered.

B. Motion: Creation of a Committee to Review SGPS Council Membership

MOTION 11/09/18:9



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BIRT the SGPS strike a committee to review the membership of council to make recommendations to be voted on at the Fall General Meeting.

C. Motion: Changes to Policy 2.1.1 – Description of Executive Responsibilities **MOTION 11/09/18:10**

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 manual the following bodies:
 - i. Council of the School of Graduate Studies;
 - ii. Advisory Committees for the Hiring of Vice Principals and Deans of the University;
 - iii. Board of Trustees of Queen's University (Observer Status);
 - iv. Senate of Queen's University;
 - v. Senate Committee on Honorary Degrees;
 - vi. ~~Senate Residence Committee;~~
 - vii. Campus Planning **Advisory** and ~~Development~~ Committee;
 - viii. Student Life Centre Executive Committee (or equivalent);
 - ix. Student Life Centre Council (or equivalent);
 - x. Alma Mater Society Assembly (Honorary);
 - xi. ~~Alumni Assembly (Observer Status);~~
 - xii. University Council;
 - xiii. ~~Queens Centre Transition Working Group;~~
 - xiv. ~~Queens Centre Management Working Group;~~
 - xv. ~~QC Executive Committee;~~
 - xvi. ~~Food Committee;~~
 - xvii. ~~Cold Beverage Committee;~~
 - xviii. ~~Health, Counselling and Disability Services Advisory Council;~~
 - xix. **Senate Agenda and Summer Advisory Committee;**



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xx. Senate Governance and Nominating Committee;
xxi. Strategic Enrolment Management Group;

- (9) The President shall have the authority to call a meeting of any SGPS body provided forty– eight (48) hours notice are given to all members of that body, in accordance with B.16.2, with the exception of SGPS Council, which requires four (4) days notice.
- (10) If the President’s office is vacant it should first be filled by appointing the VP Graduate. If that option is unavailable the regular procedures for a vacated office shall be followed.
- b. The Vice President Graduate is responsible for:
- (1) Representing the SGPS in matters specific to graduate students;
 - (2) ensuring that graduate students are represented in university affairs at Queen’s;
 - (3) assisting members who require an advocate to help them resolve matters of both an academic and non–academic nature, and, wherever possible, working in conjunction with any appropriate external resource.
 - (4) perform any function of the President, in accordance with B.11;
 - (5) chair the SGPS Graduate Student Standing Committee, and be responsible for its proper and complete functioning;
 - (6) 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 the following bodies:
 - i. ~~Graduate School Executive Council;~~
 - ii. Senate Advisory Research Committee;
 - iii. ~~Grad Life Working Group;~~
 - iv. Graduate Student Life Advisory Group;
 - v. ~~Expanding Horizons Working Group;~~
 - vi. Council of the School of Graduate Studies;
 - vii. Graduate Studies Executive Committee;
 - viii. ~~Senate Internal Academic Review Committee.~~
- c. The Vice President Professional is responsible for:
- (1) representing the SGPS in matters specific to professional students;
 - (2) ensuring that professional students of the SGPS are represented in university affairs at Queen’s;
 - (3) assisting members who require an advocate to help them resolve matters of both an academic and non–academic nature, and, wherever possible, working in conjunction with any appropriate external resource.
 - (4) performing any function of the Speaker, in accordance with P.5.1.1;
 - (5) chairing the Professional Students Standing Committee, and be responsible for its proper and complete functioning;
 - (6) chairing the Human Resources Committee, and be responsible for its proper and complete functioning
 - (7) overseeing the human resources of the SGPS, including:



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- ~~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
 - ~~iii. the Academic Integrity Working Group.~~
- 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) Overseeing the hiring, according to B.13.2 and B.13.3, and supervision of the Commissioners and Deputy Commissioners.**
 - ~~(5) serve, where possible, on the Queen's Journal Board of Directors, SGPS Student Housing Working Group and the Council of Graduate Studies.~~
- e. The Vice President Finance and Services is responsible for:
- (1) administrating the SGPS' finances and accounts along with the Assistant Director of Finance;
 - (2) supervising all of the SGPS' financial transactions
 - (3) setting the SGPS' annual budget;
 - (4) presenting the annual SGPS budget to Council at or before the September council meeting;
 - (5) presenting to Council in August, a balance sheet and income statement in accordance with P.1.1;
 - (6) presenting a balance sheet and income statement from September 1 at the Winter Term General Meeting;
 - (7) arranging for an independent audit of the SGPS' financial books in accordance with P.1.1;
 - (8) coordinating and planning the services of the SGPS; and
 - (9) administrating the SGPS health and dental plan along with the Director and Assistant Director of Finance.
 - (10) be authorized to approve any non budgeted expenditure of five hundred (\$500) dollars or less, and report such expenditures to the SGPS Council, in accordance with P.1.1;



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- (11)present to the Finance and Services Standing Committee for review of the detailed income/expense statement of the SGPS quarterly;
- (12)chair the Finance and Services Standing Committee in accordance with P.8.2.1; and
- (13)administering all SGPS bursaries and grants along with the Finance and Services Standing Committee;
serve, where possible, on the Senate Scholarships and Student Aid Committee, Student Life Centre Council, Queen's Centre Transition Working Group or replacement), Cold Beverage Committee and the Council of the School of Graduate Studies.

D. Motion: Changes to Bylaw B.25.2 – Sponsorship Addition

MOTION 11/09/18:11

B.25.2 Grants and Sponsorship

B.25.2.1 Definitions

- a. **“Grant”**: A disbursement of funds to an *applicant* for the purposes of *enhancing student life*.
- b. **“Sponsorship”**: A disbursement of funds to an *applicant* external to the Queen's Community for the purpose of advertising and promoting the SGPS to the Kingston Community.
- c. **“Applicant”**: An SGPS Member, SGPS club, or external group. ~~who services the Queen's Community.~~
- d. **“Enhancing Student Life”**: Any project, event or activity that adds to the student experience at Queen's or in Kingston that involving SGPS members in research, advocacy, or other opportunities on campus.
- e. **“Committee”**: The Finance and Services Committee.
- f. **“Department Student Council”**: A student council, association, or society that represents students in a department or faculty that is under the purview of the SGPS.

B.25.2.1 General

- a. SGPS Grants provide assistance for events or projects that enhance student life by reimbursing applicants for expenses needed to organize the project, event, or activity. The four (4) grants are:
 - a. Department Student Council Grant
 - b. Accessibility Grant
 - c. Sustainability Grant
 - d. Diversity and Inclusion Grant
- b. Any member of the SGPS, an SGPS club or external organization that involves or supports SGPS students shall be eligible for support from the Grants Program.



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- c. An applicant may receive a maximum of two grants for two separate projects or events in a given academic year, ranging from September 1st to August 31st.
- d. The amount of money allocated to SGPS Grants and Sponsorships shall be determined in the Society's annual operating budget, as approved by SGPS Council.
- e. The VP Finance and Services will present a report at the Fall and Winter GM that states the amounts given in sponsorships to each successful applicant.

B.25.2.3 Procedure

- a. To apply for a grant or sponsorship, an applicant shall submit a form to the SGPS with the following information:
 - (1) The name and contact information of the applicant;
 - (2) A written explanation of the project, event, or activity not to exceed three hundred (300) words;
 - (3) The date and time of the event or activity, or the completion date for the project;
 - (4) For grants, written reasons explaining how the project, event, or activity will *enhance student life* for SGPS members (as defined in P.1.7.1.c) not to exceed three hundred (300) words;
 - (5) A detailed budget for the project, event or activity, that includes all receipts for purchased materials;
 - (6) The date that the applicant expects to use the funds disbursed.
- b. All applicants must comply with the request from the VP Finance and Services and/or the Committee for further documentation if requested.
- c. The VP Finance and Services shall review the application and shall make a recommendation to the Committee to approve or deny the grant within one (1) business day of receiving the application.
- d. The Committee shall vote on the approval of a grant within three (3) business days of receiving the recommendation from the VP Finance and Services.
 - (1) Approval of a grant shall require a majority vote of the committee.
 - (2) In exceptional circumstances, the Committee may approve an amount larger than the maximum amounts defined in P.1.7.2.b, approved with a 2/3 majority vote of the committee.
 - (3) If a bursary is denied, the VP Finance and Services shall communicate to the applicant the reasons for the denial and offer the opportunity to amend or change their application.
- e. Upon approval of the application by the committee, the SGPS shall disburse the approved grant amount within seven (7) business days.
- f. Further Restrictions on the Scope of Grants – The following conditions further restrict the scope of the Grants Program:



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- (1) Events and projects must have significant SGPS membership involvement as organizers and participants.
 - (2) Organizers must abide by P.11.1.
 - (3) Funding shall not be awarded for travel, accommodations, or registration.
 - (4) Funding shall not be awarded to groups that represent a political party.
- g. SGPS Sponsorship of Organizations, Projects and Events – Upon the request of the Committee, a successful applicant shall abide by any of the following conditions in the completion of their project, event, or activity:
- (1) Promotional materials such as, but not limited to, posters, website, flyers, postcards, etc., shall list the SGPS as a sponsor and include the SGPS logo.
 - (2) A member of the SGPS Executive shall be given the chance to address attendees gathered for a project, event or activity.
 - (3) If the project creates a research product, the final product shall include a forward submitted by the SGPS.



VIII.

Other Business



IX.

Notices of Motion & Announcements

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



X.

Adjournment

A. **Adjournment**

BIRT this meeting of SGPS Council be adjourned.

MOTION 11/09/18:12



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