



Agenda
March 31th, 2020 - 5:30pm
Zoom

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. Announcements

A. Open Positions Speaker and Deputy Speaker

Speaker

The role of the Speaker is to ensure the orderly flow of business, defend the rights of the Councillors through implementing and interpreting Robert's rules of order, while always maintaining impartiality and never participating in the debates. This is a salaried position that pays \$4,000 per year.

Interested candidates must send a written statement 500 word biography to the SGPS Speaker before 4:00 pm on Tuesday April 7th. Candidates will also be required to attend April Council on Tuesday April 14th at 5:30pm in the McLaughlin Room on the 2nd floor of the JDUC.

The candidates will be required to make a brief statement explaining their qualifications for the role, Council will then vote to determine the next Speaker.

Deputy Speaker

The Deputy Speaker is supervised by the Speaker and is responsible for chairing Council and General Meetings in the absence of the Speaker; taking minutes at each Council meeting (typically one per month) and each General Meeting (typically 2 per year); maintaining an official list of current Council members; distributing and familiarizing them with Robert's Rules of Order and ensuring they attend meetings. This is a salaried position which pays \$500 per year.

Interested candidates must contact the SGPS Speaker before 4:00 pm on Tuesday April 7th. Candidates will also be required to attend April Council on Tuesday April 14th at 5:30pm in the McLaughlin Room on the 2nd floor of the JDUC.



II. Special Motion

B. Motion to Proceed Despite P.5.2.3

Whereas P.5.2.3 (g) reads:

g .All General Meetings shall be held on the main campus of Queen's University.

Whereas public gatherings of five or more people have been cancelled to combat COVID-19

MOTION 03/31/20:01

BIRT the SGPS proceed with the Annual General Meeting despite the meeting not being held on the main campus and recognize the meeting as binding.



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III. Adoption of the Agenda

- A. Adoption of the Agenda** **MOTION 03/31/20:02**
BIRT SGPS Council adopt the Agenda for the March 31st, 2020 Annual General Council Meeting.



IV. Minutes

- A. Approval of the Meeting Minutes** **MOTION 03/31/20:03**
BIRT the SGPS adopt the minutes from the March 10th, 2020 Council Meeting.



V. Executive & Speaker Reports

- A. Executive Reports**
- a. President – Jeremy Ambraska (report attached)
 - b. VP Academic – Leo Erlikhman (oral report)
 - c. VP Professional – Ryan Adlem (report attached)
 - d. VP Finance & Services – Abel Hazon (report attached)
 - e. VP Community – Uchitta Vashist (report attached)
- B. Speaker Report**
- a. Speaker – Laura Culleton (oral report)
- C. Approval** **MOTION 03/31/20:04**
BIRT SGPS Council approve the Executive and Speaker Reports.



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

- A. Senator Report** – Graduate Student Senator – Courtney Bannerman (oral report)
- B. Trustee Report** – Graduate Student Trustee – (no report)
- C. Commissioner Reports**
- a. Athletics Commissioner – Quentin Tsang (oral report)
 - b. Equity & Diversity Commissioner – Penny Zhang (oral report)
 - c. Indigenous Graduate Liason – Paige Van Tassel (report attached)
 - d. International Students Affairs Commissioner – Claudia Hirtenfelder (report attached)
 - e. Social Commissioner – Anthony Lomax (report attached)
- D. Committee Reports**
- E. Department Reports**
- F. Other Reports**
- a. University Rector – Alex da Silva (no report)



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- b. Chief Returning Officer - (no report)
- c. Supervisor – position vacant (no report)
- d. Financial Report – Presented by Abel

G. Approval

MOTION 03/31/20:05

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



VII. Question Period and Departmental Issues



VIII. Business Arising from the Minutes



VI. Main Motions & Discussion

A. Salary Amendments

Whereas the SGPS executive changed the job expectations and de-scoped the commissions due to the Student Choice Initiative

Whereas the Student Choice Initiative will not be enforced in 2020-2012

MOTION 03/31/20:06

BIRT the SGPS amend the following salaries accordingly and return the commissions to full operational capacity

Leo (VP Graduate) MOVES

Jeremy (President) SECONDS

B.10.1 Stipends

a. Stipends are paid monthly, with the total amount paid over the term of responsibility being as follows:

- (1) President \$15,500.00
- (2) Vice Presidents \$12,000.00
- (3) Peer Academic Advisors \$6,000.00
- (4) Commissioners ~~\$3,000.00~~ **\$6,000.00**
- (5) Officers \$6,000.00
- (6) Peer Student Support Shift Leaders \$6,000.00
- (7) Deputy Commissioners \$1,500.00
- (8) Speaker \$4,000.00
- (9) Deputy Speaker ~~\$500.00~~ **\$2,000**
- (10) Chief Returning Officer ~~\$600.00~~ **\$1,000**



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b. At the conclusion of their terms, an \$8000.00 fellowship provided by the School of Graduate Studies is distributed amongst all Members of the Executive who are Graduate Students.

B.10.2 Honoraria

a. Honoraria are paid at the conclusion of a term in office. In the instances of multiple year positions, the amount is paid annually, after each complete year and one final payment at the conclusion of the term.

b. The amounts for honoraria are as follows:

(1) Student Senators \$200.00

(2) Graduate Student Trustee \$200.00

c. In order to receive an honorarium all eligible persons must submit a report to each council meeting. Each report that is not submitted to council will result in a 50% forfeiture of the honorarium amount.

B. Changes to Bylaw 5.1 "Members of Council."

Whereas bylaw 4.2 outlines specific criteria for membership in recognized groups.

Whereas bylaw 4.2 further outlines the requirement of members to be elected to council from a recognized group.

Whereas the SGPS executive began a review of the structure of council in 2018-2019.

MOTION 03/31/20:07

BIRT SGPS council adopt the following changes to bylaw 5.1 "Members of Council."

Leo (VP Graduate) MOVES

Jeremy (President) SECONDS

B.5.1 Members of Council

a. The Members of Council [Members of Council] include:

(1) One representative from each Recognized Group with fewer than 100 Ordinary Members;

(2) Two representatives from each Recognized Group with 101-300 Ordinary Members;

(3) Three representatives from each Recognized Group with 301-500 Ordinary Members;

(4) Four representatives from each Recognized Group with more than 500 Ordinary Members;

~~(1) One Aboriginal Student Representative;~~

~~(1) One International Student Representative;~~

~~(1) One Mature Student Representative;~~

~~(1) One Part-time Student Representative;~~

(5) The Executive;

~~(1) All Senators who are members of the SGPS;~~

~~(1) The Graduate Student Trustee;~~

~~(1) The Director, who shall not vote;~~

~~(1) The Commissioners and Deputy Commissioners, who shall not vote;~~

(6) The Speaker (or Deputy Speaker in the absence of the Speaker), who shall not vote except in the case of a tie;

~~(1) The Chief Returning Officer, who shall not vote; and~~



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~~(The Queen's Clubs Officer, who shall not vote.~~

- b. 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~~ Queen's University graduate and professional enrollment ~~count and reported for information to Council at the numbers to be reported by the Vice President Graduate to the~~ April Meeting of Council. The revised number of representatives shall take effect on the following September 1st.
- d. Notice of receipt of election for new councillors is to be provided to The Speaker or The Chief Returning Officer (who shall report to the speaker) in accordance with By-Law 4.2 (c).
- (1) Receipts of election shall require a registered ballot roll of all Ordinary Members within the Recognized Group certifying an election of 50%+1 of Ordinary Members.
 - (2) Recognized Groups may choose to independently run elections for councillors or conduct elections through The Chief Returning Officer.
- 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 Alma Mater Society, but shall not vote;
 - (2) The University Rector, who shall not vote;
 - (3) The Graduate Student Trustee, who shall not vote;
 - (4) All Senators who are members of the SGPS, who shall not vote;
 - (5) The Commissioners, who shall not vote;
 - (6) Officers of the SGPS, who shall not vote; and
 - (7) The Chief Returning Office, who shall not vote.

C. Policy Amendments

MOTION 03/31/20:08

BIRT the SGPS Council approves the following amendments to P.3.1.2 and P.2.2.2

Ryan (VP Professional MOVES

Jeremy (President) SECONDS

P. 3.1.2 Staff Hiring

- a) The recruitment, selection and hiring of staff for positions with the SGPS shall be in accordance with this Policy.
- b) A hiring committee shall be struck consisting of ~~the Director, one other office staff member and two members of the Executive~~ **at least two but no more than five individuals. At least one person on the hiring committee must be a member of the current Executive.**
- c) One of the members of the Hiring Committee shall be explicitly responsible for ensuring that equity considerations are considered. If none of the committee members is qualified, a member of the Equity & Diversity Commission shall be added to the hiring committee.
- d) The Hiring Committee shall draft a job description. The job description shall include the requirements of each position as defined in P.2.3, as well as other requirements as the Hiring Committee shall deem



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necessary. An archive of past job descriptions shall be maintained by the Director and shall be made available to all members of the SGPS on request.

P.2.2.2 -Selection of Commissioners and Deputy Commissioners

- a) The Executive shall select the commissioners and coordinators through a process of application and interviews.
- b) A commissioner or deputy commissioner may re-apply for the same position, and must inform ~~the Executive~~ **in writing to the VP Professional** no later than February 28th if they intend to do so.
- c) ~~Where a commissioner or deputy commissioner re-applies, a re-hiring performance review will take place in accordance with the procedure outlined in P.3~~ **the current VP Community will submit a review of the commissioner or deputy commissioner for the hiring panel to consider in its rehiring decision.**
- d) **The position shall be advertised for new applicants, however it shall be up to the hiring panel to decide whether to interview any candidates for the position, or simply rehire the commissioner or deputy commissioner from the previous year.**
- e) A hiring panel shall be convened for each position, which shall consist of:
 - 1) ~~The Vice President Community~~ **The outgoing VP Professional, who shall chair the committee;**
 - 2) ~~A Commissioner or second member of the Executive, as decided by the Executive; and~~ **At least one member of the incoming executive; and**
 - 3) ~~The Assistant Director of Logistics.~~ **At least one other member of either the incoming or outgoing executive, the Executive Director, or an outgoing commissioner—as voted for by the outgoing executive**
- f) **The hiring panel shall consist of at least three, but no more than five members.**
- g) Hiring panels for different positions may be composed of different individuals.
- h) Job descriptions shall be posted online and open positions shall be advertised online for a 2- week period, except for cases when the position is vacant due to a resignation.
- i) **Where there are no applications or one application for a given position, the hiring period can be extended for additional time at the discretion of the VPC-Vice President Professional.**
- j) The hiring panel shall review applications and interview candidates to determine suitability for each position. A hiring panel is not required to interview every applicant for a position if time constraints and volume of applications would make doing so impractical.
- k) The hiring panel shall make decisions based on consensus. Where no consensus can be reached, a decision may be made by majority vote.
- l) **In the case of a tie vote, the vote of the chair of the committee shall break the tie.**
- m) Hiring panel members must declare conflicts of interests and recuse themselves where they would be unable to make an impartial decision. Recusal should take place as soon as all of the applications for a position are received. A panelist who recuses him or herself shall be replaced by a suitable alternate selected by the Executive.
- n) In the event that a Commissioner resigns during the first four (4) months in office, candidates considered for a Commissioner position during the previous round of Commissioner hiring may be offered the position, instead of enacting the process outlined in P.2.2.2.f, and this choice is at the discretion of the hiring panel.
- o) The hiring of commissioners and deputy commissioners shall be carried out in accordance with the SGPS's policy statement on equity.



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D. Motion to Support PSAC's Campaign

Whereas the local graduate student labour union (PSAC 901) has formed a letter writing campaign petitioning administration to suspend summer tuition in light of the recent public health crisis (COVID-19).

Whereas PSAC claims that graduate students now have a lack of access to essential services, supervisors, and facilities as well as increased costs, stress, and delays.

Whereas the SGPS executive has made it clear that they will not endorse this petition due to problems that they have with the practicality of its implications.

Whereas the undersigned believe that this issue is more important than the particularities of wording, and that the best way to help vulnerable graduate students is to help all graduate students through a collaborative response.

MOTION 03/31/20:09

BIRT the SGPS council will endorse, and/or consider how to support PSAC 901 in their campaign to have summer tuition suspended due to the COVID-19 public health crisis.



X. Other Business



XI. Notices of Motion



XII. Adjournment

A. Adjournment

MOTION 03/31/20:10

BIRT this meeting of SGPS Council be adjourned.