



Agenda
August 11th, 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. This land acknowledgement reminds us that rich Indigenous governances still exist, and will go into the future. This should also serve as a reminder that we are benefitting by living on this land that is a traditional territory of indigenous people.



I. Announcements



II. Adoption of the Agenda

A. Adoption of the Agenda

MOTION 08/11/20:01

BIRT SGPS Council adopt the Agenda for the August 11th, 2020 Council Meeting.



III. Minutes

A. Approval of the Meeting Minutes

MOTION 08/11/20:02

BIRT the SGPS adopt the minutes from the April 14th, 2020 Council Meeting.



IV. Executive & Speaker Reports

A. Executive Reports

- a. President – Justine Aman (report attached)
- b. VP Graduate – Courtney Bannerman (report attached)
- c. VP Professional – John Jeyarantnam (report attached)
- d. VP Finance & Services – Tamara Mitterer (no report)
- e. VP Community – Anthony Lomax (report attached)

B. Speaker Report

- a. Speaker – Mary Rita Holland (oral report)

C. Approval

MOTION 08/11/20:03

BIRT SGPS Council approve the Executive and Speaker Reports.



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

- A. Senator Report** – Graduate Student Senator – Courtney Bannerman (report attached)
- B. Trustee Report** – Graduate Student Trustee – (no report)
- C. Commissioner Reports**
 - a. Athletics & Wellness Commissioner – Madison Danford (report attached)
 - b. Equity & Diversity Commissioner – Fikir Haile (report attached)
 - c. Indigenous Graduate Liason – Paige Van Tassel (report attached)
 - d. International Students Affairs Commissioner – Claudia Hirtenfelder (report attached)
 - e. Social Commissioner – Rose Conlin (report attached)
- D. Committee Reports**
- E. Department Reports**
- F. Other Reports**
 - a. University Rector – Sam Hiemstra (no report)
- G. Approval** **MOTION 08/11/20:04**
BIRT SGPS Council approve the Senator, Trustee, Commissioner, Committee & Other Reports.



VI. Question Period and Departmental Issues



VII. Business Arising from the Minutes



VIII. Main Motions & Discussion

- A. Approval** **MOTION 08/11/20:05**
BIRT SGPS Council approve the Proposed Updated Privacy Policy:



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B.22 Privacy, Use, and Disclosure Of Personal Information By The SGPS

- a. The University collects personal information from its students for the purposes related to the students' post-secondary education pursuant to the Freedom of Information and Protection of Privacy Act (FIPPA). The SGPS is a student government association administered by elected student representatives and governed by a student ratified constitution. It is necessary for the SGPS to have access to student personal information to provide management and administration of the student health and dental plan; administer non-academic discipline of students, to provide access to and information about affiliated or sponsored programs to students, to verify and validate voter eligibility for society referenda and elections, to verify student eligibility for use of selected services, and to communicate with student members about student society matters.
- b. The University discloses to the SGPS the following student personal information:
 - i. Name
 - ii. Student number
 - iii. Birthdate
 - iv. Degree program
 - v. Career
 - vi. Academic concentration
 - vii. Email address
 - viii. Student Address
 - ix. Residency Information
 - x. Gender
 - xi. Association fees paid
 - xii. SGPS related fee payments
- c. This personal information disclosed shall be used solely:
 - i. To provide management and administration of the student health and dental plan;
 - ii. To administer the non-academic discipline of students;
 - iii. To provide access to and information about affiliated or sponsored programs to students;
 - iv. To verify and validate voter eligibility for society referenda and elections;
 - v. To verify student eligibility for use of selected services; and,
 - vi. To communicate with student members about student society matters.
- d. The SGPS shall implement physical, organizational, technological, and other security measures to restrict access to student personal information to employees, agents, and representatives, and advisors who require the information in the proper and appropriate discharge of their function to the SGPS; prevent the loss, disposal or destruction of student personal information;



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and prevent theft, sale, improper access, improper modification, improper copying, improper use, or improper disclosure of student personal information by, or to, any person or organization.

- e. The SGPS may disclose student personal information to third parties (namely the SGPS Health and Dental provider, StudentCare) for the provision of student services provided the third-party is legally bound by a confidentiality agreement to handle student personal information in accordance with this agreement and the Act. The SGPS shall provide copies of the confidentiality agreements required to the Office of the University Registrar annually and after any amendment to said confidentiality agreements.
- f. The SGPS shall comply with any and all requirements of privacy legislation to which the University might be subject including, but not limited to, the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F.31, and the Canadian Anti-Spam legislation requirements.
- g. The SGPS shall retain student personal information for no longer than is reasonably necessary to fulfill the purposes enumerated in this agreement, up to a maximum of one year. After this period of time has passed, the SGPS must dispose of student personal information only by destroying it in a manner that makes it highly resistant to reconstruction. In destroying student personal information, the SGPS shall take reasonable security precautions to protect the confidentiality and security during storage, transport, and handling. The SGPS must notify the Office of the University Registrar once the student personal information has been securely destroyed.
- h. Upon request, a member shall be informed of the existence, use, and disclosure of their information, and shall be given access to it. Members may verify the accuracy and completeness of their information and may request that it be amended, if appropriate.

B. Approval

MOTION 08/11/20:06

BIRT SGPS Council approve the Proposed Member Society Policy:

The SGPS provides logistical support to our Member Societies, which are defined as a professional faculty, school, department, division, or institute of the University recognized by the SGPS as a member society. This logistical support may include the remittance of Member Society fees and sanctioning for Member Society events.

P.x.x Remittance of Member Society Fees

- a. SGPS Member Societies are able to set a Member Society specific fee or fees via the referendum process laid out in their governance documents. SGPS Member Societies are not required to have a Member Society specific fee in order to be recognized by the SGPS.



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- b. The SGPS will collect and distribute all Member Society specific fees, which are to be paid out both November and March of each calendar year. These dates are dependent on the receipt of funds and reports provided by the Queen's University Registrar.
- c. Member Societies will be notified by the SGPS when fees are ready for distribution and will be required to complete an Activity Fee Declaration form in order to receive their remittance via electronic funds transfer.
- d. The SGPS will not release funds from Member Society specific fees to personal bank accounts. The banking information provided must indicate the name of Member Society as the payee.
- e. Failure to complete an Activity Fee Declaration form or failure to provide appropriate banking information may result in the Member Society Fee or Fees being suspended pending an investigation by the SGPS Finance and Services Committee.

P.x.x Reporting for Member Society Fees

- a. As per P.1.2.5.a. all groups who obtain a Fee through the SGPS must comply with the continuous reporting obligations in order to continue to receive disbursements of that Fee.
- b. Member Societies who receive a student fee disbursement from the SGPS are required on an annual basis to supply the SGPS with
 - i. An annual report which contains:
 - 1. A summary of the Member Society's activities over the past year and a description of how the fee has been used;
 - 2. A letter from the group naming the executive team along with their contact information;
 - 3. Annual financial statements/bank statements for the previous year;
 - 4. A budget for the previous year; and
 - 5. Any other financial information to verify that disbursed Fees were used for their intended purpose.
 - ii. A proposed budget for the coming year; and,
 - iii. Any other information as requested by the Committee to aid in the determination of the Fee's continued eligibility.
- c. Failure to submit the required documents by the prescribed deadline or refusal to submit complete information will result in the suspension of the fee according to P.1.2.5.d.

P.x.x Sanctioning of Member Society Events

- a. The SGPS agrees to provide insurance coverage for Member Society events and activities that adhere to process outlined within this section. This insurance coverage will be renewed annually and is coordinated by the Executive Director.
- b. The Member Society is responsible for advising the SGPS through completion of the online "Event Registration" form of any and all events run, overseen, or administered by the Member Society or its clubs and committees, that involve any or all of the following:
 - a. the service of alcohol;



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- b. the reasonable potential for the consumption of alcohol before and/or at the event;
 - c. the use of Student Constables or any type of Security Services at the event;
 - d. physical exertion of participants and/or event facilitators;
 - e. food;
 - f. travel off campus with or without the use of personal or rental vehicles,
 - g. events with 50 or more participants,
 - h. the involvement of any person or persons under 18 years of age at the time of the event.
- c. Should the Member Society and its clubs and committees, fail to inform the SGPS, through the event sanctioning process, of any event involving any of the factors described P.x.x.b, the insurance of the SGPS will provide no coverage for the event or any incidents or occurrences associated with the event.
- d. Should the SGPS determine that the Member Society has failed to mitigate risks associated with the event in accordance with the event sanctioning process and the conditions required of the event being sanctioned, or fails to provide information that would be considered important to the risk profile of the event and the decision to sanction, the insurance of SGPS may not provide insurance coverage for the event.

P.x.x. Member Society Duties

- a. Member Societies are required to follow the processes outlined in within the entire P.x section.
- b. Member Societies will undertake all reasonable and appropriate measures to mitigate any and all risks associated with its operations or the operations of any of its clubs and committees.
- c. The Member Society will inform the SGPS Executive Director and SGPS President, immediately upon receiving knowledge and no later than 3 business days, of any and all incidents that occur within the Member Society and/or as a result of the actions of the Member Society that cause and/or have the potential to cause harm to persons, property, and/or the reputation of the Member Society, the SGPS or Queen's University.

C. Approval

MOTION 08/11/20:07

BIRT SGPS Council approve the Proposed Alcohol Policy:

The Member Society is responsible for advising the SGPS through completion of the online "Event Registration" form of any and all events run, overseen, or administered by the Member Society or its clubs and committees, that involve any or all of the following:

- a. the service of alcohol;
 - 1. must be in compliance with current Queen's University Alcohol Policies and Guidelines



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Other Business



Notices of Motion & Announcements



Adjournment

Adjournment

MOTION 08/11/20:08

BIRT this meeting of SGPS Council be adjourned.