



**Agenda**  
November 23<sup>rd</sup>, 2021- 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.



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## I. Announcements

### A. Presentation of the SGPS 2020-21 Audit by Katie Mahon (KPMG).



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## II. Adoption of the Agenda

### A. Adoption of the Agenda

**MOTION 11/23/21:01**

BIRT SGPS Council adopt the Agenda for the November 23<sup>rd</sup>, 2021 Meeting



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## III. Minutes

### A. Approval of the Meeting Minutes

**MOTION 11/23/21:02**

BIRT SGPS Council adopt the minutes from the November 9<sup>th</sup>, 2021 Council Meeting



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## IV. Executive & Speaker Reports

### A. Executive Reports

- a. President – Rohit Shukla (oral report)
- b. VP Graduate – (no report)
- c. VP Professional – Jennifer Li (report attached)
- d. VP Finance and Services – Courtney Bannerman (oral report)
- e. VP Community – Anthony Lomax (oral report)

### B. Speaker Report

- a. Speaker – Devin Fowlie (oral report)



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**C. Approval**

**MOTION 11/23/21:04**

BIRT SGPS Council approve the Executive and Speaker Reports.



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

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**A. Senator Report** – Graduate Student Senator – Emils Matiss (no report)

**B. Trustee Report** – Graduate Student Trustee – (no report)

**C. Commissioner Reports**

a. Athletics & Wellness Commissioner – Kassandra Coyle (report attached)

b. Equity & Diversity Commissioner – Monica Garvie (report attached)

c. Indigenous Graduate Liason – Brittany McBeath (report attached)

d. Social Commissioner – Emilia Ganslandt (report attached)

e. International Students’ Affairs Commissioner – Sabrina Masud (report attached)

**D. Committee Reports**

**E. Department Reports**

**F. Other Reports**

a. University Rector – (no report)

**G. Approval**

**MOTION 11/23/21:05**

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



**VI. Question Period and Departmental Issues**

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**VII. Business Arising from the Minutes**

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**VII. Main Motions & Discussion**

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**A. Approval**

**MOTION 11/23/21:06**

**BIRT SGPS Council ratify the Proposed Member Society Bylaw.**



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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.

#### **B.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.
- 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.

#### **B.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.



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- 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.

#### B.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.
- 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 B.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.

#### B.x.x. Member Society Duties

- a. Member Societies are required to follow the processes outlined in within the entire B.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.

#### **B. Ratification of the results of the Vice-President Graduate By-Election MOTION 11/23/21:07**

BIRT [name] serve as the Vice-President Graduate for the remainder of the 2021-22 Executive Term.

By a majority vote of council, [name] has been elected as the new Vice-President Graduate to serve for the remainder of the position’s Term.



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**C. Ratification of the new 2021-22 SGPS Executive**

**MOTION 11/23/21:08**

Whereas the former SGPS President Justine Aman has resigned.  
Whereas Rohit Shukla has assumed the role of interim SGPS President per B.12 in accordance with the policies further outlined in B.10.  
Whereas [name] has been elected as the Vice-President Graduate.  
Wherein each of these positions will remain occupied by those elected until the end of the 2021-22 Executive Term

BIRT SGPS Council ratify the 2021-22 SGPS Executive to serve for the remainder of the Executive Term.

- President – Rohit Shukla
- VP Graduate – [name]
- VP Professional – Jennifer Li
- VP Finance and Services – Courtney Bannerman
- VP Community – Anthony Lomax



**Other Business**

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**Notices of Motion & Announcements**

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**Adjournment**

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**Adjournment**

**MOTION 11/23/21:09**

BIRT this meeting of SGPS Council be adjourned.