



Council Meeting - Agenda
November 9th, 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.



I. Announcements



II. Adoption of the Agenda

A. Adoption of the Agenda

MOTION 11/09/21:01

BIRT SGPS Council adopt the Agenda for the November 9th, 2021 Meeting

Courtney Bannerman moves, Emils Matiss seconds. No points of discussion on this motion. No dissenting votes; the motion passes unanimously.



III. Minutes

A. Approval of the Meeting Minutes

MOTION 11/09/21:02

BIRT the SGPS adopt the minutes from the October 12th, 2021 Council Meeting

Ross Denny-Jiles moves, Monica Ayachit seconds. No points of discussion on this motion. No dissenting votes; the motion passes unanimously.



IV. Executive & Speaker Reports

A. Executive Reports

a. President – Rohit Shukla (oral report)

- Subsidies should have been received and should be checked in the SOLUS account.
- If the Graduate council in your department is looking for a representative, please reach out to Rohit and the SGPS website. The website also provides additional information on how to



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- SOLUS feedback: Rohit is working with the Queen's University administration, and they are looking to modify and update the appearance and functionality of SOLUS. Rohit welcomes comments and feedback; please reach out.
- Great number of responses to the survey. Encouragement for those who haven't filled to fill out as soon as possible for better planning.
- VPG Election will be held in the next few days, so all members should spread the word and participate in elections. Any questions about the role should also be directed to Rohit as former VPG.
- Question from Monica Ayachit in the chat: how long will it take for sanctioning events and when should we submit requests? Answer from Rohit Shukla (in the chat) that requests must be submitted at least three weeks prior.
 - b. VP Graduate – (no report)**
 - c. VP Professional – Jennifer Li (oral report)**
- Mostly internal business and staff transitioning. Currently working on ensuring that there is a solidified list and record of training which would be more grounded in policy. Some questions include, what training should be made mandatory, etc. Any suggestions welcome, please email Jennifer.
- Currently working on helping resolving issues with teachers candidates and delayed placements
- Question from Muhammad Ashraf Thachara Padikkal: some concerns being brought to Mohamed about the funding available for students for mandatory co-cop. Answer from Jennifer: suggested discussing out of Council meeting.
 - d. VP Finance and Services – Courtney Bannerman (oral report)**
- Employment of part-time bookkeeper has been much helpful, especially for organization as well as transitioning to online bookkeeping.
- Bursaries: applicants will no longer have to send over their banking information to receive the bursaries. Instead, they will be receiving an email and it will resemble more of an e-transfer than a deposit, which is easier. Meeting re bursary next month, to ensure effective and maximized distribution of the bursaries.
 - e. VP Community – Anthony Lomax (report attached)**
- COVID cases in the region on the rise and *may* impact the sanctioning of events in the future, although no formal changes have been suggested by the University.
- Several points of discussion at the Faculty Arts and Sciences departmental meeting:
 - Minimum funding levels research in the SGS which looks at, for instance, cost of living in the Kingston area.
 - Faculty Arts and Sciences Graduate Council wanted discussions on duration/time to completion for PhD programs within the department. The question was not so much



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about shifting the number of years (i.e. 4 years) but they are interested in exploring strategies and ways which would make it more possible for students to finish within that period.

- Brief remark regarding survey (closed on November 15th): 655 responses (13% of the student population), which is great. Please forward links to colleagues and peers.

B. Speaker Report

- a. Speaker – Devin Fowlie (oral report) – nothing to report at this time.

C. Approval

MOTION 11/09/21:04

BIRT SGPS Council approve the Executive and Speaker Reports.

Emils Mattis moves and Monica Ayachit seconds. No points of discussion on this motion. No dissenting votes; the motion passes unanimously.



Senator, Trustee, Commissioner, Committee & Other Reports

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

- Update on the result of homecoming on community relations. It has been decided that no punitive actions will be taken.

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

C. Commissioner Reports

- a. Athletics & Wellness Commissioner – Cassandra Coyle (report attached)
- The ARC November fitness challenge has begun. There is also a deal on fitness classes – 5 classes + 1 class free. Attendance will include participants in an automatic draw for free classes throughout the Winter term.
 - b. Equity & Diversity Commissioner – Monica Garvie (report attached)
- Everything mostly on the report attached. Two additional things, however: (1) Monica has been reaching out to the student governing bodies in various departments to get information about EDI. A meeting will be held on this at the end of November; (2) Decision to re-evaluate (potentially increase) funding provided to undergraduate students, but not to graduate students. Further information on this soon.
 - c. Indigenous Graduate Liaison – Brittany McBeath (report attached) – not present.



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- d. Social Commissioner – Emilia Ganslandt (report attached)
- Social workshop on how to mend your clothes, Council members encouraged to spread the word.
 - e. International Students’ Affairs Commissioner – Sabrina Masud (report attached)
- Raised awareness about upcoming events as well as planning to launch the International Students Committee.
- D. Committee Reports**
- E. Department Reports**
- F. Other Reports**
 - a. University Rector – (no report)
- G. Approval** **MOTION 11/09/21:05**
BIRT SGPS Council approve the Senator, Trustee, Commissioner, Committee & Other Reports
Raquel Ramirez moves, and Tatiana Jahromi seconds. No points of discussion on this motion. No dissenting votes; the motion passes unanimously.



VI. Question Period and Departmental Issues



VII. Business Arising from the Minutes



VII. Main Motions & Discussion

- A. Approval** **MOTION 11/09/21:06**
BIRT SGPS Council approve the Proposed Member Society Bylaw (second reading)

Courtney Bannerman moves, Tatiana Jahromi seconds. No points of discussion on this motion. No dissenting votes; the motion passes unanimously.

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



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- 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.
- 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



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- 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. Approval

MOTION 11/09/21:07

BIRT SGPS Council approve the Proposed Vice-President Graduate By-Election Timeline.

Purpose	Important Dates
Nominations Open	November 12 th , 12pm
Nominations Due	November 19 th , 12pm
Voting Opens	November 20 th , 9am
Voting Closes	November 23 rd , 4pm
Winner Announced	November 23 rd , 5:30pm (Fall GM)



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Ross Denny-Jiles moves, Marina Saporito seconds. No points of discussion on this motion. No dissenting votes; the motion passes unanimously.

C. Discussion: Faculty of Education – Practicum Concerns



Other Business

Chief Returning Officer (CRO) Vote

Candidates:

- Oluwatoyin Oladapo
- Ishita Aggarwal
- Samuel Makinde
- Fatema Kamalia

Role of the CRO is to assist in elections, which would be extremely important in the upcoming VPG election. Toyin, Samuel, and Fatema were present.

Fatema Kamalia elected as CRO.



Notices of Motion & Announcements



Adjournment

Adjournment

MOTION 11/09/21:08

BIRT this meeting of SGPS Council be adjourned.

Sandra Smeltzer moves, Monica Garvie seconds. No points of discussion on this motion. No dissenting votes; the motion passes unanimously.