



General Meeting - Agenda
March 15th, 2022- 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

Presentation: StudentCare Representative



II. Adoption of the Agenda

A. Adoption of the Agenda

MOTION 03/15/22:01

BIRT SGPS Council adopt the Agenda for the March 15th, 2022 Meeting



III. Minutes

A. Approval of the Meeting Minutes

MOTION 03/15/22:02

BIRT SGPS Council adopt the minutes from the February 15th, 2022 Council Meeting



IV. Executive & Speaker Reports

A. Executive Reports

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

B. Speaker Report

- a. Speaker – Devin Fowlie (oral report)



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C. Approval

MOTION 03/15/22:03

BIRT SGPS Council approve the Executive and Speaker Reports.



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

A. Senator Report – Graduate Student Senator – Emils Matis (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 – Duncan Stewart (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 03/15/22:04

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



VI. Question Period and Departmental Issues



VII. Business Arising from the Minutes



VII. Main Motions & Discussion

A. Approval

MOTION 03/15/22:05

BIRT SGPS Council approve the projected deficit for the 2021/2022 Fiscal Year.

B. Approval

MOTION 03/15/22:06



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BIRT SGPS Council approve the removal of B.26 GPSC and the subsequent modification of P.2.1

Current Bylaw (p 34-35)

B.26 Peer Support Centre

B.26.1 Graduate Peer Support Centre Mandate

- a. The Graduate Peer Support Centre is a staffed and volunteer service for members of the SGPS to provide a confidential peer-based support service;
- b. the Centre is not a substitute for the provision of professional counseling by Queen's Health, Counseling and Disability Services. The Peer Support Centre is a paraprofessional service – it does not diagnose or treat mental illness. The Centre provides short-term support to students in need of assistance and to appraise students of services available on campus and in the Kingston community
- c. The Centre will adhere to a peer support model. The philosophy behind this model is that for some individuals, and for some areas of individual concern, the assistance provided by a peer trained in active listening, will be the most effective form of support. This model is founded on: self-determination and equality, mutuality and empathy and active listening skills;

B.26.2 Personnel

- a. The VP Graduate is an individual elected by the membership of the SGPS to manage the Peer Academic Advisor Program including:
 1. acting as Chair of the Graduate Peer Support Centre Hiring Committee;
 2. following the guidelines in the Memorandum of Agreement;
 3. consulting with the Graduate Peer Support Centre staff in the daily functioning of the Program;
 4. advertising the Graduate Peer Support Centre to SGPS member and the Queen's community;
 5. acting as the final oversight of the Graduate Peer Support Centre; and
 6. reviewing program statistics to advocate for Queen's University level policy changes to benefit SGPS members.
- b. The Graduate Peer Support Centre Coordinator is a individual hired by the SGPS that is responsible for:
 1. Scheduling for all Peer Support Centre volunteers;
 2. supervising the volunteers of the service and ensuring the filing of the confidentiality forms from peer meetings;
 3. taking on-call shifts;
 4. providing support during emergency situations while on-call;



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5. being available for debriefing for volunteers after a peer visit while on-call;
 6. empowering and supporting volunteers and;
 7. completing all training deemed mandatory by the VP Graduate and Executive Director.
 8. make recommendations to the VP Graduates on potential University wide policy changes to benefit SGPS members;
 9. compiling regular reports for Health Counseling and Disability Services and the VP Graduate on visit numbers;
 10. other tasks as assigned by the Executive Director or VP Graduate
- c. Volunteer responsibilities shall include but are not limited to:
1. providing confidential support to students by informing them of pertinent rules, regulations and guidelines of the services provided by the Graduate Peer Support Centre;
 2. attend all training sessions deemed necessary
 3. attend shifts assigned to them. In the event that they are unable to attend a shift, a volunteer must attempt to ensure that the shift is covered;
 4. complete volunteer projects as assigned by Graduate Peer Support Centre Staff and the VP Graduate;
 5. maintain high level of expertise in the Centre's services;
 6. have clear knowledge of on and off-campus services;
 7. report to Graduate Peer Support Centre paid staff and;
 8. adhere to the Centre's confidentiality policies;
- d. All Other matters regarding the Peer Support Centre can be found in SGPS Policy.

Proposed Changes

Full removal due to the termination of the program.

Current Policy (p 46)

P.2.1.1 Description of Executive Responsibilities

b. The Vice President Graduate is responsible for:

(6) management of the Peer Academic Advisor Program and the Graduate Peer Support Centre.

Proposed Changes

P.2.1.1 Description of Executive Responsibilities

b. The Vice President Graduate is responsible for:



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(6) management of the Peer Academic Advisor Program ~~and the Graduate Peer Support Centre.~~

C. Approval

MOTION 03/15/22:07

BIRT SGPS Council approved the projected deficit for the 2021/2022 Fiscal Year

D. Approval

MOTION 03/15/22:08

BIRT SGPS Council approve the proposed changes to B.1 Definitions

Current Bylaw (p 9-10)

B.1.1 Definitions

a. “**Aboriginal Student Representative**” shall mean a representative position on Council for Aboriginal students.

j. “**Constituent Bodies**” shall mean the School of Graduate Studies, the Faculty of Law, the Faculty of Education and graduate programs in the School of Business, except for the MBA programs.

x. “**Law Student Senator**” shall mean an individual who is registered in the Faculty of Law JD Program, and holds a seat on the University Senate.

z. “**Mature Student Representative**” shall mean a representative position on Council for Mature students.

ii. “**Part-time Student Representative**” shall mean a representative position on Council for part-time students.

mm. “**Queen’s Clubs Officer**” shall mean...

oo. “**Rehab Student Senator**” shall mean an individual who is registered in the Rehabilitation Program, and holds a seat on the University Senate.

uu. “**Student Senators**” shall mean the positions of “Graduate Student Senator,” “Law Student Senator,” and “Rehab Student Senator.”

Proposed Changes

B.1.1 Definitions

a. “**Aboriginal Student Representative**” shall mean a representative position on Council for Aboriginal students.



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j. “**Constituent Bodies**” shall mean the School of Graduate Studies, the Faculty of Law, the School of Medicine, the Faculty of Education and graduate programs in the School of Business, except for the MBA programs and programs taking place outside of Kingston, Ontario..

x. “**Law Student Senator**” shall mean an individual who is registered in the Faculty of Law JD Program, and holds a seat on the University Senate.

z. “**Mature Student Representative**” shall mean a representative position on Council for Mature students.

ii. “**Part-time Student Representative**” shall mean a representative position on Council for part time students.

mm. “**Queen’s Clubs Officer**” shall mean...

oo. “**Rehab Student Senator**” shall mean an individual who is registered in the Rehabilitation Program, and holds a seat on the University Senate.

uu. “**Student Senators**” shall mean the positions of “Graduate Student Senator,” “Law Student Senator,” “Medical Student Senator”, and “Rehab Student Senator.”

E. Approval

MOTION 03/15/22:09

BIRT SGPS Council approve the proposed changes to B.2 Name

Current Bylaw (p 10)

B.2 Name

a. The name of the Society is “The Society of Graduate and Professional Students at Queen’s University”.

Proposed Change

B.2 Name

a. The name of the Society is “The Society of Graduate and Professional Students at Queen’s University, Kingston”.

F. Approval

MOTION 03/15/22:10

BIRT SGPS Council approve the proposed changes to B.4 Membership



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Current Bylaw (p 11)

B.4.1 Ordinary Members

- a. An Ordinary Member of the SGPS is defined as any Graduate Student or Professional Student at Queen's University that has paid the SGPS Society fee [**Ordinary Member**].
- b. Ordinary Members of the SGPS have the right to:
 1. vote in all SGPS elections and referenda;
 2. attend and speak at Council and General Meetings of the SGPS subject to the SGPS' rules of order;
 3. move motions, second motions, and vote at General Meetings of the SGPS;
 4. place referendum questions before the members of the SGPS as described in Policy;
 5. seek office within the SGPS by standing for election; and
 6. make use of the SGPS' facilities and services, subject to the general regulations governing their use.

B.4.2 Recognized Groups

- a. Ordinary Members may choose to organize themselves into collective groups based on faculty, school, department, program, or degree specialization [**Recognized Group**] and apply to the SGPS for recognition as prescribed below.
- b. The Ordinary Members of the group must demonstrate either:
 1. that they do not currently belong to any existing Recognized Group; or
 2. the Recognized Group to which they currently belong do not serve their collective needs.
- c. The Ordinary Members of the Recognized Group must demonstrate that they have elected one or more representatives by a Simple Majority vote of the Ordinary Members in the Recognized Group.
- d. Applications shall be made to the Speaker, who shall refer each application to the Bylaw and Policy Revisions Standing Committee. The Bylaw and Policy Revisions Standing Committee shall consider the application and make a recommendation to Council within 30 days of receipt.
- e. The Bylaw and Policy Revisions Standing Committee may also recommend on its own initiative that Council make changes to the list of Recognized Groups.
- f. Council shall make the final decision on whether or not to amend the list of Recognized Groups by a vote requiring Simple Majority.
- g. Once an application has been approved, the Recognized Group will be added to a list of Recognized Groups maintained by the Executive Director and they will be entitled to representation on the Council as outlined in B.5.1.



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h. Ordinary Members can only be part of one (1) Recognized Group. In the event that a new Recognized Group is composed of members from existing Recognized Groups, the number of representatives to which that group is entitled will be adjusted to reflect the number of Ordinary Members within the new Recognized Group.

Proposed Changes

B.4.1 Ordinary Members

- a. An Ordinary Member of the SGPS is defined as any Graduate Student or Professional Student at Queen's University that has paid the SGPS Society fee **as assessed by the Office of the University Registrar [Ordinary Member]**.
- b. Ordinary Members of the SGPS have the right to:
 1. vote in all SGPS elections and referenda;
 2. attend and speak at Council and General Meetings of the SGPS subject to the SGPS' rules of order;
 3. move motions, second motions, and vote at General Meetings of the SGPS;
 4. place referendum questions before the members of the SGPS as described in Policy;
 5. seek office within the SGPS by standing for election; and
 6. make use of the SGPS' facilities and services, subject to the general regulations governing their use.

B.4.2 Recognized Groups

- a. **Ordinary Members may choose to organize themselves into collective groups based on faculty, school, department, program, or degree specialization [Recognized Group] and apply to the SGPS for recognition as prescribed below.**
- b. **The Ordinary Members of the group must demonstrate either:**
 1. **that they do not currently belong to any existing Recognized Group; or**
 2. **the Recognized Group to which they currently belong does not serve their collective needs.**
- c. **The Ordinary Members of the Recognized Group must demonstrate that they have elected one or more representatives by a Simple Majority vote of the Ordinary Members in the Recognized Group.**
- d. **Applications shall be made to the Speaker, who shall refer each application to the Bylaw and Policy Revisions Standing Committee. The Bylaw and Policy Revisions Standing Committee shall consider the application and make a recommendation to Council within 30 days of receipt.**
- e. **The Bylaw and Policy Revisions Standing Committee may also recommend on its own initiative that Council make changes to the list of Recognized Groups.**



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- f. Council shall make the final decision on whether or not to amend the list of Recognized Groups by a vote requiring Simple Majority.
- g. Once an application has been approved, the Recognized Group will be added to a list of Recognized Groups maintained by the Executive Director and they will be entitled to representation on the Council as outlined in B.5.1.
- h. Ordinary Members can only be part of one (1) Recognized Group. In the event that a new Recognized Group is composed of members from existing Recognized Groups, the number of representatives to which that group is entitled will be adjusted to reflect the number of Ordinary Members within the new Recognized Group.

G. Approval

MOTION 03/15/22:11

BIRT SGPS Council approve the proposed changes to B.5 Council

Current Bylaw (p 12)

B.5 Council

- a. The Council of the SGPS:
 - 1. acts as the legislative body of the SGPS;
 - 2. makes decisions that are final, unless they are amended or rejected by referendum or General Meeting;
 - 3. is responsible for directing and overseeing the activities of the Executive for formulating and authorizing SGPS policies, and for acting as a liaison between the Executive and the Ordinary Members of the SGPS;
 - 4. may amend or reject the decisions of the Executive by a vote of Council requiring Simple Majority; and
 - 5. provides written authorization for the use of the corporate seal of the SGPS (this authorization may also be granted by the Executive or their delegate).

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;
 - 5. The Executive;



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6. The Speaker (or Deputy Speaker in the absence of the Speaker), who shall not vote except in the case of a tie;
- 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 Queen's University graduate and professional enrollment 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.
- e. The ex-officio members of Council are:
 - a. The President of the Alma Mater Society, who shall only participate in debate on matters affecting the Alma Mater Society, but shall not vote; and
 - b. The University Rector, who shall not vote.
 - c. The Graduate Student Trustee, who shall not vote;
 - d. All Senators who are members of the SGPS, who shall not vote;
 - e. The Commissioners, who shall not vote;
 - f. Officers of the SGPS, who shall note vote;
 - g. The Queen's Clubs Office Commissioner of Clubs and
 - h. The Chief Returning Office, who shall not vote.

B.5.2. Roles of Members of Council

- a. Members of Council shall act in the best interest of the society in fulfilling the goals and responsibilities of Council defined in the Bylaw.
- b. Members of Council carry the responsibility of being advisors to the Executive, with the ability to direct or reverse their decisions.
- c. Members of Council are bound to uphold all rules of Council as laid out in Policy.
- d. Members of Council may be made privy to confidential matters of the SGPS in in-camera sessions of Council, and are bound by these Bylaws not to violate that confidentiality.



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Proposed Changes

B.5 Council

The Council of the SGPS:

- a. acts as the legislative body of the SGPS;
- b. makes decisions that are final, unless they are amended or rejected by referendum or General Meeting;
- c. is responsible for directing and overseeing the activities of the Executive for formulating and authorizing SGPS policies, and for acting as a liaison between the Executive and the Ordinary Members of the SGPS;
- d. may amend or reject the decisions of the Executive by a vote of Council requiring Simple Majority; and
- e. provides written authorization for the use of the corporate seal of the SGPS (this authorization may also be granted by the Executive or their delegate).

B.5.2 Council Composition

SGPS Council is comprised of representatives from the departments within the School of Graduate Studies, the Faculty of Law, the Faculty of Education, the School of Medicine and affiliated graduate programs in the School of Business that are based in Queen's University campus in Kingston, Ontario.

B.5.1 Members of Council

- a. The Members of Council [**Members of Council**] include:
 - i. One representative from each **department/faculty** with fewer than 100 Ordinary Members;
 - ii. Two representatives from each **department/faculty** with 101-300 Ordinary Members;
 - iii. Three representatives from each **department/faculty** with 301-500 Ordinary Members;
 - iv. Four representatives from each **department/faculty** with more than 500 Ordinary Members;
 - v. The Executive;
 - vi. The Speaker (or Deputy Speaker in the absence of the Speaker), who shall not vote except in the case of a tie;
- f. The Executive, Officers and Commissioners and Deputy Commissioners will fulfill their responsibilities as outlined in the SGPS Bylaws and Policies.
- g. **The number of representatives to which each department/faculty is entitled will be updated annually by the Speaker based on the most recent Queen's University SGPS member enrollment numbers to be reported by the Speaker to the August Meeting of Council. The revised number of representatives shall take effect at the September Meeting of Council.**



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- h. Notice of the election of new councillors is to be provided to The Speaker before the Council meeting in which the new councillor will serve.
 - (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.
- i. The ex-officio members of Council are:
 - a. The President of the Alma Mater Society, who shall only participate in debate on matters affecting the Alma Mater Society, but shall not vote; and
 - b. The University Rector, who shall not vote.
 - c. The Graduate Student Trustee, who shall not vote;
 - d. All Senators who are members of the SGPS, who shall not vote;
 - e. The Commissioners, who shall not vote;
 - f. Liaisons of the SGPS, who shall not vote;
 - g. The Queen's Clubs Office Commissioner of Clubs and
 - h. The Chief Returning Office, who shall not vote.

B.5.2. Roles of Members of Council

- e. Members of Council shall act in the best interest of the society in fulfilling the goals and responsibilities of Council defined in the Bylaw.
- f. Members of Council carry the responsibility of being advisors to the Executive, with the ability to direct or reverse their decisions.
- g. Members of Council are bound to uphold all rules of Council as laid out in Policy.
- h. Members of Council may be made privy to confidential matters of the SGPS in in-camera sessions of Council, and are bound by these Bylaws not to violate that confidentiality.

H. Approval

MOTION 03/15/22:12

BIRT SGPS Council approve the proposed changes to B.6 Executive

Current Bylaw (p 13)

B.6 The Executive

- a. The following constitute the Executive of the SGPS [**Executive**]:
 - 1. President;
 - 2. Vice President Graduate;
 - 3. Vice President Professional;
 - 4. Vice President Community; and



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5. Vice President Finance and Services.
- b. No person shall concurrently hold more than one appointed or elected office within the SGPS nor shall one person submit a nomination form for more than one elected office during the same nomination period. This section shall not apply to the offices of the Graduate Student Senator or Graduate Student Trustee.
- c. The term of office for all Executive positions is from May 1st to April 30th of each year.
- d. All Members of the Executive shall be Ordinary Members who are eighteen (18) or more years of age, and not in undischarged bankruptcy.
- e. The SGPS shall have contracts with all Members of the Executive.
- f. In keeping with the Ontario Corporations Act, the Officers of the Corporation [**Officers of the Corporation**] shall be as follows:
 1. President – President;
 2. VP Graduate – Vice-President;
 3. VP Finance and Services – Secretary;
 4. VP Community – Board Member
 5. VP Professional – Board Member
- g. Nomination forms for successful Executive candidates shall be kept permanently as a record of the candidate's consent to serve as a Corporate Director and Officer of the Corporation.

B.6.1 Role and Responsibilities of the Executive

- a. The primary roles of the Executive shall be to:
 1. act as the Corporate Directors of the SGPS;
 2. recognize and respond to the concerns of and take direction from Council and Membership;
 3. promote the interests of the SGPS and its Membership;
 4. represent the SGPS and its Membership in dealing with external organizations, groups, and individuals;
 5. act as the steering committee of Council for a term of office from May 1 to April 30;
 6. oversee employees of the SGPS in the performance of their duties and responsibilities;
 7. uphold the Bylaws and Policies of the SGPS;
 8. from March 1 to April 30, train the successors to their positions with the assistance of the Executive Director and other SGPS staff as required in accordance with P.4;
 9. from March 1 to April 30, avail themselves for transition meetings prior to the commencement of their official capacity on May 1.

B.6.2 Executive Transition



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- a. There will be an Executive Transition Period of two months, beginning on March 1st following the election, and ending on April 30th [**Executive Transition Period**].
- b. In recognition of the work required to transition into an Executive role, each Member of the incoming Executive shall be paid the equivalent of one month of salary of the role they are transitioning into during the Executive Transition Period. One half of this amount shall be paid in March and one half shall be paid in April. A Member of the Executive who is re-elected to the same role shall not receive transition payments on top of their ordinary salary for March and April, but a Member of the Executive who is elected to a different position on the Executive shall receive the transition payments on top of their ordinary salary.

Proposed Changes

B.6 The Executive

- h. The following constitute the Executive of the SGPS [**Executive**]:
 1. President;
 2. Vice President Graduate;
 3. Vice President Professional;
 4. Vice President Community; and
 5. Vice President Finance and Services.
- i. No person shall concurrently hold more than one appointed or elected office within the SGPS nor shall one person submit a nomination form for more than one elected office during the same nomination period. This section shall not apply to the offices of the Graduate Student Senator or Graduate Student Trustee.
- j. The term of office for all Executive positions is from May 1st to April 30th of each year.
- k. All Members of the Executive are required to retain Ordinary Member status for the duration of their Executive term. They must also be eighteen (18) or more years of age, and not in undischarged bankruptcy.
- l. The SGPS shall have contracts with all Members of the Executive, which shall be created and reviewed by legal counsel specializing in Human Resources.
- m. In keeping with the Ontario Corporations Act, the Officers of the Corporation [**Officers of the Corporation**] shall be as follows:
 1. President – Chair Person;
 2. VP Finance and Services – Secretary;
 3. VP Graduate – Board Member;
 4. VP Community – Board Member;
 5. VP Professional – Board Member



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- n. Nomination forms for successful Executive candidates shall be kept permanently as a record of the candidate's consent to serve as a Corporate Director and Officer of the Corporation.

B.6.1 Role and Responsibilities of the Executive

- b. The primary roles and responsibilities of the Executive shall be to:
 1. upholding the mandate of the organization throughout the duration of their term by consistently promoting the interests of the SGPS and its Membership;
 2. act as the "Directors" of the SGPS as defined in section 278 of the Business Corporations Act;
 3. recognize and respond in a timely fashion to the concerns of and take direction from Council and Membership;
 4. represent the SGPS and its Membership in dealing with external organizations, groups, and individuals;
 5. act as the steering committee of Council for a term of office from May 1 to April 30;
 6. oversee employees of the SGPS in the performance of their duties and responsibilities while adhering to the Employment Standards Act;
 7. uphold the Bylaws and Policies of the SGPS;
 8. from March 1 to April 30, train the successors to their positions with the assistance of the Executive Director and other SGPS staff as required in accordance with P.4;
 9. from March 1 to April 30, avail themselves of transition meetings prior to the commencement of their official capacity on May 1.

B.6.2 Incoming Executive Transition

- c. There will be an Incoming Executive Transition Period of two months, beginning on March 1st following the election, and ending on April 30th [Executive Transition Period].
- d. In recognition of the work required to transition into an Executive role, each Member of the incoming Executive shall be paid the equivalent of one month of salary of the role they are transitioning into during the Incoming Executive Transition Period, the total amount of which will be paid in April. A Member of the Executive who is re-elected to the same role shall not receive transition payments on top of their ordinary salary for April, but a Member of the Executive who is elected to a different position on the Executive shall receive the transition payment on top of their ordinary salary.

I. Approval

MOTION 03/15/22:13



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BIRT SGPS Council approve the proposed changes to B.7 Permanent Staff

Current Bylaw (p 14)

B.7 Permanent Staff

The following positions constitute the Permanent Staff [Permanent Staff]:

- a. the SGPS may employ a Executive Director who shall be a full-time permanent employee. The SGPS shall have a contract with the Executive Director, which shall be negotiated by the Executive;
- b. the SGPS may employ an Assistant Director of Finance who shall be a full-time permanent employee and who reports directly to the Executive Director. The SGPS shall have a contract with the Assistant Director of Finance, which shall be negotiated by the Executive and the Executive Director;
- c. the SGPS shall employ an adequate number of permanent full-time employees to ensure all operations of the SGPS are being completed in a timely manner.

Proposed Changes

B.7 Permanent and Professional Support Staff

- a. The following positions constitute the Permanent Staff [Permanent Staff]:
 - (1) the SGPS must employ an Executive Director who shall be a full-time permanent employee. The SGPS shall have a contract with the Executive Director, which shall be negotiated by the Executive and reviewed by a lawyer specializing in Human Resources.
- b. The following positions constitute Professional Support Staff:
 - (1) the SGPS must employ financial professionals including a bookkeeper, a Chartered Professional Accountant, and an auditor in order to ensure the financial operations of the organization. These professionals will work with the Executive Director and the Vice-President Finance and Services.
 - (2) the SGPS must employ human resources professionals including a Human Resources Consultant and a lawyer specializing in Human Resources in order to ensure that the SGPS is operating in a legal and appropriate manner towards its employees. These professionals will work with the Executive Director and the Vice-President Professional.
 - (3) the SGPS must seek advice from either general legal counsel or a lawyer specializing in a particular area when expertise must be sought dealing with issues under their purview.
- c. the SGPS shall employ an adequate number of permanent full-time employees and professional support staff to ensure and safeguard the continuous operation of the SGPS.

J. Approval

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BIRT SGPS Council approve the proposed changes to B.9 Officers of Council, Commissioners, Officers, and Deputy Commissioners

Current Bylaw (p 15 -16)

B.9 Officers of Council, Commissioners, Officers, and Deputy Commissioners

The SGPS shall have employment contracts with all Commissioners, Officers, and Deputy Commissioners. Where any substantive changes are made to any employment contracts, a licensed Ontario lawyer must review the changes.

B.9.1 Officers of Council

a. The following constitute the Officers of Council, and shall be responsible for assisting Council and the Executive with a specific aspects of the SGPS' operations [**Officers of Council**]:

1. Speaker;
2. Deputy Speaker; and
3. Chief Returning Officer.

b. The Speaker and the Chief Returning Officer are responsible for reporting to Council.

c. Council may establish additional Officer of Council positions for specific purposes.

d. All Officers of Council must be Ordinary Members of the SGPS.

B.9.2 Commissioners, Deputy Commissioners, and Liaison positions

a. The SGPS shall employ Commissioners, Officers, and Deputy Commissioners, who shall be responsible for assisting Council and the Executive with specific portfolios relating to the SGPS' operations. The Commissioners and Officers of the SGPS shall be:

1. Athletics Commissioner
2. Equity & Diversity Commissioner
3. International Students' Affairs Commissioner
4. Social Commissioner
5. Graduate Indigenous Liaison

b. The Deputy Commissioners of the SGPS shall be hired on an as needed basis, as determined by the Commissioner requesting the position and the current Executive. There shall be no set Deputy Commissioner positions.

c. Commissioners are supervised by the Executive through the Vice President Community, and shall submit reports to both Council and the Executive. These



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reports shall also include the activities of any Deputy Commissioners they supervise.

d. Deputy Commissioners are supervised by their respective Commissioner. In the absence of a corresponding commissioner, the Deputy Commissioner shall be supervised by the Vice President Community.

e. Only Ordinary Members of the SGPS shall be eligible for these positions.

f. The terms of all Commissioners shall be one year.

g. The hiring, discipline, evaluation and termination procedures are outlined in Policy.

Proposed Changes

B.9 Officers of Council, Commissioners, ~~Officers~~, Liaisons, and Deputy Commissioners
~~The SGPS shall have employment contracts with all Commissioners, Officers, and Deputy Commissioners. Where any substantive changes are made to any employment contracts, a licensed Ontario lawyer must review the changes.~~

B.9.1 Officers of Council

e. The following constitute the Officers of Council, and shall be responsible for assisting Council and the Executive ~~with specific~~ aspects of the SGPS' operations
[Officers of Council]:

1. Speaker;
2. Deputy Speaker; and
3. Chief Returning Officer.

f. The Speaker and the Chief Returning Officer are responsible for reporting to Council.

g. Council may establish additional Officer of Council positions for specific purposes.

h. All Officers of Council must be Ordinary Members of the SGPS ~~for the duration of their terms.~~

B.9.2 Commissioners, Deputy Commissioners, and Liaison positions

h. The SGPS shall employ Commissioners, Liaisons ~~Officers~~, Deputy Commissioners, and Deputy Liaisons who shall be responsible for assisting Council and the Executive with specific portfolios relating to the SGPS' operations. The Commissioners and Officers of the SGPS shall be:

1. Athletics Commissioner
2. Equity & Diversity Commissioner



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3. International Students' Affairs Commissioner
4. Social Commissioner
5. Graduate Indigenous Student Liaison
 - i. The Deputy Commissioners of the SGPS shall be hired on an as-needed basis, as determined by the Commissioner requesting the position and the current Executive. There shall be no set Deputy Commissioner positions.
 - j. Commissioners are supervised by the Executive through the Vice President Community and shall submit reports to both Council and the Executive. These reports shall also include the activities of any Deputy Commissioners they supervise.
 - k. Deputy Commissioners are supervised by their respective Commissioner. In the absence of a corresponding commissioner, the Deputy Commissioner shall be supervised by the Vice President Community.
 - l. Only Ordinary Members of the SGPS shall be eligible for these positions and they shall retain the status of an Ordinary Member for the duration of their term.
 - m. The terms of all Commissioners shall be one year.
 - n. The hiring, discipline, evaluation and termination procedures are outlined in Policy.

K. Approval

MOTION 03/15/22:16

BIRT SGPS Council approve the proposed changes to B.10 Stipends and Honoraria

Current Bylaw (p 16)

B.10 Stipends and Honoraria

- a. SGPS Executive, Officers of Council and Commissioners, Officers, and Deputy Commissioners will receive stipends and honoraria as stipulated in the Bylaws.
- b. This policy shall only be changed by a vote requiring a Simple Majority at a General Meeting.
- c. This policy will be revised as necessary at each General Meeting to reflect changes in stipends occurring each year and any possible changes in honoraria.

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	\$6,000.00



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5. Liaisons	\$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	\$2000.00
10. Chief Returning Officer	\$1000.00

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.

Proposed Changes

B.10 Stipends and Honoraria

d. SGPS Executive, Officers of Council and Commissioners, **Officers** Liaisons, and Deputy Commissioners will receive stipends **and honoraria** as stipulated in the Bylaws.

e. This policy shall only be changed by a vote requiring a Simple Majority at a General Meeting.

f. This policy will be revised as necessary at each General Meeting to reflect changes in stipends occurring each year and any possible changes in honoraria.

B.10.1 Stipends

c. 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	\$6,000.00



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5. Liaisons	\$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	\$2,000.00
10. Chief Returning Officer	\$1,000.00

d. At the conclusion of their terms, an \$8,000.00 fellowship provided by the School of Graduate Studies is distributed amongst all Members of the Executive who are Graduate Students.

B.10.2 Honoraria

d. 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.

e. The amounts for honoraria are as follows:

1. Student Senators \$200.00
2. Graduate Student Trustee \$200.00

f. 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.

L. Approval

MOTION 03/15/22:17

BIRT SGPS Council approve the proposed changes to B.11 Elections and Referenda

Current Bylaw (p 15 – 16)

B.11 Elections and Referenda

- a. SGPS elections and referenda shall be carried out in the manner outlined in Policy.
- b. The SGPS will conduct elections annually for the Executive positions.
- c. The SGPS will conduct elections every two years, or sooner when necessary, for the positions of Graduate Student Trustee and Graduate Student Senator.
- d. Any changes to Policies or Bylaws with respect to elections and referenda do not come into effect until after any election or referendum for which the date had already been set when the change in Bylaw or Policy was adopted.

B.11.1 Voting Eligibility



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- a. Subject to the conditions of below, all Ordinary Members of the SGPS are eligible to vote in all SGPS elections and referenda upon valid login to the Online Voting System through the use of the University maintained login information.
- b. All Ordinary Members of the SGPS are eligible to vote for the position of Graduate Student Senator.
- c. In any referendum designated by Council as applying only to a portion of the membership, only Ordinary Members of the SGPS in that portion of the membership are eligible to vote on that referendum question.
- d. When otherwise eligible to vote, the Chief Returning Officer shall only vote in the manner outlined in P.9.9.

B.11.2 Nomination Eligibility

- a. Only Ordinary Members of the SGPS who are eighteen (18) or more years of age and, who are not in undischarged bankruptcy are eligible to be nominated as candidates for the Executive.
- b. Only Ordinary Members of the SGPS who are qualified to be a trustee under the Queen's University Board of Trustees by-laws are eligible to be nominated as candidates for the position of Graduate Student Trustee.
- c. Only Ordinary Members of the SGPS who are students in the School of Graduate Studies are eligible to be nominated as candidates for the position of Graduate Student Senator.

Proposed changes

B.11 Elections and Referenda

- e. SGPS elections and referenda shall be carried out in the manner outlined in Policy.
- f. The SGPS will conduct elections annually for the Executive positions.
- g. The SGPS will conduct elections every two years, or sooner when necessary, for the positions of Graduate Student Trustee and Graduate Student Senator.
- h. Any changes to Policies or Bylaws with respect to elections and referenda do not come into effect until after any election or referendum for which the date had already been set when the change in Bylaw or Policy was adopted.

B.11.1 Voting Eligibility

- e. Subject to the conditions of below, all Ordinary Members of the SGPS are eligible to vote in all SGPS elections and referenda upon valid login to the Online Voting System through the use of the University maintained login information.



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- f. All Ordinary Members of the SGPS are eligible to vote for the position of Graduate Student Senator.
- g. In any referendum designated by Council as applying only to a portion of the membership, only Ordinary Members of the SGPS in that portion of the membership are eligible to vote on that referendum question.
- h. When otherwise eligible to vote, the Chief Returning Officer shall only vote in the manner outlined in P.9.9.

B.11.2 Nomination Eligibility

- d. Only Ordinary Members of the SGPS who are eighteen (18) or more years of age and, who are not in undischarged bankruptcy are eligible to be nominated as candidates for the Executive. All Members of the Executive are required to retain Ordinary Member status for the duration of their Executive term.
- e. Only Ordinary Members of the SGPS who are qualified to be a trustee under the Queen's University Board of Trustees by-laws are eligible to be nominated as candidates for the position of Graduate Student Trustee.
- f. Only Ordinary Members of the SGPS who are registered in the School of Graduate Studies are eligible to be nominated as candidates for the position of Graduate Student Senator.

M. Approval

MOTION 03/15/22:18

BIRT SGPS Council approve the proposed changes to B.12 Vacancy of Office

Current Bylaw (p 17)

B.12 Vacancy of Office

- a. If any office associated with the SGPS becomes vacant for any reason that office shall be filled as soon as possible.
- b. Council may choose to elect a replacement at its next regular meeting rather than holding an SGPS-wide election if less than six months remain in the term of office.
- c. In the event that a vacant position must be filled, the normal procedure for elections shall be followed according to B.10 and the procedures below:
 - 1. no campaigning shall occur for this candidate;
 - 2. no vote by all Ordinary Members will be held; and
 - 3. the election of that candidate to the vacant office shall be decided by a vote at the next Meeting of Council. The candidate is elected to the vacant office by a vote of Council requiring Simple Majority.



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- d. 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.
- e. Until an election is held for a vacated office, the duties of:
 - 1. any Members of the Executive other than the President shall be divided among the remaining Members of the Executive;
 - 2. the Speaker shall be assumed by the Deputy Speaker;
 - 3. the Chief Returning Officer shall be assumed by the Speaker;
 - 4. the Graduate Student Senator shall remain vacant;
 - 5. the Graduate Student Trustee shall remain vacant; and
 - 6. the Commissioners and Deputy Commissioners shall be assumed by the Executive.

Proposed Changes

B.12 Vacancy of Office

- a. If any office associated with the SGPS becomes vacant for any reason that office shall be filled as soon as possible.
- b. Council may choose to elect a replacement at its next regular meeting rather than holding an SGPS-wide election if less than six months remain in the term of office.
- c. In the event that a vacant position must be filled, the normal procedure for elections shall be followed according to B.10 and the procedures below:
 - 1. no campaigning shall occur for this candidate;
 - 2. no vote by all Ordinary Members will be held; and
 - 3. the election of that candidate to the vacant office shall be decided by a vote at the next Meeting of Council. The candidate is elected to the vacant office by a vote of Council requiring Simple Majority.

B.12.1 Vacancy of Executive Office

- d. If the President's office is vacant, it should first be filled by appointing the VP Graduate. If that option is unavailable due to an academic conflict or due to personal reasons which may include a reasonable expectation that the role cannot be fulfilled in light of the required additional workload, the regular procedures for a vacated office shall be followed. Upon the appointment of the VP Graduate to the role of President, the duties associated with the position of VP Graduate will be split evenly amongst the Executive until such time an election can be held for the vacated office of VP Graduate.



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e. Any other vacated Executive role shall be divided amongst the remaining members of the Executive until such time an election can be held for the vacated position.

B.12.2 Vacancy of a Non-Executive Elected Office

- f. Until an election is held for a vacated office, the duties of:
1. any Members of the Executive other than the President shall be divided among the remaining Members of the Executive;
 2. the Speaker shall be assumed by the Deputy Speaker;
 3. the Chief Returning Officer shall be assumed by the Speaker;
 4. the Graduate Student Senator shall remain vacant;
 5. the Graduate Student Trustee shall remain vacant; and

B.12.3 Vacancy of a Commissioner Role

If a Commissioner chooses to leave their role before the end of their contract term, the duties of the Commissioner shall be assumed by the Executive.

N. Approval

MOTION 03/15/22:19

BIRT SGPS Council approve the proposed changes to B.13 Leaves of Absence

Current Bylaw (p 18)

B.13 Leaves of Absence

- a. Any Member of the Executive, any Commissioner or Deputy Commissioner, or any Officer of Council, may request to take a leave of absence from their position for the following reasons [**Leave of Absence**]:
1. Medical Leave
 2. Parental Leave
 3. Family Emergencies
 4. Other Extraneous Circumstances as Approved
- b. The maximum period of time for a Leave of Absence is four (4) months.
- c. A request for a Leave of Absence must be submitted in writing to the Executive, if it is possible to do so. The Executive will then assess the request, which must be approved by at least three (3) Members of the Executive. The Executive will take into account the amount of time requested, and the amount of time remaining in the term when assessing the request.
- d. The Executive will assess the request and provide a response no later than one week from receiving the written request.



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- e. Upon approving a request for a Leave of Absence, the Executive will then fill the position by finding a qualified Interim Replacement. The proposed replacement must be approved by at least three (3) Members of the Executive [**Interim Replacement**].
- f. Once approved by the Executive, the Interim Replacement will begin filling the position immediately, and must be approved by a vote of Council requiring Simple Majority at the next regularly scheduled Meeting of Council.
- g. Once approved by the executive, the Interim Replacement will begin filling the position immediately, and must be approved by a vote of Council requiring Simple Majority at the next regularly scheduled Meeting of Council.
- h. No pay will be issued to the person on a Leave of Absence. Instead, the amount that would regularly be paid to the person in that position will be paid to the Interim Replacement.
- i. The Interim Replacement will hold all the same rights and responsibilities as the person taking a Leave of Absence for their tenure in the position.
- j. Once a Leave of Absence has been approved, and an Interim Replacement found, the term of the Leave of Absence will be no shorter than the amount originally requested. A person on leave may not return early, and must wait until the end of their approved Leave of Absence to return. At such a time, the Interim Replacement will be responsible for facilitating a smooth transition back into the position to the original holder. This includes familiarizing them with recent work, and current projects.
- k. If at the end of the approved Leave of Absence, the person does not return to the position, the Interim Replacement will continue to fill the position for the remainder of the term, subject to the approval of Council, by a vote of Council requiring Simple Majority at the next regularly scheduled Meeting of Council.

Proposed Changes

B.13 Leaves of Absence

- a. Any Member of the Executive, any Commissioner or Deputy Commissioner, or any Officer of Council, may request to take a leave of absence from their position for the following reasons [**Leave of Absence**]:
 - 1. Medical Leave
 - 2. Parental Leave
 - 3. Family Emergencies
 - 4. Other Extraneous Circumstances as Approved
- b. ~~The maximum period of time for a Leave of Absence is four (4) months.~~



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- c. A request for a Leave of Absence must be submitted in writing to the Executive, if it is possible to do so. The Executive will then assess the request, which must be approved by at least three (3) Members of the Executive. The Executive will take into account the amount of time requested, and the amount of time remaining in the term when assessing the request.
- d. The Executive will assess the request and provide a response no later than one week from receiving the written request.
- e. Upon approving a request for a Leave of Absence, the Executive will then fill the position by finding a qualified Interim Replacement. The proposed replacement must be approved by at least three (3) Members of the Executive [Interim Replacement].
- f. Once approved by the Executive, the Interim Replacement will begin filling the position immediately and must be approved by a vote of Council requiring Simple Majority at the next regularly scheduled Meeting of Council.
- g. Once approved by the executive, the Interim Replacement will begin filling the position immediately and must be approved by a vote of Council requiring Simple Majority at the next regularly scheduled Meeting of Council.
- h. No pay will be issued to the person on a Leave of Absence. Instead, the amount that would regularly be paid to the person in that position will be paid to the Interim Replacement.
- i. The Interim Replacement will hold all the same rights and responsibilities as the person taking a Leave of Absence for their tenure in the position.
- j. Once a Leave of Absence has been approved, and an Interim Replacement found, the term of the Leave of Absence will be no shorter than the amount originally requested. A person on leave may not return early, and must wait until the end of their approved Leave of Absence to return. At such a time, the Interim Replacement will be responsible for facilitating a smooth transition back into the position to the original holder. This includes familiarizing them with recent work, and current projects.
- k. If at the end of the approved Leave of Absence, the person does not return to the position, the Interim Replacement will continue to fill the position for the remainder of the term, subject to the approval of Council, by a vote of Council requiring Simple Majority at the next regularly scheduled Meeting of Council.

O. Approval

MOTION 03/15/22:20

BIRT SGPS Council approve the proposed changes to B.14 Selection of the Officers of Council

Current Bylaw (p 18-19)

B.14 Selection of the Officers of Council



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- a. The Speaker and the Chief Returning Officer shall be elected by a vote of Council. The election will take place by Secret Ballot and the outcome of the vote will be recorded in the minutes of that Meeting of Council.
- b. The terms of office of the Speaker of Council and the Chief Returning Officer shall not extend past April 30th of each year.
- c. The Deputy Speaker shall be chosen by the Speaker and confirmed by a vote of Council requiring Simple Majority. The term of office of the Deputy Speaker shall not extend past May 31st of each year.

Proposed Changes

B.14 Selection of the Officers of Council

- a. All Officers of Council shall be elected by a vote of Council. The election will take place by Secret Ballot and the outcome of the vote will be recorded in the minutes of that meeting of Council.
- b. The term of office for the Speaker of Council shall not extend past April 30 of each year, unless the Speaker is re-elected at May Council.
- c. The term of office for the Chief Returning Officer shall not extend past March 31 of each year, unless otherwise extended by a vote of Council.
- d. The term of office of the Deputy Speaker shall not extend past May 31st of each year unless the Deputy Speaker is re-elected at May Council.

P. Approval

MOTION 03/15/22:21

BIRT SGPS Council approve the proposed changes to B.15 Resignation and Impeachment

Current Bylaw (p 19-20)

B.15 Resignation and Impeachment

B.15.1 Resigning from the SGPS

- a. Resignations for Members of the Executive, Commissioners, Deputy Commissioners, Office Staff, Graduate Student Trustee and Student Senators must be submitted to the VP Professional, who will then formally forward the resignation to Council via the Speaker.
- b. If the VP Professional chooses to resign they shall submit their resignation to the President, who will then formally forward the resignation to Council via the Speaker.
- c. Resignations for the Deputy Speaker and Chief Returning Officer must be submitted directly to the Speaker, who will then formally forward the resignation to Council.
- d. Resignation of the Speaker will be submitted to the Deputy Speaker, who will assume the role of the Speaker, and formally forward the resignation to Council.



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- e. Upon completion of their degree program, any Member of the Executive, Officer, Commissioner, Deputy Commissioners, Graduate Student Trustee or Senator may complete their term of office if less than 6 months remains in the term of office, but may not seek re-election or re-appointment without returning to “Ordinary Member” (B.4.1) status. If more than 6 months remain in the term of office at the time of the termination of student status, and there is no prospect of the individual returning to Ordinary Member status during the remainder of the term of office, the individual must resign their position.
- B.15.2 Removal of a Member of the Executive or Officer of Council
Members of the Executive and Officers of Council may be removed by:
- a. A non-confidence vote of Council, which shall observe the following steps:
 1. A motion of non-confidence must be filed with the Speaker at least ten (10) sessional days prior to the Meeting of Council, at which the motion is to be debated. If the impeachment proceedings are against the Speaker, the motion shall be delivered to the Deputy Speaker.
 2. Where possible, the Speaker shall then transmit a copy of the motion to the person named in the motion ~~by registered mail and~~ email at least seven (7) days before the Meeting of Council, and shall include in this correspondence reasons for removal.
 3. Debate on the motion will conclude only after the person named in the motion has had an opportunity to speak.
 4. In the instance of Member of the Executive and the Speaker, the motion shall require a 2/3 Majority in order to carry.
 5. In the instance of the Chief Returning Officer and the Deputy Speaker, the motion shall require a Simple Majority of votes cast to carry.
 6. If the impeachment proceedings are against the Speaker, the Deputy Speaker shall preside at the meeting.
 - b. In the case of a Member of the Executive, a referendum of the Membership.
 1. The conduct of the referendum shall be governed by the Policy on Elections. Upon receipt of a Council motion for a referendum or a petition signed by the membership as outlined in Policy, the Chief Returning Officer shall immediately transmit a copy of the referendum question to the person(s) named in the motion or petition.
 2. The wording of the question shall be as follows: “Shall (name of person) cease to hold the position of (name of office held) of the Society of Graduate and Professional Students at Queen’s University?”



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B.15.3 Requesting the Resignation of a Student Senator or Graduate Student Trustee

a. While the SGPS does not have the ability to remove or impeach a Graduate Student Senator or Graduate Student Trustee, should there be reason to believe that the Graduate Student Trustee or Graduate Student Senator is not fulfilling the expectations of their position as outlined in B.8, the Executive should make this complaint known to Council, and recommend to Council that they request the Trustee's or Senator's resignation. In addition to requesting the resignation, Speaker, on behalf of Council, shall forward the request for resignation, along with the reasoning provided, to the University Senate or Queen's University Board of Trustees as appropriate.

Proposed Changes

B.15 Resignation and Impeachment

B.15.1 Resigning from the SGPS

- f. Resignations for Members of the Executive, Commissioners, Deputy Commissioners, Office Staff, all SGPS employees, the SGPS Executive, Graduate Student Trustee and Student Senators must be submitted to the VP Professional, who will then formally forward the resignation to Council via the Speaker.
- g. If the VP Professional chooses to resign they shall submit their resignation to the President, who will then formally forward the resignation to Council via the Speaker.
- h. Resignations for the Deputy Speaker and Chief Returning Officer must be submitted directly to the Speaker, who will then formally forward the resignation to Council.
- i. Resignation of the Speaker will be submitted to the Deputy Speaker, who will assume the role of the Speaker, and formally forward the resignation to Council.
- j. Upon completion of their degree program, any Member of the Executive, Officer, Commissioner, Deputy Commissioners, Graduate Student Trustee or Senator may complete their term of office if less than 6 months remain in the term of office but may not seek re-election or re-appointment without returning to "Ordinary Member" (B.4.1) status. If more than 6 months remain in the term of office at the time of the termination of student status, and there is no prospect of the individual returning to Ordinary Member status during the remainder of the term of office, the individual must resign their position.

B.15.2 Removal of a Member of the Executive or Officer of Council

Members of the Executive and Officers of Council may be removed by:

- c. A non-confidence vote of Council, which shall observe the following steps:



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1. A motion of non-confidence must be filed with the Speaker at least ten (10) sessional days prior to the Meeting of Council, at which the motion is to be debated. If the impeachment proceedings are against the Speaker, the motion shall be delivered to the Deputy Speaker.
 2. Where possible, the Speaker shall then transmit a copy of the motion to the person named in the motion by ~~registered mail and~~ email at least seven (7) days before the Meeting of Council and shall include in this correspondence reasons for removal.
 3. Debate on the motion will conclude only after the person named in the motion has had an opportunity to speak.
 4. In the instance of Member of the Executive and the Speaker, the motion shall require a 2/3 majority in order to carry.
 5. In the instance of the Chief Returning Officer and the Deputy Speaker, the motion shall require a Simple Majority of votes cast to carry.
 6. If the impeachment proceedings are against the Speaker, the Deputy Speaker shall preside at the meeting.
- d. In the case of a Member of the Executive, a referendum of the Membership.
1. The conduct of the referendum shall be governed by the Policy on Elections. Upon receipt of a Council motion for a referendum or a petition signed by the membership as outlined in Policy, the Chief Returning Officer shall immediately transmit a copy of the referendum question to the person(s) named in the motion or petition.
 2. The wording of the question shall be as follows: "Shall (name of person) cease to hold the position of (name of office held) of the Society of Graduate and Professional Students at Queen's University?"

B.15.3 Requesting the Resignation of a Student Senator or Graduate Student Trustee

b. While the SGPS does not have the ability to remove or impeach a Graduate Student Senator or Graduate Student Trustee, should there be reason to believe that the Graduate Student Trustee or Graduate Student Senator is not fulfilling the expectations of their position as outlined in B.8, the Executive should make this complaint known to Council, and recommend to Council that they request the Trustee's or Senator's resignation. In addition to requesting the resignation, Speaker, on behalf of Council, shall forward the request for resignation, along with the reasoning provided, to the University Senate or Queen's University Board of Trustees as appropriate.

Q. Approval

MOTION 03/15/22:22



SGPS
Society of Graduate &
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BIRT SGPS Council approve the proposed changes to B.17 Meetings of Council

Current Bylaw (p 20-21)

B.17 Meetings of Council

B.17.1 General Rules for Council Meetings

- a. The SGPS shall follow Robert's Rules of Order.
- b. All Council Meetings, except in-camera sessions, shall be open to all Ordinary Members and the public. Only Council members have speaking rights. All other Ordinary Members and members of the public may be granted the privilege to speak at meetings of Council at the discretion of the Speaker.
- c. Detailed rules for Regular and General Council Meetings are can be found in Policy.

B.17.2 Calling Regular and General Meetings of Council

- a. Meetings of Council shall be called by the Speaker, once a month during the fall and winter terms, and at least once every two months during the Spring and Summer terms [**Meeting of Council**]. Council shall set the dates for these meetings at least 4 months in advance. In addition:
 1. the President or the Speaker of the SGPS may call a Meeting of Council at any time, provided at least four (4) days notice is given to all Members of Council.
 2. the Speaker shall call a Meeting of Council as soon as possible after receiving a petition signed by at least 10 Members of Council.
- b. The President shall call two General Meetings each year, one in the Fall Term and one in the Winter Term [**General Meeting**]. The Winter Term General Meeting will be deemed the Society's official Annual General Meeting [**Annual General Meeting**]. General Meetings may also be called at any time during the fall or winter terms of the academic year by the President or through a vote of Council requiring Simple Majority. The President shall call a General Meeting within one week of a receiving a petition requesting such a meeting signed by more than 5 percent of the Ordinary Members of the SGPS. The meeting shall be held at the next date during the fall or winter terms of the academic year when proper notice can be given to the Membership.

B.17.3 Contesting Decisions Made at a General Meeting

- a. All decisions made will be binding except as follows:
 1. the decisions of the General Meeting may be challenged by presenting to the Speaker a petition containing the signatures of 50 Ordinary Members of the SGPS, asking that a Special General Meeting be held;



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2. this petition must be received by the Speaker within one week of the adjournment of the General Meeting in which decisions are in dispute;
3. the Special General Meeting must be held within 10 days of the receipt of the petition;
4. the quorum for the Special General Meeting is 50 Ordinary Members and, if quorum is present, the Special General Meeting may review any decision of the disputed meeting and confirm or reject it; and
5. If no quorum is present, the Special General Meeting cannot convene and the decisions of the disputed General Meeting become binding.

Proposed Changes

B.17 Meetings of Council

B.17.1 General Rules for Council Meetings

- d. The SGPS shall follow Robert's Rules of Order.
- e. All Council Meetings, except in-camera sessions, shall be open to all Ordinary Members and the public. Only Council members have speaking rights. All other Ordinary Members and members of the public may be granted the privilege to speak at meetings of Council at the discretion of the Speaker.
- f. Detailed rules for Regular and General Council Meetings are can be found in Policy.

B.17.2 Calling Regular and General Meetings of Council

- c. Meetings of Council shall be called by the Speaker, once a month during the fall and winter terms, and at least once every two months during the Spring and Summer terms [**Meeting of Council**]. Council shall set the dates for these meetings at least ~~4 months~~ **one month** in advance. In addition:
 1. the President or the Speaker of the SGPS may call a Meeting of Council at any time, provided at least four (4) days notice is given to all Members of Council.
 2. the Speaker shall call a Meeting of Council as soon as possible after receiving a petition signed by at least 10 Members of Council.
- d. ~~The President shall call two General Meetings each year, one in the Fall Term and one in the Winter Term [**General Meeting**]. The Winter Term General Meeting will be deemed the Society's official Annual General Meeting [**Annual General Meeting**].~~
The President shall call the Society's official Annual General Meeting [**Annual General Meeting**] in October each year.
General Meetings may also be called at any time during the fall or winter terms of the academic year by the President or through a vote of Council requiring Simple



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Majority. The President shall call a General Meeting within one week of a receiving a petition requesting such a meeting signed by more than 5 percent of the Ordinary Members of the SGPS. The meeting shall be held at the next date during the fall or winter terms of the academic year when proper notice can be given to the Membership.

B.17.3 Contesting Decisions Made at a General Meeting

b. All decisions made will be binding except as follows:

1. the decisions of the General Meeting may be challenged by presenting to the Speaker a petition containing the signatures of 50 Ordinary Members of the SGPS, asking that a Special General Meeting be held;
2. this petition must be received by the Speaker within one week of the adjournment of the General Meeting in which decisions are in dispute;
3. the Special General Meeting must be held within 10 days of the receipt of the petition;
4. the quorum for the Special General Meeting is 50 Ordinary Members and, if quorum is present, the Special General Meeting may review any decision of the disputed meeting and confirm or reject it; and
5. If no quorum is present, the Special General Meeting cannot convene and the decisions of the disputed General Meeting become binding.

R. Approval

MOTION 03/15/22:23

BIRT SGPS Council approve the proposed changes to B.19 Member Societies

Current Bylaw (p 22-23)

B.19 Member Societies

B.19.1 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.



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- 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.19.2 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.19.3 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



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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.19.4 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.

Proposed Changes

B.19 Member Societies

B.19.1 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.



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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.19.2 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
 - iv. 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.
 - v. A proposed budget for the coming year; and,
 - vi. 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.19.3 Sanctioning of Member Society Events

- e. 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.
- f. 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.
- g. Should the Member Society and its clubs and committees, fail to inform the SGPS, through the event sanctioning process, of **any** an 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.



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h. 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.

i. 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 the service of alcohol must be in compliance with current Queen’s University Alcohol Policies and Guidelines.

B.19.4 Member Society Duties

d. Member Societies are required to follow the processes outlined in within the entire **B.19** section.

e. 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.

f. 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.

S. Approval

MOTION 03/15/22:24

BIRT SGPS Council approve the proposed changes to B.20 SGPS Affiliations

Current Bylaw (p 22-23)

B.20 SGPS Affiliations

B.20.1 External Student Organizations

a. The SGPS shall be a member of External Student Organizations as determined by referendum.

b. Increases in membership fees of External Student Organizations must be ratified by referendum, except where provision is made for such increases in the membership referendum question according to Elections and Financial Policy.

c. Meetings of any External Student Organization of which the SGPS is a member shall be attended as delegates of the SGPS by, in order of preference, the VP Community, the President, and/or a representative.

d. Additional delegates may be appointed at the discretion of Council.



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- e. Any measure approved by an External Student Organization of which the SGPS is a member is subject to ratification by Council.

B.20.2 Other External Organizations

- a. Other organizations which are substantially external to the University shall be recognized by the SGPS on the recommendation to do so by Council. Such recommendation requires a vote of 2/3 Majority in its favour by Council, with a notice of such a motion being given at least seven days in advance of the meeting in which it will be voted upon.
- b. The SGPS will not have dealings with any external organization that discriminates by its Bylaws, Policies or equivalents on the grounds of race, colour, gender, religion, social status, gender identity, disability or sexual orientation.
- c. Council may rescind any recommendation at any time by following the same procedure used to make the recommendation.
- d. The SGPS will only give financial assistance to those organizations that it has recognized in accordance with this Bylaw. Any financial assistance from the SGPS must be spent for the purpose for which it was requested.

Proposed Bylaw

B.20 SGPS Affiliations with External Student Organizations

B.20.1 External Student Organizations

- f. The SGPS shall be a member of External Student Organizations as determined by referendum.
- g. Increases in membership fees of External Student Organizations must be ratified by referendum, except where provision is made for such increases in the membership referendum question according to Elections and Financial Policy.
- h. Meetings of any External Student Organization of which the SGPS is a member shall be attended as delegates of the SGPS by, in order of preference, the VP Community, the President, and/or a representative.
- i. Additional delegates may be appointed at the discretion of Council.
- j. Any measure approved by an External Student Organization of which the SGPS is a member is subject to ratification by Council.
- k. The SGPS will not have dealings with any external organization that discriminates by its Bylaws, Policies or equivalents on the grounds of race, colour, gender, religion, social status, gender identity, disability or sexual orientation.

B.20.2 Other External Organizations



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- e. Other organizations which are substantially external to the University shall be recognized by the SGPS on the recommendation to do so by Council. Such recommendation requires a vote of 2/3 Majority in its favour by Council, with a notice of such a motion being given at least seven days in advance of the meeting in which it will be voted upon.
- f. The SGPS will not have dealings with any external organization that discriminates by its Bylaws, Policies or equivalents on the grounds of race, colour, gender, religion, social status, gender identity, disability or sexual orientation.
- g. Council may rescind any recommendation at any time by following the same procedure used to make the recommendation.
- h. The SGPS will only give financial assistance to those organizations that it has recognized in accordance with this Bylaw. Any financial assistance from the SGPS must be spent for the purpose for which it was requested.

T. Approval

MOTION 03/15/22:25

BIRT SGPS Council approve the addition of B.22 Privacy, Use, and Disclosure of Personal Information by the SGPS

Current Bylaw (p 25)

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

None. It is blank.

Proposed Changes

- 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



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- 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; 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



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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 confidentiality and security during storage, transport, and handling. The SGPS must notify the Office of the University Registrar once the students' 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.

U. Approval

MOTION 03/15/22:26

BIRT SGPS Council approve the proposed changes to B.23 Sexual Health Resource Centre

Current bylaw (p 25-28)

B.23 The Sexual Health Resource Centre

- a. The SGPS recognizes that the Sexual Health Resource Centre (hereafter referred to as SHRC) provides unique and beneficial services to the SGPS, Queen's University, and Kingston communities. The society further recognizes that the work performed by the SHRC is of a highly sensitive and sometimes confidential nature, and that the SHRC has developed strong and responsible policies in order to deliver these vital services.
- b. In order to secure the continued existence of the SHRC and the services it provides the SHRC will henceforth be recognized as an organization within the SGPS and under the limited jurisdiction of SGPS Council.
- c. It is recognized and affirmed that it is in the best interests of the SGPS and the Queen's University community that the SHRC be free from the influence of student government and outside institutions with regards to its organizational integrity, including but not limited to the SHRC's constitution, operations, and services.
- d. Accordingly, the organizational autonomy of the SHRC will be guaranteed by the SGPS' bylaws and policies. The SGPS will not exercise financial control over the operation of the SHRC, except as specifically provided in this section of by-law.



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- e. The services, elections and human resources of the SHRC shall be governed by the SHRC Constitution and its bylaws and policies. The day to day operations shall be managed by the SHRC Executive as they determine.
- f. In order to maintain transparency and open lines of dialogue the SHRC Director shall have a non-voting seat on Council with speaking rights in order to express the views and interests of the SHRC Executive and volunteer body.
- g. The SGPS Executive shall have overriding authority over the SHRC only in such instances where the actions of the SHRC pose legal or financial risk to the SGPS at large.
- h. In the event of an SGPS Executive taking overriding action, both the SHRC Management Board and/or the SHRC Executive Board, may appeal this decision to SGPS Council.

B.23.1 SHRC Management Board and Oversight

- a. The SHRC shall have a Management Board which shall oversee the long term strategic planning and financial operations of the SHRC and shall be accountable to the SGPS Council.
- b. The SHRC Management Board shall consist of the following members:
 - 1. SHRC Director (voting member);
 - 2. SHRC Financial Manager (voting member);
 - 3. Elected SHRC Executive Board member (voting member);
 - 4. Elected SHRC Volunteer (voting member);
 - 5. One student member-at-large from the Alma Mater Society, contingent on the financial contribution to the SHRC (voting member);
 - 6. A member of the SGPS Council (voting member);
 - 7. The SGPS Vice-President Community (voting member);
 - 8. Another elected SGPS Executive (voting member);
 - 9. One qualified non-student with a knowledge of Queen's and a knowledge of the nature and functions of the SHRC (non-voting member);
 - 10. The SGPS Executive Director (non-voting member)
- c. The SHRC Management Board will be responsible for performing the following duties:
 - 1. Approve the annual SHRC budget and year plan;
 - 2. Regularly review the financial and legal position of the SHRC;
 - 3. Approve all changes to policy that directly impact the finances of the SHRC;
 - 4. Accept and approve expenditures for outside contracts, including but not limited to insurance, accounting, IT, and legal services;
 - 5. Establish and maintain financial and legal policy for the SHRC;
 - 6. Ensure that the SHRC maintains a physical space on campus; and



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7. Submit reports to SGPS Council on the status of the SHRC as needed.
8. Submit reports on the status of the SHRC to SGPS General Meetings.
- d. The SGPS Council student representative to SHRC Management Board, the Vice-President Community, and/or the Director of the SHRC may, at any time, pass any documents approved by the SHRC Management Board to the SGPS Council for information purposes. The SGPS Council student representative to the SHRC Management Board or the VP Community shall be responsible for ensuring these documents are brought to SGPS Council Meetings.
- e. In the situation that SGPS Council receives a proposed new policy or proposed policy amendment that directly affects the SHRC, the SHRC Management Board, as primary stakeholders of the financial operations of the SHRC, shall be notified in advance of the policy and all members of the Management Board will be invited to submit written feedback to the Speaker to be delivered to Council with the motion.
- f. The annual budget and strategic plan of the SHRC is subject to ratification by the SHRC Management Board. Once ratified by the SHRC Management Board, the Management Board shall be responsible for ensuring that the annual budget and strategic plan of the SHRC are adhered to.
- g. Deviations from the annual budget that exceed \$100.00 require the approval of the SHRC Management Board. The board shall only exercise this right after raising its concerns to the SHRC Executive Board and giving them a chance to respond to these concerns.
- h. The SHRC Management Board shall take office immediately after transition of the incoming SHRC Executive Board.
- i. A member of the SHRC Management Board shall cease to be eligible to remain in such office:
 1. if they cease to hold the status by which they were elected/appointed to the SHRC Management Board;
 2. if they submit their written resignation from such office; or
 3. if two-thirds (2/3) of the SHRC Management Board votes to remove that member for reasons of incompetence, neglect of duties, or interference with the operation of the Management Board.
- j. A voting member of the SHRC Management Board shall be elected chair of the Board at the first meeting of the new SHRC Management Board during March or April of the previous fiscal year. The Chair's administrative duties include, but are not limited to the following:
 1. calling meetings, sending out agendas, and posting meeting minutes online;
 2. receiving grievance complaints, and writing rulings;



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3. ensuring that the SHRC Director, the SHRC Financial Manager, the SGPS VP Community), the SGPS Council student representative present brief verbal reports at the beginning of each meeting summarizing their activities since the last SHRC Management Board meeting
 4. Writing a report on the SHRC Management Board's activities to present at SGPS Council Meetings. In the event that the Chair cannot attend the SGPS Council Meeting, they shall pass the report to the SGPS VP Community to present at the SGPS Meeting of Council; and
 5. In cases where the Chair is unable to fulfill their duties they will provide notice so that the Executive Director of the SGPS may serve as acting Chair of the SHRC Management Board.
- k. The SHRC Management Board shall meet twice per academic semester (Fall, Winter, and Spring-Summer) and hold responsibility until such time as a full new SHRC Executive Board is elected. Meetings outside of this may be called by the written request of the Chair, the SHRC Executive Board members or the SGPS VP Community. Further, a meeting shall be called by the Chair on receipt of a written request by three (3) SHRC Management Board members.
- l. Notice of meetings of the SHRC Management Board shall be provided to all members at least forty-eight (48) hours in advance unless a number equivalent to quorum agree to waive such notice.
- m. Quorum for meetings of the SHRC Management Board shall be six (6) voting members. Quorum shall include SHRC Management Board members who participate in the meeting via remote technology.
- n. These meetings shall be open to the public and meeting times and locations shall be advertised on the SHRC's media outlets at least forty -eight (48) hours in advance. In cases of confidential matters, the Board may move to closed session. Minutes of these meetings shall be available to the public-at-large on the SHRC's website once approved at a later SHRC Management Board meeting.

B.23.2 Financing and Insurance

The SHRC Executive shall bear full responsibility for securing financing for the organization's operations through student interest fee levies, public grants, sponsorship, and other fundraising methods.

- a. The SHRC Executive must secure insurance coverage for all of their products, services, and operations, and the SHRC will be solely responsible for paying the cost of this coverage. Should the SHRC lose or be unable to find insurance coverage the SGPS Executive may order that sales or services be suspended until coverage resumes.



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- b. The SGPS will endeavour to help the SHRC identify and acquire the appropriate insurance coverage and provide resources to assist the organization where possible.

Proposed Changes (provided and approved by the SHRC)

B.23 The Sexual Health Resource Centre

- i. The SGPS recognizes that the Sexual Health Resource Centre (hereafter referred to as SHRC) provides unique and beneficial services to the SGPS, Queen's University, and Kingston communities. The society further recognizes that the work performed by the SHRC is of a highly sensitive and sometimes confidential nature, and that the SHRC has developed strong and responsible policies in order to deliver these vital services.
- j. In order to secure the continued existence of the SHRC and the services it provides the SHRC will henceforth be recognized as an organization within the SGPS and under the limited jurisdiction of SGPS Council.
- k. It is recognized and affirmed that it is in the best interests of the SGPS and the Queen's University community that the SHRC be free from the influence of student government and outside institutions with regards to its organizational integrity, including but not limited to the SHRC's constitution, operations, and services.
- l. Accordingly, the organizational autonomy of the SHRC will be guaranteed by the SGPS' bylaws and policies. The SGPS will not exercise financial control over the operation of the SHRC, except as specifically provided in this section of by-law.
- m. The services, elections and human resources of the SHRC shall be governed by the SHRC Constitution and its bylaws and policies. The day to day operations shall be managed by the SHRC Executive as they determine.
- n. In order to maintain transparency and open lines of dialogue the SHRC Director shall have a non-voting seat on Council with speaking rights in order to express the views and interests of the SHRC Executive and volunteer body.
- o. The SGPS Executive shall have overriding authority over the SHRC only in such instances where the actions of the SHRC pose legal or financial risk to the SGPS at large.
- p. In the event of an SGPS Executive taking overriding action, both the SHRC Management Board and/or the SHRC Executive Board, may appeal this decision to SGPS Council.

B.23.1 SHRC Management Board and Oversight

- o. The SHRC shall have a Management Board which shall oversee the long term strategic planning and financial operations of the SHRC and shall be accountable to the SGPS Council.



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- p. The SHRC Management Board shall consist of the following members:
1. SHRC Director (voting member);
 2. SHRC Financial Manager (voting member);
 3. Elected SHRC Executive Board member (voting member);
 4. Elected SHRC Volunteer (voting member);
 5. One student member-at-large from the Alma Mater Society, contingent on the financial contribution to the SHRC (voting member);
 6. A member of the SGPS Council (voting member);
 7. The SGPS Vice-President Community (voting member);
 8. Another elected SGPS Executive (voting member);
 9. One qualified non-student with a knowledge of Queen's and a knowledge of the nature and functions of the SHRC (non-voting member);
 10. The SGPS Executive Director (non-voting member)
- q. The SHRC Management Board will be responsible for performing the following duties:
1. Approve the annual SHRC budget and year plan;
 2. Regularly review the financial and legal position of the SHRC;
 3. Approve all changes to policy that directly impact the finances of the SHRC;
 4. ~~Accept and approve expenditures for outside contracts, including but not limited to insurance, accounting, IT, and legal services; Accept and approve expenditures over \$500~~
 5. Establish and maintain financial and legal policy for the SHRC;
 6. Ensure that the SHRC maintains a physical space on campus; and
 7. Submit **quarterly** reports to SGPS Council on the status of the SHRC **as needed**.
 8. Submit reports on the status of the SHRC to SGPS General Meetings.
- r. The SGPS Council student representative to SHRC Management Board, the Vice-President Community, and/or the Director of the SHRC may, at any time, pass any documents approved by the SHRC Management Board to the SGPS Council for information purposes. The SGPS Council student representative to the SHRC Management Board or the VP Community shall be responsible for ensuring these documents are brought to SGPS Council Meetings.
- s. In the situation that SGPS Council receives a proposed new policy or proposed policy amendment that directly affects the SHRC, the SHRC Management Board, as primary stakeholders of the financial operations of the SHRC, shall be notified in advance of the policy and all members of the Management Board will be invited to submit written feedback to the Speaker to be delivered to Council with the motion.



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- t. The annual budget and strategic plan of the SHRC is subject to ratification by the SHRC Management Board. Once ratified by the SHRC Management Board, the Management Board shall be responsible for ensuring that the annual budget and strategic plan of the SHRC are adhered to.
- u. **Deviations from the annual budget that exceed \$100.00 Any deficit (overall or in a particular line item) within the annual budget requires** the approval of the SHRC Management Board. The board shall only exercise this right after raising its concerns to the SHRC Executive Board and giving them a chance to respond to these concerns.
- v. The SHRC Management Board shall take office immediately after transition of the incoming SHRC Executive Board.
- w. A member of the SHRC Management Board shall cease to be eligible to remain in such office:
1. if they cease to hold the status by which they were elected/appointed to the SHRC Management Board;
 2. if they submit their written resignation from such office; or
 3. if two-thirds (2/3) of the SHRC Management Board votes to remove that member for reasons of incompetence, neglect of duties, or interference with the operation of the Management Board.
- x. A voting member of the SHRC Management Board shall be elected chair of the Board at the first meeting of the new SHRC Management Board during March or April of the previous fiscal year. The Chair's administrative duties include, but are not limited to the following:
1. calling meetings, sending out agendas, and posting meeting minutes online;
 2. receiving grievance complaints, and writing rulings;
 3. ensuring that the SHRC Director, the SHRC Financial Manager, the SGPS VP Community), the SGPS Council student representative present brief verbal reports at the beginning of each meeting summarizing their activities since the last SHRC Management Board meeting
 4. Writing a report on the SHRC Management Board's activities to present at SGPS Council Meetings. In the event that the Chair cannot attend the SGPS Council Meeting, they shall pass the report to the SGPS VP Community to present at the SGPS Meeting of Council; and
 5. In cases where the Chair is unable to fulfill their duties they will provide notice so that the Executive Director of the SGPS may serve as acting Chair of the SHRC Management Board.
- y. The SHRC Management Board shall meet twice **per academic semester (Fall, Winter, and Spring Summer)** a year (once when the budget is completed for approval and six months after that date to discuss the budget's progress) and



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hold responsibility until such time as a full new SHRC Executive Board is elected. Meetings outside of this may be called by the written request of the Chair, the SHRC Executive Board members or the SGPS VP Community. Further, a meeting shall be called by the Chair on receipt of a written request by three (3) SHRC Management Board members.

z. Notice of meetings of the SHRC Management Board shall be provided to all members at least forty-eight (48) hours in advance unless a number equivalent to quorum agree to waive such notice.

aa. Quorum for meetings of the SHRC Management Board shall be six (6) voting members. Quorum shall include SHRC Management Board members who participate in the meeting via remote technology.

bb. These meetings shall be open to the public and meeting times and locations shall be advertised on the SHRC's media outlets at least forty -eight (48) hours in advance. In cases of confidential matters, the Board may move to closed session. Minutes of these meetings shall be available to the public-at-large on the SHRC's website once approved at a later SHRC Management Board meeting.

B.23.2 Financing and Insurance

The SHRC Executive shall bear full responsibility for securing financing for the organization's operations through student interest fee levies, public grants, sponsorship, and other fundraising methods.

c. The SHRC Executive must secure insurance coverage for all of their products, services, and operations, and the SHRC will be solely responsible for paying the cost of this coverage. Should the SHRC lose or be unable to find insurance coverage the SGPS Executive may order that sales or services be suspended until coverage resumes.

d. The SGPS will endeavour to help the SHRC identify and acquire the appropriate insurance coverage and provide resources to assist the organization where possible.

V. Approval

MOTION 03/15/22:27

BIRT SGPS Council approve the proposed changes to B.25 Finances

Current Bylaw (p 32 – 35)

B.25.1 Bursaries

B.25.1.1 Definitions

a. **“Bursary”**: A disbursement of funds to an *Applicant* who has shown a Demonstrable Need for Financial Assistance.



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- b. **“Applicant”**: An SGPS Member who has applied for a Bursary, Grant, or Sponsorship.
- c. **“Demonstrable Need for Financial Assistance”**: Documented proof showing that a student applying for a Bursary requires financial assistance to participate in an activity or eligible medical procedure. This includes, but is not limited to, bank statements that demonstrate the financial need of the Applicant, ~~and~~ proof of student loans or proof of receiving a Queen’s needs-based award or bursary.

B.25.1.2 General

- a. From time to time, the SGPS shall establish bursaries that reimburse an Applicant in need of financial assistance for an expense they have incurred.
- b. There are ~~five~~four types of Bursary:
 - a. **Dental Bursary**, which subsidizes dental procedures not fully covered by the SGPS Health and Dental Plan to a maximum of \$800.00.
 - b. **Activity Bursary**, which subsidizes participation in Queen’s University clubs, intermural teams, events and conferences to a maximum of \$150.00.
 - c. **Emergency Assistance Bursary**, which provides emergency financial assistance to an Applicant to a maximum of \$450.00.
 - d. **International Student Bursary**, which subsidizes an international student member’s University Health Insurance Plan (UHIP) fee to a maximum of \$800.00.
 - e. **Mental Health Bursary**, which subsidizes sessions for applicants who have maxed out their SGPS health plan coverage of \$500 per policy year for Mental Health Practitioners or students who see a Clinical Counsellor
- c. An Applicant may only receive one Bursary from each category in a given academic year, ranging from May 1st September 1st to April 30th August 31st.
- d. Any ordinary member on the SGPS Health and Dental Plan is an eligible Applicant for the Dental Bursary.
- e. The VP Finance and Services shall have the discretion to restrict, expand or change the scope of each Bursary or create new types of Bursary provided notice has been given to Council and communicated to SGPS members.

B.25.1.3 Procedure

- a. To apply for a Bursary, an Applicant shall submit a form to the SGPS with the following information:
 1. The type of Bursary applied for;
 2. Written reasons for requesting the Bursary;
 3. Receipts for the activity, procedure or expense that the Applicant wishes the Bursary to cover;



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4. Documentation that establishes the Applicant's Demonstrable Need for Financial Assistance (as defined in B.24.1.1.c).
- b. All Applicants must comply with the request from the VP Finance and Services and/or the Finance and Services Committee for further documentation if requested.
- c. The VP Finance and Services shall review the application and shall make a recommendation to the Finance and Services Committee to grant or deny the Bursary within one (1) business day of receiving the application.
- d. The Finance and Services Committee shall vote on the approval of a Bursary within three (3) business days of receiving the recommendation from the VP Finance and Services.
 1. Approval of a Bursary shall require a requiring Simple Majority vote of the committee.
 2. In exceptional circumstances, the Finance and Services Committee may grant a Bursary larger than the maximum amounts defined in B.24.1.2.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 Bursary amount within **fourteenseven (147) business days.**

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. **“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.
- d. **“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.25.2.2 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:



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- 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.
- c. An Applicant may receive a maximum of two grants for two separate projects or events in a given academic year, ranging from **May 1st September 1st to April 30th 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 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.
- f. The VP Finance and Services shall have the discretion to restrict, expand or change the scope of each Grant or create new types of Grants provided notice has been given to Council and communicated to SGPS members.

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 any request from the VP Finance and Services and/or the Finance and Services Committee for further documentation if requested.
- c. The VP Finance and Services shall review the application and shall make a recommendation to the Finance and Services Committee to



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approve or deny the grant within ~~threene~~ (31) business days of receiving the application.

d. The Finance and Services 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 requiring Simple Majority vote of the Finance and Services 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 requiring a Simple Majority vote of the Finance and Services 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 Finance and Services Committee, the SGPS shall disburse the approved grant amount within ~~fourteenseven~~ (147) business days.

f. Further Restrictions on the Scope of Grants – The following conditions further restrict the scope of the Grants Program:

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 Finance and Services 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.



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Other Business



Notices of Motion & Announcements



Adjournment

Adjournment

MOTION 03/15/22:28

BIRT this general meeting of the SGPS be adjourned.