

# Bylaws & Policies of the Society of Graduate and Professional Students

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# Bylaws of the Society of Graduate and Professional Students

## B.1 Definitions/Interpretations

### B.1.1 Definitions

- a. **"2/3 Majority"** shall mean all votes in which there is a requirement to obtain more than 2/3 of the total number of votes cast.
- b. **"Annual General Meeting"** has the meaning assigned to it in B.17.1.b.
- c. **"Applicant"** has the meaning assigned to it in B.25.1.1.
- d. **"Assistant Director of Finance"** shall mean an employee of the SGPS, pursuant to B.7.b.
- e. **"Bursary"** has the meaning assigned to it in B.25.1.1.
- f. **"Bylaw"** shall mean the "Bylaws of the Society of Graduate and Professional Students."
- g. **"Bylaws & Policies"** shall mean the combination of the "Bylaws of the Society of Graduate and Professional Students" and "Policies of the Society of Graduate and Professional Students."
- h. **"Chief Returning Officer"** shall mean an Officer of Council, responsible for the execution of all SGPS elections and referenda.
- i. **"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.
- j. **"Commissioner"** shall have the meaning of a position which is responsible for assisting Council and the Executive with specific portfolios relating to the SGPS' operations.
- k. **"Corporate Director"** shall have the meaning of "Director" appointed under section 278 of the *Business Corporations Act*
- l. **"Council"** shall mean the legislative body of the SGPS, which satisfies the criteria for membership as outlined in B.5.1.
- m. **"Deputy Commissioner"** shall have the meaning of a position which assists and supports their respective Commissioner.
- n. **"Deputy Speaker"** shall have the meaning of a position which assists and supports the Speaker.
- o. **"Executive Director"** shall have the meaning of a position which is responsible for facilitating the overall function of the SGPS.
- p. **"Executive Transition Period"** has the meaning assigned to it in B.6.2.
- q. **"External Student Organizations"** shall mean student focused advocacy organizations exterior to the SGPS, the Alma Mater Society, and the University.
- r. **"General Meetings"** has the meaning assigned to it in B.17.1.b.
- s. **"Graduate Students"** refers to those students who are registered in the School of Graduate Studies.
- t. **"Graduate Student Senator"** shall mean an individual who is a Graduate Student, and holds a seat on the University Senate.
- u. **"Graduate Student Trustee"** has the meaning assigned to it in B.8.1.
- v. **"Interim Replacement"** has the meaning assigned to it in B.13.e.
- w. **"International Student Representative"** shall mean a representative position on Council for International students.
- x. **"Leave of Absence"** has the meaning assigned to it in B.13.
- y. **"Meeting of Council"** has the meaning assigned to it in B.17.1.a.
- z. **"Members of Council"** has the meaning assigned to it in B.5.1.
- aa. **"Member of the Executive"** shall mean those positions enumerated in B.6.
- bb. **"Membership"** shall mean the body of Ordinary Members.
- cc. **"Officers of Council"** has the meaning assigned to it in B.9.1.
- dd. **"Officers of the Corporation"** has the meaning assigned to it in B.6.f.



- ee. **“Ontario Corporations Act”** is an Act of the Province of Ontario.
- ff. **“Ordinary Member”** has the meaning assigned to it in B.4.1.a.
- gg. **“Permanent Staff”** has the meaning assigned to it in B.7.
- hh. **“Policy”** shall mean the “Policies of the Society of Graduate and Professional Students.”
- ii. **“Professional Student”** shall mean those students who are registered in programs denoted as professional programs by the Government of Canada.
- jj. **“Recognized Group”** has the meaning assigned to it in B.4.2.a.
- kk. **“Sessional Dates”** shall mean the sessional dates as defined in the respective calendars of each Constituent Body.
- ll. **“Secret Ballot”** shall mean a method of voting in which each eligible voter writes their choice on a piece of paper in an anonymous manner.
- mm. **“Simple Majority”** shall mean all votes in which there is a requirement to obtain more than half of the total number of votes cast.
- nn. **“SGPS”** shall mean “The Society of Graduate and Professional Students at Queen’s University.”
- oo. **“Speaker”** shall mean a position within the SGPS. The Speaker’s primary function is to chair Meetings of Council and General Meetings.
- pp. **“Student Senators”** shall mean the positions of “Graduate Student Senator,” “Law Student Senator,” “Medical Student Senator,” and “Rehab Student Senator.”
- qq. **“University”** shall mean “Queen’s University at Kingston,” unless otherwise specified.
- rr. **“VP”** shall have the meaning of Vice President.

### B.1.2 Interpretation

- a. Unless the context otherwise requires, the singular form shall include the plural form and vice versa. The definitions of words and expressions set forth in B.1.1 shall be applied to such words and expressions when used in either the singular or the plural form.

## B.2 Name

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

## B.3 Purposes of the SGPS

- a. To provide services to and serve the interests and needs of the Membership;
- b. to represent its members in dealing with the University and other organizations;
- c. to facilitate communication between its members and with other University and community bodies;
- d. to maintain concern for the welfare and human rights of its members; and
- e. to advocate on behalf of its members on policies and practices of the University.

## B.4 Membership

### 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.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.5.1 Members of Council

- a. The Members of Council [**Members of Council**] include:
  - (1) One representative from each department/faculty with fewer than 100 Ordinary Members;
  - (2) Two representatives from each department/faculty with 101-300 Ordinary Members;
  - (3) Three representatives from each department/faculty with 301-500 Ordinary Members;
  - (4) Four representatives from each department/faculty with more than 500 Ordinary Members;
  - (5) The Executive;
  - (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 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.
- d. 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.
- e. The ex-officio members of Council are:
  - (1) The President of the Alma Mater Society, who shall only participate in debate on matters affecting the Alma Mater Society, but shall not vote; and
  - (2) The University Rector, who shall not vote.

- (3) The Graduate Student Trustee, who shall not vote;
- (4) All Senators who are members of the SGPS, who shall not vote;
- (5) The Commissioners, who shall not vote;
- (6) Liaisons of the SGPS, who shall not vote;
- (7) The Queen’s Clubs Office Commissioner of Clubs and;
- (8) The Chief Returning Office, who shall not vote.

### 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.

- 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.

## 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
  - (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 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.
- e. The SGPS shall have contracts with all Members of the Executive, which shall be created and reviewed by legal counsel specializing in Human Resources.
- f. 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.

- 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 and responsibilities of the Executive shall be to:
  - (1) uphold 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 Corporate 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 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 Incoming Executive Transition

- a. There will be an Incoming Executive Transition Period of two months, beginning on March 1st following the election, and ending on April 30<sup>th</sup> [**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 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.

## B.7 Permanent and Professional Support Staff

- a. The following positions constitute the Permanent Staff [**Permanent Staff**]:
  - (1) the SGPS may 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 [**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.

## B.8 Student Senators and Graduate Student Trustee

### B.8.1 Graduate Student Trustee

- a. The Graduate Student Trustee is the Graduate and Professional Students' representative on the Queen's University Board of Trustees and its subcommittees [**Graduate Student Trustee**].
- b. The University Secretariat sets the term of office of the Graduate Student Trustee to be two (2) years.
- c. To facilitate effective transition and orientation, the Graduate Student Trustee–elect shall not take office until the beginning of June in the year they are elected, but shall accompany the incumbent Graduate Student Trustee as an observer to all Queen's University Board of Trustees meetings prior to that time.
- d. The SGPS shall provide an annual allocation of funds to the Graduate Student Trustee to help cover their expenses. This includes, but is not limited to, transportation, event organization and conference fees, when other funding sources cannot be obtained.

### B.8.2 Student Senators

- a. All students registered in the School of Graduate Studies are eligible to hold the position of Graduate Student Senator.
- b. All students registered in the Faculty of Law JD Program are eligible to hold the position of Law Student Senator.
- c. All students registered in the Rehabilitation Program are eligible to hold the position of Rehab Student Senator.
- d. The University Secretariat sets the term of office of Student Senators to be two (2) years.

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

### 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 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 for the duration of their terms.

### B.9.2 Commissioners, Deputy Commissioners, and Liaison positions

- a. The SGPS shall employ Commissioners, Liaisons, 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) Indigenous Student 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 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 position and they shall retain the status of an Ordinary Member for the duration of their term.
- f. The terms of all Commissioners shall be one year.
- g. The hiring, discipline, evaluation and termination procedures are outlined in Policy.

### B.10 Stipends and Honoraria

- a. SGPS Executive, Officers of Council and Commissioners, Liaisons, and Deputy Commissioners will receive stipends as stipulated in the Bylaws.
- b. This policy shall only be changed by a vote requiring 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
(5) Liaisons	\$6,000.00
(6) Deputy Commissioners	\$1,500.00
(7) Speaker	\$4,000.00
(8) Deputy Speaker	\$2,000.00
(9) Chief Returning Officer	\$1,000.00
- 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.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

- 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. All Members of the Executive are required to retain Ordinary Member status for the duration of their Executive term.
- 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 registered in the School of Graduate Studies are eligible to be nominated as candidates for the position of Graduate Student Senator.

## 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.

- 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.

#### B.12.1 Vacancy of Executive Office

- a. 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.
- b. 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 Non-Executive Elected Office

- a. Until an election is held for a vacated office, the duties of:
  - (1) the Speaker shall be assumed by the Deputy Speaker;
  - (2) the Chief Returning Officer shall be assumed by the Speaker;
  - (3) the Graduate Student Senator 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.

### 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. 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]**.
- c. 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.



- d. 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.
- e. 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.

## 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 31<sup>st</sup> of each year unless the Deputy Speaker is re-elected at May Council.

## B.15 Resignation and Impeachment

### B.15.1 Resigning from the SGPS

- a. Resignations for 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.
- 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.
- 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?"

### 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.

## B.16 Bylaws and Policies

- a. The SGPS shall have Bylaws and Policies.
- b. Amendments to the Bylaws may be proposed by:
  - (1) the Speaker upon written request from five or more voting members of Council through a motion that is given first reading at a Council Meeting; or
  - (2) the Speaker upon written request from ten or more Ordinary Members of the SGPS made at a General Meeting or through a motion that is given first reading at a Council Meeting.
- c. The first reading of a motion amending the Bylaws may take place at either a Council or a General Meeting.
- d. The second reading of a motion amending the Bylaws shall take place at a General Meeting.
- e. First and second readings of a motion to amend the Bylaws shall not take place within two weeks of each other.
- f. A vote of 2/3 Majority must be obtained at both the first and second readings of a motion to amend the Bylaws.
- g. Policies may be amended by a vote of 2/3 Majority at any Council Meeting.

- h. Notice of the proposed amendment(s) to the Bylaws or Policies shall be given by the Speaker to the members of the body that will vote on it at least seven (7) days in advance of a General Meeting or four (4) days in advance of a Meeting of Council where it will be considered.

## 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 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.
- b. 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 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;
  - (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.

## B.18 University Representation

### B.18.1 Appointment of Representatives to University Committees/ Governing Bodies (excluding the Board of Trustees and Senate)

- a. The VP Professional, in consultation with the Executive and the Executive Director, shall call for and receive nominations to these positions following the election of the Executive.
- b. Representatives on University working bodies must be Ordinary Members of the SGPS.
- c. Subject to agreement by the Executive and then ratification by Council, the VP Professional shall appoint representatives to University working bodies.
- d. The VP Professional shall be responsible for the maintenance of an up-to-date list of SGPS representatives on University working bodies.
- e. Appointments to University working bodies shall extend as appropriate.
- f. On the instruction of the VP Professional, SGPS representatives on University working bodies shall report to:
  - (1) the SGPS Executive; and
  - (2) Council; and
  - (3) a General Meeting.
- g. This section of the By-Laws does not apply to the selection of Graduate Student members of the Departmentalized SGS Graduate Councils, which shall be governed by B.18.3.

### B.18.2 Graduate Studies Executive Council

- a. The SGPS shall have 2 voting members on the Graduate Studies Executive Council:
  - (1) the SGPS VP Graduate; and
  - (2) the Graduate Student Senator.

## 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.
- 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, 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.
- e. 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

- a. Member Societies are required to follow the processes outlined in within the entire B.19 section.
- b. Member Societies will undertake all reasonable and appropriate measures to mitigate any and all risks associated with its operations or the operations of any of its clubs and committees.
- c. The Member Society will inform the SGPS Executive Director and SGPS President, immediately upon receiving knowledge and no later than 3 business days, of any and all incidents that occur

within the Member Society and/or as a result of the actions of the Member Society that cause and/or have the potential to cause harm to persons, property, and/or the reputation of the Member Society, the SGPS or Queen's University.

## B.20 SGPS Affiliations with 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.
- e. Any measure approved by an External Student Organization of which the SGPS is a member is subject to ratification by Council.
- 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.

## B.21 Joining or Seceding from the SGPS

### B.21.1 Joining the SGPS

- a. Prospective Constituent Bodies may petition the SGPS for membership through the following procedures:
  - (1) Constituent Bodies should provide written notification of their intentions to the President of the SGPS as soon as possible. This notification shall be copied to: the President of the Alma Mater Society (where applicable), the Dean of Student Affairs, the University Registrar, and the University Secretariat;
  - (2) following receipt of written notification, the Constituent Body will be invited to make a presentation to Council. This presentation should take place before the issue of joining goes to referendum;
  - (3) prior to the next General Meeting of the SGPS, the Constituent Body shall hold a referendum to seek membership in the SGPS. This referendum shall be governed by the rules of referenda as stipulated by the Bylaws, or conventions of the Constituent Body.
  - (4) The referendum question posed to the prospective Constituent Body's membership must clearly indicate that joining the SGPS includes:
    - i. acceptance of the Bylaws and other rules and regulations governing the SGPS;
    - ii. payment of all mandatory fees;
    - iii. Acceptance of the list of optional fees administered by the SGPS.
- b. Once the conditions described in B.21.1 herein are met, and the referendum question passes, a motion to accept the results of the referendum as binding to the SGPS shall be placed on the agenda of the next Annual General Meeting. The motion requires a Simple Majority to pass.

### B.21.2 Seceding from the SGPS

- a. Constituent Bodies should petition the SGPS to secede through the following procedures:

- (1) Constituent Bodies shall provide written notification of their intentions to the President of the SGPS as soon as possible. This notification shall be copied to: the President of the Alma Mater Society (where applicable), the Dean of Student Affairs, the University Registrar, and the University Secretariat;
- (2) following receipt of written notification, the Constituent Body will be invited to make a presentation to Council, which should take place before the issue of seceding goes to referendum;
- (3) prior to the next Annual General Meeting of the SGPS, the Constituent Body shall hold a referendum to secede from the SGPS which shall be governed by the rules of referenda as stipulated by the Bylaws or conventions of the Constituent Body;
- (4) the referendum question posed to the Constituent Body's membership must clearly indicate that seceding from the SGPS releases the SGPS from all obligations relating to membership, including fees, services, and representation.

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

- a. The University collects personal information from its students for the purposes related to the students' post-secondary education pursuant to the Freedom of Information and Protection of Privacy Act (FIPPA). The SGPS is a student government association administered by elected student representatives and governed by a student ratified constitution. It is necessary for the SGPS to have access to student personal information to provide management and administration of the student health and dental plan; administer non-academic discipline of students, to provide access to and information about affiliated or sponsored programs to students, to verify and validate voter eligibility for society referenda and elections, to verify student eligibility for use of selected services, and to communicate with student members about student society matters.
- b. The University discloses to the SGPS the following student personal information:
  - (1) Name
  - (2) Student number
  - (3) Birthdate
  - (4) Degree program
  - (5) Career
  - (6) Academic concentration
  - (7) Email address
  - (8) Student address
  - (9) Residency information
  - (10) Gender
  - (11) Association fees paid
  - (12) SGPS related fee payments
- c. This personal information disclosed shall be used solely
  - (1) To provide management and administration of the student health and dental plan;
  - (2) To administer the non-academic discipline of students;
  - (3) To provide access to and information about affiliated or sponsored programs to students;
  - (4) To verify and validate voter eligibility for society referenda and elections;

- (5) To verify student eligibility for use of selected services; and,
- (6) 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 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.

## 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.
- 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 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;
  - (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. 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.
- 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;
  - (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 a year (once when the budget is completed for approval and six months after that date to discuss the budget's progress) 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.
- 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.

## B.24 Peer Academic Advisor Program

### B.24.1 Definitions

- a. **"Memorandum of Agreement"**: a contractual agreement between Queen's University School of Graduate Studies and the SGPS.
- b. **"Client"**: an SGPS Member seeking confidential support on issues related to academic and university life.
- c. **"Inquiry"**: a question from a client that can be answered with minimal communication between the client and the Executive Director.
- d. **"Case"**: a client issue that requires in depth investigation and planning by a Peer Academic Advisor as assigned by the Executive Director

### B.24.2 Personnel

- a. Peer Academic Advisors are individuals hired by the SGPS that are responsible for:
  - (1) taking on Client Cases as assigned by the Program Administrator;
  - (2) promoting student self-advocacy;
  - (3) providing confidential support to Clients by informing them of pertinent rules, regulations or guidelines;
  - (4) working with Executive Director to maintain Client records and files in a secured, confidential fashion;
  - (5) make recommendations to the VP Graduates on potential University wide policy changes to benefit SGPS members;
  - (6) compiling term reports with the help of the Peer Academic Advisor Program Coordinator for review;
  - (7) consulting more qualified persons if the Case is beyond the scope of the Peer Academic Advisor's ability; and
  - (8) other tasks as assigned by the Executive Director or VP Graduate.
- b. Executive Director is responsible for the day-to-operations of the program including:
  - (1) scheduling of Peer Academic Advisors;

- (2) ensuring proper completion and filling of confidentiality forms and Case notes;
  - (3) monitoring the general Peer Academic Advisor Program email account;
  - (4) answering short inquiries to the program;
  - (5) assisting the VP graduate in Peer Academic Advisor Program advertisement;
  - (6) scheduling and recording Peer Academic Advisor training;
  - (7) balancing Peer Academic Advisor workload by assigning Client Cases;
  - (8) acting as the institutional memory of the Peer Academic Advisor Program; and
  - (9) other tasks as assigned by the VP Graduate.
- c. 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 Peer Academic Advisor Hiring Committee;
  - (2) following the guidelines in the Memorandum of Agreement;
  - (3) consulting with the Executive Director and Peer Academic Advisors in the daily functioning of the Program;
  - (4) advertising the Peer Academic Advisor Program to SGPS member and the Queen's community;
  - (5) acting as the final oversight of the Peer Academic Advisor Program; and
  - (6) reviewing program statistics to advocate for Queen's University level policy changes to benefit SGPS members.

### B.24.3 Mandate

- a. The Peer Academic Advisor Program provides members of the SGPS with general information, advice, advocacy and support services with regards to aspects of academic and university life.
- b. The advocacy role of the Peer Academic Advisors consists of: facilitating dialogue; attempting to find resolutions to concerns; referring to other services available to resolve issues; and assisting in accessing formal routes of resolution.
- c. Peer Academic Advisors are encouraged to promote self-advocacy of the Client whenever possible as well as assist in answering questions and resolving Client concerns as they arise. No actions should be taken without the Clients' expressed and informed consent.
- d. Peer Academic Advisors shall follow due process and seek resolution/mediation of a Client's Case at the appropriate level of the organization (lowest to highest).
- e. All communications between a Client and the Peer Academic Advisor Program will be kept confidential, unless authorized explicitly by the Client or where required by law.
- f. The Peer Academic Advisor Program may refuse to investigate a complaint that appears to be an abuse of the Peer Academic Advisor Program's function. The Peer Academic Advisor Program will provide a letter (in hard copy or electronic copy) of explanation to a refused client at the client's request.

### B.24.4 Hiring Process

- a. The Peer Academic Advisor Hiring Committee members shall consist of:
  - (1) the VP Graduate who shall chair the committee;
  - (2) the President (or his or her delegate);
  - (3) a representative from the Queen's University International Centre (or his or her delegate);
  - (4) the University Ombudsperson (or his or her delegate);

- (5) a representative from the Queen’s Human Rights Office or the Queen’s Equity Office (or his or her delegate); and
- (6) the Peer Academic Advisor Program Administrator.
- b. The VP Graduate in consultation with the Peer Academic Advisor Program Administrator shall develop an appropriate job description and help carry out an advertising campaign to recruit potential Peer Academic Advisors.
- c. The SGPS shall advertise the available position as widely as possible (website, mailing lists, and newsletter, where possible). The call for applications shall last a minimum of 14 days.
- d. The Peer Academic Advisor Hiring Committee shall review all applications, short list qualified applicants, and conduct interviews.
- e. The members of the Peer Academic Advisor Hiring Committee shall declare any conflicts of interest at the beginning of the hiring period. If a member of the Peer Academic Advisor Hiring Committee is found to be in a conflict of interest, the member shall not participate in the Peer Academic Advisor Hiring Committee.
- f. The Peer Academic Advisor Hiring Committee shall make decisions by Simple Majority. In the case of a tie, the Chair shall be entitled to break the tie.
- g. Should a member of the Peer Academic Advisor Hiring Committee not be able to attend all candidate interviews, that member will no longer be able to participate in the Peer Academic Advisor Hiring Committee.
- h. The VP Graduate shall report to Council, on behalf of the Peer Academic Advisor Hiring Committee, on the outcome of the hiring process.

#### B.24.4.1 Emergency Hiring

In the event that one or more Peer Academic Advisor is unable to perform their duties, the VP Graduate and the Executive Director may appoint a replacement Peer Academic Advisor.

#### B.24.5 Peer Academic Advisor Program Review

- a. Program review will assist the VP Graduate in exercising his or her responsibility over the Peer Academic Advisor Program. The review shall be conducted by the Peer Academic Advisor Program Administrator in consultation with the VP Graduate. The review shall consist of:
  - (1) an overview of collected Peer Academic Advisor Program statistics from the previous twelve months;
  - (2) interviews with Peer Academic Advisors;
  - (3) interviews with on-campus student assistance services including but not limited to the School of Graduate Studies, the University Ombudsperson, Student Wellness Services, Queen’s University International Centre, and the Human Rights Office;
  - (4) review of client feedback surveys.
- b. The Peer Academic Advisor Review shall be conducted during the summer and a report shall be presented to the August Council Meeting.

#### B.24.6 Peer Academic Advisor Evaluation

- a. The Peer Academic Advisor evaluation will be conducted annually to assess the performance of Peer Academic Advisors during the term of their contract. The review shall be conducted by the VP Graduate and consist of:
  - (1) an interview with the Peer Academic Advisor;

- (2) an interview with the Peer Academic Advisor Program Administrator;
  - (3) evaluation of the Peer Academic Advisor's clients' surveys; and
  - (4) interviews with on-campus student assistance services that the Peer Academic Advisor interacted with.
- b. These evaluations will be discussed internally with the SGPS Executive and the Peer Academic Advisor Hiring Committee if the Peer Academic Advisor applies for re-hire.

#### B.24.7 Peer Academic Advisor Contract

Each Peer Academic Advisor shall have an employment contract with the SGPS outlining their term and remuneration, responsibilities, work hours, confidentiality, code of conduct, respect for the client's right to direct and self advocate, responsibilities of the SGPS, complaints against employees, discipline and termination and other.

#### B.24.8 Training

- a. Each Peer Academic Advisor shall receive training that will include:
- (1) familiarization with on-campus services including but not limited to to the School of Graduate Studies, the University Ombudsperson, Student Wellness Services, Queen's University International Centre, Campus Security, and the Human Rights Office;
  - (2) Peer Academic Advisor Program client intake, record keeping, and confidentiality procedures;
  - (3) mental health assessment;
  - (4) conflict resolution/mediation;
  - (5) intercultural competency; and
  - (6) other training as identified by Peer Academic Advisor Program Personnel;
- b. Training is to begin within 2 weeks of start of the Peer Academic Advisor contract.
- c. The majority of training must be completed before a Peer Academic Advisor can begin taking on Client Cases, recognizing that potential scheduling issues may hinder complete training.
- d. Peer Academic Advisors re-hired to the Peer Academic Advisor Program are not required to repeat training already received.

#### B.24.9 Peer Academic Advisor Reports

- a. Peer Academic Advisors shall submit a report to the Peer Academic Advisor Program Coordinator at the end each academic term as follows:
- i. Summer term report due September 15<sup>th</sup>;
  - ii. Fall term report due January 15<sup>th</sup>; and
  - iii. Winter term report due May 15<sup>th</sup>.
- b. Reports shall include:
- i. statistics on number of Cases and types of Cases;
  - ii. referrals made;
  - iii. resources accessed;
  - iv. barriers encountered in pursuit of a resolution of each Client Case; and
  - v. other information as directed by the Peer Academic Advisor Program Coordinator or VP Graduate.
- c. Peer Academic Advisor Program Personnel will meet to discuss reports at the time they are due.

- d. Peer Academic Advisor reports will be scrubbed of any client-identifying information by the Peer Academic Advisor Program Coordinator before being released publicly.
- e. The VP Graduate will present public reports to Council and the Dean of the School of Graduate Studies.

#### B.24.10 Confidentiality and Record Keeping

- a. All Clients are required to sign a confidentiality agreement that clearly states how any personal information will be handled by the Peer Academic Advisor Program prior to the Case being heard.
- b. Peer Academic Advisors are required to fill out an intake form during, or immediately after, the first meeting with a Client.
- c. All paper Case notes, including confidentiality agreement and intake form, will be digitally recreated, and stored on a secure server. Paper copies will be destroyed.
- d. All Case records will be kept for a period of two years following Case completion, after which they shall be destroyed.

#### B.24.11 Funding

- a. The Peer Academic Advisor Program shall be funded by:
  - i. the Membership through a mandatory student fee; and
  - ii. the School of Graduate Studies through the Memorandum of Agreement.
- b. The VP Graduate shall evaluate funding sources annually and seek additional sources if required.

### B.25 Finances

#### 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.
- 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 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 to a maximum of \$250 per policy year.
- c. An Applicant may only receive one Bursary from each category in a given academic year, ranging from May 1<sup>st</sup> to April 30<sup>th</sup>.
- 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;
  - (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 fourteen (14) 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:
  - (1) Department Student Council Grant
  - (2) Accessibility Grant
  - (3) Sustainability Grant
  - (4) 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 1<sup>st</sup> to April 30<sup>th</sup>.
- 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 approve or deny the grant within three (3) 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 fourteen (14) 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.

# Policies of the Society of Graduate and Professional Students

## P.1 Financial

Information about stipends and honoraria can be found in P.2.6

### P.1.1 Financial Policy

#### P.1.1.1 General

- a. The financial year of the SGPS shall be from May 1 to April 30.
- b. All income shall be deposited in the SGPS accounts, and all expenses paid from the same.
- c. The Assistant Director of Finance with the oversight of the VP Finance and Services of the SGPS shall be directly responsible for the administration of all SGPS accounts and shall keep adequate records of all transactions.
- d. All loans and pay advances to staff members are forbidden.
- e. f. The SGPS will only process refunds for event tickets if requested within 24 hours of purchase, and only if the event is more than 5 days away. Full event refunds may be processed at anytime by the discretion of the Executive or Commissioner running the event in case the event is cancelled or postponed due to any unforeseen reason (i.e. inclement weather).

#### P.1.1.2 Financial Records and Audits

- a. All expenditures from SGPS accounts shall be documented by appropriate receipts, invoices, cheque stubs, or other satisfactory evidence.
- b. Within six months of each fiscal year end, the Executive shall approve and present to a General Meeting the audited financial statements of the SGPS for the previous fiscal year. These financial statements shall accord to the standards generally applicable to the financial statements of not-for-profit corporations.
- c. The audited financial statements of the SGPS for the previous five fiscal years shall be maintained on the SGPS website.
- d. At the Fall General Meeting, the VP Finance and Services shall present a budget expenditure update that indicates what has been spent to that point from each budget line in that fiscal year.

#### P.1.1.3 Cheque Signing

The signing Officers for the SGPS accounts shall be the President, VP Finance and Services, VP Graduate, VP Professional, VP Community, and the Assistant Director of Finance. Two signatures are required for all financial transactions and should be those of the President and the VP Finance and Services whenever possible.

#### P.1.1.4 Fee Changes

Any increases in the non-academic fees paid by the ordinary members of the SGPS must be made by referendum, except those detailed in P.1.2.

#### P.1.1.5 General, Capital and Restricted Funds

- a. There shall be a General Fund, which will be used to fund the operating expenses of the SGPS. Except where otherwise indicated, all SGPS revenues shall flow into this Fund and all expenditures shall flow out of this Fund.
- b. There shall be a Capital Fund, which will be used to fund the capital asset purchases and leasehold improvements of the SGPS. All the physical capital assets of the SGPS shall be within

this Fund, and depreciation and amortization of these assets shall be charged to this Fund. Every year, Council shall approve the transfer of cash from the general budget and General Fund to the Capital Fund. This transfer should be large enough, having regard to the Fund's annual depreciation and amortization expenses, that replacement of the Fund's assets can be made with the Fund's cash and without requiring any special transfers from the general fund.

- c. There shall be a Health and Dental Plan Fund, which will be used to pay for the Health & Dental Plan of the SGPS. All revenues from the health and dental plan fees, as well as any Health & Dental Plan funding from external parties shall flow into this Fund, and all expenses related to the Health & Dental Plan shall flow out of this Fund. The administrative fee charged by the SGPS on health and dental plan fees shall be charged against this Fund by the General Fund. Annual surpluses and deficits of the Health & Dental Plan shall remain in this Fund. In the event that this Fund accumulates a surplus larger than is reasonably required to mitigate the risk of future deficits, the Executive may make a transfer of assets from this Fund to the General Fund, subject to approval by Council.

#### P.1.1.6 Investments

- a. The SGPS Executive shall have the ability to make investments of SGPS funds at its discretion, subject to this policy.
- b. For day-to-day cash management needs, the SGPS Executive may invest SGPS funds that will be needed to fund operations or capital purchases in a given fiscal year in cash or short-term investments, such as cash on hand, demand deposits, term deposits, guaranteed income certificates, treasury bills issued by the Government of Canada and provincial governments and their agencies, and unitized funds holding only investments described in this section.
- c. For long-term investment purposes, the SGPS Executive may invest the net assets of the SGPS in investments that have higher but less certain returns. The Executive shall endeavour to reduce the risk of these investments by diversifying geographically, across asset classes and within each asset class, consistent with the Executive's fiduciary obligations towards the SGPS. These funds may be invested in any publicly traded Canadian or foreign equities, government or corporate bonds, income/royalty/real estate investment trusts, exchange traded index participation units or funds, or any open-ended pooled fund that has investment aims consistent with this policy.

#### P.1.1.7 Budget

- a. The Annual SGPS Budget, including guidelines, shall be presented on a cash basis and shall require two readings by Council.
- b. All budgeted expenditures and inter fund transfers from the General Fund shall be made in accordance with the budget guidelines as approved by Council.
- c. The Annual SGPS Budget shall not run a deficit without the approval of a two-thirds vote of Council. The Annual SGPS Budget may not carry forward a surplus from a previous year in order to balance the budget. For the purposes of determining whether the Annual SGPS Budget has run a deficit, the annual cash transfer from the General Fund to the Capital Fund in P.1.1.5.b shall be considered a cash expenditure, and the Annual SGPS Budget must ordinarily be balanced even accounting for this cash transfer.
- d. At the same time the Annual SGPS Budget is presented for approval by Council, or as soon as is practicable thereafter, the Executive shall present to Council for information the cash budget for each of the other Funds.

- e. Expenditures from all Funds other than the General Fund shall be made in accordance with the policies that govern approval of those expenditures.
- f. Funds other than the General Fund may run a cash deficit in any given year, provided that the fund itself maintains a positive balance.

#### P.1.1.8 Budget Allocation Changes

- a. The Executive can approve any changes to budget allocations up to \$1,000.00. These changes must be reported at the next Council meeting.
- b. Changes of amounts exceeding \$1,000.00 and up to \$5,000 must be approved by Council and require only one reading.
- c. Changes of amounts exceeding \$5,000.00 must be approved by Council and require two readings.

### P.1.2 Student Fees And Referenda

#### P.1.2.1 Definitions

- a. **“Opt-out”**: Where a member can elect not to pay an optional fee.
- b. **“Opt-out period”**: The times when a member may elect not to pay an optional fee as found in the Queen’s Guide to Registration and Fees.
- c. **“Student Activity Fee”**: Member payments for non-academic or non-tuition related items that are designed to enhance student life.
- d. **“Material Change”**: a change that would be reasonably expected to have an effect on the SGPS or SGPS members.

#### P.1.2.2 General

- a. From time to time, the SGPS shall establish, increase or cancel Student Activity Fees (**“Fee”**), paid by members, related directly to the upkeep and maintenance of campus student life and the SGPS at large.
- b. The SGPS may only establish a new Fee, or increase an existing fee, if there has been an open, honest, and fair referendum on the establishment, or increase, of that Fee.
- c. The payment expectation for a given Fee is either:
  - a. **Mandatory**, in which all members must pay the fee, or
  - b. **Optional**, where members have a choice to Opt-out of the fee during the designated opt-out period.
- d. The classification of Student Fees into the categories of Mandatory and Optional is governed by the Government of Ontario’s Ministry of Training, Colleges and Universities “Tuition Fee Framework and Ancillary Fee Guidelines for Publicly-Assisted Universities”.

#### P.1.2.3 Eligibility

- a. Only eligible groups are entitled to establish or receive a Fee.

- b. The eligibility of a group to receive a Fee is determined by the Finance and Services Committee (“Committee”) and is assessed each year for both prospective Fees and pre-existing Fees.
- c. The following conditions restrict eligibility:
  - i. No athletic team is eligible to receive a Fee;
  - ii. No SGPS, AMS or University committee is eligible to receive a Fee;
  - iii. No group, except for the SGPS itself, shall be eligible for more than one Fee;
  - iv. No group, except for the SGPS itself, shall be eligible to obtain a fee for the purposes of a single, one-time capital purchase;
  - v. No commercial or otherwise for-profit group or organization may be eligible for a Fee.
- d. Where a group does not meet eligibility requirements as determined by the Committee, the VP Finance & Services shall notify the group with reasons for the decision and offer the group forty-eight (48) hours to amend and resubmit its fee proposal for reconsideration by the Committee.
  - a. This shall not permit any group from extending a deadline for elections or referendums as set out by the SGPS CRO.

#### P.1.2.4 Establishing and Increasing Student Activity Fees

- a. A referendum on a Fee is required in order to:
  - a. Establish a new Fee; or,
  - b. Increase the dollar value of an existing Fee.
- b. Fee referendums must be held at the same time and on the same system as the annual SGPS executive election as outlined in B.10
- c. Optional fees require a simple majority to pass; mandatory fees require a simple majority to pass, unless quorum, which shall be fifteen percent (15%) of the ordinary members of the SGPS, is not met. If quorum is not met, mandatory fees require a 2/3 majority to pass.
  - a. A fee that fails to achieve the requisite threshold in a referendum is cancelled effective the following academic year, with any uncollected or withheld funding reallocated to the SGPS Bursaries and Grants Program.
  - b. For further clarification, the length of the campaign, validation and nomination period are subject to the regulation of the SGPS Chief Returning Officer (“CRO”).
- d. Fees for University services, AMS services, clubs ratified by the Queen’s Clubs Office, and organizations external to Queen’s shall expire after three (3) academic years following a successful referendum result.
  - a. During any academic year of a Fee’s collection, the group may apply under either P.1.2.4.f or P.1.2.4.g to establish a new Fee or increase an existing Fee for the next three (3) academic years following that referendum.
  - b. For further clarity, should a group with an existing student fee apply under either P.1.2.4.f or P.1.2.4.g, to establish a new Fee or increase an existing Fee, but fail to achieve the required votes in a referendum, the existing Fee shall continue uninterrupted until the conclusion of the original three (3) academic years.

- c. Fees for University services, AMS services, clubs ratified by the Queen’s Clubs Office, and organizations external to Queen’s do not renew. They must undergo the process to outlined in P.1.2.4.f – “Establishing New Student Activity Fees”.
- e. Fees that are strictly limited to the upkeep and operation of the SGPS, SGPS programming, and capital projects shall be known as SGPS Fees and shall have unique rules that govern the expiry of Fees, establishment of new Fees, and increases in existing Fees.
  - a. Non-Expiration of SGPS Fees – SGPS Fees shall not expire and shall not be subject to renewal by referendum.
  - b. Establishment of New SGPS Fees – The process for establishing a new SGPS Fee shall be conducted in accordance with P.1.2.4.c and follow the ratification procedures as set out by P.1.2.4.f.
  - c. Increases to Existing SGPS Fees – The VP Finance and Services may unilaterally increase the amount for an existing SGPS Fee on the coming year’s fee slate only if:
    - i. The increased fee is for the purpose of funding membership to a provincial or national student advocacy group and the increase is less than or equal to five per cent (5%);
    - ii. The increase to the fee is less than or equal to five per cent (5%)
      - 1. The only exception to the five per cent (5%) limit is when the fee is for the purpose of funding the SGPS Health and Dental Plan. Increases to Health and Dental plan fees are governed by plan usage and cannot be limited.
    - iii. All other increases to existing SGPS Fees not enumerated under the conditions set by P.1.2.4.e.c.i shall conform with P.1.2.4.c and follow the ratification procedures as set out by P.1.2.4.f.
- f. Establishing New Student Activity Fees - For a new Fee to go to referendum, the Fee and its recipient shall satisfy each of the following conditions:
  - a. The group must be an eligible group as designated under P.1.2.3;
  - b. The group shall submit a Fee Proposal Package to the Committee no later than the last day of the nomination period as set by the CRO under P.9.
    - i. This package, created to assist in the Committee’s determination of eligibility, shall contain:
      - 1. A written description of the group or organization seeking the Fee and specific purpose for which the Fee revenue will be used.
      - 2. A detailed budget and financial information that clearly indicates how the fee will be spent;
        - a. For further clarification, registered charities and non-profit organizations shall include their most up-to-date annual report and audited financial statements.
      - 3. A petition that specifies the Fee to be established and bears the signatures of at least 100 ordinary Society members, in accordance with the guidelines set forth in B.10 and P.9, delivered to the CRO;



4. A detailed report answering the following questions:
    - a. Why is your group seeking a Fee?
    - b. What direct benefit will SGPS members derive from granting your group a Fee?
    - c. How is the dollar value of the Fee related to the benefit you are proposing to provide?
    - d. When was your group established?
    - e. If you have collected a Fee in the past, what initiatives and/or opportunities have you provided the Queen's Community with the collected funds?
  5. Answers to any other questions as prescribed by the Committee included in the nomination package.
- c. Upon completion of the requirements as laid out in Subsections P.1.2.4.e.a and P.1.2.4.e.b, Council shall require a majority vote to add the Fee to the referendum ballot.
- g. Increasing a Pre-Existing Student Activity Fee - For a currently established Fee to be increased at referendum, the Fee and its recipient group shall satisfy each of the following conditions:
- a. The group must be an eligible group as designated under P.1.2.3;
  - b. The group shall submit a Fee Proposal Package to the Committee no later than the last week of January of a given academic year.
    - i. This package, created to assist in the Committee's determination of eligibility, shall contain:
      1. A written description of the group or organization seeking the Fee and specific purpose for which the Fee revenue will be used. This description shall not exceed 500 words.
      2. A detailed budget and financial information that clearly indicates how the fee will be spent;
        - a. For further clarification, third-party organizations to the SGPS, AMS or Queen's University shall include their most up-to-date annual report and audited financial statements.
      3. A petition that specifies the Fee to be established and bears the signatures of at least 100 ordinary Society members, in accordance with the guidelines set forth in B.10 and P.9, delivered to the CRO;
      4. A detailed report answering the following questions:
        - a. Why is your group seeking a Fee increase? What circumstances have changed to necessitate a change in your Fee?
        - b. What direct benefit have SGPS members derived from your Fee?

- c. Is there any added benefit SGPS members will receive as a result of an increase in your Fee?
  - d. When was your group established?
  - e. What initiatives and/or opportunities have you provided the Queen’s Community with the funds collected? Will these initiatives change with the increase to your Fee? If so, how will they change?
- c. Upon completion of the requirements as laid out in Subsections P.1.2.4.f.a and P.1.2.4.f.b, Council shall require a majority vote to add the Fee to the referendum ballot.
- h. Cooling off period – A group may only apply for an activity fee twice out of every three (3) academic years.
  - a. This period is waivable upon a majority vote of the Committee.
- i. All sections of the Fee Proposal Package that do not include sensitive personal information shall be made publicly available to society members for review during the referendum period.

P.1.2.5 Continuous Reporting Obligations, Cancellation, and Reallocation of Fees

- a. Continuous Reporting Obligations - 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. 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. A group’s continuous reporting obligations will be subject to the following standards congruent with the classification of the fee under P.1.2.3.d.
  - a. shall consist of:
    - i. An annual report containing:
      1. Usage and participation statistics for the service or body by Society members;
      2. Financial information on how the fee was spent for that year; and,
      3. A list of any Material Changes (as defined by P1.2.1.e) to the group receiving the Fee.
      4. A letter from the group naming the executive team or coordinator along with their contact information;
  - b. The continuous reporting obligations for fees collected by clubs ratified by the Queen’s Clubs Office shall consist of:
    - i. A letter from the Joint AMS/SGPS Club Office certifying the ratification for the coming academic year;
    - ii. An annual report which contains:
      1. A summary of the club’s activities over the past year demonstrating how it involved SGPS members and a description of how the fee has been used;

2. A description how the club's activities perform a unique service or create a unique space not provided by existing SGPS, AMS, university or other fee-funded services
  3. A letter from the group naming the executive team along with their contact information;
  4. Annual financial statements/bank statements for the previous year;
  5. A budget for the previous year; and
  6. Any other financial information as to verify that disbursed Fees were used for their intended purpose.
- iii. A proposed club budget for the coming year; and,
  - iv. Any other information as requested by the Committee to aid in the determination of the Fee's continued eligibility.
- c. The continuous reporting obligations for fees collected by organizations external to Queen's shall consist of:
- i. An annual report which contains:
    1. A summary of the organization's activities over the past year demonstrating how it involved SGPS members and a description of how the fee has been used;
    2. A description how the club's activities perform a unique service or create a unique space not provided by existing SGPS, AMS, university or other fee-funded services
    3. A letter from the group naming the executive team, board of directors, or leadership team along with their contact information;
    4. Financial information depending on the sophistication of the group:
      - a. Registered charities and non-profit organizations - The most up-to-date annual report and audited financial statements.
      - b. All other organizations - Annual financial statements/bank statements for the previous year.
  - 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. All Groups required to report materials including annual reports, financial statements, yearly budgets, etc. under P.1.2.5.b to the Committee must do so no later than January 10<sup>th</sup> of each year.
- d. Suspension of Fee by the Committee - A Fee shall be deemed suspended if:
- a. A group receiving a Fee no longer fulfills the eligibility requirements for that Fee as set out in P.1.2.2 and P.1.2.3; and/or
  - b. A group does not comply with the continuous obligation requirements as set out in P.1.2.4.

- e. If a Fee is suspended by the Committee, the group will be notified by the VP Finance and Services of the suspension immediately. All best efforts shall be made to contact the group facing suspension.
- f. The VP Finance and Services shall report to Council on the issuing of a suspension at the next Council meeting.
- g. A group with a Fee suspended shall not receive any future or outstanding disbursements of the Fee in question, however, the fee shall continue to be collected by the SGPS until such suspension is lifted or the fee is cancelled per this section.
- h. The VP Finance and Services shall call a meeting of the Committee within 30 days of the suspension and invite the suspended group to the meeting to discuss the reason(s) for suspension.
- i. Removing Suspension – Once the group has been provided with the reason(s) for suspension and how it can re-instate its Fee at the Committee, the group will be given 60 days to bring itself in compliance with P.1.2 unless they have received an express extension from the VPFS.
  - a. If a group corrects the reason for suspension, the Committee shall meet to review the group’s progress and shall reinstate the fee upon a majority vote.
- j. If a group does not correct the reason for suspension within the 60-day period, the Committee shall make a report to Council that is to be presented at the next council meeting providing for:
  - a. The name of the group;
  - b. The classification of the fee for that group;
  - c. The reason(s) for suspension;
  - d. The current status with respect to correcting the reason(s) for suspension; and,
  - e. A recommendation to council on how to proceed.
- k. Permanent Cancellation – If the Committee recommends final cancellation of the fee, a motion shall be brought forward to Council by the VPFS seeking cancellation of the fee.
  - a. Cancellation of a fee is only permitted when recommended by the Finances and Services Committee, and requires a majority vote of Council.
  - b. Only Fees that are suspended may be cancelled.
- l. Cancellation of Fee by Group – If a group requests to no longer receive a Fee, the VP Finance and Services may immediately cancel the Fee and provide a letter at the next council meeting to council outlining why the Fee was cancelled.
  - a. Cancelled Fees shall be removed from the University Fee Slate at the earliest possible time and the SGPS shall neither collect nor disburse all monies related to the cancelled fee.
- m. Reallocation of Fees – If a Fee is cancelled and there are remaining, undisbursed funds, those funds will be permanently withheld from that group and reallocated to the SGPS Grants and Bursary Program for that given fiscal year.
- n. Mistake in Cancellation – If a Fee that is neither suspended nor cancelled is removed from the University Fee Slate (and is thus not collected for the year), the SGPS shall disburse a reasonable

amount calculated on the basis of the dollar value of the fee and the average opt-out rate for that fees in that year.

#### P.1.2.6 Collection of Fee Cheques

- a. Only individuals authorized by their organization to collect their fee cheque are allowed to do so.
- b. Any changes to the individuals who are authorized by their organization to collect their fee cheque must be reported to the SGPS Executive Director within two weeks of their occurrence.
- c. Individuals who are authorized by their organization to collect their fee cheque are required to provide government-issued photo ID when picking up their fee cheque.
- d. Individuals who are authorized by their organization to collect their fee cheque are required to sign a document, provided by the SGPS, when picking up their fee cheque that affirms the following:
  - i. The fees collected will be used for the purpose to which a group has applied for their creation;
  - ii. The fees collected will be used within the year they are collected.
- e. Any fee groups that allow their cheques to remain uncollected to the point that they become stale-dated will be reported to the Finance and Services Committee with the recommendation that the fee be suspended.

#### P.1.3 SGPS Health And Dental Opt–In/Opt–Out

##### P.1.3.1 Background

The SGPS Health and Dental Plan is a group insurance plan. Group insurance plans are much more affordable than individual insurance plans because of the fact that all members will be enrolled in the plan, except in certain specific conditions. The group insurance plan option was agreed to by members through the referenda that established the Plan.

##### P.1.3.2 Principles of Enrolment

- a. As per the Government of Ontario’s Ministry of Training, Colleges and Universities “Tuition Fee Framework and Ancillary Fee Guidelines for Publicly-Assisted Universities”, all full-time students who are assessed the SGPS fee slate are to be enrolled in both the Health and the Dental Plans, unless they provide proof of pre-existing coverage.
- b. Students must have primary health coverage, either through their provincial insurance or UHIP to access the SGPS Health and Dental plan.
- c. If a student who would be assessed the SGPS Health and Dental fee is not automatically enrolled due to late enrolment but wishes to be, they must enroll during the September Opt-In period, the January Opt-In period, or within 30 days of starting their program.
- d. If a student who is on the SGPS Health and Dental plan wishes to enroll their spouse or children (hereafter referred to as “dependents”) onto the plan, they must do so during the September Opt-In period, the January Opt-In period, or within 30 days of starting their program. If their spouse or children arrive outside of these periods, they student must contact the SGPS office within 30 days of their arrival.
- e. If a student wishes to enroll their dependents, all of the dependents must have primary health coverage, either through their provincial insurance or UHIP to access the SGPS Health and Dental Plan.

- f. Students with part-time or off-campus status and students who are on a University approved leave who would be assessed the SGPS Health and Dental fee if they were full-time students, must enroll during September Opt-In period, the January Opt-In period, or within up to 30 days after changing registration status unless they can provide legitimate reasons for not doing so.
- g. If a full-time student who is assessed the SGPS fee slate loses alternate coverage, e.g. aged out of their parents plan or lost benefits through their spouse's plan, they will be permitted to opt-in within 30 days of losing their alternate coverage
- h. Permanent staff members of the SGPS who are not students at the University may opt in to the SGPS health and dental plan.

#### P.1.3.3 Cases in which Enrolment is not Automatic

- a. Late enrollment: If a student registers for the first time at Queen's (as a member of the SGPS) after the Fall term, they can enroll at their discretion, and they must do so at the first opportunity, e.g. January opt-in period for those starting in January
- b. Couple/Family enrolment: A member must choose to add couple/family coverage at the same time as they themselves enroll, e.g. in September opt-in period for those registering in September, during the January opt-in period for winter registrants
- c. Part-time and off-campus students and those on leaves of absence who wish to enroll in the Plans: These students must enroll during September opt-in period for fall registrants, during the January opt-in period for winter registrants, or within up to 30 days after changing registration status unless they can show legitimate reasons for not doing so. In order to enroll in the plans, these students must pay the SGPS fee in addition to the health and dental fees.
- d. Loss of alternate coverage/change in circumstance: If a member loses alternate coverage, e.g. was covered by a former employer for first 5 months of the year and opted-out already that year, they will be permitted to opt-in, provided they do so within up to 30 days after losing their alternate coverage

## P.2 Personnel

### P.2.1 The Executive

The operational roles of the Executive are:

- a. propose policy and present it to Council for consideration;
- b. submit a monthly written report to Council;
- c. attend each meeting of Council, and act in accordance with any decisions of that body;
- d. meet at least once a week at the call of the President or appointed Executive member;
- e. act as signing officers for the SGPS' accounts in accordance with P.1.1.3. and generally oversee the finances of the SGPS;
- f. retain discretion to refer representation of SGPS members to the Peer Academic Advisor Program;
- g. Assist the Executive Director in the documentation and archiving of all relevant information;
- h. develop a year plan specific to their position in accordance with P. 4.4 Strategic Plans; and
- i. participate in transition in accordance with P.4 Transition.

#### P.2.1.1 Description of Executive Responsibilities

- a. The President, official spokesperson of the SGPS, is responsible for:

- (1) acting as the official representative and spokesperson for the SGPS;
  - (2) supporting the Executive in the performance of their duties and responsibilities;
  - (3) proposing the direction of policy and other goals for the SGPS to Council;
  - (4) reporting on the actions of the Executive and Officers of the SGPS at each Council and General Meeting;
  - (5) ensuring that all important decisions made at Executive meetings are reported at each meeting of Council;
  - (6) calling all General Meetings;
  - (7) The President (or President's delegate) shall serve ex-officio on several committees, serve, where possible, on their assigned Committees, Councils, and Working Groups
  - (8) The President shall have the authority to call a meeting of any SGPS body provided forty-eight (48) hours notice are given to all members of that body, in accordance with B.16.2, with the exception of SGPS Council, which requires four (4) days notice.
  - (9) 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.
- b. The Vice President Graduate is responsible for:
- (1) Representing the SGPS in matters specific to graduate students;
  - (2) ensuring that graduate students are represented in university affairs at Queen's;
  - (3) assisting members who require an advocate to help them resolve matters of both an academic and non-academic nature, and, wherever possible, working in conjunction with any appropriate external resource.
  - (4) perform any function of the President, in accordance with B.11;
  - (5) chair the SGPS Graduate Student Standing Committee, and be responsible for its proper and complete functioning;
  - (6) management of the Peer Academic Advisor Program;
  - (7) serve , where possible, on their assigned Committees, Councils, and Working Groups.
- c. The Vice President Professional is responsible for:
- (1) representing the SGPS in matters specific to professional students;
  - (2) ensuring that professional students of the SGPS are represented in university affairs at Queen's;
  - (3) assisting members who require an advocate to help them resolve matters of both an academic and non-academic nature, and, wherever possible, working in conjunction with any appropriate external resource.
  - (4) performing any function of the Speaker, in accordance with P.5.1.1;
  - (5) chairing the Professional Students Standing Committee, and be responsible for its proper and complete functioning;
  - (6) chairing the Human Resources Committee, and be responsible for its proper and complete functioning
  - (7) overseeing the human resources of the SGPS, including:
    - i. hiring, dismissing, supervising, and evaluating SGPS employee(s) jointly with the Executive Director; and
    - ii. performing any Human Resources function of the Executive Director, in accordance with P.4 Transition
  - (8) serve, where possible, on their assigned Committees, Councils, and Working Groups.
- d. The Vice President Community is responsible for:
- (1) representing and communicating the interests of the members of the SGPS at meetings of the external student associations of which the SGPS is a member; and

- (2) promoting the interests of SGPS members by making representations to people and organizations external to the University.
- (3) Attend annual and semi-annual general meetings of the CFS at both the national and provincial levels, and attend other CFS events;
- (4) Overseeing the hiring, according to B.13.2 and B.13.3, and supervision of the Commissioners and Deputy Commissioners.
- (5) Serve, where possible, on their assigned Committees, Councils, and Working Groups.
- e. The Vice President Finance and Services is responsible for:
  - (1) administrating the SGPS' finances and accounts along with the Assistant Director of Finance;
  - (2) directing the Assistant Director of Finance in processing all of the SGPS' financial transactions.
  - (3) setting the SGPS' annual budget;
  - (4) presenting the annual SGPS budget to Council at or before the September council meeting;
  - (5) presenting to Council in August, a balance sheet and income statement in accordance with P.1.1.1;
  - (6) presenting a balance sheet and income statement from May 1 at the Fall General Meeting;
  - (7) administrating the SGPS health and dental plan along with the Executive Director and Assistant Director of Finance.
  - (8) be authorized to approve any non budgeted expenditure of five hundred (\$500) dollars or less, and report such expenditures to the SGPS Council, in accordance with P.1.1.1;
  - (9) present to the Finance and Services Standing Committee for review of the detailed income/expense statement of the SGPS quarterly;
  - (10) chair the Finance and Services Standing Committee in accordance with P.8.2.1; and
  - (11) administering all SGPS bursaries and grants along with the Finance and Services Standing Committee;
  - (12) serve, where possible, on their assigned Committees, Councils, and Working Groups .

## P.2.2 Commissioners and Deputy Commissioners

### P.2.2.1 General

- a. The following constitute the Commissioners and Deputy Commissioners:
  - (1) Commissioners:
    - i. Social Commissioner
    - ii. Equity and Diversity Commissioner
    - iii. International Students Affairs Commissioner
    - iv. Athletics Commissioner
  - (2) Deputy Commissioners will be hired as needed at the discretion of the Executive, who will take recommendations from SGPS staff and Commissioners.
- b. The term of all Commissioner positions will be one year in length.

### P.2.2.2 Selection of Commissioners and Deputy Commissioners

- a. The Executive shall select the commissioners and coordinators through a process of application and interviews.
- b. A commissioner or deputy commissioner may re-apply for the same position, and must inform in writing to the Vice President Professional no later than February 28th if they intend to do so.



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

### P.2.2.3 Commissioners

- a. All Commissioners are responsible for:
  - (1) submitting monthly written reports to and attending meetings of council;
  - (2) developing a year plan specific to their position in accordance with P.4.4 Year Plans;
  - (3) participating in the transition process in accordance with P.4 Transition;
- b. The Social Commissioner shall report to the Vice President Community. The Social Commissioner shall head the Social Commission and be responsible for:
  - (1) supervising and providing direction to the SGPS Social Volunteers
  - (2) ensuring that all SGPS social events meet the standards established in P.12.1
  - (3) organizing SGPS orientation week;
  - (4) organizing SGPS social activities
  - (5) submitting a motion annually at January Council to chose a Committee Chair for the SGPS Awards as established in P.6.1.2.a;

- c. The Equity and Diversity Commissioner shall report to the Vice President Community. The Equity and Diversity Commissioner shall head the Equity & Diversity Commission and be responsible for:
  - (1) advising Council and the Executive in the formation and formulations of SGPS policies, procedures and priorities regarding equity issues;
  - (2) promoting awareness of equity issues among SGPS members in accordance with P.11.1;
  - (3) Chairing the Equity & Diversity Committee and promoting it to the membership;
  - (4) ensuring that all meetings and social events hosted by the SGPS are equity-aware in accordance with P.11.1; and
  - (5) Serving on their assigned councils and committees, a list of which is maintained by the VP Professional.
- d. The International Students Affairs Commissioner shall report to the Vice President Community. The International Students Affairs Commissioner shall head the International Students Affairs Commission and be responsible for:
  - (1) Upholding the mandate of the International Students Affair Commission, which shall be to foster an increased awareness of issues facing international students on campus and endeavour towards finding and implementing means to address these issues with appropriate people and entities on and off campus.
  - (2) ensuring constant representation of Queen's University's international student opinions, concerns, and issues on their assigned councils and committees, a list of which is maintained by the VP Professional.
  - (3) ensuring regular meetings of the SGPS International Affairs Standing Committee;
  - (4) advising the SGPS Executive, Council, Graduate Student Trustee, and student Senators on how to approach and tackle international student issues;
  - (5) establishing and maintaining communication with international students and groups on campus;
  - (6) guiding and assisting the development of policies regarding international student issues at the SGPS, AMS, and/or University level; and
  - (7) promoting the organization of social, academic, outreach and political events pertaining to international students;
- e. The Athletics Commissioner shall report to the Vice President Community. The Athletics Commissioner shall head the Athletics Commission and be responsible for:
  - (1) organizing sporting events for graduate and professional students and advising Council on matters pertaining to athletics;
  - (2) sitting on the Social Events Standing Committee; and
  - (3) coordinating intramural teams and leagues for SGPS students; and
  - (4) assisting in the planning of all social events, including those of Orientation Week; and
  - (5) regularly meeting and communicating with Athletics and Recreation to report on the interests of SGPS members, and to ensure that their programming and facility needs are being addressed.

#### P.2.2.4 Deputy Commissioners

- a. All Deputy Commissioners are responsible for:
  - (1) assisting and supporting their respective Commissioner with the execution of their year plan;
  - (2) participating in the transition process in accordance with P.4;

### P.2.3 Permanent Staff

- a. Staff members at the SGPS may include, but are not limited to:
  - (1) Executive Director
  - (2) Assistant Director of Finance
- b. Each staff member and the SGPS shall sign a contract that outlines the terms of his or her employment including:
  - (1) Duties
  - (2) Term
  - (3) Compensation
  - (4) Benefits
  - (5) Vacation and Sick Leave
  - (6) Regular Work Hours
  - (7) Professional Development
  - (8) Confidential Information
  - (9) Termination of Employment
  - (10) Workplace Harassment Policy
  - (11) Severability
- c. Evaluations shall be performed in accordance with P.3.1.3.
- d. Staff are not required to be members of the SGPS.
- e. The Executive Director shall be accountable to the Executive and Council. The Executive Director shall be responsible for facilitating the overall function of the SGPS.
- f. The Assistant Director of Finance reports to the Executive Director and is responsible for all SGPS financial matters.

### P.2.4 Student Senators and Graduate Student Trustee

- a. The Graduate Student Trustee is responsible for:
  - (1) attending all meetings of the University Board of Trustees and its subcommittees;
  - (2) submitting a written report to Council after each Board of Trustees meeting and meetings of any subcommittees;
  - (3) dialogue with Council about issues on the University Board of Trustees' agenda;
  - (4) making each meeting's date, agenda, and minutes available in the SGPS office and on the SGPS website when the information becomes available;
- b. Student Senators are responsible for:
  - (1) attending all meetings of the University Senate;
  - (2) submitting a monthly written report to Council;
  - (3) making each meeting's date, agenda, and minutes available in the SGPS office and on the SGPS website when the information becomes available;
  - (4) serving as an ex-officio member on the governing bodies of their respective schools or Faculties;
  - (5) meeting with other Student Senators, as well as the SGPS President, to discuss issues important to all SGPS students where necessary.
  - (6) attend meetings of the Senate Student Caucus.
  - (7) joining at least one Senate committee when a seat is available.

## P.3 Human Resources

### P.3.1 Definitions

- a. "Human Resources": planning organization staff needs including but not limited to:
  - (1) recruiting and hiring new employees
  - (2) orientating and training current employees
  - (3) managing wages and salaries
  - (4) providing benefits and incentives
  - (5) evaluating performance
  - (6) resolving disputes
  - (7) communicating with all employees at all levels
  - (8) discipline of employees

### P.3.2 General

- a. The Human Resources ("HR") of the SGPS shall be the joint responsibility of the Executive Director and the VP Professional.
- b. The VP Professional, in consultation with the rest of the Executive, shall have authority over decisions regarding commissions.
- c. In any matters related to HR in which the Executive Director is the subject, the Executive shall jointly make decisions.
- d. In any matters related to HR in which the VP Professional is the subject, the rest of the Executive and the Executive Director shall jointly make decisions.

### P.3.3 Staff

#### P.3.1.1 Contracts

- a. The employee(s) and employer shall sign an employment contract in accordance with P.2.3b and a confidentiality agreement.
- b. Office staff are not normally required to be members of the SGPS.
- c. A file of employee contracts shall be maintained by the Executive Director and the Executive shall have access to these contracts.

#### P.3.1.2 Staff Hiring

- a. The recruitment, selection and hiring of staff for positions with the SGPS shall be in accordance with this Policy.
- b. A hiring committee shall be struck consisting of at least two but no more than five individuals. At least one person on the hiring committee must be a member of the current Executive.
- c. One of the members of the Hiring Committee shall be explicitly responsible for ensuring that equity considerations are considered. If none of the committee members is qualified, a member of the Equity & Diversity Commission shall be added to the hiring committee.
- d. The Hiring Committee shall draft a job description. The job description shall include the requirements of each position as defined in P.2.3, as well as other requirements as the Hiring Committee shall deem necessary. An archive of past job descriptions shall be maintained by the Executive Director and shall be made available to all members of the SGPS on request.
- e. The Executive Director shall widely advertise the position. Advertisement shall include:
  - (1) A Position Summary

- (2) Responsibilities
- (3) Required Skills and Qualifications
- (4) Application Instructions
- f. The advertising shall contain the following statement: 'The SGPS encourages applications from members of equity-seeking groups including, but not limited to international students, persons with disabilities, Aboriginal peoples, members of minority groups, women, parents and LGBTQ people.'
- g. If there are no applications for a position, or no applications that meets the basic requirements, it is up to the discretion of the VP Professional and the Executive Director to extend the application deadline by a period of at least one week.
- h. The Hiring Committee shall review applications, short-list if necessary, and conduct interviews. If there is only one applicant for the position, the Hiring Committee shall still evaluate the applicant's resume and conduct an interview to determine the applicant's suitability for the position or extend the application period.
- i. Any member of the Hiring Committee should declare any conflict of interest with regards to the applicants to the other Committee members, who shall determine whether the conflict of interest is such that the member should be replaced.
- j. Where possible the committee shall operate by consensus. In the event of deadlock the candidate preferred by the majority of the committee shall be hired.

P.3.2.1 be promoted to P.3.1.3 and for the rewritten P.3.4.3 be promoted to P.3.1.2.

#### P.3.1.7 Staff Termination

- a. The staff member will be notified in writing of their termination and reasons for termination with reference to relevant Bylaws and Policies.
- b. The staff member shall have the opportunity to meet with the Evaluation committee to discuss concerns.
- c. The notice of termination shall be filed by the Executive Director.

#### P.3.4 Commissioners and Coordinators

##### P.3.2.1 Commissioner and Coordinator Evaluation, Discipline and Termination

- a. Commissioners and coordinators shall be subject to a 12-week probationary period, during which time they may be terminated without cause, notice, or payment in lieu.
- b. The SGPS may terminate commissioners or coordinators at any time by giving sufficient notice or payment in lieu as required under the *Employment Standards Act*.
- c. Commissioners and coordinators shall meet with the Executive Director, VP Community and the VPP after four months of their term and after eight months of their term for a Performance Review meeting. Where a commissioner or coordinator re-applies for their current position, a 12-month Performance review will also take place.
- d. Extra Performance Review meetings may be performed at the discretion of the Executive.
- e. The purpose of the meetings will be to assess performance of job expectations and address any identified areas of improvement.
- f. Performance concerns will be noted in writing at the conclusion of each meeting, and a reasonable adjustment period must pass before re-evaluation or termination occurs. A reasonable period can range from 2-4 weeks.

- g. Should a commissioner or coordinator fail to correct the noted performance concerns after a reasonable adjustment period, this will constitute grounds for immediate termination without notice or payment in lieu.
- h. Any recommendation to terminate a commissioner or coordinator, either with or without cause, must come from the VPP and subsequently be approved by a majority vote of the Executive.
- i. Where a 12-month re-hiring Performance Review has taken place, the VPP will make a recommendation to the Executive as to whether the individual should be re-hired. Any recommendation must be approved by a majority vote of the Executive.
- j. Nothing in this policy derogates from the inherent power of the Executive as Board of Directors to terminate any employee.
- k. Nothing in this policy should be deemed to create any cause of action by any employee or former employee of the SGPS.

#### P.3.4.3 Rehiring Policy

The purpose of the rehiring policy is to save time and resources in the hiring process while protecting the best interests of the Program. Rehiring encourages well-performing and experienced Peer Academic Advisors to return for another year. The policy allows a current Peer Academic Advisor to be rehired for the following year without undergoing the normal hiring process, provided he/she receives a positive review during the annual Advisor evaluation and continues to meet the eligibility requirements for employment in the Program, as per P.3.4.1. Peer Academic Advisors receiving a poor or qualified evaluation will not be eligible for rehiring through this policy. This policy recognizes that it is beneficial for the Program to retain experienced and skilled Peer Academic Advisors, preserve institutional memory, advance institutional competence, and maintain healthy, ongoing relationships with other parties in the University.

- a. Rehiring Process:
  - (1) A Peer Academic Advisor who intends to apply to return to the Program for another year should make their intentions known to the VP Graduate and the voting members of the Personnel Committee at least two months in advance of the completion of their contract, allowing time for the rehiring process before the positions are publicly advertised.
  - (2) The VP Graduate and Executive Director will conduct an evaluation of the Peer Academic Advisor. The VP Graduate will provide a copy of both evaluations to the Personnel Committee. If the Peer Academic Advisor receives an overall positive performance evaluation, the VP Graduate shall recommend to the Personnel Committee that the Peer Academic Advisor be rehired.
  - (3) The Personnel Committee shall attempt as much as possible to reach its decision by consensus. If the Personnel Committee is convinced that consensus is impossible then it may decide by simple majority.

#### P.3.5 Health and Safety Policy

- a. The SGPS is committed to the health and safety of all its personnel, including the prevention of illness and injury.
- b. The SGPS affirms the Queen's University Policy Statement on Health and Safety, under the jurisdiction of the Queen's University Department of Environmental Health and Safety.
- c. The SGPS acknowledges the responsibilities outlined by the Ontario Occupational Health and Safety Act.

- d. All employees of the SGPS shall be aware of their rights and responsibilities regarding health and safety. Responsibilities include the reporting to their supervisor of any health hazards and unsafe conditions observed.
- e. Concerns, complaints, and comments within the SGPS regarding health and safety may be addressed by the Executive Director.
- f. Training on the topics of health and safety shall be considered for SGPS personnel. This may include Occupational Health and Safety workshops and First Aid training.

### P.3.6 Training

- a. The Executive Director is responsible for organizing the following training. The Executive Director will keep a list of all those people that have completed training, which will be available to the Executive for viewing.
- b. Prior training can be taken into consideration on a case by case basis, with exemptions approved by the Executive Director upon input from the SGPS Executive. The Executive Director will research possible trainers/facilitators and report to the SGPS Executive on availability, pricing and general training content. The Executive Director will, with the express approval of the SGPS Executive, schedule the following training:

## P.4 Transition

### P.4.1 Transition Overview

- a. The purpose of transition planning is for Commissioners and Coordinators and Executives to develop a positive and productive working relationship.
- b. The Executive Director and SGPS Executive are responsible for organizing transition.
- c. Transition for the new Commissioners and Coordinators shall take place during the first 30 days of their appointment.

### P.4.2 Executive Transition

- a. The Executive shall jointly create an executive year plan and individual year plans in accordance with P.4.4 Strategic Plans.
- b. should an Executive member be elected outside the dates listed in B.6.c, or unable to attend the initial Planning session, that Executive shall be responsible for arranging, with the assistance of the Executive Director, an alternate Transition Planning session with the Executive;
- c. Content for Executive Transition session(s) shall include:
  - (1) a review of the SGPS Bylaws and Policies;
  - (2) a review of the organizational structure of the SGPS and Queen's University;
  - (3) a review of the history of the SGPS;
  - (4) a review of all job descriptions held by Commissioners and Coordinators and Executives;
  - (5) a review the SGPS Strategic Plan (P.10.5);
  - (6) a review of committee responsibilities at the SGPS and University; and
  - (7) a review of transition manuals.

### P.4.3 Commissioner and Coordinator Transition

- a. The Commissioner or Coordinator and the Executive and Executive Director shall convene to address goals and develop an effective working relationship.

- b. Commissioners and Executive Transition Planning shall:
  - (1) take place within thirty (30) days of ratification of Commissioners and Coordinators based on the terms and conditions established in P.2.1.1.e;
  - (2) involve all ratified Executive members and Commissioners and Coordinators during mutually agreed upon Planning session time(s) and location(s);
  - (3) be no less than five (5) hours;
  - (4) should a Commissioner or Coordinator be hired outside of the dates listed in P.2.1.1.e, or an Executive member elected outside the dates listed in B.6.c, that Commissioner, Coordinator and/or Executive shall be responsible for arranging, with the assistance of the Executive Director alternative Transition Planning sessions with the Executive, Commissioners and Coordinators;
- c. Content for the Commissioners and Coordinators and Executive Transition Planning sessions shall include:
  - (1) a review of the SGPS Bylaws and Policies;
  - (2) a review of the organizational structure of the SGPS and Queen's University;
  - (3) a review of the history of the SGPS;
  - (4) a review of all job descriptions held by Commissioners and Coordinators and Executives;
  - (5) a review of the SGPS Strategic Plan (P.10.5);
  - (6) a review of committee responsibilities at the SGPS and University levels; and
  - (7) a review of transition manuals.

#### P.4.4 Strategic Plans

- a. Strategic Plans establish a list of goals for the year and steps to achieve those goals.
- b. The following groups or individuals are responsible for creating a Strategic Plan:
  - (1) The Executive as a whole;
  - (2) Each member of the Executive; and
  - (3) Each Commissioner or Coordinator.
- c. Strategic Plan submission and review:
  - (1) Executive Strategic Plans shall be submitted to the August meeting of SGPS Council.
  - (2) Commissioner and Coordinator Strategic Plans shall be submitted to the December meeting of SGPS Council
  - (3) Members of the Executive shall review their Strategic Plan progress at the January meeting of SGPS Council.
- d. Executive Year Plans shall be submitted directly to Council
- e. Coordinators shall submit their Plan to their designated superior, be they a Commissioner or Executive.
- f. Once the Commissioner or Coordinator Strategic Plan is finalized, it shall be reported to Council.
- g. The Year Plan shall:
  - (1) include consideration for relevant Bylaws, Policies, and job descriptions governing the particular Commissioner or Coordinator position;
  - (2) outline goals for the duration of the Commissioner or Coordinator term and a brief description of how they shall be fulfilled; and
  - (3) take into consideration the SGPS Strategic Plan, in accordance with P.10.5.
- h. At the end of their terms, all executives and Commissioners and Coordinators shall include their strategic plans in preparation of their transition reports.



## P.5 Council

### P.5.1 Responsibilities Of The Officers Of Council

#### P.5.1.1 Speaker of Council

- a. Council Meetings and General Meetings of the SGPS shall be chaired by the Speaker of Council. In the absence of the Speaker, members shall assume the duties of the Speaker in the following order of preference:
  - (1) Deputy Speaker
  - (2) VP Professional
  - (3) Commissioner or Coordinator
- b. The Speaker shall:
  - (1) organize and act as Speaker for all Council, General and Annual General Meetings of the SGPS, in accordance with these Bylaws;
  - (2) ensure that the Bylaws and Policies are kept up to date;
  - (3) provide authoritative interpretation of the Bylaws and Policies;
  - (4) chair the Bylaw and Policy Revisions Standing Committee, in accordance with P.8.2.2;
  - (5) ensure that all motions presented to Council, General Meetings and the Annual General Meeting are worded clearly and appropriately;
  - (6) be responsible for transitioning the incoming Speaker;
  - (7) perform any function of the Chief Returning Officer, in accordance with B.11.
  - (8) The Speaker shall read aloud the land recognition statement after calling to order meetings of Council, General Meetings, and Annual General Meetings, and it shall appear as the first item on the agenda. The land recognition statement is:
    - i. “The Society of Graduate and Professional Students recognizes the traditional and ancestral territories of the Anishinaabe and Haudenosaunee Nations on whose land we gather on today.”
  - (9) be physically present in Kingston during an election and/or referenda, as prescribed in the table in P.9.1.e
- c. The term of office for the Speaker will be from May 1st to April 30th of each year.

#### P.5.1.2 Deputy Speaker

- a. The Deputy Speaker shall be directed and supervised by the Speaker, subject to the Bylaws of the SGPS.
- b. The Deputy Speaker shall chair Council Meetings and General Meetings of the SGPS in the absence of the Speaker in accordance with P.5.1.1.
- c. The Deputy Speaker shall:
  - (1) be responsible for the maintenance and distribution of an official, up-to-date list of all current Council members;
  - (2) ensure that the minutes and documents of the SGPS Council are recorded and kept available for inspection by the SGPS' members;
  - (3) be responsible for the distribution of a summary of the rules of procedure from Robert's Rules of Order to each member of Council; and
  - (4) inform the SGPS members of a department in writing when it has not been represented at three successive Council meetings.
  - (5) be physically present in Kingston during an election and/or referenda, as prescribed in the table in P.9.1.e

- d. The term of office for the Deputy Speaker will be from June 1st to May 31st of each year.
- e.

#### P.5.1.3 Chief Returning Officer

- a. The Chief Returning Officer (CRO):
  - (1) is responsible for running all SGPS elections and referenda in accordance with P.9;
  - (2) shall chair the All-Candidates Meeting
- b. In the event that the Chief Returning Officer is in a position of conflict of interest with respect to a particular election or referendum, that person must resign his or her position, and be replaced by the Deputy Speaker until such time as a replacement can be elected according to B.13.1. The CRO shall be physically present in Kingston during an election and/or referenda, as prescribed in the table in P..9.1.e.
- c. Chief Returning Officer shall be elected no later than the October meeting of Council and shall hold office until August 31<sup>st</sup> of the following calendar year.

#### P.5.2 Duties of Councillors

- a. Councillors are expected to attend all meetings of Council, unless reasonable, extenuating circumstances are prohibitive. Reasonable, extenuating circumstances are to be determined by the Speaker, subject to appeal by Council. This would not apply to students who must attend an on-location practicum. When possible, notice of intended absence should be provided to the Speaker, or designate, in advance of the Council meeting in question.
- b. In order to best serve the needs of their respective departments, councillors are expected to attend Council meetings, versed in the issues on the agenda to the best of their abilities. This may entail pre-reading the agenda, attending designated committee meetings, and reading any relevant components of the Council package. The approximate commitment of hours per month range from 5-6, which are broken down as follows: 2.5 hours are allocated for Council attendance, 1.5 hours for committee work, and 1-2 hours for reading and preparation.
- c. Councillors should be selected to Council by their respective departments no later than September 30th. Councilors are expected to provide a minimum of one Departmental Report per year, and to actively participate on their assigned committees.
- d. Councillors who miss a total of 3 or more Council meetings from August through to May, without reasonable, extenuating circumstances shall be required to relinquish their seat on Council. When a councillor fails to attend 2 meetings from August through to May, the Speaker shall send a warning message via the email address on file with the SGPS office, indicating that the councillor may lose their seat should they miss a third meeting. Councillors will be given an opportunity to provide notice of reasonable, extenuating circumstances explaining their prior absence. In the absence of these circumstances, and the councilor misses another meeting, the councillor shall be required to vacate their seat. This seat may then be filled by the department in accordance with standard practice, and may not be filled again by the outgoing councillor, regardless of selection practices.
- e. In instances where departments may be small, and interest in serving on SGPS Council is low, the Speaker, at his or her sole discretion, may elect to waive the attendance requirement in order to ensure some degree of representation is achieved for the department in question.
- f. Councillors who are president of a departmental society are not subject to clauses c, d, or e.

#### P.5.2.1 Conduct at Council Meetings

- a. SGPS members and the public who are not members of council who attend Council Meetings are guests, present at the pleasure of Council. In the interests of maintaining order at Council Meetings, persons who are not members of Council and who fail to conduct themselves in a peaceful, orderly fashion in keeping with the democratic processes of the SGPS may be removed either
  - (1) at the sole discretion of the Speaker, after one warning has been made, or
  - (2) on a vote of the majority of Council members present, if a motion is made by a member of Council to have the individual removed.
- b. In-camera sessions are open to Council members only.
- c. Like members of the public, Council members are to conduct themselves in an orderly fashion at meetings and to respect the processes of those meetings. If a member of Council fails to conduct him- or herself in an orderly and respectful fashion at any meeting, he or she may be removed from that meeting by way of motion by the Speaker or any other member of Council, if a two-thirds (2/3) majority of the Council members present agree.

#### P.5.2.2 Rules for Regular Council Meetings

- a. All members of Council, with the exception of those noted in B.5.1 are voting members with one vote.
- b. The Speaker shall preside over all Council Meetings. The Speaker will not take part in debate in any meeting which she/he chairs. Should it become necessary for the Speaker to participate in the debate, the duties of the Speaker will be taken over as outlined in P.5.1 until debate on that matter is concluded. The Speaker shall only vote in the event of a tie, in which the Speaker's vote will be the deciding vote.
- c. In the absence of the Speaker, if the Council Member performing the duties of the Speaker is also a voting member, she/he will not participate in debates unless obliged to. In the case of a tie, the interim Speaker may only cast a single vote, with the vote to be made in such a way as to maintain the status quo.
- d. Meetings of Council shall be called by the Speaker in accordance with B.16.2.
- e. In all cases the agenda for a Council Meeting shall be distributed by the Speaker in time to reach the Council members at least 4 days before the meeting, except:
  - (1) for meetings called under B.16.2a, and in that case the Speaker shall make the agenda available to the membership at the meeting.
  - (2) when exceptional circumstances arise, and in that case the Speaker shall ensure every effort is made to make the agenda available to the membership as soon as possible.
- f. Any member of Council, excluding ex-officio honorary members, may place items on the agenda of a Council meeting by giving written notice to the Speaker at least seven days in advance of the meeting.
- g. Items that are strictly of a housekeeping nature may be added to the agenda by any member of Council, excluding ex-officio honorary members, without notice by presenting them to the Speaker before the meeting begins.
- h. Items placed on the agenda may only be seconded by a voting member of Council
- i. The order of business for Council meetings shall be as described in P.5.2.4.
- j. No meeting of Council shall exceed two hours in length except by a simple majority vote. If the meeting is to be extended, it shall be extended in half-hour increments.
- k. Prior to the consideration of any motions concerning an organization external to the SGPS, voting members must declare to the Speaker any conflict of interest.

- l. The Speaker shall cause all Policy motions approved by Council to be reflected in the SGPS Policies.
- m. Full minutes of Regular Meetings shall be taken and kept under supervision of the Deputy Speaker.
- n. Quorum for Council Meetings is twelve members with full voting rights, excluding the Speaker.

#### P.5.2.3 Rules for General Meetings

- a. The General Meeting is the supreme governing body of the SGPS. A General Meeting of the SGPS may consider any business that would ordinarily be considered by Council and has the authority to reverse the decisions of the Executive and Council.
- b. All ordinary members are voting members with one vote.
- c. At an Annual General Meeting or a General Meeting, any SGPS member may hold one proxy vote on behalf of an absent ordinary member, provided that written notice, signed by the member who is giving the proxy, is presented to the Speaker before the Meeting is called to order. Such written notice must include a student number. The Speaker will verify that the person giving the proxy is an ordinary member of the SGPS. Proxy votes are not to be included in any quorum count.
- d. The Speaker shall preside over the Annual General Meeting and all General Meetings.
- e. The President shall call an Annual General Meeting each year in accordance with B.16.2.
- f. Three weeks notice of the General Meeting must be given to all members of the SGPS by the Speaker through publication in the Queen's Journal, and announcements distributed through the members of Council. The agenda of the General Meeting must be made available to the membership in the SGPS Office at least one week before the date on which it will take place.
- g. All General Meetings shall be held on the main campus of Queen's University.
- h. Any four ordinary members may place items on the agenda of a General Meeting by giving written notice to the Speaker at least ten days in advance of the meeting. Four ordinary members may also add items that are strictly matters of a housekeeping nature to the agenda of a General Meeting without notice by presenting them to the Speaker before the meeting begins.
- i. Unless amended by a 2/3 majority vote of ordinary members present at the meeting, the order of business at the Annual General Meeting shall be as described in P.5.2.3.
- j. The order of new business at General Meetings shall be initially set by the Speaker subject to the approval of the agenda by the General Meeting.
- k. Full minutes of the Annual General Meeting and General Meetings shall be taken and kept under supervision of the Speaker.
- l. Quorum for any General Meeting is 1% of the membership of the SGPS (rounded up to the nearest whole number). If there is no quorum at such a meeting, but at least 25 ordinary members are present, business may proceed at the discretion of the Speaker as though quorum were present.
- m. Unless otherwise amended by a two-thirds majority vote of Council, the order of business for General Meetings shall be as follows. There are no time limits for agenda sections for General Meetings.
  - (1) Approval of the Agenda
  - (2) Executive Reports
  - (3) Financial Report
  - (4) SGPS and University Committee Reports
  - (5) Senator's Report
  - (6) Other Reports

- (7) Main Motions
- (8) New Business
- (9) Adjournment

#### P.5.2.4 SGPS Council Meeting Proceedings

- a. Unless otherwise amended by a two-thirds majority vote of Council, the order of business for regular Council meetings shall be as follows. The Speaker shall use his/her judgment in setting timelines for agenda items.
  - (1) Presentations
  - (2) Adoption of the Agenda & Minutes
  - (3) Executive and Speaker Reports
  - (4) Senator, Board of Trustees, Commission, Committee & Other Reports
  - (5) Question Period/Departmental Issues
  - (6) Business Arising From the Minutes
  - (7) Main Motions
  - (8) Other Business
  - (9) Notice of Motions & Announcements
  - (10) Adjournment
- b. At the first meeting of a Council year, the Speaker will present a motion outlining the time limits for different parts of Council meetings. The motion will be debated and voted on by voting members of Council for approval. The motion will be in effect for the duration of that Council year.
- c. The time allocated for Executive and Speaker's Reports will be 20 minutes total. This time can be divided amongst those presenting reports in any fashion. The Executive and Speaker are encouraged to communicate important information through their written reports.
- d. The time allocated for Committee, Commissioner, Graduate Student Senator, Graduate Student Trustee, and Other Reports will be 20 minutes total. This time can be divided amongst those presenting reports in any fashion. Council members are encouraged to communicate important information through their written reports.
- e. If any individual has a larger issue to present to Council that cannot be adequately discussed within the time allotted for reports, he/she should notify the Speaker and Executive Director one week prior to the meeting so that time can be designated for the issue during the Other Business section of the meeting agenda, or so that a main motion can be constructed to guide Council.
- f. All written reports, motions and notice of presentations must be sent to the Speaker and Executive Director no later than one week prior to the Council meeting at which the items are to be presented.
- g. SGPS members will not be ratified to sit on SGPS committees during Council meetings. Members will only be ratified to those committees within the University that are mandated to have such action taken.

#### P.5.2.5 Right of Proxy at Regular Council Meetings

- a. Should an SGPS Council member be unable to attend a regular council meeting, they may proxy their vote to an SGPS Council member who may attend the meeting and vote in their place. Use of the right of proxy is limited as follows:

- (1) The right may be used no more than two (2) times total during the fall and winter terms combined (September to April SGPS Council meetings inclusive) by an individual SGPS Council member;
  - (2) Council members may use their right of proxy, in addition to their two (2) normal uses, during those months when their presence is made impossible due to on-location practicums, without limit;
  - (3) The right may be used during the summer term (May and August council meetings inclusive) without limit;
  - (4) Notification of the intention to proxy one's vote should be given to the SGPS Council Speaker 72 hours in advance. If less than 72 hours notice is given, it is to the Speaker's discretion as to whether the proxy vote will be allowed.
- b. Receipt of a proxy vote is limited as follows:
- (1) No SGPS Council member may receive more than one (1) proxy vote for use at any individual SGPS Council meeting;
  - (2) The holder of a proxy vote may use that vote as they see fit, separately from any normal vote they may already hold as an SGPS Council member.

## P.6 SGPS Awards

- a. The SGPS awards are to be given annually and are to recognize individuals for their work and dedication to the SGPS membership, the Queen's Community, and/or their local region.
- b. The six SGPS awards shall be:
  - (1) SGPS Student Contribution Award
  - (2) SGPS Teaching Assistant/Teaching Fellow Excellence Award
  - (3) SGPS International Student Contribution Award
  - (4) SGPS International Student Academic Excellence Award
  - (5) SGPS John G. Freeman Faculty Excellence Award
  - (6) SGPS Staff Contribution Award
- c. Information about the composition and responsibilities of the SGPS Awards Standing Committee can be found in P.8.2.5.

### P.6.1.1 Eligibility Criteria

- a. Awards Standing Committee members may not be considered for any award and may not put forth nominations.
- b. Eligibility for SGPS Student Contribution Award:
  - (1) Must be an SGPS member
  - (2) Must have made a significant contribution to the SGPS membership, the Queen's community, and/or their local region.
  - (3) The nominee's contribution may include actions they have undertaken while holding formal job titles but can also include or even focus on informal actions that the nominee has taken individually or as part of collective efforts.
  - (4) Since graduate and professional students have different amounts of time to contribute based on their individual circumstances, these circumstances into consideration by the committee when determining a winner.
- c. Eligibility for SGPS Staff Excellence Award:
  - (1) Must be a Queen's University staff member, and

- (2) Must have made a significant contribution to the SGPS membership outside of the classroom.
- d. Eligibility for SGPS John G. Freeman Faculty Excellence Award:
  - (1) Must be a Queen's University faculty member (professor, adjunct, or post-doctoral fellows) who have taught courses during the academic year for which nominations are being accepted.
  - (2) Must have made a significant contribution to the SGPS membership in the realm of teaching, supervision, and/or mentorship.
  - (3) The nominee's level of experience will be taken into consideration to fairly adjudicate this award. For example, a first-year adjunct faculty and a tenured professor will not be expected to have similar levels of accomplishment by the adjudication committee.
  - (4) While contributions will likely include work that is valued within the nominee's employment contract, we also seek to recognize other types of work, including but not limited to: Providing emotional labour to students or other members of teaching teams; using innovative teaching methods that strive to improve the course for those who might experience marginalization based on race, class, gender, orientation, or ability; or creating or facilitating groups, workshops, or initiatives to better address the needs of students or the Queen's community.
- e. Eligibility for SGPS Teaching Assistant/Teaching Fellow Excellence Award:
  - (1) Must be a Teaching Assistant or Teaching Fellow AND an SGPS member during the academic year for which nominations are being accepted.
  - (2) Must have made a significant contribution to the classes in which they work.
  - (3) The nominee's level of study will be taken into consideration when adjudicating this award. For example, first year MA/MSc students who just finished their first Teaching Assistantship or fourth year PhD candidates who are more seasoned teaching employees will not be expected to have similar levels of experience or accomplishment by the adjudication committee.
  - (4) While contributions will likely include work that is valued within the nominee's employment contract, we also seek to recognize other types of work, including but not limited to: providing emotional labour to students or other members of teaching teams; offering creative or helpful suggestions on how to improve a course to your supervisor; or using innovative teaching methods that strive to improve the course for those who might experience marginalization based on race, class, gender, orientation, or ability.
- f. Eligibility for SGPS International Student Contribution Award:
  - (1) Must be an international graduate or professional student AND an SGPS Member
  - (2) Must have made a significant contribution to the SGPS membership, the Queen's community, and/or their local region.
  - (3) The nominee's contribution may include actions they have undertaken while holding formal job titles but can also include or even focus on informal actions that the nominee has taken individually or as part of collective efforts.
  - (4) Since graduate and professional students have different amounts of time to contribute based on their individual circumstances, we will take these circumstances into consideration when making our decision.
- g. Eligibility for SGPS International Student Academic Excellence Award:
  - (1) Must be an international graduate or professional student AND an SGPS Member
  - (2) Must demonstrate academic excellence. Academic excellence includes achievement in courses and research contributions, as well as instances in which the nominee has, in

ethically responsible ways, applied what they have learned through their studies or research to initiatives that have a positive impact within or external to Queen's.

- (3) The nominee's level of study will be taken into consideration when adjudicating this award. For example, MA/MSc students who just presented at their first conference or fourth year PhD candidates who have published multiple papers and held multiple Research Assistantships will not be expected to have similar levels of experience or accomplishment by the adjudication committee.

#### P.6.1.2 Timelines

- a. The Social Commissioner shall serve as Committee Chair.
- b. The Committee Chair shall be responsible for publicizing the need for committee members. The remaining Committee members shall be ratified at the February Council Meeting.
- c. The Committee Chair shall be responsible for publicizing the call for nominations.
- d. The nomination period shall be open for at least two weeks and shall end no later than 2 weeks before the end of classes.
- e. The Committee shall inform the Award recipients and SGPS membership of their decisions no later than 2 weeks before the May Council Meeting.
- f. Recipients shall be notified of their Awards in a manner deemed appropriate by the Committee Chair.
- g. The Awards shall be presented to the recipients at May Council Meeting.

#### P.6.2 Nomination Criteria

- a. Nominations for the awards will be accepted only from current SGPS members, with the exception of the SGPS Teaching Assistant/Teaching Fellow Excellence Award, for which nominations may be accepted from any member of the Queen's Community.
- b. SGPS Members may nominate themselves for the four awards they are eligible to win.
- c. The nomination forms shall be made available on the SGPS website and must contain the following information:
  - (1) The nominator's full name and student number (if applicable)
  - (2) The name of the nominee
  - (3) The name of the Award
  - (4) Contact Information for the nominator and nominee
- d. For the four student awards, the following will also be required, and should be tailored to inform the SGPS Awards Standing Committee about how the nominee meets the eligibility requirements for the award outlined in P.6.1:
  - (1) A statement (250-500 words) from the nominator (or the nominee, in the case of self-nomination – see P.6.2.b).
  - (2) A resume (three pages or less). The resume format can be modified in whatever way highlights the nominee's achievements best.
  - (3) Two reference letters (250-500 words). No preference will be shown for reference letters from those who are "above" the nominee in any sort of hierarchical organizational structure, though two referees who can attest to the nominee's achievements from different perspectives (for example, as a course instructor, a community member, a gallery owner, or a supervisor for a Research Assistantship) will help the adjudication committee make a more informed decision. Referees should briefly describe their relationship to the nominee as well as the length of that relationship. Only two reference letters will be reviewed for each application.



- e. For the SGPS Staff Excellence Award, the following shall also be required:
  - (1) A statement (250-500 words) that outlines the contributions that the nominee has made to the SGPS membership and/or the Queen’s community.
  - (2) Two letters of support (250-500 words) from people who can attest to the nominee’s work, including but not limited to faculty members, department heads, or students. No preference will be shown for letters from those who are “above” the nominee in any sort of hierarchical organizational structure, but letters from people who can attest to the nominee’s contributions and character from different perspectives will help the adjudication committee make a more informed decision. Those who write letters of support should briefly describe their relationship to the nominee as well as the length of that relationship. Only two letters will be reviewed for each application.
- f. For the SGPS John G. Freeman Faculty Excellence Award, the following shall also be required and should be tailored to inform the SGPS Awards Standing Committee about how the nominee meets the eligibility requirements for the award as outlined in P.6.1:
  - (1) A statement (250-500 words) outlining examples of the nominee’s contributions as a teacher, supervisor, or mentor.
  - (2) Two letters of support (250-500 words) from people who can attest to the nominee’s contributions, including but not limited to faculty members, department heads, or students. No preference will be shown for letters from those who are “above” the nominee in any sort of hierarchical organizational structure, but letters from people who can attest to the nominee’s contributions and character from different perspectives will help the adjudication committee make a more informed decision. Those who write letters of support should briefly describe their relationship to the nominee as well as the length of that relationship. Only two letters will be reviewed for each application.

## P.7 The Queen’s Clubs Office

### P.7.1 The Queen’s Clubs Office

- a. The SGPS will partner with the AMS in order to fund and participate in the operations of the Queen’s Clubs Office.
- b. The terms of this partnership will be clearly outlined in a Memorandum of Understanding (Clubs MoU) between the AMS and the SGPS.
- c. The SGPS commits to fulfilling the terms and obligations of this Clubs MoU and maintaining a good working relationship with the AMS.
- d. In the event that an SGPS policy conflicts with the Clubs MoU then the Clubs MoU will take priority.
- e. The Queen’s Clubs Office will operate in accordance with AMS Policies and the latest binding Clubs MoU. Club ratification, event approval, and funding will be administered by the Queen’s Clubs Office in accordance with these policies.
- f. The SGPS and the AMS shall share the administrative oversight of all Queen’s clubs.
- g. In applying for and accepting ratification, clubs implicitly agree to all obligations and responsibilities as outlined in AMS Policy and contracts.
- h. Clubs shall recognize the importance and validity of such obligations and responsibilities for the functioning of the Society and in its ability to grant the rights and privileges. A violation of any of the obligations, or any other any violation of an appropriately published non-academic rule or regulation of the University, SGPS or AMS which regards the administration of a club, may

constitute oversight and sanctioning actions by the Queen's Clubs Office. Where applicable, specific contracts override policy.

### P.7.3 SGPS Representation at the Queen's Clubs Office

- a. SGPS Members will be eligible to apply for paid positions in the Queen's Clubs Office as negotiated in the MoU. Hiring for these positions will be conducted according to AMS Policy.
- b. SGPS representatives will be invited to sit on the Queen's Clubs Office Hiring Panel, the Ratification Review Committee, the Space Allocation Committee, the Clubs Grant Committee, the Club Awards Committee, and the ad-hoc AMS Appeals Committee. The SGPS Executive will have the authority to select the representatives for these positions at their discretion.

### P.7.4 Queen's Clubs Office Representation at SGPS Council

- a. The Clubs Manager of the Queen's Clubs Office will have a non-voting seat on SGPS Council and be invited to submit a monthly report on the work of the Queen's Clubs Office, any issues, and the activities of student clubs. This report will be included in the normal SGPS Council package and follow the same rules and guidelines.

## P.8 Committees

### P.8.1 SGPS Committee Regulations

- a. The reference source for all SGPS Committees shall be Robert's Rules of Order, with the exceptions made in the Terms of Reference for Standing Committees Policy.
- b. Each SGPS Committee chairperson shall present a written annual report at the Annual General Meeting. This report shall include information on the previous year's activities, details of expenditures, and recommendations for future activities of that Committee.
- c. The Committee chairperson shall ensure that regular progress reports are presented to Council.
- d. Adequate notice of Committee meetings shall be given to all members of the appropriate Committee at least twenty-four (24) hours in advance of said meeting.
- e. The Committee chairperson may delegate authority to any other Committee member upon consent of the said Committee.
- f. All committee expenditures shall be made in accordance with P.1.1.2.
- g. All committees shall report to Council.

#### P.8.1.1 Membership

- a. SGPS Committee members must be ordinary members of the SGPS;
- b. The membership in size of any SGPS committee shall be determined by the Chair of the Committee. The target size for a Committee shall be 11 members, not including the Chair or President;
- c. the President shall be an ex-officio, non-voting member of all SGPS Committees and a voting member of the Finance and Services Standing Committee;
- d. committee vacancies shall be filled by submitting nominations directly to the Chair of the Committee, who will then determine if the nomination will be accepted;
- e. an up-to-date list of the names of SGPS committee members shall be kept by the Executive Director
- f. Committee Chairs must ensure that any changes in membership of their Committee are reported to the Executive Director to ensure accurate record keeping; and
- g. quorum for each committee shall be the Chair plus two ordinary members.

### P.8.1.2 Standing Committees

- a. Standing Committees are established to consider continuing questions. The term of office for members of Standing Committees expires April 30th.
- b. SGPS Standing Committees shall be the:
  - (1) Finance and Services Standing Committee;
  - (2) Bylaw and Policy Revisions Standing Committee;
  - (3) Equity Issues Standing Committee;
  - (4) Professional Students Standing Committee;
  - (5) SGPS Special Awards Standing Committee;
  - (6) Social Events Standing Committee;
  - (7) International Affairs Standing Committee;
  - (8) Elections and Referenda Appeals Committee;
  - (9) Strategic Planning Standing Committee;
  - (10) Human Resources Standing Committee;
  - (11) Academic Affairs Standing Committee; and
  - (12) SGPS Sustainability Standing Committee.

### P.8.1.3 Special Committees

- a. Special Committees are established for the purposes of examining questions for which no appropriate Standing Committee exists, as determined by the Speaker.
- b. The membership and terms of reference of Special Committees shall be determined by a resolution of Council.
- c. A Special Committee shall be dissolved:
  - (1) by resolution of Council; or
  - (2) following the presentation of its final report to Council, at the Annual General Meeting, or a General Meeting.

## P.8.2 Terms of Reference For SGPS Standing Committees

### P.8.2.1 Finance and Services Standing Committee

- a. Finance and Services Standing Committee shall be responsible for:
  - (1) ensuring the budget guidelines are set for the expenditure of all funds included in the annual SGPS budget. Such budget guidelines shall be brought to Council for approval at the same time as the annual SGPS budget;
  - (2) ensuring that all SGPS funds allocated to SGPS committees or outside organizations are spent for the purpose(s) for which they were allocated;
  - (3) recommendations to Council regarding non-academic fees; this fee shall be reviewed each year by the Committee, but shall only be changed by a simple majority on a referendum in accordance with P.1.2;
  - (4) reviewing grant and bursary application in accordance with B.25.1 and B.25.2;
  - (5) recommending financial policy objectives for the SGPS;
  - (6) reviewing the SGPS operations including but not limited to the Health and Dental Plans
- b. The membership of the committee shall be:
  - (1) The VP Finance and Services, who shall chair the committee;
  - (2) the President;
  - (3) the Assistant Director of Finance; and
  - (4) a minimum of three ordinary members
- c. ordinary members may be removed from the committee at the discretion of the VP Finance and Services upon missing three deadlines or meetings, without providing due notice.

#### P.8.2.2 Bylaw and Policy Revisions Standing Committee

- a. The Bylaw and Policy Revisions Standing Committee shall be responsible for:
  - (1) the annual review and continual maintenance of the SGPS Bylaws and Policies; and
  - (2) assisting the Speaker in the review of all proposed Bylaws and Policy amendments before presentation for ratification by the appropriate body of the SGPS in accordance with P.5.1.1 and B.15.
- b. The membership of the committee shall be:
  - (1) the Speaker, who shall chair the committee;
  - (2) the VP Professional; and
  - (3) a minimum of three ordinary members.

#### P.8.2.3 Equity Issues Standing Committee

- a. Equity issues shall be defined in accordance with P.11.1
- b. Equity Issues Standing Committee shall be responsible for:
  - (1) Providing Council and Executive with the equity issues facing members of the SGPS;
  - (2) Supporting, engaging and organizing initiatives within the university community to address equity issues through conferences, workshops, outreach, educational events and forums and social events; and
  - (3) Fostering communication between other campus and non-campus organizations involved with equity issues.
- c. The membership of the committee shall be:
  - (1) the Equity and Diversity Commissioner, who shall chair the committee;
  - (2) a minimum of three ordinary members

#### P.8.2.4 Professional Students Standing Committee

- a. Professional Students Standing Committee shall be responsible for:
  - (1) providing Council and the Executive with an informed opinion about the issues facing professional students at Queen's University;
  - (2) the organization of conferences, workshops, seminars and other educational forums of interest and benefit to the SGPS as directed by Council; and
  - (3) fostering communication between professional faculties both within Queen's University and between Queen's University and other Universities.
- b. The membership of the committee shall be:
  - (1) the VP Professional, who shall chair the committee;
  - (2) the Law Students Society President or delegate;
  - (3) the Theological Students Society President or delegate;
  - (4) The Education Student Society President or delegate; and
  - (5) a minimum of two ordinary members; and
  - (6) a representative from any other faculty or department (not listed above) that identifies with this committee.

#### P.8.2.5 SGPS Awards Standing Committee

- a. The membership of the committee shall be:
  - (1) The Social Commissioner who shall chair the committee
  - (2) A minimum of four other SGPS members
- b. As committee chair, the Social Commissioner (in consultation with the Vice President Community and the Executive Director) shall be responsible for:

- (1) Establishing with the Vice President Finance whether there will be financial components attached to student awards and in what amount
  - (2) Establishing a deadline for award nominations
  - (3) Recruiting committee members and ensuring they are ratified at Council
  - (4) Advertising details and nomination periods for each award
  - (5) Communicating results with successful and unsuccessful applicants
  - (6) Preparing guidelines for the committee in terms of decision-making
  - (7) Planning and facilitating committee meetings
  - (8) Coordinating with the Executive Director to purchase plaques and send them, along with any financial award, to each winner.
  - (9) Making determinations about any conflicts of interest (or the appearance of conflicts of interest) that Standing Committee members report (see P.8.2.5.d).
- c. The Special Awards Standing Committee shall be responsible for:
    - (1) Reviewing each nominee's application
    - (2) Selecting the recipients of the six SGPS Special Awards
    - (3) Making recommendations to Council about changes to award eligibility or criteria
  - d. While nomination packages shall be redacted, if a committee member believes from context cues that they have a personal relationship with a nominee, they must declare this potential COI (or the appearance of a COI) to the Committee Chair.
  - e. More information about the awards, including eligibility criteria and the nomination process, can be found in P.6.

#### P.8.2.6 Social Events Standing Committee

- a. The Social Events Standing Committee shall be responsible for:
  - (1) aiding the Social Commissioner in preparation and planning of all Social Events
  - (2) ensuring that there are various social events to appeal to the broad range of SGPS members
  - (3) ensuring that all Social events budget guidelines are followed
  - (4) recommendations to Council as to new social events
- b. The membership of the Committee shall be:
  - (1) the Social Commissioner, who shall chair the Committee; and
  - (2) the Equity and Diversity Commissioner or delegate; and
  - (3) a minimum of three (3) Commissioners and Coordinators.

#### P.8.2.7 International Affairs Standing Committee

- a. International Affairs Standing Committee shall be responsible for:
  - (1) investigations into how international graduate and professional students are treated at Queen's;
  - (2) making recommendations to the SGPS Executive and Council, and other appropriate bodies at Queen's regarding how the plight of these students can be improved;
  - (3) In conjunction with the SGPS and Queen's University International Centre (QUIC), working to welcome new international graduate and professional students to the Queen's community; and
  - (4) looking for ways to help these new students integrate into the new environment.
- b. The membership of the committee shall be as follows:
  - (1) the SGPS International Students Affairs Commissioner, who shall Chair this committee;
  - (2) the SGPS International Student Representative on QUIC Council; and

- (3) a minimum of three ordinary members of the SGPS, striving for fair representation of all international students

#### P.8.2.10 Human Resources Standing Committee

- a. The Human Resources Standing Committee shall be responsible for:
  - (1) assessment of the human resources structures and policies in place at the SGPS;
  - (2) developing and reviewing human resource policies, best practices and structures, and their implementation;
  - (3) creating consultative documents for the human resources team at the SGPS (that is, the VP Professional and the Executive Director);
  - (4) reviewing the SGPS' legal obligations and rights under employment- related statutes; and
  - (5) performing an advisory role to such issues as are brought to their attention by one or both of the VP Professional or Executive Director.
- b. The Committee shall be comprised of the following voting members:
  - (1) the VP Professional;
  - (2) The Equity and Diversity Commissioner or their delegate; and
  - (3) From four (4) to eight (8) SGPS Members at large, approved by the Committee Chair.
  - (4) The Executive Director shall be a non-voting member of the Committee.
  - (5) The VP Professional shall be the Committee Chair.
- c. Any documents, policies or other suggestions created by the Human Resources Standing Committee shall be approved or adopted by Council prior to implementation.

### P.8.3 Student Senate Caucus

#### P.8.3.1 Mandate

The Student Senate Caucus (SSC) shall act as a forum for discussion and coordination between all students who are members of the Senate. This is to allow for the sharing of resources and information, to facilitate a broader understanding of student perspectives and concerns in relation to critical issues, and to offer support in lobbying on issues before the Senate.

#### P.8.3.2 Membership

- a. Membership of the Caucus shall be categorized into three groups:
  - (1) Members, defined as the voting student members of the Senate and who shall be privy to all matters of the Student Senate Caucus, confidential or otherwise.
  - (2) Observers, defined as non-voting student members of the Senate, who may be privy to confidential matters of the Student Senate Caucus at the Chair's discretion not to be unreasonably withheld.
  - (3) Guests, defined as any other student who is not a voting or non-voting member of Senate but who holds a student leadership position (e.g. Faculty Society President, AMS Commissioner) or is otherwise associated with Senate or relevant to its affairs (e.g. frequently interacts with its committees or subcommittees). It is incumbent upon the Chair to ensure that relevant guests are invited to the appropriate discussions at meetings of the Student Senate Caucus.
- b. There shall be one Chair and one Vice-Chair of the Student Senate Caucus, elected in accordance with section P.8.3.4 of this policy.

#### P.8.3.3 Duties and Responsibilities

- a. The chair of the Student Senate Caucus shall be responsible for:

- (1) Acting as a point of contact between student senators and other key individuals or organizations within the University, including, but not limited to: individual members of the University administration, the Queen's University Faculty Association, the Alma Mater Society, and the Society of Graduate and Professional Students.
  - (2) Facilitating communication and sharing of resources between all members and observers so that they possess a firm understanding of all pertinent issues in preparation for each Senate meeting. This includes ensuring that appropriate written resources are provided and relevant guests are present for discussions of the Caucus.
  - (3) Identifying key strategic areas of focus for the year and any related strategic initiatives, in consultation with all members.
  - (4) Ensuring and facilitating members' contribution to the advancement of key strategic initiatives for the year.
  - (5) In conjunction with the Vice-Chair, encouraging participation among all student senators at Senate, in its committees/subcommittees, and at Student Senate Caucus.
  - (6) In conjunction with the Vice-Chair, regularly meeting with the Rector, the Undergraduate Student Trustee, and the Graduate Student Trustee in order to enhance consistency and coordination in student advocacy across the Senate, the Board of Trustees, and the University Council.
  - (7) Chairing all regular, bi-monthly meetings of the Student Senate Caucus, which involves:
    - i. Preparing an agenda with opportunity for collaborative input from all members.
    - ii. Endeavouring to provide all members with an agenda and any associated materials at least 24 hours in advance of the meeting.
    - iii. Endeavouring to provide notice of a Caucus meeting to all members at least 48 hours in advance
    - iv. Endeavouring to develop consensus within the Caucus, particularly regarding Senate issues that are deemed likely to have distinct and significant impact on students.
    - v. Facilitating and directing discussion.
    - vi. Ensuring that typed minutes are taken, and that they are included with the following meeting's agenda.
  - (8) Creating a transition manual for the incoming Chair that elaborates on the roles and responsibilities of the position as outlined in this document.
  - (9) In conjunction with the Vice-Chair, notifying the applicable constituent society if their elected senators are failing to perform as expected in accordance with the roles outlined in this policy or with in any other policy that applies to that member.
  - (10) Attending AMS Assembly meetings, which involves:
    - i. Submitting a written report on Caucus and Senate activities.
    - ii. Responding to Assembly members' questions.
    - iii. Providing a verbal report on any Caucus or Senate activity that has transpired subsequent to the submission of the written report.
  - (11) Attending the AMS Presidents' Caucus, which entails:
    - i. Reporting to the presidents of the AMS member societies all relevant information on the activities of the Senate.
    - ii. Where the Chair is an SGPS member, the AMS President shall have the discretion to request that an AMS member of the Caucus fill this reporting role.
- b. The vice-chair of the Student Senate Caucus shall be responsible for:

- (1) Acting as the primary team-building member, exploring new opportunities for professional development and improving cohesion, organization, and communication among members of the Caucus.
- (2) Endeavouring to ensure that transitioning between outgoing and incoming senators occurs according to the following recommended guidelines:
  - i. Each constituent group of student senators shall communicate to their successors the relevant information surrounding their responsibilities and experiences on Senate, any committee or subcommittee of which they were members, and the Student Senate Caucus.
  - ii. Encapsulating in a written report all major issues that occurred at Senate and its committees and subcommittees, and ensuring that this report is available to all continuing and incoming student senators. This shall be done with the opportunity for input from all continuing and outgoing student senators and members of committees and subcommittees who are students but are not senators. This is to ensure the incoming Caucus is informed on the broad array of issues facing Senate and its committees and subcommittees.
  - iii. Conveying any other information as deemed appropriate, such as non-confidential meetings with members of the administration with regards to Senate or its committees and subcommittees.
- (3) Ensuring that training of members is completed prior to the second Senate meeting of the session, according to the following recommended guidelines:
  - i. Conveying the structure of Senate, including an overview of its composition and prominent committees and subcommittees.
  - ii. Developing a firm understanding of the rules of order for Senate meetings, which may include the hosting of a mock session of Senate.
  - iii. Giving an overview of continuing, recent and prominent issues before Senate or its committees and subcommittees.
  - iv. Giving an overview of the role and impact of prominent positions or groups on Senate, which includes, but is not limited to:
    - (a) Ex-officio members, such as the Principal, Provost, and Deans
    - (b) Faculty, including the President of the Faculty Association
    - (c) Students
    - (d) Staff
    - (e) Any other information that is deemed appropriate at the discretion of the Vice-Chair.
- (4) Endeavouring to consult with non-senator student members of committees and subcommittees in order to provide updates to the Caucus on the activities of those committees and subcommittees.
- (5) Organizing regular socials in order to build cohesion, organization, and communication among members.
- (6) Creating a transition manual for the incoming Vice-Chair that elaborates on the roles and responsibilities of the position as outlined in this document.
- (7) In conjunction with the Chair, encouraging participation among all student senators at Senate, in its committees/subcommittees, and at Student Senate Caucus.
- (8) In conjunction with the Chair, regularly meeting with the Rector, the Undergraduate Student Trustee, and the Graduate Student Trustee. This is in order to enhance consistency and coordination, wherever possible, in student advocacy across the Senate, the Board of Trustees, and the University Council.



- (9) In conjunction with the Chair, notifying the applicable constituent society if their elected senators are failing to perform as expected in accordance with the roles outlined in this policy or with any other policy that applies to that member.
- (10) Assuming the duties of the Chair in their absence.
- c. All members of the Student Senate Caucus shall fulfill the following responsibilities:
  - (1) Attending and participating at all meetings of Senate.
  - (2) Attending and participating at all meetings of Student Senate Caucus, and contributing to its key strategic initiatives.
  - (3) Endeavouring to consult with student members of Senate committees and subcommittees who are not Senators.
  - (4) Satisfying any other applicable responsibilities, including those found in the member's respective constituent society's guiding policies.
- d. All members of the Student Senate Caucus shall endeavour to fulfill the following responsibilities:
  - (1) Applying for at least one Senate committee.
  - (2) If successfully nominated to a committee, attending and participating at all meetings and in all activities/initiatives of that committee.
  - (3) At the end of the year, ensuring that there is transition material for successive student senators. If successfully nominated to a committee, this transition material shall also include an overview of the issues, key members, and mandate of that committee.

#### P.8.3.4 Election of Chair and Vice-Chair

Election of the Chair and Vice-Chair of the Student Senate Caucus shall be held at a special meeting called expressly for that purpose with outgoing, incoming, and continuing student senators. Both positions shall be elected to a term from June 1st to May 31st of the following calendar year. The following recommendations are provided to guide election procedure, and shall be deviated from only by consensus of the attendees:

- a. The outgoing Chair shall facilitate the elections of the incoming Chair and Vice-Chair, in that order.
- b. The outgoing Chair shall call for nominations. Eligible candidates shall be restricted to incoming or continuing student senators, and shall require one nomination and one seconding to that nomination.
- c. Each successfully nominated candidate shall have the opportunity for an opening statement, the length and order of which shall be at the outgoing Chair's discretion.
- d. After opening statements, the outgoing Chair shall facilitate a question period, where attendees may ask questions of any candidate. Questions shall not be candidate specific but rather shall be directed to all candidates. The length of question period shall be at the outgoing Chair's discretion.
- e. Once question period is over, each candidate shall be allowed a closing statement, the length of which shall be at the outgoing Chair's discretion. The closing statements shall be delivered in the opposite order of the opening statements.
- f. After closing statements, the outgoing Chair shall distribute voting ballots to eligible voters, defined as continuing or incoming senators.
- g. Candidates shall also be allowed one vote each. Outgoing senators shall not have a vote.
- h. If there are only two candidates, voters shall simply list their choice for Chair or Vice-Chair and the majority vote (defined as 50% of the eligible voters plus one) shall be used to determine the winner. If there are more than two candidates, voters shall list, in ranked order, their

preferences for the Chair or Vice-Chair. Instant run-off preferential voting shall be used to determine the winner.

- i. Unsuccessful candidates for the position of Chair shall be eligible to run in the Vice-Chair election, with no nomination requirement.

#### P.8.4.5 Removal of Chair and Vice-Chair

The process for removal of the Chair or Vice-Chair of the Student Senate Caucus may be initiated by a written request by any two or more members. Once official notification of this request has been made to all members, a special meeting shall be called for the express purpose of voting on the removal of the Chair or Vice-Chair. Removal shall require a two-thirds majority vote of the total membership of the Caucus in favour. Additionally, should the Chair or Vice-Chair cease to hold their voting position on Senate, they shall also immediately cease to hold the position of Chair or Vice-Chair. A new election for that position shall be called immediately in accordance with section 4 of this policy.

#### P.8.4.6 How to amend this policy

In recognition that the Student Senate Caucus is a body that is responsible to members of both the Alma Mater Society (AMS) and the Society of Graduate and Professional Students (SGPS), amendments to this policy, initially approved by the Student Senate Caucus, shall also require independent confirmation by the AMS Assembly and by the SGPS Council.

## P.9 Elections and Referenda

### P.9.1 Elections in General

- a. The SGPS Elections Team shall be defined as:
  - (1) The SGPS Chief Returning Officer (CRO), who shall be responsible for the oversight and operations of the elections, and decision making with regards to penalties assessed; and
  - (2) The SGPS Speaker, who shall be responsible for interpretation of policy, oversight over the Elections and Referenda Appeals Committee, and providing support to the Chief Returning Officer in the running of the election.
  - (3) The Executive Director, who shall ensure the smooth transition of the election team and act as logistical support during the election period
- b. This policy is established pursuant to B.11 for the purpose of governing the conduct of SGPS elections and referenda. Pursuant to B.11 changes to this policy do not affect any election or referenda for which the dates have already been set at the time that the changes are approved.
- c. The Chief Returning Officer shall recommend dates for SGPS elections and referenda to Council by bringing forth a motion to approve the recommended dates. This motion shall be brought no later than the November Council Meeting, if possible. Voting days may not take place on scheduled University holidays, during Reading Week in the School of Graduate Studies or the Faculty of Law, or during March Break or a practicum component in the Faculty of Education.
- d. The annual SGPS elections and referenda shall be completed no later January 31<sup>st</sup>, if possible.
- e. The dates approved by Council for the SGPS elections and referenda shall be based on the following recommended table, in alignment with the Executive election period for the Alma Mater Society:

Day(s)	Day(s) of the Week	Event
1	TUES	Nominations Open

4	TUES	Advertisement of Uncontested Positions (1 or fewer valid candidates nominated)
8	TUES	Nominations Close (at 4:00 PM)
9	WED	All Candidates Meeting Hosted (TBA)
10	THURS	Campaign Period Begins (at 12:00 AM)
16	WED	All Candidates' Debate
21	MON	Campaign Period Ends (at 11:59 PM)
22, 23	TUES, WED	Voting Days

- (1) Any ordinary member of the SGPS who believes that the Chief Returning Officer may have a conflict of interest with respect to an election or referendum should make the objection known to the Speaker, prior to the start of the Campaign Period (Day 10 of the suggested timeline in P.9.1(e)). The Speaker shall bring the objection to the Elections and Referenda Committee who shall determine if a conflict of interest exists, subject to an appeal to Council.
- (2) All SGPS elections and referenda shall allow two (2) consecutive days of voting, via an electronic ballot.
- (3) All SGPS election and referenda results shall be subject to ratification at the next Council meeting following the results.
- (4) An all candidates debate shall be held during the campaign period (Day 16, suggested timeline in P.9.1(e)). The SGPS Speaker shall moderate the debate.
- (5) By-elections to fill Executive vacancies will be carried out in accordance with Bylaws and Policies on Elections, subject to the exceptions indicated in B.11 and based on the following shortened timetable:

Day(s)	Day(s) of the Week	Event
1	TUES	Nominations Open
7	MON	Nominations Close (at 4:00 PM) Council Approval of Candidates via e-vot (by 11:59PM)
8	TUES	All Candidates Meeting Hosted (TBA)
9	WED	Campaign Period Begins (at 12:00 AM)
11	FRI	All Candidates' Debate
14	MON	Campaign Period Ends (at 11:59 PM)
15, 16	TUES, WED	Voting Days

### P.9.2 Nomination Rules

a. SGPS Elections and Referenda shall be advertised through all available media for a minimum of two weeks prior to the opening of nominations, except in the case of a By-election where the advertising period will be between the approval of the election dates by Council and the opening of nominations. The SGPS Elections and Referenda and By-elections shall be advertised through all available media for the duration of the nomination period.

b. In order to be nominated as a candidate for Executive, Graduate Student Senator or Graduate Student Trustee, a candidate must file a nomination form in the manner set out by the Chief Returning Officer, by the end of the nomination period.

c. The nomination and referendum packages shall be made available on the SGPS website starting at 9:30 AM on the day nominations open. No prospective candidate or referendum group may collect signatures for a nomination or a referendum form before 9:30 AM on the day nominations open.

d. The Chief Returning Officer is permitted to make the nomination package available in a physical and online format. Both forms shall respect university and SGPS data collection and privacy policies. The form must be approved and administered by SGPS directly.

e. The nomination form must include the following information:

(1) The candidate's name, student number, program, department/faculty and contact information;

(2) The position the candidate is being nominated for;

(3) A statement, signed by the candidate, that the candidate is an ordinary member and satisfies all eligibility requirements for the position;

(4) The name, student number and signature of not less than twenty-five (25) ordinary members indicating support for the nomination of the candidate;

(5) A statement identifying and providing contact information for the candidate's campaign manager, if the candidate chooses to designate a campaign manager;

(6) A statement signed by the candidate and campaign manager (if applicable) that all information contained in the nomination form is accurate, that the candidate and campaign manager (if applicable) are aware of the Bylaws and Policies governing conduct of the elections, and that the candidate and campaign manager (if applicable) agree to follow the Bylaws and Policies governing conduct of the elections;

(7) A statement of the candidate's position on issues of relevance to the position for which they have been nominated. This statement will be posted on the SGPS website at the end of the nomination period. This statement may be altered once during the election campaign. The Chief Returning Officer will set a deadline for submission of any alterations to the statement of candidate's position. Any submissions received after this deadline will not be posted to the SGPS website. If the Chief Returning Officer does not officially set a date, the submission deadline for an updated statement must be received 3 days prior to the first day of voting. Where no statement is included with the nomination form, the candidate may still submit the updated statement during the campaign period; and

(8) A photo to be placed on the website and accompany the statement of issues. Where no photo is included with the nomination form, the candidate may submit it later up until the deadline for updated statements referred to in subsection (1).

f. Submission of a nomination or a referendum package to the Chief Returning Officer may be accomplished by electronic submission or in person to the SGPS office. The packages must be received no later than 4:00 pm on the day nominations close. Nomination and referendum packages must also be submitted via email to both the Chief Returning Officer and the Executive Director no later than 4:00 pm on the day nominations close.

g. Nominations shall be validated by the Chief Returning Officer on a rolling basis throughout the nomination period as well as immediately following the close of nominations. Where a nomination is not

validated, the prospective candidate must be notified of the deficiency no later than 4:00 PM on the business day following the day the nomination was received. Where a nomination received on the last day of nominations is not validated, the prospective candidate must be notified by 11:59 PM that day.

h. Where a nomination is not validated because it is incomplete or contains information that is incorrect, a prospective candidate may submit a supplementary delivery email or in person form by the deadline for nominations that need contain only the additional or corrected information or the additional signatures.

i. A decision by the Chief Returning Officer not to validate a nomination may be appealed to the Elections and Referenda Appeals Committee within 48 hours of receiving this notice.

j. If only one valid nomination for any position is received by the Chief Returning Officer by the close of nominations, the candidate's name for that position shall appear on the ballot in the following question: "Do you agree to the acclamation of (name of candidate) to the position of (name of position) of the Society of Graduate and Professional Students at Queen's University?"

### P.9.3 Fee Referendum Rules

a. A referendum on a Fee is required in order to:

(1) Establish a new Fee; or,

(2) Increase the dollar value of an existing Fee.

b. Fee referendums must be held at the same time and on the same system as the annual SGPS executive election as outlined in P.9

c. Optional fees require a simple majority to pass; mandatory fees require a simple majority to pass, unless quorum, which shall be fifteen percent (15%) of the ordinary members of the SGPS, is not met. If quorum is not met, mandatory fees require a 2/3 majority to pass. (1) A fee that fails to achieve the requisite threshold in a referendum is cancelled effective the following academic year, with any uncollected or withheld funding reallocated to the SGPS Bursaries and Grants Program.

d. Fees for University services, AMS services, clubs ratified by the Queen's Clubs Office, and organizations external to Queen's shall expire after three (3) academic years following a successful referendum result. (1) During any academic year of a Fee's collection, the group may apply under either P.1.2.4.f or P.1.2.4.g to establish a new Fee or increase an existing Fee for the next three (3) academic years following that referendum.

(2) For further clarity, should a group with an existing student fee apply under either P.1.2.4.f or P.1.2.4.g, to establish a new Fee or increase an existing Fee, but fail to achieve the required votes in a referendum, the existing Fee shall continue uninterrupted until the conclusion of the original three (3) academic years.

(3) Fees for University services, AMS services, clubs ratified by the Queen's Clubs Office, and organizations external to Queen's do not renew. In order to request that a few be renewed or continued, proposed changes must undergo the process to outlined in P.1.2.4.f – "Establishing New Student Activity Fees".

e. Cooling off period – A group may only apply for an activity fee twice out of every three (3) academic years.

(1) This period is waivable upon a majority vote of the Finance and Services Committee.

f. All sections of the Referendum package that do not include sensitive personal information shall be made publicly available to society members for review during the referendum period.

g. Referendum packages shall be made available on the SGPS website starting at 9:30 AM on the day nominations open.

h. Completed referendum packages must be submitted to the Chief Returning Officer and Executive Director no later than 4:00 pm on the day nominations close.

i. A decision by the Chief Returning Officer not to validate a referendum package may be appealed to the Elections and Referenda Appeals Committee within 48 hours of receiving a notice of decision from the Chief Returning Officer. (1) The group must be an eligible group as designated under P.1.2.3;

j. The group shall submit a referendum package no later than the last day of the nomination period as set by the CRO under P.9.

k. This package shall contain:

i. A written description of the group or organization seeking the Fee and specific purpose for which the Fee revenue will be used.

ii. A detailed budget and financial information that clearly indicates how the fee will be spent; (a) For further clarification, registered charities and non-profit organizations shall include their most up-to-date annual report and audited financial statements.

iii. A petition that specifies the Fee to be established and bears the signatures of at least 100 ordinary Society members, in accordance with the guidelines set forth in B.10 and P.9, delivered to the CRO;

iv. A detailed report answering the following questions: (a) Why is your group seeking a Fee?

(b) What direct benefit will SGPS members derive from granting your group a Fee?

(c) How is the dollar value of the Fee related to the benefit you are proposing to provide?

(d) When was your group established?

(e) If you have collected a Fee in the past, what initiatives and/or opportunities have you provided the Queen's Community with the collected funds?

(4) Upon completion of the requirements as laid out in Subsections P.1.2.4.e.a and P.1.2.4.e.b, Council shall require a majority vote to add the Fee to the referendum ballot.

#### [P.9.4 Establishing New Student Activity Fees](#)

For a new Fee to go to referendum, the Fee and its recipient shall satisfy each of the following conditions:

### P.9.5 Increasing a Pre-Existing Student Activity Fee

- a. The group must be an eligible group as designated under P.1.2.3;
- b. The group shall submit a referendum package no later than the last day of the nomination period as set by the CRO under P.9.
  - b c. This package shall contain:
    - i. A written description of the group or organization seeking the Fee and specific purpose for which the Fee revenue will be used. This description shall not exceed 500 words.
    - ii. A detailed budget and financial information that clearly indicates how the fee will be spent; (a) For further clarification, third-party organizations to the SGPS, AMS or Queen's University shall include their most up-to-date annual report and audited financial statements.
    - iii. A petition that specifies the Fee to be established and bears the signatures of at least 100 ordinary Society members, in accordance with the guidelines set forth in B.10 and P.9, delivered to the CRO;
    - iv. A detailed report answering the following questions:
      - (a) Why is your group seeking a Fee increase? What circumstances have changed to necessitate a change in your Fee?
      - (b) What direct benefit have SGPS members derived from your Fee?
      - (c) Is there any added benefit SGPS members will receive as a result of an increase in your Fee?
      - (d) When was your group established?
      - (e) What initiatives and/or opportunities have you provided the Queen's Community with the funds collected? Will these initiatives change with the increase to your Fee? If so, how will they change?
- (5) Upon completion of the requirements as laid out in Subsections P.1.2.4.f.a and P.1.2.4.f.b, Council shall require a majority vote to add the Fee to the referendum ballot.

For a currently established Fee to be increased at referendum, the Fee and its recipient group shall satisfy each of the following conditions:

### P.9.6 Referendum Questions

- a. The SGPS may conduct referenda on any matter within the jurisdiction of the SGPS. Valid results of referenda shall be binding on the SGPS and actively enforced by the Executive.
- b. Referendum questions may be submitted to the Chief Returning Officer by Council or by a petition bearing the signatures specified in P.1.2 Student Fees and Referenda of the ordinary membership of the SGPS.
- c. Eligible referendum questions must be submitted to the Chief Returning Officer no later than the day nominations close.
- d. Referenda may only be held during the fall and winter terms and may only take place outside an ordinary election period if a special referendum date is approved by Council or to replace a previous referendum invalidated because of lack of quorum. No question may be submitted for referendum if a

question on the same topic has been the subject of a referendum within the previous eleven (11) months, unless the prior referendum was invalid due to lack of quorum.

e. The following standard wording shall be used for referenda questions: (1) For SGPS fees:

i. "Do you agree to the establishment of a mandatory student fee of [\$x]for [group]?"

ii. "Do you agree to a [decrease/increase] in the [group] mandatory student fee from [\$x] to [\$y], a [decrease/increase] of [\$z]?"

iii. "Do you agree to the establishment of an optional student fee of [\$x]for [group]?"

iv. "Do you agree to a [decrease/increase] in the [group] optional student fee from [\$x] to [\$y], a [decrease/increase] of [\$z]?"

(2) For non-SGPS mandatory fees: i. "Do you agree to the establishment of a mandatory student fee of [\$x] for [group]? This fee is subject to triennial review."

ii. "Do you agree to a [decrease/increase] in the [group] mandatory student fee, from [\$x] to [\$y], a [decrease/increase] of [\$z]? This fee is subject to triannual review."

iii. "Do you agree to the continuation of a mandatory student fee of [\$x] for [group]? This fee is subject to triennial review."

(3) For non-SGPS optional fees: i. "Do you agree to the establishment of an optional student fee of [\$x] for [group]? This fee is subject to triennial review"

ii. "Do you agree to a [decrease/increase] in the [group] optional student fee from [\$x] to [\$y], a [decrease/increase] of [\$z]? This fee is subject to triennial review."

iii. "Do you agree to the continuation of an optional student fee of [\$x] for[group]? This fee is subject to triennial review."

f. In exceptional circumstances, SGPS Council may adopt language different from that prescribed in P.9.5 (e) & (f), upon a simple majority vote during the Council meeting in which the fee slate is approved.

### P.9.7 Petitions Against Referendum Results

a. Quorum for referenda shall be ten percent (10%) of the ordinary members of the SGPS. If quorum is not met, the results shall not be ratified pursuant to P.9.1. If the Chief Returning Officer receives a petition signed by not less than ten percent (10%) of the ordinary members of the SGPS requesting that the referendum be declared invalid prior to the Council meeting at which ratification would otherwise occur. Such a petition may name any or all of the referendum questions that did not receive quorum, and Council may ratify a referendum result that did not receive quorum despite receiving a petition invalidating a different referendum result in the same referendum.

b. Where a petition is received that invalidates one or more referendum results, that petition is deemed also to be a petition for a new referendum on the invalidated question. The Chief Returning Officer shall schedule a new referendum based on the dates in P.9.1.e except that there shall be no nomination period.



c. Upon receipt by the Chief Returning Officer of a petition signed by not less than ten percent (10%) of the ordinary members of the SGPS requesting that the referendum be declared invalid for any reason other than a lack of quorum, received prior to the Council meeting at which ratification would otherwise occur, the matter will be referred to the Elections & Referenda Appeals Committee, who shall make a final ruling on the validity of the Referendum at the next Council Meeting. Council shall take appropriate action.

#### P.9.8 Referendum Committees

a. Any ordinary member may establish a Yes or No referendum committee for any referendum question by submitting an application to the Chief Returning Officer. Such application may be submitted by delivery in person to the SGPS office during its normal business hours, and must be submitted no later than the seventh (7th) day before the first voting day.

b. Notwithstanding this policy, a referendum committee may include, be established by, or be campaign managed by AMS members if the referendum relates to a fee for an AMS- run service, an AMS ratified club or CFRC.

c. No person who is not a member of a referendum committee may spend any money campaigning in support of, or in opposition to, any referendum question.

d. Where more than one valid application is submitted to establish a referendum committee on the same side (pro or con) of the same referendum question, the Chief Returning Officer shall request each applicant to determine if the applications may be joined. If the applicants determine that joining the applications is not possible, any spending limits shall be divided equally among the referendum committees on the same side of the question. There may not be more than one Yes referendum committee for a referendum on establishing, renewing or increasing a fee that goes to the SGPS, the AMS, CRFC or an SGPS- or AMS-ratified club.

e. An application to establish a referendum committee must include the following information: (1) The name, student number and contact information for one ordinary member who shall be the campaign manager for the referendum committee;

(2) The names, student numbers and signatures of all ordinary members seeking to be members of the referendum committee;

(3) A statement indicating the referendum question and which side the referendum committee will take; and

(4) Where the referendum committee is on the Yes side for a referendum on establishing, renewing or increasing a fee that goes to the SGPS, the AMS, CFRC or an SGPS- or AMS ratified club, a letter from the president of the relevant group authorizing the establishment of the referendum committee;

(5) A statement signed by the campaign manager that all information contained in the nomination form is accurate, that the campaign manager is aware of the Bylaws, Policies and rules governing conduct of the referendum, and that the campaign manager agrees to ensure the referendum committee follows the Bylaws, Policies and rules governing conduct of the referendum.; and

(6) Where the referendum committee contains AMS members, a statement signed by all such members agreeing to be bound by the exclusive jurisdiction of the SGPS Chief Returning Officer and Elections and

Referenda Appeals Committee to make all rulings related to the referendum, including a ruling levying a monetary fine and agreeing to comply with any such rulings.

### P.9.9 Campaign Rules

- a. The campaign period shall end at 11:59 pm before the first voting day.
- b. No campaigning shall occur for any election or referendum except within the campaign period and during the two (2) day voting period. All campaign material must be removed within three days after the end of the election.
- c. Candidates may, but shall not be required to, designate a campaign manager for their campaign. Referendum committees must designate one campaign manager for their campaign.
- d. No person who is not a candidate, candidate's campaign manager or referendum committee's campaign manager shall authorize the spending of money on campaign expenses.
- e. No SGPS resources shall be expended or used for the purpose of supporting or opposing any candidate or referendum question, with the exception of SGPS specific fee referendum questions. All candidates and referendum committees are required to submit any campaign material to the SGPS Chief Returning Officer for approval before use.
- f. The maximum amount that can be spent on campaign activities by any candidate or by the referendum committees on one side of a referendum question is \$100. All funds spent by candidates will be reimbursed to the candidate by the SGPS at the conclusion of the campaign. No reimbursement will be given to referendum committees.
- g. The cost of any expenditure that supports or opposes more than one referendum question shall be allocated equally among the relevant referendum committees.
- h. For the purpose of this policy, without limiting its generality, the following shall be included in the meaning of "campaigning":
  - (1) Placing posters, or leaving up posters already placed, that support or oppose any candidate or referendum question; and
  - (2) Sending e-mail communications supporting or opposing any candidate or referendum question; and
  - (3) Sending social media communications. Where possible, all accounts created for campaigning must be set to public, and the Chief Returning Officer must be added as an administrator; and
  - (4) Any other method of encouraging support or opposition for any candidate or referendum question.
- i. The following shall not be considered "campaigning":
  - (1) Any communication encouraging members to vote in the election, so long as the communication does not encourage support or opposition for any candidate or referendum question; and
  - (2) Efforts made prior to the deadline for accepting nominations for the purpose of obtaining signatures in support of a nomination.

#### P.9.10 Conducting Elections and Referenda

- a. SGPS Elections and Referenda shall be conducted using the SGPS Online Voting system, or, when unavailable, paper ballots.
- b. The candidate's name and the position for which they are running will be listed on the ballot.
- c. The Chief Returning Officer shall vote 24 hours in advance of an election or referendum and place the ballot in a sealed envelope or password protected document. This envelope shall only be opened and the ballot cast only in the event of a tie vote. Should there be more than two candidates for one position, the Chief Returning Officer shall indicate order of preference on the ballot form. The Chief Returning Officer is not otherwise allowed to vote.
- d. The candidate receiving a plurality of votes cast shall be declared the winner.
- e. The Chief Returning Officer shall attempt to advise each candidate and a representative of each referendum committee of the results before publicly releasing the results of any election or referendum.

The Executive Director shall keep the records from an election and/or referendum. These records shall not be destroyed.

#### P.9.8 Elections and Referenda Appeals Committee

- a. All parties participating in an election or referenda are expected to be familiar with the election procedures. Candidates are strongly encouraged to engage their campaigning in a clean, positive, and good faith manner. Candidates are encouraged to contact the Chief Returning Officer about a practice they are unsure about, beforehand.
- b. The Chief Returning Officer shall have sole authority to administer the aforementioned election policies and reserves the right to make rulings on issues and events not covered in these policies.
- c. Allegations of election violations to the Bylaw and Policy shall be submitted to the Chief Returning Officer via email. Such allegations must be made within 24 hours of the incident occurring, and prior to the conclusion of the end of the voting days.
- d. If a candidate or referendum committee violates aforementioned Bylaw and Policies for elections and referenda, the Chief Returning Officer will determine, at their discretion, whether the violation warrants disqualification. The Chief Returning Officer will communicate this decision to the candidate(s) and complainant within 24 hours.
- e. In the event a candidate has been disqualified during the voting days, the candidate with the second-most votes will be declared the successful candidate. In the event that the disqualification leaves no valid candidates, a by-election will occur as per the timeline set out in policy P.9.1 (j).
- f. All candidates and their representatives are strongly cautioned against committing any of the following infractions, as these will result in immediate disqualification: (1) Harassment of candidates, SGPS members, or community members;  
(2) Threats to a candidate or intimidation of voters  
(3) Attempts to tamper with election process or outcome

- (4) Blatant discrimination, enumerated in the Ontario Human Rights Code
- (5) Libel, slander, and gross misrepresentation of other candidates
- (6) Misrepresentation of eligibility for position, as per B.11.2

g. If a candidate is unsatisfied with a formal decision by the Chief Returning Officer involving disqualification, the decision can be appealed to the Elections and Referenda Appeals Committee, through an email to the SGPS Speaker, within 24 hours of the decision being issued from the Chief Returning Officer

h. The Elections and Referenda Appeals Committee will be comprised of the SGPS Speaker and two Council members who will be elected at the November SGPS Council meeting. SGPS Executive members and staff cannot sit on the Elections and Referenda Appeals Committee.

i. The Elections and Referenda Appeals Committee will meet and come to a decision within 48 hours of receipt of an appeal to the SGPS Speaker. The decision of the Committee will be provided to the Chief Returning Officer and candidate; however, if the decision of the committee results in disqualification, it will be posted publicly.

j. If a complaint is received prior to the conclusion of the voting days, the results of the election will be withheld until the complaint has been processed by the Chief Returning Officer and the candidate permitted the allowed hours to appeal the decision

## P.10 Queens University Rector

### P.10.1 The Rector

- a. The Rector of the University is one of the students' representatives on the Board of Trustees of the University.
- b. The Rector shall be a non-elected, non-voting member of both AMS Assembly and SGPS Council but shall not be officially affiliated with any faculty or society on campus other than the student body itself as represented by the two student societies, the Alma Mater Society (AMS) and the Society of Graduate and Professional Students (SGPS).
- c. The term for the Rector shall be three years.

### P.10.2 Rector Election

- a. Upon the announcement of the incumbent Rectors intention to resign, an election shall be scheduled that is normally concurrent with the AMS winter term referendum and executive election.
- b. The Rector shall be elected through a campus wide election, which shall be jointly administered by the AMS and SGPS on behalf of their respective societies.
- c. The election shall be conducted before the end of the calendar year in which the nominations were received.
- d. The AMS CEO and the SGPS CRO shall ensure that both elections and the nomination and campaign period adhere to this joint policy on rector election. Where a matter arises that is not explicitly considered by this policy, the SGPS CRO and the AMS CEO shall render a joint decision.

- e. The AMS Elections Team and SGPS Elections Team, as defined by each Society's policies, shall hereinafter be referred to collectively as the Rector Election Team. The two main authorities of the Rector Election Team shall be the AMS CEO and the SGPS CRO, with duties being distributed to respective Elections Teams based on their individual Policy on Elections and Referenda.

### P.10.3 Nominations for Rector

- a. Nomination Packages will be created by the Rector Election Team, and will clearly indicate the logos and names of both Societies. Nomination Packages will be made available at both the AMS and SGPS Front Desks on the opening day of the nomination period, as defined by AMS Fall Referendum dates.
- b. Completed Nomination Packages will include:
  - (1) The candidate's name, student number, program, department and contact information, as well as a signed acceptance of nomination.
  - (2) The requisite amount of signatures that meet the validity requirements as outlined in this policy.
  - (3) Campaign expense form.
  - (4) A statement identifying and providing contact information for the candidate's campaign manager, should the candidate choose to designate a campaign manager.
- c. Nominations for the position of Rector shall normally be received by the Rector Election Team no later than the second meeting of the AMS Assembly after the incumbent has announced an intention to resign.
- d. Nominations may be submitted in person to either the SGPS or AMS Offices during regular business hours.
- e. Nominations shall be deemed valid only if signed by at least four per cent of the entire student body, defined as all eligible AMS and SGPS student electorate (based on enrolment figures from the Registrar's Office).
- f. Nomination signatures may not be collected in campus pubs, cafeterias, AMS or SGPS offices, and AMS or SGPS services.
- g. All collection of signatures in Residence must conform to Residence policies. No room-to-room collection of signatures in Residence shall be permitted.
- h. No form of off-campus collection of signatures shall be permitted.
- i. Each candidate shall, at the time that Nomination Forms are submitted, place \$100.00 on deposit with the Rector Election Team, which shall only be deposited upon instances of fines or penalties as detailed in AMS Elections Policy on Penalties and Disqualifications, which shall apply to Rector Elections.
- j. Candidates shall take an unpaid leave of absence during the campaign period from all extracurricular activities, as well as those holding salaried positions with the AMS or SGPS that, in the judgment of the Rector Election Team convey unfair advantage, or establish or imply a conflict of interest. Notices of Leave shall be provided to the Rector Election Team.
- k. A nominee may withdraw their candidacy at any time before the end of the nomination period, without penalty. Should a candidate or team withdraw during the campaign period, they may lose their deposit, subject to the Rector Election Teams discretion. A notice of withdrawal shall be given in written form to the Rector Election Team.

### P.10.4 Campaigning

- a. Campaigning shall not commence until the end of the validation period and the beginning of the campaign period.

- b. All campaign materials and promotions are subject to the approval of the Rector Election Team. A sample of all campaign materials shall be submitted to the Rector Election Team to be kept on file for the duration of the campaign. All posters must be stamped to indicate approval.
- c. Candidates shall publically release a platform-in-full no later than 24 hours prior to the beginning of the debate. The platform-in-full shall also be submitted to the Rector Elections Team at the same time.
- d. There shall be a limit of 100 posters per team of candidates. Any poster larger than 11" x 17" shall be deemed a banner. There shall be no more than two banners per team of candidates.
- e. All posters must be printed on 100% recyclable paper and recycled after the end of the campaign period.
- f. Placement and distribution of Posters and campaign material must adhere to the Elections Policies of both Societies, as well as all university and building policies.
- g. Candidates must book table space for use during the campaign period in the following campus buildings through the Rector Election Team.: The Student Life Centre, Macintosh Corry Hall and any other building specified by the Rector Election Team prior to the campaign period. The Elections Team will also co-ordinate the booking of banner space in the JDUC. The allocation of table and banner space will be done through a lottery process.
  - (1) Candidates shall be entitled to a maximum of 45 hours of table space for the duration of the campaign period.
  - (2) Boothing hours shall be restricted to the hours between 9:00AM and 6:00PM
- h. Campaign tables or booths must be staffed by the parties involved at all times. Promotional materials may not be left unattended.
- i. Any classroom appearance must be cleared through the instructor in advance of the scheduled time. This contact may be made during the nomination period. Arrangements for classroom talks shall be the responsibility of the candidates election team. All content shall be consistent with all approved material, in accordance with both AMS and SGPS Policy on Elections and Referenda.
- j. No form of off-campus campaigning shall be permitted. Candidates shall not place campaign materials on trees or utility poles either on or off campus. This includes banners strung from utility poles.
- k. All campaigning in Residence must conform to Residence policies. No room-to-room campaigning in Residence shall be permitted.
- l. No candidate may campaign inside campus pubs or cafeterias. Campaigning shall be permitted in line-ups but shall not occur past the point where patrons are requested to provide identification for entrance. Campaigning in line-ups shall also be subject to any applicable residence or university regulations.
- m. Campaign materials shall not be distributed in campus pubs, cafeterias, AMS offices and AMS services. In addition, no AMS or SGPS employees may display campaign materials while on duty.
- n. All email content shall be consistent with previously approved campaign material and shall be above reproach. Candidates may request an individual with reasonable level of authority within an organization to forward an email to their organization using a mass email list. Use of AMS and SGPS mass email lists is prohibited. Candidates are responsible for the conduct of their campaign organization and its members. Any violation of elections policy by said members shall be regarded as a violation by the candidate. Individuals who are not members of a specific campaign organization and who are found to have violated elections policy may be referred to their respective society's non- academic discipline system.
- o. No candidate shall seek endorsement from any University faculty or staff member.

- p. All candidate websites and other online campaign materials, including content on social networking sites shall be approved by the Rector Election Team. All updates shall be closely monitored by the Rector Elections Team.
- q. All campaigning shall cease by 11:59 pm of the day preceding the first day of voting. Each candidate or team of candidates will be required to remove all campaign material produced on their behalf for the purposes of the election by 8:00pm on the day preceding the first day of voting. Websites and other online content may continue for the duration of the voting days. Candidates or teams will not be allowed to physically campaign on campus during the voting days.
- r. Candidates are responsible for providing the Rector Elections Team with an up to date list of all individuals associated with their campaign within 8 hours of notice from the Rector Elections Team
- s. No polls or surveys of public opinion regarding Rector elections shall be published or broadcast on the day(s) of voting.
- t. AMS Council Members and Officers, SGPS Executive Members, SGPS Commissioners and Coordinators, and SGPS Officers of Council shall remain neutral at all times. They may not publicly support any individual candidacy whether on or off-duty nor shall they be permitted to take a leave of absence to do so. AMS and SGPS offices, email addresses and other office resources shall at no time be used for any purpose relating to an individual campaign. All other AMS and SGPS salaried staff shall be permitted to support an individual candidacy while off-duty but shall not be eligible to take a leave of absence to do so. Off-duty campaigning by AMS or SGPS salaried staff may not occur in the vicinity of any AMS or SGPS service.
- u. A student holding a position within either the AMS or SGPS nonacademic discipline system shall be required to take a leave of absence in order to participate in a rector election in any capacity. Any student nominated to sit on the Rector Election Appeal board may not have participated in the rector election in any capacity.
- v. The AMS Assembly and SGPS Council shall be neutral forums. No promotional materials shall be displayed or distributed at these meetings and all questions shall be directed to all candidates.
- w. During the Campaign Period, an All Candidates Debate will be organized by the Rector Election Team for all students to attend.

#### P.10.5 Elections Expenses

- a. Rector Elections Expenses will follow the Policy of the AMS on Elections Expenses, with the exception that anything stated to be approved by the AMS CEO, is to be approved by the Rector Election Team.
- b. The spending limit in the Rector Elections shall be decided upon by the Rector Election Team and approved by AMS Assembly and SGPS Council.

#### P.10.6 Conducting the Election

- a. Voting for the Rector Election shall be conducted by each individual society in the manner outlined in their individual Elections Policy.
- b. Voting shall take place concurrently, and both Societies will be afforded the same opportunity, in terms of time, to cast their ballot.
- c. Ballots presented shall contain identical phrasing and identifying of candidates, such that a ballot cast in either election is to be considered identical to one cast in the other election.
- d. Both societies shall review the ballot of the other society to ensure the ballot is constructed in accordance with this policy.

### P.10.7 Tabulations, Results, and Announcements

- a. The votes cast in each election shall be combined into one collection of votes cast, so as to avoid a divisiveness of results between societies.
- b. Where there are exactly two candidates, the candidate with the greater number of the total votes, from the combined collection of votes, will be deemed the successful candidate.
- c. Where there are greater than two candidates, preferential balloting will be employed, using the following method:
  - (1) Initially votes shall be counted according to the highest preference expressed on a ballot. If a candidate receives sufficient ballots marked for them with first preferences to achieve a simple majority of fifty percent plus one (50% +1) of the ballots cast, they shall be declared the winner.
  - (2) If no candidate receives sufficient ballots marked for them with first preferences to achieve the fifty percent plus one (50% +1) threshold of ballots cast, then a second round of counting shall occur. The candidate with the fewest number of ballots marked with first preferences for them will be removed from the second round of counting and the ballots marked with first preferences for this candidate shall be redistributed according to the second highest preference expressed on that ballot.
  - (3) If two or more candidates tie for the least number of first preferences in the first round of counting, then they shall both be eliminated and their ballots redistributed according to their second preferences.
  - (4) This same procedure shall be repeated until one candidate receives sufficient votes to achieve a simple majority of fifty percent plus one (50% +1) of the ballots cast, at which point this candidate shall be declared the winner.
  - (5) If only two candidates remain and neither has reached the fifty percent plus one (50% +1) threshold of votes cast, the team with the highest number of votes shall be declared the winner.
  - (6) If there is no second highest preference expressed on the ballot, then the ballot shall be considered spoiled.
  - (7) If there is no first preference expressed then the ballot shall be considered spoiled.
  - (8) If, after a first preference is expressed, there follows a set of preferences that are expressed in a non-sequential manner, the preferences after the interruption of the continual sequence shall be discounted.
  - (9) If two or more candidates tie for the lowest number of high preferences being considered in a particular round, other than the first, then the candidate that had the fewest first preferences will be eliminated from contention and those ballots will be redistributed according to those ballots next highest expressed preferences.
  - (10) If a candidate is disqualified, ballots shall be interpreted as if the disqualified candidate had been removed from contention in the first counting round.
  - (11) Any computer software used by the Rector Election Team shall be available to any member of the society on demand for the purpose of inspecting it and perusing its constituting code.
- d. At no time will any member of the Rector Election Team reveal the split of votes based on the two Societies, and wherever possible knowledge of this information should be avoided altogether.
- e. The Rector Election Team shall publicly announce the results of the Rector election immediately after the candidates have been notified. Following this, they shall directly notify the AMS and SGPS Executives, and the Secretary of the Board of Trustees, of the results of the Rector



Election. Should the candidate not be available the results will be made public no less than two (2) hours after they have been confirmed by the Rector Election Team.

- f. Any ballot, which is spoiled or rejected, including a blank ballot, shall be considered in the total number of ballots cast.
- g. Any campaign organization requesting clarification about the election results must do so by submitting a formal written request to the Rector Election Team within 48 hours of the release of the results.

#### P.10.8 Penalties And Disqualifications

- a. Rector Elections penalties and disqualifications will follow the Policy of the AMS on Elections Policy on Penalties and Disqualifications, with the exception that any decisions shall be made by the Rector Election Team.
- b. In cases of appeal of a decision rendered by the Rector Election Team, a Rector Election Appeal Board shall be struck consisting of four members of the AMS Judicial Committee and two members of the SGPS Elections and Referenda Appeals Committee. The responsibility to chair shall alternate between the two societies each Rector election or referendum, with the chair to be independently selected from the respective society's non-academic discipline system.

#### P.10.9 Removal of the Rector

- a. The Rector may only be removed from office following a campus-wide referendum in which a minimum of 20% of the entire student body (based on enrolment figures from the Registrar's Office) vote. In order to remove the Rector, the following referendum question shall be posed: "Shall [name of Rector] continue to hold the office of Rector of Queen's University at Kingston? Yes, No."
- b. If greater than 50% plus 1 of ballots cast record a No vote, the Rector will cease to hold office, effective immediately. In the event that less than twenty percent of the electorate have cast ballots, the referendum question shall be subject to the following sliding scale based on total voter turnout:
  - (1) 15-19.99% shall require greater than 55% plus 1 of the ballots to record a No vote to constitute removal.
  - (2) 10-14.99% shall require greater than 60% plus 1 of the ballots to record a No vote to constitute removal.
  - (3) 5-9.99% shall require greater than 65% plus 1 of the ballots to record a No vote to constitute removal.
  - (4) 0-4.99% shall require greater than 70% plus 1 of the ballots to record a No vote to constitute removal.
- c. The referendum shall be held upon receipt by either the AMS CEO or the SGPS CRO, of a petition to do so which has been signed by at least four percent of the entire student body, being all eligible AMS and SGPS members (based on enrolment figures from the Registrar's Office).
- d. All AMS and SGPS members shall be eligible to vote on this question.
- e. This Referendum will be conducted in accordance with the same procedures for electing the rector, adjusted for a referendum, as opposed to an election.

#### P.10.10 Rector Policy

- a. This policy is to remain identical in the Bylaws and Policies, Policy Manuals, and Constitutions as applicable to both the AMS and the SGPS.

- b. If at any time a change is to be made by either Society, it must be agreed upon by both Societies before being brought forward for approval.
- c. Changes to this policy are not made effective until approved by both the AMS Assembly, and the SGPS Council.

## P.11 Equity

### P.11.1 SGPS Equity Policy

- a. The SGPS seeks to continually create, maintain, and advocate for an equitable, diverse, and inclusive experience for all our members and employees – whether they are on campus, in the Katarokwi/Kingston region, or accessing Queen’s remotely – through direct and indirect actions (i.e. protests, demonstrations, statements, petitions, workshops, and representing member needs to committees and working groups).

Doing this work effectively requires constant learning about how inequity is being experienced by our fellow members and employees in complex and intersecting ways including, but not limited to, race, gender, sex, sexual orientation, disability, class, religion, nationality, and citizenship status. This learning may take many forms, such as responsible data collection, training programs, and collaboration with groups and individuals on campus and in the Katarokwi/Kingston region.

Within the organization, equity, diversity, and inclusion must be considered, recognizing how power and oppression are in constantly shifting interplay. For example, learning outcomes should be measured carefully against the type and amount of labour that they demand (i.e. retraumatizing students through certain invasive survey questions, creating the potential for burnout or exposure to violence in asking Black individuals or groups do training on anti-Black racism during times of heightened anti-Blackness).

The SGPS is committed to continually reflecting, learning, and acting on these and other equity issues and strives to increase indigenization, equity, diversity, inclusion, accessibility, and anti-racism for our members and employees.

- b. The SGPS upholds the Queen’s University Harassment/Discrimination Complaint Policy and Procedure (<https://www.queensu.ca/secretariat/harassment-and-discrimination-prevention-and-response-policy>).
- c. SGPS policies, bylaws, events, services, and employment practices shall be determined with consideration for the definitions and terms used in the Queen’s University Harassment/Discrimination Complaint Policy, the Ontario Human Rights Code (<https://www.ohrc.on.ca/en/ontario-human-rights-code>), the Canada Human Rights Act (<http://laws-lois.justice.gc.ca/eng/acts/h-6/FullText.html>), and the Employment Equity Act (<http://laws-lois.justice.gc.ca/eng/acts/E-5.401/FullText.html>).

#### P.11.1.1 Education Equity

- a. The SGPS aims to promote a climate of education equity where policies, programs, curricula, practices, teaching, and traditions do not reproduce inequities.
- b. The SGPS shall work with the Senate Education Equity & Diversity Committee.

#### P.11.1.2 Employment Equity

- a. The SGPS recognizes that systemic discrimination has historically disadvantaged particular groups, as defined in P.11.1, in the area of employment.
- b. The SGPS mandates anti-oppression training for all employees.
- c. The SGPS shall attach the following statement to all correspondence, publications, and promotional material, in print or electronic, that advertises SGPS elections, hiring, and opportunity for Appointment: “The SGPS encourages applications from members of equity-seeking groups including, but not limited to international students, persons with disabilities, Indigenous people, members of minoritized groups, women, parents and 2SLGBTQIA people.

#### P.11.1.3 Implementation

- a. It is the duty of all SGPS staff, Executive, Commissioner, Coordinators, and Officers to ensure that the Society’s operations and services comply with P.11.1.
- b. A review of equity at Queen’s University shall be conducted in accordance with P.10.6.

#### P.11.2.7 Promotion of Ethical Procurement and Environmental Sustainability

- a. The SGPS will suggest curriculum change at the University level to encourage greater awareness of sustainability and related economic policies.
- b. The SGPS will work with Hospitality Services to find better, and where possible, local suppliers for food.
- c. The SGPS will work with the City of Kingston to support environmental sustainability and climate action goals
- d. The SGPS will encourage other student organizations and the University to adopt ethical purchasing policies.
- e. Where possible the SGPS will encourage and participate in University workgroups and networks committed to finding suppliers willing to comply with this policy.

#### P.11.2.8 Policy Review

The Equity Issues Standing Committee and the Sustainability Standing Committee shall each conduct an annual review of the Ethical Purchasing policy and suggest policy changes to the Bylaw and Policy Revisions Standing Committee no later than January 15th of each year.

### P.11.3 Accessibility Policy

#### P.11.3.1 Definitions

- a. “Disability” means:
  - (1) Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical coordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
  - (2) A condition of mental impairment or a developmental disability,
  - (3) A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
  - (4) A mental disorder, or

- (5) An injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997; (“handicap”)
- b. “Barrier” means anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including (but not limited to) a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy or a practice; (“obstacle”) (From the Accessibility for Ontarians with Disabilities Act, 2005, and the Ontario Human Rights Code, 1990, last amended 2012)

#### P.11.4.2 Purpose

The SGPS intends to work proactively to remove barriers to the success and inclusion of its membership.

This policy aims to provide a frame of reference for the SGPS in order to comply with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), and the Integrated Accessibility Standards Regulation, 2011 (IASR), but also to ensure an inclusive, equitable, and accessible experience for its membership.

This policy applies to the provision of customer service, information and communications, employment, the design of public spaces, accommodations, feedback, and works in concert with Queen’s University’s existing Accessibility Policy.

Furthermore, recognizing that the experience of each person with a disability is unique, this policy aims to provide support and accommodations based on individual needs, rather than providing single prescriptive solutions.

#### P.11.4.3 Guidelines

- a. Customer Service: All full-time employees of the SGPS, and members of the executive will complete Accessible Customer Service training within one month of assuming office, to ensure that all staff and executive are familiar with accessible customer service practices. All service animals and support persons will be welcomed and treated with respect while accessing SGPS events and services. Any SGPS events that charge a fee will admit support persons free of charge. Furthermore, any person using an assistive device will be accommodated by the SGPS to the point of undue hardship.
- b. Employment: The SGPS is committed to removing barriers to employment opportunities, in order to make them more accessible to persons with disabilities. As such, all postings will clearly state that accommodations for persons with disabilities will be provided in the recruitment, interview, hiring, employment, and transition process. Accommodations will be determined on an individual basis by the Executive Director in consultation with the person requesting them.
- c. Information and Communications: All SGPS information and communications will be made available in alternate formats upon request within three business days, with consideration of the capabilities of the SGPS office and staff. The SGPS commitment to providing alternate formats will be included in all published materials (website, emails, minutes, etc.).
- d. Design of Public Spaces: Moving forward, any construction project undertaken or supported by the SGPS in a public space (including outdoor paths of travel such as sidewalks, ramps, curb ramps, outdoor public eating areas, accessible parking, and service related elements, such as kiosks, service counters, and waiting areas) will comply with the prescriptive legal requirements of the AODA IASRs, and will also be designed in consultation with the SGPS membership.

- e. Accessibility Bursary: The funds levied by the SGPS through the “Accessibility Fund” student fee will be used to create an accessibility bursary to assist members with disabilities to finance assistive devices, additional support, or any other necessary accommodation. The Assistant Director of Finance and the VP Finance and Services will assess the bursary amount on an individual basis to ensure the privacy of individuals seeking support, based on referral from the Disability Services Office.
- f. Feedback: All feedback regarding accessibility to SGPS services can be submitted in person, in writing, by telephone, and by email ([ask@sgps.ca](mailto:ask@sgps.ca)), and will be forwarded to the Equity and Diversity Commissioner, and other necessary parties for consideration. The SGPS welcomes all feedback regarding accessibility for persons with disabilities, and will work to arrive at appropriate, timely and satisfactory solutions to all issues.

#### P.11.4.4 Recommendations

- a. Form “Accessibility for Persons with Disabilities Advisory Committee” to identify and remove barriers on campus with a specific focus on graduate student life. Best practice: This committee should be representative of persons with disabilities within the membership, and work to foster an environment of respect and dignity for all persons with disabilities. This committee will work under the supervision of the Equity and Diversity Commissioner as Ex officio chair.
- b. Update the SGPS website when practicable, to bring it into compliance with WCAG 2.0 level A, in order to make SGPS web communications as accessible as possible. Best practice: Effective immediately, all information added to the website must adhere to WCAG 2.0 level A.

## P.12 Sponsorship

### P.12.1 Purpose

This policy outlines the process of considering and entering into a sponsorship agreement to be followed by SGPS.

### P.12.2 Definitions

- a. For the purpose of this policy:
- b. The term “Sponsorship” refers to an agreement between SGPS and a corporation, foundation, organization, or individual that is marketing-oriented, contracted, and beneficial to both parties; and
- c. The term “Donor Recognition” refers to the acknowledgement, publicity, and/or expression of thanks that SGPS will provide to the donor during the event or during the timeline agreed upon in the sponsorship contract.

### P.12.3 Eligibility

- a. This policy applies to internal and external bodies relative to Queen’s University.
- b. Sponsorship opportunities must be compatible with the Bylaws and Policies of the SGPS.
- c. The SGPS will evaluate sponsorship opportunities according to the following criteria, which are in no particular order:
  - (1) increased awareness of SGPS and enhancement of SGPS’ image;
  - (2) improved university and community relations;
  - (3) community role and local presence of the potential sponsor;

- (4) equity and human rights characteristics of the potential sponsor;
- (5) environmental and sustainability characteristics of the potential sponsor;
- (6) student employment opportunities;
- (7) price reductions of goods and services; and
- (8) revenue opportunities.
- d. The SGPS may take past experiences with potential sponsors into account when considering new opportunities.
- e. The SGPS reserves the right to refuse any sponsorship proposal.

#### P.12.4 Procedures

- a. Sponsorship procedures may be implemented by or take place under the guidance of an Executive, Commissioner, or Staff Member of the SGPS.
- b. A sponsorship agreement may contain some or all of the following content:
  - (1) The length of the sponsorship agreement;
  - (2) The terms of use of the sponsor name and representation;
  - (3) The terms of use of the SGPS name and representation;
  - (4) The financial terms of the agreement;
  - (5) The donor recognition guidelines that the SGPS will follow; and
  - (6) The standards of confidentiality agreed upon by all parties.
- c. SGPS Executives and Commissioners may solicit sponsorships proposals according to the criteria outlined under Eligibility.
- d. Additional SGPS Executive and/or Commissioners may be consulted regarding a sponsorship proposal prior to its approval.
- e. Consideration shall be given to what is an acceptable number of sponsors for an SGPS activity or event.
- f. Sponsors will adhere to the guidelines of the SGPS Ethical Purchasing Policy.

### P.13 Strategic Planning

#### P.13.1 Preamble

The purpose of this policy is to create a framework and minimum set of responsibilities for the Strategic Planning Standing Committee, hereinafter referred to as the “SPSC”.

#### P.13.2 Strategic Plan

- a. A strategic plan, hereinafter referred to as the “plan”, shall be the tool through which the SPSC summarizes its findings and recommends possible courses of action that an Executive or Council may wish to pursue.
- b. The plan shall include the following:
  - (1) Areas in which the SGPS can improve the services or representation it provides to its members;
  - (2) Specific courses of action which an Executive or Council may pursue that may improve any of such areas;
  - (3) Opportunities that the SGPS may wish to pursue which the SPSC finds may be beneficial to the organization and its membership;
  - (4) Summaries of the findings of analyses and consultative processes undertaken by the committee;
  - (5) Formal recommendations of the the SPSC; and

- (6) Metrics by which the success of any action taken by the SGPS to follow the SPSC's recommendations may be evaluated.
- c. The plan may include recommendations related to some or all of: advocacy, external relations, internal infrastructure, commercial opportunities and services.
- d. The plan shall be ratified after a simple majority vote in the SPSC and 2/3 majority vote in two consecutive readings of Council. Amendments to the plan can be made at either reading.
- e. A simple majority vote at a General Meeting shall be the equivalent of a 2/3 majority vote at a reading in Council.
- f. The plan shall be in effect for a period of twenty-four (24) months after final ratification. A plan can be terminated prior to that time by a 2/3 majority vote of Council.
- g. The SPSC is responsible for presenting a draft of a new 2-year plan three (3) months prior to the termination of the most current plan.

### P.13.3 Assessment

- a. There shall be two assessments:
  - (1) The First Year Assessment
  - (2) The Final Assessment
- b. The First Year Assessment shall be presented to a Council or General Meeting by no later than 12 months after the ratification of the plan.
- c. An interim Final Assessment shall be presented to Council with the draft of the next Strategic Plan. The Final Assessment will be reported to Council no later than 2 months after the expiry of the assessed plan.
- d. Each assessment shall have a brief overview and explanation of the success, failure, or need for rectification of any of the visions, goals, and objectives.
- e. When actions of the SGPS appear to be not in alignment with an adopted strategic plan, the SPSC shall identify them and bring them to the attention of Council through a report and recommendation.
- f. For issues that not easily measured by quantitative measures, including but not limited to issues of equity, assessment should include qualitative mechanisms to recognize the individual experiences of SGPS members.

## P.15 Technology Policies

### P.15.1 SGPS Membership Listserv

A membership listserv will be maintained by the Executive Director via MailChimp. As members can permanently unsubscribe from the list, it is important that the list only be used for information relevant to a majority of the members. Thus the following policy shall be used.

- a. The list shall usually be used on a bi-weekly and be restricted to the following content:
  - (1) Information regarding fees, optouts, and opt-ins
  - (2) Changes or information regarding the health and dental plan
  - (3) Information regarding referenda and elections
  - (4) Information regarding positions available at the SGPS
  - (5) Information regarding SGPS social gatherings and events
  - (6) Messages from the Executive that respond to issues of immediate significance to the membership.
  - (7) Information pertinent to the SGPS membership
  - (8) A link to the SGPS E-Newsletter

- (9) A list of the content contained in the SGPS E-Newsletter (in the form of newsletter item titles)
- b. The President, as the moderator of the SGPS mailing list, shall be responsible for monitoring a reduction in the numbers of subscribers from the listserv and for ensuring the Executive is aware of significant changes to the list size.
- c. The listserv may be used beyond the bi-weekly basis limit (as outlined in P.16.1) in situations where the membership must receive information that would otherwise be late if delayed until the next normal usage of the SGPS listserv. Discretion to use the list beyond the normal limit (as outlined in P.15.1) shall rest with the Executive Director and the President (as the moderator of the list).

#### P.15.2 SGPS Council Membership E-Mail List

- a. The Executive Director shall keep an email list of Council representatives.
- b. The name, e-mail address and department of Council representatives shall be posted on the SGPS website.
- c. The SGPS Speaker or Executive Director may send e-mails to the Council membership e-mail list and ask them to forward messages to their membership concerning health and dental optouts or optins, other opt-in and opt-out deadlines, elections, referenda or other information that may be useful to SGPS members.
- d. The e-mail alias of the Council Membership E-Mail List shall be obfuscated and kept confidential so individuals other than the SGPS Speaker or Executive Director are unable to use the list.
- e. E-Mail messages sent to the Council Membership E-Mail List shall be sent addressed to the Executive Director and bcc'd to the Council Membership E-Mail List.

#### P.15.3 SGPS Group Membership Communications (listserv)

Group email communications to the SGPS membership shall be used for the following content (though is not limited to the following):

- (1) Content that is deemed appropriate and acceptable for release to the SGPS membership
- (2) Information regarding fees, optouts, and optins
- (3) Changes or information regarding the health and dental plan
- (4) Information regarding referenda and elections
- (5) Information regarding positions available at the SGPS
- (6) Information regarding SGPS social gatherings and events
- (7) Information regarding community social gatherings and events
- (8) Messages from the Executive or Staff of the SGPS
- (9) Messages from Queen's University
- (10) Information pertinent to the SGPS membership
- (11) Information submitted by SGPS members for release to the membership
- b. Group email communications shall not be used for the following content:
  - (1) Information supporting one side of any referendum question
  - (2) Information supporting any candidate for an SGPS election
  - (3) Information will not be posted that is in violation or appears to be in violation of any relevant legislation and the University Code of Conduct, specifically information that is discriminating based on race, national or ethnic origin, colour, religion, sex, age, social status, sexual orientation, gender identity or disability.



- (4) Information deemed inappropriate for distribution to the membership by the Executive Director and the President. When the Executive Director and the President do not agree if something should be posted in the E- Newsletter, the SGPS Executive, by way of majority vote, will decide if an item should be included in the E-Newsletter. If the Executive is not able to vote, for any reason, the default action will be not to include the item in the E-Newsletter.
- (5) Outdated information.
- c. Group email communications shall be approved by the SGPS President prior to being posted to the SGPS Membership Listserv.

#### P.15.4 SGPS Website Posting

- a. The SGPS website is an essential part of the SGPS communication strategy, and is a critical tool for communication, used by the Executive and other SGPS members to communicate with the membership at large.
- b. The SGPS website will be systematically reviewed in its entirety at least two (2) times term by the Executive Director, and will be updated on a regular basis in conjunction with the Webmaster.
- c. Any information that may potentially be posted on the SGPS website must be approved for content and relevance by the Executive Director.

### P.16 Anti-Harassment Policy and Reporting Procedures

#### P.16.1 Overview

##### P.16.1.1 Objectives

- a. The Society of Graduate and Professional Students (SGPS) is committed to providing an environment free of discrimination and harassment, where all individuals are treated with respect and dignity, can contribute fully and have equal opportunities.
- b. Under the Ontario Human Rights Code, every person has the right to be free from harassment and discrimination. Harassment and discrimination will not be tolerated, condoned or ignored at the SGPS. If a claim of harassment or discrimination is proven, disciplinary measures will be applied, up to and including termination of employment.
- c. The SGPS is committed to a comprehensive strategy to address harassment and discrimination, including:
  - (1) providing training and education to ensure members and staff are informed of their rights and responsibilities,
  - (2) regularly monitoring organizational systems for systemic barriers related to Code grounds,
  - (3) providing an effective and balanced complaints procedure, and
  - (4) promoting appropriate standards of conduct at all times.
- d. As such this policy and procedure document has been created as a guiding resource for the organization, in addition to the Queen's University Harassment/Discrimination Complaint Policy and Procedure which the SGPS follows per SGPS Policy P.11.1. This document is intended to

provide an alternative and accessible means to report harassment internally and does not supersede the university policy.

#### P.16.1.2 Scope of Protection

- a. The right to freedom from discrimination and harassment extends to all SGPS members and employees, including members of the executive, full-time, part-time, temporary, probationary, casual and contract staff, as well as volunteers, work study students, and members of SGPS Council and committees.
- b. It is unacceptable for members of the SGPS to engage in harassment or discrimination when interacting with members of the Queen's community, visitors to the Queen's campus, or with other professional contacts, such as university staff or representatives of external companies.
- c. This policy applies at every level of the organization and to every aspect of the workplace environment and employment relationship, including recruitment, selection, promotion, transfers, training, salaries, benefits and termination. It also applies to rates of pay, overtime, hours of work, holidays, shift work, discipline and performance evaluations.
- d. This policy also applies to events occurring outside of the physical workplace, including business trips, society social events, social media, and other external event.

#### P.16.1.3 Prohibited Behavior

- a. Discrimination: any form of unequal treatment based on Code grounds, whether imposing extra burdens or denying benefits. It may be intentional or unintentional. It may involve direct actions that are discriminatory on their face, or it may involve rules, practices or procedures that appear neutral, but disadvantage certain groups of people. Discrimination may take obvious forms, or it may happen in very subtle ways. Even if there are many factors affecting a decision or action, if discrimination is one factor, this policy has been violated.
- b. Harassment: a course of comments or actions that are known, or ought reasonably to be known, to be unwelcome. It can involve words or actions that are known or should be known to be offensive, embarrassing, humiliating, demeaning or unwelcome, based on a ground of discrimination identified by this policy. Harassment can occur based on any of the grounds of discrimination, but may also occur in the absence of any grounds covered by the Human Rights Code. Harassment can include bullying, intimidation, or actions that make an individual feel unsafe or unwelcome in the organization, or directing others to take these actions.
- c. Examples of harassment include:
  - (1) Epithets, remarks, jokes or innuendos related to a person's race, gender identity, gender expression, sex, disability, sexual orientation, creed, age, or any other ground
  - (2) Posting or circulating offensive pictures, graffiti or materials, whether in print form or via e-mail or other electronic means
  - (3) Singling out a person for humiliating or demeaning "teasing" or jokes because they are a member of a Code-protected group
  - (4) Comments ridiculing a person because of characteristics that are related to a ground of discrimination. For example, this could include comments about a person's dress, speech or other practices that may be related to their sex, race, gender identity or creed.
- d. Sexual and gender-based harassment:
  - (1) Sexual harassment is a form of harassment that can include:

- i. Comments about a person's physical characteristics or mannerisms related to their gender identity,
  - ii. Paternalistic speech based on gender which a person feels undermines his or her self respect or position of responsibility,
  - iii. Unwelcome physical contact,
  - iv. Suggestive or offensive remarks or innuendoes about members of a specific gender,
  - v. Propositions of physical intimacy,
  - vi. Gender-related verbal abuse, threats or taunting,
  - vii. Leering or inappropriate staring,
  - viii. Bragging about sexual prowess or questions or discussions about sexual activities,
  - ix. Offensive jokes or comments of a sexual nature about an employee or client,
  - x. Rough and vulgar humour or language related to gender,
  - xi. Display of sexually offensive pictures, graffiti or other materials including through electronic means, or
  - xii. Demands for dates or sexual favours.
- e. Sexual Solicitation:
- (1) This policy prohibits sexual solicitations or advances by any person who is in a position to grant or deny a benefit to the recipient of the solicitation or advance. This includes managers and supervisors, as well as co-workers where one person is in a position to grant or deny a benefit to the other. Reprisals for rejecting such advances or solicitations are also prohibited.
- f. Poisoned environment:
- (1) A poisoned environment is created by comments or conduct (including comments or conduct that are condoned or allowed to continue when brought to the attention of management) that create a discriminatory work environment. The comments or conduct need not be directed at a specific person, and may be from any person, regardless of position or status. A single comment or action, if sufficiently serious, may create a poisoned environment. This can include spreading rumours or fostering a negative perception of someone indirectly by speaking to other individuals.

#### P.16.1.4 Responsibility to Prevent Harassment

- a. All members of the SGPS are expected to uphold and abide by this policy, by refraining from any form of harassment or discrimination, and by cooperating fully in any investigation of harassment or discrimination.
- b. Members in a position of leadership where they have SGPS members or staff reporting to them have the additional responsibility to act immediately on observations or allegations of harassment or discrimination. Leaders in the organization are responsible for creating and maintaining a harassment- and discrimination-free organization, and should attempt to address potential problems before they become serious.

## P.16.2 Reporting Procedure

### P.16.2.1 Who can use this procedure?

- a. Individuals may use this reporting procedure if they are experiencing harassment from the members of the executive, full-time, part-time, temporary, probationary, casual and contract staff, as well as volunteers, work study students, and members of SGPS Council and committees.
- b. The individual experiencing the harassment can be external to the SGPS, a member at large, or belong to one of the listed categories in order to use this procedure.
- c. This policy may be used to address harassment made by individuals external to the SGPS but only in limited circumstances as the organization does not have jurisdiction over university staff, unaffiliated students, or members of the community at large. For example, if an individual that is not a member of the SGPS was engaging in harassing behavior inside an SGPS office or space, the organization could ban them from entering the space in the future. The same applies to individuals who were previously SGPS members but are no longer affiliated.

### P.16.2.2 Options for Addressing Harassment and Rights of Parties

- a. The procedure for reporting harassment in this document is just one means of addressing these issues. It is intended to provide a venue and resolution process for members and staff of the SGPS who have experienced harassment, or for community members who have experienced harassment or discrimination by an SGPS member or staffer. This procedure will act as a guide for the SGPS to address harassment complaints and problems, but is intended to offer flexibility for unique circumstances and emergencies.
- b. Experiencing harassment of any kind can be challenging. If an individual reports a case of harassment, their comfort and safety will be made a priority. If at any point they feel unsafe or uncomfortable with the process, they should speak to the person managing their complaint in order to address their concerns. The process should always be flexible and ready to accommodate a complainant where needed and reasonable. The SGPS supports a harassment-free environment and will address every complaint seriously and in good faith.
- c. Harassment may be a criminal offence, if the harassment involves attempted or actual physical assault, including sexual assault, or threats of an assault. Stalking is a crime called "criminal harassment." Where harassment includes any of these things, members are encouraged to contact the local police service.
- d. Every person has a right to claim and enforce their right to a workplace free of harassment and discrimination. No person shall be negatively treated for bringing forward a complaint, providing information related to a complaint, or helping to resolve a complaint. It is a violation of SGPS policy to discipline or punish a person because they have brought forward a complaint, provided information related to a complaint, or otherwise been involved in the complaint resolution process. Reprisal may be the subject of a complaint under this procedure, and persons engaging in reprisal are subject to disciplinary measures, up to and including termination of employment.
- e. Individuals who feel that they are experiencing harassment or discrimination of any kind are encouraged to take notes about the incident. Notes should attempt to record the location, date, time, circumstances, and any witnesses to the incident. While these notes are not required to file a formal complaint, they can be very useful to the party that investigates the claim. Individuals who have been notified of a complaint against them are also advised to create and

keep written notes about the events at issue, and to maintain any relevant written documentation. For all parties this should include:

- (1) What happened – a description of the events or situation
  - (2) When it happened – dates and times of the events or incidents
  - (3) Where it happened
  - (4) Who saw it happen – the name of any witnesses, if applicable
- f. If a person does not explicitly object to harassing behaviour, or appears to be permitting it, this does not mean that the behaviour is okay. The behaviour could still be considered harassment under the Code, and this individual can and should still seek out official assistance.

#### P.16.2.3 Confidentiality and Privacy

- a. Managers, investigators, mediators and persons receiving complaints will, to the extent possible, protect the confidentiality and privacy of persons involved in a complaint, subject to the requirements of a fair investigation and resolution process.
- b. All documents related to a complaint, including the written complaint, witness statements, investigation notes and reports, and documents related to the complaint, will be securely maintained by the relevant manager separate from personnel files, on a secure SGPS server.

#### P.17.2.4 How to Report Harassment

- a. Complainants are encouraged to explain to the person who is harassing or discriminating against them that the conduct is unwelcome, but are not obliged to do so. If addressing the person responsible could lead to an escalation of the harassment or discrimination, or to safety risks, complainants are not expected to directly interact with that person. If a complainant feels they can safely make it known to the person responsible that the behaviour is unwelcome, this may resolve the matter, or may help later if a complaint is filed. However, a complainant should never feel obliged to address their harasser against their better judgment.
- b. If the situation cannot be resolved by speaking to the person responsible, a complaint may be made by speaking to the current SGPS Vice President Professional. If the complainant feels uncomfortable with speaking to this individual because they are the harasser, or if they feel they can not be an impartial intervener, then they may alternatively seek out the SGPS President, SGPS Council Speaker, or an immediate supervisor where possible. This party should be neutral to both the complainant and individual allegedly causing the harassment, and will subsequently manage the reported case.
- c. If the complainant is a Peer Academic Advisor, it is recommended they approach the Executive Director or the SGPS Vice President Graduate if possible, due to the confidential nature of their program. If either of these parties cannot be approached because of the nature of the harassment, the Peer Academic Advisor can approach the SGPS President, Executive Director, or another suitable SGPS official.
  - (1) Where possible, the complaint should be made in writing, including details of:
  - (2) What happened – a description of the events or situation
  - (3) When it happened – dates and times of the events or incidents
  - (4) Where it happened
  - (5) Who saw it happen – the names of any witnesses, if any.
- d. The person receiving the complaint will notify the person(s) complained against (the respondent(s)) of the complaint and provide the respondent(s) with a copy of the written complaint.

- e. If necessary, the complainant or the respondent will be placed on a paid leave of absence, moved to a different location within the organization, or provided with alternative reporting relationships. The decision will be made on a case-by-case basis, and will reflect the principle that the complainant will not be penalized for making the complaint.

#### P.16.2.5 Investigating a Report of Harassment

- a. Throughout this process complainants and respondents are entitled to seek representation of their choice, including legal counsel, at their own expense.
- b. Following a report of harassment, the SGPS will take steps to investigate the circumstances of a complaint. The person selected to perform the investigation should be independent and objective, and should not be the same person managing the case. Wherever possible, the investigator should not be in a position of direct authority over any of the people involved in a complaint, but should report to someone with the authority to make and enforce decisions regarding the complaint. If necessary the investigator may be an individual external to the SGPS who will report their findings to the manager overseeing the case.
- c. Persons conducting investigations must be knowledgeable about:
  - (1) Human rights issues and principles in general
  - (2) The requirements of the Code
  - (3) The organization's anti-harassment/anti-discrimination policy and complaints procedure
  - (4) Methods for conducting investigations.
- d. The agreed-upon investigator is responsible for ensuring a thorough, fair and impartial investigation of the allegations in the complaint. The investigator will interview the complainant, the respondent(s), and relevant witnesses suggested by the complainant or respondent(s), as well as gather documents relevant to the matters in the complaint.
- e. All staff of the organization are required to cooperate with the investigator.
- f. The investigator will, wherever possible, complete the investigation within 30 days of receiving the assignment.
- g. At the conclusion of the investigation, the investigator will prepare a written report summarizing the allegations and the investigation results, and will forward the report to the manager overseeing the case.

#### P.16.2.6 Alternative Dispute Resolution

- a. Alternative Dispute Resolution (ADR) is the use of a mediator to create an open dialogue between the two parties. A mediator is a neutral third party who acts as a facilitator to help the parties reach a negotiated settlement that both parties agree to.
- b. Where appropriate, the person receiving the complaint will offer the parties an opportunity to mediate the complaint. No person will be required to undertake mediation. Mediation can be conducted by a neutral SGPS member with official mediation training, or an expert third-party mediator. Mediation may take place at any stage during the complaint process.

#### P.16.2.7 Potential Outcomes

- a. Based on the findings in the investigator's report, the manager overseeing the case will decide whether the policy has been violated.
- b. If the policy has been violated, the Human Resources Manager will determine the appropriate consequences for the person(s) who violated the policy. These may include:
  - (1) An apology

- (2) Counselling
  - (3) Education and remedial training
  - (4) A no-contact order
  - (5) Verbal or written reprimand
  - (6) Suspension with pay
  - (7) Suspension without pay
  - (8) Transfer of office or responsibilities
  - (9) Termination of employment
- c. In determining the appropriate consequences, the Human Resources Manager will take into account the nature of the violation, its severity, and whether the individual has previously violated the policy.
  - d. Where a violation of the policy is found, the appropriate manager will also take any steps necessary to repair the effects of the discrimination or harassment on the complainant, and to prevent any further recurrences of harassment or discrimination within the organization.
  - e. Either the Vice President Professional or the manager who handled the case will be responsible for monitoring the outcome of the complaint. This individual will forward the decision of the investigation and the final consequences to Campus Security to protect the complainant and ensure that specific terms like a no-contact agreement will be enforced.
  - f. If the report of harassment has been found to have merit, but the offending party refuses to accept the decision of the manager or comply with the consequences, then the manager may choose to pass the claim and their findings to another university body to be enforced. The manager may choose to contact Campus Security, the Registrar's Office, or the Office of the Ombudsperson in order to enforce fines, conditions, or other consequences.

#### P.16.2.8 False or Malicious Reports

- a. If a complaint is determined to be unfounded there will not be an automatic penalty against the complainant. However, where there is objective evidence to show that the complaint was maliciously filed, with deliberate intent to injure or mislead, there may be consequences. Only where the evidence of malice in bringing a complaint is compelling and undeniable should disciplinary measures of any sort apply to complainants.

#### P.16.2.9 Communication of Decision

- a. The complainant and the respondent(s) will each be provided with a copy of the investigator's report, and with the case manager's decision regarding outcomes.
- b. Where a complainant or respondent is dissatisfied with the outcome of the complaint, he or she will be reminded of alternative university bodies that can handle their issue, and about his or her rights under the Ontario Human Rights Code.

#### P.16.2.10 Alternative Reporting Process and Appeal

- a. If the SGPS Executive and Council cannot provide an adequate means to address the harassment, or if a complainant or respondent feels that their issue has been mishandled, they may seek out an alternative body to investigate their claim.
- b. Individuals can contact the following parties:
  - (1) Queen's Human Rights Office
  - (2) Office of the Ombudsperson
  - (3) Queen's Campus Security

## P.17 SGPS Space Use Policy

### P.17.1 Preamble

- a. The SGPS has been allocated a number of rooms within the John Deutsch University Centre (JDUC). The overarching body responsible for the operation of the JDUC is the Student Life Center (SLC).
- b. This policy serves as a framework to promote the fair use of SGPS rooms located within the JDUC by SGPS members, and does not supersede policies set by the SLC or Queen's University. This policy provides usage guidelines for all SGPS-designated space with the exception of those rooms described below.

### P.17.2 Reservation Process

- a. Reservations for SGPS space may be made online at <https://sgps.ca/sgps-lounge-booking/>
- b. Reservations are processed on a first come, first served basis, with the exception that SGPS business may take priority in the event of an unexpected conflict.
- c. The SGPS reserves the right to cancel or relocate reservations should extenuating circumstances arise. In this event, notification of the cancellation or relocation will be made by email or telephone, if possible.
- d. Reservations may only be made for periods during the normal operating hours of the SGPS or the SLC office.
- e. The following information is required to process a reservation request:
  - (1) Principal student name and student number,
  - (2) phone number or contact email,
  - (3) purpose of event,

### P.17.3 Right to Reservation

- a. The SLC has designated space specifically for use by the SGPS, and right to use of this space is restricted to ordinary members of the SGPS as defined by SGPS Bylaw B.4.1.

### P.17.4 Reservation Guidelines

- a. Reservations for SGPS space may be made year-round owing to fulltime graduate and professional student presence on campus.
- b. To ensure fair use of SGPS space, reservations may be made for a daily maximum of 4 hours by any one group regardless of room booked.

### P.17.5 Use of Space

- a. The use of any SGPS space must be in compliance with SLC policies, the Queen's Student Code of Conduct, and may not be used to promote hate, discrimination, violence, or any other activity which is judged, in the sole opinion of the Equity and Diversity Commissioner, to be misaligned with SGPS equity principles.
- b. Violation of the Use of Space clause may result in a ban of up to one year on either the student(s) or group(s) from using any SGPS-designated space. Appeals may be made to SGPS Council.
- c. Catering, or the provision of any large quantity of food or drink is subject to SLC policy, and users are advised that catering and/or waste removal charges may be assessed by the SLC.



- d. Rooms must be kept tidy and returned to the same level of cleanliness found prior to the group taking occupancy of the space.
- e. The SGPS reserves the right to charge student(s) or group(s) for any clean up or repair fees due to damage or negligence associated with their use of the space. Any clean up or repair fees assessed may only be disputed by means of an appeal to SGPS Council.

#### P.17.7 Exemption to Policy

- a. Exemption to the SGPS space use policy applies to the following rooms:
  - 1) JDUC 021 (main office),
  - 2) JDUC 031 (Peer Academic Advisor Office),
  - 3) JDUC 207 (Graduate Peer Support Centre Office)
  - 4) JDUC 235 (President's office),  
JDUC 236 (Executive offices),
  - 5) Any spaces attributed to the Sexual Health Resource Centre (SHRC)
- b. These rooms may not be booked for use by SGPS members. Exemption to any clause in the *SGPS Space Use Policy* may also be granted at the sole discretion of the SGPS Executive.