

The Society of Graduate and Professional Students recognizes the traditional and ancestral territories of the Anishinaabe and Haudenosaunee Nations on whose lands we gather on today. This land acknowledgement reminds us that rich Indigenous governances still exist, and will go into the future. This should also serve as a reminder that we are benefitting by living on this land that is a traditional territory of indigenous people.

I. Main Motions (Part I)

A. Approval of Salary Increases

MOTION 12/13/22:01

BIRT SGPS Council approves the increase of Executive, Student Advisor, and Commissioner salaries per the attached table, reflecting an increase of 27%, 22%, and 27% respectively and consistent with the Bank of Canada’s inflation calculator which calculates CPI increase from 2011-2022 at 27%.

BIFRT that SGPS Council approve the salary increases effective February 1, 2023.

This is the first reading of a bylaw amendment. The second reading will take place at January Council which will be a special General Meeting in order for this change to be in effective during the nomination period for the SGPS Election.

Position	Current Salary	CPI Increase Since Last Change	Difference	Revised Salaries
President	\$15,500.00	27%	\$4,185	\$19,500.00
Vice Presidents	\$12,000.00	27%	\$3,240	\$15,500.00
Student Advisors	\$6,000.00	22% (2018)	\$1,320	\$7,500.00
Commissioners	\$6,000.00	27%	\$1,620	\$7,500.00

B. Approval of Proposed Modifications to Bylaws B.10 and B.7

MOTION 12/13/22:02

BIRT SGPS Council approves the following modifications to Bylaws B.10 and B.7.

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. Stipends as specified in B.10.1 shall be adjusted every two (2) years to reflect the average Consumer Price Index change over that period.
- de. 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 \$~~19,500.00~~15,500.00

- (2) Vice Presidents \$~~15,500.00~~~~2,000.00~~
- (3) Student Advisors \$~~7,500.00~~~~6,000.00~~
- (4) Commissioners \$~~7,500.00~~~~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.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.

[d. SGPS salaried permanent staff shall have their salaries adjusted every two \(2\) years to reflect the average Consumer Price Index change over that period.](#)

II. Announcements

- Explanation as to the ad hoc changes to tonight's agenda
- **Reminder:** SGPS winter closure from 19 December 2022 to 9 January 2023.

III. Adoption of the Agenda

- A. Adoption of the Agenda** **MOTION 12/13/22:03**
BIRT SGPS Council adopts the agenda for the 13 December 2022 Council meeting.

IV. Minutes

- A. Approval of the Meeting Minutes** **MOTION 12/13/22:04**
BIRT SGPS adopts the minutes from the 15 November 2022 Council meeting.

V. Executive & Speaker Reports

- A. Executive Reports**
- a. President – Beth Langdon (report attached)
 - b. VP Graduate – Devin Fowlie (report attached)
 - c. VP Professional – Chloe Stone (no report)
 - d. VP Finance and Services – Sandra Wright (no report)
 - e. VP Community – Emilia Ganslandt (no report)
- B. Speaker Report**
- a. Speaker – Aileen Editha (report attached)
- C. Approval** **MOTION 12/13/22:05**
BIRT SGPS Councils approve the Executive and Speaker Reports.

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

- A. Senator Report** – Graduate Student Senator – Emils Matiss (no report)
- B. Trustee Report** – Graduate Student Trustee – Tony Hu (no report)
- C. Commissioner Reports**
- a. Athletics & Wellness Commissioner – Clare Gaherty (report attached)
 - b. Equity & Diversity Commissioner – Jane Mao (report attached)
 - c. Indigenous Graduate Liason – Noah Favel (no report)
 - d. International Students’ Affairs Commissioner – Sabrina Masud (report attached)
 - e. Social Commissioner – Gabby Torretto (report attached)
- D. Committee Reports**
- E. Department Reports**
- F. Other Reports**
- a. University Rector – Owen Crawford-Lem (no report)
- G. Approval** **MOTION 12/13/22:06**
BIRT SGPS Council approves the Senator, Trustee, Commissioner, Committee & Other Reports.

VII. Question Period and Departmental Issues

VIII. Business Arising from the Minutes

IX. Main Motions (Part II) & Discussion

C. First Reading of Proposed Changes to SGPS Bylaws and Policy **MOTION 12/13/22:07**

BIRT SGPS Council approves the first reading of the proposed changes to SGPS bylaws B.24.4 (a) and B.24.5 (a), and policies P.2.3 (b), P.3.4.3, P.5.1.3 (b), P.5.2 (e), P.5.2.1 (c), P.5.2.4 (a) and (e), P.11.3.1 (b), P.16.1.3 (d), and P.16.2.9 (b).

B.24.4 Hiring Process

a. The Student Advisor Hiring Committee members shall consist of:

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- (4) the University Ombudsperson (or ~~his or her~~ their delegate);
- (5) a representative from the Queen’s Human Rights Office or the Queen’s Equity Office (or ~~his or her~~ their delegate);

B.24.5 Student Advisor Program Review

a. Program review will assist the VP Graduate in exercising ~~his or her~~ their responsibility over the Student Advisor Program. The review shall be conducted by the SGPS in consultation with the VP Graduate. The review shall consist of:

P.2.3 Permanent Staff

b. Each staff member and the SGPS shall sign a contract that outlines the terms of ~~his or her~~ their employment including:

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 Student Advisors to return for another year. The policy allows a current Student Advisor to be rehired for the following year without undergoing the normal hiring process, provided ~~he/she receives~~ they receive 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. Student 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 Student Advisors, preserve institutional memory, advance institutional competence, and maintain healthy, ongoing relationships with other parties in the University.

P.5.1.3 Chief Returning Officer

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~~ **their** 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.

P.5.2 Duties of Councillors

e. In instances where departments may be small, and interest in serving on SGPS Council is low, the Speaker, at ~~his or her~~ **their** sole discretion, may elect to waive the attendance requirement in order to ensure some degree of representation is achieved for the department in question

P.5.2.1 Conduct at Council Meetings

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~~ **themselves** 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.5.2.4 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~~ **their** judgment in setting timelines for agenda items.

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~~ **they** 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.

P.11.3 Accessibility Policy

P.11.3.1 Definitions

b. “Barrier” means anything that prevents a person with a disability from fully participating in all aspects of society because of ~~his or her~~ **their** 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.16.1.3 Prohibited Behavior

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** **their** self-respect or position of responsibility,

P.16.2.9 Communication of Decision

- b. Where a complainant or respondent is dissatisfied with the outcome of the complaint, **he or she** **they** will be reminded of alternative university bodies that can handle their issue, and about **his or her** **their** rights under the Ontario Human Rights Code.

D. Publication of Council Representatives List

MOTION 12/13/22:08

BIRT SGPS Council approves the publication of the list of Council representatives on the SGPS website.

X. Other Business

XI. Notices of Motion & Announcements

XII. Adjournment

Adjournment

MOTION 12/13/22:09

BIRT this meeting of SGPS Council be adjourned.