Bylaws & Policies of the Society of Graduate and Professional Students

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B.1 Definition/Interpretations

B.1.1 Definitions

a. “2/3 Majority” shall mean all votes required to obtain more than 2/3 of the total votes cast.
b. “Annual General Meeting, taking place in October every year,” has the meaning assigned to it in B.17.2.b.
c. “Applicant” has the meaning assigned to it in B.25.1.1.b.
d. “Financial Assistance” has the meaning assigned to it in B.25.1.1.c.
e. “Bylaw” shall mean the “Bylaws of the Society of Graduate and Professional Students.”
f. “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.”
g. “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, distance studies and programs held outside of Kingston, Ontario.
h. “Commissioner” shall have the meaning of a position responsible for assisting Council and the Executive with specific portfolios relating to the SGPS’ operations.
i. “Corporate Director” shall have the meaning of “Director” appointed under section 278 of the Business Corporations Act.
j. “Council” shall mean the legislative body of the SGPS as outlined in B.5, which satisfies the criteria for membership as outlined in B.5.1.
k. “Deputy Commissioner” shall have the meaning of a position which assists and supports their respective Commissioner.
l. “Deputy Speaker” shall have the meaning of a position which assists and supports the Speaker and is the individual responsible for the execution of all SGPS elections and referenda.
m. “Executive Director” shall have the meaning of a position responsible for facilitating the overall function of the SGPS.
n. “Executive Transition Period” has the meaning assigned to it in B.6.2.
o. “External Student Organizations” shall mean student-focused advocacy organizations exterior to the SGPS, the Alma Mater Society, and the University.
p. “Graduate Students” refers to students registered in the School of Graduate Studies.
q. “Graduate Student Senator” shall mean an individual who is a Graduate Student and holds a seat on the University Senate.
r. “SGPS Trustee” has the meaning assigned to it in B.8.1.a.
s. “Interim Replacement” has the meaning assigned to it in B.13.b.
t. “Leave of Absence” has the meaning assigned to it in B.13.a.
u. “Meeting of Council” has the meaning assigned to it in B.17.2.a.
v. “Members of Council” has the meaning assigned to it in B.5.1.
w. “Member of the Executive” shall mean those positions enumerated in B.6.
x. “Membership” shall mean the body of Ordinary Members, as defined in B.4.1.a.
y. Member Societies -
z. “Officers of Council” has the meaning assigned to it in B.9.1.a.
aa. “Officers of the Corporation” has the meaning assigned to it in B.6.f.
cc. “Ordinary Member” has the meaning assigned to it in B.4.1.a.
dd. “Permanent Staff” has the meaning assigned to it in B.7.a.
e. “Policy” shall mean the “Policies of the Society of Graduate and Professional Students.”
ff. “Professional Student” shall mean those students registered in programs denoted as professional programs by the Government of Canada.

gg. “Recognized Group” has the meaning assigned to it in B.4.2.a.

hh. “Sessional Dates” shall mean the sessional dates as defined in the respective calendars of each Constituent Body.

ii. “Secret Ballot” shall mean a method of voting in which each eligible voter provides their choice anonymously.

jj. “Simple Majority” shall mean all votes required to obtain more than half the total votes cast.

kk. “Speaker” shall mean a position within the SGPS. The Speaker’s primary function is to chair Council Meetings and General Meetings.

ll. “Special General Meeting” - Any General Meeting that is called throughout the year that is not the Annual General Meeting, which takes place every October

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

nn. “University” shall mean “Queen’s University at Kingston” unless otherwise specified.

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 outlined in B.1.1 shall be applied to such words and expressions when used in singular or plural forms.

B.2 Name

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

b. The acronym for the Society shall be “SGPS.”

B.3 Purposes of the SGPS

oo. To provide services to and serve the interests and needs of the Membership;

pp. To represent its members in dealing with the University and other organizations;

qq. To facilitate communication between its members and with other University and community bodies;

rr. To maintain concern for the welfare and human rights of its members; and

ss. To advocate on behalf of its members on policies and practices of the University.

B.4 Membership

B.4.1 Ordinary Members

tt. 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].

uu. 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 Bylaws and Policies

vv. The SGPS shall have Bylaws and Policies.
ww. 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.
xx. The first reading of a motion amending the Bylaws may occur at either a Council or a General Meeting.
yy. The second reading of a motion amending the Bylaws shall occur at a General Meeting.
zz. First and second readings of a motion to amend the Bylaws shall not occur within two weeks of each other.
   aaa. A vote of 2/3 Majority must be obtained at both the first and second readings of a motion to amend the Bylaws.
   bbb. Policies may be amended by a vote of a 2/3 Majority at any Council Meeting.
   ccc. 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.6 Council

The Council of the SGPS:
   a. Acts as the legislative body of the SGPS;
   b. Makes final decisions, 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 (the Executive or their delegate may also grant this authorization).

B.6.1 Members of Council

   ddd. 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; and
(6) the Speaker (or Deputy Speaker in the absence of the Speaker), who shall not vote except in the case of a tie.

eee. The Executive, Officers, Commissioners, and Deputy Commissioners will fulfill their responsibilities outlined in the SGPS Bylaws and Policies.

fff. 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 in the August meeting of Council. The revised number of representatives shall take effect at the September meeting of Council.

ggg. Notice of the election of new representatives is to be provided to the Speaker before the Council meeting in which the new representative will serve.

hhh. 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 shall not vote.
   (3) The SGPS Trustee, who shall not vote;
   (4) All Senators who are members of the SGPS 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;

B.6.2. Council Composition

SGPS Council comprises 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 based in Queen’s University campus in Kingston, Ontario.

iii. Members of Council shall act in the best interest of the society in fulfilling the goals and responsibilities of Council defined in the Bylaw.

jjj. Members of Council are responsible for being advisors to the Executive, with the ability to direct or reverse their decisions.

kkk. Members of Council are bound to uphold all rules of Council as laid out in Policy.

III. Members of Council may be 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.7 The Executive

mmm. The following constitute the Executive of the SGPS [Executive]:
(1) President;
(2) Vice President Graduate;
(3) Vice President Professional;
(4) Vice President Campaigns and Community Affairs; and
(5) Vice President Finance and Services.

nnn. 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 Graduate Student Senator’s or SGPS Trustee’s offices.

ooo. The term of office for all Executive positions is from May 1st to April 30th of each year.

ppp. 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 older and not in undischarged bankruptcy.

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

rrr. 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) Vice President Finance and Services – Secretary;
(3) Vice President Graduate – Director;
(4) Vice President Campaigns and Community Affairs – Director;
(5) Vice President Professional – Director;
(6) Executive Director – Executive Director.

sss. 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.7.1 Role and Responsibilities of the Executive

ttt. 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 by P.4; and
(9) from March 1 to April 30, avail themselves of transition meetings before the commencement of their official capacity on May 1.

B.7.2 Incoming Executive Transition

uuu. There will be an Incoming Executive Transition Period of two months, beginning on March 1st following the election and ending on April 30th [Executive Transition Period].
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 for the position 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. Still, 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.8 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, to ensure the organization’s financial operations. 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, to ensure that the SGPS is operating legally and appropriately toward 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.9 Student Senators and SGPS Trustee

B.9.1 SGPS Trustee

www. The SGPS Trustee is the Graduate and Professional Students’ representative on the Queen’s University Board of Trustees and its subcommittees [SGPS Trustee].

xxx. The University Secretariat sets the term of office of the SGPS Trustee to be two (2) years.

yyy. To facilitate effective transition and orientation, the SGPS Trustee–Elect shall not take office until the beginning of June in the year they are elected, but shall accompany the incumbent SGPS Trustee as an observer to all Queen’s University Board of Trustees meetings before that time.

zzz. The SGPS shall allocate funds annually to the SGPS 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.9.2 Student Senators
aaaa. All students registered in the School of Graduate Studies are eligible to hold the position of Graduate Student Senator.
bbbb. All students registered in the Faculty of Law JD Program are eligible to hold the position of Law Student Senator.
cccc. All students registered in the Rehabilitation Program are eligible to hold the position of Rehab Student Senator.
dddd. The University Secretariat sets the term of office of Student Senators to be two (2) years.

B.10 Officers of Council, Commissioners, Liaisons, and Deputy Commissioners

B.10.1 Officers of Council
eeee. 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; and
   (2) Deputy Speaker
b. The Speaker and Deputy Speaker 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.10.2 Commissioners, Deputy Commissioners, and Liaison positions
e. 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; and
   (5) Indigenous Student Liaison
f. 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.
g. Only Ordinary Members of the SGPS shall be eligible for these positions and must be Ordinary Members of the SGPS for the duration of their terms.
h. The terms of all Commissioners shall be one year.
i. The hiring, discipline, evaluation and termination procedures are outlined in Policy.
B.11 Salaries for Executives and Transient Staff and Honoraria for Volunteers

a. SGPS Executive, Officers of Council and Commissioners, Liaisons, and Deputy Commissioners will receive salaries 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 stipend changes occurring each year and any possible changes in honoraria.

B.10.1 Salaries for Executives and Transient Staff

a. Salaries are paid monthly, with the total amount paid over the term of responsibility being as follows:
   
   (1) President $19,500.00
   (2) Vice Presidents $15,500.00
   (3) Student Advisors $6,900.00
   (4) Commissioners $7,500.00
   (5) Liaisons $6,000.00
   (6) Deputy Commissioners $1,500.00
   (7) Speaker $4,000.00
   (8) Deputy Speaker $2,000.00

   i. The Deputy Speaker shall receive an additional $200.00 each month once an election is called until it concludes.

d. After their terms, an $8000.00 fellowship provided by the School of Graduate Studies is distributed amongst all Members of the Executive who are Graduate Students.
B.10.2 Honoraria

a. In order to honor the time of the volunteers who sit on the various SGPS Committees, the SGPS shall provide honoraria as follows:

(1) Volunteers for Committees which support a specific Commission shall receive $30 per meeting to a maximum of $200 per academic term.

(2) Volunteers for the Finance and Services Committee will receive an honorarium to a maximum of $200 per academic term, based on how many Financial Assistance reports they vote on. A volunteer on the Financial and Services Committee must vote on all the reports provided throughout the term in order to receive the maximum amount.

(3) Volunteers for the Awards Committee will receive an honorarium of $200 based on their full participation in the committee. Should a volunteer not fully participate in the committee’s work, they may not be eligible to receive the honorarium.

a. Volunteers for ad hoc committees or other initiatives may receive an honorarium. These decisions will be made on a case-by-case basis.

b. Only SGPS members and staff can serve on SGPS committees. SGPS employees who serve on committees cannot receive an honorarium for serving on an SGPS committee.

c. Volunteers who choose to sit on several committees can only be compensated for one committee seat.

B.12 Elections and Referenda

j. SGPS elections and referenda shall be carried out in the manner outlined in P.9.
k. The SGPS will conduct elections annually for Executive positions.
l. The SGPS will conduct elections every two years, or sooner when necessary, for SGPS Trustee and Graduate Student Senator positions.
m. Any changes to Policies or Bylaws concerning elections and referenda only come into effect after any election or referendum for which the date had already been set when the change in Bylaw or Policy was adopted.

B.12.1 Voting Eligibility

n. Subject to the conditions below, all Ordinary Members of the SGPS are eligible to vote in all SGPS elections and referenda upon valid login to Simply Voting through the use of the University-maintained login information.
o. All Ordinary Members of the SGPS are eligible to vote for the position of Graduate Student Senator.
p. 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.
q. The Deputy Speaker shall only vote as outlined in P.9.9.
B.12.2 Nomination Eligibility

r. Only Ordinary Members of the SGPS who are eighteen (18) or more years of age and not in undischarged bankruptcy are eligible to be nominated as candidates for the Executive. All Members of the Executive must be Ordinary Members of the SGPS for the duration of their terms. All Members of the Executive are required to remain in Canada for the majority of their terms, with exceptions made for approved vacations and temporary returns to home countries.

s. Only Ordinary Members of the SGPS who are qualified to be a Trustee under the Queen’s University Board of Trustees Bylaws are eligible to be nominated as candidates for the position of SGPS Trustee.

t. Only Ordinary Members of the SGPS registered in the School of Graduate Studies are eligible to be nominated as candidates for the position of Graduate Student Senator.

B.13 Vacancy of Office

u. If any office associated with the SGPS becomes vacant, that office shall be filled as soon as possible.

v. Council may 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.

w. If a vacant position must be filled, the standard procedure for elections shall be followed according to P.9 and the guidelines below:
   1. the candidates are not allowed to campaign;
   2. no vote by all Ordinary Members will be held; and
   3. a vote shall decide the election of a candidate to the vacant office at the next Meeting of Council. The candidate is elected to the vacant office by a vote of Council requiring Simple Majority.

x. The line of succession for each role is provided in P.B.14 Impeachment.

B.13.1 Removal of an Elected Personnel

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

y. A vote of non–confidence from Council, which shall observe the following steps:
   1. A motion of non–confidence must be delivered to the Speaker at least ten (10) days before the Meeting of Council, at which the motion is to be debated. If the impeachment proceedings are against the Speaker, the motion must be delivered to the Deputy Speaker.
   2. Where possible, the Speaker shall 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 the reasons for removal in this correspondence.
   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 Vote in order to carry.
   5. In the instance of 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.

z. A referendum of the Membership, in the event that the personnel is a Member of the Executive:
(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 Deputy Speaker 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.14 Meetings of Council

B.14.1 General Rules for Council Meetings

aa. The SGPS shall follow Robert’s Rules of Order.

bb. 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 can be found in Policy.

B.14.2 Calling Regular and General Meetings of Council

dd. 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.

ee. The President shall call the Society’s official Annual General Meeting, taking place in October every year [Annual General Meeting]. General Meetings may also be called at any time during the fall or winter terms of the academic year by the President or through a vote of Council requiring Simple Majority. The President shall call a General Meeting within one week of a receiving a petition requesting such a meeting signed by more than 5 percent of the Ordinary Members of the SGPS. The meeting shall be held at the next date during the Fall or Winter terms of the academic year when proper notice can be given to the Membership.

B.14.3 Contesting Decisions Made at a General Meeting

ff. 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.15 University Representation

B.15.1 Graduate Studies Executive Council
gg. The SGPS shall have 2 voting members on the Graduate Studies Executive Council:
   (1) the SGPS Vice President Graduate; and
   (2) the Graduate Student Senator.

B.16 Member Societies

B.16.1 Remittance of Member Society Fees
a. SGPS Member Societies are able to set Member Society specific fee(s) via the referendum process laid out in their governance documents. SGPS Member Societies are not required to have Member Society specific fee(s) 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 from the Queen’s University Registrar.
c. Member Societies will be notified by the SGPS when fees are ready for distribution. They must 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 the 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(s) being suspended pending an investigation by the SGPS Finance and Services Committee.

B.16.2 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.16.3 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 processes and required conditions related to the event sanctioning or fails to provide information that would be considered important to the risk profile of the event and the decision to sanction, the SGPS will 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. Additionally, this must be in compliance with the University’s Alcohol Policies and Guidelines.

B.16.4 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 must immediately (no later than 3 business days) inform the SGPS Executive Director and SGPS President upon receiving knowledge 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 the University.

B.17 SGPS Affiliations with External Student Organizations

hh. The SGPS shall be a member of External Student Organizations as determined by referendum.
ii. 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(s) according to Elections and Financial Policy.
jj. 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 Vice President Campaigns and Community Affairs, the President, and/or their representative.

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

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

mm. 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.18 Joining or Seceding from the SGPS

#### B.18.1 Joining the SGPS

nn. 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.

oo. 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, taking place in October every year. The motion requires a Simple Majority to pass.

#### B.18.2 Seceding from the SGPS

pp. 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, taking place in October every year, 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 but not limited to fees, services, and representation.

B.19 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:

(1) Provide management and administration of the student health and dental plan;

(2) Administer non-academic discipline of students, to provide access to and information about affiliated or sponsored programs to students;

(3) Verify and validate voter eligibility for society referenda and elections;

(4) Verify student eligibility for use of selected services; and

(5) 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; and

(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:

(1) 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;

(2) Prevent the loss, disposal or destruction of student personal information; and

(3) Prevent theft, sale, improper access, improper modification, improper copying, improper use, and/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 including but not limited to the SGPS Health and Dental provider, StudentCare for the provision of student services, provided that 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.21 The Sexual Health Resource Centre

a. The SGPS recognizes that the Sexual Health Resource Centre ("SHRC") provides unique and beneficial services to the SGPS, 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. 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 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. The organizational autonomy of the SHRC will be guaranteed by the SGPS’ Bylaws and Policies. The SGPS must not exercise financial control over the operation of the SHRC, except as specifically provided in this section of Bylaw.

e. The services, elections and human resources of the SHRC shall by governed by the SHRC Constitution and its respective Bylaws and Policies. The day-to-day operations shall be managed, as determined, by the SHRC Executive.

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.21.1 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); and
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; and
(8) Submit reports on the status of the SHRC to SGPS General Meetings.

d. The SGPS Council representative to the SHRC Management Board, the Vice President Campaigns and Community Affairs, 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 representative to the SHRC Management Board or the Vice President Campaigns and Community Affairs 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 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 its enactment or amendment. All members of the Management Board must 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 must be ratified by the SHRC Management Board. Upon ratification, the SHRC Management Board shall be responsible for ensuring adherence to and compliance with the annual budget and strategic plan(s) of the SHRC.

g. Any deficit (overall or in a particular line item) within the annual budget must be approved by the SHRC Management Board. This right shall only be exercised upon raising the concern(s) to the SHRC Executive Board and providing reasonable opportunity for response.

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 the SHRC Management Board, by 2/3 Vote, are in favour of removing that member for reasons of incompetence, negligence of duties, or unjustified interference with the operation of the Management Board.

j. A voting member of the SHRC Management Board shall be elected as Chair in 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:

   (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 Vice President Campaigns and Community Affairs), the SGPS Council 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 Vice President Campaigns and Community Affairs to present at the SGPS Council Meeting(s); and
(5) In cases where the Chair is unable to fulfill their duties, they must provide notice so the SGPS Executive Director may serve as acting Chair of the SHRC Management Board.

k. The SHRC Management Board shall meet twice each 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. Additional meetings must be called through written request of the Chair, the SHRC Executive Board members, or the SGPS Vice President Campaigns and Community Affairs, or through the written request of three (3) SHRC Management Board members to the Chair.

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, with meeting times and locations 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.21.2 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.22 Student Advisor Program

B.22.1 Mandate

qq. The Student Advisor Program provides members of the SGPS with general information, advice, advocacy and support services with regards to aspects of academic and university life.

rr. The advocacy role of the Student 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.

ss. Student 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.

tt. Student Advisors shall follow due process and seek resolution/mediation of a client’s case at the appropriate level of the organization (lowest to highest).
uu. All communications between a client and the Student Advisor Program shall be kept confidential, unless release is explicitly authorized by the client or where required by law.

vv. The Student Advisor Program may refuse to investigate a complaint that appears to be an abuse of the program’s function. The Student Advisor Program will provide a letter (in hard copy or electronic copy) of explanation to a refused client at the client’s request.

3. B.22.2 Structure

The Vice President Graduate is responsible overseeing the operations of the Student Advisor Program.

The Executive Director is responsible for the day-to-day management of the Program’s operations.

The responsibilities of the Student Advisors are enumerated in P.

B.22.4 Student Advisor Reports

ww. Student Advisors shall submit a report to the Student Advisor Program Coordinator at the end each academic term as follows:

i. Summer term report due September 15th;

ii. Fall term report due January 15th; and

iii. Winter term report due May 15th.

xx. 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 Student Advisor Program Coordinator or Vice President Graduate.

yy. Student Advisor Program Personnel will meet to discuss reports at the time they are due.

zz. Student Advisor reports will be scrubbed of any client-identifying information by the Student Advisor Program Coordinator before being released publicly.

aaa. The Vice President Graduate will present public reports to Council and the Dean of the School of Graduate Studies.

B.24.10 Confidentiality and Record Keeping

bbb. All clients are required to sign a confidentiality agreement that clearly states how any personal information will be handled by the Student Advisor Program prior to the case being heard.

ccc. Student Advisors are required to fill out an intake form during, or immediately after, the first meeting with a client.
ddd. All case notes, including confidentially agreements and intake forms, will be digitally recreated, and stored on a secure server. Paper copies must be destroyed.

ee. 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

fff. The Student 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.

ggg. The Vice President Graduate shall evaluate funding sources annually and seek additional sources if required.
Policies of the Society of Graduate and Professional Students
P.1 Financial

P.1.1 General

The financial year of the SGPS shall be from May 1 to April 30.

The Vice President Finance and Services of the SGPS shall directly oversee the administration of all SGPS financial accounts with the day-to-day responsibility of keeping adequate records of all transactions falling to the Executive Director and the financial professionals employed by the SGPS.

Loans, pay advances, and donations to SGPS staff members and Ordinary Members are forbidden.

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. In case the event is cancelled or postponed due to any unforeseen reason (i.e. inclement weather), full event refunds may be processed at anytime under the discretion of the Executive or Commissioner running the event.

P.1.2 Financial Records and Audits

All expenditures from SGPS accounts shall be documented by appropriate receipts, invoices, cheque stubs, or other satisfactory evidence.

The SGPS Executive shall approve and present to Annual General Meeting, taking place in October every year, 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.

The audited financial statements of the SGPS for the previous five fiscal years shall be maintained on the SGPS website.

At the Annual General Meeting, taking place in October every year, the Vice President 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.1.3 Signing Officers

The Signing Officers for the SGPS accounts shall be the President, Vice President Finance and Services, Vice President Graduate, Vice President Professional, Vice President Campaigns and Community Affairs, and the Executive Director. Two approvers are required for financial transactions, and those approvers shall be the Executive Director and the Vice President Finance and Services whenever possible. If neither are available, the President will serve as an approver.

P.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.1.5 General, Capital and Restricted Funds

There shall be a General Fund, which will be used to fund the operating expenses of the SGPS. Except otherwise indicated, all SGPS revenues shall flow into this Fund and all expenditures shall flow out of this Fund.

There shall be a Capital Fund, which will be used to fund the capital asset purchases and leasehold improvements of the SGPS. All physical capital assets of the SGPS must be within this Fund, and depreciation and amortization of these assets must 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 sufficiently large, 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.

rrr. There shall be a Health and Dental Plan Fund, which will be used to pay for the Health and Dental Plan of the SGPS. All revenues from the Health and Dental Plan fees, as well as any Health and Dental Plan funding from external parties must flow into this Fund, and all expenses related to the Health and 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 and 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.

sss. There shall be a Student Life Centre Fund, which will be used to pay for costs incurred by the SGPS in occupation of office space. All revenues from the Student Life Centre fee, as well as any Student Life Centre funding from external parties shall flow into this Fund, and all expenses related to the Student Life Centre shall flow out of this Fund. Annual surpluses and deficits of the SGPS’ portion of the Student Life Centre costs 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.1.6 Investments

ttt. The SGPS Executive shall have the ability to make investments of SGPS funds at its discretion, subject to this policy.

uuu. 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.

vvv. 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 endeavor 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.1.7 Budget

www. The Annual SGPS Budget, including guidelines, shall be presented on a cash basis and shall require two readings by Council.

xxx. All budgeted expenditures and interfund transfers from the General Fund shall be made in accordance with the budget guidelines as approved by Council.

yyy. The Annual SGPS Budget shall not run a deficit without the approval of a 2/3 Vote of Council. The Annual SGPS Budget must 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.

zzz. 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.

aaaa. Expenditures from all Funds other than the General Fund shall be made in accordance with the Policy provisions that govern approval of those expenditures.

bbbb. 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.1.8 Budget Allocation Changes

cccc. The Executive can approve any changes to budget allocations up to $1,000.00. These changes must be reported at the next Council meeting.

dddd. Changes of amounts exceeding $1,000.00 and up to $5,000 must be approved by Council and require only one reading.

eeee. Changes of amounts exceeding $5,000.00 must be approved by Council and require two readings.

P.1.9 Student Fees

P.1.9.1 Definitions

a. “**Mandatory**”: A fee that members are required to pay.

b. “**Optional**”: A fee that members have a choice to opt out of during the designated opt-out period.

c. “**Opt-out**”: Where a member can elect not to pay an optional fee.

d. “**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.

e. “**Student Activity Fee**”: Member payments for non-academic or non-tuition related items that are designed to enhance student life.

f. “**Material Change**”: A change that would be reasonably expected to have an effect on the SGPS or SGPS members.

P.1.9.2 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 and is assessed each year for both prospective 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 Finance and Services Committee, the Vice President Finance and Services shall notify the group with reasons for the decision and offer the group forty-eight (48) hours to amend and resubmit its information 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 Deputy Speaker.

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. 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.

b. 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. The continuous reporting obligations for fees collected by Member Societies who receive a student fee disbursement from the SGPS shall consist of:

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; and
3. Annual financial statements/bank statements for the previous year.

ii. A budget for the previous year; and

iii. A proposed or ratified budget for the current academic year; and

iv. Any other information as requested by the Committee to aid in the determination of the Fee’s continued eligibility and to verify that disbursed Fees were used for their intended purpose.

c. All Groups required to report materials including but not limited to annual reports, financial statements, yearly budgets, under P.1.2.5.b to the Committee must do so no later than January 10th 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 shall be notified immediately of the suspension, by the Vice President Finance and Services. All best efforts shall be made to contact the group facing suspension.

f. The Vice President Finance and Services shall report to Council on the issuing of a suspension at the subsequent Council meeting, after the suspension.

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 Vice President 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 may 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 Vice-President Finance and Services

   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 Vice President Finance and Services 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 Vice President 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.
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 Financial Assistance Program for that 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 in that year.

**P.1.2.6 Disbursement of Fee Proceeds**

a. The SGPS will collect and distribute all student activity fees, which will be paid out in November and March of each calendar year, dependent on the receipt of funds and reports from the Queen’s University Registrar.

b. Fee groups 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.

c. The SGPS will not release funds from Student Activity Fees to personal bank accounts. The banking information provided must indicate the fee group’s name or its parent organization as the payee.

d. Failure to complete an Activity Fee Declaration Form or provide appropriate banking information may result in a Fee being suspended pending an investigation by the SGPS Finance and Services Committee.

**P.2. Financial Assistance**

**P.2.1. Definitions**

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

“**Applicant**”: An SGPS Member who has applied for Financial Assistance, Grant, or Sponsorship.

**P.2.2. General**

f. From time to time, the SGPS shall establish target financial assistance that aid Applicants in financial need.

g. Five types of Financial Assistance must be provided:

   a. **Dental Subsidy**, which subsidizes dental procedures not fully covered by the SGPS Health and Dental Plan to a maximum of $800.00.

   b. **Activity Financial Assistance**, which subsidizes participation in Queen’s University clubs, intermural teams, events and conferences to a maximum of $150.00.

   c. **Emergency Assistance Financial Assistance**, which provides emergency financial assistance to an Applicant to a maximum of $450.00.
d. **UHIP Subsidy** which subsidizes an international student member’s University Health Insurance Plan (UHIP) fee to a maximum of $800.00.

e. **Mental Health Subsidy**, 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.

f. **Gender-Affirming Care Financial Assistance**, which provides financial assistance to transgender, nonbinary, and gender-diverse SGPS members seeking gender-affirming care to a $600 maximum per academic term.

h. An Applicant may only receive one amount of Financial Assistance from each category in a given academic year, ranging from May 1st to April 30th.

i. Any Ordinary Member part of the SGPS Health and Dental Plan is eligible to apply for the Dental Subsidy.

j. The Vice President Finance and Services shall have the discretion to restrict, expand or change the scope of each Financial Assistance or create new categories for Financial Assistance, provided sufficient notice has been given to Council and communicated to SGPS members.

**P.2.3. Procedure**

f. To apply for Financial Assistance, an Applicant must submit a form to the SGPS with the following information:

   1. The type of Financial Assistance applied for;
   2. Written reasons for requesting the Financial Assistance;
   3. Receipts for the activity, procedure or expense that the Applicant wishes the Financial Assistance to cover; and
   4. Optional documentation that provides context for the level of assistance that applicant is requesting.

g. All Applicants must comply with the request from the Vice President Finance and Services and/or the Finance and Services Committee for further documentation, if requested.

h. The Vice President Finance and Services shall review the application and shall make a recommendation to the Finance and Services Committee to grant or deny the Financial Assistance, within one week of receiving the application.

i. The Finance and Services Committee shall vote on the approval of a Financial Assistance within three (3) business days of receiving the recommendation from the Vice President Finance and Services.

   1. Approval of a Financial Assistance shall require a requiring Simple Majority vote of the committee.
   2. In exceptional circumstances, the Finance and Services Committee may grant a Financial Assistance larger than the maximum amounts listed in the Financial Assistance guide, approved with a 2/3 majority vote of the committee.
   3. If a Financial Assistance is denied, the Vice President Finance and Services shall communicate to the Applicant the reasons for the denial and offer the opportunity to amend or change their application.

j. Upon approval of the application by the committee, the SGPS shall disburse the approved Financial Assistance amount in its next round of financial processing.
P.12 Sponsorship

P.12.1 Purpose
This policy outlines the process of considering and entering into a sponsorship agreement to be followed by the SGPS.

P.12.2 Definitions
fff. For the purpose of this policy:

gggg. 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

hhhh. The term “Sponsor 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

iiii. This policy applies to internal and external bodies relative to the University.

jjjj. Sponsorship opportunities must be compatible with the Bylaws and Policies of the SGPS.

kkkk. 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.

llll. The SGPS may, but are not obligated to, incorporate past experiences with potential sponsors into decision-making processes involving new opportunities.

mmmm. The SGPS reserves the right to refuse any sponsorship proposal.

P.12.4 Procedures

nnnn. Sponsorship procedures may be implemented by or take place under the guidance of an Executive or Executive Director.

oooo. 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.

pppp. SGPS Executives and Commissioners may solicit sponsorships proposals according to the criteria outlined under Eligibility.
Additional SGPS Executive and/or Commissioners may be consulted regarding a sponsorship proposal prior to its approval.

Consideration shall be given to what is an acceptable number of sponsors for an SGPS activity or event.

P.3. SGPS Health And Dental Opt–In/Opt–Out

P.3.1. Background
The SGPS Health and Dental Plan is a group insurance plan. Group insurance plans are much more affordable that individual insurance plan 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 referendum that established the Plan.

P.3.2. Principles of Enrolment

All full-time students who are assessed the SGPS fee slate must be enrolled in both the Health and the Dental Plans, unless they provide proof of pre-existing coverage. Students must have primary health coverage, either through their provincial insurance or UHIP, to access the SGPS Health and Dental Plan.

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 within 30 days of starting their program.

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 within 30 days of starting their program. If an international student’s spouse or children arrive in Canada outside of these periods, they student must contact the SGPS office within 30 days of their arrival. 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.

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 within up to 30 days after changing registration status or renewing said status at the beginning of an academic term, unless they can provide legitimate reasons for not doing so.

If a full-time student who is assessed the SGPS fee slate loses alternate coverage through unforeseen circumstances (i.e lost benefits through a spouse’s or parent’s plan due to the spouse or parent losing their job), they will be permitted to opt–in within 30 days of losing their alternate coverage. If a full-time student who is assessed the SGPS fee slate loses alternate coverage by aging out of their parent’s plan, they will not be permitted to opt-in as aging out of a plan is a foreseeable issue.

Permanent staff members of the SGPS who are not students at the University may opt in to the SGPS Health and Dental Plan.

Vice President Campaigns and Community AffairsAnnual General Meeting, taking place in October every year, Annual General Meeting, taking place in October every year, , taking place in October every year, Vice President Campaigns and Community Affairs Vice President Campaigns and Community Affairs Vice President Campaigns and Community Affairs Vice President Campaigns and Community Affairs Vice President Campaigns and Community Affairs
P.4 Human Resources

P.4.1 General

i. All SGPS Elected and Transient Staff must be SGPS members. Upon completion of their degree program, any student staff member may complete their term of office if less than 6 months remain, but may not seek re-election or re-appointment without returning to “Ordinary Member” status, as defined in B.4.1. 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.

j. The Human Resources (“HR”) of the SGPS shall be the joint responsibility of the Executive Director, the Vice President Professional, in consultation with the Human Resources professionals employed by the SGPS.

k. The Vice President Professional, in consultation with the rest of the Executive and the Human Resources professionals employed by the SGPS, shall have authority over decisions regarding commissions.

l. In any matters related to HR in which the Executive Director is the subject, the Executive shall jointly make decisions in consultation with the Human Resources professionals employed by the SGPS.

m. In any matters related to HR in which the Vice President Professional is the subject, the rest of the Executive, the Executive Director, in consultation with the Human Resources professionals employed by the SGPS, shall jointly make decisions.

P.4.2 Elected Personnel

P.4.2.1 The Executive

a. The operational roles of the Executive are to:
   1) Propose policy and present it to Council for consideration;
   2) Submit a monthly written report to Council;
   3) Attend each meeting of Council, and act in accordance with any decisions of that body;
   4) Meet at least once a week at the call of the President or Executive Director;
   5) Act as signing officers for the SGPS’ accounts in accordance with P.1.1.3. and generally, oversee the finances of the SGPS;
   6) Retain discretion to refer representation of SGPS members to the Student Advisor Program;
   7) Assist the Executive Director in the documentation and archiving of all relevant information;
   8) Jointly supervising all Commissioners and Liaisons as well as any Deputies that may be hired;
   9) Develop a year-plan specific to their position in accordance with P. 4.4 Strategic Year Plans; and
   10) Participate in transition in accordance with P.4 Transition.

b. The President’s roles and responsibilities include: Acting as the official representative and spokesperson for the SGPS;
   1) Supporting their fellow Executive and all SGPS staff in the performance of their duties and responsibilities;
   2) 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 appropriate resources.
   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) Serving ex–officio on several committees, and serve, where possible, on their assigned Committees, Councils, and Working Groups. This may be delegated.
8) Having 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 Vice President Graduate. If that option is unavailable, regular procedures for a vacated office shall be followed.

c. 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 graduate student 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 appropriate resources.
4) Performing any function of the President in the event of vacancy, in accordance with B.11;
5) Supporting their fellow Executive and all staff in the performance of their duties and responsibilities;
6) Managing the Student Advisor Program;
7) Serving, where possible, on their assigned Committees, Councils, and Working Groups.

d. 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 professional student members who require an advocate to help them resolve matters of both an academic and non–academic nature, and working in conjunction with external resource(s), where possible and appropriate.
4) Supporting their fellow Executive and SGPS staff in the performance of their duties and responsibilities;
5) Performing any function of the Speaker, in accordance with P.5.1.1;
6) Overseeing the Human Resources of the SGPS, including:
   i. Hiring, dismissing, supervising, and evaluating SGPS employee(s) jointly with the Executive Director, in consultation with the Human Resources professionals employed by the SGPS
7) Serving, where possible, on their assigned Committees, Councils, and Working Groups.

e. The Vice President Campaigns and Community Affairs 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;
2) Promoting the interests of SGPS members by making representations to people and organizations external to the University;
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 appropriate resources.
4) Supporting their fellow Executive and all staff in the performance of their duties and responsibilities;
5) Serving as point of contact for Commissioners and Liaisons who are seeking advocacy support from the SGPS Executive;
6) Attending annual and other General Meetings, taking place in October every year, of the CFS at both the national and provincial levels, and other CFS events;
7) Serving, where possible, on their assigned Committees, Councils, and Working Groups.

f. The Vice President Finance and Services is responsible for:
   (1) Administrating the SGPS' finances and accounts along with the Executive Director and the financial professionals employed by the SGPS;
   (2) Directing the Executive Director and the financial professionals employed by the SGPS 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 a balance sheet and income statement from May 1 at the Annual General Meeting, taking place in October every year;
   (6) Administrating the SGPS health and dental plan along with the Executive Director;
   (7) Approving, where appropriate, 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;
   (8) Presenting to the Finance and Services Standing Committee for review of the detailed income and expense statements of the SGPS on a quarterly basis;
   (9) Chairing the Finance and Services Standing Committee in accordance with P.8.2.1;
   (10) Administering all SGPS bursaries and grants along with the Finance and Services Standing Committee;
   (11) Serving, where possible, on their assigned Committees, Councils, and Working Groups.

P.2.2.2 Officers of Council

a. Speaker of Council

   (12) 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:
      i. Deputy Speaker
      ii. Vice President Professional
      iii. Commissioner or Coordinator

   (13) The Speaker shall:
      i. Organize and act as Speaker for all Council and General Meetings in accordance with their respective Bylaws;
      ii. Ensure that the Bylaws and Policies are kept up to date;
      iii. Provide authoritative interpretation of the Bylaws and Policies;
      iv. Ensure that all motions presented to Council and General Meetings are worded clearly and appropriately;
      v. Be responsible for transitioning the incoming Speaker;
      vi. Perform any functions of the Deputy Speaker when needed, in accordance with B.11.
vii. Read aloud the land recognition statement after calling to order meetings of Council and General Meetings, and it shall appear as the first item on the agenda. The land recognition statement is as follows: “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.”

viii. Be physically present in Kingston during an election and/or referenda, as prescribed in the table outlined in P.9.1.e

(14) The term of office for the Speaker shall be from May 1st to April 30th of each year.

b. Deputy Speaker
1) The Deputy Speaker shall be directed and supervised by the Speaker, subject to the Bylaws.
2) The Deputy Speaker shall chair Council and General Meetings in the absence of the Speaker, in accordance with P.5.1.1.
3) The Deputy Speaker shall:
   i. Be responsible for the maintenance and distribution of an official, up–to–date list of all current Council members;
   ii. Ensure that the minutes and documents of the SGPS Council are recorded and kept available for inspection by the SGPS’ members;
   iii. 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
   iv. Inform the SGPS members of a department in writing when it has not been represented at three successive Council meetings.
   v. Be responsible for running all SGPS elections and referenda in accordance with P.9;
   vi. chair the All-Candidates Meeting
4) The term of office for the Deputy Speaker will be from June 1st to May 31st of each year.

P.2.2.3 Student Senators and SGPS Trustee

a. The SGPS 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; and
b. Student Senators are responsible for:
   1) Attending all meetings of the University Senate;
   2) Submitting a monthly written report to Council;
   3) Serving as an ex–officio member on the governing bodies of their respective schools or faculties;
   4) Meeting with other Student Senators, as well as the SGPS President, to discuss issues important to all SGPS students where necessary;
   5) Attend meetings of the Senate Student Caucus; and
   6) Joining at least one Senate committee when a seat is available.

c. In addition to these duties, the Graduate Student Trustee and Senator must ensure that SGPS Ordinary Members are aware of and have access to the publication of each meeting’s date, agenda, and minutes on the University Governance Portal (https://queensuniversity.civicweb.net/Portal/129677/BoardSenateandCouncil/);
d. While the SGPS does not have the ability to remove or impeach a Graduate Student Senator or SGPS Trustee, should there be reason to believe that the SGPS Trustee or Graduate Student Senator is not fulfilling the expectations of their position as outlined in B.9, 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, the 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.

P.2.3 Transient Staff Personnel

P.2.3.1 General

a. The term “Transient Staff” is used to refer to non-elected staff who are SGPS members and also have a term contract with the organization.

b. The following positions are considered transient staff positions within the SGPS:

(15) Social Commissioner
(16) Equity and Diversity Commissioner
(17) International Students Affairs Commissioner
(18) Athletics and Wellness Commissioner
(19) Indigenous Student Liaison
(20) Deputy Commissioners, who will be hired on an ad-hoc basis at the discretion of the Executive, who will take recommendations from SGPS staff and Commissioners; and
(21) SGPS Student Advisors

g. The SGPS Executive may create additional transient staff positions in order to address needs that arise. The creation of additional positions must be approved by 2/3 Vote in Council.

P.2.3.2 Commissioners and Liaisons

a. All Commissioners and Liaisons report to the SGPS Executive, who are jointly responsible for supervising these positions.

b. All Commissioners and Liaisons are responsible for:

   1) Submitting monthly written reports to and attending Council and General Meetings;
   2) Developing a year-plan specific to their position in accordance with P.4.4 Year Plans;
   3) Participating in transition processes in accordance with P.4 Transition;

c. The Social Commissioner shall 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; and
   5) Chairing the annual SGPS Awards Committee in the Winter term.

d. The Equity and Diversity Commissioner shall 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) Ensuring that all meetings and social events hosted by the SGPS are equity-aware in accordance with P.11.1;
   4) Assist in the execution of Orientation Week and its related activities; and
   5) Serving on their assigned councils and committees, a list of which is maintained by the Executive Director.
e. The International Students Affairs Commissioner shall be responsible for:
   (1) Upholding a mandate of fostering an increased awareness of issues facing international students on campus and undertaking methods to find and implement 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 Executive Director;
   (3) Ensuring regular meetings of the SGPS International Affairs Committee;
   (4) Advising the SGPS Executive, Council, SGPS Trustee, and Graduate Student Senator 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 and/or University level;
   (7) Assist in the execution of Orientation Week and its related activities; and
   (8) Promoting the organization of social, academic, outreach and political events pertaining to international students.

f. The Athletics and Wellness Commissioner shall be responsible for:
   a. Organizing wellness and sporting events for graduate and professional students and advising Council on matters pertaining to wellness and athletics;
   b. Assisting in the planning and execution of social events, if assistance is requested from the Social Commissioner;
   c. Assisting in the execution of Orientation Week and its related activities; and
   d. 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.

g. The Indigenous Student Liaison shall be responsible for:
   a. Organizing events for Indigenous graduate and professional students and events focused on indigeneity and Truth and Reconciliation;
   b. Advising Council, the SGPS Executive, SGPS Trustee, and Graduate Student Senator on matters pertaining to Indigenous SGPS members and how to address issues related to Indigenous students;
   c. Ensuring constant representation of Queen’s University’s Indigenous student opinions, concerns, and issues on their assigned councils and committees, a list of which is maintained by the Executive Director;
   d. Ensure the upkeep of relationship with relevant community and on-campus partners and attend meetings of different bodies on campus including, but not limited to the Aboriginal Council of Queen’s University; the Aboriginal Student Access and Support Working Group; the Indigenous Cultural Awareness and Programming Working Group; and the Indigenous Knowledge, Curriculum and Research Working Group.
   e. Meeting monthly with a representative from Four Directions;

i. In addition, the Liaison shall collaborate with the Indigenous Advisor at Four Directions to organize the activities of the Queen’s Supporting Aboriginal Graduate Enhancement (SAGE) nest.
   f. Ensuring regular and consistent communication with the Indigenous Recruitment and Support Coordinator in the Smith School of Business and Queen’s Law; the Director of Aboriginal Access to Engineering; the Indigenous Access and Recruitment Coordinator in
the Faculty of Health Sciences; Aboriginal Teachers’ Education Program staff; and AMS Indigenous Council.
g. Establishing and maintaining communication with Indigenous students and groups on campus; P.2.3.3 Deputy Commissioners and Liaisons

b. Deputy Commissioners and Liaisons are responsible for assisting and supporting their respective Commissioner with the execution of their mandate and Strategic Year Plan.

P.2.3.4 Student Advisors
a. Student Advisors are responsible for:
   a. Taking on Client Cases as assigned by the Executive Director;
   b. Promoting student self-advocacy;
   c. Providing confidential support to Clients by informing them of pertinent rules, regulations or guidelines;
   d. Working with Executive Director to maintain Client records and files in a secured, confidential fashion;
   e. Making recommendations to the Vice President Graduate on potential University-wide policy changes to benefit SGPS members;
   f. Compiling term reports with the help of the Student Advisor Program Coordinator for review;
   g. Consulting more qualified persons if the Case is beyond the scope of the Student Advisor’s ability; and
   h. Other tasks as assigned by the Executive Director or Vice President Graduate.

P.2.4 Permanent Staff Personnel
a. Permanent staff at the SGPS must include, but are not limited to, the Executive Director.
b. The Executive Director is accountable to the SGPS Executive and SGPS Council.
c. The Executive Director is responsible for:
   1) Overseeing the day-to-day operations of the organization;
   2) Acting as the organization’s point of contact for the SGPS Health and Dental plan inquires;
   3) Administering the SGPS IT infrastructure, as well as the SGPS website, newsletter, and social media accounts;
   4) Operating the SGPS Event Sanctioning system in alignment with the requirements of the SGPS insurer and Queen’s University;
   5) Managing the Student Advisor program and its staff;
   6) Serving as conduit between the SHRC and the SGPS Executive regarding SHRC operations; and
   7) Facilitating the overall function of the SGPS.
d. Permanent staff evaluations must be performed in accordance with P.2.7.f.
P.2.5 Contracts

c. All SGPS employees must sign an employment contract with the SGPS, which shall be created and reviewed by a legal counsel specializing in Human Resources, hired by the SGPS

d. A file of employee contracts shall be maintained by the Executive Director, and the SGPS Executive shall have access to these contracts.

P.2.6 Staff Hiring

e. The recruitment, selection and hiring of staff for positions with the SGPS shall be in accordance with this Policy.

f. Individuals who hold a non-elected position within the SGPS, and are on a term contract, may re-apply for the same position by informing the Executive Director and Vice President Professional of their intention, no later than February 28.

g. A Hiring Committee shall be formed, consisting of at least two but no more than three individuals. The Vice President Professional shall chair the committee. If the Vice President Professional is unavailable, another member of the Executive must take their place. At least one of the other people on the Hiring Committee must be a member of the incoming Executive. The hiring committee will not be static and hiring panels for different positions may be composed of different individuals.

h. One member of the Hiring Committee shall be explicitly responsible for ensuring that equity considerations are properly evaluated. If non are qualified, a member of the Equity and Diversity Commission must be added to the Hiring Committee.

i. The Hiring Committee shall either draft a new or approve a pre-existing job description. This must include each position’s requirements as defined in P.2.3, as well as other criteria the Hiring Committee 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 upon request.

j. The Executive Director shall widely advertise the position, which must include:

(1) A Position Summary

(2) Responsibilities

(3) Required Skills and Qualifications

(4) Rate of Remuneration; and

(5) Application Instructions

k. 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.’

l. Job descriptions shall be posted online and open positions shall be advertised online for a minimum of fourteen (14) calendar days.

m. If there are no applications or no applications that meet the position’s basic requirements, the Vice President Professional and the Executive Director may extend the application deadline by a period of at least seven (7) calendar days.

n. The Hiring Committee shall review applications, short-list when necessary, and conduct interviews. If time constraints and/or high volume of applications cause impracticability, the Hiring Committee may only interview select applicants. If there is only one applicant for the position, the Hiring Committee must still evaluate the applicant’s resume and conduct an interview to determine the applicant’s suitability for the position.
o. Any member of the Hiring Committee must declare any conflict of interest with regards to the applicants to to others, who must then determine whether the conflict of interest is such that they must be replaced. Should a replacement be necessary, they will be selected by the Executive.

p. The Hiring Committee must operate by consensus. In the event of a deadlock, the candidate preferred by the majority shall be hired. In the event of a tie, the vote of the Chair of the Hiring Committee shall break the tie.

P.2.7. Student Advisor Hiring

a. Due to the unique nature of the Student Advisor role, its hiring process differs from that of other Transient Staff.

b. The Student Advisor Hiring Committee members shall consist of:
   a. The Vice President Graduate, who shall chair the Committee;
   b. The SGPS Executive Director;
   c. At least one of:
      i. the SGPS Indigenous Student Liaison;
      ii. the SGPS Equity and Diversity Commissioner; or
      iii. the SGPS International Student Commissioner
   iv. The University Ombudsperson (or their delegate);
   v. A representative from the Queen’s Human Rights Office or the Queen’s Equity Office (or their delegate);

d. Additional members may also be appointed to serve as advisors to the Student Advisor Hiring Committee. They may provide input at each stage of the hiring process but shall not be required to convene the Hiring Committee:
   i. the SGPS President (or their delegate);
   ii. the University Ombudsperson (or their delegate); and
   iii. a representative from the Queen’s Human Rights Office or the Queen’s Equity Office (or their delegate).

c. The Vice President Graduate, in consultation with the Council, shall develop an appropriate job description and help carry out advertisement and recruitment campaigns.

d. The SGPS must advertise the available position as widely as possible (via website, mailing lists, and newsletter). The call for applications shall last a minimum of fourteen (14) calendar days.

e. The Student Advisor Hiring Committee shall review all applications, with input from the advisory members described in P.2.7.b. where appropriate, shortlist qualified applicants, and conduct interviews.

f. The members of the Student Advisor Hiring Committee must declare any possible conflict(s) of interest at the beginning of the hiring period. If the issue cannot be resolved, the member must withdraw from the Student Advisor Hiring Committee.

g. The Student Advisor Hiring Committee shall make decisions by Simple Majority. In the event of a tie, the vote of the Chair shall break the tie.

h. In the event that a member of the Committee is unable to attend all candidate interviews, they may advise on the selection of candidates but must not be allowed a formal vote until the hiring process is concluded.
i. The Vice President Graduate shall report to Council, on behalf of the Student Advisor Hiring Committee, on the outcome of the hiring process.

11.

P.2.7.1. Student Advisor Emergency Hiring

In the event that one or more Student Advisor(s) are no longer able to perform their duties, the Vice President Graduate and the Executive Director may appoint a replacement Student Advisor without adhering to the process outlined in P.2.7.

P.3. Selection of Speaker and Deputy Speaker

e. The Speaker and Deputy Speaker 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 Council Meeting.

f. 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.

g. The term of office of the Deputy Speaker shall not extend past May 31st of each year unless the Deputy Speaker is re-elected at May Council.

P.4. Leaves of Absence

f. Any SGPS staff member (elected or otherwise) 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; and/or
   (4) Other Extraneous Circumstances as Approved.

g. Upon approving a request for a Leave of Absence, the Executive must find a qualified Interim Replacement to fill the position., who must be approved by at least three (3) Members of the Executive [Interim Replacement].

h. Upon approval, 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.

i. Once approved by the Executive, the Interim Replacement will begin filling the position effective immediately and must gain approval from Council (through Simple Majority) at the next regularly scheduled Concil Meeting.

j. The Interim Replacement shall hold the same rights and responsibilities associated with the role or position.

P.2.7 Staff Evaluation, Discipline and Termination

k. All SGPS staff shall be subject to a twelve (12) week probationary period, during which time they may be terminated without cause, notice, or payment in lieu.
l. The SGPS Executive may terminate staff at any time, in consultation with the Executive Director and the Human Resources professionals employed by the SGPS, by giving sufficient notice or payment in lieu as required under the Employment Standards Act.

m. Commissioners and Deputy Commissioners shall meet with the Vice President Professional after four months of their term and, again, after eight months of their term for a Performance Review. Where a Commissioner or Deputy Commissioner re-applies for their current position, a twelve (12) month Performance Review shall also take place.

n. Student Advisors who intend to remain in their roles after the conclusion of their current contract must undergo a twelve (12) month Performance Review with the Vice President Graduate. The outcome of this Review may affect the individual's eligibility for rehiring.

o. Additional Performance Reviews may be performed at the discretion of the Executive.

p. All other SGPS staff are subject to Performance Review meetings at the discretion of the Executive.

q. The purpose of the meetings will be to assess the performance of job expectations and address any identified areas of improvement.

r. Performance concerns will be noted in writing at the conclusion of each Review, and a reasonable adjustment period, ranging from two (2) to four (4) weeks, must pass before re-evaluation or termination occurs. In the event that a staff member fails to sufficiently address concerns noted in their Performance Review after a reasonable adjustment period, they may be immediately terminated without notice or payment in lieu.

s. Any recommendation to terminate a staff member, either with or without cause, must come from the Vice President Professional, after consultation with the Executive Director and the Human Resources professionals employed by the SGPS. The decision must be approved by a majority vote of the Executive.

t. The staff member will be notified in writing of their termination and reasons for termination with reference to relevant Bylaw and Policy provisions.

u. The staff member shall have the opportunity to receive an exit interview, which must be chaired by a Human Resources professional employed by the SGPS.

v. The notice of termination shall be filed by the Executive Director.

w. Where a twelve (12) month re-hiring Performance Review has taken place, the Vice President Professional, or in the case of the Student Advisors, the Executive Director, must make a recommendation to the Executive as to whether the individual should be re-hired. This must be subsequently approved by a majority vote of the Executive.

x. Nothing in this Policy derogates from the inherent power of the Executive, considered as Board of Directors per [ONTARIO LAW], to terminate any employee.

y. Nothing in this policy should be deemed to create any cause of action by any employee or former employee of the SGPS.

P.2.8. Resignations and Removal of Elected Personnel

f. Resignations for all SGPS employees, the SGPS Executive, SGPS Trustee and Student Senators must be submitted to the Vice President Professional, who will then formally forward the resignation to Council via the Speaker.

g. Resignation from the Vice President Professional must be submitted to the President, who will then formally forward the resignation to Council via the Speaker.

h. The resignation for the Deputy Speaker must be submitted directly to the Speaker, who will then formally forward the resignation to Council.
i. Resignation of the Speaker will be submitted to the Deputy Speaker, who will assume the role of the Speaker, and formally forward the resignation to Council.

j. Upon completion of their degree program, any Member of the Executive, Officer, Commissioner, Deputy Commissioners, SGPS 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.

k. Impeachment or removal of elected personnel is addressed in SGPS Bylaws B.

P.2.9. Vacancy of Office

(1) If the President’s office is vacant, it should first be filled by the Vice President Graduate. Upon the appointment of the Vice President Graduate to the role of President, the duties associated with the position of Vice President Graduate will be split evenly amongst the Executive until such time an election can be held for the vacated office of Vice President Graduate. In the event that academic conflict(s) or personal reasons cause reasonable belief that the additional workload could not be managed, the regular procedures for a vacated office must be followed.

(2) Other vacated Executive offices shall be assumed and distributed amongst remaining members of the Executive until an election can be held for the vacant position.

(3) Until an election is held for a vacated office, the duties of:
   i. the Speaker shall be assumed by the Deputy Speaker;
   ii. the Deputy Speaker shall be assumed by the Speaker;
   iii. the Graduate Student Senator shall remain vacant;
   iv. the SGPS Trustee shall remain vacant; and
   v. the Commissioners and Deputy Commissioners shall be assumed by the Executive.

P.2.10 Health and Safety Policy

l. The SGPS is committed to the health and safety of all its personnel, including the prevention of illness and injury.

m. 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.

n. The SGPS acknowledges and is committed to fulfilling the responsibilities outlined by the Ontario Occupational Health and Safety Act.

o. All employees of the SGPS shall be aware of their rights and responsibilities regarding health and safety. Responsibilities include reporting any health hazards and unsafe conditions observed to their supervisor(s).

p. Concerns, complaints, and comments within the SGPS regarding health and safety may be addressed by the Executive Director.
q. 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.2.10 Anti-Harassment Policy and Reporting Procedures

P.2.10.1. Objectives

r. The 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.

s. The SGPS recognizes every person’s right to be free from harassment and discrimination under the Ontario Human Rights Code (OHRC). 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 immediate termination of employment.

t. The SGPS is committed to enacting comprehensive strategy to address harassment and discrimination, including but not limited to:

(1) Providing training and educational resources to ensure Ordinary Members and SGPS staff are informed of their rights and responsibilities;

(2) Regularly monitoring organizational systems for systemic barriers related to OHRC provisions;

(3) Providing an effective and balanced complaints procedure; and

(4) Promoting appropriate standards of conduct at all times.

u. The provisions outlined in this document are intended to serve as guidance for the SGPS, and to provide an alternative and accessible means to report harassment internally. This document must be used in conjunction with and does not supersede the Queen’s University Harassment/Discrimination Complaint Policy and Procedure P.2.10.2. Scope of Protection

v. The right to freedom from discrimination and harassment extends to all SGPS Ordinary Members and employees, including the SGPS Executive, full-time, part-time, temporary, probationary, casual and contract staff, as well as volunteers, work study students, and members of SGPS Council and related committees.

w. 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 stakeholders.

x. This policy applies at every level of the SGPS and to every aspect of the workplace environment and employment relationships, including but not limited to recruitment, selection, promotion, transfers, training, salaries, benefits, termination, rates of pay, overtime, hours of work, holidays, shift work, discipline and performance evaluations.

y. This policy applies to events occurring outside the physical workplace but are associated with the SGPS, including business trips, society social events, social media, and other external events.
P.2.10.3. Prohibited Behavior

z. **Discrimination** is defined as any form of unequal treatment, intentional or unintentional, based on Code grounds, whether imposing extra burdens or denying benefits. It may involve direct actions that are discriminatory on their face, or rules, practices or procedures that appear neutral, but disadvantage certain groups of people. Discrimination may take obvious forms, or may happen in very subtle ways, and may not be the only factor affecting a decision or action to amount to a violation. **Harassment** is defined as 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 an identified ground of discrimination. 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. It can include bullying, intimidation, or actions that make an individual feel unsafe or unwelcome in the organization, or directing others to take these actions. Examples of harassment include but are not limited to:

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; and
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.

c. **Sexual and gender-based harassment** is a form of harassment that include but are not limited to:

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;
x. Display of sexually offensive pictures, graffiti or other materials including through electronic means; or
xii. Demands for dates or sexual favours.
(2) Sexual solicitation or advances by any person who is in a position to grant or deny a benefit to the recipient of the solicitation or advance, is prohibited. This includes managers, supervisors, co-workers, and other instances where one person is in a position to grant or deny a benefit to the other. Reprisals for rejecting such advances or solicitations are prohibited.

13. The SGPS is committed to preventing the creation of a poisoned environment, which 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.2.10.4. Responsibility to Prevent Harassment

d. All Ordinary Members must uphold and abide by this Policy, refrain from any form of harassment or discrimination, and cooperate fully in the event of an investigation of harassment or discrimination.

e. Members in leadership positions, to whom SGPS members or staff report, must also act immediately on observations or allegations of harassment or discrimination. Leaders in the SGPS must be committed to creating and maintaining an SGPS free of harassment and discrimination, and must make reasonable attempts to address potential problems before they become serious. The absence of explicit objections to act(s) of harassment must not deter the SGPS from conducting formal investigations and review.

P.2.11. Reporting Procedure

P.2.11. Who can use this procedure?

f. Individuals may use this reporting procedure if they are experiencing harassment from the members of the SGPS Executive, full-time, part-time, temporary, probationary, casual and contract SGPS staff, as well as volunteers and work study students working with the SGPS, and members of the committees and Council. The individual experiencing the harassment can be external or internal to the SGPS, in order to use this procedure.

g. This Policy may be used to address harassment made by individuals external to the SGPS, but in an advisory capacity as the SGPS does not have jurisdiction over University staff, unaffiliated students, or members of the community at large. For example, if a non-SGPS member was engaging in harassing behavior inside an SGPS office or space, the SGPS could prohibit them from entering the space in the future. The same applies to individuals who were previously affiliated with the SGPS.

P.2.11.2. Confidentiality and Privacy

h. Managers, investigators, mediators and persons receiving complaints must, insofar as possible, protect the privacy and confidentiality of persons involved in a case, subject to the requirements of a fair investigation and resolution process.
i. All documents related to a case, including the written complaint, witness statements, investigation notes and reports, and documents related to the complaint, must be securely stored and managed separately from other personnel files, by the case manager.

P.2.11.3. Options for Addressing Harassment and Rights of Parties
j. The procedure provided is just one of many means of addressing these issues. The SGPS recognizes the importance of providing a resolution process for SGPS Ordinary Members, Staff, and, where applicable, community members while simultaneously acknowledging the need for flexibility to accommodate for unique and urgent circumstances.

k. The SGPS must prioritize the comfort and safety of the reporting individual. The SGPS continually commit to supporting a harassment-free environment by taking each complaint seriously and in good faith. The case manager must provide adequate resources, support, and accommodations to ensure the accessibility and smoothness of the process. In the event that the act constitutes a criminal offence, the case manager must encourage the reporting individual to, additionally, contact local police services.

l. 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. Reprisal may give rise to complaints under this procedure, and persons engaging in such acts must be subjected to disciplinary measures, up to and including termination of employment.

m. 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

P.2.11.4. How to Report Harassment
n. 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.

o. 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.

p. If the complainant is a Student 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 Student 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.

q. 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.

r. 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.

s. 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.2.11.5. Investigating a Report of Harassment

t. Throughout this process complainants and respondents are entitled to seek representation of their choice, including legal counsel, at their own expense.

u. 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.

v. 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.

w. 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.

x. All staff of the organization are required to cooperate with the investigator.

y. The investigator will, wherever possible, complete the investigation within 30 days of receiving the assignment.

z. 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.2.11.6. Alternative Dispute Resolution

aa. 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.

bb. 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.2.11.7. Potential Outcomes

cc. Based on the findings in the investigator’s report, the manager overseeing the case will decide whether the policy has been violated.

dd. 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

e. 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.
ff. 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.

gg. 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.

hh. 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.2.11.8. Communication of Decision

ii. The complainant and respondent(s) shall each be provided with a copy of the investigator’s report, and with the case manager’s decision regarding outcomes.

jj. 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.2.11.9. Alternative Reporting Process and Appeal

kk. 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.

ll. Individuals can contact the following parties:

(1) Queen’s Human Rights Office;
(2) Office of the Ombudsperson; and/or
(3) Queen’s Campus Security

P.2.12. Training

mm. The Executive Director is responsible for organizing the following training for all SGPS employees:

(1) Human Rights 101 - Human Rights and Equity Office
(2) Accessible Customer Service - Human Rights and Equity Office
(3) Respect and Safety in the Workplace - Human Rights and Equity Office
(4) Anti-Oppression Training - Human Rights and Equity Office
(5) Supervisor Health and Safety Awareness in 5 Steps - Government of Ontario
(6) Annual Cybersecurity Education and Awareness Training - Queen’s University
(7) Respect in the Workplace

nn. The Executive Director must keep a list of training progress and completion, which will be available to the Executive for viewing.

oo. 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.
B.24.8 Student Advisor Training

   e. Each Student Advisor shall receive additional training that will include:

      (1) familiarization with on-campus services including but not limited 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) Student 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 the Vice-President Graduate and the Executive Director;

   f. The additional training is to begin within 2 weeks of start of the Student Advisor contract.

   g. The majority of training must be completed before a Student Advisor can begin taking on Client Cases, recognizing that potential scheduling issues may hinder complete training.

   h. Prior training can be taken into consideration on case by case basis, with exemptions approved by the Executive Director upon input from the Vice President Graduate.

   i. Student Advisors re-hired to the Student Advisor Program are not required to repeat training already received.

P.3. Transition

P.3.1 Transition Overview

   j. The purpose of transition is for incoming Executives to develop a positive and productive working relationship.

   k. The Executive Director and outgoing SGPS Executive are responsible for organizing transition.

   l. Transition for the new Commissioners shall take place during the first 30 days of their appointment.

P.3.2 Executive Transition

   m. The Executive shall jointly create an executive year plan and individual year plans in accordance with P.4.4 Strategic Year Plans.

   n. 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;

   o. 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 Deputy Commissioners 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.3.3 Commissioner Transition

p. The Commissioners, the Executive, and Executive Director shall convene to address goals and develop an effective working relationship.

q. Commissioners and Executive Transition Planning shall:
   (1) take place within thirty (30) days of ratification of Commissioners based on the terms and conditions established in P.2.1.1.e;
   (2) involve all ratified Executive members and Commissioners during mutually agreed upon Planning session time(s) and location(s);
   (3) should a Commissioner 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 and/or Executive shall be responsible for arranging, with the assistance of the Executive Director alternative Transition Planning sessions with the Executive, Commissioners;

r. Content for the Commissioners 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 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.3.4 Strategic Year Plan

s. Strategic Year Plans establish a list of goals for the year and steps to achieve those goals.

t. The following groups or individuals are responsible for creating a Strategic Year Plan:
   (1) The Executive as a whole;
   (2) Each member of the Executive; and
   (3) Each Commissioner.

u. Strategic Year Plan submission and review:
   (1) Strategic Year Plans shall be submitted to the August meeting of SGPS Council.
   (2) Members of the Executive shall review their Strategic Year Plan progress at the November meeting of SGPS Council.

v. The Strategic Year Plan shall:
   (1) include consideration for relevant Bylaws, Policies, and job descriptions governing the relevant position;
   (2) outline goals for the duration of the term and a brief description of how they shall be fulfilled.

w. At the end of their terms, all Executives and Commissioners shall include their strategic plans in preparation of their transition reports.
P.4 Council

P.4.1 Responsibilities Of The Officers Of Council

P.4.1.1 Speaker of Council

b. 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) Vice President Professional
   (3) Commissioner or Coordinator

c. The Speaker shall:
   (1) organize and act as Speaker for all Annual General Meeting, taking place in October every year, Council, Special 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) ensure that all motions presented to Annual General Meeting, taking place in October every year, Council, Special General Meetings are worded clearly and appropriately;
   (5) be responsible for transitioning the incoming Speaker;
   (6) perform any function of the Deputy Speaker, in accordance with B.11.
   (7) The Speaker shall read aloud the land recognition statement after calling to order meetings of Annual General Meeting, taking place in October every year, Council, Special 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.”
   (8) be physically present in Kingston during an election and/or referenda, as prescribed in the table in P.9.1.e.

D. As part of the Elections team, only one Officer of the Council may run for an elected position in the same election period, e.g. if the Speaker has decided to run for an Executive position in the 2023 Election period, the Deputy Speaker may only do so in a by-election that year or in the following year.

d. The term of office for the Speaker will be from May 1st to April 30th of each year.

P.4.1.2 Deputy Speaker

e. The Deputy Speaker shall be directed and supervised by the Speaker, subject to the Bylaws of the SGPS.

f. The Deputy Speaker shall chair Council and General Meetings in the absence of the Speaker, in accordance with P.5.1.1.

g. 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 responsible for running all SGPS elections and referenda in accordance with P.9;

(6) Shall chair the All-Candidates Meeting

D. As part of the Elections team, only one Officer of the Council may run for an elected position in the same election period, e.g. if the Speaker has decided to run for an Executive position in the 2023 Election period, the Deputy Speaker may only do so in a by-election that year or in the following year.

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

14.

P.4.2 Duties of Council Representatives

i. Council Representatives must attend all Council and General Meetings, unless reasonable, extenuating circumstances (to be defined by the Speaker) prohibit. When possible, notice of intended absence should be provided to the Speaker, or their designated representative, in advance of the meeting in question.

j. Council Representatives must prepare for Council and General Meetings, which includes but is not limited to pre-reading the agenda and other documents included in the Council package, communicating with the SGPS Executive and/or Officers of the Council, and actively participating in Council and, where appropriate, General Meetings. The approximate commitment per month ranges from four (4) to five (5) hours, which are broken down as follows: 1.5 hours allocated for Council attendance, 1.5 hours for committee work, and 1-2 hours for reading and preparation.

k. Council Representatives must be selected to Council by their respective departments. In the event that a department remains unrepresented by September 30th, the Officers of the Council must, insofar as possible, pursue further action and communication with the department’s Graduate Assistant or person-in-charge.

l. Council Representatives must not miss three (3) or more Council Meetings from August to May, unless there are reasonable, extenuating circumstances previously discussed with the Speaker. In the event that a Council Representative failed to attend two (2) meetings from August to May, the Speaker must issue a written warning to the Representative. This message must indicate that the Representative may lose their seat should a third meeting is missed. In the event that a Representative loses their seat, their department must find a replacement in accordance with standard internal practice but must not be filled again by said Representative. The Speaker may exercise their discretion in waiving this requirement, where applicable. In the event that the meeting takes place via an online video conferencing platform, Council Representatives must ensure that they are identifiable for attendance tracking. If Council Representatives who are president(s) of a departmental society are not subject to clauses c, d, or e.
P.4.2.1 Conduct at Council Meetings

m. SGPS Ordinary Members and members of the public attend Council Meetings as guests and present at the pleasure of Council. In the interests of maintaining order, 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; or
   (2) by a Simple Majority vote of Council members present, if a motion had been made.

n. In-camera sessions are only open to Council Representatives.

o. Council Representatives must conduct themselves in a peaceful and orderly fashion and to respect the processes of Council and General Meetings. If a member of Council fails to conduct themselves in such manner, they may be removed from that either:
   (1) at the sole discretion of the Speaker, after one warning;
   (2) or through 2/3 vote of Council, if a motion had been made.

P.4.2.2 Rules for Council Meetings

p. All members of Council, with the exception of those noted in B.5.1 are voting members with one vote.

q. The Speaker shall preside over all Council Meetings. The Speaker must not take part in debate in any Council or General Meetings. The Speaker must only vote in the event of a tie, in which theirs will be the deciding vote.

r. Meetings of Council shall be called by the Speaker in accordance with B.16.2.

s. The agenda for all Council Meetings shall be distributed by the Speaker in time to reach the Council members at least four (4) calendar days before the meeting, except:
   (1) For meetings called under B.16.2.a, 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 make the agenda available as soon as possible.

t. Any members 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 (7) calendar days in advance. Items that are strictly housekeeping in nature are not subject to this requirement.

g. Items placed on the agenda may only be moved and seconded by a voting member of Council.

h. The order of business for Council meetings shall be as described in P.5.2.4.

i. No meeting of Council shall exceed two hours in length except as approved by Simple Majority Council Meetings may only be extended in half hour increments.

j. Full minutes of Council Meetings must be taken and kept under supervision of the Officers of the Council.

k. Quorum for Council Meetings is twelve members with full voting rights.

l. Unless otherwise amended by a 2/3 vote of Council, the order of business for Council Meetings shall be as follows. The maximum durations provided below are mere guidance. The Speaker must use their judgment in setting timelines for agenda items.
   (1) Presentations – 2 minutes
   (2) Adoption of the Agenda & Minutes – 2 minutes
   (3) Executive and Speaker Reports – 15 minutes
   (4) Senator, Board of Trustees, Commission, Committee & Other Reports – 10 minutes
   (5) Question Period/Departmental Issues – 10 minutes
   (6) Business Arising from the Minutes – 5 minutes
(7) Main Motions – 20 minutes
(8) Other Business – 10 minutes
(9) Notice of Motions & Announcements – 5 minutes
(10) Adjournment – 2 minutes

m. The Speaker shall, insofar as possible:
   (1) Encourage that reports from the Executive, Speaker, Senator, Board of Trustees, and Commission are presented in a written format and distributed ahead of the Council Meeting;
   (2) Ensure that larger issues are included in the “Main Motions” section of the Agenda, and that this is distributed to Council in advance; and
   (3) Adopt other measures necessary to guarantee the smooth and efficient running of Council Meetings.

P.4.2.3 Rules for General Meetings

n. General Meetings are the supreme governing body of the SGPS. General Meetings may consider any business that would ordinarily be considered by Council, and has the authority to reverse the decisions of the Executive and Council.
o. All Ordinary Members are voting members with one vote.
p. At an General Meetings, annual or otherwise, any Ordinary Member may hold one proxy vote on behalf of an absent Ordinary Member, provided that the Member giving the proxy notifies the Speaker in writing prior to the meeting. The Speaker must verify the person’s status as an Ordinary Member. Proxy votes must not be included in any quorum count.
q. The Speaker shall preside over all General Meetings, annual or otherwise.
r. The President shall call the Annual General Meeting in October every year, in accordance with B.16.2.
s. Two-weeks notice of General Meetings must be given to all members of the SGPS by the Speaker through publication in the SGPS newsletter, on SGPS social media channels, and announcements distributed through the members of Council. The agenda must be made available to the membership via the SGPS website, and must be published at least one calendar week before its scheduled time.
t. All General Meetings must be held—or, at the very least, in part—online through an easily-accessible video conferencing platform to maximize fair and equal access to all SGPS members.
u. Any four (4) Ordinary Members may place items on the agenda of a General Meeting by giving written notice to the Speaker at least eight (8) calendar days in advance. Four (4) Ordinary Members may also raise items that are strictly housekeeping in nature, without prior notice.
v. Unless amended by a 2/3 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.
w. The order of new business at Special General Meetings shall be initially set by the Speaker subject to the approval of the agenda by those in attendance.
x. Full minutes of General Meetings must be taken and kept under supervision of the Officer of the Council.
y. Quorum for any General Meeting is 1% of the membership of the SGPS (rounded up to the nearest whole number). If fewer but at least 25 Ordinary Members are present, the meeting may proceed at the discretion of the Speaker.
z. The Speaker and Deputy Speaker must ensure that quorum is maintained throughout the meeting. If no such quorum is present, the Speaker must call for recess or the adjournment of the Meeting. Any motions passed without satisfying quorum shall be annulled.

aa. Unless amended by a 2/3 vote of Council, the order of business for General Meetings shall be as follows. Although there are no time limits for agenda sections for General Meetings, the Speaker shall have the discretion to keep time and give priority to main motions:

(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; and
(9) Adjournment.

P.5.2.5 Right of Proxy at Council Meetings

bb. Should a Council Representative be unable to attend a Council Meeting, they may proxy their vote to fellow Council Representative who may vote in their place. Council Representatives must notify the Speaker at least 48 hours in advance of their intention to use a proxy vote.

c. 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; and
(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.5.2.6 Electronic Votes of Council Meetings

a. Should a matter of importance arise between regular scheduled Council Meetings, the Speaker is permitted to call for an Electronic Vote of Council.

b. The Electronic Vote shall be held through the Simply Voting platform and shall allow for Council members to indicate whether they support the motion, reject the motion, or abstain from voting on the motion.

c. The Electronic Vote shall occur over a 24 hour period.

d. Council rules regarding quorum and voting shall still apply to Electronic Votes.

P.6 SGPS Awards

a. The SGPS awards are to be given annually and serve to recognize individuals for their work, dedication, and contributions to the SGPS membership, the University community, and/or their local communities.

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; and

(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

dd. Awards Committee members may not be considered for any award and may not put forth nominations.

e. Eligibility requirements for SGPS Student Contribution Awards shall be as follows:

1. Must be an Ordinary Member;
2. Must have made a “significant contribution” to the SGPS membership, the University and/or their local communities. The term “significant contribution” shall be construed by the Awards Committee members.
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. The Awards Committee must take into consideration the student’s status (Graduate or Professional), personal circumstances, and other aspects that the Committee sees fit, in their decision-making processes.

c. Eligibility requirements for SGPS Staff Excellence Award are as follows:

1. Must be a Queen’s University staff member; and
2. Must have made a significant contribution to the SGPS membership outside of University classrooms.

d. Eligibility requirements for SGPS John G. Freeman Faculty Excellence Award are as follows:

1. Must be a Queen’s University faculty member (Professor, Adjunct, or Post-doctoral) who instructed courses during the academic year for which they have been nominated;
2. Must have made a signification contribution related to teaching, supervision, and/or mentorship to the SGPS membership.
3. The Committee must take into consideration the nominee’s level of experience and broadly interpret “contribution” to include other types of works such as providing emotional labour to students or using innovative methods to improve inclusivity of courses.

e. Eligibility requirements for SGPS Teaching Assistant/Teaching Fellow Excellence Award are as follows:

1. Must be a Teaching Assistant or Teaching Fellow and an Ordinary Member during the academic year for which they have been nominated;
2. Must have made significant contribution(s) to the classes in which they work.
3. 
4. The Committee must take into consideration the nominee’s level of experience and study, as well as broadly interpret “contribution” to include other types of works such as providing emotional labour to students or using innovative methods to improve
inclusivity of courses. Eligibility requirements for SGPS International Student Contribution Award are as follows:

(5) Must be an international graduate or professional student and Ordinary Member during the academic year for which they have been nominated;

(6) Must have made significant contribution(s) to the SGPS membership, the University, and/or their local communities.

(7) The Committee must take into consideration the student’s status (Graduate or Professional) and must interpret “contribution” to include acts undertaken while holding formal job titles as well as efforts taken in a more informal capacity.

f. Eligibility requirements for SGPS International Student Academic Excellence Award are as follows:

(1) Must be an international Graduate or Professional student and an SGPS Ordinary Member;

(2) Must demonstrate academic excellence. The Committee shall interpret this as including achievements in coursework and research as well as instances where the nominee has applied their studies to practical initiatives which result in a positive impact within or external to the University community. The Committee must take into account the nominee’s level of study in the decision-making process.

(3)

P.6.1.2 Timelines

g. The Social Commissioner shall serve as Chair of the Awards Committee.

h. The Chair must publicize a call for Committee members

i. The Chair shall be responsible for publicizing the call for nominations.

j. The nomination period shall be open for at least two weeks and shall end no later than 2 weeks before the end of University classes.

k. The Committee shall inform Award recipients via e-mail, and, subsequently, the broader SGPS membership of the outcome, no later than 2 weeks before the next Council Meeting.

P.6.2 Nomination Forms

l. Nominations for the Awards must be made by current SGPS Ordinary members, with the exception of the SGPS Teaching Assistant/Teaching Fellow Excellence Award, which accepts nominations from any member of the University community.

m. Self-nominations shall be permitted, so long as eligibility requirements are met.

n. The nomination forms must 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; and

(4) Contact information for the nominator and nominee.

o. For student awards, the following will also be required, and should be tailored to inform the SGPS Awards 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, in self-nominations, the nominee;
(2) A resume (three pages or less), in any format that best highlights the nominee’s achievements; and

(3) Two reference letters (250-500 words). The Committee must assess these letters on its contents and its attestation of the nominee’s achievements from various and holistic perspectives, and must not take into consideration the position (from a hierarchical and organizational standpoint) of author of the reference letter. Referees must briefly describe the nature and length of their relationship to the nominee. The Committee must only review two reference letters for each application.

p. 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 contributions, including but not limited to faculty members, department heads, or students. The Committee must assess these letters on its contents and its attestation of the nominee’s achievements from various perspectives, and must not take into consideration the position (from a hierarchical and organizational standpoint) of author of the reference letter. Referees must briefly describe the nature and length of their relationship to the nominee. The Committee must only review two reference letters for each application.

17.

f. The SGPS John G. Freeman Faculty Excellence Award shall include additional requirements, outlined as follows, and, additionally, must be tailored to inform the Committee on how the nominee meets the eligibility requirements for the award as outlined above:

(1) A statement (250-500 words) outlining examples of the nominee’s contributions as a teacher, supervisor, or mentor; and

(2) Two letters of support (250-500 words) that attest to the nominee’s contributions, including but not limited to faculty members, department heads, or students. The Committee must assess these letters on its contents, and must not take into consideration the position (from a hierarchical and organizational standpoint) of author of the reference letter. Referees must briefly describe the nature and length of their relationship to the nominee. The Committee must only review two reference letters for each application.

P.7 The Queen’s Clubs Office

P.7.1 The Queen’s Clubs Office

a. The SGPS shall partner with the AMS to fund and participate in the operations of the Queen’s Clubs Office.

b. The terms of this partnership shall 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, the Clubs MoU will take priority.
e. The Queen’s Clubs Office shall operate in accordance with AMS Policies and the latest binding Clubs MoU. Club ratification, event approval, and funding shall be administered by the Queen’s Clubs Office in accordance with these policies.

f. In applying for and accepting ratification, clubs implicitly agree to all obligations and responsibilities as outlined in AMS Policy and contracts.

g. 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. In the event of any incompatibilities, specific contracts supersede policy.

**P.8 Committees**

**P.8.1 SGPS Committee Regulations**

g. Each SGPS Committee chairperson shall present a written annual report at the Annual General Meeting, taking place in October every year. This report shall include information on activities and expenditures incurred in the previous year as well as recommendations for future activities of that Committee.

h. All committees shall report to Council, and the Chair of each committee must ensure that regular progress reports are presented to Council.

i. Adequate notice of Committee meetings shall be given to all members of the appropriate Committee at least twenty four (24) hours in advance.

j. The Chair may delegate authority to other committee member(s) upon a simple majority approval from the committee.

k. All committee expenditures must be made in accordance with P.1.1.2.

**P.8.1.1 Membership**

l. SGPS Committee members must be Ordinary Members.

m. The number of members in any SGPS committee shall be determined by the Chair of the committee, but the recommended size shall not exceed be 11 members, not including the Chair or President.

n. The President shall be an ex–officio, non–voting member of all SGPS committees and a voting member of the Finance and Services Committee.

o. Committee vacancies shall be filled by submitting nominations directly to the Chair, who will then determine if the nomination will be accepted.

p. An up–to–date list of the names of SGPS committee members must be maintained and kept by the Executive Director.

q. Chairs must ensure that any changes in membership of their committees are reported to the Executive Director to ensure accurate record keeping.

r. Quorum for each committee meeting shall be the Chair and two committee members.

**P.8.1.3 Special Committees**

s. Special Committees are established for the purposes of examining questions for which no appropriate Committee exists, as determined by the Speaker.

t. The membership and terms of reference of Special Committees shall be determined by a resolution of Council.

u. 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, taking place in October every year, or a Special General Meeting.

P.8.2 Terms of Reference For SGPS Committees

P.8.2.1 Finance and Services Committee

v. Finance and Services 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 Financial Assistance 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

w. The membership of the committee shall be:
(1) The Vice President Finance and Services, who shall chair the committee;
(2) the President;
(3) the Executive Director, who shall not vote; and
(4) a minimum of three (3) Ordinary Members

x. Ordinary Members may be removed from the committee at the discretion of the Vice President Finance and Services upon missing three deadlines and/or meetings, without providing due notice.

P.8.2.5 SGPS Awards Committee

y. The membership of the committee shall be:
(1) The Social Commissioner who shall chair the committee; and
(2) A minimum of four (4) SGPS Ordinary Members

z. As Chair, the Social Commissioner (in consultation with the Vice President Campaigns and Community Affairs and the Executive Director) shall be responsible for:
(1) Establishing with the Vice President Finance and Services 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;
(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; and

(9) Making determinations about any conflicts of interest (and/or the appearance of conflicts of interest) that Committee members report (see P.8.2.5.d).

aa. The Awards Committee shall be responsible for:

(1) Reviewing each nominee’s application;

(2) Selecting the recipients of the six (6) SGPS Special Awards; and

(3) Making recommendations to Council about changes to award eligibility or criteria.

bb. 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 conflict of interest (or its appearance) to the Committee Chair.

cc. More information about the awards, including eligibility criteria and the nomination process, can be found in P.6.

(1) Deputy Commissioners P.8.2.7 International Affairs Committee

dd. International Affairs 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.

ee. 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 (3) Ordinary Members of the SGPS, striving for fair representation of all international students

P.8.3.Appointment of Representatives to University Committees/ Governing Bodies (excluding the Board of Trustees and Senate)

h. The Vice President 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.

i. Representatives on University working bodies must be Ordinary Members of the SGPS.

j. Subject to agreement by the Executive and then ratification by Council, the Vice President Professional shall appoint representatives to University working bodies.

k. The Vice President Professional shall be responsible for the maintenance of an up-to-date list of SGPS representatives on University working bodies.
I. Appointments to University working bodies shall extend as appropriate.

m. On the instruction of the Vice President Professional, SGPS representatives on University working bodies shall report to:
   (1) the SGPS Executive; and
   (2) Council; and
   (3) a General Meeting.

n. 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.

P.8.4 Student Senate Caucus

A. Policy on the Student Senate Caucus (SSC) shall refer to the joint document available on the AMS Governance Policy website (https://www.myams.org/about/governance/policy/).

B. 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 of said policy, initially passed through the Student Senate Caucus, must be independently confirmed by the AMS Assembly and SGPS Council.

P.9 Elections and Referenda

P.9.1 Elections in General

a. The SGPS Elections Team shall be defined as:

   (1) The Deputy Speaker, who shall be responsible for the oversight and operations of the elections, and decision-making with regards to penalties assessed

   (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 Deputy Speaker in the running of the election; and

   (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 Deputy Speaker, after conferring with the AMS Secretariat, 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 Fall and Winter Reading Week in the School of Graduate Studies or the Faculty of Law, or during March Break in the Faculty of Education or the School of Medicine.

d. The annual SGPS elections and referenda shall be completed no later than January 31, if possible.

e. The dates approved by Council for the SGPS elections and referenda shall be based on the following recommended table, as close to as possible with the Executive election period for the AMS:
<table>
<thead>
<tr>
<th>Day(s)</th>
<th>Day(s) of the Week</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>TUES</td>
<td>Nominations Open</td>
</tr>
<tr>
<td>4</td>
<td>TUES</td>
<td>Advertisement of Uncontested Positions (1 or fewer valid candidates nominated)</td>
</tr>
<tr>
<td>8</td>
<td>TUES</td>
<td>Nominations Close (at 4:00 PM)</td>
</tr>
<tr>
<td>9</td>
<td>WED</td>
<td>All Candidates Meeting Hosted (TBA)</td>
</tr>
<tr>
<td>10</td>
<td>THURS</td>
<td>Campaign Period Begins (at 12:00 AM)</td>
</tr>
<tr>
<td>16</td>
<td>WED</td>
<td>All Candidates’ Debate</td>
</tr>
<tr>
<td>21</td>
<td>MON</td>
<td>Campaign Period Ends (at 11:59 PM)</td>
</tr>
<tr>
<td>22, 23</td>
<td>TUES, WED</td>
<td>Voting Days</td>
</tr>
</tbody>
</table>

(1) Any Ordinary Member of the SGPS who believes that the Deputy Speaker 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 to be managed by the Executive Director.

(3) All SGPS elections and referenda results must be ratified by Council in their subsequent meeting;

(4) An all-candidates debate must 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 must 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:

<table>
<thead>
<tr>
<th>Day(s)</th>
<th>Day(s) of the Week</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>TUES</td>
<td>Nominations Open</td>
</tr>
<tr>
<td>7</td>
<td>MON</td>
<td>Nominations Close (at 4:00 PM)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Council Approval of Candidates via e-vote (by 11:59PM)</td>
</tr>
<tr>
<td>8</td>
<td>TUES</td>
<td>All Candidates Meeting Hosted (TBA)</td>
</tr>
<tr>
<td>9</td>
<td>WED</td>
<td>Campaign Period Begins (at 12:00 AM)</td>
</tr>
<tr>
<td>11</td>
<td>FRI</td>
<td>All Candidates’ Debate</td>
</tr>
<tr>
<td>14</td>
<td>MON</td>
<td>Campaign Period Ends (at 11:59 PM)</td>
</tr>
</tbody>
</table>
P.9.7. Conducting Elections and Referenda
a. SGPS Elections and Referenda must be conducted using Simply Voting, another approved Simply Voting, or, when online options are unavailable, paper ballots.

b. The candidate’s name and position for which they are running shall be listed on the ballot.

c. 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.

d. The Deputy Speaker shall vote 24 hours in advance of an election or referendum via a password protected document. This document 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 Deputy Speaker shall indicate order of preference on the ballot form. The Deputy Speaker is not otherwise allowed to vote.

e. The Deputy Speaker 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.

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

P.9.2 Nomination Rules
a. SGPS elections and referenda must 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, and/or SGPS Trustee roles, a candidate must file a nomination form in the manner set out by the Deputy Speaker, by the end of the nomination period.

c. The nomination and referendum packages must 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 Deputy Speaker shall be permitted to make the nomination package available online. The collection of candidate data shall respect University and SGPS data collection and privacy policies. The nomination form must be approved and administered by the 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 ten (10) 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 Deputy Speaker 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 Deputy Speaker 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. Nomination and referendum packages must also be submitted via email to both the Deputy Speaker and the Executive Director no later than 4:00 pm on the day nominations close.

g. Nominations shall be validated by the Deputy Speaker 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 email by the deadline for nominations that need contain only the additional or corrected information.

i. A decision by the Deputy Speaker 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 Deputy Speaker 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 whereas mandatory fees require a Simple Majority to pass, unless quorum, which shall be fifteen percent (15%) of Ordinary Members of the SGPS, is not met. If quorum is not met, mandatory fees require a 2/3 Vote to pass. 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.

e. During any academic year of a fee’s collection, the group may apply to establish a new fee or increase an existing fee for the next three (3) academic years following that referendum.

i) Should a group with an existing student fee attempt to establish a new or increase an existing fee, but fail to achieve the required votes, the existing fee shall continue uninterrupted until the conclusion of the original three (3) academic years.

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:

g. The group must be an eligible group as designated under P.1.2.3;

h. The group shall submit a Fee Proposal Referendum Package to the Elections TeamCommittee no later than the last day of the nomination period as set by the CRO Deputy Speaker under P.9.

i. This package, created to assist in the Committee’s membership’s determination of eligibility, shall contain:

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

k. A detailed budget and financial information that clearly indicates how the fee will be spent;

l. For further clarification, registered charities and non-profit organizations shall include their most up-to-date annual report and audited financial statements.

m. 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 Deputy Speaker;
n. A detailed report answering the following questions:
o. Why is your group seeking a Fee?
p. What direct benefit will SGPS members derive from granting your group a Fee?
q. How is the dollar value of the Fee related to the benefit you are proposing to provide?
r. When was your group established?
s. 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?
t. Answers to any other questions as prescribed by the Committee included in the nomination package.

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

v. Renewing Pre-Existing Student Activity Fees - For a pre-existing Fee which will be expiring the next academic year to go to referendum, the Fee and its recipient shall satisfy each of the following conditions:
w. The group must still be an eligible group as designated under P.1.2.3;
x. The group shall submit a Fee Proposal Referendum Package to the Elections Team no later than the last day of the nomination period as set by the Deputy Speaker under P.9.
y. This package, created to assist in the Committee’s determination of eligibility, shall contain:
z. A written description of the group or organization seeking the Fee and specific purpose for which the Fee revenue will be used.

aa. A detailed budget and financial information that clearly indicates how the fee will be spent;
bb. For further clarification, registered charities and non-profit organizations shall include their most up-to-date annual report and audited financial statements.
cc. A detailed report answering the following questions:
dd. Why is your group seeking a renewal of your Fee?

ee. What direct benefit will SGPS members derive from renewing your group’s Fee?
ff. How is the dollar value of the Fee related to the benefit you provide?

gg. When was your group established?

hh. What initiatives and/or opportunities have you provided the Queen’s Community with the funds you previously collected?

ii. Answers to any other questions included in the nomination package.
jj. Upon completion of the requirements listed above, Council shall require a majority vote to add the Fee to the referendum ballot.

kk. 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:
l. The group must still be an eligible group as designated under P.1.2.3;
mm. The group shall submit a Referendum Package to the Committee no later than the last week of January of a given academic year. The group shall submit a Referendum Package to the Elections Team no later than the last day of the nomination period as set by the Deputy Speaker under P.9.

nn. This package, created to assist in the Committee’s determination of eligibility, shall contain:

oo. 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.

pp. A detailed budget and financial information that clearly indicates how the fee will be spent;

qq. 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.

rr. 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 Deputy Speaker;

ss. A detailed report answering the following questions:

tt. Why is your group seeking a Fee increase? What circumstances have changed to necessitate a change in your Fee?

uu. What direct benefit have SGPS members derived from your Fee?

vv. Is there any added benefit SGPS members will receive as a result of an increase in your Fee?

ww. When was your group established?

xx. 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?

yy. Upon completion of the requirements as laid out in Subsections P.1.2.4.f.a and P.1.2.4.f.b, listed above, Council shall require a majority vote to add the Fee to the referendum ballot.

zz. Cooling off period – A group may only apply for an activity fee twice out of every three (3) academic years. An individual fee may only fail at referendum twice out of every three years. This cooling off period is waivable upon a majority vote of Council.

aaa. This period is waivable upon a majority vote of the Committee.

bbb. All sections of the Referendum Package that do not include sensitive and/or personal information shall be made publicly available to society members for review during the referendum period.

P.9.4. Referendum Questions

a. The SGPS may conduct referenda on any matter within its jurisdiction. Valid results of referenda shall be binding on the SGPS and actively enforced by the Executive.

b. Referendum questions may be submitted to the Deputy Speaker 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 Deputy Speaker 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.”

i. “Do you agree to the renewal 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.”

(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”

i. “Do you agree to the renewal 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.”

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.9.5. Petitions Against Referendum Results

a. If the Deputy Speaker 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 referendum questions that did not reach 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 Deputy Speaker shall schedule a new referendum based on the dates in P.9.1.e not including a nomination period.

c. In the event the Deputy Speaker receives a petition signed by ten percent (10%) or more of SGPS Ordinary Members, requesting the referendum be declared invalid for any reason(s) other than a lack of quorum, the Elections and Referenda Appeals Committee shall make a final ruling on the validity of the referendum, at the next Council meeting. This must be received prior to the Council meeting at which ratification would otherwise occur.

P.9.6. Referendum Committees

a. Any Ordinary Member may establish a Yes or No referendum committee for any referendum question by submitting an application to the Deputy Speaker. 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 Deputy Speaker shall request each applicant to determine if applications may be joined. In the event 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; (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, CRFC 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 Deputy Speaker and the 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.9.6 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. All campaign material must be removed within three days after the end of the election.

c. Candidates may, but are not obligated to, designate a campaign manager for their campaign. Referendum committees must designate one campaign manager, who is an SGPS Ordinary Member, 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 Deputy Speaker 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 must be reimbursed to the candidate by the SGPS at the conclusion of the campaign period. No reimbursement will be given to referendum committees.

g. The cost of any expenditure(s) 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

Sending social media communications.(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.9.8 Elections and Referenda Appeals Committee**

a. All parties participating in an election or referenda must familiarize themselves with election procedures as outlined in this document. Candidates must engage their campaigning in good faith and in a clean and positive manner. In the event of uncertainties or lack of clarity, candidates shall preemptively contact the Deputy Speaker.

b. The Deputy Speaker 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 Deputy Speaker 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 provisions on elections and referenda, the Deputy Speaker shall determine, at their discretion, whether the violation warrants disqualification. The Deputy Speaker must communicate this decision to the candidate(s) and complainant within 24 hours.

e. In the event of a disqualification during the voting period, the candidate with the second-most votes will be declared successful. In the event that the disqualification leaves no valid candidates, a by-election will occur as per P.9.1 (j).

f. All candidates and their representatives must not commit 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; and

(6) Misrepresentation of eligibility for position, as per B.11.2

g. If a candidate is unsatisfied with and wishes to appeal a formal decision by the Deputy Speaker involving their disqualification, written communication must be provided to the Speaker who will relay the appeal to the Elections and Referenda Appeals Committee. This must be done within twenty four (24) hours of the decision being issued by the Deputy Speaker.
h. The Elections and Referenda Appeals Committee shall 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 Deputy Speaker 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 Deputy Speaker and the candidate permitted the allowed hours to appeal the decision

P.10 Queen’s University Rector

A. Policy on the Queen’s University Rector and their election shall refer to the joint document available on the Alma Mater Society (AMS) Governance Policy website (https://www.myams.org/about/governance/policy/).

B. In recognition that the University Rector is responsible to members of both the AMS and SGPS, amendments of the policy provisions:
   a. Must be agreed upon by both Societies before being brought for approval;
   b. Must be read and passed by both the AMS Assembly and SGPS Council.

P.11 Equity

P.11.1 SGPS Equity Policy

o. The SGPS seeks to continually create, maintain, and advocate for an equitable, diverse, and inclusive experience for all Ordinary Members and employees – whether 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.


P.11.1.2 Employment Equity

r. The SGPS recognizes that systemic discrimination has historically disadvantaged particular groups, as defined in P.11.1, in the area of employment.
s. The SGPS mandates anti-oppression training for all employees.
t. 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

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

P.11.3 Accessibility Policy

P.11.3.1 Definitions

w. “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
saving 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”)
x. “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
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
y. 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.

z. 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,
terview, hiring, employment, and transition process. Accommodations will be determined on
an individual basis by the Executive Director in consultation with the person requesting them.
aa. 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.).
bb. 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.

c. Financial Assistance Feedback: All feedback regarding accessibility to SGPS services can be submitted via email 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.15 Technology Policies

P.15.1 SGPS Membership Email List
A membership email list 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.

dd. 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

e. The Executive Director, as the moderator of the email list, shall be responsible for monitoring a reduction in the numbers of subscribers from the list and ensuring the Executive is aware of significant changes to the list size.

ff. The email list 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 Discretion to use the list beyond the normal limit (as outlined in P.15.1) shall rest with the Executive Director and the President.

P.15.2 SGPS Council Membership Email List

gg. The Executive Director shall keep an email list of Council representatives.

hh. The name, e-mail address and department of Council representatives shall be posted on the SGPS website.

ii. 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.

jj. 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.
P.15.4 SGPS Website Posting

kk. 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.

ll. 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 Any information that may potentially be posted on the SGPS website must be approved for content and relevance by the Executive Director.