



society of graduate & professional students
CANADIAN FEDERATION OF STUDENTS LOCAL 27

AGENDA

Society of Graduate and Professional Students' Council
Local 27 of the Canadian Federation of Students
Tuesday, August 10th 2010, 5:30pm
Room 241, JDUC

1. Presentations

2. Adoption of Agenda and Minutes

MOTION

08/11/10:1

Moved _____ / _____ BIRT the agenda for August 10th, 2010 be adopted.

MOTION

08/11/10:2

Moved _____ / _____ BIRT the minutes for the May Council Meeting be accepted.

3. Executive and Speaker Reports

- a) President – Jawad Qureshy (report attached)
- b) VP Graduate – Daniel Moore (report attached)
- c) VP Professional – Shaughnessy Hawkings (no report)
- d) VP Campaigns and Community Affairs – Anne-Marie Grondin (report attached)
- e) VP Finance and Services – Jillian Burford-Grinnell (report attached)
- f) Speaker – Michael Bravo (report attached)

MOTION

08/11/10:3

Moved _____ / _____ BIRT Executive and Speaker reports be accepted.

4. Committee, Commissioner, Senator, B of T and Other Reports

- a) Graduate Student Senator – ()
- b) Board of Trustees – Alfonso Nocilla (no report)
- c) Committee Reports
- d) Commissioner Reports
 - i) Social Commissioner – Abdullah Abunafeesa (report attached)
 - ii) Communications Commissioner – Sean Richards (report attached)
 - iii) Equity Commissioner: Dana Wesley (report attached)
- e) Other Reports
 - i) Committee Coordinator – Sean Richards (report attached)
 - ii) Equity Coordinator – Carolyn Prouse (report attached)
 - iii) International Students Coordinator – Aasma Khan (no report)
 - iv) Sustainability Coordinator – Ivana Zelenika (report attached)
 - v) Education Students’ Coordinator – Alessandro La Gomba (no report)
 - vi) Rector – Leora Jackson (no report)
 - vii) Chief Returning Officer – Mikhail Kellawan (no report)
 - viii) Departmental Reports

MOTION

08/11/10:4

Moved _____ / _____ BIRT Senator/Board of Trustees/Commissioner/ Coordinator / Committee, and Other reports be accepted.

5. Question Period/Departmental Issues

6. Business Arising from the Minutes

7. Main Motions

MOTION

08/11/10:5

Whereas the 2009-2010 budget was reviewed by the Finance and Services Standing Committee at meeting on July 6, 2010; and
Whereas a few changes were necessary since the budget was drafted in September and requires updates to budget line allocations; and
Whereas the finance and services committee recommends the changes detailed below.

The committee recommends the following:

SCHEDULE 2

Council—balance can be transferred (\$500)—to cover the Doctor’s Without

Borders motion of \$1000 that passed at council. The budget only accounted for a maximum charitable donation of \$500

SCHEDULE 3

Elections-balance of \$1189.10---transfer (only spent \$1560.90) all to Executive Internal Line

Conferences-move \$2600 *move to general office in Schedule Four

Schedule 4

Insurance-\$600 move down a line to general office

General Office—we need to update our computers and buy new ones—see quote

below. It will cost approx. \$3200 to do this

SCH 5

Honoraria move \$1983.33 to general office

SCH 6 Wages& Benefits

The Executive Assistant's August wages were not accounted for in the last update to the budget however, there is an excess of \$3000 from Part Time Staff to cover Aug payroll & deductions for the Executive Assistant.

Moved __Burford-Grinnell__/_/_____ BIRT Council approve the above revisions to the 2009-2010 budget

MOTION

08/11/10:6

MOTION

Moved __Burford-Grinnell__/_/_____ BIRT Council approve the 2010-11 budget (first reading; see Appendices for details)

MOTION

08/11/10:7

MOTION

Whereas SGPS Council established a Strategic Planning Special Committee by a motion at its meeting on 10 November, 2009, and

Whereas one of tasks of this committee was to recommend a permanent body within the SGPS that will regularly review the 2 year strategic plan and draft new ones when necessary.

BIRT that the following amendments be made to P.6

P.6.1o)

SGPS Standing Committees will be the:

- (1) Finance and Services Standing Committee;
- (2) Campaigns and Community Affairs Standing Committee;
- (3) Education Standing Committee;
- (4) Bylaw and Policy Revisions Standing Committee;
- (5) Equity Issues Standing Committee;
- (6) Graduate Student Standing Committee;
- (7) Professional Students Standing Committee;
- (8) SGPS Special Awards Standing Committee;
- (9) Social Events Standing Committee;
- (10) SGPS Appointing Standing Committee;
- (11) International Students Standing Committee; and
- (12) Judicial Committee; and.
- (13) Strategic Planning Standing Committee.

P.6.2.12 Strategic Planning Standing Committee

a. The Strategic Planning Standing Committee shall be responsible for:

- (1) creation and recommendation of a 2-year strategic plan for the SGPS;
- (2) conducting assessments of the strategic plan; and
- (3) performing an advisory role to Council and the Executive on issues related but not limited to crisis management, academic advocacy, external relations, commercial opportunities, services, and the internal infrastructure of the SGPS.

b. The Committee shall be comprised of the following voting members:

- (1) one (1) of the four voting members of the Executive excluding the president;
- (2) one (1) representative from the Education Students' Society;
- (3) one (1) representative from the Law Students' Society;
- (4) one (1) representative from the Graduate Computing Society;
- (5) the Graduate Student Senator;
- (5) the SGPS Trustee; and
- (6) four (4) students at large who must be members of the SGPS, approved by the Committee Chair, and preferably a previous Executive, Commissioner, Coordinator or staff of the SGPS.

c. The Committee shall be comprised of the following non-voting members:

- (1) the President;
- (2) the Executive Director;

d. The term of each member of the Committee has no time limitations so long as the criterion stipulated above are not violated.

e. Failure to attend more than three (3) meetings in a 12 month period will result in the termination of an individual's membership in the Committee due to negligence. Removal due to negligence shall be at the discretion of the Chair.

f. Members of the committee will uphold their duties to their best abilities and will avoid negligence or be removed from the Committee.

g. Information discussed at the committee meetings shall not be discussed in public by the members prior to released reports and documents.

h. A membership cannot be terminated by the Executive's resolution.

i. The Committee Chair shall be elected by a simple majority vote of the Committee. The Executive Director and the President shall facilitate elections and discussions when and if necessary. The Chair shall be a voting member and non-Executive member of the Committee.

j. The term of a Committee Chair shall be limited to twelve (12) months. There shall be no limits to the number of times a voting member of the Committee can be elected as Chair.

j. The Chair shall be responsible for facilitating and organizing meetings, agendas, and forwarding all pertinent documents and motions to the Speaker in a timely manner that is to be prepared with the assistance of members of the Committee.

k. Quorum shall be four (4) voting members.

BIFRT that the following Policy be added:

Strategic Planning Policy

1. Preamble

The purpose of this policy is to create a framework and minimum set of responsibilities for the Strategic Planning Standing Committee, hereinafter referred to as the "SPSC". While this policy is intended to serve as a guideline, it encourages members of the SPSC and all other individuals and bodies related to the SPSC to be proactive in nurturing the SPSC and its goals. Unlike other committees within the SGPS, the SPSC is designed to be driven independently from the Executive and as such should assert its role as one that is different from the Executive. All elected, appointed, and staff positions as well as committees are encouraged to submit supra-annum planning to the SPSC for consideration and recommendation to Council. The mandate, membership, and responsibilities of the SPSC are outlined in P6.

2. Strategic Plan

1) A strategic plan, hereinafter referred to as the "plan", shall comprise at least of the following sections:

(1) Executive Summary: This is written to the scope and level of content that a SPSC "outsider" can read the summary and grasp the mission of the organization, its overall major issues and goals, and key strategies to reach the

goals.

(2) Signature and Amendments Page: This page shall include the signature of the majority of the voting members of the SPSC and the residing President upon ratification of Council and the date of when the Plan was approved.

(3) Organizational Description: This section describes the beginnings and history of the organization, its major products and services, and its highlights and accomplishments during the history of the organization, with special emphasis on the previous two years.

(4) Mission, Vision and Values Statements: This page describes the overall strategic "philosophy" of the organization with respect to its history, the present strengths and available resources, and the future.

(5) Goals and Strategies: This section lists all of the major strategic goals and associated strategies identified during the strategic planning process. Each strategic goal should also have identifiable, attainable, and measurable objectives that are easy to assess. Each objective should have at least one SGPS paid position or committee responsible for its implementation. This section should include goals, strategies, and objectives for at least the following categories:

1. Advocacy: This pertains to defining academic and non-academic concerns that are specific to graduate and professional students at Queen's based on feedback mechanisms. It also encompasses quality control measures that will allow the SGPS to advocate for tangible changes to specific policies and inclusion at the planning stages of strategic shifts at the University through other committees such as the Academic Affairs Standing Committee, Equity Issues Standing Committee, or through Executive portfolios.

2. External Relations: This pertains to developing, deepening and expanding the institutional presence of the SGPS at the various governance bodies at Queen's as well as standard operating procedures and expectations of the kinds of working relationships that the SGPS would like to have with various organizations within and outside of the Queen's community including but not limited to the Queen's administration, Senate, Board of Trustees, Alma Mater Society, TAFA Union, Alumni, Departments and Faculty Societies, Staff, the City of Kingston, and the Canadian Federation of Students.

3. Commercial Opportunities: This pertains to strengthening the finances of the SGPS and deciding on commercial/fee opportunities for the SGPS. This would generally mean seeking input from the Finance and Services Standing committee on financial cost-benefit analyses and weighing these financial concerns against priorities for the SGPS as a whole.

4. Internal Infrastructure: This pertains to the evaluation of and developing plans for the internal infrastructure needs of the SGPS given our strategic priorities and managerial aspirations. This involves both the creation and elimination of elected, appointed, and staff positions with the input of the human resources

department, and development of ethics that allows for strategic policy imperatives to be implemented within the timeline for which they were imagined.

5. Services: This pertains to developing plans and provide a layer of strategic and tactical oversight on service initiatives that are in the implementation phase. This involves helping develop further mechanisms for the input of SGPS members as to their preferences and needs for further services and connecting these preferences and needs to the strategic direction of the SGPS in a manner that allows for a transparent and clear communication regardless of whether the service is ultimately offered.

2) The plan shall be ratified after a simple majority vote in the SPSC and 2/3 majority vote in two consecutive readings of Council. Amendments to the plan can be made at either reading.

3) There shall be no amendments made to a plan after final ratification.

4) A simple majority vote at a General Meeting shall be the equivalent of a 2/3 majority vote at a reading in Council.

5) The Executive is responsible for implementing the vision and goals of the plan to the best of their abilities.

6) The plan shall be in effect for a period of twenty-four (24) months after final ratification. A plan can be terminated prior to that time by a 2/3 majority vote of Council.

7) The SPSC is responsible for presenting a draft of a new 2-year plan three (3) months prior to the termination of the most current plan.

4. Assessment

1) There shall be two assessments:

(1) The First Year Assessment

(2) The Final Assessment

2) The First Year Assessment shall be presented to a Council or General Meeting by no later than 12 months after the ratification of the plan.

3) An interim Final Assessment shall be presented to Council with the draft of the next Strategic Plan. The Final Assessment will be reported to Council no later than 2 months after the expiry of the assessed plan.

4) Each assessment shall have a brief overview and explanation of the success, failure, or need for rectification of any of the visions, goals, and objectives.

5. Expenditures: In order to nurture and develop the Commission, and to assist the production of high quality strategic plans and assessments, the SPSC Chair, with the approval of the SPSC, can request Council for funds that do not fit in any current budget lines.

; and

BIFRT that the Strategic Planning Special Committee be dissolved.

Moved __Grant__ / _____ BIRT Council approve the above changes to the policy of the SGPS.

8. Other Business

Ratification of Chief Returns Officer

9. Notice of Motions/Announcements

Reports and Motions for the next regular Council meeting are due Tuesday, September 7th, 2010 at 4 pm.

The next regular SGPS Council meeting will be on Tuesday, September 14th, 2010.

10. Adjournment

MOTION

08/11/10:8

Moved _____ / _____ BIRT the SGPS Council meeting be adjourned.

08/11/10

MB

CFS-27

Attached:

May Meeting Minutes

Attendance May Meeting

August Reports