

Appendix 1 – Second Reading of Proposed Leaves of Absence Bylaw

B.12 Leaves of Absence

- a. Any member of the Executive, any Appointee of Council, or any Officer of Council, may request to take a leave of absence from their position for the following reasons:
 - (1) Medical Leave
 - (2) Parental Leave
 - (3) Family Emergencies
 - (4) Other Extraneous Circumstances as Approved
- b. The maximum period of time for leave of absence is four (4) months.
- c. A member must submit their request for a leave of absence in writing to the Executive of the Society if it is possible to do so. The Executive will then assess the request, which must be approved by at least three (3) members of the Executive. The Executive will take into account the amount of time requested, and the amount of time remaining in the term when assessing the request.
- d. The Executive will assess the request and provide a response no later than one week from receiving the written request.
- e. Upon approving a request for a leave of absence, the executive will then fill the position by finding a suitable replacement. The proposed replacement must be approved by at least three (3) members of the Executive.
- f. Once approved by the executive, the replacement will begin filling the position immediately, and must be approved by a majority vote of Council at the next regularly scheduled Council Meeting.
- g. Once approved by the executive, the replacement will begin filling the position immediately, and must be approved by a majority vote of Council at the next regularly scheduled Council Meeting.
- h. No pay will be issued to the person on a Leave of Absence. Instead, the amount that would regularly be paid to the person in that position will be paid to the interim replacement.
- i. The interim replacement will hold all the same rights and responsibilities as the person taking leave for their tenure in the position.
- j. Once leave has been approved, and a replacement found, the term of the leave will be no shorter than the amount originally requested. A person on leave may not return early, and must wait until the end of their approved leave to return. At such a time, the interim replacement will be responsible for facilitating a smooth transition back into the position to the original holder. This includes familiarizing them with recent work, and current projects.
- k. If at the end of the approved leave, the person does not return to the position, the interim replacement will continue to fill the position for the remainder of the term, subject to the approval of Council, by a majority vote of Council at the next regularly scheduled Council Meeting.

Appendix 2 – Proposed Stipends Policy

Original Policy

P.2.10 Stipends

- a. SGPS Executive, Officers of Council and Appointees of Council will receive stipends and honoraria as stipulated in the Bylaws.
- b. This policy is NOT subject to change by a 2/3 majority vote at a regular Council meeting. Instead, it can only be changed by a majority vote at an Annual General Meeting.
- c. This policy will be revised at each Annual General Meeting to reflect changes in stipends occurring each year and any possible changes in honoraria.

P.2.10.1 Stipends

- a. Stipends are paid monthly, with the total amount paid over the term of responsibility being as follows:
 - (1) President \$15,500.00
 - (2) VP Graduate \$12,000.00
 - (3) VP Professional \$12,000.00
 - (4) VP Campaigns and Community Affairs \$12,000.00
 - (5) VP Finance and Services \$12,000.00
 - (6) Commissioners \$6000.00
 - (7) Equity Coordinator \$2000.00
 - (8) Layout Coordinator \$2000.00
 - (9) Education Coordinator \$1000.00
 - (10) Sustainability Coordinator \$2000.00
 - (11) International Students Coordinator \$2000.00
 - (12) Web Coordinator \$1500.00
 - (13) Speaker \$2000.00
 - (14) Deputy Speaker \$500.00
 - (15) Chief Returning Officer \$600.00
 - (16) Student Senators \$200.00
 - (17) SGPS Trustee \$200.00
- b. At the conclusion of their terms, an \$8000.00 fellowship provided by the School of Graduate Studies is distributed amongst all graduate student Executive members.

Appendix 2 – Proposed Stipends Policy

Proposed Modified Policy

P.2.10 Stipends

- d. SGPS Executive, Officers of Council and Appointees of Council will receive stipends and honoraria as stipulated in the Bylaws.
- e. This policy shall only be changed by a majority vote at a General Meeting.
- f. This policy will be revised as necessary at each General Meeting to reflect changes in stipends occurring each year and any possible changes in honoraria.

P.2.10.1 Stipends

- c. Stipends are paid monthly, with the total amount paid over the term of responsibility being as follows:
 - (1) President \$15,500.00
 - (2) Vice Presidents \$12,000.00
 - (3) Commissioners \$6,000.00
 - (4) Coordinators \$2,000.00
 - (5) Society Liaisons \$1,000
 - (6) Speaker \$2,000.00
 - (7) Deputy Speaker \$500.00
 - (8) Chief Returning Officer \$600.00
 - (9) Student Senators \$200.00
 - (10) Graduate Student Trustee \$200.00
- d. At the conclusion of their terms, an \$8000.00 fellowship provided by the School of Graduate Studies is distributed amongst all graduate student Executive members.

Eric James Rapos 12-1-30 3:55 PM
Comment [1]: Wording change

Eric James Rapos 12-1-30 3:51 PM
Deleted: is NOT subject to change by a 2/3 majority vote at a regular Council meeting. Instead, it can

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Deleted: VP Graduate

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Comment [2]: Group all Vice Presidents together.

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Deleted: <#>VP Professional \$12,000.00 - Equity

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Comment [3]: Same with Coordinators. Only monetary change would be upping Web Coordinator to \$2,000 along with the rest of the coordinators.

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Deleted: <#>Layout Coordinator \$2000.00 ... [1]

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Appendix 3 – Second Reading of Proposed Bylaw Replacement

B.1 Name of the Society

- a. The name of the Society is “The Society of Graduate and Professional Students at Queen’s University”. For the purposes of this document, “The Society of Graduate and Professional Students at Queen’s University” will be abbreviated as SGPS.

B.2 Purposes of the SGPS

- a. to provide services to and serve the interests and needs of the membership;
- b. to represent its members in dealing with the University and other organizations;
- c. to facilitate communication between its members and with other groups that share similar interests;
- d. to maintain concern for the welfare and human rights of its members:
- e. to take a public stand on policies and practices that are unfair, discriminatory or harmful.

B.3 Definitions/Interpretations

- a. "University" shall mean "Queen's University at Kingston," unless otherwise specified.
- b. "On-campus" shall mean those students who have declared their study status with the University as "on-campus", and who satisfy on-campus criteria as determined by the Office of the University Registrar (OUR).
- c. "Off-Campus" shall mean those students who have declared their study status with the University as "off-campus" and who satisfy the off-campus criteria as determined by the OUR.
- d. "Full-Time" shall mean those students who have declared their study status with the University as "full-time" and who satisfy the full-time criteria as determined by the OUR.
- e. "Part-time" shall mean those students who have declared their study status with the University as "part-time" and who satisfy the part-time criteria as determined by the OUR.
- f. "Graduate students" refers to those students who are registered in the School of Graduate Studies.
- g. "Professional students" shall mean those students who are registered in programs denoted as professional programs by the Government of Canada.
- h. "Council" shall mean the legislative body of the SGPS, which satisfies the criteria for membership as outlined in B.5.1.
- i. "Constituent Bodies" shall mean each department of the School of Graduate Studies, the School of Religion, the Faculty of Law, and the Faculty of Education.
- j. "Sessional dates" shall mean the sessional dates as defined in the respective calendars of each constituent body.
- k. "Officers" shall include the positions of the Executive, Appointees of Council, Officers of Council, the Graduate Student Senator, and the Graduate Student Trustee.
- l. The term "Vice President" will be abbreviated as "VP".

B.4 Membership

B.4.1 Ordinary Members

An ordinary member of the SGPS is defined as any full-time or part time, on-campus or off-campus, graduate student or professional student enrolled at the University and belonging to one of the Constituent Bodies.

On-campus ordinary members of the SGPS have the right to:

- a. vote in all SGPS elections and referenda;
- b. attend and speak at Council and General Meetings of the SGPS, subject to the SGPS' rules of order;
- c. move motions, second motions, and vote at General Meetings of the SGPS;
- d. place referendum questions before the members of the SGPS as described in P.7.1.3a.;
- e. seek office within the SGPS by standing for election; and
- f. make use of the SGPS' facilities and services, subject to the general regulations governing their use.

All on-campus ordinary members of the SGPS shall pay all of its mandatory fees unless reduced rates have been outlined and ratified by a simple majority at SGPS Council and ratified by two-thirds (2/3) majority vote at a General Meeting.

B.4.2 Honorary Members

- a. The SGPS Council may confer honorary memberships by majority vote.
- b. Honorary members may attend and speak at any meeting of the SGPS, subject to the SGPS' rules of order.
- c. Honorary members may opt-in to the SGPS health and dental plans by paying a pro-rated SGPS mandatory fee and paying for any health and dental plan service of which they wish to be a member.
- d. A directory of Honourary Members will be kept on file by the Executive Director.

B.5 SGPS Council

SGPS Council:

- a. Acts as the legislative body of the SGPS;
- b. Its decisions are final, unless they are amended or rejected by referendum or General Meeting.
- c. Is responsible for directing and overseeing the activities of the Executive for formulating and authorizing SGPS policies, and for acting as a liaison between the Executive and the ordinary members of the SGPS.
- d. The decisions of the Executive may be amended or rejected by a majority vote of Council.
- e. The corporate seal of the SGPS shall not be used without the written authorization of Council or the Executive or their delegate.

B.5.1 Members of Council

The ordinary members of Council include:

- a. One representative from each constituent body whose membership in the SGPS does not exceed 125;

- b. Two representatives from each constituent body whose membership in the SGPS is 126 – 325 inclusive;
- c. Three representatives from each constituent body whose membership in the SGPS is 326 – 525 inclusive;
- d. Four representatives from each constituent body whose membership is in excess of 525;
- e. One aboriginal student representative;
- f. One international student representative;
- g. One mature student representative;
- h. One part-time student representative;
- i. The Executive;
- j. All Senators who are members of the SGPS;
- k. The Graduate Student Trustee;
- l. The Executive Director, who shall not vote;
- m. The Appointees of Council, who shall not vote;
- n. The Speaker (or Deputy Speaker in the absence of the Speaker), who shall not vote except in the case of a tie; and
- o. The Chief Returning Officer, who shall not vote.

Members of the Executive, Officers and Appointees of Council will fulfill their responsibilities as outlined in the SGPS Bylaws and Policies and in their contracts subject to Council's approval.

Constituent body representatives shall be selected by their constituent body.

The number of representatives for each constituent body is determined by the October Council meeting.

The ex-officio honorary members of Council are:

- a. The President of the Alma Mater Society, who shall only participate in debate on matters affecting the AMS, but shall not vote; and
- b. The University Rector, who shall not vote.

B.6 The Executive

- a. The following constitute the Executive of the SGPS:
 - (1) President;
 - (2) Vice President Graduate;
 - (3) Vice President Professional;
 - (4) Vice President Campaigns and Community Affairs
 - (5) Vice President Finance and Services.
- b. No person shall concurrently hold more than one appointed or elected office within the SGPS nor shall one person submit a nomination form for more than one elected office during the same nomination period. This section shall not apply to the offices of the Graduate Student Senator or Graduate Student Trustee.
- c. The term of office for all Executive positions is from April 1st to March 31st of each year.

- d. All members of the Executive shall be ordinary members of the SGPS who are eighteen (18) or more years of age and not in undischarged bankruptcy.
- e. The SGPS shall have contracts with all members of the Executive.
- f. In keeping with the Ontario Corporations Act, the officers of the corporation shall be as follows:
 - (1) SGPS President - President;
 - (2) SGPS VP Graduate - Vice-President; and
 - (3) SGPS VP Finance and Services - Secretary.

B.6.1 Role and Responsibilities of the Executive

The role and responsibilities of the Executive are defined in Policy Section P.2.1.

B.7 Office Staff

- a. The SGPS shall employ an Executive Director (ED) who shall be a full-time permanent employee. The SGPS shall have a contract with the ED, which shall be negotiated by the SGPS Executive.
- b. The SGPS shall employ an Executive Assistant (EA) who shall be a full-time permanent employee. The SGPS shall have a contract with the EA, which shall be negotiated by the ED. The EA is directly responsible to the ED.
- c. The SGPS shall employ an adequate number of personnel to act as Front Desk Staff for the SGPS, who shall each be part-time employees. The SGPS shall have contracts with each Front Desk Staff member, which shall be negotiated by the ED. The Front Desk Staff are directly responsible to the ED.

The role and responsibilities of the Office Staff are defined in Policy Section P.2.4.

B.8 Student Senators and Graduate Student Trustee

B.8.1 Graduate Student Trustee

- a. The Graduate Student Trustee is the graduate and professional students' representative on the Queen's University Board of Trustees and its subcommittees.
- b. The University Secretariat sets the term of office of the Graduate Student Trustee to be two (2) years.
- c. To facilitate effective transition and orientation, the Graduate Student Trustee-elect shall not take office until the beginning of the Spring/Summer Term but shall accompany the incumbent Graduate Student Trustee as an observer to all Board meetings prior to that time.
- d. The SGPS shall provide an annual allocation of funds to the Graduate Student Trustee to help cover his or her expenses. This includes, but is not limited to, transportation, event organization and conference fees, when other funding sources cannot be obtained.

B.8.2 Student Senators

- a. All students registered in the School of Graduate Studies are eligible to hold the position of Graduate Student Senator.

- b. All students registered in the Faculty of Law JD Program are eligible to hold the position of Law Student Senator.
- c. All students registered in the Faculty of Education Bachelor of Education Program are eligible to hold the position of Education Student Senator.
- d. All graduate students registered in the School of Religion are eligible to hold the position of Theology Student Senator.
- e. The University Secretariat sets the term of office of Student Senators to be two (2) years.

B.8.3 Roles and Responsibilities of the Student Senators and Graduate Student Trustee

The roles and responsibilities of the Student Senators and Graduate Student Trustee are defined in Policy Section P.2.5.

B.9 Officers of Council, Appointees of Council and Society Liaisons

The SGPS shall have contracts with all officers and appointees.

B.9.1 Officers of Council

- a. The following constitute the officers of the SGPS, and shall be responsible for assisting Council and the Executive with a specific aspect of the SGPS' operations:
 - (1) Speaker of Council;
 - (2) Deputy Speaker;
 - (3) Chief Returning Officer; and
 - (4) Deputy Returning Officer.
- b. The Speaker of Council and the Chief Returning Officer are responsible for reporting to Council.
- c. Council may establish additional Officer positions for specific purposes.
- d. The roles and responsibilities of the Officers of Council are defined in Policy Section P.3.1.
- e. All Officers of Council must be Ordinary Members of the SGPS.

B.9.2 Appointees of Council

- a. The following constitute the Appointees of Council, and shall be responsible for assisting Council and the Executive with a specific aspect of the SGPS' operations, and are responsible for reporting to Council:
 - (1) Commissioners:
 - i. Communications Commissioner
 - ii. Social Commissioner
 - iii. Equity Commissioner
 - iv. International Students Affairs Commissioner
 - (2) Coordinators:
 - i. Web Coordinator
 - ii. Athletics Coordinator
 - iii. Logistics Coordinator

- iv. Planning Coordinator
 - v. Equity Coordinator
 - vi. Sustainability Coordinator
 - vii. International Students Affairs Coordinator
- b. Commissioners are supervised by appropriate members of the Executive and report to Council.
 - c. Coordinators are supervised by the Commissioner that heads their respective commission and report to Council.
 - d. Council may establish additional appointee positions for specific purposes.
 - e. Committees may be created as needed. They will be headed by a Commissioner or a member of the SGPS Executive.
 - f. All Appointees of Council must be ordinary members of the SGPS.
 - g. The roles and responsibilities of the Appointees of Council are defined in Policy Section P.2.3.

B.9.3 Society Liaisons

- a. Due to the yearly turn over of all student members of the Education Students Society, the SGPS will maintain a position of ESS Liaison to act as a main point of contact for SGPS and ESS relations.
 - (1) The ESS Liaison will be chosen from the elected ESS Representatives to SGPS Council, including the ESS President, by a manner determined by the ESS, and thus the ESS Liaison will continue to be a voting member of Council;
 - (2) The responsibilities of the ESS Liaison are defined in Policy P.2.6.

B.10 Elections and Referenda

- a. SGPS elections and referenda shall be carried out in the manner outlined in Policy P.7
- b. The SGPS will conduct elections annually for the Executive Positions.
- c. The SGPS will conduct elections every two years, or sooner when necessary, for the positions of Graduate Student Trustee and Graduate Student Senator.
- d. Any changes to policies or bylaws with respect to elections and referenda do not come into effect until after any election or referendum for which the date had already been set when the change in bylaw or policy was adopted.

B.11 Vacancy of Office

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

- (3) The election of that candidate to the vacant office shall be decided by a vote at the next Council meeting. The candidate is elected to the vacant office by a majority vote of Council.
- d. If the President's office is vacant it should first be filled by appointing the VP Graduate. If that option is unavailable the regular procedures for a vacated office shall be followed.
- a. Until an election is held for a vacated office, the duties of:
 - (1) any Executive Members other than the President shall be divided among the remaining SGPS Executive members;
 - (2) the Speaker shall be assumed by the Deputy Speaker;
 - (3) The Chief Returning Officer shall be assumed by the Deputy Returning Officer;
 - (4) The Deputy Returning Officer shall be assumed by the Speaker;
 - (5) the Graduate Student Senator shall remain vacant;
 - (6) the Graduate Student Trustee shall remain vacant; and
 - (7) the Appointees of Council shall be assumed by the Executive.

B.12 Leaves of Absence

- a. Any member of the Executive, any Appointee of Council, or any Officer of Council, may request to take a leave of absence from their position for the following reasons:
 - (1) Medical Leave
 - (2) Parental Leave
 - (3) Family Emergencies
 - (4) Other Extraneous Circumstances as Approved
- b. The maximum period of time for leave of absence is four (4) months.
- c. A member must submit their request for a leave of absence in writing to the Executive of the Society if it is possible to do so. The Executive will then assess the request, which must be approved by at least three (3) members of the Executive. The Executive will take into account the amount of time requested, and the amount of time remaining in the term when assessing the request.
- d. The Executive will assess the request and provide a response no later than one week from receiving the written request.
- e. Upon approving a request for a leave of absence, the executive will then fill the position by finding a suitable replacement. The proposed replacement must be approved by at least three (3) members of the Executive.
- f. Once approved by the executive, the replacement will begin filling the position immediately, and must be approved by a majority vote of Council at the next regularly scheduled Council Meeting.
- g. Once approved by the executive, the replacement will begin filling the position immediately, and must be approved by a majority vote of Council at the next regularly scheduled Council Meeting.
- h. No pay will be issued to the person on a Leave of Absence. Instead, the amount that would regularly be paid to the person in that position will be paid to the interim replacement.
- i. The interim replacement will hold all the same rights and responsibilities as the person taking leave for their tenure in the position.
- j. Once leave has been approved, and a replacement found, the term of the leave will be no shorter than the amount originally requested. A person on leave may not return early, and must

wait until the end of their approved leave to return. At such a time, the interim replacement will be responsible for facilitating a smooth transition back into the position to the original holder. This includes familiarizing them with recent work, and current projects.

- k. If at the end of the approved leave, the person does not return to the position, the interim replacement will continue to fill the position for the remainder of the term, subject to the approval of Council, by a majority vote of Council at the next regularly scheduled Council Meeting.

B.13 Selection of the Officers of Council, Appointees of Council and Staff Members

B.13.1 Selection of the Officers of Council

- a. Only ordinary members of the SGPS shall be eligible for these positions.
- b. The Speaker of Council and the Chief Returning Officer shall be elected by a majority vote of the members at Council. The election will take place by secret ballot and its proceedings will be recorded in the minutes of that Council meeting. The terms of office of the Speaker of Council and the Chief Returning Officer shall not extend past April 30th of each year.
- c. The Deputy Speaker shall be chosen by the Speaker and ratified by Council. The term of office of the Deputy Speaker shall not extend past May 31st of each year.
- d. The Deputy Returning Officer(s) shall be chosen by the Chief Returning Officer and ratified by Council. The person(s) selected as Deputy Returning Officer(s) shall not be running for a position within the SGPS, and must resign as Deputy Returning Officer if they decide to run for such a position.

B.13.2 Selection of the Appointees of Council

- a. The Executives shall select the Appointees of Council, through a process of application and interviews. Council shall ratify these selections to ensure that due process has been observed.
- b. Only ordinary members of the SGPS shall be eligible to apply.
- c. The nomination of Appointees of Council shall normally take place after the election of the Executive by a process delineated by SGPS Policies. The nomination of Appointees shall be undertaken by the members-elect of the Executive who shall constitute themselves as a Hiring Committee. Council shall be invited to nominate additional members to the committee equal to the number of Executive members. The Hiring Committee shall be chaired by the VP Professional-Elect. One of the members of the Hiring committee shall be explicitly responsible for ensuring that equity considerations are considered.
- d. The Executive may choose to re-hire people to their position. The Executive must complete an evaluation of any appointee who wishes to re-apply to their position before re-hiring may occur.

B.13.3 Hiring, Discipline and Termination of Staff Members

- a. The SGPS, the employer, shall act in accordance with the Ontario Employment Standards Act.

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Comment [4]: This section is up for approval in an earlier Motion and is not up for debate in this motion.

- b. Problems with performance are to be addressed by the Executive Director and/or the VP Professional as soon as reasonably possible.
- c. If problems persist, a formal meeting shall take place between the staff member, the Executive Director and the VP Professional. This meeting shall be documented and will result in specific expectations and a timeline for improvement.
- d. If there is insufficient improvement according to the plan set in place at the aforementioned formal meeting after two weeks, the VP Professional shall make a recommendation to the Executive. Following this recommendation, the Executive shall deliberate and jointly come to a final decision relating to the employee.
- e. Serious misconduct, including but not limited to serious criminal behaviour, discriminatory or harmful conduct will result in immediate termination.
- f. All terminations may be appealed to Council.

B.14 Resignation or Impeachment of Officers of the SGPS

B.14.1 Resigning from the SGPS

- a. Resignations for Executive positions, Appointees of Council, Graduate Student Trustee and Student Senators must be submitted to the VP Professional, who will then formally forward the resignation to SGPS Council via the SGPS Speaker.
- b. If the VP Professional chooses to resign they shall submit their resignation to the President, who will then formally forward the resignation to SGPS Council via the SGPS Speaker.
- c. Resignations for the Deputy Speaker and Chief Returning Officer must be submitted directly to the Speaker, who will then formally forward the resignation to SGPS Council.
- d. Resignation of the Speaker will be submitted to the Deputy Speaker, who will assume the role of the Speaker, and formally forward the resignation to SGPS Council.
- e. Upon completion of their degree program, any Executive member, Officer or Appointee of Council, Graduate Student Trustee or Senator may complete their term of office if less than 6 months remains in the term of office, but may not seek re-election or re-appointment without returning to "Ordinary Member" (B.4.1) status. If more than 6 months remain in the term of office at the time of the termination of student status, and there is no prospect of the member returning to Ordinary Member status during the remainder of the term of office, the member must resign their position.

B.14.2 Impeachment of an Executive Member, Speaker, or Chief Returning Officer

- a. Council may appoint a substitute Officer to fulfill the duties of any of the Commissioners and/or Chief Returning Officer if she/he is deemed by Council to be conflict of interest with regard to the impeachment proceedings.
- b. If the impeachment proceedings are against the Speaker, the motion shall be delivered to the Deputy Speaker.
 - (1) The Speaker shall not preside over the Council meeting or General Meeting where the motion will be discussed.

- c. In the event of a petition of the membership regarding a referendum to remove the Chief Returning Officer, the petition shall be delivered to the Speaker.
- d. On receipt of a petition for referendum or a non-confidence motion in accordance with P.7.1.6 or B.14.3, the Chief Returning Officer must call a Special General Meeting solely for the consideration of the impeachment at the earliest possible convenience, in accordance with B.16.2.
- e. The Rules for General Meetings outlined in the Rules for SGPS Council Proceedings Policy will be followed at the Special General Meeting with the exception that business may not proceed without quorum.

B.14.3 Removal of an Executive Member, Appointee of Council, or Officer of Council

Executive Members, Appointees of Council, and Officers of Council may be removed by:

- a. A non-confidence vote of Council.
 - (1) A motion of non-confidence must be filed with the Speaker at least ten (10) sessional days prior to the Council Meeting at which the motion is to be discussed.
 - (2) Where possible, the Speaker shall then transmit a copy of the motion to the person named in the motion by registered mail at least seven (7) sessional days before the Council Meeting, and shall include in this correspondence reasons for removal.
 - (3) Debate on the motion will conclude only after the person named in the motion has had an opportunity to speak.
 - (4) In the instance of Executive Members and the Speaker, the motion shall require a 2/3 majority of votes cast in favour in order to carry.
 - (5) In the instance of Appointees of Council and Officers of Council (excluding the Speaker), the motion shall require a simple majority of votes cast to carry.
 - (6) Abstentions shall be counted in the negative.
- b. A motion carried at a General Meeting of the membership.
 - (1) Where possible, the Chair of the General Meeting shall transmit a copy of the motion of non-confidence to the person(s) named in the motion by registered mail at least five (5) days before the General Meeting.
 - (2) Debate on the motion will conclude only after the person named in the motion has had an opportunity to speak.
- c. A referendum of the membership.
 - (1) The conduct of the referendum shall be governed by P.7. Upon receipt of a Council motion for a referendum or a petition signed by the membership as outlined in P.7.1.5, the Chief Returning Officer shall immediately transmit a copy of the referendum question to the person(s) named in the motion or petition.
 - (2) The wording of the question shall be as follows: "Shall (name of person) cease to hold the position of (name of office held) of the Society of Graduate and Professional Students at Queen's University?"

B.14.4 Requesting the Resignation of a Student Senator or Graduate Student Trustee

While the SGPS does not have the ability to remove or impeach a Graduate Student Senator or Graduate Student Trustee, should there be reason to believe that the Graduate Student Trustee or Graduate Student Senator is not fulfilling the expectations of their position as outlined in B.8, the SGPS Executive should make this complaint known to Council, and recommend to Council that they request the Trustee's or Senator's resignation.

B.15 Bylaws and Policies

- a. The SGPS shall have Bylaws and Policies.
- b. Amendments to the Bylaws may be proposed by:
 - (1) the Speaker upon written request from five or more voting members of Council through a motion that is given first reading at a Council Meeting; or
 - (2) the Speaker upon written request from ten or more ordinary members of the SGPS made at a General Meeting or through a motion that is given first reading at a Council Meeting.
- c. The first reading of a motion amending the Bylaws may take place at either a Council or a General Meeting.
- d. The second reading of a motion amending the Bylaws shall take place at a General Meeting.
- e. First and second readings of a motion to amend the Bylaws shall not take place within two weeks of each other.
- f. A 2/3 majority vote must be obtained at both the first and second readings of a motion to amend the Bylaws.
- g. Policies may be amended by a 2/3 majority vote at any Council Meeting, except the Stipends and Honoraria Policy, which must be amended by a majority vote at a General Meeting.
- h. Notice of the proposed amendment(s) to the Bylaws or Policies shall be given by the Speaker to the members of the body that will vote on it at least ten (10) days in advance of the meeting where it will be considered.

B.16 Meetings of Council

B.16.1 General Rules for Council Meetings

- a. The SGPS shall follow Robert's Rules of Order.
- b. All Council Meetings, except in-camera sessions, shall be open to all SGPS members and the public. Only Council members have speaking rights. All other SGPS members and members of the public may be granted the privilege to speak in Council Meetings at the discretion of the Speaker.
- c. Detailed rules for Regular and General Council Meetings are can be found in P.3.2

B.16.2 Calling Regular and General Meetings of Council

- a. Meetings of Council shall be called by the Speaker, once a month during the fall and winter terms, and at least once every two months during the Spring and Summer terms. Council shall set the dates for these meetings at least 4 months in advance. In addition:

- (1) the President or the Speaker of the SGPS may call a Council Meeting at any time, provided at least four (4) days notice is given to all Council members.
 - (2) the Speaker shall call a Council Meeting as soon as possible after receiving a petition signed by at least 10 Council members.
- b. The President shall call two General Meetings each year, one in the Fall Term and one in the Winter Term. The Winter Term General Meeting will be deemed the Society's official 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 majority vote of Council. 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.16.3 Contesting Decisions Made at a General Meeting

All decisions made will be binding except as follows:

- a. the decisions of the 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;
- b. this petition must be received by the Speaker within one week of the adjournment of the meeting in which decisions are in dispute;
- c. the Special General Meeting must be held within 10 days of the receipt of the petition;
- d. the quorum for the Special General Meeting is 50 ordinary members of the SGPS and, if quorum is present, the meeting may review any decision of the disputed meeting and confirm or reject it; and
- e. If no quorum is present, the Special General Meeting cannot convene and the decisions of the disputed meeting become binding.

B.17 University Representation

B.17.1 Appointment of Representatives to University Committees/ Governing Bodies (excluding the Board of Trustees and Senate)

- a. The VP Professional, in consultation with the Executive and the Executive Assistant, shall call for and receive nominations to these positions following the election of the Executive.
- b. Representatives on University working bodies shall be ordinary members of the SGPS.
- c. Subject to agreement by the SGPS Executive and then ratification by Council, the VP Professional shall appoint representatives to University working bodies.
- d. The VP Professional, in co-operation with the Executive Assistant, shall be responsible for the maintenance of an up-to-date list of SGPS representatives on University working bodies.
- e. Appointments to University working bodies shall extend as appropriate.
- f. On the instruction of the VP Professional, SGPS representatives on University working bodies shall report to:

- (1) the SGPS Executive; and
- (2) Council; and
- (3) a General Meeting.

B.17.2 Executive Committee of the School of Graduate Studies

- a. The SGPS shall have 2 voting members on the Executive Committee of the School of Graduate Studies:
 - (1) the SGPS VP Graduate; and
 - (2) the Graduate Student Senator.
- b. SGPS representatives on the SGS Council from the following Faculties/Schools shall have Observer status on the SGS Executive Committee:
 - (1) Arts and Sciences;
 - (2) Applied Sciences;
 - (3) Law;
 - (4) Business;
 - (5) Health Sciences;
 - (6) Education;
 - (7) School of Religion
 - (8) School of Policy Studies
 - (9) School of Urban and Regional Planning
- c. Nominations to these positions shall be made in conformity with B.16.1.
- d. A list of these divisional representatives shall be maintained in accordance with Bylaw B.16.1.

B.18 The Judicial Board

Detailed descriptions of protocols pertaining to the Judicial Board can be found in P.9.1.

B.18.1 Purpose

The Judicial Board acts to resolve complaints about the non-academic behaviour of SGPS members, and also acts as an appeal board for candidates during SGPS elections. The focus of the Judicial Board is placed on conflict resolution and restorative justice. In exceptional circumstances, such as those involving criminal activities, discipline of the student(s) who are the cause of the complaint may be appropriate.

B.18.2 Jurisdiction

- a. For the purposes of the Judicial Committee of the SGPS, on-campus shall mean any event that occurs on the property of Queen's University, or at any event sanctioned by the University or a group directly associated with the University. Off-campus shall mean any other event. For the SGPS' Judicial Committee to consider an off-campus event within their jurisdiction, a substantial connection with the University must be demonstrated.
- b. Some areas where the Judicial Board has jurisdiction include:

- (1) violations of published non-academic rules and regulations of the University, such as the SGPS Bylaws and especially the University Code of Conduct;
 - (2) complaints against Graduate and Professional Students in Queen's Residences as referred by the Residence Council;
 - (3) interference with Queen's Student Constables in the performance of their duties;
 - (4) public disturbances at SGPS sponsored events; and
 - (5) cases of harassment, intimidation, assault, vandalism, theft, willful or negligent damage to property or similar behaviour where the victim(s) is/are members of the Queen's community; and
 - (6) instances in which an SGPS election candidate wishes to appeal a fine or disqualification that has been imposed upon them.
- c. The SGPS Judicial Board is to remain independent of all other bodies of the SGPS. Accordingly, disciplinary decisions of the SGPS Judicial Board shall not be reversed by any body or Officer of the SGPS.
 - d. SGPS members are not outside of the law that all Canadian citizens must abide by. Therefore, any unlawful offense committed off-campus by an SGPS member should be referred to the appropriate law enforcement agencies, first, if the complainant wishes to pursue the matter further. The SGPS Judicial Committee will not adjudicate cases that have already been dealt with by said agencies, except in exceptional circumstances. Exceptional circumstances are those in which an individual's actions interfere with the ability of others to participate in the University community, academic or otherwise.
 - e. When another agency has imposed a sanction, the SGPS will consider that sanction when determining whether or not to adjudicate the complaint. External sanctions will, in general, be considered as 'time-served' with regard to SGPS-imposed sanctions. Promotion of SGPS Judicial Committee Bylaw and Policy
 - f. The Complaints Officer will make this Bylaw, as well as Policy P.9, and their own contact information known to the AMS, Senate Committee on Non-Academic Discipline (SONAD) and Campus Security.

B.19 SGPS Affiliations

B.19.1 External Student Associations

- a. The SGPS shall be a member of external student organizations as determined by referendum.
- b. Increases in membership fees must be ratified by referendum, except where provision is made for such increases in the membership referendum question according to B.10.4 and P.1.2.
- c. Meetings of any external student organization of which the SGPS is a member shall be attended as delegates of the SGPS by, in order of preference, the VP Campaigns and Community Affairs, the President, and/or a representative. Additional delegates may be appointed at the discretion of Council.
- d. Any measure approved by an external student organization of which the SGPS is a member is subject to ratification by Council.

B.19.2 Other External Organizations

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

B.20 Joining or Seceding From The SGPS

B.20.1 Joining the SGPS

Prospective Constituent Bodies may petition the SGPS for membership through the following procedures:

- a. 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;
- b. Following receipt of written notification, the Constituent Body will be invited to make a presentation to the SGPS Council. This presentation shall take place before the issue of joining goes to referendum.
- c. 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.
- d. The referendum question posed to the prospective Constituent Body's membership must clearly indicate that joining the SGPS includes:
 - (1) acceptance of the Bylaws and other rules and regulations governing the SGPS;
 - (2) payment of all mandatory fees;
 - (3) Acceptance of the list of optional fees administered by the SGPS.
 - (4) Once the conditions described in B.19.1 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 SGPS Annual General Meeting. Such a motion requires a simple majority to pass.

B.20.2 Seceding from the SGPS

Constituent Bodies shall petition the SGPS to secede through the following procedures:

- a. 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.
- b. Following receipt of written notification, the Constituent Body will be invited to make a presentation to the SGPS Council. This presentation should take place before the issue of seceding goes to referendum.
- c. Prior to the next Annual General Meeting of the SGPS, the Constituent Body shall hold a referendum to secede from the SGPS. This referendum shall be governed by the rules of referenda as stipulated by the Bylaws or conventions of the Constituent Body.
- d. The referendum question posed to the Constituent Body's membership must clearly indicate that seceding from the SGPS releases the SGPS from all obligations relating to membership, including fees, services, and representation.

1) Report of the Task force on Accommodating Graduate Students with Disabilities: Guiding Principles and Policy Recommendations. November 2011. Queen’s University.

Context

The mandate of the task force, struck by Vice-Provost and Dean of the School of Graduate Studies Brenda Brouwer in May 2011, was to examine the issues concerning the accommodation of graduate students with disabilities: “The Task Force will identify a set of guiding principles and procedures as well as draft policy/best practice recommendations, which will be submitted as a report to the Vice-Provost and Dean of the School of Graduate Studies (SGS) in mid to late Fall, 2011.” Co-chaired by Audrey Kobayashi and Sandra den Otter, the committee members were: Brian Bennett (Faculty of Health Sciences), Ian Moore (Faculty of Applied Science), Jeanette Parsons (Disability Services Office, DSO), and Aliya Kassam (Society of Graduate and Professional Students, Equity Officer). Barbara Roberts (formerly of the DSO, now Director of the Office of Human Rights at the University of New Brunswick) participated in the first stage of the task force.

As a first step, the task force reviewed the primary legislation and policy documents that had a bearing on accommodating students with disabilities: notably, the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act (2005), AGAPE (Report by the Access to Graduate and Professional Education Committee, funded by Ministry of Education and Training, Oct. 1998), M. Rose, “Accommodating Graduate Students with Disabilities” commissioned by the Council of Ontario Universities (May 2010). The policies of other Ontario universities on accommodating graduate students with disabilities were also reviewed; few institutions have a policy specifically targeted at graduate students and their needs, although several reported work in progress on such a policy. Graduate students with disabilities at Queen’s are currently accommodated by the DSO, and individual accommodations are also administered by the SGS, on a case-by-case basis.

Graduate students make up nearly 5% of students with disabilities who register with Disability Services Office (DSO) and seek academic accommodations for reasons of a disability. The number of graduate students who register as having a documented disability with the DSO varies between 10 and 30 students annually. The disabilities for which graduate students seek accommodations include mental health issues, learning disabilities, attention-deficit/hyperactivity disorder, acquired brain injuries, physical disabilities, hearing loss, vision loss and chronic illness.

The task force recommends the adoption of the policy statement, guiding principles, and policy recommendations outlined below.

Policy Statement

Queen's University is committed to providing accommodation for students with disabilities who are enrolled in any of its graduate programs. University administration, faculty, staff and other students are expected to support, to the point of undue hardship, all reasonable individualized and appropriate accommodation plans that preserve the University's academic integrity.

Guiding Principles

1. Queen's University is committed to creating a community that respects the dignity and worth of all persons who seek to participate in the life, work and mission of the University and to maintaining a culture that is welcoming, accommodating and supportive of persons with disabilities.

Section 1 of the Ontario Human Rights Code states "every person has a right to equal treatment with respect to services, goods and facilities, without discrimination because of", among other grounds, 'disability' ..." [Appendix 1].

Education, in its broadest sense, is a "service" within the meaning of the Code. The duty to accommodate graduate students with disabilities means that accommodation must be provided in a manner that most respects the dignity and the needs of the person. Dignity includes consideration of how accommodation is provided and the individual's own participation in the process. It is also concerned with physical and psychological integrity, empowerment, self-respect and self-worth. Privacy, confidentiality, comfort, autonomy, and individualization are other important elements to include in an accommodation that promotes productivity, integration, and full participation.

2. The essence of accommodating graduate students with disabilities is individualization and there is no set formula to be applied in developing accommodation plans. Each student's needs are unique and must be considered afresh when an accommodation request is made. The University is also obligated to provide the most appropriate accommodation; that is, the accommodation that most respects the dignity of the individual with a disability, meets individual needs, and promotes integration and full participation.
3. The University is obligated under the Ontario Human Rights Code to accommodate graduate students with disabilities to the point of undue hardship. The Code prescribes

only three considerations when assessing whether an accommodation would cause undue hardship¹:

- i. Cost – costs must be quantifiable, directly related to the accommodation and so substantial that they would alter the essential nature of the University’s activities, or so significant that they would substantially affect its viability. It should also be noted that costs must be considered in the context of the University as a whole and not on the basis of a department, program or Faculty;
- ii. Outside sources of funding – the University is obligated to demonstrate that it has pursued all potential outside sources of funding, including any bursaries that the student may qualify for, to meet its duty to accommodate and before claiming undue hardship;
- iii. Health & Safety – the University has a responsibility to ensure that the health and safety risks in their facilities or services are no greater for persons with disabilities than for others. Furthermore, where a health and safety requirement creates a barrier for a person with a disability, the University must assess whether the requirement can be waived or modified;

It is important to note what is not considered in the test of undue hardship: inconvenience, potential negative reaction from faculty or other students, third party preferences, collective agreements or contracts.

4. Accommodations must conform to the principles of academic integrity by upholding the essential requirements of a program. Academic integrity is the cornerstone of the University’s mission. It pertains to protecting the reputation, credibility, value and validity of courses and programs through an active commitment to five principles: honesty, trust, fairness, respect, and responsibility ([Centre for Academic Integrity](#)). Essential requirements refer to the knowledge and skills that must be acquired and/or demonstrated in order for a student to successfully meet the learning objectives and the degree level expectations of a course or program ([QUQAP, Appendix I](#)).

Accommodation entails a balance between the duty to accommodate a student with a disability and the duty to maintain academic integrity by upholding the essential requirements and degree level expectations of a course or program. Mediating individual accommodation requests takes into consideration a student’s disability and program-specific requirements. There can be no legitimate claim that academic integrity

¹ The three considerations are described in further detail in the Ontario Human Rights Commission “Policy and Guidelines on disability and duty to accommodate” (November 2000).

would be breached by requested accommodations unless it can be demonstrated that to provide such accommodation would compromise the essential requirements of a degree program.

In keeping with these general principles, accommodation of graduate students with disabilities will be an individualized and flexible process that will reflect the needs of students and the essential requirements of the graduate program in which they are enrolled.

5. Disability is defined by the Ontario Human Rights Code (Section 10) R.S.O. 1990 c.H-19:

- (a) 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 co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
- (b) a condition of mental impairment or a developmental disability;
- (c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- (d) a mental disorder, or
- (e) 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”).

Policy Recommendations

The Task force recommends that the School of Graduate Studies:

1. Define and publicize SGS policy and procedures (Appendix 1) on accommodating graduate students with disabilities.
2. Clarify the distinct responsibilities of the student, disability services office staff, department heads/graduate coordinators, program directors, faculty supervisors, the School of Graduate Studies, and the Provost’s Office in accommodating graduate students with permanent disabilities [these are outlined in Appendix 2].
3. Enable students with documented permanent disabilities who are registered as part-time students to be eligible for internal scholarships and awards when the terms of the awards permit this flexibility; continue to enable students with documented permanent

disabilities to register as part-time students in graduate degrees even if the program is a full-time program.

4. Provide information for graduate faculty members on supervising students with disabilities; for example, a document posted on the SGS website and/or added to later editions of the supervisor's handbook.
5. Require graduate faculty members to be informed of the laws, policies, procedures, and practices of providing accommodations, including, for example, privacy law and specific provisions contained in copyright regulations.
6. Extend the normal funding eligibility period for graduate students whose disability impacts their academic progress, such that they will need more time to complete their degree. This funding eligibility extension gives students the option of distributing their funding package over a longer period of time. The task force also recommends that in some cases additional funding be provided, and that the cost of this accommodation be shared by the student's department, program, SGS, and Student Awards (normally an additional term at the Master's level and an additional year at the doctoral level).² The allocation of additional funding support should be made on a case-by-case basis, based on the principle of individualized and particular accommodations.
7. In cases where individualized accommodations require the purchase of equipment and/or services and where the student is unable personally to cover these costs, the DSO and if appropriate the department, program, and SGS will support the student in accessing available funds, including university and government bursaries, to help offset costs. Departments, programs, faculties, the SGS, and the university more broadly share the responsibility for identifying possible resources for individualized accommodation.
8. Given the recurrence of issues around medical illness and medical leaves that the task force encountered in its investigations, we recommend that SGS establish a task force to inquire more generally into policies around leaves.

Appendix 1 Procedures

Step 1. Graduate students seeking accommodation for reasons of a disability should contact the DSO in confidence at the earliest moment. Students seeking accommodation are required to provide appropriate documentation of a permanent

² A student applying for an extension of funding eligibility will need to provide documentation from a qualified health care practitioner that contains a clear link between the student's disability, his or her functional limitations, and the need for extra time to complete their program.

disability from a qualified health care practitioner indicating the nature of the disability and specifying relevant functional limitations. Recommended accommodations are also helpful. In the case of a short-term disability, students are encouraged to contact the graduate supervisor or the graduate coordinator. Depending on the nature of the short-term disability, students and/or the graduate department or program may seek the input and advice of the DSO.

Once the DSO has received and reviewed a student's documentation, an advisor will meet with the student to discuss the nature of the disability and the impact it will have on the student's graduate activities, and to design an appropriate accommodation plan. The DSO may consult with the graduate coordinator in determining appropriate accommodations that preserve the essential requirements of the program.

Step 3. If the DSO determines that accommodations are necessary to enable the student to meet the essential requirements and degree level expectations of the program, the DSO in conjunction with the student and, in some cases, the graduate coordinator will develop an accommodation plan. The student is responsible for communicating with the relevant parties in the department or program with advice from the DSO. If additional and significant accommodations are required, the DSO may recommend that the student consult with the graduate coordinator or supervisor, especially if accommodations have an impact on meeting program requirements.

Step 4. If the accommodation plan has an impact on time to completion of the degree or any other SGS regulations, timelines, or funding, the student and/or graduate coordinator will consult with the Associate Dean, SGS.

Step 5. The student is expected to meet with the DSO each academic year, or in the event of changes to the required accommodation, to review the accommodation.

Appendix 2 Roles and Responsibilities

Student

- Notify the University about the disability and need for accommodation. The student does so by contacting the DSO about the need for accommodation as early as possible and by providing appropriate documentation in confidence as required by the University that verifies the presence of a permanent disability and indicates the student's functional limitation in relation to the activities as a graduate student. Incoming students are advised to contact the DSO as early as possible at the start of the program, preferably in advance of arrival at Queen's.

- Actively engage with DSO staff, graduate supervisors, graduate coordinators, and others as necessary to develop and implement an appropriate accommodation plan. Be willing to provide sufficient detail, in confidence to the Disability Services Advisor, about the disability and the impact it is expected to have on all the student's activities as a graduate student, including academic and research-related activities.
- With support from the DSO, the student may confer if necessary with the graduate coordinator or supervisor about accommodation. The student retains the right to disclose or not to disclose disability-related information to the academic unit.
- Renew his or her accommodations with the DSO on an annual basis or in the event of changes in the required accommodation.

Disability Services Office

- Receive and protect the privacy and confidentiality of documentation submitted by graduate students in support of their disclosure as students with disabilities.
- Assess the accommodation needs of each graduate student with a disability in an individualized fashion that is based on a face-to-face meeting with the Disability Services Advisor and on the supporting documentation.
- Suggest accommodations that are appropriate for the student's disability, that achieve the student's equitable participation, and that respect the essential requirements of the graduate program.
- When necessary, solicit input from graduate faculty members in the design of accommodation plans that are consistent with essential academic requirements.
- Advise graduate students with disabilities, graduate faculty members and staff, and members of the SGS of their role and responsibilities in the accommodation process.

Graduate Coordinators/Department Heads/ Program Directors, Graduate Supervisors

- Be sufficiently informed about their obligations in supporting the accommodation process as contained in the University's policies and procedures, the Ontario Human Rights Code, and Ontario's accessibility legislation and privacy legislation.
- Be sufficiently informed about services available at Queen's for supporting students with disabilities, and take steps to refer students accordingly when the need arises.

- Respond to requests by graduate students for accommodations in a timely manner and from a premise of good faith, and to help define the essential academic requirements that need to be considered when designing the accommodation plan.
- Meet regularly with graduate students with disabilities for clear discussions on progress. Provide opportunities for students to discuss accommodation needs on a regular basis.
- When required, actively engage the accommodation planning process by considering a range of possible approaches and suggesting reasonable solutions.

School of Graduate Studies

- Seek to support the individualized accommodation plans developed between the student, the DSO, and the department or program.
- In cases where an accommodation plan has an impact on times to completion, SGS regulations, deadlines or funding, the student and/or department or program consults with the Associate Dean/Dean of SGS to design an individualized accommodation plan.
- In cases of disputes between a student and supervisor or department or program about an accommodation plan, the Associate Dean, SGS will assist in mediating communication and finding a solution.
- Communicate with incoming graduate students about facilities for students with disabilities.

The University

- The ultimate duty to accommodate graduate students with disabilities up to the point of hardship lies with the University. This includes the duty to define appropriate policies and procedures to foster and to fund appropriate accommodations.

Submitted November, 2011 by:

- A. Kobayashi (Faculty of Arts and Science) and S. den Otter (Arts and Science, SGS)
- B. Bennett (Faculty of Health Sciences)
- I. Moore (Faculty of Applied Science)
- J. Parsons (Disability Services Office)
- A. Kassam (Society for Graduate and Professional Students)

2a) Positive Space Steering Committee Open Letter to Save the Grey House

We, the Positive Space Program steering committee, wish to express our concern with the possible relocation from the Grey House of the Ontario Public Interest Research Group Kingston (OPIRG), the Levana Gender Advocacy Centre, the Education on Queer Issues Project (EQUIP), Queen's Pride Project, Queen's Helping Hands Association, and Queen's Students for Literacy. Amid the discussions regarding these groups, various AMS spokespeople have invoked the idea that safe(r) spaces should exist all over this campus and not be centralized in a single building.

As the steering committee for the Positive Space Program at Queen's University, we are obviously concerned with seeing safer spaces spread throughout this campus. Our information sessions and sticker system exist to create an overall safer space for all individuals across the huge diversity of sexual and gender identifications. That this program is still necessary, however, indicates that Queen's is not yet inherently a space in which all individuals feel safe and welcome.

The Grey House is invaluable, as it is the single largest and most centralized safer space on this campus, entirely thanks to the work of the organizations who call it home and who have done so for decades.

We caution the Space Allocation Committee in their strict adherence to policies that themselves may not be in the best interest of students. The way in which the Space Allocation Committee is currently deploying AMS policy relating to clubs is attempting to override the historically established "unique philosophy" of the Grey House for no apparent reason beyond exercising policy for its own sake and physically separating groups whose work on this campus, combined with their central and collective location, is the single most important contributing factor to making Queen's a safer space for everyone.

The Positive Space steering committee urges the Space Allocation Committee, along with the entire AMS Extended Council, Assembly, and student membership, to take action that truly reflects your stated commitments to creating and maintaining safer spaces on this campus. We urge you to allow the Grey House and its tenant organizations to continue their work to this end, and to support them in ways that are rooted not in policy and procedure, but in an understanding of how important their work is to students, faculty, staff, and community members, and of how their achievements are intimately connected with their home in the Grey House.

Sincerely, The Positive Space Program Steering Committee

For the Committee: Elizabeth Amirault, Aliya Kassam, Kalanthe Khaiat, Dr. Robert May, and Jean Pfleiderer.

2(b) ThinQ

This workshop is created specifically to educate and raise awareness about queer issues and identities, specific to residences. The emphasis is to educate first year students on these issues and simply to get them to 'thinQ' about them. It is hoped that by educating floors that instances of ignorance and discrimination rooted in homophobia, biphobia and transphobia will decrease. By creating awareness, increasing visibility and promoting self education this workshop will encourage people to talk about these issues and speak out against instances of discrimination based in sexual and gender identity. Furthermore, the sticker we will offer students will increase visibility of the program and sexual and gender diversity.

2(c) OPIRG Positive Space Award: 2011 Call for Nominations

The OPIRG Positive Space Award is presented to a full-time Queen's University undergraduate or graduate student who has demonstrated leadership in the Queen's and/or Kingston community in promoting the recognition and celebration of sexual and gender diversity. Who do you think deserves some special recognition?

The nomination process highlights numerous individuals who make a contribution to the campus climate. While often entertaining and always rewarding, community work to promote the recognition and celebration of sexual and gender diversity takes time and energy; in the face of ongoing social resistance, it can also be difficult and sometimes dangerous. The purpose of this award is to recognize and applaud the commitment made by so many Queen's students.

Any member of the Queen's community may nominate a student for this award. To nominate someone, send an e-mail with the Subject "Nomination" to posspace@queensu.ca including the following information:

- Your name, program/department, and contact information (phone number/e-mail address)
- Your nominee's name, program, and contact information, and whether your nominee is a graduate or undergraduate student.
- The name, program/department, and contact information of at least one other person willing to serve as a reference on behalf of your nominee.
- A description of why you think your nominee should receive the OPIRG Positive Space Award, including some of the LGBTQ activities in which this person engages and how the person has shown leadership in promoting the recognition and celebration of sexual and gender diversity.

Deadline to nominate is Friday, February 18, 2011.

The recipient of the third annual OPIRG Positive Space Award will be announced during Queen's Pride Week in March.

Questions and comments may be e-mailed to posspace@queensu.ca

Jean Pfleiderer, For Positive Space Committee
Human Rights Advisor/Sexual and Gender Diversity Coordinator
Human Rights Office
Mac-Corry A315
613.533.6000 x75847

3) **Accent Discrimination Campaign Goals**

Research Initiative strategy outline:

1. Academic, legal and archival research by Committee members on accent discrimination
2. Development of resource website on accent discrimination - www.sgps.ca/accent
3. Collaboration with local stakeholders such as Queen's University International Centre to raise awareness of issues
4. Part 1 – Collection of anecdotal evidence from Queen's community via website on accent discrimination experiences which is to be added to website with anonymity.
5. Part 2 - Focus group with individuals who identify as having faced 'real' or 'perceived' accent discrimination.

Research Initiative strategy:

Stage 1- Reapply for GREB funding (pending approval)

Stage 2 - Development of resource website on accent discrimination - www.sgps.ca/accent

Upon approval of the research initiative by the GREB committee, a resource website on accent discrimination will be produced using SGPS servers. The website address will tentatively be: www.sgps.ca/accent. The website will serve a dual purpose. First, it will serve as the medium through which members of the SGPS committee can communicate ideas and research findings relating to accent discrimination campaigns. The research will also be made publicly accessible on the website in electronic format. Any anecdotal evidence to be displayed in the future will be edited for confidentiality and anonymity purposes. It will also serve as the conduit through which the solicitation of anecdotal experiences of accent discrimination by members of Queen's community can be facilitated along with alerting those interested with the information regarding future focus group sessions.

Stage 3 - Collaboration with local stakeholders such as Queen's University International Centre to raise awareness of issues

Between the organization of the website and the collection of anecdotal evidence, the members of the SGPS Committee will solicit collaborations with Queen's-affiliated organizations that would have a stake in issues related to discrimination on the basis of accent or communication barriers between those with differently accented Englishes. These collaborations will also be used to raise awareness about the project on campus as well as seek out links with other potential similar projects at other universities. At this point it is contended that the campaign can potentially be launched out of the Human Rights Office and tentatively begin in September. A potential slogan for the awareness campaign has been identified in: "I speak, I listen in global Englishes". The idea has been put forward for this stage to commence in early September to coincide with orientation and that the overall initiative should be tied into the goals of the university to bring in more international graduate students.

Stage 4 - Collection of anecdotal evidence via website

This section of the project begins the data gathering from members of Queen's community and looks to draw on the anonymous experiences of those that have dealt with accent discrimination issues. The website will elicit instances where a member of Queen's staff, student or faculty body had difficulty being understood and/or felt that they were facing discrimination on the basis of accent. The experiences submitted will inform the recommendations eventually put forward as well as provide a pool to form the mailing list for the focus group session. Individuals will be made aware that we will protect their confidentiality and anonymity (no descriptors such as name, gender or departments) with a digital letter of information that must be read before posting experiences.

Stage 5 - Focus group with individuals who identify as having faced 'real' or 'perceived' accent discrimination.

It is anticipated that data gained from the anecdotal evidence will inform the structure and types of questions in the focus group. As of this point, the plan is to have two focus group with individuals that identify as having faced 'real' or 'perceived' accent discrimination. It is estimated each session would last for no more than 2 hours. Tentative questions include:

- 1) Have you ever felt that you were the target of discrimination in a teaching or learning context due to a 'differently accented English'? If so, how did you experience this real or perceived discrimination?
- 2) How has your experience speaking what is considered an accented English here affected your academic performance at Queen's (teaching or learning)?

3) What are some strategies you have successfully used to help break down communication barriers? What strategies did not work? Why?

4) What, if any, resources at Queen's did you utilize to assist in this communication barriers? How did they (or did they not) function?

Individuals participating in the focus group will be required to read a letter of information describing the program and assuring them of confidentiality and anonymity along with signing a consent form. The end goal of the research initiative is to execute a credible research process on the extent of accent discrimination on Queen's campus and produce actionable recommendations to better the situation going forward.