

# BYLAWS AND POLICIES

of the

SOCIETY OF GRADUATE AND PROFESSIONAL STUDENTS

Queen's University

Kingston, Ontario, Canada

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**Part I**  
**Bylaws**

## B.1 Name of the Society

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. where believed desirable, 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 Theological College, 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, Commissioners, the Graduate Student Senator, the SGPS Trustee, the Speaker of Council and the Chief Returning Officer.
- l. The term “Vice President” will be abbreviated as “VP”.

## B.4 Membership

### B.4.1 Ordinary Members

Ordinary members of the SGPS include:

- a. On-campus students and off-campus students that pay the SGPS membership fee.

On-campus 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 ordinary members of the SGPS shall pay all of its mandatory fees unless reduced rates have been outlined in the Bylaws and Policies.

### 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 both the SGPS mandatory fee and either of the health and dental plan fees.

## 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 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 elected members of the Executive;
- j. The Graduate Senator, the Theology Student Senator and the Law Student Senator;
- k. The SGPS Trustee;
- l. The Education Coordinator;
- m. The Executive Director, who shall not vote;
- n. The Commissioners, who shall not vote; and
- o. The Speaker (or Deputy Speaker in the absence of the Speaker), who shall not vote except in the case of a tie.

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 Senator or SGPS 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.

### **B.6.1 Role of the Executive**

The role of the Executive is to:

- a. Act as the Directors of the SGPS;
  - (1) In keeping with the Ontario Corporations Act, the officers of the corporation shall be as follows:
    - i. SGPS President – President;
    - ii. SGPS VP Graduate – Vice-President; and
    - iii. SGPS VP Finance and Services – Secretary.
- b. recognize and respond to the concerns of and take direction from Council and membership;
- c. promote the interests of the SGPS and its members;
- d. represent the SGPS and its members in dealing with external organizations, groups, and individuals;
- e. act as the steering committee of Council for a term of office from April 1 to March 31;
- f. uphold the Bylaws and Policies of the SGPS;
- g. propose policy and present it to Council for consideration;
- h. report to each meeting of Council, and act in accordance with any decisions of that body;
- i. meet at least twice in every calendar month at the call of the President or appointed Executive member;
- j. act as signing officers for the SGPS' accounts in accordance with [P.1.1.3.](#) and generally oversee the finances of the SGPS;
- k. train the successors to their positions with the assistance of the Executive Director; and
- l. retain discretion to refer representation of SGPS members to the Student Advisor Programme.

### **B.6.2 Responsibilities of the Executive**

#### **B.6.2.1 Responsibilities of the President**

- a. The President, official spokesperson of the SGPS, is responsible for:
  - (1) acting as the official representative and spokesperson for the SGPS;
  - (2) supporting the Executive in the performance of their duties and responsibilities;
  - (3) proposing the direction of policy and other goals for the SGPS to Council;
  - (4) reporting on the actions of the Executive and Officers of the SGPS at each Council and General Meeting;

- (5) ensuring that all important decisions made at Executive meetings are reported at each meeting of Council;
  - (6) calling the Annual General Meeting in March.
- b. The President shall be a voting member of the Finance and Services Standing Committee and act as an ex-officio, non-voting member of all other SGPS committees;
  - c. The President (or President's representative) shall serve ex-officio on the following bodies:
    - (1) Council of the School of Graduate Studies;
    - (2) Graduate Studies Executive Committee;
    - (3) Advisory Committees for the Hiring of Vice Principals and Deans of the University;
    - (4) Board of Trustees of Queen's University (Observer Status);
    - (5) Senate of Queen's University;
    - (6) Senate Committee on Non-Academic Discipline;
    - (7) Senate Committee on Honorary Degrees;
    - (8) Senate Residence Committee;
    - (9) Campus Planning and Development Committee;
    - (10) John Deutsch University Centre Executive Committee (or equivalent);
    - (11) John Deutsch University Centre Council (or equivalent); and
    - (12) Alma Mater Society Assembly (Honorary).
  - d. The President shall have the authority to call a meeting of any SGPS body provided forty-eight (48) hours notice are given to all members of that body, in accordance with [B.15.2](#).
  - e. If the President's office is vacant it should first be filled by appointing a current member of the Executive. If that option is unavailable the regular procedures for a vacated office shall be followed.

### **B.6.2.2 Responsibilities of the Vice President Graduate**

The VP Graduate is responsible for:

- a. representing the SGPS in matters specific to graduate students;
- b. ensuring that the SGPS as a whole is represented in university affairs at Queen's by making representations to people and organisations internal to the University; and;
- c. assisting members who require an impartial and supportive person to help them resolve matters of both an academic and non-academic nature, and, wherever possible, working in conjunction with any appropriate external resource.

The VP Graduate shall also:

- a. perform any function of the President, in accordance with [B.6.2.1](#);
- b. chair the Education Standing Committee, and be responsible for its proper and complete functioning;
- c. chair the Graduate Student Standing Committee, and be responsible for its proper and complete functioning;
- d. chair the Coordinating Committee of the Student Advisors and act as direct supervisor of the Student Advisors;

- e. be responsible for appointments to all University Committees, in accordance with [B.16.1](#);
- f. be responsible for the maintenance of an up-to-date list of all SGPS positions and representatives on University Committees, in cooperation with the Committee Coordinator, in accordance with [B.16.1](#); and
- g. be a member of the Council of the School of Graduate Studies.

### **B.6.2.3 Responsibilities of the Vice President Professional**

The VP Professional is responsible for:

- a. representing the SGPS in matters specific to professional students;
- b. ensuring that the SGPS as a whole is represented in university affairs at Queen's by making representations to people and organizations internal to the University; and;
- c. assisting members who require an impartial and supportive person to help them resolve matters of both an academic and non-academic nature, and, wherever possible, working in conjunction with any appropriate external resource.
- d. hiring, dismissing, supervising, and evaluating SGPS employee(s) jointly with the Executive Director; and

The VP Professional shall also:

- a. perform any function of the President, in accordance with [B.6.2.1](#);
- b. perform any function of the Speaker, in accordance with [P.3.1.1](#);
- c. chair the Professional Students Standing Committee, and be responsible for its proper and complete functioning;
- d. be responsible for appointments to all University Committees, in accordance with Bylaw [B.16.1](#);
- e. be responsible for the maintenance of an up-to-date list of all SGPS positions and representatives on University Committees, in cooperation with the Committee Coordinator, in accordance with [B.16.1](#);
- f. be responsible jointly with the Executive Director for overseeing the hiring, according to [B.12.2](#) and [B.12.3](#), and supervision of the Appointees of Council and any other hired positions (excluding Front Desk Staff);

### **B.6.2.4 Vice President Campaigns and Community Affairs**

The VP Campaigns and Community Affairs is responsible for:

- a. representing and communicating the interests of the members of the SGPS at meetings of the external student associations of which the SGPS is a member; and
- b. generally promoting the interests of SGPS members by making representations to people and organizations external to the University.

The VP Campaigns and Community Affairs shall also:

- a. perform any function of the President, in accordance with [B.6.2.1](#);

- b. chair the Campaigns and Community Affairs Standing Committee, and be responsible for its proper and complete functioning;
- c. be a member of the Council of the School of Graduate Studies.
- d. act as the liaison between the “Free Queen’s” program and the SGPS

#### **B.6.2.5 Vice President Finance and Services**

The VP Finance and Services is responsible for:

- a. administrating the SGPS’ finances and accounts along with the Executive Director;
- b. supervising all of the SGPS’ financial transactions
- c. setting the SGPS’ annual budget;
- d. presenting the annual SGPS budget to Council at or before the September council meeting;
- e. presenting to Council in August, a balance sheet and income statement in accordance with [P.1.1](#);
- f. presenting a balance sheet and income statement from September 1 at the Annual General Meeting;
- g. arranging for an independent audit of the SGPS’ financial books in accordance with [P.1.1](#);
- h. coordinating and planning the services of the SGPS; and
- i. administrating the SGPS health and dental plan along with the Executive Director.

The VP Finance and Services shall also:

- a. perform any function of the President, in accordance with [B.6.2.1](#);
- b. supervise all financial transactions of the SGPS
- c. be authorized to approve any non budgeted expenditure of five hundred (\$500) dollars or less, and report such expenditures to the SGPS Council, in accordance with [P.1.1](#);
- d. present to the Finance and Services Standing Committee for review of the detailed income/expense statement of the SGPS quarterly;
- e. chair the Finance and Services Standing Committee in accordance with [P.6.2.1](#); and
- f. be a member of the Council of the School of Graduate Studies.

## **B.7 The Executive Director**

- a. The SGPS shall employ an Executive Director (ED).
- b. This shall be a full-time position.
- c. The SGPS shall have a contract with the ED.

The ED:

- a. facilitates the overall functioning of the SGPS;
- b. is the administrator of the health and dental plan;
- c. works with the VP Professional to oversee issues related to human resources;
- d. is responsible for the financial bookkeeping of the SGPS; and
- e. is the direct supervisor of the Front Desk Staff.

## **B.8 Graduate Student Senator and SGPS Trustee**

### **B.8.1 SGPS Trustee**

- a. The SGPS Trustee is responsible for:
  - (1) attending all meetings of the University Board of Trustees;
  - (2) reporting to Council after each meeting;
  - (3) dialogue with Council about issues on the University Board of Trustees' agenda; and
  - (4) making each meeting's date, agenda, and minutes available in the SGPS office and on the SGPS website when the information becomes available.
- b. The University Secretariat sets the term of office of the SGPS Trustee.

### **B.8.2 Graduate Student Senator**

- a. All students registered in the School of Graduate Studies are eligible to hold the position of Graduate Student Senator.
- b. The Graduate Student Senator is responsible for:
  - (1) attending all meetings of the University Senate;
  - (2) reporting to Council after each meeting;
  - (3) making each meeting's date, agenda, and minutes available in the SGPS office and on the SGPS website when the information becomes available;
  - (4) sitting on the Council of the School of Graduate Studies; and
  - (5) meeting with the Senators of Law, Theology and Education, as well as the SGPS President, to discuss issues important to all SGPS students where necessary.
  - (6) attend meetings of the Senate Student Caucus.
  - (7) joining at least one Senate committee when a seat is available.
- c. The University Secretariat sets the term of office of the Graduate Student Senator.

## **B.9 Officers of Council and Appointees of Council**

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.

### **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. Officers of Council will fulfill their responsibilities as outlined in the SGPS Bylaws and in detail in the Policies.

### **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) Communications Commissioner;
  - (2) Social Commissioner;
  - (3) Equity Commissioner;
  - (4) Education Coordinator;
  - (5) Committee Coordinator;
- b. Appointees of Council report to Council but are supervised jointly by the VP Professional along with the Executive Director.
- c. Council may establish additional positions for specific purposes.
- d. Commissions may be created as needed. They will be headed by a Commissioner, who will be considered an Appointee of Council, and whose duties shall be outlined by Council.
- e. All Appointees of Council must be ordinary members of the SGPS.
- f. All Appointees of Council will fulfill their responsibilities as outlined in the SGPS Bylaws and Policies.

## **B.10 Elections and Referenda**

### **B.10.1 Elections and Referenda in General**

- a. SGPS elections and referenda shall be subject to this Bylaw and such rules and procedures as may be set in the policies. The policies may set penalties for the breach of the Bylaws, rules and procedures. Penalties may include fines or removal as a candidate or referendum question. Any person against whom a penalty is imposed may appeal to Council at the meeting following imposition of the penalty.
- b. The Chief Returning Officer shall recommend a date for SGPS elections and referenda to Council not less than one month in advance of the first voting day. Once it receives such a recommendation, Council shall set the date of the election.
- c. Any changes to policies under this Bylaw do not come into effect until after any election or referendum for which the date had already been set when the change in policy was adopted.
- d. Any ordinary member of the SGPS who believes that the Chief Returning Officer, a Deputy Returning Officer or a Poll Clerk may have a conflict of interest with respect to an election or referendum should make the objection known to the Speaker. The Speaker shall bring the

objection to the Rector who shall determine if a conflict of interest exists, subject to an appeal to Council.

- e. All SGPS elections and referenda shall allow for at least six (6) consecutive hours of voting on each of two (2) consecutive days of voting.
- f. The annual SGPS elections and referenda shall occur not later than March 7th.
- g. All SGPS election and referenda results shall be subject to ratification at the next Council meeting following the results.

### **B.10.2 Voting**

- a. Subject to the conditions of [B.10.2](#), all ordinary members of the SGPS are eligible to vote in all SGPS elections and referenda upon presentation of a valid Queen's University student card at a designated polling station.
- b. Only ordinary members of the SGPS who are students in the School of Graduate Studies are eligible to vote for the position of Graduate Student Senator.
- c. In any referendum designated by Council as applying only to a portion of the membership, only ordinary members of the SGPS in that portion of the membership are eligible to vote on that referendum question.
- d. When otherwise eligible to vote, the Chief Returning Officer shall only vote by placing a ballot in a sealed envelope not less than twelve (12) hours before voting begins on the first voting day. When there are more than two (2) candidates for any one position, the ballot shall rank all candidates in order of preference. The Chief Returning Officer's vote shall only be counted in the event of a tie.
- e. The counting of ballots in an election shall be conducted by the Chief Returning Officer, with the assistance of any Deputy Returning Officers. Each candidate and referendum committee may delegate one (1) scrutineer who shall be permitted to observe the counting of ballots.
- f. Subject to [B.10.1](#) and [B.10.3](#), the candidate receiving a plurality of votes cast shall be declared the winner.

### **B.10.3 Annual Elections for Executive, Graduate Student Senator and SGPS Trustee**

- a. Only ordinary members of the SGPS who are eighteen (18) or more years of age, who are not in undischarged bankruptcy and who have not already served on the Executive for more than three (3) years in the previous nine (9) years are eligible to be nominated as candidates for the Executive. Only ordinary members of the SGPS are eligible to be nominated as candidates for the position of SGPS Trustee. Only ordinary members of the SGPS who are students in the School of Graduate Studies are eligible to be nominated as candidates for the position of Graduate Student Senator.
- b. The call for nominations shall be issued and distributed by the Chief Returning Officer no later than the twenty-first (21st) day before the first voting day.
- c. Nominations for Executive, Senator or Trustee shall be in the form indicated in [P.7.1.2](#), and shall be received by the Chief Returning Officer no later than 4:00 pm on the fourteenth (14th) day before the first voting day.

- d. If less than two valid nominations for any positions are received by the Chief Returning Officer by the close of nominations, the nomination period shall be extended and nominations shall be accepted until no later than the seventh (7th) day before the first voting day for only those positions.
- e. If only one valid nomination for any positions are received by the Chief Returning Officer by the close of nominations after an extension, subject to [B.10.3](#), the candidates' names for those positions 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?"
- f. By-elections to fill vacancies will be subject to [B.10.3](#), subject to the exceptions indicated in [B.11](#).

#### **B.10.4 Referenda**

- a. The SGPS may conduct referenda on any matter within the jurisdiction of the SGPS. Valid results of referenda shall be binding on the SGPS and actively enforced by the Executive.
- b. Referenda shall be conducted in accordance with the policies and procedures outlined in the Policy Manual of the SGPS at Queen's University.

### **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 a current member of the Executive. If that option is unavailable the regular procedures for a vacated office shall be followed.
- e. Until an election is held for a vacated office, the duties of:
  - (1) any 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 SGPS Trustee shall remain vacant; and
- (7) the Appointees of Council shall be assumed by the Executive.

## **B.12 Selection of the Officers of Council, Appointees of Council and Staff Members**

### **B.12.1 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.12.2 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.12.3 Hiring, Discipline and Termination of Staff Members**

- a. The SGPS, the employer, shall act in accordance with the Ontario Employment Standards Act.
- b. Problems with performance are to be addressed by the Executive Director and/or an Executive member as soon as reasonably possible. Initial conversations may be informal.

- c. If Problems persist, a formal meeting shall take place between the staff member and the Executive Director as well as an Executive member. This meeting 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 formal meeting after at least two weeks, the Executive may decide to terminate 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.13 Resignation or Impeachment of Officers of the SGPS**

### **B.13.1 Resigning from the SGPS**

- a. Resignations for Executive positions, SGPS Trustee and Senator must be made to Council.
- b. Any Executive member, Officer of Council or Appointee of Council shall resign their position upon termination of their Graduate or Professional student status should it not be concurrent with the termination of their term of office.

### **B.13.2 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 [B.10](#) or [B.13.3](#), 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.15.2](#).
- 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.13.3 Removal of an Executive Member, Officer of the SGPS or Appointee of Council**

Executive Members, Officers of the SGPS and Appointees 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, the motion shall require a 2/3 majority of votes cast in favour in order to carry.
  - (5) In the instance of the Graduate Student Senator, the motion shall require a 2/3 majority of graduate member votes of council cast in favour in order to carry.
  - (6) In the instance of Appointees of Council, the motion shall require a simple majority of votes cast to carry.
  - (7) 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.1.2](#). Upon receipt of a Council motion for a referendum or a petition signed by the membership as outlined in [P.1.2](#), 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?"

Where the Executive seeks to remove an appointee of Council, the Appointee will be given formal notice of the reasons for seeking removal and a period of two weeks to correct the situation prior to seeking a non–confidence motion.

#### **B.13.4 Requesting the Resignation of the Graduate Student Senator or SGPS Trustee**

While the SGPS does not have the ability to remove or impeach a Graduate Student Senator or SGPS Board of Trustees Representative, 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.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.14 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 an Annual 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.15 Meetings of Council

### B.15.1 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 SGPS members and the public. Council members have speaking rights. 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.15.2 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 48 hours 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 an Annual General Meeting each year in March. 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.15.3 Contesting Decisions Made at an Annual General Meeting or 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.16 Committees**

### **B.16.1 Appointment of Representatives to University Committees/ Governing Bodies (excluding the Board of Trustees and Senate)**

- a. The VPs Graduate and Professional, in conjunction with the Committee Coordinator, shall call for and receive nominations to these positions following the election of the Executive.
- b. Representatives on University Committees shall be ordinary members of the SGPS.
- c. Subject to ratification by Council, the VPs Graduate and Professional shall, in consultation with the President, appoint representatives to University committees.
- d. The VPs Graduate and Professional, in co-operation with the Committee Coordinator, shall be responsible for the maintenance of an up-to-date list of SGPS representatives on University committees.
- e. Appointments to University committees shall extend as appropriate.
- f. On the instruction of the VPs Graduate and Professional, SGPS representatives on University committees shall report to:
  - (1) Council; and at
  - (2) The Annual General Meeting.

## B.16.2 Graduate Council of the School of Graduate Studies

- a. The SGPS shall have 11 representatives on the Graduate Council of the School of Graduate Studies, one for each Executive member, one for the Graduate Senator, and one from each of the following Divisions:
  - (1) Division 1: Life Sciences
  - (2) Division 2: Humanities
  - (3) Division 3: Engineering and Applied Sciences
  - (4) Division 4: Mathematics and Physical Sciences
  - (5) Division 5: Social Sciences
- b. Nominations to these positions shall be made in conformity with [B.16.1](#).
- c. A list of these divisional representatives shall be maintained in accordance with Bylaw [B.16.1](#).

## B.17 The Judicial Board

Detailed descriptions of protocols pertaining to the Judicial Board can be found in [P.8.1](#).

### B.17.1 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.17.2 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 as independent as possible of all other functionaries of the SGPS. Accordingly, disciplinary decisions of the SGPS Judicial Board shall not be reversed by any body or Officer of the SGPS.

### **B.17.3 Membership**

- a. Seven members of Council will serve as the SGPS Judicial Committee. A Judicial Board will be struck for individual cases from members of the Judicial Committee, and is a sub- group of the Judicial Committee formed to address a specific complaint. A separate Judicial Board will be struck for each complaint received, and will consist of three members; a Chair and two Associates. One member of the Judicial Committee will serve as the Complaints Officer. The Complaints Officer does not participate in the deliberation of any Judicial Board.
- b. All members of the Judicial Committee will receive conflict resolution training at the beginning of their terms.

### **B.17.4 Procedure**

- a. A proceeding before the Judicial Board may be initiated by submission to the Complaints Officer of the SGPS Judicial Committee of a Notice of Intention of Proceedings.
- b. Notice of Intention of Proceedings shall include:
  - (1) the name(s) of the person(s) making the complaint; and
  - (2) a reference to the relevant section of the Queen’s University Student Code of Conduct under which the alleged violation falls; and
  - (3) the name(s) of the person(s) who allegedly committed the violation; and
  - (4) the time and date upon which the alleged violation was committed; and
  - (5) a brief description of the circumstances surrounding the alleged violation.
- c. A Notice of Intention of Proceedings, or equivalent written notice, must be filed within 30 days of the alleged violation.
- d. If the Notice of Intention of Proceedings is determined to be in good order, the Judicial Board shall transmit in written format the information in the Notice of Intention of Proceedings to the defendant(s) within 15 days of its filing. This transmission will include the date of the hearing.
- e. A hearing into the complaint must be held within 30 days of receipt of the complaint against an SGPS member.
- f. All three members of the Board shall judge any particular case, with majority opinion deciding the question. A written ruling will be issued as soon as possible after the case is heard. If the decision is not unanimous, a written dissenting opinion may be included in the ruling, but its existence is not to be considered grounds for appeal.
- g. In the case of the Judicial Board being called to hear a candidate’s appeal during an SGPS election, the hearing must be held within one week of the candidate giving notice of her or his intent to appeal the decision. In such cases, the Judicial Board is bound also by the Bylaws

and Policies governing elections and referenda. This applies also to the sanctions that may be imposed on a candidate.

### **B.17.5 Sanctions (Non–Academic Discipline)**

- a. The imposition of community service is the most favourable sanction since restorative justice, restitution and conflict resolution are the goal of the SGPS Judicial Board. However, In addition to publicizing the results of the hearing to members of the SGPS, the Judicial Board may impose any single sanction or combination of sanctions from the following list:
  - (1) community service;
  - (2) public censure;
  - (3) disciplinary probation for a period of up to twelve months;
  - (4) restitution for damages;
  - (5) imposition of a fine of up to \$1000.00 payable to a charity deemed appropriate and relevant to the offense, determined by the Judicial Board;
  - (6) suspension of privileges relevant to the offense;
  - (7) recommendation to the Senate for suspension or expulsion; and
  - (8) recommendation of removal from elected or appointed office within the SGPS.
- b. Due to the authority delegated to the SGPS by the University Senate, decisions of the Judicial Board are binding, and may only be appealed to the Senate Grievance Board. No person or body associated with the SGPS has the authority to override decisions made by the Judicial Board.

### **B.17.6 Civil Liability**

Upon compliance with a monetary penalty, the complainant forfeits the right to pursue further civil litigation.

## **B.18 SGPS Affiliations**

### **B.18.1 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.18.2 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.19 Joining or Seceding From The SGPS**

### **B.19.1 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 should take place before the issue of joining goes to referendum.
- c. Prior to the next Annual General Meeting of the SGPS, the Constituent Body shall hold a referendum to seek membership in the SGPS. This referendum should 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.19.2 Seceding from the SGPS**

Constituent Bodies should 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 should 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.

# Part II

## Policies

## **P.1 Financial**

Information about stipends and honoraria can be found in [P.2.5](#)

### **P.1.1 Financial Policy**

#### **P.1.1.1 General**

- a. The financial year of the SGPS shall be from September 1 to August 31.
- b. All income shall be deposited in the SGPS accounts, and all expenses paid from the same.
- c. The VP Finance and Services of the SGPS shall be directly responsible for the administration of all SGPS accounts and shall keep adequate records of all transactions.
- d. The annual SGPS budget, including guidelines, shall require two readings by Council.
- e. All loans and pay advances to staff members are strictly forbidden.

#### **P.1.1.2 Financial Records**

- a. All expenditures from SGPS accounts shall be documented by appropriate receipts, invoices, cheque stubs, or other satisfactory evidence.
- b. The VP Finance and Services shall present to Council a balance sheet and income statement outlining SGPS transactions from September 1 to the present date.
- c. The VP Finance and Services shall present to Council in August a balance sheet and income statement outlining SGPS transactions for the last fiscal year.
- d. At the Annual General Meeting the VP Finance and Services shall present a balance sheet and an income statement from September 1 to the present.

#### **P.1.1.3 Cheque Signing**

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

#### **P.1.1.4 Audits**

- a. The books and business transactions of the SGPS must be audited each year by a Chartered Accountant and the results of the audit reported to Council.
- b. Any ordinary member may demand to examine the books and business transactions of the SGPS. This examination must be done in the presence of the VP Finance and Services. If desired, this examination may take the form of an independent audit by a Chartered Accountant, with the costs of the audit to be paid by the ordinary member who requests it.

#### **P.1.1.5 Fee Changes**

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

#### **P.1.1.6 Accounts**

- a. There shall be a general account that shall be used to carry out the normal business of the SGPS.
- b. There shall be one or more savings accounts that shall be used for the purpose of improving the capital assets of the SGPS, to be created at the discretion of the VP Finance and Services.
- c. The Finance and Services Standing Committee may decide to make use of a term deposit at a financial institution.

#### **P.1.1.7 Expenditures**

- a. All budgeted expenditures shall be made in accordance with the budget guidelines as approved by Council.
- b. All expenditures not included in the Annual SGPS Budget shall be made in accordance with this Policy.
- c. The SGPS shall be responsible for the payment of the John Deutsch University Centre (JDUC) fee on behalf of all SGPS members.

#### **P.1.1.8 Budget Allocation Changes**

- a. The Finance and Services Standing Committee, in agreement with the Executive, can approve any changes to budget allocations up to \$500.00. These changes must be reported at the next Council meeting.
- b. Changes of amounts exceeding \$500.00 must be approved by Council and require only one reading.
- c. Changes of amounts exceeding \$1000.00 must be approved by Council and require two readings.

### **P.1.2 Student Fees And Referenda**

#### **P.1.2.1 Definitions**

- a. “Opt-out period”: The times at which students may elect not to pay an optional fee. The time periods are found in the Queen’s Guide to Registration and Fees (the “Blue Book”).
- b. “Indexing for inflation”: This is the value of the Consumer Price Index over a period chosen by the office of the Dean of Student Affairs. Where fees assessed by other groups are indexed to other price indices (e.g. cost of living index, public transportation price index), our fees shall follow these indices as well, provided the index to be used is stated explicitly in their referendum question.

#### **P.1.2.2 Classification of Student Fees**

- a. A Class “A” Optional Fee shall be:
  - (1) used to provide funding to
    - i. University facilities,
    - ii. charitable organizations; or

- iii. student groups,
  - (2) a fee which any student may elect not to pay during the opt-out period;
  - (3) assessed to all members of the SGPS who do not make an election;
  - (4) a fee for which the SGPS shall levy a 1.5% administrative charge on all fees collected. The remainder of the fee collected shall be remitted to the group responsible for the fee; and
  - (5) a fee that may be proposed by any entity of the University, any charitable organization, or any member of the SGPS.
- b. A Class “B” Optional Fee shall be:
- (1) a fee that bears all the characteristics of a class “A” optional fee described in a; and
  - (2) indexed for inflation.
- c. A Class “C” Optional Fee shall be:
- (1) typically, though not exclusively, used to provide group insurance to SGPS members;
  - (2) a fee for which restrictions are placed upon a members ability to elect not to pay the fee;
  - (3) a fee for which an SGPS member must provide proof of alternative coverage during the opt-out period in order to be able to elect not to pay the fee;
  - (4) assessed to all members of the SGPS who do not make an election;
  - (5) a fee for which the SGPS shall levy a 4% administrative charge on all monies collected. The remainder of the fee collected shall be remitted to the group responsible for the fee; and
  - (6) a fee that may only be proposed by the VP Finance and Services
- d. A Class “A” Mandatory Fee shall be:
- (1) used to provide funding to
    - i. University facilities,
    - ii. charitable organizations; or
    - iii. student groups
  - (2) assessed to all members of the SGPS;
  - (3) a fee for which the SGPS shall not levy any administrative fees;
  - (4) a fee that may be proposed by any entity of the University, any charitable organization, or any member of the SGPS.
- e. A Class “B” Mandatory Fee shall be:
- (1) a fee that bears all the characteristics of a class “A” mandatory fee described in d; and
  - (2) indexed for inflation.
- f. A Class “C” Mandatory Fee shall be:
- (1) assessed to all SGPS members;
  - (2) used to provide:
    - i. core funding to the SGPS;
    - ii. funds to meet any contractual obligations of the SGPS;
  - (3) a fee for which the SGPS shall not levy any administrative fees;

- (4) a fee which may be indexed for inflation; and
- (5) a fee that may only be proposed by the VP Finance and Services.

### **P.1.2.3 Establishment of Student Fees**

- a. To become established, all student fees must go to referendum and be approved by a simple majority vote in accordance with the guidelines set forth in [B.10](#) and [P.7](#).
- b. Referendum Questions and the Duties of the Chief Returning Officer:
  - (1) All questions to be asked of the membership through a referendum shall be approved by a simple majority vote of Council or through a petition that specifies the question (or questions) to be asked and bears the signatures of at least 10% of the ordinary members, in accordance with the guidelines set forth in [B.10](#) and [P.7](#).
  - (2) The Chief Returning Officer shall cause all questions approved by Council or submitted through the petition process (subject to the process outlined in [B.10](#) and [P.7](#)) to appear on the referendum ballot. The Chief Returning Officer shall not cause any proposed fee to appear on the referendum ballot unless it has prior approval from Council or 10% of the membership as indicated through a signed petition.
  - (3) The question that appears on the ballot shall be the same as the question that was approved by Council or as proposed on the petition, subject to [P.7](#).
  - (4) Where the objective of the group proposing the fee is not clear by its name, the Chief Returning Officer, at his or her discretion, may permit a description of the group proposing the fee to appear on the ballot.
- c. Approval of Referenda Questions by Council:
  - (1) In order to appear on a referendum ballot, all proposed student fees (not appearing as a result of a signed petition from at least 10% of the ordinary membership) must be approved for a referendum by a simple majority of Council.
  - (2) Council is encouraged to approve all fees for referendum, provided that:
    - i. The question for referendum is phrased affirmatively, the current value of the fee to be assessed is clear, and the question is not misleading;
    - ii. The question for referendum states whether the fee will be indexed for inflation or will not be indexed for inflation;
    - iii. An explanation accompanies the proposed question that outlines the objectives of the group proposing the fee;
    - iv. In the case of a fee proposed by a student group, that the group proposing the fee submits its Constitutional documents;
    - v. The group proposing the fee submit contact information for its executive and the mailing address of the group;
    - vi. The group proposing the fee provides a copy of its most recent financial statements and budget (if available) and a copy of its proposed budget. The budget should reveal sources and quantity of income and also sources and quantity of expenses; and
    - vii. The question was properly submitted to the Finance and Services Standing Committee in accordance with .

- (3) Questions (pertaining to student fees or otherwise) may also be placed on the ballot through a petition directed to the Chief Returning Officer signed by more than 10% of the ordinary members at any time up to two weeks before the referendum date (in accordance with P.7) Such questions shall not be subject to approval by Council.

d. Submission to the Finance and Services Standing Committee:

- (1) All proposed student fees shall be submitted to the Operations and Finance Standing Committee via the VP Finance and Services at least two weeks prior to the Council meeting at which the vote mentioned in c is to take place.
- (2) The information submitted to the Finance and Services Standing Committee shall be the same as the information that must be submitted to Council under c.
- (3) The Finance and Services Standing Committee may choose to support the fee, oppose the fee, or may make any other recommendation to Council that the committee feels may assist Council. The role of the Operations and Finance Standing Committee is purely an advisory one.

#### P.1.2.4 Renewal of Student Fees

a. Definition of “Renew”:

- (1) A class “A” optional fee is renewed when it is extended in accordance with b1 at the same value that it was last approved of in a referendum.
- (2) A class “B” optional fee is renewed when it is extended in accordance with b2 at its inflation indexed value in a referendum.
- (3) A class “A” or “B” mandatory fee is renewed when it is extended in accordance with b4 and b5 by the same value that it was last approved of in a referendum.

b. When Renewal Required:

- (1) Every class “A” optional fee must be renewed within three years of its establishment, previous renewal, or previous increase.
- (2) Every class “B” optional fee must be renewed within three years of its establishment, previous renewal, or previous increase.
- (3) Class “C” optional fees do not require any renewal.
- (4) Every class “A” mandatory fee must be renewed within three years of its establishment, previous renewal, or previous increase.
- (5) Every class “B” mandatory fee must be renewed within three years of its establishment, previous renewal, or previous increase.
- (6) Class “C” mandatory fees do not require any renewal.

c. Responsibility of Renewal:

The onus of initiating the renewal process is on the group receiving the student fee.

d. Process of Renewal:

- (1) Groups collecting student fees that are up for renewal may choose to have Council vote for approval of said fee in lieu of having their fee go to a referendum provided the fee has gone to referendum within the last 3 years.

- (2) All student fees going to referendum must be approved by a simple majority vote during a properly held referendum, in accordance with the guidelines set forth by the SGPS Bylaws.
- (3) The Chief Returning Officer shall cause all renewable fees to appear on the ballot in the same manner as described under [P.1.2.3](#).
- (4) In order to appear on a referendum ballot, all student fees for which renewal is sought must be approved by a simple majority of Council or submitted through the petition process (subject to the process outlined in the SGPS Bylaws). Council is encouraged to approve all renewable fees for referendum, provided that:
  - i. The question for referendum is phrased affirmatively, the current value of the fee to be assessed is clear, and the question is not misleading;
  - ii. The question for referendum states whether the fee will be indexed for inflation or will not be indexed for inflation;
  - iii. The question states the date when the fee was last included in a referendum;
  - iv. An explanation accompanies the proposed question which outlines the objectives of the group proposing the fee;
  - v. In the case of a fee proposed by a student group, that the group proposing the fee submits its Constitutional documents;
  - vi. The group collecting the fee submit contact information for its executive;
  - vii. The group collecting the fee provides a copy of its most recent financial statements and budget and a copy of its proposed budget. The budget should reveal sources and quantity of income and also sources and quantity of expenses; and
  - viii. Submission of documents to the Finance and Services Standing Committee is not required for renewal.
- e. Forced Renewal by Council:
 

Where, in the opinion of Council, the conduct of a group receiving class “A” or “B” optional fees or class “A” or “B” mandatory fees has deviated from the objectives stated when the fee was established or last renewed, Council may, by simple majority, force the fee to early referendum to be renewed. Where such a decision is made, Council may also direct the Chief Returning Officer to include mention of the fact that Council required the renewal on the ballot.

#### **P.1.2.5 Increasing Student Fees**

- a. Fee Increases and Renewal:
  - (1) Any fee can be increased through referendum at any time by the group responsible for the fee.
  - (2) For a class “A” optional fee, a class “A” mandatory fee or a class “B” mandatory fee, approval of a fee increase through a properly held referendum (i.e. in accordance with guidelines set forth in the SGPS Bylaws) also satisfies the fees renewal requirement.
  - (3) If an increase fails at referendum, the renewal requirement is not satisfied and a by-election will be held. The question to be presented will be in accordance with [P.7.1.4](#).
  - (4) Class “B” Optional fees are not considered to be increased so long as their value only

increases by inflation.

b. Minor Increases – Class “C” Fees:

- (1) Class “C” optional fees and class “C” mandatory fees can be increased by the VP Finance and Services by up to 10% per annum without the requirement for a referendum.
- (2) Any increase in a class “C” optional fee or a class “C” mandatory fee must be reported to Council at the first Council meeting following the meeting of the Board of Trustees where fees are approved for the Blue Book.

c. Referendum to be Held: Subject to [b](#), to increase any fee, the increase must be approved by a simple majority vote during a properly held referendum, in accordance with the guidelines set forth by the SGPS Bylaws.

d. Referendum Questions and the Duties of the Chief Returning Officer:

- (1) The Chief Returning Officer shall cause all questions approved by Council for referendum to appear on the referendum ballot.
- (2) The question that appears on the ballot shall be the same as the question that was approved by Council.
- (3) Where the objective of the group proposing the fee is not clear by its name, the Chief Returning Officer, in his or her discretion may permit a description of the group proposing the fee to appear on the ballot.

e. Approval of Referenda Questions by Council:

- (1) Subject to [b](#), all proposed increases to student fees must be approved for a referendum by a simple majority of Council or through a petition that specifies the question (or questions) to be asked and bears the signatures of at least 10% of the ordinary members, in accordance with the guidelines set forth by the SGPS Bylaws.

- (2) Council is encouraged to approve all proposed fee increases for referendum, provided that:

- i. The question for referendum is phrased affirmatively, the current value of the fee to be assessed is clear, the amount of the increase is mentioned, and the question is not misleading;
- ii. The question for referendum states whether the fee will be indexed for inflation or will not be indexed for inflation;
- iii. An explanation accompanies the proposed question which outlines the objectives of the group proposing the fee;
- iv. In the case of a fee increase proposed by a student group, that the group proposing the fee submits its Constitutional documents;
- v. The group proposing the fee increase submits contact information for its executive;
- vi. The group proposing the fee increase provides a copy of its most recent financial statements and budget and a copy of its proposed budget. The budget should reveal sources and quantity of income and also sources and quantity of expenses;
- vii. The group proposing the fee increase provides a justification as to why the increase is desirable; and
- viii. The question was properly submitted to the Finance and Services Standing Committee.

f. Submission to the Finance and Services Standing Committee:

- (1) All proposed student fee increases shall be submitted to the Finance and Services Standing Committee via the VP Finance and Services at least two weeks prior to the Council meeting at which the vote mentioned in e1 is to take place.
- (2) The information submitted to the Finance and Services Standing Committee shall be the same as the information that must be submitted to Council under e2.
- (3) The Finance and Services Standing Committee may choose to support the fee increase, oppose the fee increase, or may make any other recommendation to Council which the committee feels may assist Council. The role of the Finance and Services Standing Committee is a purely advisory one.

#### **P.1.2.6 Decreasing Student Fees**

- a. All decisions to decrease fees must be provided to the VP Finance and Services prior to the deadline established by the Registrar's Office for publishing the Guide to Registration and Fees (the "Blue Book").
- b. A decision to decrease a fee does not relieve the responsible group for seeing that the fee is renewed.
- c. A fee decrease is not considered a renewal.
- d. All class "A" and class "B" optional fees as well as class "A" and class "B" mandatory fees can be decreased by the responsible group giving notice to the VP Finance and Services.
- e. Class "C" optional and class "C" mandatory fees can be reduced by the VP Finance and Services.

#### **P.1.2.7 Cancellation of Student Fees**

- a. Where the VP Finance and Services has reason to suspect inappropriate use of student fee monies by a group collecting such fees (or if any group collecting fees ceases to exist), he or she may temporarily suspend remittance of such fees.
- b. Where remittance of fees is suspended, the VP Finance and Services shall, as soon as practicable, call a meeting of the Finance and Services Standing Committee and invite the suspended group to discuss the problem.
- c. At the conclusion of the meeting, the Finance and Services Standing Committee may decide to re-instate remittance of the fees or may decide to refer the matter to Council for final cancellation of the fee. The Committee shall make a report to Council on whatever course of action it chooses.
- d. If the Finance and Services Standing Committee recommends final cancellation of the fee, Council may cancel the fee by a two-thirds majority vote.

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

#### **P.1.3.1 Background**

The SGPS Health and Dental Plans are group insurance plans. Group insurance plans are much more affordable than 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 referenda that established the Plans and renewed them.

### **P.1.3.2 Principles of Enrolment**

- a. All members are to be enrolled in both the Health and the Dental Plans, including both full- and part-time students, unless:
  - (1) They have equivalent coverage elsewhere and can prove it, or
  - (2) They register for the first time at some point during the year at which it is impractical to ensure that they do enroll, in which case it is up to them to opt-in;
- b. If a new member is not automatically enrolled but wishes to be, he or she must enroll at the first opportunity to do so.
- c. If a member is in a special situation, they should have the opportunity to appeal their case with regard to these policies.

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

- a. Late enrollment: If a student registers for the first time at Queen's (as a member of the SGPS) after the Fall term, they can enroll at their discretion, and they must do so at the first opportunity, e.g. January opt-in period for those starting in January, within 2 weeks of registration if they start after that
- b. Couple/Family enrolment: A member must choose to add couple/family coverage at the same time as they themselves enroll, e.g. in September opt-in period for those registering in September, during the January opt-in period for winter registrants, or within two weeks of changing registration status. They do not need to choose both plans. However, if they do not, they cannot add the second later in the year.
- c. Off-campus students and those on leaves of absence who wish to enroll in the Plans: These students must enroll at the earliest opportunity to do so, e.g. in the September opt-in period for fall registrants, during the January opt-in period for winter registrants, or within two weeks of changing registration status unless they can show legitimate reasons for not doing so. In order to enroll in the plans, these students must pay the SGPS fee in addition to the health and dental fees.
- d. Law students are also eligible to enroll in the plans for one year after completion of their studies, and are subject to the terms outlined above for SGPS members.
- e. Loss of alternate coverage/change in circumstance: If a member loses alternate coverage, e.g. was covered by a former employer for first 5 months of the year and opted-out already that year, they will be allowed opt-in, provided they do so in a timely manner following the expiry of the alternative coverage.
- f. Grad Club full-time employees and their families who do not have other coverage may opt in to the SGPS health and dental plan once they have completed their probationary period and with the approval of the Grad Club Management and Board of Directors. The Grad Club management have the right to set probationary periods and full-time requirements.
- g. Staff members of the SGPS who are not students at the University may opt in to the SGPS health and dental plan.

- h. Post–doctoral fellows and Students at the Royal Military College may join the plans, and are eligible for the same benefits as SGPS members.

#### **P.1.3.4 Health and Dental Plan Decisions and Appeals Committee**

- a. The VP Finance and Services has the initial authority to rule on cases based on these principles and examples. All such decisions shall be documented and made available to the Speaker of Council and to the Health and Dental Plans Appeals Committee on request.
- b. Members wishing to appeal a decision made by the VP Finance and Services with regard to their enrollment in the SGPS Health and/or Dental Plans should write a letter stating the nature of their case addressed to the SGPS Health and Dental Plan Appeal Committee.
- c. The Health and Dental Plan Appeals Committee shall consist of three members–at–large, at least two of which shall be enrolled in the plans, none of whom are members of the SGPS Executive, plus the VP Finance and Services, who shall not vote. This committee can rule on cases sent to it, and overturn decisions of the VP Finance and Services as it sees fit.
- d. Decisions of the Health and Dental Plans Appeals Committee can only be overturned by a two-thirds majority vote of Council.
- e. Ordinary members of the SGPS, as defined in [B.4.1](#), may not opt out of the SGPS health and dental plan in order to opt in to, or having opted in to, the Alma Mater Society health and dental plan.

### **P.1.4 Dental Bursary Policy**

#### **P.1.4.1 Eligibility Criteria**

The following people are eligible for the SGPS Dental Bursary:

- a. Members of the SGPS who are enrolled on the SGPS Health and Dental Plan; or
- b. The spouse or dependant also enrolled in the SGPS Health and Dental Plan of a member of the SGPS.

#### **P.1.4.2 Coverage**

The following procedures are covered by the SGPS Dental Bursary:

- a. root canals;
- b. caps;
- c. other major dental work only covered at 10% by the Health and Dental Plan.

#### **P.1.4.3 Procedure**

- a. An SGPS member or the spouse or dependant of the member may apply to the SGPS dental bursary no more than twice in a given policy year.
- b. Dental Bursaries will only be distributed to people who have completed a covered dental procedure.
- c. A person must fill out a Dental Bursary application and provide a dental predetermination of cost or a benefit statement for the work they are requesting reimbursement for.

#### **P.1.4.4 Timelines**

- a. The dental bursary program will run from September 1 until August 31 of the following year.
- b. People must submit their applications for a dental bursary in the year in which they have the procedure done or by the following October 1st of the following year of the program.

#### **P.1.4.5 Funding**

- a. A person who is eligible for the dental bursary program and has a procedure that is covered by this policy will receive up to 50% of the cost of the covered procedure to a maximum of \$750 per application.
- b. The VP Finance and Services will review the applications and present them to the Finance and Services Standing Committee for ratification.

#### **P.1.4.6 Discretion**

The VP Finance and Services will have discretion over the Dental Bursary Program.

#### **P.1.4.7 Lifespan of coverage**

The SGPS expects to have this plan run for the foreseeable future, however, the future of the plan remains at the complete discretion of the SGPS and is dependant on receiving appropriate funding for the plan.

## **P.2 Personnel**

The responsibilities of the Officers of Council can be found in [P.3.1](#).

### **P.2.1 Appointees of Council**

#### **P.2.1.1 Selection of Appointees of Council**

- a. The Hiring Committee shall draft job descriptions, which will include the requirements of each position as defined in the Bylaws and Policies as well as such other requirements as the Hiring Committee shall deem necessary. These job descriptions shall be made available to ordinary members of the SGPS on request.
- b. The SGPS shall widely advertise the vacant offices and their requirements and shall invite applications. At least two (2) weeks shall elapse between advertising of the vacancy and the deadline for applications. The advertising shall contain an explicit provision indicating that the SGPS encourages applications from designated groups as well as international students.
- c. The Hiring Committee shall review applications, short-list if necessary, and conduct interviews. Where possible the committee shall operate by consensus. In the event of a deadlock the candidate preferred by the majority of the committee shall be designated as the nominee, with the exception of the Speaker position where only the Council nominees may vote. Only one name can be nominated for each vacant position.

- d. The Hiring Committee shall report to the next Council meeting the names of the nominee(s) for the vacant position(s). The motion debated shall read as follows, Be it resolved that (name of person) be appointed to the office of (Name of Office). Council may accept or reject the nomination. Each nomination shall be moved separately. In the event of a rejection, Council shall nominate a new Hiring Committee and designate a Chair. The Hiring Committee shall otherwise conduct its business according to this Policy. Responsibilities Of The Appointees Of Council
- e. The term of all Appointee positions described below will be from May 1st to April 30th of each year.

#### **P.2.1.2 The Communications Commissioner**

- a. The Communications Commissioner shall head the Communications Commission.
- b. The Communications Commissioner will be responsible for:
  - (1) advising Council and the Executive in the formation and formulations of SGPS policies and priorities regarding communications issues;
  - (2) promoting awareness of the SGPS among its members and other University organizations;
  - (3) promoting awareness of University affairs among members of the SGPS;
  - (4) creation of the SGPS Guide/Dayplanner;
  - (5) publicizing activities organized by other SGPS committees, Executive members, Council members, or members of the SGPS.
  - (6) drafting media releases at the request of the Executive;
  - (7) maintaining a media contact list consisting of the contact information of local, national and international members of the media through which the SGPS can disseminate information;
  - (8) participating in the hiring of the Webmaster; and
  - (9) overseeing the preparation and maintenance of the SGPS webpage in conjunction with the Webmaster

#### **P.2.1.3 The Social Commissioner**

- a. The Social commissioner shall head the Social Commission.
- b. The Social Commissioner shall be responsible for:
  - (1) organizing SGPS Welcome activities;
  - (2) organizing sporting events for graduate and professional students and advising Council on matters pertaining to athletics;
  - (3) organizing SGPS social activities including but not limited to the Halloween Party, and the Semi-Formal; and
  - (4) acting as the SGPS observer to the Grad Club Board of Directors.
- c. The Social Commissioner is also strongly encouraged to sit on the University Council for Substance Abuse Prevention (UCSAP).

#### **P.2.1.4 The Equity Commissioner**

- a. The Equity Commissioner shall head the Equity Commission
- b. The Equity 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; item promoting awareness of equity issues among SGPS members;
  - (2) Chairing the Equity Committee and promoting it to the membership;
  - (3) ensuring that all social events hosted by the SGPS are equity-aware in all senses; and
  - (4) Organizing any applicable equity training for the Executive and other interested parties, in conjunction with the University Human Rights Office.
- c. The Equity Commissioner is also strongly encouraged to sit on the Senate Educational Equity Committee This may be accomplished by applying directly to Senate, or via occupation of the SGPS' seat.

#### **P.2.1.5 Committee Coordinator**

- a. The Committee Coordinator will be responsible for:
  - (1) identifying SGPS and university committees that require SGPS representation;
  - (2) advertising available committee seats to the SGPS membership;
  - (3) actively recruiting SGPS members to sit on SGPS and university committees;
  - (4) maintaining an up-to-date list of the names of SGPS committee members and the committees they sit on;
  - (5) requesting reports from SGPS members serving on committees; and
  - (6) reporting regularly to the VP Graduate and VP Professional
- b. The Committee Coordinator is also strongly encouraged to sit on the Senate Nominating Committee.

#### **P.2.1.6 Webmaster**

The duties of the Webmaster shall be:

- a. to maintain and constantly update (at least once per week) the SGPS official web page, under the supervision of the Communications Commissioner;
- b. to provide layout and design for the website; and
- c. to source, liaise, and establish web links relevant to SGPS members.

### **P.2.2 Hiring Policies**

- a. The employee(s) and employer shall sign a contract to outline the terms of employment including: starting date, length of contract (not to exceed one year per contract, with the exception of the Executive Director), number of hours, salary to be paid, duties, etc., prior to the starting date.

- b. Employee(s) shall receive at least two interviews and written evaluations per year, to be conducted by the President and the VP Finance and Services. Any comments must be specific and any suggestions to improve performance must allow for a reasonable adjustment period prior to re-evaluation.
- c. Employee(s) are not required to be members of the SGPS.
- d. Employees of the SGPS include the positions of Executive Director, Office Assistant and other casual employees as necessary.

### **P.2.3 SGPS Appointee Of Council And Staff Evaluations**

- a. Each Appointee of Council/SGPS Staff member shall have a minimum of one employee evaluation per employment term, to be administered by a subcommittee of the Hiring Committee, with a composition similar to that of the Hiring Committee, i.e. chaired by the VP Professional, with at least one other Executive member and at least one member of Council sitting on the committee.
- b. Appointees of Council/SGPS Staff Members include but are not limited to the:
  - (1) Communications Commissioner
  - (2) Social Commissioner
  - (3) Equity Commissioner
  - (4) Committee Coordinator
  - (5) Webmaster
- c. The Appointee of Council/SGPS Staff Member shall be notified at least 3 weeks prior to the evaluation date set by the VP Professional, and requested to submit a comprehensive list of all activities and initiatives undertaken through the course of employment, as well as any anticipated activities and initiatives occurring after the evaluation date. This form must be submitted no less than one week prior to the set evaluation date.
- d. The Appointee of Council/SGPS Staff Member will also be requested to fill out a standard evaluation form detailing thoughts on their position such as likes, dislikes, and suggestions for the future, to be submitted no less than one week prior to the set evaluation date.
- e. After receipt of the completed evaluation forms from the Appointee of Council/SGPS Staff Member, the Evaluation Committee will meet to complete an evaluation form on the Appointee of Council/SGPS Staff Member and various aspects of job performance.
- f. The Appointee of Council/SGPS Staff Member and the Evaluation Committee shall schedule a meeting at a date close to but not before the set evaluation date, in which all parties will review both the Appointee of Council/SGPS Staff Members evaluation and the Committees evaluation in a constructive manner.
- g. Results and findings of the evaluation meeting will be reported to the Executive by the VP Professional at the next Executive Meeting, excluding any other SGPS Staff members, employees, or Appointees of Council from that portion of the meeting.
- h. All documentation resulting from the evaluation process shall be confidentially filed and maintained in the SGPS office by the VP Professional.

### **P.2.4 Staff Recruitment, Selection And Hiring Process**

- a. The recruitment, selection and hiring of staff for positions with the SGPS (where no selection criteria exist under the Bylaws) shall be in accordance with this Policy.
- b. A minimum of two members of the Executive shall constitute themselves as a Hiring Committee, one of which shall be the VP Professional. The Hiring Committee shall be chaired by the VP Professional. Council shall be invited to nominate at least one additional member to the Committee. One of the members of the Hiring Committee shall be explicitly responsible for ensuring that equity considerations are considered.
- c. The Hiring Committee shall draft job descriptions, which will include the requirements of each position as defined in the Bylaws and Policies, as well as such other requirements as the Hiring Committee shall deem necessary. These job descriptions shall be made available to ordinary members of the SGPS on request.
- d. The SGPS shall widely advertise the vacant positions (on the SGPS website and through e-mail and posters), their requirements and shall invite applications. At least 2 weeks shall elapse between advertising of the vacancy and the deadline for applications. The advertising shall contain an explicit provision indicating that the SGPS encourages applications from designated groups as well as international students.
- e. Only ordinary members of the SGPS shall be eligible to apply.
- f. If there are no applications for a position, or there is only one application, it is up to the discretion of the Chair of the Hiring Committee to extend the application deadline by a period of at least one week.
- g. The Hiring Committee shall review applications, short-list if necessary, and conduct interviews. If there is only one applicant for the position, the Hiring Committee shall still conduct an interview to determine the applicants suitability for the position.
- h. Any member of the Hiring Committee (including the Chair) should declare any conflict of interest with regards to the applicants to the other Committee members, who shall determine whether the conflict of interest is such that the member should be replaced.
- i. Where possible the committee shall operate by consensus. In the event of deadlock the candidate preferred by the majority of the committee shall be hired.
- j. The Hiring Committee shall report to the next Council meeting the names of the candidates selected for the vacant position(s).

### **P.2.5 Stipends And Honoraria**

- 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.2.5.1 Stipends

- a. Stipends are paid monthly, with the total amount paid over the term of responsibility being as follows:
  - (1) President \$8179.50
  - (2) VP Graduate \$6672.75
  - (3) VP Professional \$6672.75
  - (4) VP Campaigns and Community Affairs \$6672.75
  - (5) VP Finance and Services \$6672.75
  - (6) Commissioners \$3000.00
  - (7) Committee Coordinator \$1537.50
  - (8) Equity Coordinator \$1500.00
  - (9) Layout Manager \$1500.00
  - (10) Speaker \$1025.00
  - (11) Webmaster \$1500.00
- b. At the conclusion of their terms, an \$8000.00 fellowship provided by the School of Graduate Studies and Research is distributed amongst all graduate student Executive members.

### P.2.5.2 Honoraria

- a. Honoraria are bestowed at the end of the term of responsibility, and have the following amounts:
  - (1) President \$2000.00
  - (2) VP Graduate \$1600.00
  - (3) VP Professional \$1600.00
  - (4) VP Campaigns and Community Affairs \$1600.00
  - (5) VP Finance and Services \$1600.00
  - (6) Commissioners \$500.00
  - (7) Social Coordinators \$1000.00
  - (8) Speaker \$1000.00
  - (9) Deputy Speaker \$500.00
  - (10) Graduate Student Senator \$200.00
  - (11) SGPS Trustee \$200.00
  - (12) Chief Returning Officer \$600.00
- b. The payment of an honorarium is an expression of gratitude by the SGPS for services rendered. Such payment is not to be considered a salary, and is to be paid at the end of the term of office of the recipient. Motions to approve the bestowal of honoraria shall be brought to Council at the March Council meeting. For the motion to bestow an honorarium upon the Speaker of Council, the duties of the Speaker shall be assumed according to [P.3.1.1](#).
- c. Honoraria are to be paid only if the office-holder has served a full term.
- d. Notwithstanding [c](#), honoraria of those office-holders who do not serve a full term due to being elected or appointed partway through the term shall be pro-rated.

- e. Notwithstanding c, Council retains the power to make one-time exceptions to this policy under circumstances where they feel the honoraria should be awarded.
- f. The amount of the honorarium paid to the Executive, Speaker, Chief Returning Officer, Graduate Student Senator, Commissioners, and Committee Coordinator shall be set by passage of a policy statement at an Annual General Meeting. The maximum increase from one year to the next may not exceed \$200. The amount paid as honorarium may never exceed the standard salary set by the University for a half-time Teaching Assistantship.
- g. The Executive may adjust the honorarium paid to an honorarium recipient in clear and apparent situations where the appointee has obviously failed to carry out a duty essential to their position, subject to ratification by Council.
- h. Any changes in honoraria will apply to the Executive, Speaker, Chief Returning Officer and Commissioners of the year following the Annual General Meeting at which the policy is set.

## **P.2.6 Student Advisors Hiring, Rehiring and Evaluation**

### **P.2.6.1 Hiring Process**

- a. A committee known as the Personnel Committee shall be formed consisting of the VP Graduate who shall chair the committee, the President (or his or her designate), Equity Commissioner (or his or her designate), the Coordinator of Dispute Resolution Mechanisms, a representative from the Queen's Human Rights Office, and a Student Advisor.
- b. The Personnel Committee shall develop an appropriate job description and carry out an advertising campaign to recruit potential Student Advisors.
- c. The SGPS shall advertise the available position as widely as possible (website, mailing list, and newsletter, where possible). The call for applications shall last a minimum of 14 days.
- d. For the positions funded by the School of Graduate Studies, only current members of the SGPS who will continue to have at least one subsequent funding-eligible academic year are eligible to apply.
- e. The Personnel Committee shall review all applications, short list if necessary among qualified applicants, and conduct interviews.
- f. The members of the Personnel Committee, including the Chair, shall declare any conflicts of interest at the beginning of the proceedings. The Personnel Committee shall decide whether the member in question is indeed in a conflict of interest. The member in potential conflict of interest shall not participate in the Personnel Committee's deliberations as to whether he/she is in a conflict of interest. If the Personnel Committee finds the member to be in a conflict of interest, the member shall be replaced. For greater certainty, the use of the term conflict of interest in this policy includes any situation where a reasonable person could perceive the existence of a conflict of interest.
- g. The Personnel Committee shall aim to operate by consensus. Where it is clear that no consensus is possible, the Personnel Committee may make decisions by simple majority, in which case the Chair shall be entitled to vote only to break a tie.
- h. The VP Graduate shall report to the SGPS Council, on behalf of the Personnel Committee, on the outcome of the hiring process.
- i. **Emergency Hiring Policy:**

In the event that one or more Student Advisor is unable to perform the duties of the Program, either due to incapacity or conflict of interest, resignation or removal, the VP Graduate and SGPS President may appoint a temporary replacement Student Advisor. The replacement position is temporary and the incumbent will not be entitled to an abbreviated renewal procedure. Further, the replacement must be eligible as per d

### **P.2.6.2 Rehiring Policy**

#### **a. Purpose:**

The purpose of the rehiring policy is to save time and resources in the hiring process while protecting the best interests of the Program by encouraging well-performing and experienced Student Advisors to return for another term. The policy allows a current Student Advisor to be rehired for the following year without having to go through the normal hiring process, provided he/she receives an overall positive rating at the annual evaluation and continues to meet the eligibility requirements for employment in the Program. Student Advisors receiving a poor or qualified evaluation will not be eligible for rehiring through this policy. This policy recognizes that it is beneficial for the Program to retain experienced and skilled Student Advisors, preserving institutional memory, advancing institutional competence, and maintaining healthy ongoing relationships with other parties in the university.

#### **b. Rehiring Process:**

- (1) A Student Advisor who intends to apply to return to the Program for another year should make their intentions known to the VP Graduate and the voting members of the Steering Committee at or before the Steering Committee's winter term meeting, allowing time for the rehiring process before the positions are publicly advertised.
- (2) In accordance with [P.2.6.3](#), the VP Graduate will have conducted an evaluation of the Student Advisor. The VP Graduate shall provide a copy of such evaluation to the Personnel Committee. If the Student Advisor receives an overall positive performance evaluation, the VP Graduate shall recommend to the Personnel Committee that the Student Advisor be rehired.
- (3) The Personnel Committee will meet with the Student Advisor to discuss his/her experience and performance in the Program, the Student Advisors continuing eligibility, and any other relevant matter. The Personnel Committee shall then deliberate, in the absence of the Student Advisor, to determine whether to accept the VP Graduate's recommendation. The Student Advisor in question and the Steering Committee shall be notified promptly of the Personnel Committee's decision.
- (4) The Personnel Committee shall attempt as much as possible to reach its decision by consensus. If the Personnel Committee is convinced that consensus is impossible, then it may decide by simple majority.

### **P.2.6.3 Evaluation Policy**

#### **a. Purpose:**

The purpose of this procedure is to review and evaluate the effectiveness and quality of services provided by the Program. This information will assist the Steering Committee in exercising its responsibility for the structure and direction of the Program, as well as assisting the SGPS

in determining whether an individual Student Advisor should be rehired for an additional term. This policy, therefore, shall cover both the evaluation of the Program as a whole, and the evaluation of individual Student Advisors, both of whom shall be evaluated annually.

b. **Student Advisor Evaluation:**

The evaluation will be conducted by the VP Graduate, who will solicit, collect and organize information from the various parties either served by or responsible for the Program.

(1) **Students:**

Feedback on the performance of the Student Advisor will be gathered from student-clients of the Program throughout the year, by making the “Student Advisor Program Client Survey” available online through the SGPS website. The clients shall also be provided with a copy of the survey as soon as possible, normally at the end of their first meeting with the Student Advisor, whether or not a further meeting is expected. The completed surveys are to be delivered, in confidence, to the VP Graduate. These surveys will clearly indicate that their completion is entirely optional, confidential, and will in no way affect any course of action taken in their case.

(2) **SGPS Executive and Staff:**

The VP Graduate will invite all SGPS Executives, as well as all those SGPS staff members who have had direct contact with the Student Advisor in question to complete the “Student Advisor Program SGPS Executive Survey.”

(3) **Student Advisors:**

The VP Graduate shall require each Student Advisor to complete a self-evaluation form, indicating areas for improvement.

(4) **Other Parties:**

The VP Graduate will also consider and/or invite feedback from any other party that has had direct experience with the Student Advisor being evaluated. Such parties may include the Coordinator of Dispute Resolution Mechanisms, members of the Human Rights Office, Grievance Advisors, International Center Staff, members of the faculty, and the Dean and Associate Deans of the SGSR.

The VP Graduate shall organize the collected information and conduct a performance review meeting with the Student Advisor being evaluated. The VP Graduate shall provide a written statement to the Student Advisor, outlining any areas of concern and/or recommend areas for improvement. In preparation of the report, the VP Graduate shall take into account the outcome of any complaints that have been received about the Student Advisor during that academic year, in accordance with the Student Advisor Complaint Procedure policy. The VP Graduate shall not take into consideration any complaints that have not reached a resolution in accordance with the Student Advisor Complaint Procedure policy.

c. **Program Evaluation:**

The VP Graduate shall invite all parties either served by, or responsible for the Program, to submit an evaluation of the Program as a whole.

(1) **Student Advisors:**

Student Advisors shall collect and provide statistics pertaining to the functioning of the Program. This information shall not identify the clients of the Program, but rather the

number of clients, the general nature of the purpose of the visit, the constituency to which the client belonged, referrals made, whether the Student Advisor followed up on the concern, whether feedback was received, etc. The student–client shall be allowed to self-identify him/herself as belonging to a particular constituency.

(2) **SGPS Executive:**

The Executives shall be invited to evaluate the Program.

(3) **Other Parties:**

The VP Graduate shall invite the Dean and Associate Deans of the SGSR, as well as all others with direct knowledge of the Program, (e.g. Coordinator of Dispute Resolutions, Human Rights Office, other campus services, etc.), to provide an evaluation of the Program.

- d. On the basis of the information received, the VP Graduate shall submit a report to the Steering Committee on the state of the Program.

### **P.2.7 Anti-Harassment Policy**

- a. The SGPS does not tolerate harassment or discrimination in any environment under its jurisdiction or during any event under its jurisdiction.
- b. As per Queen’s University policy “all members of the University Community have the right to be free from harassment and discrimination. This includes sexual harassment, harassment based on gender, race, ethnicity, religion, creed and sexual orientation or analogous grounds. Such harassment and discrimination has the purpose or effect of unreasonably interfering with an individual’s or a group’s work or academic performance, or of creating an intimidating, hostile or offensive working, living or academic environment. Individuals or groups who are not the direct target of the conduct in question may also suffer harassment and discrimination as a result of being present when such conduct takes place.”
- c. Concerns, complaints, and comments within SGPS regarding harassment and discrimination will be addressed by the Equity Commissioner.
- d. As an organization within Queen’s University, all SGPS issues that involve any type of harassment and discrimination also fall under the universitys Harassment/Discrimination Complaint Policy and Procedure, administered by the Queen’s Human Rights Office
- e. Training on the topics of anti-harassment and equity shall be considered for SGPS personnel.
- f. Legislation protecting employees from harassment and discrimination include the Ontario Human Rights Code, Canadian Human Rights Act, and the Canada Labour Code. Additional information on anti-harassment and anti-discrimination policies in the workplace can be sought from the Ontario Human Rights Commission and the Canadian Human Rights Commission.

### **P.2.8 Health and Safety Policy**

- a. The SGPS is committed to the health and safety of all its personnel, including the prevention of illness and injury.
- b. The SGPS affirms the Queen’s University Policy Statement on Health and Safety, under the jurisdiction of the Queen’s University Department of Environmental Health and Safety.

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

## **P.3 Council**

### **P.3.1 Responsibilities Of The Officers Of Council**

#### **P.3.1.1 Speaker of Council**

- a. Council Meetings and General Meetings of the SGPS shall be chaired by the Speaker of Council. In the absence of the Speaker, members shall assume the duties of the Speaker in the following order of preference:
  - (1) Deputy Speaker
  - (2) VP Professional
  - (3) Appointee of Council
- b. The Speaker shall:
  - (1) organize and act as Speaker for all Council, General and Annual General Meetings of the SGPS, in accordance with these Bylaws;
  - (2) ensure that the minutes and documents of the SGPS Council are recorded and kept available for inspection by the SGPS' members;
  - (3) ensure that the Bylaws and Policies are kept up to date;
  - (4) provide authoritative interpretation of the Bylaws and Policies;
  - (5) chair the Bylaw and Policy Revisions Standing Committee, in accordance with [P.6.2.4](#);
  - (6) ensure that all motions presented to Council, General Meetings and the Annual General Meeting are worded clearly and appropriately;
  - (7) be responsible for instructing the incoming Speaker as to her/his duties;
  - (8) perform any function of the Chief Returning Officer, in accordance with [B.11](#).
- c. The term of office for the Speaker will be from May 1st to April 30th of each year.

#### **P.3.1.2 Deputy Speaker**

- a. The Deputy Speaker shall be directed and supervised by the Speaker, subject to the Bylaws of the SGPS.
- b. The Deputy Speaker shall chair Council Meetings and General Meetings of the SGPS in the absence of the Speaker in accordance with [P.3.1.1](#).
- c. The Deputy Speaker shall:

- (1) be responsible for the maintenance and distribution of an official, up-to-date list of all current Council members;
  - (2) 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
  - (3) inform the SGPS members of a department in writing when it has not been represented at three successive Council meetings.
- d. The term of office for the Deputy Speaker will be from June 1st to May 31st of each year.

### **P.3.1.3 Chief Returning Officer**

- a. The Chief Returning Officer (CRO):
- (1) is responsible for running all SGPS elections and referenda, including arranging for advertising, receiving nominations, printing ballots, arranging for polling booths, procuring of ballots and other necessary supplies, counting ballots and announcing the results of the election or referenda in accordance with [B.10](#);
  - (2) is authorized to spend the funds allocated by the SGPS budget for such administration;
  - (3) shall vote 24 hours in advance of an election or referendum, and place the ballot in a sealed envelope. This envelope shall be opened and the ballot cast only in the event of a tie vote. Should there be more than two candidates for one position, the Chief Returning Officer shall indicate order of preference on the ballot form. The Chief Returning Officer is not otherwise allowed to vote;
  - (4) may designate additional members of the SGPS to assist in the counting of ballots;
  - (5) shall keep the ballots from an election and/or referendum for a period of not less than four months. After that time they shall be destroyed after issuance of a directive to do so from Council;
  - (6) shall make the selection, through Council, of up to two Deputy Returning Officers to aid the Chief Returning Officer in performance of her/his duties; and
  - (7) shall set election or referenda date(s) in accordance with [B.10.1](#) provided at least 3 weeks notice is given to all members of the SGPS.
- b. In the event that the Chief Returning Officer is in a position of conflict of interest with respect to a particular election or referendum, that person must resign his or her position, and be replaced by an Appointee of Council until such time as a replacement can be elected according to [B.12.1](#).
- c. The term of office for the Chief Returning Officer will be from May 1st to April 30th.

### **P.3.1.4 Deputy Returning Officer**

- a. The Deputy Returning Officer shall be directed and supervised by the Chief Returning Officer, subject to the Bylaws of the SGPS.
- b. The Deputy Returning Officer shall assist the Chief Returning Officer. In the event that the Chief Returning Officer is unable to complete their duties, the Deputy Returning Officer shall aid the Speaker in fulfilling the responsibilities of the Chief Returning Officer as outlined in [B.11](#).

- c. In the event that the Deputy Returning Officer is in a position of conflict of interest with respect to a particular election or referendum, that person must resign his or her position, and be replaced by an Appointee of Council until such time as a replacement can be elected according to [B.12.1](#).
- d. The term of office for the Deputy Returning Officer will be from May 1st to April 30th.

## **P.3.2 Rules For SGPS Council Proceedings**

### **P.3.2.1 Conduct at Council Meetings**

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

### **P.3.2.2 Rules for Regular Council Meetings**

- a. All members of Council, with the exception of those noted in [B.5.1](#) of the SGPS Bylaws are voting members with one vote.
- b. The Speaker shall preside over all Council Meetings. The Speaker will not take part in debate in any meeting which she/he chairs. Should it become necessary for the Speaker to participate in the debate, the duties of the Speaker will be taken over as outlined in [P.3.1](#) until debate on that matter is concluded. Tie votes in Council shall be broken by the Speaker.
- c. In the absence of the Speaker, if the Council Member performing the duties of the Speaker is also a voting member, she/he will not participate in debates unless obliged to. In the case of a tie, the interim Speaker may only cast a single vote, with the vote to be made in such a way as to maintain the status quo.
- d. Meetings of Council shall be called by the Speaker in accordance with [B.15.2](#).
- e. In all cases the agenda for a Council Meeting shall be distributed by the Speaker in time to reach the Council members at least 4 weekdays before the meeting, except for meetings called under [B.15.2a](#), and in that case the Speaker shall make the agenda available to the membership at the meeting.
- f. Any two voting members of Council may place items on the agenda of a Council Meeting by giving written notice to the Speaker at least seven days in advance of the meeting. Two

voting members of Council may also add items that are strictly matters of a housekeeping nature to the agenda of a Council Meeting without notice by presenting them to the Speaker before the meeting begins.

- g. The order of business for Council meetings shall be as described in [P.3.2.3](#).
  - h. No meeting of Council shall exceed two hours in length except by a simple majority vote. If the meeting is to be extended, it shall be extended in half-hour increments.
  - i. Prior to the consideration of any motions concerning an organization external to the SGPS, voting members must declare to the Speaker any conflict of interest.
  - j. The Speaker shall cause all Policy motions approved by Council to be reflected in the SGPS Policies.
  - k. Full minutes of Regular Meetings shall be taken and kept under supervision of the Speaker.
  - l. Quorum for Council Meetings is twelve members with full voting rights, excluding the Speaker.
- Rules for General Meetings
- m. The General Meeting is the supreme governing body of the SGPS. A General Meeting of the SGPS may consider any business that would ordinarily be considered by Council and has the authority to reverse the decisions of the Executive and Council.
  - n. All ordinary members are voting members with one vote.
  - o. At an Annual General Meeting or a General Meeting, any SGPS member may hold one proxy vote on behalf of an absent ordinary member, provided that written notice, signed by the member who is giving the proxy, is presented to the Speaker before the Meeting is called to order. Such written notice must include a student number. The Speaker will verify that the person giving the proxy is an ordinary member of the SGPS. Proxy votes are not to be included in any quorum count.
  - p. The Speaker shall preside over the Annual General Meeting and all General Meetings.
  - q. The President shall call an Annual General Meeting each year in accordance with [B.15.2](#).
  - r. Three weeks notice of the General Meeting must be given to all members of the SGPS by the Speaker through publication in the Queen's Gazette, the Queen's Journal, and announcements distributed through the members of Council. The agenda of the General Meeting must be made available to the membership in the SGPS Office at least four weekdays before the date on which it will take place.
  - s. All General Meetings must be held on the main campus of Queen's University.
  - t. Any four ordinary members may place items on the agenda of a General Meeting by giving written notice to the Speaker at least ten days in advance of the meeting. Four ordinary members may also add items that are strictly matters of a housekeeping nature to the agenda of a General Meeting without notice by presenting them to the Speaker before the meeting begins.
  - u. Unless amended by a 2/3 majority vote of ordinary members present at the meeting, the order of business at the Annual General Meeting shall be as described in [P.3.2.3](#).
  - v. The order of new business at General Meetings shall be initially set by the Speaker subject to the approval of the agenda by the General Meeting.
  - w. Full minutes of the Annual General Meeting and General Meetings shall be taken and kept under supervision of the Speaker.
  - x. Quorum for any General Meeting is 1% of the membership of the SGPS (rounded up to the

nearest whole number). If there is no quorum at such a meeting, but at least 25 ordinary members are present, business may proceed at the discretion of the Speaker as though quorum were present.

### **P.3.2.3 SGPS Council Meeting Proceedings**

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

## P.4 Awards

### P.4.1 SGPS Awards

#### P.4.1.1 Eligibility Criteria

- a. Eligibility for SGPS Student Contribution Awards:
  - (1) Must be an SGPS member
  - (2) Must have made a significant contribution to the SGPS membership and/or Queens Community
- b. Eligibility for SGPS Staff/Faculty Excellence Award:
  - (1) Must be a Queens University staff/faculty member, and
  - (2) Must have made a significant contribution to the SGPS membership outside of the classroom.
- c. Eligibility for SGPS Teaching Assistant/Teaching Fellow Excellence Award:
  - (1) Must be a Teaching Assistant or Teaching Fellow AND an SGPS member for some interval of time during the 12 months preceding the nomination period.
  - (2) Must have made a significant contribution to the SGPS membership and/or Queens Community.

#### P.4.1.2 Timelines

- a. The Committee Chair will be chosen at the January Council Meeting, and shall be responsible for publicizing the need for members via the Committee Coordinator
- b. The remaining Committee members shall be ratified at the February Council Meeting
- c. The nomination period shall be open for at least two weeks, and shall end no later than 3 weeks before the date of the Spring Semi-Formal.
- d. The Committee shall inform the Award recipients and SGPS membership of their decisions no later than one week before the date of the Spring Semi-Formal. Recipients shall be notified of their Awards by telephone with written confirmation to follow.
- e. The Awards shall be presented to the recipients at the Spring Semi-Formal, and thus 8 complimentary tickets shall be reserved for the Award recipients and their guests. Nomination Format/Criteria for Choosing Award Recipients
- f. Nominations for the awards will be accepted only from current SGPS members, with the exception of the SGPS Teaching Assistant/Teaching Fellow Excellence Award, for which nominations may be accepted from any member of the Queens Community
- g. The nomination forms shall be made available on the SGPS website and must, at the minimum, contain the following information:
  - (1) The nominators full name and student number (if applicable)
  - (2) The name of the nominee
  - (3) The name of the Award
  - (4) Contact Information for the nominator and nominee

- (5) A brief description of the contribution(s) made by the nominee to the SGPS and/or Queens Community and the time period over which these contribution(s) were made
- (6) A brief description of how this persons contribution(s) are outstanding and have made an impact on the SGPS and/or Queens Community

#### **P.4.1.3 Award Description**

- a. Each award will consist of a small plaque, two tickets to the Spring Semi-Formal and a monetary award (if applicable). The award recipients names shall also be engraved on a larger plaque for display.

## **P.5 Clubs**

### **P.5.1 SGPS Clubs**

#### **P.5.1.1 Definitions**

- a. "Club" means an association of individual members of the SGPS ratified by the SGPS as a club and conforming to the conditions and obligations set out in this policy.
- b. "Club-applicant" means an association of individual members of the SGPS requesting certification as a club of the SGPS in conformity with the provisions set out in this Policy.
- c. "Discrimination" means any policy or practice that is discriminatory as defined in Queens Humans Rights Code and the Canadian Human Rights Code.
- d. An SGPS university club will be categorized under one of the following classifications: athletic, cultural, political, religious and social.

#### **P.5.1.2 Jurisdiction**

- a. All University clubs run by members of the SGPS shall be under the jurisdiction of the SGPS. As such they must conform to the conditions and obligations set out in this Policy, including the following:
- b. All club executive officers shall serve as such without remuneration and no club member or executive officers shall directly or indirectly receive any monetary gain from their position in the club.
- c. No ordinary member of the SGPS shall be denied membership on any ratified club unless there is reason to believe that certain members may act in a manner not in the best interest of the SGPS and/or the club, in which case a motion may be brought forth to council to restrict the membership of the club.

#### **P.5.1.3 Deadlines: Ratification, Re-ratification and Funding**

- a. The Finance and Services Standing Committee will meet to consider club requests for ratification, re-ratification and funding twice per academic year, once in the fall term and once in the winter term. The deadlines for submitting such requests shall be September 31st for the fall term and January 31st for the winter term.

#### P.5.1.4 Club Ratification Process

- a. All club-applicants seeking to be ratified by the SGPS as a club must submit the Clubs Registration form to the VP Finance and Services and the Operations and Finance Standing Committee.
- b. Clubs must be re-ratified annually by submitting a Clubs Ratification Package to the Vice President Finance and Services and the Finance and Services Standing Committee. Content of Clubs Ratification Package
- c. Without in any way limiting the generality of the following, the Clubs Ratification Package must contain:
  - (1) a schedule bearing the names, e-mail addresses, telephone numbers, student numbers and signatures of no less than 6 and no more than forty (40) of the members of the club-applicant;
  - (2) a schedule indicating the names, e-mail addresses, telephone numbers, student numbers and titles of the executive members of the club-applicant;
  - (3) proof that all executive members of the club-applicant are registered Queens University Graduate students;
  - (4) the club-applicant's constitution, which
    - i. accords equal membership to any and all interested students;
    - ii. provides for the democratic selection of its executive members;
    - iii. does not contain any discriminatory clauses and has no clauses that are contrary to any existing Canadian laws;
    - iv. does not contain any provision for its present or future affiliation with any organization that has discriminatory policies or practices as detailed by the Canadian Human Rights Code;
    - v. can be available in either of the official languages of Canada
- d. Mandatory Content for Clubs Requesting Funding from the SGPS
  - (1) a preliminary budget and list of planned activities for the year in question
  - (2) other sources of funding
  - (3) amount of funding request for budget items
- e. It is recommended that the following sections be included in the constitutions of any club seeking ratification by the SGPS:
  - (1) the objectives of the club;
  - (2) formal recognition of equity;
  - (3) the conditions of membership;
  - (4) the rights, privileges and obligations associated with membership;
  - (5) the composition of the governing body (bodies), including its officers, their mode of selection and their duties and/or privileges;
  - (6) the rules of procedure of meetings of the governing body (bodies);
  - (7) provisions for annual meetings;
  - (8) reference to committees and committee work;

- (9) separate fees and levies upon members and provision for approval thereof by the membership as a whole;
  - (10) provisions for impeachment and votes of non confidence regarding any officer.
- f. Any club that amends their constitution is required to submit the updated constitution for review by the Finance and Services Standing Committee at its annual re-ratification. Any Club seeking (re-) ratification for the given academic year must submit their constitution to the VP Finance and Services (through the SGPS main office) no later than November 1st of the given school year.
  - g. A submitted constitution shall be denied application for ratification by the Finance and Services Standing Committee if the constitution contains violations of Queens Universitys Code of Conduct and/or the SGPS Constitution, Bylaws, Policies or Canadian Human Rights Codes. If any applicant wishes to appeal the decision of the Finance and Services Standing Committee, a motion may be brought forth before Council to consider the relevant constitution.
  - h. The VP Finance and Services and The Finance and Services Standing Committee shall annually meet to review, approve or reject in the name of the SGPS requests by club-applicants for certification and requests by certified clubs for subsidies from the SGPS, and thereby submit their recommendation regarding ratification of the individual club to council.
  - i. Club-applicants who have been approved for club status by the Operations and Finance Standing Committee must be ratified through a main motion at a regular Council meeting.

#### **P.5.1.5 Club Ratification**

- a. The SGPS, with approval of Council, shall decertify a club should it be found:
  - (1) in violation of one or more of the Articles 2.1 (excluding 2.1 i), or the Queens Code of Conduct;
  - (2) in breach of its own constitution;
  - (3) to have engaged in conduct unbecoming of a SGPS club.

#### **P.5.1.6 Clubs Funding**

- a. Any club ratified by the SGPS Council shall be eligible for club funding by the SGPS.
- b. Clubs Funding Requests must be submitted as part of the clubs annual ratification package (see [P.5.1.4](#)).
- c. Clubs ratified at the by the SGPS are not restricted from receiving funding from other organizations; however, SGPS clubs cannot be ratified as a club with any other campus organization.
- d. The VP Finance and Services and/or the Finance and Services Standing Committee shall request an interview with those members applying for club status if they have any questions regarding the preliminary budget or any other matter that is relevant to accessing club funding.
- e. All club members must comply with the request for meeting from the VP Finance and Services and/or the Finance and Services Standing Committee in order to qualify for club funding.
- f. Funds will be released to successful applicants through a verification form that must be signed by the clubs president and treasurer, and the SGPS VP Finance and Services.
- g. Each ratified club that is approved for funding will receive their funding in a one time lump sum payment once a year (either fall or winter);

- h. Any club receiving funding from the SGPS in a given year shall maintain a complete set of financial records, including a year-end budget, which shall be subject to an internal audit by the SGPS VP Finance and Services, for that year.

## **P.6 Committees**

### **P.6.1 SGPS Committee Regulations**

- a. The reference source for all SGPS Committees shall be Robert's Rules of Order, with the exceptions made in the Terms of Reference for Standing Committees Policy.
- b. Each SGPS Committee chairperson shall present a written annual report at the Annual General Meeting. This report shall include information on the previous year's activities, details of expenditures, and recommendations for future activities of that Committee.
- c. The Committee chairperson shall ensure that regular progress reports are presented to Council.
- d. Adequate notice of Committee meetings shall be given to all members of the appropriate Committee at least twenty-four (24) hours in advance of said meeting.
- e. The Committee chairperson may delegate authority to any other Committee member upon consent of the said Committee.
- f. All committee expenditures shall be made in accordance with [P.1.1.2](#).
- g. All committees shall report to Council. Membership
- h. SGPS Committee members must be ordinary members of the SGPS;
- i. membership in any SGPS committee shall be limited to a maximum of 11 members, not including the President;
- j. the President shall be an ex-officio, non-voting member of all SGPS Committees and a voting member of the Finance and Services Standing Committee;
- k. committee vacancies shall be filled by submitting nominations to the VP Professional and VP Graduate for ratification by Council;
- l. an up-to-date list of the names of SGPS committee members shall be kept by the VP Graduate and VP Professional, with the assistance of the Committee Coordinator; and
- m. quorum for each committee shall be the Chair plus two ordinary members Standing Committees
- n. Standing Committees are established to consider continuing questions. The term of office for members of Standing Committees expires April 30th.
- o. 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.

#### **P.6.1.1 Special Committees**

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

### **P.6.2 Terms Of Reference For SGPS Standing Committees**

#### **P.6.2.1 Finance and Services Standing Committee**

- a. The Finance and Services Standing Committee shall be responsible for:
  - (1) aiding the VP Finance and Services in preparation of the annual SGPS budget, to be presented to Council by the September meeting;
  - (2) 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;
  - (3) ensuring that all SGPS funds allocated to SGPS committees or outside organizations are spent for the purpose(s) for which they were allocated;
  - (4) 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](#);
  - (5) making recommendations to Council regarding the allocation of grants;
  - (6) reviewing the detailed income/expense statement of the SGPS every three months and reporting the observations made to Council;
  - (7) recommending financial policy objectives for the SGPS;
  - (8) reviewing the SGPS operations including but not limited to the Health and Dental Plans
- b. The membership of the committee shall be:
  - (1) The VP Finance and Services, who shall chair the committee;
  - (2) the President; and
  - (3) a minimum of three ordinary members

#### **P.6.2.2 Campaigns and Community Affairs Standing Committee**

- a. The Campaigns and Community Affairs Standing Committee shall be responsible for:

- (1) maintaining links with organizations outside Queens University that are of concern to graduate and professional students;
  - (2) providing Council and the Executive with informed opinion in response to Federal, Provincial, and Municipal government and Queens University policies relating to external matters of interest to members of the SGPS;
  - (3) advising Council and the Executive in the formation of SGPS policies regarding organizations and issues external to Queens University; and
  - (4) advising Council and the Executive in the formulation of SGPS policies regarding visa students.
- b. The membership of the committee shall be:
- (1) the VP Campaigns and Community Affairs, who shall chair the committee;
  - (2) a minimum of three ordinary members.

### **P.6.2.3 Education Standing Committee**

- a. The Education Standing Committee shall be responsible for:
- (1) the organization of conferences, workshops, seminars and other educational forums of interest and benefit to members of the SGPS as directed by Council; and
  - (2) providing Council and the Executive with informed opinion in response to Queens University educational policies of interest to members of the SGPS.
- b. The membership of the committee shall be:
- (1) the VP Graduate, who shall chair the committee; and
  - (2) a minimum of three ordinary members.

### **P.6.2.4 Bylaw and Policy Revisions Standing Committee**

- a. The Bylaw and Policy Revisions Standing Committee shall be responsible for:
- (1) the continual review of the SGPS Bylaws and Policies; and
  - (2) assisting the Speaker in the review of all proposed Bylaws and Policy amendments before presentation for ratification by the appropriate body of the SGPS in accordance with [P.3.1.1](#) and [B.14](#).
- b. The membership of the committee shall be:
- (1) the Speaker, who shall chair the committee;
  - (2) the VP Professional; and
  - (3) a minimum of three ordinary members.

### **P.6.2.5 Equity Issues Standing Committee**

- a. Equity issues shall be defined as those that face women, men, persons of colour, persons of faith, gay, lesbian, bisexual, transgendered persons, persons with disabilities, aboriginal persons, as well as issues of age. The equity issues are to be interpreted broadly but include the challenges that face marginalized groups.

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

#### **P.6.2.6 Graduate Students Standing Committee**

- a. The Graduate Students Standing Committee shall be responsible for:
  - (1) keeping the School of Graduate Studies informed on current graduate student issues; and
  - (2) providing the School of Graduate Studies with an informed opinion with respect to graduate student issues from all divisions.
- b. The membership of the committee shall be:
  - (1) the VP Graduate, who shall chair the committee;
  - (2) representatives from each division (5);
  - (3) SGPS Student Advisor (ex-officio);
  - (4) SGPS President or VP, Professional or his/her delegate (ex-officio).
- c. Quorum shall be the Chair plus two other committee members.
- d. Meetings shall be held at least once a month. All Standing Committee members shall meet with the School of Graduate Studies when necessary. Meetings may be called by the Chair or by at least three members of the committee.

#### **P.6.2.7 Professional Students Standing Committee**

- a. The Professional Students Standing Committee shall be responsible for:
  - (1) providing Council and the Executive with an informed opinion about the issues facing professional students at Queens University;
  - (2) the organisation of conferences, workshops, seminars and other educational forums of interest and benefit to the SGPS as directed by Council; and
  - (3) fostering communication between professional faculties both within Queens University and between Queens University and other Universities.
- b. The membership of the committee shall be:
  - (1) the VP Professional, who shall chair the committee;
  - (2) the Law Students Society President or delegate;
  - (3) the Theological Students Society President or delegate;

- (4) a minimum of two ordinary members; and
  - i. the Aesculapian Student Society President or delegate;
  - ii. The Education Student Society President or delegate; and
  - iii. Any other faculty or department that identifies with this committee.

#### **P.6.2.8 SGPS Special Awards Standing Committee**

- a. Four awards are to be given annually and are to recognize individuals for their work and dedication to SGPS members and/or the Queens Community. The four awards shall be: two awards titled SGPS Student Contribution Award, one SGPS Staff/Faculty Appreciation Award and one SGPS Teaching Assistant/Teaching Fellows Excellence Award.
- b. The Special Awards Standing Committee shall be responsible for:
  - (1) establishing a deadline for award nominations
  - (2) advertising details of the requirements and nomination periods for each award
  - (3) preparation of nomination forms
  - (4) selecting the recipients of the four SGPS Awards
  - (5) ensuring that award plaques and cheques (if applicable) are prepared
  - (6) the committee is authorized to determine the monetary value of these awards (if any)
- c. The membership of the committee shall be:
  - (1) a Council member who shall chair the committee
  - (2) a minimum of four other SGPS members at large
  - (3) The committee must be comprised of a minimum of five members. Executive members may sit on the committee, but may not chair. The number of non-Executive members must always be greater than the number of Executive members. Awards Standing Committee members may not be considered for these awards, and may not put forth nominations.

#### **P.6.2.9 Social Events Standing Committee**

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

#### **P.6.2.10 SGPS Appointing Standing Committee**

- a. The SGPS Appointing Standing Committee shall be responsible for:

- (1) Overseeing recruitment of SGPS members to sit on all SGPS Committees and University Committees
  - (2) Keeping an adequate database of all committee members
  - (3) Coming up with an annual committee members list to be included in the SGPS Handbook and Day Planner
  - (4) Preparing monthly reports to be submitted to the executive and to Council.
  - (5) Organizing meetings with committee members, at least once every term, to appreciate their contributions and encourage member participation.
  - (6) Write letters of appointment to new committee members, and letters of appreciation to departing committee members.
  - (7) Aiding the Committee Coordinator to accomplish his/her other tasks as stated in [P.2.1.5](#).
- b. The membership of the Committee shall be:
- (1) the SGPS Committee Coordinator, who shall chair the Committee; and
  - (2) a minimum of three (3) appointees of Council.

#### **P.6.2.11 International Students Standing Committee**

- a. The International Students Standing Committee shall be responsible for:
- (1) investigations into how international graduate and professional students are treated at Queens;
  - (2) making recommendations to the SGPS Executive and Council, and other appropriate bodies at Queens regarding how the plight of these students can be improved;
  - (3) In conjunction with the SGPS and Queens University International Centre (QUIC), working to welcome new international graduate and professional students to the Queens community; and
  - (4) looking for ways to help these new students integrate into the new environment.
- b. The membership of the committee shall be as follows:
- (1) the SGPS International Students Representative on the SGPS Council, who shall Chair this committee;
  - (2) the SGPS International Student Representative on QUIC Council; and
  - (3) ordinary members of the SGPS from the following regions; Africa, Asia, Caribbean, Middle East, Europe, Oceania, South America and Canada.

## **P.7 Elections**

### **P.7.1 Elections**

#### **P.7.1.1 General**

- a. This policy is established pursuant to [B.10](#) for the purpose of governing the conduct of SGPS elections and referenda. Pursuant to [B.10](#) changes to this policy do not affect any election or referenda already underway when the changes are approved.

### P.7.1.2 Nomination Rules

- a. In order to be nominated as a candidate for Executive, Graduate Student Senator or SGPS Trustee, a candidate must file a nomination form in the manner set out by the Chief Returning Officer no later than the deadline established in the Bylaws.
- b. Submission of a nomination form to the Chief Returning Officer may be accomplished by delivery in person to the SGPS office during its regular business hours up until the deadline for nominations.
- c. The nomination form must include the following information:
  - (1) The candidate's name, student number, program, department and contact information;
  - (2) The position the candidate is being nominated for;
  - (3) A statement, signed by the candidate, that the candidate is an ordinary member and satisfies all eligibility requirements for the position;
  - (4) The name, student number and signature of not less than twenty-five (25) ordinary members indicating support for the nomination of the candidate;
  - (5) A statement identifying and providing contact information for the candidate's campaign manager, if the candidate chooses to designate a campaign manager;
  - (6) A statement signed by the candidate and campaign manager (if applicable) that all information contained in the nomination form is accurate, that the candidate and campaign manager (if applicable) are aware of the Bylaws, policies and rules governing conduct of the elections, and that the candidate and campaign manager (if applicable) agree to follow the Bylaws, policies and rules governing conduct of the elections; and
  - (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.

### P.7.1.3 Referendum Questions

- a. Referendum questions may be submitted to the Chief Returning Officer by Council or by a petition bearing the signatures of not less than ten percent (10%) of the ordinary membership of the SGPS.
- b. Eligible referendum questions must be submitted to the Chief Returning Officer no later than the fourteenth (14th) day before the first voting day of any election and referendum.
- c. Referenda may only be held during the fall and winter terms. 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.
- d. Notwithstanding anything in this Policy, no question put to referendum shall include any statement about the consequences of the referendum's outcome.
- e. 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 [B.10.1](#), if the Chief Returning Officer receives a petition signed by not less than ten percent (10%) of the ordinary members of the SGPS requesting that the referendum be declared invalid prior to the Council meeting at which ratification would otherwise occur.

#### **P.7.1.4 Petitions Against Referendum Results**

- a. Upon receipt of a petition to declare invalid a referendum result for a class “A” or a class “B” fee, the question to be remitted to by–election shall contain the following three options:
  - (1) increase of the fee, including the amount of the increase;
  - (2) maintenance of the fee at the old level, including the amount of the old fee; and
  - (3) elimination of the fee entirely.

#### **P.7.1.5 Referendum Committees**

- a. Any ordinary member may establish a Yes or No referendum committee for any referendum question by submitting an application to the Chief Returning Officer. Such application may be submitted by delivery in person to the SGPS office during its normal business hours, and must be submitted no later than the seventh (7th) day before the first voting day.
- b. 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.
- c. Where more than one application is submitted to establish a referendum committee on the same side of the same referendum question, the Chief Returning Officer shall request each applicant to determine if the applications may be joined. If the applicants determine that joining the applications is not possible, any spending limits shall be divided equally among the referendum committees on the same side of the question.
- d. An application to establish a referendum committee must include the following information:
  - (1) The name, student number and contact information for one ordinary member who shall be the campaign manager for the referendum committee;
  - (2) The names, student numbers and signatures of all ordinary members seeking to be members of the referendum committee;
  - (3) A statement indicating the referendum question and which side the referendum committee will take; and
  - (4) 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.

#### **P.7.1.6 Campaign Rules**

- a. The campaign period shall run from the close of nominations until the midnight before the first voting day. No campaigning shall occur for any election or referendum except within the campaign period.
- b. Where a nomination period is extended, the campaign period for only that position shall not commence until the closing of the extended nomination period.
- c. Candidates may, but shall not be required to, designate a campaign manager for their campaign. Referendum committees must designate one campaign manager for their campaign.

- d. No person who is not a candidate, candidates campaign manager or referendum committees 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. Notwithstanding this policy, the Chief Returning Officer may expend resources allocated for election and referendum purposes to distribute messages from candidates and referendum committees only so long as all candidates and referendum committees are provided the same opportunity.
- f. The maximum amount that can be spent by any candidate or by the referendum committees on one side of a referendum question is \$100.
- g. The cost of any expenditure that supports or opposes more than one candidate or referendum question shall be allocated equally among the relevant candidates and 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;
  - (2) Sending e-mail communications supporting or opposing any candidate or referendum question; and
  - (3) 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.7.1.7 Balloting**

- a. The Chief Returning Officer shall attempt to advise each candidate and a representative of each referendum committee of the results before publicly releasing the results of any election or referendum.
- b. The department or faculty association of each candidate will be listed on the ballot alongside the candidates name and the position for which they are running.

#### **P.7.1.8 Penalties**

- a. If an offence clearly gives the candidate an advantage, the penalty shall be determined at the discretion of the CRO. Candidates may make appeals directly to the Judicial Committee, and must do so within one week of the imposition of a penalty or disqualification.
- b. Disqualification will occur under the following circumstances:
  - (1) campaigning in the immediate vicinity of the polling station;
  - (2) egregious conduct, including but not limited to discriminatory behaviour, slanderous or libellous actions, purposeful misrepresentation and harassment; and

- (3) any other circumstance determined by the CRO to give a candidate an unfair advantage.
- c. The Chief Returning Officer may impose a financial penalty not greater than the maximum amount that may be spent by a campaign, and also has the ability to disqualify a candidate based on violation of the Bylaws, policies and rules for elections and referenda.
- d. Any financial penalty or disqualification imposed may be appealed to the Judicial Committee, which must make its decision prior to the voting period, or prior to the next Council meeting in the case of offences that occur during or after the voting period.
- e. No individual candidates election may be ratified while a financial penalty remains outstanding, but Council may defer ratification until its next meeting.
- f. Determination on the question of disqualification shall occur at the meeting of Council where the election and referendum results are ratified.

## **P.8 Judicial Board**

### **P.8.1 SGPS Judicial Board**

The Judicial Board is formed for each individual complaint from the Judicial Committee. [B.17](#) contains the general operating principles governing SGPS Judicial Boards.

#### **P.8.1.1 SGPS Judicial Committee Jurisdiction**

- a. 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 individuals actions interfere with the ability of others to participate in the University community, academic or otherwise.
- b. 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
- c. The Complaints Officer will make this Policy, [B.17](#), and their own contact information known to the AMS, Senate Committee on Non-Academic Discipline (SONAD) and Campus Security.

#### **P.8.1.2 Selection and Duties of the Judicial Committee**

- a. The Judicial Committee shall be formed in September of each year from members of Council. Seven members are required to fill this committee, with at least one member from each of the five academic divisions. One member of the committee will serve as the Complaints Officer for the duration of the Committees term. The remaining six members will act as members of Judicial Boards.
- b. All members of the Judicial Committee will receive conflict resolution training as early as possible in their terms. The Judicial Committee will adjudicate no cases until such training

has occurred.

- c. A separate Judicial Board will be formed for each complaint, and will be comprised of a Chair and two associates.
- d. The Complaints Officer will receive complaints and shall decide if a matter is within the jurisdiction of the Judicial Committee according to [B.17](#) and this Policy, and subsequently inform the Judicial Committee Chair of the complaint. The Complaints Officer will also collect any statements and other evidence from all involved parties and present it to the complainant, defendant and Judicial Board. The Complaints Officer will not participate in the deliberation of any Judicial Board outside of the aforementioned duties.
- e. In the event that an offence referred to the Judicial Board has been allegedly committed off- campus, the Judicial Committee must first determine whether or not the situation has a significant connection to the University. If not, the Judicial Committee will not adjudicate the case.
- f. The Judicial Committee is also responsible for hearing appeals made by SGPS election candidates.

#### **P.8.1.3 Exercise of Jurisdiction**

- a. Procedure governing the conduct of the hearing is such that:
  - (1) The Chair shall open with a brief explanation of the proceedings;
  - (2) The complainant shall state his/her case first; the respondent will follow with his/her case;
  - (3) The complainant and the respondent may cross-examine one another;
  - (4) The complainant and/or the respondent may present witnesses; if witnesses are presented, the other party may cross-examine said witnesses;
  - (5) The Judicial Board may question any individual at the hearing who is concerned with the case;
  - (6) The complainant and respondent may be represented by an agent in the proceeding.
- b. The Judicial Board is empowered to establish such additional regulations and rules of procedure for its deliberations as it may consider necessary.
- c. Procedure governing the functioning of the Judicial Board is such that:
  - (1) All decisions shall be made by the Board members free from any external influence;
  - (2) Quorum of the Board shall consist of the Chair and both Associate Members;
  - (3) Majority opinion will decide a question;
  - (4) A decision, with supporting reasons, may be rendered orally at the time of the hearing, and shall be rendered in writing as soon as possible thereafter. The written decision shall be forwarded to all parties and be kept on file in the SGPS office;
  - (5) The names, student numbers, contact information, and any other information related to the defendants identity shall be removed from all records of the Committees decision according to FIPPA guidelines;
  - (6) In the event that a decision is not unanimous, the dissenting Judicial Board member may include with the written majority decision, a written dissent; said dissent is for the purpose of information only, and is not to be used as grounds for appeal.

- d. Should either party fail to appear at the hearing and fail to show reasonable cause for their absence within a week of the date of the hearing, the Judicial Board shall be entitled to proceed on the matter for which the parties were summoned, subject to the following conditions.
- (1) Notice of the Judicial Board’s ability to proceed under this section must be provided to all parties at the time at which they are notified of the hearing. The Judicial Board shall not proceed until satisfactory evidence of the service of such notice is present;
  - (2) Should the respondent fail to appear and fail to demonstrate reasonable cause for such failure, the Judicial Board is empowered to hear the matter;
  - (3) Should the complainant fail to appear and fail to demonstrate reasonable cause for such failure, the Judicial Board shall dismiss the complaint. The dismissed complaint shall not be the subject of further proceedings before the Judicial Board;
  - (4) Failure to appear without reasonable cause does not constitute grounds for appeal against a decision of the Judicial Board.

## **P.9 Representation**

### **P.9.1 Ethical Purchasing**

The SGPS is committed to conducting business with suppliers that respect, promote and abide by fair labour and sustainable operating practices. The SGPS is committed to educating suppliers on the importance of equitable labour and sustainable practices and working with them towards compliance with this policy.

The SGPS has established this policy as a framework of principles and guidelines to be observed by the SGPS, and any of its future business and services. Once in effect, compliance with this policy will be a condition of supplying products to the SGPS. Companies providing products will require all suppliers, licensees, and contractors involved in the manufacture or farming of products for the SGPS to observe the standards of this policy. The SGPS intends to co-operate with students and other organizations in monitoring working conditions, collecting information, and collectively negotiating with suppliers and licensees to ensure the provisions of this Code are enacted. Effective implementation of this policy is a long-term process that will take commitment on the part of students, suppliers, and SGPS staff. Because one responsibility of an institution of higher learning is to ensure that students leave with an education that will promote responsible global citizenship and stewardship, the SGPS commits to improving the sustainability of operations and fair labour practices, promoting responsible consumption to its members, and lobbying the University and various levels of government to follow suit.

#### **P.9.1.1 Definitions**

- a. The term “Product” means any manufactured or farmed product that is supplied to the SGPS.
- b. The term “Supplier” means any individual or company that supplies or sells the aforementioned Product.
- c. The term “Licensee” means any individual or company that has entered into an agreement with the SGPS to manufacture items bearing the name and/or logo of the SGPS.

- d. The term “Contractor” means any contractor, subcontractor or vendor that produces a Product for a Supplier.
- e. The term “Employer” means any individual or company that employs one or more workers in the creation, assembly or packaging of a product.

### **P.9.1.2 Guidelines**

- a. Labour: All suppliers must operate workplaces, and ensure that all Employers including contractors, subcontractors, vendors or manufacturers operate workplaces, that adhere to the following minimum guidelines and practices as established by the International Labour Organization, the United Nations (UN) Universal Declaration of Human Rights and the UN convention of the Rights of the Child.
- b. Legal Compliance: Employers shall comply, at a minimum, with all applicable legal requirements of the country in which products are manufactured. Where this policy and the applicable laws of the country of manufacture differ, the standard that provides the greater right, benefit or protection shall apply.
- c. Wages and Benefits: Employers must provide wages and benefits which comply with all applicable laws and regulations and which match or exceed the local prevailing wages and benefits in the relevant industry or which constitute a living wage, whichever provides greater wages and benefits.
- d. Working Hours: Except in extraordinary circumstances, employees shall (i) not be required to work more than the lesser of (a) 48 hours per week and 12 hours overtime per week, or (b) the limits on regular and overtime hours allowed by the law of the country of manufacture; and (ii) be entitled to at least one day off in every 7-day period.
- e. Overtime Compensation: In addition to their compensation for regular hours of work, employees shall be compensated for overtime hours at such a premium rate as is legally required in that country, but not less than at a rate equal to their regular hourly compensation rate.
- f. Child Labour: No person shall be employed at an age younger than 15 (or 14 where, consistent with International Labor Organization practices for developing countries, the law of the country of manufacture allows such exception). Where the age for completing compulsory education is higher than the standard for the minimum age of employment stated above, the higher age for completing compulsory education shall apply to this section. Employers agree to work with governmental, human rights, and non-governmental organizations, as determined by the SGPS and licensee, to minimize the negative impact on any child released from employment as a result of the enforcement of this Code, including the opportunity for adult family members to assume the child’s position in order to maintain family earnings.
- g. Forced Labour: There shall not be any use of forced labour, whether in the form of prison labour, indentured labour, bonded labour or otherwise.
- h. Health and Safety: Employers must provide workers with a safe and healthy work environment and must, at a minimum, comply with local and national health and safety laws. If residential facilities are provided to workers, they must be safe and healthy facilities.
- i. Non-discrimination: No employee shall be subject to any discrimination in employment, including hiring, salary, benefits, advancement, discipline, termination or retirement, on the

basis of gender, race, religion, caste, age, disability, marital status, sexual orientation, national origin, political affiliation, or union membership. The pregnancy of an employee shall not be used as a basis for disciplinary treatment or termination of employment. Employees will be permitted to take maternity leave without facing the threat of dismissal, loss of seniority or deduction in wages, and shall be able to return to their former employment at the same rate of pay and benefits. No employee or prospective employee shall be subjected to involuntary use of contraceptives or pregnancy testing.

- j. Harassment or Abuse: Every employee shall be treated with dignity and respect. No employee shall be subject to any physical, sexual, psychological or verbal harassment or abuse.
- k. Freedom of Association: Employers shall recognize and respect the right of employees to freedom of association and collective bargaining with bargaining representatives of their own choice. No employee shall be subject to harassment, intimidation or retaliation as a result of his or her efforts to freely associate or bargain collectively.

### **P.9.1.3 Sustainability**

- a. Energy Consumption: The SGPS will upgrade to energy efficient lighting fixtures in all renovation plans. The SGPS shall undertake a feasibility study to investigate the possibility of having a self-sustaining energy supply for its operations.
- b. Environmental Standards: Suppliers will comply with all applicable environmental laws. The SGPS commits to reducing paper and chemical consumption, and to use recycled materials where and when possible.
- c. Purchasing From Local Suppliers: The SGPS will work towards implementing additional sustainable business practices including, but not limited to, purchasing locally grown and/or organic products, buying direct from farmers, favouring companies that minimize the use of pesticides, and purchasing humanely treated animal products.

### **P.9.1.4 Implementation**

- a. All new contracts with suppliers, licensees and contractors will include an explicit statement of endorsement of the policy stating that the suppliers, licensees and contractors will comply with the policy.
- b. All new contracts with suppliers, licensees and contractors will include an explicit statement that failure to comply with the policy may result in the termination of a contract. The termination of a contract will occur following the failure of a supplier, licensee or contractor to take corrective action in the event of a policy violation, and only following the due process measures observed in the remediation clauses.
- c. The company names, owners, and/or offices, addresses, contact information and nature of the business association, including steps performed in the manufacturing process, of all suppliers, licensees, contractors, and manufacturing plants which are involved in the manufacturing process of products for the SGPS, shall be made publicly available.
- d. Prior to the date of an annual renewal of a contract, the supplier, licensee and contractor shall be required to submit an annual compliance report to the SGPS. The report shall include information discussed in the preceding clause on public disclosure and a summary of the steps taken, and/or difficulties encountered, during the preceding year in implementing and

enforcing the policy at each site. The contents of the compliance reports shall be considered public information.

- e. Suppliers with existing contracts with the SGPS will be encouraged to comply with the requirements of the policy and implementation of the policy will be required upon renewal of a contract.
- f. Compliance with the policy will be effective immediately on all new contracts.

#### **P.9.1.5 Verification**

- a. All suppliers, licensees and contractors shall accept the principle that the implementation of this policy shall be assessed through monitoring and independent third-party verification.
- b. Employees and interested third parties shall be provided with a confidential means to report failure to observe the policy guidelines and shall be otherwise protected in this respect.
- c. The SGPS shall undertake efforts to further determine and clearly define additional monitoring and verification methods.
- d. The SGPS reserves the right to examine the practices, activities, and work sites of their suppliers, licensees and contractors when such examination is previously announced.
- e. The Executive Director and the VP Finance and Services shall be jointly responsible for ensuring policy compliance. Where a disagreement between the VP Finance and Services and the Executive Director arises, the VP Finance and Services shall have the final say.

#### **P.9.1.6 Remediation**

- a. In the event that a supplier, licensee or contractor violates one or more requirements of the policy, the SGPS will actively consult with the supplier, licensee or contractor to examine the issues and determine the appropriate measures to be taken.
- b. Remedial actions for labour violations will include, at minimum, requiring the supplier, licensee or contractor to correct any violations including, but not limited to, reinstating any worker whose employment was terminated in violation of the policy.
- c. If consultation and agreed upon measures fail to adequately resolve the violations within a specified time period, the SGPS and the supplier, licensee or contractor will implement a corrective action plan on terms acceptable to the SGPS.
- d. The SGPS reserves the right to terminate its relationship with any supplier, licensee or contractor which continues to conduct its business in violation of the corrective action plan, in accordance with the terms set forth in the policy. However, termination of any relationship will only occur when serious breaches of the policy persist and when the supplier, licensee or contractor is unwilling to remedy any discovered violations after all parties have negotiated and agreed upon a corrective action plan.

#### **P.9.1.7 Collaboration**

- a. The SGPS will suggest curriculum change at the University level to encourage greater academic awareness of sustainability and ethical economic policies.
- b. The SGPS will work with food services to find better, and where possible, local suppliers for food.

- c. The SGPS will work with the city of Kingston.
- d. The SGPS will encourage other student organizations and the University to adopt ethical purchasing policies.
- e. Where possible the SGPS will encourage and participate in University workgroups and networks committed to finding suppliers willing to comply with this policy.

#### **P.9.1.8 Policy Review**

The VP Finance and Services and the Finance and Services Standing Committee shall conduct an annual review of the policy and suggest policy changes to the Bylaw and Policy Revisions Standing Committee no later than January 15th of each year.

### **P.9.2 Queens University Against Killer Coke Campaign**

The SGPS officially supports the Queens University Against Killer Coke Campaign (QUAKC), as recognized by the following motion passed December 14, 2004 by Council:

BIRT the SGPS support the ongoing efforts of the Stop Killer Coke Campaign at Queens University (QUAKC), raising awareness about how the Coke exclusivity contract is affecting Queens students and the broader Kingston community; and

BIFRT the SGPS endorse the efforts of the Stop Killer Coke Campaign across Canada and internationally; and

BIFRT council representatives be encouraged to disseminate information from the Stop Killer Coke Campaign to the respective departments.

### **P.9.3 Sponsorship Policy**

#### **P.9.3.1 Purpose**

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

#### **P.9.3.2 Definitions**

For the purpose of this policy:

- a. 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
- b. The term “Donor Recognition” refers to the acknowledgement, publicity, and/or expression of thanks that SGPS will provide to the donor during the event or during the timeline agreed upon in the sponsorship contract.

#### **P.9.3.3 Eligibility**

- a. This policy applies to internal and external bodies relative to Queens University.

- b. Sponsorship opportunities must be compatible with the Bylaws and Policies of the SGPS.
- c. The SGPS will evaluate sponsorship opportunities according to the following criteria, which are in no particular order:
  - (1) increased awareness of SGPS and enhancement of SGPS image;
  - (2) improved university and community relations;
  - (3) community role and local presence of the potential sponsor;
  - (4) equity and human rights characteristics of the potential sponsor;
  - (5) environmental and sustainability characteristics of the potential sponsor;
  - (6) student employment opportunities;
  - (7) price reductions of goods and services; and
  - (8) revenue opportunities.
- d. The SGPS may take past experiences with potential sponsors into account when considering new opportunities.
- e. The SGPS reserves the right to refuse any sponsorship proposal.

#### **P.9.3.4 Procedures**

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

#### **P.9.4 Non-Academic Discipline**

As ratified at the November 8, 2005 Council meeting, the following statement represents the official position of the SGPS on Non-Academic Discipline:

The Society of Graduate and Professional Students (SGPS) under jurisdiction granted to it by the Senate, has the right to promote the well being of its members and acknowledges its jurisdiction to exercise disciplinary power over students in non-academic matters and will take such action that

it deems appropriate. With a view to the Senate Committee on Non-Academic Discipline Procedure for Handling Serious Offences with affect the Broader University, the SGPS will NOT take responsibility for handling cases that fall under the jurisdiction of another body beyond the campus of Queens University.

The SGPS upholds the notion that every individual is equal before and under the law and has the right to the equal protection and equal benefit of the law without discrimination and, in particular, without discrimination based on race, national or ethnic origin, colour, religion, sex, age, or mental or physical disability as set out in section 15.(1) of the Canadian Charter of Rights and Freedoms. The SGPS will NOT subject its members to investigate nor adjudicate any offences that are under the jurisdiction of the broader Kingston community. To do so would be to engage in the promotion of excessive and unwarranted privilege of Queens University students and to place students at a perceived advantage over the broader community.

Furthermore, the SGPS will NOT subject its members to the safety risk associated with investigating and acquiring evidentiary support in order to discipline any student that commits an offence outside the boundaries of Queens University in order to satisfy the Senate Committee on Non-Academic Discipline Procedural Fairness in a University Environment, that recommends that the right to discovery of evidence and information be a participatory right to be observed in all tribunal proceeding. Furthermore, to do so, with limited resources, may infringe or deny the rights and freedoms of SGPS members which are guaranteed by the Canadian Charter of Rights and Freedoms.

## **P.10 Technology and Privacy Policies**

### **P.10.1 SGPS Membership List-Serve And Council Members E-Mail Tree**

- a. A membership list-serve will be maintained by Queens University ITS as per the agreement approved by council in October 2005. As members can permanently unsubscribe from the list, it is important that the list only be used for information relevant to a large majority of the members. Thus the following policy shall be used.
- b. The list shall operate bi-weekly and be restricted to the following content, in the following order:
  - (1) Information regarding membership fees, opt-out, and opt-in deadlines
  - (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 members are to be posted on the SGPS website and a link to this is to be provided in the email
  - (7) Messages from the Executive that respond to issues of immediate significance to the membership.

- c. The Executive Director shall be responsible for monitoring the numbers of un-subscriptions from the list-serve and for ensuring the Executive is aware of significant changes to the list size.
- d. The information shall be organized in sections, with a heading at the top of the e-mail indicating the order and content of these sections.
- e. As the agreement allows for a maximum of four emails a month, a message can be sent for situations deemed to be of an emergency nature. Approval for such a message requires majority approval from the Executive. The Finance and Services Standing Committee shall review, after the fact, such messages and report to Council as to the relevance of, and any additional un-subscriptions as a result of, the message.
- f. The Executive Director shall keep an email tree of Council representatives and ask them to forward messages to their membership concerning health and dental opt-out, opt-out deadlines and elections and referenda. The SGPS is responsible, and maintains a budget, for advertising to its membership; however, the list-serve and the email tree are not to be used for advertising.

## **P.10.2 SGPS Podcasting**

- a. SGPS podcasts are an essential part of the SGPS communication strategy, and are a critical tool for communication, used by the Communications Commissioner, Executive and other SGPS members to communicate with the membership at large.
- b. Any information that may potentially be communicated through SGPS podcasts must be approved for content and relevance by the Communications Commissioner.
  - (1) The Communications Commissioner will decide whether material is acceptable for inclusion in a podcast. If acceptability of material is questioned, final authority will rest with a majority vote of the SGPS Executive, subject to the wishes of Council. The Communications Commissioner may be consulted and/or questioned about his/her decision to include material.
  - (2) Information will not be included in a podcast if it is in violation or appears to be in violation of any relevant legislation and the University Code of Conduct, specifically information that is discriminating based on race, national or ethnic origin, colour, religion, sex, age, sexual orientation, gender identity or mental or physical disability. Podcasting will uphold standards for equity established by the SGPS and Queens University.
- c. Podcasts will report on the activities of the SGPS, current events within the University, CFS campaigns and material, and any other material relevant for the graduate and professional student body at Queens University.
- d. Every podcast that includes an interview or other information from a non-SGPS source will include the following disclaimer: Opinions and statements made in this podcast do not necessarily represent the views of the SGPS or any of its members. The SGPS is not responsible for any liability or offense arising from the conveyance of this information.
- e. Podcasts will be created by the Communications Commissioner at least monthly. The Communications Commissioner will work with the Staff, Executive and other interested SGPS members to create podcasts.
- f. Podcasts will be posted on the iTunes Music Store at iTunesU as well as on the main SGPS website.

### **P.10.3 SGPS Privacy Policy Use And Disclosure Of Personal Information By The SGPS**

- a. The SGPS will not collect information from members unless that information relates directly to and is necessary for an operating program or activity of the SGPS.
- b. The SGPS will not rent, sell, or share personal information about members with other people except to provide services requested by members that fall within the mandate of the SGPS, with permission of the member concerned.
- c. When necessary, the SGPS reserves the right to share personal information in order to investigate, prevent, or take action regarding illegal activities, suspected fraud, or situations involving potential threats to the physical safety of any person.
- d. Pursuant to s.30 of the Freedom of Information and Protection of Privacy Act which states that The head of a public body must protect personal information in the custody or under the control of the public body by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal, personal information will be stored in a locked cabinet in the SGPS office, accessible only by the Executive Director.
- e. 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.

### **P.10.4 SGPS Website Posting**

- a. The SGPS website is an essential part of the SGPS communication strategy, and is a critical tool for communication, used by the Executive and other SGPS members to communicate with the membership at large.
- b. The SGPS website will be systematically reviewed in its entirety at least twice per term by the Communications Commissioner, and will be updated on a regular basis in conjunction with the Webmaster.
- c. Any information that may potentially be posted on the SGPS website must be approved for content and relevance by the Communications Commissioner.
  - (1) The Communications Commissioner will post information with acceptable content and that is deemed relevant to the membership on the SGPS website. Final authority will rest with a majority vote of the SGPS Executive, subject to the wishes of Council. The Communications Commissioner may be consulted and/or questioned about his/her decision to post material.
  - (2) Information will not be posted that is in violation or appears to be in violation of any relevant legislation and the University Code of Conduct, specifically information that is discriminating based on race, national or ethnic origin, colour, religion, sex, age, social status, sexual orientation, gender identity or mental or physical disability.
- d. A disclaimer stating the following will be posted where it is easily visible on any page that contains information or opinions that may be submitted for posting by groups or individuals not necessarily affiliated with the SGPS. This list includes but is not limited to: the Housing Listing Service, External Events page, and any Comment Boards facilitated by the SGPS:

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