

**PROPOSED AMENDMENTS TO THE CONSTITUTION
OF THE STUDENT LIFE CENTRE COUNCIL
As approved by JDUC Council, March 10, 2011**

Context

Prior to the opening of the Queen's Centre (QC) a decision was reached that the additional student life space in the QC would fall under the general operating and management guidelines and policies of the JDUC Council. This decision, while reviewed and supported by Council, was not reflected in the JDUC constitution.

At the March 2011 meeting, the Board of Trustees approved an operations and management agreement between the university, the Society of Graduate and Professional Students (SGPS) and the Alma Mater Society (AMS) which ceded responsibility for the management of the Student Life Centre (the John Deutsch University Centre, the Grey House, MacGillivray-Brown Hall and the non-athletic portion of the Queen's Centre) to the Alma Mater Society effective May 1, 2011.

In light of these changes the constitution of the John Deutsch University Centre (JDUC) was amended as follows:

- The name was changed from the John Deutsch University Centre Council to the Student Life Centre Council.
- The preamble was updated to include the Queen's Centre.
- The responsibilities were amended to reflect the management details outlined in the Operations and Management Agreement.
- The membership was reduced from 14 members to 12 with the faculty and staff positions being removed.
- The Executive Committee was tasked with the responsibility to discuss disagreements and disputes arising from the Operations and Management agreement.

At their March 10th meeting the JDUC Council expressed unanimous support for the changes.

Copies of the existing constitution and the proposed revised constitution are provided.

Recommendation:

That the Constitution of the John Deutsch University Centre be amended as outlined in the Constitution of the Student Life Centre, effective May 1, 2011.

Proposed Constitution of the Student Life Centre Council

As approved by John Deutsch University Centre Council March 10, 2011

1. PREAMBLE

The Student Life Centre (SLC) comprised of the John Deutsch University Centre, the Grey House and a portion of the Queen's Centre is a student-centred community centre dedicated to enhancing the quality of student and campus life and to fostering a spirit of discovery. Its essence is students, faculty, staff and alumni gathering, celebrating, talking and learning. Envisioned and established, on behalf of these constituencies, as a partnership between the Alma Mater Society (AMS), the Society of Graduate and Professional Students (SGPS) and Queen's University and built on the foundations of the Students' Memorial Union, the SLC takes pride in a tradition of shared and autonomous governance.

The AMS, the SGPS and the University are committed to the SLC as integral to the missions of both student government and the University and to the vitality of the broader learning environment. Underlying the commitment to a community centre is a vision of Queen's not as a loose collection of students, faculty and staff, but as a way of being together, and an understanding that knowing, teaching and learning are, at heart, communal acts. Underlying the commitment to a student-centred community centre is a vision of students fully engaged in the governance of the institution and in service to the Queen's and Kingston communities, indeed to the nation and the world at large, and the concomitant need for a place students can call their own - a place where they can relax and have fun, discover self and others, and build the student governments and clubs that are the vehicles of civic engagement.

The original centre is located on the site of Kingston's old Orphan's Home. It was constructed in 1862 and purchased by Queen's in 1928 to serve as the Students' Memorial Union and named in commemoration of students who died during the First World War. The Union was extensively renovated and expanded in the mid-1970s in response to the tripling of the student population since the 1950s and renamed the John Deutsch University Centre in honour of former Principal John Deutsch, who died in 1976. The Queen's Centre first envisioned in the early 1990's, and opened in 2009 is the newest addition to student life space built in response to the increase in student numbers and student activities.

The SLC continues to be the seat of student governments and the principal home of the essential programs and services offered by students for students. It also serves as the central memorial to the Queen's students and alumni who fell in both World Wars. Students, with strong support from alumni, were the driving force in the organizational and physical development of first, the Memorial Union and second, the John Deutsch University Centre. The Queen's Centre follows on this tradition as the construction of this facility was due in part to a generous donation by students while they were members of the Alma Mater Society.

Accordingly, students have always played an important role in the Centre's governance. The University, for its part, has long recognized the unique nature and purposes of the facility by granting students a significant degree of autonomy in the governance and operations of the Centre. This Constitution reflects the partners' commitment to supporting this goal, and builds on past models of service in precisely this regard. It affirms the student-centred character of the SLC, the belief that students will act in good faith and in accordance with University policies and will exercise this right in a manner consistent with the values of the equal dignity and worth of the partners and the autonomy of their respective relationships in the SLC.

2. PURPOSES OF THE SLC

The central purposes of the SLC, as a student-centred community centre, shall be:

1. To remember and honour the members of the Queen's community fallen in war and, further, to acknowledge and celebrate the rich history and traditions of the University and its students, faculty, staff and alumni in their pursuit of the essential values of intellectual integrity, freedom of inquiry and the exchange of ideas, and the equal dignity of all persons;
2. To provide formal and informal gathering places for, and foster communication among and between, students, faculty, staff and alumni;
3. To offer a home to student governments, faculty societies, student clubs and organizations and the associated opportunities for self-directed programs and services;
4. To stimulate and facilitate cultural, educational, recreational and social programs that support the missions of student governments and the University; and
5. To house student, university and commercial services that meet the needs of students, faculty, staff and visitors and contribute to the vitality of the Centre.

3. STUDENT LIFE CENTRE COUNCIL

a. Responsibilities

Reporting to Queen's University Senate, the Student Life Centre Council shall be responsible for the governance and oversight of the SLC, including:

1. Advancing the mission and purposes of the SLC as a student-centred community centre;
2. Developing, approving and implementing long-term plans;
3. Providing overall direction for the SLC's program and program objectives, which are the events and activities endorsed by the management in keeping with the primary and secondary purpose of the SLC;
4. Approving policies and regulations for the operation and use of the SLC ;
5. Approving the SLC 's capital and operating budgets, and advising on the administrative budget;
6. Approving space allocations and use, keeping in mind the current designated use and occupant;
7. Ensuring the provisions of the Operations & Management Agreement and related schedules are followed
8. Approving structural changes to the SLC;
9. Fostering the integration of the SLC with the Queen's and Kingston communities;
10. Approving an annual report on the SLC 's operations; and
11. Evaluating periodically the SLC's mission and Council's performance, role and composition, and making recommendations, as required, for their renewal.
12. Be the final decision-maker on any disagreements and disputes arising from the Operations and Management Agreement and before proceeding to dispute resolution mechanisms.

b. Membership

Council shall comprise twelve members:

Ex-officio (voting members)

- Dean of Student Affairs

- President, AMS
- President, SGPS
- Vice-President (Operations), AMS
- a Vice-President of the SGPS

Appointed (voting members)

- Vice Principal Finance & Administration or delegate
- one non-student alumni member appointed by the Alumni Association (three-year term, renewable once)
- one student director, appointed by the AMS Board of Directors (two-year term)
- three undergraduate students at large, two appointed by AMS Assembly, one Senate appointed
- one student, appointed by the SGPS Council

The terms of the AMS student director and Senate-appointed non-student members shall be staggered in order that only one of the two will be renewed or replaced in any given year.

Terms of office for the appointed members shall begin on May 1 and end on April 30.

Resource Members to the Committee (non-voting)

- AMS Student Centre Officer
- AMS General Manager
- SLC Facility Manager
- SGPS Executive Director

c. Chair and vice-chair

Council shall annually select from the appointed members a Chair and Vice Chair. The Chair will be non-voting except when needed to break a tie.

d. Meetings

Council shall normally meet a minimum of five times per year, in May or June, September, November, January and March.

e. Quorum

Quorum for meetings of Council shall be seven members, at least four of whom must be students with each Party represented.

f. By-laws

Council may, with approval of eight members with each Party present, enact and repeal by-laws respecting its conduct and rules of order. There will be prior written notice to the members of any changes.

g. Committees

Council may establish ad hoc and standing committees to carry out defined tasks or to address any issue arising from management and operations, and shall prescribe the responsibilities, membership and terms of any such committees.

4. EXECUTIVE COMMITTEE

a. Responsibilities

Accountable to the Student Life Centre Council, the Executive Committee shall be responsible for:

1. Communicating matters of importance to the Council;
2. Preparing agendas and carrying forward any agenda items for meetings of the Council;
3. Setting the schedule of Council meetings for the year, including additional meetings of Council as deemed necessary;
4. Undertaking such other tasks as may be referred to it from time to time by the Council;
5. Empowered by Council to undertake decisions in the summer months.
6. On advice of the Student Centre Officer serve as the first avenue by which to discuss disagreements and disputes arising from the Operations and Management agreement.

b. Membership

The Executive Committee shall comprise five members:

- Dean of Student Affairs
- AMS Student Centre Officer –non-voting resource member
- Facility Manager – non-voting resource member
- President, AMS
- President, SGPS

c. Chair

The chair of the Executive Committee shall be one of the members on a rotating annual basis.

d. Meetings

The Executive Committee shall meet two weeks before each Council meeting to set the agenda, as well meet in either July or August as required.

5. AMENDMENT

Council may, upon approval of eight members recommend amendments to the Constitution of the Student Life Centre to Queen's University Senate, provided there is representation from all Parties present. At least thirty days' notice shall be given to Council of any proposed amendment.

CONSTITUTION OF THE JOHN DEUTSCH UNIVERSITY CENTRE

As approved by JDUC Council, November 5, 1998 and Senate April 22, 1999

PREAMBLE

The John Deutsch University Centre is a student-centred community centre dedicated to enhancing the quality of student and campus life and to fostering a spirit of discovery. Its essence is students, faculty, staff and alumni gathering, celebrating, talking and learning. Envisioned and established, on behalf of these constituencies, as a partnership between the Alma Mater Society, the Society of Graduate and Professional Students and Queen's University, and built on the foundations of the Students' Memorial Union, the JDUC takes pride in a tradition of shared and autonomous governance.

The AMS, the SGPS and the University are committed to the JDUC as integral to the missions of both student government and the University and to the vitality of the broader learning environment. Underlying the commitment to a *community* centre is a vision of Queen's not as a loose collection of students, faculty and staff, but as a way of being together, and an understanding that knowing, teaching and learning are, at heart, communal acts. Underlying the commitment to a *student-centred* community centre is a vision of students fully engaged in the governance of the institution and in service to the Queen's and Kingston communities, indeed to the nation and the world at large, and the concomitant need for a place students can call their own — a place where they can relax and have fun, discover self and others, and build the student governments and clubs that are the vehicles of civic engagement.

The Students' Memorial Union since 1929, and the John Deutsch University Centre since 1976, have been the central memorial to the Queen's students and alumni who fell in World Wars I and II, the seat of student governments, and the principal home of the essential programs and services offered by students for students. Students, with strong support from alumni, were and are the driving force in the organizational and physical development of, first, the Union and, then, the Centre. Accordingly, students have always played an important role in their governance. The University, for its part, has long recognized the unique nature and purposes of the Union and Centre by granting them a significant degree of autonomy in their operations.

Now, at the dawn of the 21st century, the Principal has articulated a vision of Queen's as "the quality leader in Canadian higher learning, developing exceptional students and scholars for citizenship and leadership in a global society." This Constitution reflects the partners' commitment to supporting this goal, and builds on the Students' Memorial Union's and John Deutsch University Centre's models of service in precisely this regard. It affirms the student-centred character of the JDUC by according students an outright majority on a revamped governing council with greater, more clearly defined responsibilities. Moreover, while Queen's retains ownership of the JDUC and reserves the right to ensure management of the facility in accordance with University policies, it

undertakes to exercise this right in a manner consistent with the values of the equal dignity and worth of the partners and the autonomy of their relationship in the JDUC.

PURPOSES OF THE JDUC

The central purposes of the JDUC, as a student-centred community centre, shall be:

1. to remember and honour the members of the Queen's community fallen in war and, further, to acknowledge and celebrate the rich history and traditions of the University and its students, faculty, staff and alumni in their pursuit of the essential values of intellectual integrity, freedom of inquiry and the exchange of ideas, and the equal dignity of all persons;
2. to provide formal and informal gathering places for, and foster communication among and between, students, faculty, staff and alumni;
3. to offer a home to student governments, faculty societies, student clubs and organizations and the associated opportunities for self-directed programs and services;
4. to stimulate and facilitate cultural, educational, recreational and social programs that support the missions of student governments and the University; and
5. to house student, university and commercial services that meet the needs of students, faculty, staff and visitors and contribute to the vitality of the Centre.

COUNCIL

Responsibilities

Reporting to Queen's University Senate, the John Deutsch University Centre Council shall be responsible for the governance and oversight of the JDUC, including:

1. advancing the mission and purposes of the JDUC as a student-centred community centre;
2. developing, approving and implementing long-term plans;
3. determining the JDUC's program and program objectives and overseeing the implementation thereof;
4. commissioning and decommissioning sub-centres and the programs thereof;
5. establishing policies and regulations for the operation and use of the JDUC;
6. approving the JDUC's capital, operating and reserve budgets;
7. securing adequate financial resources to ensure the JDUC's long-term viability;
8. overseeing the management of the finances of the JDUC;
9. overseeing the management of the property of the JDUC, including approving all structural changes;
10. assigning and monitoring the use of space;
11. reviewing and making recommendations on all contractual arrangements into which the JDUC may enter;
12. preparing and reviewing periodically the job description of the Director;
13. fostering the integration of the JDUC with the Queen's and Kingston communities;
14. issuing an annual report on the JDUC's operations; and

15. evaluating periodically the JDUC's mission and Council's performance, role and composition, and making recommendations, as required, for their renewal.

Membership

Council shall comprise fourteen members:

Ex-officio

- Dean of Student Affairs
- Director, JDUC
- President, AMS
- President, SGPS
- Vice-President (Operations), AMS
- a Vice-President of the SGPS

Appointed

- one alumnus appointed by the Alumni Association (three-year term, renewable once)
- one faculty member appointed by the Senate (three-year term, renewable once)
- one staff member appointed by the Senate (three-year term, renewable once)
- two persons, at least one of whom must be a student, appointed by the AMS Board of Directors (two-year term)
- three students at large, two undergraduates and one graduate, appointed by the Senate (staggered two- or three-year terms, renewable once subject to students' circumstances)

The terms of the alumnus, faculty and staff members shall be staggered in order that only one of the three will be renewed or replaced in any given year.

Terms of office shall begin on May 1 and end on April 30.

Chair and vice-chair

Council shall select from its appointed members a chair and vice-chair to serve for staggered two-year terms.

Meetings

Council shall normally meet five times per year, in May or June, September, November, January and March.

Quorum

Quorum for meetings of Council shall be seven members, at least four of whom must be students.

By-laws

Council may, upon approval of a double two-thirds majority, i.e., two-thirds of student members present and two-thirds of all members present, enact and repeal by-laws respecting its conduct and rules of order, the JDUC's cost-sharing formula and all such matters within its responsibility.

Committees

Council may establish ad hoc and standing committees to carry out defined tasks, and shall prescribe the responsibilities, membership and terms of any such committees.

EXECUTIVE COMMITTEE

Responsibilities

Accountable to the John Deutsch University Centre Council, the Executive Committee shall be responsible for:

1. advising the Director on management and operational issues;
2. preparing agendas for meetings of the Council;
3. conducting annual performance reviews of the Director;
4. establishing the committee to advise the Dean of Student Affairs on the appointment or reappointment of the Director; and
5. undertaking such other tasks as may be referred to it from time to time by the Council.

Membership

The Executive Committee shall comprise four members:

- Dean of Student Affairs
- Director, JDUC
- President, AMS
- President, SGPS

Chair

The chair of the Executive Committee shall be the Dean of Student Affairs

Meetings

The Executive Committee shall meet monthly, or more often as required at the discretion of members.

DIRECTOR

Responsibilities

Accountable to the John Deutsch University Centre Council, the Director of the John Deutsch University Centre shall be responsible for:

1. serving as trustee and chief executive officer of the partnership;

2. providing leadership to the JDUC;
3. ensuring that the mission of the JDUC is carried out to a high degree of quality;
4. initiating, and participating in, long-term planning;
5. proposing, developing, implementing and evaluating programs and services consistent with the mission and long-term plans of the JDUC;
6. managing space allocation;
7. managing common areas and rooms;
8. overseeing the maintenance of the JDUC's physical plant, ensuring the integrity of the building and building systems, and the health, safety, security and comfort of building occupants and users;
9. identifying priorities for capital renewal;
10. developing and administering policies and regulations for the operation and use of the JDUC;
11. producing, and ensuring implementation of, annual plans and the capital, operating and reserve budgets;
12. maintaining accounts and records;
13. arranging for audits, as required, of the JDUC's financial statements;
14. negotiating and administering all contractual agreements into which the JDUC may enter;
15. planning for and managing the human resources of the JDUC;
16. ensuring that the JDUC operates within general University policies and procedures and within all relevant municipal, provincial and federal statutes;
17. consulting routinely with the JDUC's partners, Queen's departments and organizations and external agencies;
18. proposing, developing, implementing and evaluating the JDUC's public relations and communications; and
19. reporting regularly to JDUC Council.

Terms of Employment

The Director shall be an employee of the University and have a reporting relationship to the Dean of Student Affairs. S/He shall hold a five-year appointment, subject to renewal upon review.

AMENDMENT

Council may, upon approval by a double two-thirds majority, i.e., two-thirds of student members present and two-thirds of all members present, recommend amendments to the Constitution of the John Deutsch University Centre to Queen's University Senate. At least thirty days notice shall be given to Council of any proposed amendment.