



Yellow House – Terms of Reference

The Yellow House, located at 140 Stuart Street, provides dedicated on campus space for Queen's undergraduate and graduate student clubs.

Clubs allocated space at the Yellow House must:

- Work to advance social justice, anti-racism, equity, diversity or inclusion on campus
- Be ratified by the Alma Mater Society (AMS) or Society for Graduate and Professional Students (SGPS) and follow the required policies and procedures of the AMS and SGPS
- Provide a brief (maximum three pages), annual report for UCARE outlining annual activities
- Agree to the terms of use of space in the Yellow House

Application Process:

The Deputy Provost (Academic Operations and Inclusion) will invite members of the Queen's student community to submit expressions of interest any time space at the centre becomes available.

A sub-committee of UCARE will assess the applications received based on the impact that the club has had on promoting an equitable and inclusive Queen's community. Priority will be given to clubs without existing usable space elsewhere. The subcommittee will seek to accommodate as many eligible clubs as is practical.

The sub-committee consists of:

- Deputy Provost (Academic Operations and Inclusion) - Chair
- Associate Director, Academic Initiatives, Office of the Provost - Secretary
- Associate Vice-Principal (Human Rights, Equity and Inclusion)
- Assistant Dean, Student Life and Learning
- Two undergraduate student UCARE members
- One undergraduate student from the Queen's community, selected by the Deputy Provost
- One graduate student from UCARE or the Queen's community, selected by the Deputy Provost
- Manager, Architecture and Design - Advisory

Space Allocation Guidelines:

The university will provide furnished space in the Yellow House rent free.



Clubs allocated space by UCARE will be offered a three year renewable term. Terms are likely to be renewed, unless the following circumstances occur, which may result in clubs being asked to vacate the space:

- The club loses status as an AMS or SGPS ratified club
- The mandate of the club changes such that its primary objective is no longer advancing social justice, anti-racism, equity, diversity or inclusion
- There are findings of actions that contravene University policies (including, but not limited to, the Student Code of Conduct, the Harassment and Discrimination Policy, the Sexual Violence Policy etc.), by members of the club executive, or by members in the course of their club activities.

Should any of the above noted situations occur, the UCARE sub-committee will review the circumstances and the club's space allocation to determine if the club will continue to be granted space at the Yellow House.

Clubs voluntarily vacating assigned space should provide a minimum of six weeks' written notice to UCARE.