

# Constitution of the Queen's University Policy Students Society

(Updated: September 30<sup>th</sup>, 2025)

## 1 Definitions

**IPAC** will henceforth refer to the Institute of Public Administration of Canada.

**Member** will henceforth refer to any SGPS eligible graduate student in the School of Policy Studies.

**SGPS** will henceforth refer to the Society of Graduate and Professional Students, the primary graduate student body at the university level.

**SPS** will henceforth refer to the School of Policy Studies at Queen's University.

**QPR** will henceforth refer to the Queen's Policy Review.

**QPSS** will henceforth refer to the Queen's University Policy Student Society, of which all fulltime School of Policy Studies students who are members of the SGPS are hereby a member of.

## 2 Mission

- To act as a representative body at the faculty and university level for all graduate students in the SPS.
- To build relations with contacts both internal and external to the university that can provide information and services useful to members in furthering their academic, professional, or personal development.
- To maintain and develop resources useful to members in their common activities.
- To facilitate a sense of community within the school through the organization of social events, inclusive of all members.
- To develop contact with graduate student societies at Queen's University and at other institutions.
- To maintain communication between admin and faculty of the school and all members of the QPSS.
- To better the Kingston community through charity and/or volunteer work, at least once per calendar year.

### **3 Membership**

All students currently enrolled in the SPS who are eligible members of the SGPS are automatically members-at-large of the QPSS. Any QPSS member is eligible to run for a QPSS Council position.

Dual degree students (ex. JD-MPA students) hold QPSS membership during the year in which they are enrolled in a minimum of 9 units of MPA credit coded courses per semester. They are eligible to hold council positions and vote in QPSS elections during that period, but not in any other years of their degree.

All members of the QPSS must pay the QPSS Student Activity Fee, collected by the SGPS. This fee is \$35.

### **4 QPSS Council**

The QPSS Council will be divided into two sub-sections: (1) QPSS Executive Council and (2) QPSS General Council. The QPSS Executive Council will consist of the roles at the core of the QPSS Council and are required to meet at a minimum of once every two weeks. The QPSS Executive Council has the authority to add new roles to the QPSS Council should they see fit, on the condition that there is unanimous agreement from the QPSS Executive Council. The QPSS General Council will consist of the roles which are removed from the day-to-day operations of the QPSS. They are required to meet at a minimum of once every four weeks.

**The QPSS Executive Council will consist of:**

- **Co-Chairs (2):**
  - Any member is eligible.
  - Responsible for setting meeting agendas and ensuring all actions of the QPSS Council are consistent with Section 2.
  - Responsible for authorizing all financial expenditures, as well as maintaining accurate and current budgetary records which can be viewed at meetings by any member upon prior request.
  - Responsible for leading and coordinating advocacy efforts on behalf of the QPSS
    - Responsible for engaging with SPS faculty and staff, attending whole school meetings, and reporting on behalf of both the QPSS Council and the QPSS membership at large.
  - Responsible for managing interpersonal relationships between members of the QPSS Council, settling disagreements, and aiding in conflict resolution should it be necessary.
  - Responsible for helping all other QPSS Council members in their tasks, should help be requested.
  - Responsible for authorizing expenditures as per the guidelines in Section 8.

- **Secretary-Treasurer (1):**
  - Any member is eligible. ○ Required to provide end-of-year financial statements to the school. ○ Responsible for preparing any additional funding or sponsorship requests that may be required. ○ Responsible for allocating funds from the budget to all Council roles which require funding.
  - Responsible for taking notes and tracking meeting minutes during all QPSS Council meetings, both Executive and General.
  - Responsible for authorizing expenditures as per the guidelines in Section 8.
- **Event Coordinators (2):**
  - Any member is eligible.
  - Responsible for organizing social events and/or athletic activities which are open to all members of the SPS.
  - Responsible for organizing a minimum of one charitable event designed to benefit the Greater Kingston Area.
  - Responsible for providing clear guidelines for QPSS budgetary spending, should funding be required for any events.
- **Equity, Diversity, and Inclusivity Coordinator (1):**
  - Any member is eligible.
  - Responsible for enforcing equity, diversity, and inclusivity initiatives in the QPSS Council and the SPS as a whole.
  - Responsible for documenting areas within the school that do not encourage equity, diversity, and inclusivity, to be used to inform potential areas in which the SPS can improve.
  - Work with the Event Coordinator to ensure social activities are representative of the interests of the members-at-large, to the best of their ability.
- **Communications Coordinator (1):**
  - Any member is eligible.
  - Responsible for QPSS social media accounts, the QPSS Council portion of the school website, and event announcements through the QPSS Microsoft Teams channel.
  - Responsible for documentation of events in which the QPSS participates, should the events be used as endorsements of the SPS or Queen's University as a whole.

**The QPSS General Council will consist of:**

- **Alumni Affairs Liaison:**
  - Any member is eligible.
  - Responsible for facilitating communication, guest speaker opportunities (in collaboration with the Policy Talks Liaison), and general presence between the current cohort and past alumni.

- Responsible for discussions between current cohort and previous cohort on the QPSS Microsoft Teams channel.
- Responsible for maintaining communication through the Alumni Assembly, as per the guidelines established in Section 9.
- **Policy Talks Liaison:**
  - Any member is eligible.
  - Responsible for leading student efforts to organize guest speaker events and/or endowed speaking events.
  - Responsible for contributing to the SPS Visitor's Committee or equivalent body to advocate for the interests and preference of QPSS members. This liaison shall join the SPS Visitor's Committee as student representative.
  - Responsible for working in collaboration with Alumni Affairs Liaison regarding bringing in past MPA and/or SPS members for speaking opportunities.
- **Queen's Policy Review Editors-In-Chief:**
  - Any member is eligible.
  - Responsible for creating a theme for the QPR.
  - Responsible for recruiting editors and writers for the QPR.
  - This position will ideally be supervised by a faculty member or Fellow of the SPS and may be an extracurricular that is eligible for course credit. QPR editors are retained as members of the QPSS General Council to ensure continuing support and commitment to this role.
- **School SGPS Liaison:**
  - Any member is eligible.
  - Responsible for attending SGPS meetings and reporting any information deemed useful or relevant to the QPSS Council.
- **School IPAC Liaison:**
  - Any member is eligible, although they must undergo proper application/interview procedures through IPAC. Not elected by the QPSS membership.
  - Responsible for attending IPAC meetings and reporting any information deemed useful or relevant to the QPSS Council.

## 5 Elections

The QPSS Council electoral process will adhere to the guidelines set out by the SGPS. Elections will be conducted through the SimplyVoting software. The following information will be provided to the SGPS by the SPS graduate coordinator to adhere to the September 30<sup>th</sup> deadline for all council representative election results.

- A list of all eligible voters.
- A timeline of QPSS voting days.

- A list of positions being sought (see Section 4) and the candidates for each position, which are to be self-nominated no later than September 20th.
- Full election results will be reported in percentage format to the entire MPA cohort.

Outgoing Co-Chairs will remain responsible for the election process until new Co-Chairs are elected. If for any reason the election process above is unfeasible (cannot be undertaken by the SPS graduate coordinator or SGPS) they will organize an alternate election process at their sole discretion. All subsequent regulations in this voting section will be applied, and the Co-Chairs will retain the spirit of the above established process wherever possible. Full election results will be reported in percentage format to the entire MPA cohort.

### 5.1 Eligibility of Candidates

Candidates must be SGPS-members enrolled in a graduate level program in the SPS to be eligible for elected office.

### 5.2 Eligible Voters

All SPS graduate-level students are eligible to vote, except if they are not members of the SGPS. All members of the QPSS are given one vote in any election of council members (executive and general) and referendum elections.

### 5.3 Referenda

All SPS students can vote on a QPSS referenda.

### 5.4 Ballot Election

All representatives shall be elected by ballot. A position is filled by a candidate who receives the most votes cast for that position, or who receives a majority of “yes” votes where a candidate is running unopposed.

### 5.5 Voting

Voting will be held over a period of two consecutive days and must not be held on a weekend or holiday. Voting shall be during regular class hours and the polls shall be open continuously for a minimum of five hours each day.

### 5.6 Campaigning

Campaigning shall be allowed at the discretion of the candidates. Any campaign expenses are to be paid fully by the member campaigning and are not eligible for reimbursement from the QPSS, the SPS, or the SGPS. Campaign expenses should not exceed \$20.

### **5.7 Run-off Elections**

In the event of a tie, a run-off election between the tied candidates must be held. The run-off election shall be held within two weeks of the election. Campaigning shall be allowed unless the run-off candidates choose otherwise. Any campaign expenses are to be paid fully by the member campaigning and are not eligible for reimbursement from the QPSS, the SPS, or the SGPS.

### **5.8 Non-confidence & Special Elections**

Where a candidate is running uncontested and **does not** receive a majority of “yes” votes, a Special Election shall be called within two weeks to fill that position. Special elections are the sole discretion of the elected Co-Chairs. Should the Co-Chairs wish to deviate from a general election process as established above, they should seek majority approval from the QPASE

## **6 Referenda**

### **6.1 Initiation of a Referendum**

The Co-Chairs must request the SGPS to hold a referendum when so directed by:

- (i) the QPSS Executive Council;
- (ii) a petition bearing 10 signatures of SPS students; or
- (iii) by the general QPSS community through a SPS student meeting;

A referendum will be considered initiated on the day after such an order is received by the QPSS Co-Chairs. Within seven days of the initiation of a referendum, the Co-Chairs, in collaboration with the QPSS Executive Council, will draft an appropriate “yes” or “no” question to be posed to the QPSS. The question shall be drafted to follow the intent of the initiating body.

### **6.2 Notice of Referendum**

Notice of the referendum and the referendum question shall be posted by the QPSS Co-Chairs at least one day in advance of the opening of the polls.

### **6.3 Referendum to be Determined by Simple Majority**

The outcome of a referendum question will be decided by a simple majority of the votes cast. The results shall be binding on the QPSS, unless the number of QPSS who cast votes does not exceed one-half of the total count of QPSS students enrolled full-time in the current academic year.

### **6.4 Constitutional Changes requiring a Referenda**

Any changes to any articles of the QPSS Constitution require approval via referendum. Multiple changes can be pursued in one consolidated referendum process, but changes to any one article should at a minimum each have a corresponding referenda question, such that electors can elect to support or reject changes to different sections individually.

## **7 Meetings**

QPSS Executive Council meetings shall be held at a minimum of once every two weeks and are to be scheduled at the discretion of the Co-Chairs. Responsibility for the meeting agenda, whether written or verbal, shall lie with the Co-Chairs. QPSS General Council meetings (consisting of both the Executive Council and the General Council) shall be held at a minimum of once every four weeks and are to be scheduled at the discretion of the Co-Chairs. Responsibility for the meeting agenda, whether written or verbal, shall lie with the Co-Chairs.

All members of the QPSS Council are afforded equal speaking and voting rights at the meetings.

The QPSS Council can appoint a speaker who is or is not a member of the Council to help facilitate the meeting, should it be deemed necessary.

## **8 Finances**

Funds collected from student fees or program contributions for use by the QPSS shall be held in a designated account by the SPS for use only by the QPSS. The QPSS Co-Chairs, the QPSS Secretary-Treasurer, the Director of the SPS, and the manager of the SPS shall be able to request the current account balance and a history of deposits and withdrawals from the QPSS account for up to three previous calendar years to ensure accountability and aid in the preparation of budget planning and funding requests.

### **8.1 Approval and Release of Funds**

The Secretary-Treasurer may prepare a funding request, but funds may only be withdrawn from the QPSS account with the written consent of both Co-Chairs for a specific funding request. The manager/director of the QPSS shall only approve the release of funds from the QPSS with an approved funding request which includes the following:

1. Written consent from QPSS executives approving the exact amount requested for withdrawal, in accordance with the following guidelines:
  - a. Funding requests under \$50 can be authorized by one Co-Chair, to a maximum of \$100 of spending per Co-Chair per academic year.
  - b. Funding requests between \$50 to \$1000 must be authorized by both Co-Chairs. Any expense over \$1000 requires additional written approval from the QPSS Secretary-Treasurer, indicating the QPSS Core Council has reviewed and voted to approve the expense.
2. A budget outlining funding allocation which must be for QPSS initiatives or events; and 3. Receipt or an invoice\* matching the amount requested

\*An invoice can be provided to withdraw funds in advance of an event or other purchase to ensure Executives or other QPSS members are not required to use personal resources for QPSS while awaiting reimbursement. A final receipt that matches the invoice must be provided after the

purchase and shall be retained for financial record keeping. Should there be a discrepancy between the invoice and the final receipt, over-reimbursed funds shall be repaid to the QPSS account within seven days of the receipt. An additional funding request process will not be needed to adjust for an underestimate (invoice less than final receipt), however both Co-Chairs and the Secretary/Treasurer should be copied by email on any request for adjustment.

Any funds improperly released by the Director of the SPS, the manager of the SPS, or representative of Queen's University without meeting the above conditions shall be returned to the QPSS designated account in full at the earliest opportunity.

At no point shall funds be withdrawn from the designated QPSS account without the above requirements. All funds collected for the QPSS shall be deposited into the designated account, no external funds or accounts shall be held by the QPSS or its executives. At no point shall any funds from the QPSS designated account, or funds collected on behalf of the QPSS, be used for any purposes other than the initiatives and events of the QPSS with the written consent of the QPSS Co-Chairs.

## **8.2 Residual Funds**

Residual funds remaining at the end of an academic year shall remain in the QPSS designated account and can be used by future QPSS councils as they see fit. Funds shall never be paid to the School of Policy Studies, the Faculty of Arts and Sciences, or Queen's University for operations or any other purposes. Should the QPSS be disbanded in the future, the final QPSS council or in their absence representatives of Queen's University shall:

1. Attempt to transfer the residual funds to the QPSS Alumni Council for their exclusive use.
2. If not accepted by the QPSS Alumni Council, or if there is no longer a sitting QPSS Alumni Council, the final QPSS Council shall determine by simple majority whether to allocate funds to (1) the SPS, (2) another student society (particularly one replacing the QPSS), (3) a scholarship or endowed fund, (4) Queen's University general operating funds.
3. If the QPSS council is unable to make a determination on residual funds for any reason, including their own sanction or forced dissolution, the Director of the SPS or in their absence Queen's University and its representatives shall allocate all residual QPSS funds as follows: (1) QPSS Alumni Council for their exclusive use. Failing this; (2) to the SPS, with the intention that the funds be maintained for use by a future SPS student government. Failing this; (3) directly to another student government/society representing public policy or administration graduate students. Failing this; (4) a scholarship or endowed fund for graduate education in public policy or administration at Queen's University. Failing this; (5) Queen's University general operating funds.



## **8.2 Accounting and Reporting**

To ensure accountability and transparency, the QPSS Secretary-Treasurer will be responsible for preparing and distributing a year-end summary of accounting for the QPSS designated funds by no later than August 31st each year. This accounting shall include:

1. the amount and use of each approved funding request;
2. all supporting documentation for each funding request (i.e. written consent of both CoChairs, copies of all final receipts/invoices, detailed budget);
3. the initial (September 1st) balance of the QPSS account;
4. all revenues added to the account throughout the year and their source (student fees, grants, fundraising etc.); and
5. the amount remaining in the account as of the date of the year-end accounting.

If for any reason the Secretary-Treasurer is unable to prepare this accounting, the Co-Chairs (or their designate) shall be responsible for its creation and distribution as described herein.

The report on year-end accounting shall be provided to the QPSS Co-Chairs, the Director (or equivalent) of the SPS, the manager (or equivalent) of the SPS, the VP-Finance (or equivalent) of the SGPS, and the Executive Director (or equivalent) of the SGPS. This record shall be maintained for a minimum period of five years.

The QPSS Secretary-Treasurer shall distribute a summary of their year-end accounting publicly to their cohort via email and the class Microsoft Teams Chanel (or equivalent). This summary shall include: (1) total revenues and sources; (2) total expenditures; and (3) a list of all approved funding requests, including the amount and use of funds.

Additional funding requests can be submitted to the Director of the School through the Co-Chairs and the Secretary-Treasurer. There must be sufficient evidence provided as to where the requested money will be used and why it is needed.

## **9 Alumni Assembly**

In the final week of regular winter semester classes, each graduating class shall elect by ballot members to the Alumni Assembly composed of:

(x2) Class Representatives.

Should more than two individuals be interested, a nomination process will take place during the final QPSS Council meeting of the academic year, at which interested QPSS members will have the opportunity to express their interest in the role and an impromptu vote shall be held using a show of hands amongst present QPSS members. Notice of this meeting and nomination process shall be communicated via email and all other regularly used communication platforms to all

members of the QPSS no less than one week in advance. All QPSS members will be eligible to run for class representative, and all QPSS members will be eligible to take part in the nomination process, however only QPSS members who are physically present for the nomination process will be eligible to vote, except in exceptional circumstances.

### **9.1 Duties of Alumni Assembly**

It shall be the duty of the Class Representatives to coordinate communications among members of the graduating Class and to maintain relations with the SPS on behalf of the class following graduation.

Class Representatives will be eligible to participate in any committees of the School of Policy Studies Alumni Assembly (SPSAA) if they exist, as determined by the SPSAA if it exists.

If at any point a Class Representative is no longer able to carry out their duties, they may seek a replacement for themselves from among their graduating Class; or their co-representative may do so; or the SPSAA, if it exists, may ask for volunteers. Where possible, the Class Representative should notify their graduating Class and the SPSAA, if it exists, of their resignation; or in their absence, their co-representative should do so.

## **10 Faculty Contact**

The QPSS shall maintain contact with the faculty primarily through the SPS Director or a faculty delegate thereof, who may be changed at any time at the discretion of the SPS Director. Elected Co-Chairs or their designates will be the lead point of contact for the QPSS. All members-at-large of the QPSS are encouraged to speak directly to the Director of the School about any concerns they have regarding the MPA program, the QPSS, or any future program within SPS.

## **11 QPSS Council Records and Correspondence**

All QPSS Council documents deemed important by the executive are to be dated and kept in the designated Microsoft Teams channel.

All physical and electronic mail intended for the QPSS Council shall be the responsibility of the Co-Chairs.

All social media correspondence, including but not limited to Facebook, X, Instagram, and LinkedIn, will be the responsibility of the Communications Coordinator and the Alumni Affairs Liaison, where applicable.

## **12 Constitutional Amendments**

Constitutional amendments, except changes to Section 8 (Finances) may be made by a two-thirds majority consent of the QPSS Executive, and approval of the Department Head or the Head's Designate. Any changes to Section 8 of the QPSS Constitution require a referendum, in accordance with the procedures described in Section 6 (Referenda).

An up-to-date copy of the QPSS Constitution shall be maintained in the designated Microsoft Teams Channel and on the QPSS portion of the SPS website, which can be viewed freely.

## **13 History of the QPSS Constitution, Amendments and Referendums**

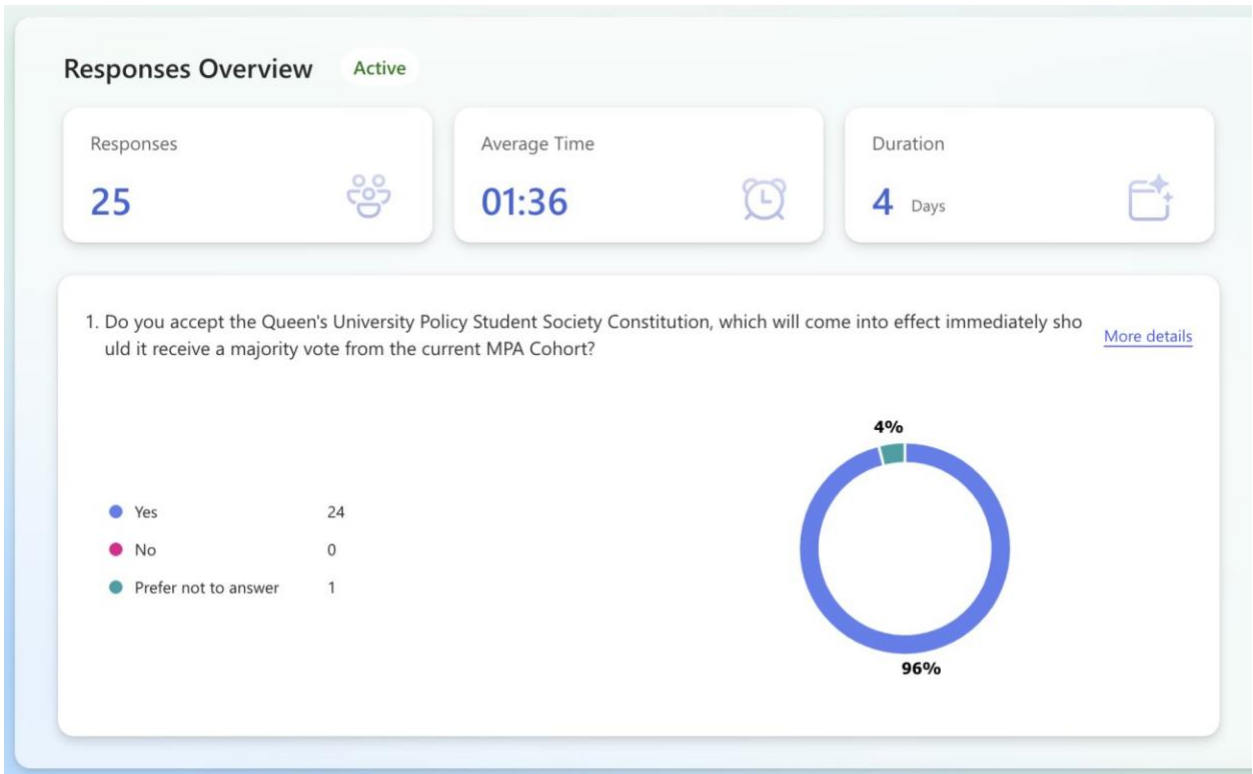
The Constitution of the Queen's University Policy Students Society was written by 2024-25 MPA Student Executive Co-Chairs, Emmett Lyall and Brigid Waddingham. The Constitution document will be held by each Council's Co-Chairs and passed to their successors. A copy of the Constitution should be made available to all QPSS members, and posted publicly, including on the SPS website, if possible.

All referenda and substantial amendments shall be recorded in the QPSS Constitution for record keeping and to attribute authorship.

The QPSS Constitution was approved and adopted by majority vote of 96% the MPA'25 cohort in February 2025 with 25 electors participating. The QPSS was thus formed in February 2025, and members of the MPA Student Executive assumed roles as the QPSS Council. The results of this referendum are included as Appendix A.

A referendum was held in February 2025 to approve a \$35 student activity fee for the QPSS, to be collected by the SGPS. This referendum was initiated by the 2024-25 Co-Chairs, Emmett Lyall and Brigid Waddingham, and was passed by a 93.5% majority vote of the MPA'25 cohort with 31 electors participating. The results of this referendum are included as Appendix B.

APPENDIX A





## APPENDIX B



5160 Decarie Boulevard, Suite 502  
Montreal, QC, H3X 2H9 Canada  
1 (800) 585-9694

Feb 28, 2025

Society of Graduate and Professional Students at Queen's University  
146 Stuart St, Queen's University  
LaSalle Building – Second Floor  
Kingston, ON  
K7L 2V8 Canada

To Whom It May Concern:

The following election results are certified by Simply Voting to have been securely processed and accurately tabulated by our independently managed service.

Respectfully yours,

A handwritten signature in black ink that reads "Brian Lack".

Brian Lack  
President  
Simply Voting Inc.

### Results - Queen's University Policy Student Society Fee Referendum

**Start:** 2025-02-25 10:00:00 America/Toronto  
**End:** 2025-02-27 18:00:00 America/Toronto  
**Turnout:** 31 (81.6%) of 38 electors voted in this ballot.

**Do you agree to the implementation of a mandatory student fee of \$35.00 for the Queen's University Policy Student Society? This fee will not be indexed to CPI but is subject to triennial review where increases or decreases can be proposed.**

Option	Votes
Yes	29 (93.5%)
No	2 (6.5%)

#### VOTER SUMMARY

Total	31
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Election ID: 253532  
To validate the authenticity of this report please contact Simply Voting at [info@simplyvoting.com](mailto:info@simplyvoting.com).