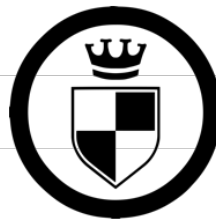
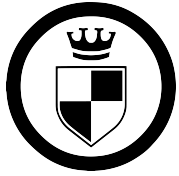


Discipline Policy

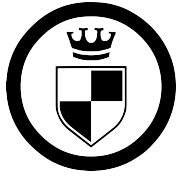
**QUEEN'S
COMMERCE
SOCIETY**





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SPENDING INFRACTIONS

1.1 Purpose

The purpose of this section of the Discipline Policy is to provide disciplinary measures resulting from infractions of the Monetary Policy. It aims to set precedence to ensure that appropriate spending behaviors are instilled within the Society and that the integrity of the Society is maintained.

1.2 Infractions

Discipline measures will be enforced due to any infraction of the Monetary Policy. This extends itself to inappropriate spending and inappropriate monetary practices.

1.3 The Committee on Monetary Policy Discipline (CMPD)

1.3.1 When a spending infraction has been identified, a committee will be struck from members of the Society to carry out the discipline process. Members include:

- President
- Speaker
- Chief Financial Officer
- Chair of the Advisory Board

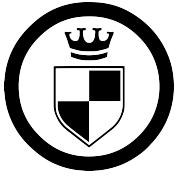
1.3.2 The Speaker will chair the CMPD, with all correspondence going through him or her. The CMPD is limited to those individuals listed above; however, the Speaker has the discretion to invite other members of the Society, in order to ensure due diligence. Other members could include:

- Audit Director of the Advisory Board
- Defendant(s)
- Substantiating witness(es)

1.4 Investigative Process

1.4.1 As Chair of the CMPD, the Speaker is immediately notified by the party bringing forth the infraction. The Speaker screens the issues and may request additional information or an investigation to be completed by the IAC.

1.4.2 First Meeting: The Speaker will request a meeting of the CMPD within two weeks of becoming aware of the infraction, while working with the appropriate parties to gather a reasonable amount of information. Only the CMPD will attend this meeting. This meeting will serve as a preliminary meeting to discuss the facts and determine if an infraction has occurred. If it is deemed necessary, the CMPD will decide what information is required to complete a full investigation, what parties will need to attend the meetings, and what documentation is needed. A second meeting will be scheduled within 10 days of this meeting.



SPENDING INFRACTIONS

1.4.3 Notice of Charges: The Speaker will send a letter to the defendant informing him or her of the allegations made. The Speaker, and any additional members of the CMPD, will set up a meeting with the defendant before the second scheduled meeting of the CMPD. The purpose of this meeting is to ensure the defendant understands the charges and the discipline processes and policies. The defendant may at his/her discretion have individuals present at the meeting with the CMPD subject to notification to the Speaker in advance that these parties will be present. The Speaker is responsible for ensuring that the defendant is aware of all his/her rights throughout the process.

1.4.4 Additional Meetings: All applicable parties will be required to attend additional meetings of the CMPD. Attendance, if required, takes precedence over all other Society activities.

At these meetings, the Speaker will present the case facts.

The defendant will be given the opportunity to present his or her case. The Speaker will reiterate the charges, and the CMPD may ask the defendant questions surrounding the case. The CMPD will then have another closed discussion surrounding the defendant's arguments.

Other parties will be permitted to present. The CMPD may again ask questions of the additional parties. This process continues until the CMPD has all of the required information. Additional parties will be dismissed, and the CMPD will have a closed discussion regarding the case. They will decide that either:

- the infraction did occur, what the infraction was, and the disciplinary process that will be instigated;
- more information is required, what additional information is required, and that a third meeting must be scheduled (following the process of the second meeting) within five (5) days.

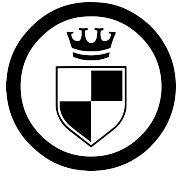
Once the decision has been made, the defendant will be informed of the next steps.

1.5 Disciplinary Measures

1.5.1 The CMPD will consider the degree of the infraction, along with the history of the defendant, in determining the disciplinary remedy. The CMPD is also encouraged to consider the remedies of similar infractions in the past (precedent cases).

1.5.2 Possible disciplinary actions include, but are not limited to:

- remuneration of spending actions to the committee or Society
- freezing of committee assets
- removal from any or all currently held positions



SPENDING INFRACTIONS

- prevention of the defendant from holding a Chair position for the upcoming year(s)
- prevention of the defendant from holding a position on an executive committee for the upcoming year(s)
- prevention of the defendant from seeking an elected position for the upcoming year(s)
- exclusion of the defendant from any or all Society events
- issuing an apology in person and/or in writing to any or all Society members
- requirement to come in front of Assembly for re-ratification of the committee
- notice to any or all members of the Commerce Office of the infraction

1.5.3 All disciplinary measures will be outlined in a “Discipline Memo” to be provided to the offending parties, signed jointly by the President and Speaker on behalf of the CMPD. The memo will be confidential. A copy of the memo will be provided to the defendant(s) and filed on record with the Society. At the CMPD’s discretion, a copy may be provided to the Director of the Commerce Program for placement in the student file.

1.6 Appeals

1.6.1 The defendant has the right to appeal the disciplinary measures placed upon him or her within fifteen (15) days of receiving written notification from the CMPD.

1.6.2 If the defendant wishes to make an appeal, he or she must submit a written letter to the Speaker stating that he or she is appealing the disciplinary measures, listing the measures he or she is appealing, and describing the reason for appealing said measures.

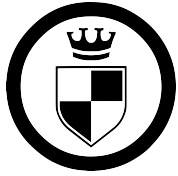
1.6.3 Should an appeal be received, the Speaker will schedule a meeting with the CMPD, the Vice President Student Affairs, the Vice President Operations, the HRO and the defendant. The CMPD and additional members will hold a closed discussion regarding the content of the letter of appeal. The defendant will then have the opportunity to present further arguments. The CMPD and additional members will then hold a final closed discussion and determine whether or not the appeal holds merit. The CMPD may dismiss the appeal, or reduce the disciplinary measures placed upon the defendant.

1.6.4 Any and all sanctions will be frozen until the appeal is heard.

1.7 Administration of Discipline

1.7.1 It is the duty of the Speaker to monitor the administration of the discipline for spending infractions.

1.7.2 The CMPD will reconvene and repeat the discipline process for any violations of sanctions imposed.



DURING AN EVENT

2.1 Purpose

2.1.1 The purpose of this section of the Discipline Policy is to provide disciplinary measures resulting from actions by a Queen's University student at an official Society event. It aims to set measures to ensure that appropriate behaviours are instilled within the Society and that the integrity of the Society is maintained.

2.1.2 The Discipline Policy is designed to incorporate the overarching power of the Queen's Student Code of Conduct or the Non-Academic Discipline System upheld by the Alma Mater Society.

2.2 Awareness Process

2.2.1 All Year Presidents must facilitate participant understanding of the Discipline Policy and Queen's Student Code of Conduct.

The four Year Presidents must send out notification via e-mail to all of their constituents once per semester with the Queen's Student Code of Conduct attached.

2.3 Infractions

A behavioral infraction during a Society event includes any actions that are in direct violation to the Queen's Student Code of Conduct. These include, but are not limited to, any of the following actions by an attendee:

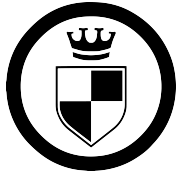
1. Is verbally or physically abusive to others;
2. Causes physical damage to the property of others;
3. Commits acts of vandalism;
4. Consumes/is in possession of illegal substances;
5. Consumes alcohol and is below the legal drinking age;
6. Performs acts deemed inappropriate by a Queen's Student Constable present at the event acting in his/her capacity as Queen's Student Constable;
7. Performs acts deemed inappropriate by a person described in subsection 2.3.2 or 2.3.3, acting in his/her capacity as a person described in subsection 2.3.2.

2.4 Removal

Any person found exhibiting behavior outlined in Section 2.2 at a Society event should be removed from said event.

2.4.1 The person will be removed by a:

1. Queen's Student Constable by his/her discretion according to the Queen's Student Constable operational guidelines, present at the event acting in his/her capacity as Queen's Student Constable, or;
2. Queen's Student Constable by the order of a person described in subsection 2.3.3 present at the event, acting in his/her capacity as a person described in subsection 2.3.3.



DURING AN EVENT

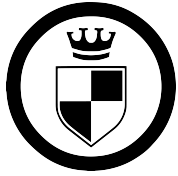
2.4.2 Persons empowered to dictate removal are:

1. The event organizer, listed as the “Sober Contact” on the Student Constable Booking Form
2. Society President, Vice President Student Affairs or Vice President Operations.

2.5 Follow-Up Action

2.5.1 If a person is removed from a Society event, the occurrence will then be reported to the Vice President Student Affairs.

2.5.2 Any inappropriate behavior, where removal did not occur, might also be reported to the Vice President Student Affairs.



NON-SPENDING INFRACTIONS

3.1 Purpose

The purpose of this section of the Discipline Policy is to provide disciplinary measures to deal with infractions of a nature not related to the Monetary Policy. It aims to set precedence to ensure appropriate behaviours are instilled within the Society and its constituents, and that the integrity of the Society is maintained.

3.2 Infractions of Student Code of Conduct

Discipline will be enforced due to any violation of the Queen's University Student Code of Conduct. Furthermore, discipline will be enforced due to any behaviour conducted by a Society member that is known, or ought reasonably to be known, to be unacceptable.

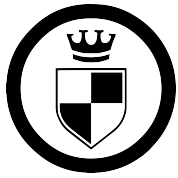
3.2.1 A behavioral infraction outside a Society event includes any actions that are in direct violation to the Queen's Student Code of Conduct. These actions include:

1. Failure to abide by the published rules, regulations, and policies of the University or of any authorized rule-making body within the University. This includes the Queen's Harassment/Discrimination Policy and Procedure;
2. Failure to abide by the provisions of the Criminal Code of Canada and other laws of the land, such as the possession of illegal substances and alcohol consumption below the legal drinking age;
3. Failure to comply to the directions of officials within the scope of their authority, including but not limited to, the Kingston Police, Queen's Campus Security and Queen's Student Constables;
4. Participation in trespassing, vandalism and willful or negligent damage to private or University property;
5. Participation in hazing¹ activities, on or off-campus.
6. Interfering direct or indirectly with the communication or pursuit of a complaint under the Code of Conduct.
7. Failure to respect the freedom of individuals to study, teach, work, engage in research and socialize. Students shall refrain from conduct that attempts to limit these freedoms or any other freedoms guaranteed by law

3.3 Investigative Process

3.3.1 Upon notification of a non-spending infraction, the President or Vice-President Student Affairs will have the option to forward the case on to the AMS Judicial Committee

¹ Hazing is defined as any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness or consent to participate. Any action taken or situation created may be deemed hazing regardless of the intent of the organizer(s).



NON-SPENDING INFRACTIONS

(J.COMM) for applicable sanctions. The decision to forward the case on is collectively made by the President, Vice-President Student Affairs and Vice-President Operations, and should be made when the Student Code of Conduct has been violated.

Notice of Charges: Should the Executive decide to forward the case onward to the AMS, the Speaker will send a letter to the defendant informing him or her of the allegations made. The Speaker, and the Society Executive will set up a meeting with the defendant before the case is forwarded on. The purpose of this meeting is to ensure the defendant understands the charges and the discipline processes and policies.

3.3.2 The President must inform the Society Ombudsperson that a disciplinary case has been forwarded on to NAD. The Ombudsperson can act as a support resource throughout the process, and will act as a formal representative for the defendant throughout the process with the AMS Judicial Committee. All details regarding the defendant and allegations made must be kept confidential.

3.4 Infraction of Society Policy

Discipline will be enforced due to any infraction of any Society policy.

3.4.1 The Discipline Committee (DC)

When an infraction has been identified, a committee will be struck from members of the Society to carry out the discipline process. Members include:

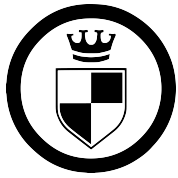
- Ombudsperson
- Chair or Director of the Advisory Board
- Human Resources Officer
- ComSoc Executive Member
- Diversity & Inclusion Officer

The Ombudsperson will chair the Discipline Committee, with all correspondence going through him or her.

3.5 Investigative Process

In the event of a conflict of interest when forming the Discipline Committee, the Ombudsperson will have the power to remove or add members as necessary.

3.5.1 Upon notification of a non-spending infraction, the President or applicable Vice-President will have the option to forward the case on to the AMS Judicial Committee (J.COMM) for applicable sanctions. The decision to forward the case on is collectively made by the President, Vice-President Student Affairs and Vice-President Operations, and should be made when the Student Code of Conduct has been violated.



NON-SPENDING INFRACTIONS

First Meeting: The Speaker will request a meeting of the Discipline Committee within two weeks of becoming aware of the infraction, while working with the appropriate parties to gather a reasonable amount of information. Only the Discipline Committee will attend this meeting. This meeting will serve as a preliminary meeting to discuss the facts and determine whether it is probable that an infraction has occurred. If it is deemed necessary, the Discipline Committee will decide what information is required to complete a full investigation, what parties will need to attend the meetings, and what documentation is needed. They will then schedule a second meeting within ten (10) days of this initial meeting.

3.5.2 Notice of Charges: The Speaker will send a letter to the defendant informing him or her of the allegations made. The Speaker, and any additional members of the Discipline Committee will set up a meeting with the defendant. The purpose of this meeting is to ensure the defendant understands the charges and the discipline processes and policies. The defendant may at his/her discretion have individuals present at the meeting with the Discipline Committee subject to notification to the Speaker in advance that these parties will be present. The Speaker is responsible for ensuring that the defendant is aware of their rights to fair treatment and is adequately educated on the process

3.5.3 Additional Meetings: All applicable parties will be required to attend additional meetings of the Discipline Committee. Attendance, if required, takes precedence over all other Society activities.

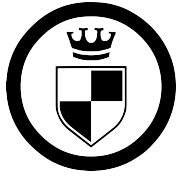
At these meetings, the Speaker will present the case facts.

The defendant will be given the opportunity to present his or her case. The Speaker will reiterate the charges, and the Discipline Committee may ask the defendant questions surrounding the case. The Discipline Committee will then have another closed discussion surrounding the defendant's arguments.

Other parties will be permitted to present. The Discipline Committee may again ask questions of the additional parties. This process continues until the Discipline Committee has all of the required information. Additional parties will be dismissed, and the Discipline Committee will have a closed discussion regarding the case. They will decide that either:

- the infraction did occur, what the infraction was, and the disciplinary process that will be instigated;
- more information is required, what additional information is required, and that a third meeting must be scheduled (following the process of the second meeting) within five (5) days.

Once the decision has been made, the defendant will be informed of the next steps.



NON-SPENDING INFRACTIONS

3.5.4 The President must inform the Society Ombudsperson that a disciplinary case has been initiated. The Ombudsperson can act as a support resource throughout the process. All details of the charges must be kept confidential including the identity of the defendant and the allegations made.

3.6 Disciplinary Outcomes

3.6.1 Disciplinary outcomes and the appeals process below aligns with section 2, Discipline During an Event and section 3.4.1, a violation of a Society policy.

Possible disciplinary actions include, but are not limited to:

- removal from any or all currently held positions
- prevention of the defendant from holding a Chair position for the upcoming year(s)
- prevention of the defendant from holding a position on an executive committee for the upcoming year(s)
- prevention of the defendant from running for an elected position for the upcoming year(s)
- exclusion of the defendant from any or all Society events
- discussion of the issue with the Director of the Commerce Program

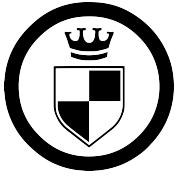
3.6.2 All disciplinary sanctions will be outlined in a “Discipline Memo” to be provided to the offending parties, signed jointly by the President and Speaker. The memo will be confidential. A copy of the memo will be provided to the defendant and filed on record with the Society.

3.7 Appeals

3.7.1 If the defendant wishes to make an appeal, he or she must submit a written letter to the Speaker stating that he or she is appealing the disciplinary measures, listing the measures he or she is appealing, and describing the reason for appealing said measures.

3.7.2 Should an appeal be received, the Speaker will schedule a meeting with the President, the Vice President Student Affairs, the Vice President Operations, and the defendant. These members will hold a closed discussion regarding the content of the letter of appeal. The defendant will then have the opportunity to present further arguments. The Society Executive will then hold a final closed discussion and determine whether or not the appeal holds merit. The Executive may dismiss the appeal, or reduce the disciplinary measures placed upon the defendant.

3.7.3 Any and all sanctions will be frozen until the appeal is heard.



NON-SPENDING INFRACTIONS

3.8 Administration of Discipline

3.8.1 It is the duty of the Speaker to monitor the administration of the discipline for non-spending infractions.

3.8.2 Written proof of the J.COMM decision must be provided by the defendant.