



QPIRG Concordia's Working Group and Solidarity Group Reciprocity Agreement (Revised November 2018)

This agreement outlines the relationship between QPIRG Concordia and its Working Groups and Solidarity Groups; that is, what QPIRG Concordia can offer ("rights") and, in exchange, what responsibilities groups agree to meet.

Note: The term Working Group is used throughout as a shorthand for all groups including Solidarity groups.

Note: If you are a Solidarity Group, points #1-4 (inclusive) in the Rights section do not apply to you, and points #17-25 (inclusive) from the Responsibilities section don't apply to you.

Note: A Solidarity Group is usually an ongoing project or group that isn't a full Working Group (in terms of rights and responsibilities) but wants to maintain a basic organizing relationship with QPIRG-Concordia.

Rights of Working Groups

1. Annual Working Group Budget

Every year, a portion of QPIRG Concordia's budget is allotted to all the working groups. At the Annual Working Group/Budget meeting (in November), representatives of the working groups decide by consensus how this money is distributed amongst the working groups if all the groups asked for more money allotted to working groups in our current annual budget. New working groups can ask for a maximum of \$300. Second year Returning Working Groups can only ask for a maximum of \$800 and Third year Returning Working group can only ask for a maximum of \$2000. Two thousand dollars is the maximum a working group can receive. (Please note: These maximums will likely be updated in August, and could increase.)

2. QPIRG non-profit status for the purpose of grant applications

As working groups, you can apply for different kinds of grants under our name. Funding sources often require non-profit status, incorporation numbers, and other information. Talk to a staff person ASAP if you are considering a grant application, as the deadlines often come sooner than you think and the applications take quite a while to put together. [Note: Groups that already have non-profit status (an NEQ#) are not eligible to be a working group but can apply to be a solidarity group.]

- 3. Use of Projector, Screen, Megaphone, Childcare Toys, Sound System, Bike Trailer and other QPIRG supplies**

QPIRG provides priority access to a projector, screen, megaphones, childcare toys, bike trailer and other supplies to working groups. Talk to a staff member to make a reservation.
- 4. Low cost photocopying, fax, and long distance phone calls**

We have a good photocopier where you can make black and white photocopies for \$0.05/copy. or colour copies at \$.18/copy. Each working group gets their own code, and at the end of each month, the cost of your copies is deducted from your QPIRG budget. You can also make short long distance calls during open hours with a staff member (who can provide the long distance code). To make long distance faxes at our office, you will need to purchase a long distance card.
- 5. Staff Support and Administration**

The staff can be used as a resource (during office hours Mondays to Thursdays 12pm to 6pm) for help with things like contact information for other organizations, fundraising options, venues ideas for events, and general advice and mentorship related to organizing and activism. We can also book rooms and equipment through the University and make online purchases for your working group with the QPIRG credit card, and so on.
- 6. Priority Use of QPIRG space for meetings and activities**

We have a wheelchair accessible, scent reduced space, with a lounge area, board room, peer support room and small library room, all of which can be booked for meetings and other activities. As working groups, you have priority access - along with staff and board.
- 7. Priority Use of QPIRG Computers**

We have several computers that are networked together. Your working group can request its own login account, so that all your members can have access to the same files. As working groups, you have priority access - along with staff and board.
- 8. Use of QPIRG address**

You can have mail delivered and sent through us. Most of the time, we do mail through Concordia University, and we pick up the mail once or twice a week. The mailing address is: QPIRG Concordia, c/o Concordia University, 1455 de Maisonneuve Ouest H3G 1M8
- 9. Priority use of other shared QPIRG resources**

QPIRG also provides access to paint supplies, poster materials, stationery and other shared resources. Working groups, as well as staff and board members, get priority access to these resources.

10. Eligibility to apply for loans from QPIRG Concordia

For large projects or events, you can request a loan from QPIRG Concordia to resolve cash flow problems, so long as you can demonstrate that you are able to recover these expenses. Talk to a staff person if you are considering this option.

Responsibilities of Working Groups

1. Uphold the QPIRG Concordia Mandate:

Our mandate reads as follows:

The Quebec Public Interest Research Group at Concordia is a resource centre for student and community research and organizing. We strive to raise awareness and support grassroots activism around diverse social and environmental justice issues. Our work is rooted in an anti-oppression analysis and practice. We seek to make campus-community links and inspire social change through engaging, inclusive and non-hierarchical approaches.

QPIRG Concordia is committed to being inclusive and accessible to all. We are actively opposed to all forms of discrimination and oppression. QPIRG is a volunteer-driven, student-funded, non-profit organization that is independent from the Concordia administration and student union. Both students and community members are welcome to make use of our space and resources as well as participate in QPIRG projects.

If you have any questions about QPIRG's mandate, talk to a staff person.

2. **Liase with QPIRG Concordia**

Working groups must select at least 2 representatives to be working group liaisons with QPIRG Concordia. Liaisons communicate directly with QPIRG staff.

3. **Submit annual application with budget and timeline of projects**

Applications are generally due at the end of September, and working groups are required to submit an application every year with your budget and plans for the upcoming year.

4. **Consider having someone from your Working Group join the QPIRG board of directors**

People involved as working group members generally have a greater knowledge of QPIRG and our space and would be able to uniquely contribute to the board. Encourage your members to join.

5. **Work by consensus**

By consensus, we mean a non-hierarchical decision making process that requires that all members agree on decisions and the direction of the group. It is a process of discussion, negotiation and compromise. Talk to a staff member if you have further questions about the consensus decision-making process.

6. **Publicize affiliation with QPIRG**

For the sustainability and growth of QPIRG, it is important that our role as a resource centre that supports campus and community organizing be made visible through the work of our most important volunteers – the working groups. We ask for the support of working groups in making sure that;

- all working group printed materials – including pamphlets, posters and flyers -- include our logo (a logo for working groups is available on our website and can be provided upon request), and when possible include our name and contact info or website URL.
- all printed media, e-mail and facebook announcements should always identify your group as a QPIRG Concordia working group, and, if possible, include our name and contact info and website;
- in addition, if you have a website, we ask that you identify as a working group of QPIRG Concordia, as well as including our logo, name, contact info and website.

[NOTE: Solidarity groups should acknowledge QPIRG Concordia in their main publicity materials, but don't have to acknowledge QPIRG in every e-mail or on every printed document; Working Groups, however, are require to acknowledge QPIRG as above]

7. **Provide QPIRG with up-to-date printed materials about your group**

For tabling, as well as for distribution in our space, we need your up-to-date printed materials with basic information about your group. All working groups must ensure they provide this information to QPIRG in a timely fashion.

8. Promote QPIRG events and programming to your members

We ask that you promote QPIRG events and programming regularly to your active members by e-mail and by announcements at your meetings.

9. Provide QPIRG with workshops and presentations you offer

As part of the application process, working groups are asked to provide titles and descriptions of workshops and presentations that they can offer to the campus and community by request. QPIRG Concordia will maintain a database of these workshops, and publicize them on our website.

10. Support and contribute to QPIRG programming and projects

Working groups are strongly encouraged to contribute to QPIRG programming through offering workshops and other events of interest to the campus and community. We also ask working groups to help, when then can, to support other QPIRG programming and projects.

11. Inform QPIRG of meetings and upcoming projects and events

In order for QPIRG as an organization to adequately support our working groups, it is important for us to know what you are up to. We can also help with publicity by putting up a poster on our bulletin board and sending email callouts over our e-mail announcements list – qpirgsprouts – which prioritizes working group events and activities. Please inform us, in a timely fashion, about your events. You can reach us by e-mail at info@qpirgconcordia.org, and you can reach the Working Groups coordinator at elena@qpirgconcordia.org

12. Working groups and tabling

We ask you to invite QPIRG Concordia to table at your events, when tabling is happening and/or include basic QPIRG materials at any event that your working group is tabling at. Please talk to a staff member to get these materials.

Working groups (and solidarity and affiliate groups, when possible) are also asked to participate occasionally with tabling on campus.

13. Support the QPIRG Alternative Library

Working groups are strongly encouraged to make suggestions for content in our resource center and library. Working groups are also encouraged to submit “reading lists” on topics they have knowledge about that can be accessed in our resource center, and on the Alternative Libraries database (www.alternativelibraries.org)

14. Respecting QPIRGs Space-User Policy – keeping the office clean and organized.

Working group members and general space users are expected to help out with the following tasks:

- a. Keeping working group items organized and clean
- b. Helping to take out the recycling and garbage
- c. Keeping the photocopier area tidy after making photocopies
- d. Talking to a staff person about the current space-user policy
- e. Clean your dishes and after yourselves

15. Respect our scent-reduced policy

Any event or meeting that is to be held in the space should include a reference to the scent reduced policy and that working group members take part in upholding this policy by asking people wearing scents to either wash or leave the space.

16. Publicize core QPIRG events on your main announcements list

Working groups are required to post e-mails and facebook announcements announcing core QPIRG Concordia events on your main public announcements list and facebook contact list. There will be no more than 4 announcements in one year (one e-mail about Alternative Orientation, one e-mail about our AGM, one e-mail about Study in Action, and possible fourth e-mail about QPIRG activities in general).

17. Help with campus publicity and outreach

Working group members are encouraged to help with publicity and outreach efforts on the Concordia campus, including tabling and flyering. An outreach crew will be active this year to help publicize events.

18. Hold occasional open meetings that new members may attend

Your group is encouraged to publicize, when possible, public meetings that encourage the involvement of new members. For some groups, this might entail a special open house style meeting, or an event meant to acquaint new members with your work.

19. Ensure that two members of your working group are on the QPIRG key list

Your group is required to have two members on the QPIRG key list, so that your group can have access to the QPIRG space outside of office hours. Prior to being on the key list, you will receive a short key training from a QPIRG staff member.

20. Participate in Cleaning-Day Initiatives

Since our office is constantly in use by folks holding meetings and events or people using the computers or photocopier, we need working group members and general space users to help with space cleaning and organizing. All the working groups are asked to participate at least once every 3 months in QPIRG cleaning days.

21. Prepare a year-end budget report (for returning working groups to be submitted along with your working group application).

These reports should outline your expenses and revenues for the entire budget year (September 1st to August 31st except for new working groups for which it will be October 1st to August 31st), including but not limited to, QPIRG reimbursed expenses.

22. Prepare a year-end activity report (for returning working groups to be submitted along with your working group application).

This report should outline your activities (including meetings, events, campaigns general work and finances). You're invited to include publicity materials and a short paragraph describing how you have fulfilled your responsibilities listed in this agreement.

23. Being responsible for working group budget – staying on budget

Ultimately, working groups have responsibility for keeping track of the money they have spent from their QPIRG budget. If your working group spends beyond its budget, you must pay the amount overspent. In order to keep track of your budget, please remember that the staff produces monthly financial statements that show how your group has spent. Contact the Financial coordinator to obtain this information. Money not spent by August 31st, 2019 will be re-absorbed into QPIRG's core budget. All receipts must be dated no later than August 31st, 2019, in order to be reimbursed. (Note: Money that is fundraised by working groups and not spent is rolled over into your account if you are accepted as a returning working group the following year; i.e. if your budget from QPIRG is \$300, and you fundraised \$100 on your own, but you spent \$350 total, the remainder of the money fundraised, \$50, is rolled over into your budget next year).

24. Communicating with the board and staff regarding changes to your working group budget throughout the year:

It is your working group's responsibility to stay within the general parameters of spending approved by the board as outlined in your original application and budget. You are required to seek board approval for expenses that fall outside of these general parameters.



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*****Please note that your working group's commitments to these responsibilities will be considered during the re-application process for returning working groups next year*****

I have read the Rights and Responsibilities above, and I agree on behalf of my working group to meet the various responsibilities outlined.

Working/Solidarity Group name :

Name of Working Group Representative (#1):

Date:

Signature:

Name of Working Group Representative (#2):

Date:

Signature:



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