



QPIRG Concordia's Working Group and Solidarity Group Reciprocity Agreement (Revised August 2021)

This agreement outlines the relationship between QPIRG Concordia and its Working Groups or 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, point #1 in the Rights section does not apply to you, and points #23, #25, #26 in the Responsibilities section do not apply to you UNLESS we hold money for you in our bank account.

Note: A Solidarity Group is usually an ongoing project or group that does not receive funding from QPIRG Concordia like Working Groups but can access room bookings and 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 October or November), representatives of the working groups decide by consensus how this money is distributed amongst the working groups, if necessary. New working groups can ask for a maximum of \$500. Returning Working Groups for their second year can only ask for a maximum of \$1000 and for their third year, \$2000 (Please note: These maximums can change next year)

- 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. QPIRG Liability Line

QPIRG can deposit money you've fundraised in our bank and hold it for your group. These funds can be accessed the same way as your working group budget but rolls over at the end of each budget year. Please contact the finance coordinator ahead of time if your group is interested.

4. Use of Projector, Screen, Megaphone, Childcare Toys, 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.

5. Low cost photocopying, printing and long distance phone calls

We have a good photocopier where you can make photocopies for \$0.04/copy. or colour copies at \$0.11/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.

6. Staff Support and Administration

The staff can be used as a resource (during office hours) 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.

7. Priority Use of QPIRG space for meetings and activities

We have a wheelchair accessible, reduced scent space, with a lounge area, board room and a library room, all of which can be booked for meetings and other activities. There are also a kitchenette (no stove) with sink, fridge and dishwasher as well as a non gendered bathroom. As working groups, you have priority access - along with staff and board.

8. Priority Use of QPIRG Computers

We have several computers that are networked together. As working groups, you have priority access - along with staff and board.

9. 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**

10. Priority use of other shared QPIRG resources

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

11. 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. Liaise with QPIRG Concordia

Working groups must select 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 August for renewing groups and mid September for new groups, and working groups are required to submit an application every year with your budget and plans for the upcoming year.

4. **In years where funding is lower than usual for working groups, attend the annual budget meeting UNDER REVISION as we haven't done this in many years**

3

After the working groups are accepted, a representative from each working group is required to attend a Working Group Budget Meeting, usually in October or early November, where all the working groups decide how the total working group budget is distributed amongst the working groups. Depending on University funding, and fluctuations in student enrolment (QPIRG is a student-levy funded organization), working groups may be asked to attend a second budget meeting in February to discuss solutions to having less or more money than anticipated at the beginning of the budget year (September). Solidarity groups are asked to attend the informational part of this meeting, which outlines shared resources and the use of the QPIRG space, but do not need to attend the budget part of the meeting.

5. Attend working/Solidarity groups annual meet up

Within the first two months of your working group approval (October or November) a meeting will be called for all working groups to meet. (this meeting was originally the budget meeting see #4 but is now used to sign the reciprocity agreement and trainings) You will receive trainings, you will sign the reciprocity agreement, you will meet with the other working groups. This is a place when collaboration within groups can start.

6. 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.

7. 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.

8. 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.
- 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.

4

9. **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.
10. **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.
11. **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.
12. **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.
13. **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 – qpirmsprouts – 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.
14. **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.
15. **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)

5

16. 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

17. Respect our reduced scent policy

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

18. 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, and possible e-mails about QPIRG activities in general).

19. 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.

20. 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.

21. Ensure that two members of your working group are on the QPIRG key list (under revision) 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. - To be updated in January 2022, QPIRG staff will be in contact.

22. 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

6

groups are asked to participate at least once every 6 months in QPIRG cleaning days.

23. 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), including but not limited to, QPIRG reimbursed expenses.

24. 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.

25. 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. Please keep track of your budget, and in moments of doubt, you can verify with our finance coordinator Wade to confirm where your budget is at. For 2023-2024 working groups, money not spent by August 31st 2024 will be re-absorbed into QPIRG's core budget. All expense reports must be submitted by September 1st with receipts or invoices dated before August 31st in order to be reimbursed from the 2023-2024 working group budget. (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).

26. 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.

*****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.

Name of Working Group Representative (#1):

Date:

Signature:

Name of Working Group Representative (#2):

Date:

Signature:

