

## **QPIRG Concordia's Working Group and Solidarity Group Reciprocity Agreement (Revised August 2025)**

*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.*

*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. New working groups can ask for a maximum of \$400 and increase by \$400 every year to a maximum of \$2000 (Please note: These maximums can change in the future)

#### **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.]

[Note: We have non-profit status but do not have charitable status]

#### **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, Sound equipment Childcare Toys, Bike Trailer, and other QPIRG supplies and resources**

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. Use of QPIRG Zoom, Canva, Communauto accounts and other services**

Get in touch with the staff to be given access.

#### **6. 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 can request an updated total up to once a month. If you'd like to print more than your budget amount allows, we can invoice you the excess balance at the same rates. You can also make short long distance calls during open hours with a staff member.

#### **7. 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.

#### **8. 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.

#### **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. 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. **Annual Application and Reports**

All working groups must submit an annual application (due at the end of August) that includes a budget and project timeline for the upcoming year. Returning groups must also submit a year-end budget report (detailing revenues and expenses from September 1–August 31, including QPIRG reimbursements) and an activity report summarizing meetings, events, campaigns, finances, and general work.

4. **Attend working/solidarity groups annual training**

Within the first two months of your working group approval a meeting will be called for all working groups . 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.

5. **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.

6. **Work by consensus and have at least 3 members in your group and**

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.

7. **Publicize QPIRG and Core Events**

You must acknowledge that you are a QPIRG Concordia working group on your website and/or main info pamphlet.

You are encouraged to promote QPIRG events and projects on your main mailing list or social media.

## **8. Provide QPIRG with updated materials & keep us informed**

For tabling and distribution in our space, we ask all working groups to provide up-to-date printed materials that include basic information about your group.

To best support our working groups, it's also important for us to stay informed about your meetings, projects, and upcoming events. This allows us to help with outreach and visibility.

Whenever you have an event or update to share, please let us know at [info@qpirgconcordia.org](mailto:info@qpirgconcordia.org) or on social media.

## **9. Provide QPIRG with names/description of 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.

## **10. 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:

1. Keeping working group items organized and clean
2. Helping to take out the recycling and garbage, after space use
3. Keeping the photocopier area tidy after making photocopies
4. Talking to a staff person about the current space-user policy
5. Helping clean or tidy the office upon request

## **11. 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.

## **12. Be open to new members**

Your group must remain open to new members and, when possible, publicize opportunities for them to get involved.

## **13. 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.

**14. Communicating with the board and staff regarding changes to your working group**

If you make significant changes to your planned activities or mission throughout the year, please keep us informed of these changes.

**\*\*\*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\*\*\***