



Centre for Justice Exchange
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Membership Manual

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Thank you for helping us learn, create and grow. Keep on keep'n on...

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Mission & Goals

The **Centre for Justice Exchange** is a collective of academics, students, and individuals who seek to share and create more inclusive understandings and practices of justice and accountability. People in the system are isolated from the relations, supports, and information needed to increase their quality of life, while violence in its many forms goes unaddressed. Our current criminal model and punitive response segregates people and fails to address root of social violence.

At the **Centre for Justice Exchange** we seek to advance justices that reflect opportunities to learn, grow, and create and an accountability that connects people, while broadly addressing violence. We achieve this through education, research, and the sharing of resources. This includes 1) raising awareness of the current barriers to justice and struggles of people in the criminal justice system; 2) networking and sharing justice research and resources; and 3) co-creating alternative ideas and practices of justice and accountability.

The **Centre for Justice Exchange** is committed to ensuring the communities and those with the lived experiences are central to our work. We receive over a hundred letters annually from people involved in the criminal justice system who are trying to improve their life circumstances. As we learn from these exchanges, we develop collaborations and initiatives to make justice more accessible and inclusive.

History

The **Centre for Justice Exchange** first emerged in 2012 as the Prison Letters group at the University of Ottawa founded by Dr. Vicki Chartrand and with the volunteer efforts of students. The initiative was developed to support people in and out of prison and inform students, academics, and the general public of penal systems. It has since expanded to the **Centre for Justice Exchange** through a realization that people in the criminal justice system have much knowledge, resources, and ideas about justice to share.

Membership

The **Centre for Justice Exchange** consists of a Director, Steering Committee of Indigenous and Non-Indigenous people in and out of prison, Advisory Members and Interns. The **Centre for Justice Exchange** makes decisions based on consultations and collaborations with its members. The Director runs the general and day-to-day operations and administration of the center with the support of the Interns. The centre also runs the Abolition List-Serv, an online forum for people engaged in prisoners' struggles and penal/carceral abolition across the land colonized as Canada and elsewhere.

<https://justiceexchange.ca/our-projects/abolition-2/>

The membership of the **Centre for Justice Exchange** is open. There are no limits to the number of members. Membership itself is voluntary and free. Contributions of time and effort take the place of membership dues. All new members must undergo a short orientation session before they can begin membership. This includes a review of the Membership Manual and signing a Confidentiality and Privacy Agreement form. Member opportunities are flexible and you are only expected to take on to what you can commit.

Standard of Conduct

Any member who acts outside of the mandate of the Centre for Justice Exchange, who commits an act negatively affecting its interests or reputation or who takes personal mail from prisons may be

permanently disqualified from the group.

Confidentiality

All members must sign the **Centre for Justice Exchange** Confidentiality and Privacy Agreement form before they can become members. In responding to requests, it is important for members to respect the confidentiality of the person making the request, the contents of the request and to not reproduce the contents of the letters in any way. All breaches in confidentiality are subject to an investigation and can result in the termination of the member position.

Public Education and Events

The **Centre for Justice Exchange** endeavours to raise public awareness through knowledge dissemination, public events and media. While the group acts independently, it allies with other justice groups and researchers to promote mutual goals and interests. The **Centre for Justice Exchange** has a website at <http://justiceexchange.ca/> and a Facebook page at <https://www.facebook.com/justiceexchange/?ref=bookmarks>. Feel free to 'Like' the page and invite others.

Fundraising and Donations

The **Centre for Justice Exchange** is a non-profit collective that relies on fundraising and donations for our continued work. To donate, please make payments to Bishop's University Foundation – Justice Exchange or visit <http://ubishops.ca/> gift and under Choose Designation, select Other and write Justice Exchange (2-00-000000-70232). A Charitable tax receipt will be provided.

Research Requests and Responses

Members will be made aware of information requests either at meetings or through email. If volunteering to respond, members will make every effort to complete requests within one week and with a maximum two-week period. Research materials should be a maximum of 20 double-sided pages of the original research in PDF form. Be sure to save web pages as PDF files and/or ensure that all referencing and source information are available (e.g. authors, html sites, dates, etc). Research requests should generally not take any longer than two hours per letter. A template response letter will be provided to help you generate your response letter. Feel free to use your full name, first name or pseudonym to sign off. Email your research and response letter to the Director who will review, print, and mail-out your letter. If you have any questions, contact the Director at any point.

Restricted Material

It is important that we maintain the integrity of the group by providing accurate, up-to-date, timely and responsible information. It is important, however, not to assume that because people are in prison they are going to use information for illicit purposes. The following is a set of guidelines for research requests that are considered outside of the scope for the **Centre for Justice Exchange** members to provide.

- **Business Advice:** We cannot provide business advice, but can research general business information or educational materials.
- **Illegal Activities:** We do not do research on illegal activities or provide research on a person's own or another person's illegal activities.
- **Graphics:** We do not have colour printers available and therefore cannot print out anything in colour.
- **Illicit Substances:** We do not do research on illicit substances. Exceptions will be made for

substances that are being used for legal medical purposes (e.g. medical marijuana).

- **Inflammatory or Sexually Explicit Material:** We do not research hateful, inflammatory or sexual material. The context and nature of the request should be looked at in order to decide whether requests fall under this category. Requests relating to sexual health, sexuality, and sexual orientation are not considered inflammatory or sexually explicit material.
- **Legal Advice:** Members are not legal experts and cannot give legal advice (e.g. information on how to contest a court decision, wrongful accusation, appeals, etc.). We can make referrals to organizations that give legal advice.
- **Locating People:** We do not carry out requests to search for individuals. Exceptions can be made on a case-by-case basis depending on the context and the nature of the request.
- **Pen Pals:** We do not offer pen pal services, but refer to organizations that offer these services.
- **Privilege:** We cannot send letters or information with any confidentiality privileges. Research materials sent will be read by prison administration and members are asked to be sensitive to this reality.
- **Third Party Interactions:** It is preferable that we not be involved as third party interactions between someone in prison and individuals, groups or organizations outside of prison.
- **Weapons:** We do not research weapons. Some exceptions will be made for historical interest materials.

Annual Mailout

This occurs twice year in the Winter and Summer.

Fundraising

Bake Sale in the Library

1. Check to confirm a date with Circulation or Executive Assistant to the Librarian.
2. Once the date has been approved, consult Campus Dining Policy and fill-in/print the “application to provide food on campus” <http://www.ubishops.ca/future-current-students/student-campus-life/residence/campus-dining/campus-dining-policy/>
3. The application must be submitted to the Residence & Conference Coordinator of at residence@ubishops.ca (approval could take up to 3 days).
4. Once approval has been obtained from the Residence & Conference Coordinator, please email Executive Assistant to the Librarian with a copy of the 1) approved application; 2) date and time of the bake sale; 3) name of the group doing the fundraising.
5. Be sure to have enough baking goods for the sale.
6. Collect the cashbox and black board to list prices. Be sure you have napkins, plates, etc.
7. On the day of Bake Sale, check with circulation for table and chairs.

Pizza Sale at Student Union Building (SUB)

1. Book a table in the SUB lobby by visiting <http://www.busrc.com/bookings/>. If available according to the online calendar, complete the online booking form and wait for an acceptance email.
8. If selling pizza, Contact Domino’s Pizza to see if they are willing to donate pizza or provide a deal for purchasing the pizzas – Amanda Boersen at amanda.boersen@gmail.com. Inform them you are a Bishop’s University student who is organizing a fundraising event and provide information on Justice Exchange <https://justiceexchange.ca/about/>
9. Collect the cashbox and black board to list prices. Be sure you have napkins, plates, etc.

2. On the day of sale, tables and chairs are located under the staircase in the SUB lobby.

Instructions on how to work the hot dog machine:

1. Press the power button to start
2. Set time to 20 min and @ 10 min, flip hot dogs
3. Set temperature to 400°-450° + = increase - = decrease
1. Keep an eye on the hot dogs while cooking

Instructions on how to clean the hot dog machine:

1. Turn power button off
2. Unplug the machine
3. Wipe down excess oil inside machine with a wet napkin once the machine is cooled down

Pizza Slice	Hot Dogs	Pop	Candy
1 for \$3	1 for \$2	\$1.00 each	\$1.00 each
2 for \$5	2 for \$3		
	3 for \$5		

If any questions or issues arise, contact Dr. Vicki Chartrand at (819)-446-7774

Event Planning

Key Event Info:

Event Name/Theme
Date & Location
Event Start + End Time
Event Venue + Capacity
Event Volunteers + Contact Info
Event Sponsors / Funding Sources
Anticipated numbers

Welcome to Territory:

Posters: title, day, time, place, speaker + write up. *Get the posters stamped at Doolittles before posting them around campus.* Cost.

Event Materials: prints to sell, tickets, cash box, sale board, entry fee, wine. Total Cost?

ITS: microphones, power point + screen, video streaming

B&G: set-up, table, poster boards (with permission)

Funding Sources: Sociology Department, Dean's Office, Speaker's Committee

Speakers: Travel, Food, Accommodation, Ancillaries (parking gifts), Honourarium. Total Cost?

Centennial Lobby: Liquor must be purchased through Bishop's University. Food must be ordered through Sodexo, Café Massawippi or Café Caus. Price for renting the venue: \$50/hour. Bar service: \$15/hour. Student safety: \$15/hour (fill form). *Contact Sonia Patenaude*

Cleghorn: Liquor must be purchased through Bishop's University. Food must be ordered through Sodexo, Café Massawippi or Café Caus. Price for renting the venue: N/A. Bar service: \$15/hour for a min 3hrs. Student safety: \$15/hour (fill form). *Contact Annie Lavariere*

The Gait: Book online. Free for a university event. Bar service is required. Fees are waived if sales targets are reached. Student safety: \$15/hour (fill form). Visit <http://www.busrc.com/bookings/>.

Agora Room:

Event Publicity: (two weeks, one week, day before)

Class Announcements:

Screens in the SUB: This is free of charge. Advertisement can be a video or a still image.

Videos: 1080 X 1920 pixels (width X height). File format: AVI (Including: DIVX) MPEG-1 MPEG-2

Program Stream MPEG-2 Transport Stream, MP4 WMV MOV VIDEO CODECS MPEG-1 Video MPEG-2

Video MPEG-4 Part 10 (H.264), e.g. AVC. Less than 50MB per 15 seconds

Image: dimensions 1080 x 1920 pixels (width x height). File Format: JPG or PNG

Contact Students' Representative Council srcgma@ubishops.ca

The Dish: Form needs to be filled out on the SRC website for submission. <http://www.busrc.com/dish>
Submissions must be sent in prior to 6 p.m. on Sunday and Wednesday in order to be featured in the following day's publication.

BU Website & Communications:

BU/SOC/SRC Instagram, Twitter, Facebook:

SRC: <http://www.busrc.com/publishme/>

Communications:- socialmedia@ubishops.ca or 819-822-9600 x 2602 (contact asap; send poster)

Digital Board: City of Sherbrooke (free of charge). Send event, date, time to loisirs.culture@ville.sherbrooke.qc.ca; **Townshippers Billboard**;

Local News:

The Record: (819) 569-9525

La Tribune (French newspaper) (819) 564-5454; redaction@latribune.qc.ca

Radio-Canada: 819-620-0000; estrie-tv@radio-canada.ca (contact near the date of the event)

The Townshippers Association website 819-566-5717; Criminology at **Champlain College**

Sample Letter

January 1, 2020

John Smith
Box 1111
Agassiz BC V0M 1A0

Dear Mr. Smith,

We hope this letter finds you well. Thank you for sharing a little of yourself and situation with us. Your letters help us learn more about the prison and penal system and to find better ways for a more inclusive justice that does not result in segregating and punishing people.

We found some information for your research request that I have included in the letter. We were not able to find any information on this particular topic but did come across quite a bit of literature in the general area of this topic. You may want to consider narrowing your research for us, so we can provide you with more accurate and useful information. I hope you find this somewhat useful, but please do let us know. Be sure to keep in touch and tell us how everything is going. Keep on keep'n on....

Sincerely,

Vicki Chartrand, PhD
Associate Professor