

University Students' Council of the University of Western Ontario
CONSTITUTION OF ALLY WESTERN

Effective:

Supersedes: (none)

PREAMBLE

Ally Western is a USC Student Service created to enhance the inclusiveness of the University community to students of all sexual orientations and gender identities. This Constitution serves as the Operating Document of Ally Western. Ally Western is subject to all Policies and Procedures of the USC.

Documents relevant to this constitution are:

- USC Student Services: Governance Policy;
- USC Student Services: Statement of Standards of Service;
- USC Student Services: Coordinator & Executive Selection Procedure.

These documents may further define terms in this Operating Document

1.00 MANDATE

1.01 Mission

- (1) Ally Western exists to address issues of prejudice, discrimination, and mistreatment that affect undergraduates at the University of Western Ontario as a result of their sexuality or gender identity.

1.02 Vision

- (1) Ally Western's vision is to create an inclusive campus community, in which there is a visible network of knowledgeable and supportive allies available to support students struggling with issues that result from their sexuality or gender identity.

1.03 Strategy

- (1) Ally Western seeks to dispel stereotypes and create understanding of sexual diversity through educational workshops discussing sexuality and gender identity.
- (2) AllyWestern gives attendees of AllyWestern workshops a symbol (e.g. button or wristband) that identifies them as an ally to the rest of Western community.
- (3) AllyWestern organizes public awareness initiatives that help to dispel stereotypes, or otherwise create a spirit of understanding and inclusiveness.

1.04 Values

- (1) Ally Western values an approach to addressing these issues is inclusive and respectful to all individuals.
- (2) Although the strategies differ, Ally Western shares considerable overlap with the objectives of PrideWestern, and values a collaborative and complimentary approach to addressing LGBTQ issues.

2.00 ALLY WESTERN STEERING COMMITTEE

2.01 Purpose

- (1) The Steering Committee shall:
 - i. serve as a brainstorming and advisory body for guiding and improving ~~ideas to improve~~ the operation of the Ally Network;
 - ii. assist the Ally Coordinator in developing training modules for the Ally Network;
 - iii. assist the Ally Coordinator and his/her Officers with any special events, where possible;
 - iv. ~~facilitate training sessions, as assigned by the Ally Coordinator;~~
 - v. ~~develop and carry out a promotional campaign for the Ally Network in conjunction with the Promotions Representative;~~
 - vi. ~~assist the Phone Line Representative in developing an efficient structure for the Ally Network Phone Line; and,~~
 - vii. ~~carry out any special duties and, as assigned by the Ally Coordinator, meet at least once monthly to set direction for the Ally Network.~~
- (2) The Steering Committee operates on a consensus model of decision making.

2.02 Structure

- (1) ~~The Ally Western Program Steering Committee (hereinafter referred to as Steering Committee), shall act as a subsidiary body of the Campus Issues portfolio~~
- (2) ~~The Steering Committee shall act as an advisory body to the Ally Western Network Coordinator (hereinafter referred to as Ally Coordinator), in all operations of the Ally Western Network. (hereinafter referred to as the Ally Network)~~
- (3) The membership of the Steering Committee shall be as follows:
 - i. The Ally Western Coordinator, as chairperson ~~Chair, voting~~

- ii. ~~The USC Vice President Campus Issues, Vice Chair, voting~~
 - iii. Two executive members of ~~the~~ PrideWestern, ~~voting, as designated by the PrideWestern Coordinator~~
 - iv. One representative from the department of Housing and Ancillary Services, ~~voting~~
 - v. One representative from the Student Development Center, ~~voting~~
 - vi. One representative from Equity Services, ~~voting~~
 - vii. Up to three (3) USC Councillors, participating on a volunteer basis
 - viii. ~~Two University faculty members, voting~~
 - ix. Up to four (4) students, staff or faculty at large from the Western community, ~~voting. Any at large representatives beyond this number will be ex-officio, non-voting.~~
- (4) The Secretary shall be a elected from within the membership of the Steering Committee, ~~elected by the membership at the first Steering Committee meeting of the academic year.~~
 - (5) ~~Members of the Steering Committee shall be appointed by the~~ The Ally Western Coordinator is responsible for inviting members to the steering committee.
 - (6) ~~There shall be three officers of the Steering Committee:~~
 - i. ~~Chair,~~
 - ii. ~~Vice Chair; and,~~
 - iii. ~~Secretary.~~
 - (7) ~~The Chair shall be the Ally Coordinator~~
 - (8) ~~The Vice Chair shall be the USC Vice President Campus Issues~~
 - (9) The Secretary shall be an existing member of the Steering Committee, elected by the membership at the first Steering Committee meeting of the academic year.
 - (10) ~~The Promotions Representative of the Steering Committee shall be the Public Relations Director from the PrideWestern~~

2.03 Member Roles and Responsibilities

- (1) The Secretary shall:

- i. be responsible for: the recording of all minutes of Steering Committee meetings;
- ii. be responsible for retaining records of all Steering Committee correspondence in conjunction with the Chair;
- iii. submit copies of all Steering Committee minutes and other documentation to be filed in the USC office;
- iv. maintain a record of attendance at Steering Committee meetings; and,
- v. assume all other duties as assigned by the Chair
- vi. [be responsible for posting minutes to the Ally Western website](#)

(2) The chairperson of the Steering Committee shall:

- i. call regular meetings of the Steering Committee;
- ii. set the agenda for meetings of the Steering Committee;
- iii. maintain communication with the membership of the Steering Committee;
- iv. facilitate discussion of the membership regarding issues of interest;
- v. be responsible for the enforcement of these terms of reference; and,
- vi. provide an oral report at the beginning of each Steering Committee meeting.

(3) ~~The Vice Chair of the Steering Committee shall:~~

- i. ~~assist the Chair with any duties specific to the Steering Committee that she may require assistance with; and,~~
- ii. ~~act as Chair in the absence of the Chair.~~

(4) Members of the Steering Committee:

- i. ~~Must be trained as Ally Network training facilitators;~~
- ii. ~~Will be responsible for a portfolio, as assigned by the Ally Coordinator;~~
- iii. Shall provide support from their respective constituency to the Ally Network; and,
- iv. May solicit advice or opinions of the membership on any matter of interest.

- (5) ~~The Promotions Representative of the Steering Committee shall:~~
- ~~i. be responsible for leading the promotions campaign of the Ally Network;~~
 - ~~ii. be responsible for ensuring all relevant campus bodies receive promotional material for the Ally Network;~~
 - ~~iii. be responsible for coordinating presentations at various locations, including but not limited to faculty councils, residence councils, and other locations across campus;~~
 - ~~iv. be responsible for liaising with campus media outlets, including but not limited to the Gazette, Western News, T.V. Western and CHRW; and,~~
 - ~~v. maintain regular contact with the Ally Coordinator.~~
- (6) ~~The USC Vice President Campus Issues shall include a brief summary of highlights and issues discussed at Steering Committee meetings in her report to Council following each meeting~~
- (7) ~~The Ally Network Phone Line Representative of the Steering Committee shall:~~
- ~~i. be responsible for developing a structure for the Ally Network Phone Line, in conjunction with the Ally Coordinator;~~
 - ~~ii. be responsible for recruiting Ally's as volunteers of the Ally Network Phone line and ensure that it is staffed at all times; and,~~
 - ~~iii. be responsible for maintaining a monthly schedule for the Ally Network Phone Line.~~

2.04 Meetings

- (1) There shall be at least ~~one~~ two meetings of the Steering Committee per ~~month~~ semester;
- (2) A member may send a proxy in the event that they are unable to attend a meeting of the Steering Committee; and,
- (3) Any member may submit to the Chair a request for a special meeting of the Steering Committee to address a pressing issue affecting the membership as a whole.

3.00 EXECUTIVE ROLES AND RESPONSIBILITIES

3.01 Coordinator

(1) The Ally Western Coordinator shall:

- i. Oversee the operation of the Ally Western Network, which includes;
~~but is not limited to:~~
 - a. Chairing all meetings of the Ally Western Steering Committee;
 - b. Being responsible for developing, maintaining, and publicizing a schedule of Ally training workshops for the year that will be run for faculty, staff and students at Western;
 - c. Running the Ally educational workshops sessions throughout the year in accordance with an established schedule;
 - d. Designing and implementing promotional campaigns related to Ally Western using all as many available outlets as possible;
~~including but not limited to posters, CHRW, T.V. Western, Western Film and presentations to constituent councils;~~
 - e. Developing and maintaining the Ally Western website;
 - f. ~~Be a member, ex-officio, of the Campus Issues Coordinating Committee;~~
 - g. ~~Complete a full review of the service, including recommendations, to be presented to council no later than the 2006 AGM I meeting;~~
 - h. ~~Shall being an ex-officio member attend weekly meetings~~ of the PrideWestern executive, fulfilling all associated responsibilities, and reporting on the activities of ~~the~~ Ally Western ~~Steering Committee~~ at ~~these~~ PrideWestern Executive meetings;
 - i. Working in conjunction with PrideWestern for Ally Western events, where possible; and,
 - j. ~~Give input on and work actively on all programs of the PW, where possible; and,~~
 - k. ~~Create and maintain a schedule (including training) for all volunteers of the phone line component of the service~~
 - l. Overseeing and prepareing the budget of the Ally Western program.
- ii. Submit a final report to the Vice President Campus Issues no later than March 31st ;

- iii. Complete any other duties pertaining to the service, as directed by the Vice President Campus Issues

3.02 Officers

- (1) Officers positions may be created at the discretion of the Coordinator in order to support the Coordinator in the execution of responsibilities b-d as described above in section 3.01 (1)
- (2) There is no restriction on the number of Officers, or the means by which responsibilities are distributed amongst them.

4.00 COORDINATOR AND EXECUTIVE SELECTION PROCEDURE

4.01 The Coordinator shall be selected through the Coordinator Selection Procedure described in USC Student Services: Coordinator and Executive Selection Procedures.

4.02 All Officers shall be selected through the Interview Selection Procedure described in USC Student Services: Coordinator and Executive Selection Procedures.

- (1) The slow and deliberate nature of this selection process enables the selection committee to carefully weigh the strengths of each individual seeking an Officer position, and to gauge whether or not the experience and interests of such individuals support the interests of the Service.

5.00 STANDARDS OF SERVICE

The Ally Western Network is committed to maintaining a high level of service provision every year. The following are fundamental standards of service that will be upheld. These supplement the standards listed in USC Student Services: Governance Policy, which are applicable to all Services.

- (1) The Ally Western Network shall:
 - (i) host at least one major awareness event in each semester, the purpose of which shall be to increase campus consciousness about discrimination that exists within the community about the gender diversity and sexual orientation
 - (ii) ensure that the Ally training sessions are run as effectively as possible to the greatest number of individuals around campus
 - (iii) actively seek and support the involvement of USC clubs and services to increase the overall effectiveness of the Ally Western Program – this will be done by running educational sessions to club presidents and, where possible, the club executives

- (iv) actively seek to build and maintain relationships groups and services in the London community pertaining to, but not exclusive to, the LBTTQ2 issues
- (v) constantly serve as a network of support for any student in the Western and London community by maintaining transparency and an open line of communication between the service and all students

Article VIII: Citation

- ~~1. These Terms of Reference shall serve as guidelines for the Steering Committee and shall supersede all previous documents regarding the Steering Committee~~
- ~~2. Passed by resolution of the USC Board of Directors April 19th, 2004.~~

5.00 SPECIAL NOMINATING COMMITTEE

~~5.01 A Special Nominating Committee will be struck at the time the USC Coordinator process begins in order to select the PrideWestern Coordinator and the Ally Western Coordinator. The Committee will follow normal practice of the USC Nominating Committee and will consist of:~~

- ~~(1) The Vice President Campus Issues as Chair, voting;~~
- ~~(2) Two (2) members of the USC Nominating Committee;~~
- ~~(3) One (1) member of the PW Executive, ex officio, non voting; and,~~
- ~~(4) The outgoing PrideWestern Coordinator and/or the Ally Western Coordinator, ex officio, non voting;~~