

**University Students' Council of the University of Western Ontario**  
**CONSTITUTION OF ~~THE~~ PRIDEWESTERN**

Effective:

Supersedes:

August 11, 2008

**PREAMBLE**

~~The~~ PrideWestern is a USC Student Service ~~supported-organization~~ created to address lesbian, gay, bisexual, transgender, queer (LGBTQ) issues in order to promote an accepting and open environment within the university and London community. This Constitution serves as the operating manual of ~~the~~ PrideWestern, hereinafter referred to as "PW". PW is subject to all policies and procedures of the USC.

**1.00 MANDATE**

**1.01 Mission**

- (1) PW exists to address issues of sexual and gender identity at the University of Western Ontario, and to build community and allies on campus.

**1.02 Vision**

- (1) PW's vision is to create an inclusive and supportive campus community, free from homophobia, transphobia, gender-based stereotypes, prejudice, discrimination, harassment, and violence.

**1.03 Strategy**

- (1) PW provides safe space and support, offers advocacy, promotes awareness and discussion of issues, facilitates student involvement, and enables access to educational resources.

**1.04 Values**

- (1) PW believes that all Students are affected by sexuality, and values an approach to addressing these issues that is inclusive to individuals of all sexual and gender identities.
- (2) PW seeks to advocate on behalf of all Students, and values an advocacy agenda that is as inclusive as possible to divergent Student viewpoints.
- (3) PW values open and honest discussion of controversial issues regarding sexuality.
- (4) PW views the issues of sexual and gender identity as being closely intertwined, and values a strong partnership with The Women's Issues Network in collaboratively addressing these issues.

## 2.00 GENERAL STRUCTURE

2.01 ~~PW operates the PW Centre.~~

## 2.02 PW Executive

- (1) The PW Executive shall:
  - i. Be composed of voting executive members each responsible for the management of one of the following portfolios:
    - a. PW Coordinator, ~~ex officio~~, as Chair;
    - b. Ally Western Network Coordinator, ex officio;
    - c. Finance and Administration Director;
    - d. Activism Director;
    - e. Social Director's (2);
    - f. Communications Director's (2);
    - g. Public Relations Director;
    - h. First-Year Students Representative;
    - i. Graduate Students Representative; and,
    - j. Volunteer Director
  - ii. ~~Be full-time undergraduate students;~~
  - iii. ~~Be elected individually by the membership, each achieving a simple majority, at the Annual General Meeting (AGM), to be held no later than April 8<sup>th</sup> ;~~
  - iv. Meet at least twice each month during the school year (September to March);
  - v. ~~Call at least one general meeting during the summer (April to August);~~
  - vi. ~~Shall~~ each hold an equal vote in decisions pertaining to the PW ~~and the PW Center; and,~~ and,
  - vii. ~~Give input on and work actively on all programs of the PW, where possible; and,~~

viii. ~~Shall~~ make decisions as a whole and communicate these decisions to the Vice-President Campus Issues through the PW Coordinator.

### 2.03 PW Membership

- (1) The PW Membership requires no membership fee. ~~and shall consist of two types of members:~~
- (2) A voting member of ~~the~~ PW must: ~~a. Attend at least one (1) PW general meeting; and, b.~~ be an undergraduate student;
- (3) ~~A non-voting affiliate member is any member of the university community who wishes to participate in the PW;~~

### 2.04 PW Advisory Committee

- (1) The PW Advisory Committee shall:
  - i. Consist of:
    - a. The PW Coordinator;
    - b. The Ally Western Coordinator;
    - c. A representative of the Student Development Centre (SDC);
    - d. A representative from Equity Services;
    - e. ~~The Health Education Coordinator;~~ A representative from Student Health Services;
    - f. A faculty member appointed by the UWO Faculty Association;
    - g. A community representative invited by the PW Coordinator; and,
    - h. The USC Vice-President Campus Issues or designate;
  - ii. ~~Advise the PW Executive on general matters relating to the PW throughout the year; and,~~
  - iii. Advise the PW Executive upon request regarding any matters brought to the committee by the PW Coordinator; and,
  - iv. Meet ~~at least one (1) time~~ as needed each academic term.

## 3.00 ROLES AND RESPONSIBILITIES ~~TERMS OF REFERENCE~~

### 3.01 PW Executive

**Comment [C11]:** There were some things listed inside of Executive "structure" that were better described as executive responsibilities. These points have been pooled into the section below.

- (1) All members of the PrideWestern Executive shall collectively be responsible for:
  - i. Organizing and executing all events of the PW;
  - ii. Volunteering time to staff the ~~PW-USC Support Services~~ Centre;
  - iii. Seeking and encouraging active membership in the PW;
  - iv. Recruiting volunteers to participate in the execution of PW programming ~~social events~~;
  - v. Submitting final reports to the PW Coordinator & USC Vice-President Campus Issues by March 31<sup>st</sup> for each Executive portfolio; and;
  - vi. ~~Calling at least one PW General Meeting each month during the school year (September to March);~~
  - vii. Scheduling at least two hours weekly for each Executive member to volunteer in the Support Services Centre, as office hours.

### 3.02 PW Coordinator

- (1) The PW Coordinator shall:
  - i. ~~Be a member, ex-officio, of the Campus Issues Coordinating Committee~~
  - ii. ~~Be a member, ex-officio, of the Equity Programming Committee~~
  - iii. Promote, in cooperation with all appropriate University and USC clubs, groups and services, the equal treatment, understanding and acceptance of people of all sexual orientations and gender identities on the University campus;
  - iv. Act as a liaison between the PW and other pride services and resources on campus;
  - v. ~~Ensure minimal programming overlap, aid in facilities and other negotiations~~
  - vi. Set goals to cultivate a student environment in which all people are made to feel welcome and included and receive equal treatment;
  - vii. ~~Work in conjunction with the Board of Directors to ensure that the USC does not promote or sustain homophobic attitudes;~~
  - viii. ~~Provide confidential referrals to agencies and groups dealing with queer issues;~~

- ix. Liaise with queer organizations within the London community, including but not limited to the [HBT Working Group](#);
- x. Act as a liaison between pride services on campus, including the Pride Library, the Student Development Center, the Department of Housing and Ancillary Services and pride issues representatives at all of the Affiliated Colleges;
- xi. Call and chair ~~weekly~~ meetings of the PW Executive Meeting to determine a monthly schedule for office hours and use, coordinate programming and discuss joint communications, acting as a liaison between the different facets of the PW, as well as the Vice President Campus Issues;
- xii. Coordinate the activities of and the directors of the PW ~~as listed a h in Section 1.02~~;
- xiii. Give input on and work actively on all programs of the PW, where possible;
- xiv. Assign duties to the members of the executive wherever necessary;
- xv. Submit a final report by March 31<sup>st</sup> to the Vice President Campus Issues that addresses queer issues within the University community, reviews USC practices and recommends changes to eliminate inequitable barriers on the basis of sexual orientation

### 3.03 Ally Western Network Coordinator

- (1) [The Ally Western Network Coordinator shall:](#)
  - i. [Fulfill all Coordinator responsibilities described in the Ally Western Network Constitution; and,](#)
  - ii. [Support the PrideWestern Executive in the execution of its responsibilities.](#)
- (2) ~~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 maintaining a schedule of Ally training workshops for the year that will be run for faculty, staff and students at Western;~~

- c. ~~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~~
- d. ~~Be a member, ex officio, of the Campus Issues Coordinating Committee; Complete a full review of the service, including recommendations, to be presented to council no later than the 2006 AGM I meeting;~~
- e. ~~Shall attend weekly meetings of the PW executive and report on the activities of the Ally Western Steering Committee at these meetings;~~
- f. ~~Give input on and work actively on all programs of the PW, where possible; and,~~
- g. ~~Submit a final report to the Vice President Campus Issues no later than March 31<sup>st</sup> -~~
- h. ~~Creating and maintaining a schedule (including training) for all volunteers of the phone line component of the service~~
- i. ~~Oversee and prepare the budget of the Ally Western program~~
- j. ~~Completing an other duties pertaining to the service, as directed by the Vice President Campus Issues~~

### **3.04 Finance and Administration Director**

(1) The Finance and Administration Director shall:

- i. Prepare a budget in consultation with the PW Coordinator and the Vice-President Campus Issues by September 30<sup>th</sup>;
- ii. Maintain records of all financial transactions of the PW;
- iii. Prepare an agenda for PW meetings in consultation with the Coordinator;
- iv. Ensure minutes are recorded for all PW meetings (Executive and General), maintaining records that are publicly accessible;
- v. Prepare and update regular budget summaries;
- vi. Direct the PW Executive on financial matters;
- vii. Organize and have available all past executive reports; and,

- viii. ~~Be responsible for the management and maintenance of the PW video library; Give input on and work actively on all programs of the PW, where possible.~~

### 3.05 Activism Director

(1) The Activism Director shall:

- i. Coordinate campus events (e.g. discussion groups) and advocacy campaigns (e.g. petitions, surveys) that promote an open and accepting environment for queer students;
- ii. Organize at least one speaker that addresses an issue of relevance to the PW membership;
- iii. Keep abreast of current news and events that affect the queer community and report back to the membership and/or executive; and,
- iv. ~~Shall~~ provide the USC and the student population with information about discrimination and harassment on the basis of sexual orientation by conducting informative programming (i.e. the Pride Festival, conferences, workshops, speakers, literature, films and other media).

### 3.06 Social Director's (2)

(1) The ~~two Large Events~~ Social Director's shall:

- i. ~~Oversee all activities of the Dance Coordinator;~~
- ii. Coordinate all social events defined by the executive as being 'large' (e.g. Pride Ball, and Rainbow Revolution ~~move nights, Winter Party, Semi-Formal, Coffeeshouses~~);
- iii. ~~File~~ Adhere to USC event approval procedures as directed by the VP Campus Issues ~~forms in a timely and responsible manner~~;
- iv. Collaborate with the Small Events Social Director to pPrepare a social calendar to be ready in September; and,
- v. File a report for every social event analyzing its financial success and overall effectiveness.

(2) The Small Events Social Director's shall:

- i. Coordinate all social events defined by the executive as being 'small' (e.g. move nights, coffeeshouses);
- ii. Adhere to USC event approval procedures as directed by the VP Campus Issues;

- iii. Collaborate with the Large Events Social Director to prepare a social calendar to be ready in September; and
- iv. File a report for every social event analyzing its financial success and overall effectiveness.

### **3.07 Communications Director's (2)**

- (1) ~~The Communications Director shall:~~
  - i. ~~Oversee all activities of the Zine Editor In Chief;~~
  - ii. ~~Oversee all activities of the Web Designer; and,~~
  - iii. ~~Prepare and distribute all promotional literature (e.g. brochures, posters, t-shirts, banners);~~
- (2) The Electronic Communications Director shall:
  - i. Maintain the PW website including updating resources and event listings;
  - ii. Maintain the mailing list and prepare e-mail updates for the PW Coordinator to send out regularly; and,
  - iii. Update the PW Facebook and Twitter accounts as needed.
- (3) The Print Communications Director shall:
  - i. Be responsible for the design of posters to promote PW events;
  - ii. Organize the approval and distribution of promotional materials;
  - iii. Act as Editor-in-Chief of the Pride Zine; and,
  - iv. Update and re-stock pamphlets and resources kept in the PW office and Support Services Centre

### **3.08 Public Relations Director**

- (1) The Public Relations Director shall:
  - i. Organize the scheduling and activities during both USC Clubs Weeks;
  - ii. Liaise with the Ally Western Coordinator and the PW Coordinator to promote mutual objectives and shared interests;
  - iii. ~~Sit on the Ally Western Network Steering Committee as the Promotions Representative;~~

- iv. Meet with club and faculty councils to promote the services and mandate of the PW;
- v. Meet with London-based organizations whose activities have an effect on PW membership to promote the services and mandate of the PW;
- vi. Attend or organize at least one conference which discusses queer issues;
- vii. Liaise with the Activism Director to organize activities that promote the PW during Orientation Week; and,
- viii. Advise the PW Coordinator as to the community invitee for the PW Advisory Committee.

### **3.09 First Year Representative**

- (1) The First-Year Representative shall:
  - i. ~~Organize presentations and discussions in campus residences to promote tolerance and understanding of queer students and issues;~~
  - ii. Support the AllyWestern Coordinator in organizing presentations residences;
  - iii. Liaise with the Residence Life Management Team and staff (e.g. Residence Advisors, Dons) to promote PW Social events in residence;
  - iv. Liaise with Off-Campus Dons to promote PW Social events to first-year students living off-campus; and,
  - v. Organize social and developmental events specifically targeted at first-year students;

### **3.10 Graduate Student Representative**

- (1) The Graduate Student Representative shall:
  - i. Support the AllyWestern Coordinator in organizing presentations to graduate students.
  - ii. Liaise with the Society of Graduate Students (SOGS) to promote PW events to Graduate Students
  - iii. Liaise with the Queer Caucus to promote PW events to affiliated students and staff.
  - iv. Organize social and developmental events specifically targeted at graduate students.

### **3.11 Volunteer Manager**

- (1) The Volunteer Manager shall:
  - i. Be responsible for communicating with and organizing volunteers for events, office hours, or special projects;
  - ii. Input collected volunteer information to the WIN members/volunteer list; and,
  - iii. Maintain regular communication with volunteers.

### **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** The Ally Western Coordinator shall be an *ex-officio* member of the executive.

**4.03** All PrideWestern Executive members other than the Coordinator and Ally Western Coordinator 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 Executive position, and to gauge whether or not the interests of such individuals are compatible with the interests of the Service.

### **5.00 STANDARDS OF SERVICE**

PW 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) PW shall:
  - (i) host at least one major social event in each semester, the purpose of which shall be to celebrate and promote the building of community amongst students of diverse sexual and gender identity and their allies;
  - (ii) organize a Pride Week during the academic year;
  - (iii) actively seek and support the involvement of related clubs and organizations in PW events and programming; and,

- (iv) actively seek to build and maintain relationships with prominent diversity groups in the London community.

## 6.00 ~~PW COMMITTEES~~

**Comment [C12]:** Other committees originally listed in this section have been moved into the "structure" section.

### ~~3.02 Ally Western Steering Committee~~

~~The Ally Western Steering Committee shall consist of:~~

#### ~~Article I: Preamble and Mandate~~

- ~~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. Members of the Steering Committee shall be appointed by the Ally Coordinator~~
- ~~4. The Steering Committee shall:~~
  - ~~a) serve as a brainstorming body for ideas to improve the operation of the Ally Network~~
  - ~~b) assist the Ally Coordinator in developing training modules for the Ally Network~~
  - ~~c) facilitate training sessions, as assigned by the Ally Coordinator~~
  - ~~d) develop and carry out a promotional campaign for the Ally Network in conjunction with the Promotions Representative~~
  - ~~e) assist the Phone Line Representative in developing an efficient structure for the Ally Network Phone Line~~
  - ~~f) carry out any special duties, as assigned by the Ally Coordinator~~
  - ~~g) meet at least once monthly to set direction for the Ally Network~~

#### ~~Article II: Membership~~

- ~~1. The membership shall be as follows:~~
  - ~~a. The Ally Coordinator, Chair, voting~~
  - ~~b. The USC Vice President Campus Issues, Vice Chair, voting~~
  - ~~c. Two executive members of the PrideWestern, voting~~
  - ~~d. One representative from the department of Housing and Ancillary Services, voting~~
  - ~~e. One representative from the Student Development Center, voting~~
  - ~~f. One representative from Equity Services, voting~~
  - ~~g. Two University faculty members, voting~~
  - ~~h. Up to 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.~~

#### ~~Article III: Duties of Members~~

- ~~1. All members must be trained as Ally Network training facilitators~~
- ~~2. Each member will be responsible for a portfolio, as assigned by the Ally Coordinator~~
- ~~3. Each member shall provide support from their respective constituency to the Ally Network~~

~~4. Members may solicit advice or opinions of the membership on any matter of interest~~

**~~Article IV: Officers of the Steering Committee:~~**

- ~~1. There shall be three officers of the Steering Committee:
  - ~~a. Chair,~~
  - ~~b. Vice Chair; and,~~
  - ~~c. Secretary.~~~~

2. The Chair shall be the Ally Coordinator
3. The Vice Chair shall be the USC Vice President Campus Issues
4. The Secretary shall be a member of the Steering Committee, elected by the membership

#### **Article V: Duties of Officers**

1. The Chair of the Steering Committee shall:
  - a) call regular meetings of the Steering Committee;
  - b) set the agenda for meetings of the Steering Committee;
  - c) maintain communication with the membership of the Steering Committee;
  - d) facilitate discussion of the membership regarding issues of interest;
  - e) be responsible for the enforcement of these terms of reference; and
  - f) provide an oral report at the beginning of each Steering Committee meeting
2. The Vice Chair of the Steering Committee shall:
  - a) assist the Chair with any duties specific to the Steering Committee that she may require assistance with
  - b) act as Chair in the absence of the Chair
3. The Secretary of the Steering Committee shall:
  - a) be responsible for the recording of all minutes of Steering Committee meetings;
  - b) be responsible for retaining records of all Steering Committee correspondence in conjunction with the Chair;
  - c) submit copies of all Steering Committee minutes and other documentation to be filed in the USC office;
  - d) maintain a record of attendance at Steering Committee meetings; and,
  - e) assume all other duties as assigned by the Chair
4. The Promotions Representative of the Steering Committee shall:
  - a) be the Public Relations Director from the PrideWestern
  - b) be responsible for leading the promotions campaign of the Ally Network
  - c) be responsible for ensuring all relevant campus bodies receive promotional material for the Ally Network
  - d) be responsible for coordinating presentations at various locations, including but not limited to faculty councils, residence councils, and other locations across campus
  - e) be responsible for liaising with campus media outlets, including but not limited to the Gazette, Western News, T.V. Western and CHRW
  - f) maintain regular contact with the Ally Coordinator

5. The Ally Network Phone Line Representative of the Steering Committee shall:
- a) be responsible for developing a structure for the Ally Network Phone Line, in conjunction with the Ally Coordinator
  - b) be responsible for recruiting Ally's as volunteers of the Ally Network Phone line and ensure that it is staffed at all times
  - c) be responsible for maintaining a monthly schedule for the Ally Network Phone Line

#### **Article VI: Meetings**

- 1. There shall be at least one meeting of the Steering Committee per month
- 2. A member may send a proxy in the event that they are unable to attend a meeting of the Steering Committee
- 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

#### **Article VII: Report of the Steering Committee**

- 1. 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

#### **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 19<sup>th</sup>, 2004.

Comment [C13]: Part of the new Ally Western Constitution.

#### **4.00 PW MEMBERSHIP**

Comment [C14]: Moved to general structure

## **~~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;~~

## **~~6.00 CHANGES TO THIS DOCUMENT~~**

~~6.01 Changes to this document may be recommended to the Vice President Campus Issues by the PW executive for presentation to and approval by the Board of Directors.~~