

**University Students' Council of the University of Western Ontario
CONSTITUTION OF I KNOW SOMEONE**

Effective: January 12, 2011

Supersedes: (none)

PREAMBLE

I Know Someone is a USC Student Service created to educate students on sexual violence and enhance the inclusiveness of the University community to all students through the elimination of sexual violence. This Constitution serves as the Operating Document of I Know Someone. I Know Someone 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) I Know Someone exists to address issues of sexual violence, both physical and verbal, that affect undergraduates at the University of Western Ontario.

1.02 Vision

- (1) I Know Someone's vision is to create an educated and aware campus community, where sexual violence is not accepted in any way, shape, or form.

1.03 Strategy

- (1) I Know Someone seeks to raise awareness and educate campus through educational workshops discussing sexual violence.
- (2) I Know Someone provides attendees of I Know Someone workshops with an informational booklet that allows them to feel more comfortable dealing with sexual violence and provides resources.
- (3) I Know Someone organizes public awareness initiatives that help to dispel stereotypes, or otherwise create a spirit of understanding and inclusiveness.

1.04 Values

- (1) I Know Someone values an approach to addressing these issues is inclusive and respectful to all individuals, regardless of sexuality or gender.

- (2) Although the strategies differ, I Know Someone shares considerable overlap with the objectives of the Women's Issues Network, and values a collaborative and complimentary approach to addressing sexual violence.

2.00 I KNOW SOMEONE CORE TEAM

2.01 Purpose

- (1) The Core Team shall:
 - i. serve as a brainstorming and guiding body for the execution and improvement of the operation of the I Know Someone Campaign
 - ii. assist the I Know Someone Coordinator in developing training modules for the I Know Someone Campaign; and,
 - iii. assist the I Know Someone Coordinator and his/her Officers with any special events, where possible.
- (2) The Core Team operates on a consensus model of decision making.

2.02 Structure

- (1) The membership of the Core Team shall be as follows:
 - i. The I Know Someone Coordinator, as chairperson;
 - ii. A maximum of five (5) Core Team members, as selected by the Coordinator.
 - iii. One *ex-officio* member of the Women's Issues Network Core Committee A maximum of five (5) Core Team members may be selected, in addition to the Coordinator.
 - iv. One *ex-officio* member of the Sexual Assault Centre London, as selected by the Sexual Assault Centre London.
 - v. One *ex-officio* member of Changing Ways, as selected by Changing Ways.
- (2) The Secretary shall be elected from within the membership of the Core Team at the first Core Team meeting of the academic year.
- (3) The I Know Someone Coordinator is responsible for inviting members to the Core Team.
- (4) The Secretary shall be an existing member of the Core Team, elected by the membership at the first Core Team meeting of the academic year.

2.03 Member Roles and Responsibilities

- (1) The Secretary shall:
 - i. be responsible for: the recording of all minutes of Core Team meetings;
 - ii. be responsible for retaining records of all Core Team correspondence in conjunction with the Chair;
 - iii. submit copies of all Core Team minutes and other documentation to be filed in the USC office;
 - iv. maintain a record of attendance at Core Team meetings; and,
 - v. assume all other duties as assigned by the Chair
 - vi. be responsible for posting minutes to the I Know Someone website
- (2) The chairperson of the Core Team shall:
 - i. call regular meetings of the Core Team
 - ii. set the agenda for meetings of the Core Team;
 - iii. maintain communication with the membership of the Core Team
 - 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 Core Team meeting.
- (3) Members of the Core Team:
 - i. Shall provide support from their respective portfolio to the I Know Someone Campaign; and,
 - ii. May solicit advice or opinions of the membership on any matter of interest.

2.04 Meetings

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

3.00 CORE TEAM ROLES AND RESPONSIBILITIES

3.01 Coordinator

(1) The I Know Someone Coordinator shall:

- i. Oversee the operation of the I Know Someone Campaign, which includes:
 - a. Chairing all meetings of the I Know Someone Core Team;
 - b. Being responsible for developing, maintaining, and publicizing a schedule of I Know Someone workshops for the year that will be run for faculty, staff and students at Western;
 - c. Running, or ensuring another individual runs, the I Know Someone workshops throughout the year in accordance with an established schedule;
 - d. Designing and implementing promotional campaigns related to I Know Someone using all as many available outlets as possible;
 - e. Developing and maintaining the I Know Someone website;
 - f. Being an *ex-officio* member of the Women's Issues Network Core Committee, fulfilling all associated responsibilities, and reporting on the activities of I Know Someone Core Team at Women's Issues Network Core Committee meetings;
 - g. Working in conjunction with the Women's Issues Network on I Know Someone events, where possible; and,
 - h. Overseeing and preparing the budget of the I Know Somoene program.
- ii. Submit a mid-year report to the Vice President Campus Issues no later than December 23rd, and 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 Core Team members

(1) The responsibilities of each Core Team member may be delegated at the discretion of the Coordinator in order to support the Coordinator in the execution of responsibilities as described above in section 3.01 (1)

4.00 COORDINATOR AND CORE TEAM 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 Core Team members 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 I Know Someone Campaign 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 I Know Someone Campaign shall:
 - (i) host at least one major awareness event in each semester, the purpose of which shall be to increase campus consciousness about sexual violence that exists within the community.
 - (ii) ensure that the I Know Someone workshops 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 I Know Someone Campaign – 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 with groups and services in the London community pertaining to, but not exclusive to, issues of sexual violence.
 - (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