

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

Effective: March 16, 2010

Supersedes: August 11, 2008

PREAMBLE

PrideWestern is a USC Student Service 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 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 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, as Chair;
 - b. Ally Western Network Coordinator, ex officio;
 - c. Finance and Administration Director;
 - d. Activism Director;
 - e. Social Directors (2);
 - f. Communications Directors (2);
 - g. Public Relations Director;
 - h. First-Year Students Representative;
 - i. Graduate Students Representative; and,
 - j. Volunteer Director
- ii. Meet at least twice each month during the school year (September to March);
- iii. Each hold an equal vote in decisions pertaining to the PW, and,
- iv. Make decisions as a whole and communicate these decisions to the Vice-President Campus Issues through the PW Coordinator.

2.02 PW Membership

(1) The PW Membership requires no membership fee.

(2) A voting member of PW must be an undergraduate student.

2.03 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. 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 upon request, regarding any matters brought to the committee by the PW Coordinator; and,
 - iii. Meet as needed each academic term.

3.00 ROLES AND RESPONSIBILITIES

3.01 PW Executive

- (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 USC Support Services Centre;
 - iii. Seeking and encouraging active membership in the PW;
 - iv. Recruiting volunteers to participate in the execution of PW programming;
 - v. Submitting final reports to the PW Coordinator & USC Vice-President Campus Issues by March 31st for each Executive portfolio;
and,
 - vi. 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. 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;

- ii. Act as a liaison between the PW and other pride services and resources on campus;
- iii. Set goals to cultivate a student environment in which all people are made to feel welcome and included and receive equal treatment;
- iv. Liaise with queer organizations within the London community, including but not limited to the HBT Working Group;
- v. 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;
- vi. Call and chair 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;
- vii. Coordinate the activities of and the directors of the PW;
- viii. Give input on and work actively on all programs of the PW, where possible;
- ix. Assign duties to the members of the executive wherever necessary;
- x. Submit a final report by March 31st 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.

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 30th;
- 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; and,
- vii. Organize and have available all past executive reports.

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. 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 Directors (2)

(1) The Large Events Social Directors shall:

- i. Coordinate all social events defined by the executive as being 'large' (e.g. Pride Ball, and Rainbow);
- ii. Adhere to USC event approval procedures as directed by the VP Campus Issues;
- iii. Collaborate with the Small 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.

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

- i. Coordinate all social events defined by the executive as being 'small' (e.g. move nights, coffeehouses);
- 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 Directors (2)

(1) 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.

(2) 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. Meet with club and faculty councils to promote the services and mandate of PW;
- iv. Meet with London-based organizations whose activities have an effect on PW membership to promote the services and mandate of PW;
- v. Attend or organize at least one conference which discusses queer issues;
- vi. Liaise with the Activism Director to organize activities that promote PW during Orientation Week; and,
- vii. 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. Support the AllyWestern Coordinator in organizing presentations residences;
- ii. Liaise with the Residence Life Management Team and staff (e.g. Residence Advisors, Dons) to promote PW Social events in residence;
- iii. Liaise with Off-Campus Dons to promote PW Social events to first-year students living off-campus; and,
- iv. 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.
- v.

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.

