

University Students' Council of the University of Western Ontario
CONSTITUTION OF THE WOMEN'S ISSUES NETWORK

Effective: March 16, 2010

Supersedes: Unknown

PREAMBLE

The Women's Issues Network is a USC supported organization created to address gender issues in order to promote positive and equal gender relations with the university community. This constitution serves as the operating manual of the Women's Issues Network, hereinafter referred to as "WIN". WIN 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) WIN exists to address issues of gender inequality at the University of Western Ontario, and to build community amongst students of all gender identities.

1.02 Vision

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

1.03 Strategy

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

1.04 Values

- (1) WIN believes that all Students are affected by gender issues, and values an approach to addressing these issues that is inclusive to individuals of all gender identities.
- (2) WIN seeks to advocate on behalf of all Students, and values an advocacy agenda that is as inclusive as possible to divergent Student viewpoints.

- (3) WIN values open and honest discussion of controversial gender issues.
- (4) WIN views the issues of gender-identity and sexuality as being closely intertwined, and values a strong partnership with PrideWestern in collaboratively addressing these issues.

2.00 GENERAL STRUCTURE

2.01 The Women's Issues Network Coordinator

2.02 The Core Committee, composed of:

- (1) Finance Manager;
- (2) External Relations Manager;
- (3) Internal Relations Manager;
- (4) Resource Manager;
- (5) Publications Manager;
- (6) Volunteer Manager; and,
- (7) Events Manager.

2.03 The WIN Advisory Committee

2.04 The WIN membership.

3.00 ROLES AND RESPONSIBILITIES

3.01 Coordinator

- (1) Be chair, *ex-officio*, of the WIN Executive and WIN General Meetings, and ensure minutes are kept of those meetings;
- (2) Be responsible for the management and operation of WIN, in collaboration with the WIN executive and the Vice-President Campus Issues;
- (3) Oversee the WIN budget; and,
- (4) Oversee the planning and execution of WIN programming and activities.

3.02 Finance Manager

- (1) The WIN Finance Manager shall:

- i. Prepare a budget in consultation with the Women's Issues Network Coordinator and the Vice-President Campus Issues by September 30th;
- ii. Maintain records of all financial transactions of WIN;
- iii. Prepare and update regular budget summaries; and,
- iv. Direct the Core Committee on financial matters.

3.03 External Relations Manager

- (1) The WIN External Relations Manager shall:
 - i. Act as a liaison with women's organizations in the London community;
 - ii. Provide information about WIN activities to the London media; and,
 - iii. Coordinate and share information with other campuses.

3.04 Internal Relations Manager

- (1) The WIN Internal Relations Manager shall:
 - i. Act as a liaison with all residences, affiliated colleges, academic faculties, and USC Commissioners;
 - ii. Inform the campus media about the activities of WIN; and,
 - iii. Rotate in taking attendance and minutes at all general meetings of WIN with the Publications Manager.

3.05 Resource Manager

- (1) The WIN Resource Manager shall:
 - i. Create promotional materials for WIN;
 - ii. Be responsible for the creation and printing of all promotional items; and,
 - iii. Maintain art/craft supplies and print resources for UWO and London area USC Support Services Centre.

3.06 Publications Manager

- (1) The WIN Publications Manager shall:

- i. Be editor of the bi-monthly WIN newsletter;
- ii. Coordinate the WIN radio program on CHRW;
- iii. Maintain the WIN website in co-operation with the USC IT Manager; and,
- iv. Rotate in taking attendance and minutes at all general meetings of WIN with the Internal Relations Manager.

3.07 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.

3.08 Events Manager

- (1) The Events Manager shall:
 - i. Work with WIN Coordinator in overseeing and organizing all events other than awareness days;
 - ii. Be aware of and adhere to all USC policies for event planning;
 - iii. Liaise with the WIN Coordinator, VPCI, and Student Life Department for event review and approval; and,
 - iv. Communicate all event details in a timely manner to Resource Manager to ensure proper advertising of events to the community.

3.09 Membership

- (1) The WIN Membership requires no membership fee and shall:
 - i. Aid the WIN Core Committee in executing educational/ awareness campaigns and other events; and,
 - ii. Volunteer time to staff the USC Support Services Centre.

4.00 COMMITTEES

4.01 WIN Core Committee

- (1) The WIN Core Committee functions as the Executive of WIN, and shall:
 - i. Organize and execute all events of WIN;
 - ii. Volunteer time to staff the USC Support Services Centre;
 - iii. Meet at least twice each month during the school year (September to March);
 - iv. Call at least one WIN General Meeting each month during the academic year;
 - v. Seek and encourage active membership in WIN;
 - vi. Recruit volunteers to participate in the execution of WIN; and,
 - vii. Submit final reports to the WIN Coordinator & Vice-President Campus Issues by March 30th.

4.02 WIN Advisory Committee

- (1) The WIN Advisory Committee shall consist of:
 - i. The WIN Coordinator, as chairperson;
 - ii. A representative of the Student Development Services (SDS);
 - iii. The University Sexual Harassment Officer;
 - iv. The University Race Relations Officer;
 - v. A representative of The Centre for Women's Studies and Feminist Research;
 - vi. A representative of The Caucus on Women's Issues; and,
 - vii. The USC Vice-President Campus Issues or designate.
- (2) The Advisory Committee shall advise the WIN Core Committee on general matters relating to the Women's Issues Network throughout the year; and,
- (3) Meet at least one (1) time each academic term.

5.00 COORDINATOR AND EXECUTIVE SELECTION PROCEDURE

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

5.02 All Core Committee 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 Executive position, and to gauge whether or not the interests of such individuals are compatible with the interests of the Service.

6.00 GENERAL MEETINGS

6.01 General Meetings (GMs) serve to introduce members of the University Community to the Service, invite involvement, and facilitate feedback.

6.02 All GMs will be advertised as an open invitation to all members of the University Community.

6.03 GMs shall be chaired by the Coordinator.

6.04 The following are the minimum GMs that will occur during the year:

- (1) A GM subsequent to Clubs Week in September, for which the primary purpose is to introduce the Executive of the Service, and encourage involvement.
- (2) A GM in late-March or early-April, which, at minimum, shall provide an opportunity for people applying for executive positions to introduce themselves to the membership, and an opportunity for members of the University Community to provide feedback on the progress and direction of the Service;

7.00 STANDARDS OF SERVICE

The Women's Issues Network is committed to 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.

7.01 Women's Issues Network shall:

- (1) conduct at least one awareness event in each semester to bring attention to women's and gender issues and create positive change on campus that influences as many diverse members of the UWO community as possible;
- (2) organize a Montreal Massacre Memorial and International Women's Day in conjunction with relevant and interested groups on and off campus;
- (3) conduct at least one social event in each semester;

- (4) offer and maintain support group services relevant to students needs;
- (5) maintain office hours in both the USC Support Services Centre and Women's Issues Network office;
- (6) actively seek and support the involvement of clubs with an interest in women's and gender issues in Women's Issues Network events and programming; and,
- (7) actively seek to build and maintain relationships with prominent women's and gender issues groups in the London community.