



# Constitution and Bylaws

Amended Semi Annual General Meeting

March 8, 2016

# Table of Contents

[Bylaw 1: Interpretation.....Page 2](#)  
[Bylaw 2: Membership.....Page 6](#)  
[Bylaw 3: General Meetings.....Page 8](#)  
[Bylaw 4: Pride Collective.....Page 11](#)  
[Bylaw 5: Coordinating Committee.....Page 13](#)  
[Bylaw 6: Duties and Responsibilities.....Page 19](#)  
[Bylaw 7: Policy.....Page 28](#)  
[Bylaw 8: Amendments.....Page 29](#)

## Bylaw 1: Interpretation

### 1. Definitions<sup>1</sup>

- a. Homo-antagonism: A range of negative attitudes and actions towards people who are or perceived to be non-heterosexual, including prejudice and discrimination, fear, hatred, aversion, erasure, contempt, or mocking. Homoantagonism can range from unfounded assumptions to physical violence.
- b. Heterosexism and Heteronormativity: Heterosexism is the systemic and institutional privileging of heterosexual relationships and orientations and the assumption that heterosexuality is the default, “normal” or only legitimate sexuality. Heteronormativity idealizes monogamous, long term, procreative heterosexual relationships. Heterosexism often manifests in homophobic or heteronormative actions.
- c. Trans-antagonism: A range of negative attitudes and actions towards people who are or perceived to be trans or gender non-conforming, including prejudice and discrimination, fear, hatred, aversion, contempt, or mocking. Transphobia can range from unfounded assumptions to physical violence.
- d. Cissexism: Cissexism and Cisgenderism are the beliefs that transsexual and transgender identities are inferior to those of non-trans (cis) people and that the cis experience is the normal or default experience.
- e. Allosexism: The assumption that all people experience sexual attraction/desire or want to engage sexually with other people. This includes assumptions that romantic relationships are unable to function without sexual activity and the assumption that everyone wants romantic relationships.

---

<sup>1</sup> For more information on queer terms, visit the UVic Pride office or visit us online at [www.uvicpride.ca](http://www.uvicpride.ca)

- f. Queer<sup>2</sup>: The word “queer” has a long and complex history, and has many different understandings. Queer is often used as an umbrella term to encompass nonnormative/minority sexualities and gender expressions and identities. UVic Pride uses the term “queer” as both an umbrella term and a political term. Queer as a political term is anti-assimilationist and distinguishes movements, activism and organizing that challenges all forms of oppression from mainstream LGBT organizing. Queer as an umbrella term can refer to people who experience heterosexism, cissexism, homo-antagonism and trans-antagonism and includes not only gay and lesbian identities, but also bisexual, pansexual, asexual and other identities. Gender and sexuality are separate things, although for some folks they are heavily interrelated. Some trans, genderqueer, and gender variant people use “queer” to describe their gender identity; others may not. UVic Pride uses “queer and trans” to reflect this.
2. These bylaws are to be reflective of the Vision, Mission, Values, and Goals of the University of Victoria Pride Collective. These are:
- a. Vision: The University of Victoria Pride Collective strives to gather as a sustainable, driven Collective that solicits participation from and provides space for those who experience homo-antagonism, heterosexism, trans-antagonism, and/or cissexism and allosexism, as well as intersex folks and folks who are questioning. As an organisation, the University of Victoria Pride Collective works towards the eradication of all forms of oppression in personal, interpersonal, societal, and institutional practices through challenging ourselves.
  - b. Mission: The University of Victoria Pride Collective works to provide a safer space for individuals within and outside of the queer and trans communities, both at the University of Victoria and in the broader communities. The University of Victoria Pride Collective aims to alleviate all forms of oppression and to address a lack of available safer space, community, and education regarding queer and trans issues, needs, and experiences. The University of Victoria Pride Collective acts as an organisation that facilitates

---

<sup>2</sup>We have chosen to use the term “queer” in an attempt to be inclusive and respectful of various forms of sexual orientation and expression and gender identity and expression. “Queer” is a term used by some individuals, groups and communities to describe their sexual orientation and/or gender identity, as they may not associate with all or some other terms. The term “queer” is also used as an umbrella term to encompass the entirety of the LGBTTTGG2IQQAPPBDSMK4 and ally community. The term “queer” has a history of being used as an oppressive term and is being reclaimed by some individuals, communities, and activists. It is important to recognize that “queer” is still experienced as an uncomfortable and/or oppressive term for many individuals, groups and/or communities who identify as queer or to whom the term may be applied. The use of the term “queer” attempts to encourage members of the distinct communities that make up “queer” to see each other as allies or even members of a larger community.

community building through various activities and advocates for issues related to sexual orientation and expression and/or gender identity and expression.

- c. Values: The University of Victoria Pride Collective identifies priorities for the organisation based upon the following values:
- i. Advocacy with and for individuals in queer and trans communities, while being respectful of intersections of identity, experience, and oppression;
  - ii. Striving for anti-oppression<sup>3</sup> while recognizing that all forms of oppression are linked;
  - iii. Creating safer spaces that are anti-oppressive, and use a framework that challenges racism, ableism, colonialism, sexism, ageism, heterosexism, cissexism, classism, xenophobia, and ethnocentrism, while celebrating body positivity, consensual sex, diversity, and different religious and cultural backgrounds and practices;
  - iv. Ongoing development of safer spaces, events and resources;
  - v. Respect for individuals' privacy;
  - vi. Respect for and inclusion of individual self-identification and self-expression, without making unfounded assumptions or assumptions based on stereotypes, and without appropriating or co-opting identities and experiences;
  - vii. Ongoing promotion and development of resources and events for a broad variety of topics, including intersections of theory and practice;
  - viii. Inclusion of sexual orientation and expression and gender identity and expression;
  - ix. Striving to reach as much of the queer and trans communities as possible at the University of Victoria and throughout the broader communities;

---

<sup>3</sup> For more information on anti-oppression and anti-oppressive practice, visit the UVic Pride office or visit us online at [www.uvicpride.ca](http://www.uvicpride.ca)

- x. Acknowledgment and recognition of histories of oppression, including the ongoing processes and effects of colonization, and understanding that the process of decolonization is a necessary foundation of creating safer spaces';
- xi. Acknowledgement of the importance of bodily autonomy, judgement- free health care and reproductive justice;

d. Goals:

- i. To provide ongoing, anti-oppressive education and resource development in line with the needs of queer and trans communities and the University of Victoria Pride Collective;
- ii. To provide safer space(s), including a broad range of accessible events, resources and outreach;
- iii. To provide an accessible, welcoming, anti-oppressive and safer space in the office of the University of Victoria Pride Collective;
- iv. To develop resources and actions aimed to eliminate all forms of oppression both within and outside of the University of Victoria Pride Collective;
- v. To work on Collective values within a framework of anti-oppression;
- vi. To maintain a sustainable, anti-oppressive volunteer model under which volunteers are supported by, encouraged by and accountable to the University of Victoria Pride Collective and queer and trans communities.

3. "The Collective" shall refer to the University of Victoria Pride Collective.

## **Bylaw 2: Membership**

### **1. Members**

- a. Members are all queer and queer-friendly registered students, faculty, and staff of the University of Victoria, as well as queer and queer-friendly community members.
- b. All members shall have speaking rights, but not voting rights, at General and Collective Meetings.

### **2. Voting Members**

- a. Members shall receive voting rights if they fulfill one or more of the following criteria:
  - i. Attend two or more Collective or General Meetings within one (1) term in the last three (3) academic terms of the University of Victoria;
  - ii. Participate in one working group, caucus, or committee, created at a Collective or General Meeting within the last three (3) academic terms;
  - iii. Complete volunteer training within the last three (3) academic terms.
- b. If a member does not fulfill any of the above criteria, but still feels that they should be allowed to vote, they may:
  - i. Appeal at the Collective Meeting prior to a General Meeting for voting rights at that General Meeting;
  - ii. Appeal prior to or at the beginning of a Collective Meeting for voting rights at that meeting;
  - iii. These appeals may be done in person, by phone, by email, or by mail;
  - iv. Voting rights shall be awarded at the discretion of the Collective to members whose volunteer work demonstrates knowledge of the Collective and/or participation in related community events and organisations.

### **3. Removal**

Complaints against a Collective member must be made to the Safer Space Coordinator, or if preferred, another Collective Coordinating Committee member, who will take actions including but not limited to facilitation, mediation, and consultation. If, after two (2) weeks, the problem is deemed irresolvable by these means, the Safer Space Coordinator, or if preferred, another Collective Coordinating Committee member, may move to remove the member in question at the next General Meeting. At the meeting, the member may be removed by a three quarters plus one majority vote.

#### **4. Suspension**

Complaints against a Collective member shall follow the procedure to remove a member, except:

- a. The Safer Space Coordinator, or if preferred, another Collective Coordinating Committee member, may move to suspend the member in question at a Collective meeting or General Meeting;
- b. Suspensions must include a time or condition upon which the member may regain Collective membership, specified by the Safer Space Coordinator, or if preferred, another Collective Coordinating Committee member.



## **Bylaw 3: General Meetings**

### **1. Authority**

General Meetings shall be the highest authority within the Collective. The dates of general meetings shall be set by motion of the Collective.

### **2. Types**

There are three types of General Meetings:

- a. Annual General Meetings, which shall be held each year. These shall be held during the month of October, except when deemed impossible by the Collective;
- b. Semi-Annual General Meetings, which shall be held each year. These shall be held during the month of March, except when deemed impossible by the Collective;
- c. Special General Meetings, which may be called by the Collective as necessary.

### **3. Notice**

There shall be at least fourteen (14) days' notice of a General Meeting. Such notice shall include:

- a. Thirty (30) posters to be posted on the University of Victoria campus, containing the date, time, and location of the meeting, and the procedure for members to appeal for voting rights;
- b. Notice in the official student newspaper(s), containing the date, time, and location of the meeting. The proposed agenda may be made available at the discretion of the Collective;
- c. Notice in relevant community media, containing the date, time, and location of the meeting, and the procedure for members to appeal for voting rights. Such notice may be given at the discretion of the Collective.

### **4. Decision-making**

- a. Cards: There shall be three (3) types of visually distinct voting cards, a set of which shall be distributed to each member in attendance at the meeting. Non-voting members may use their cards to raise concerns and express opinions; during a final vote, their cards will be noted in the minutes, but will not count towards the passing of the motion. Any concerns of members presenting yellow

and red cards will be noted in the minutes of the meeting and discussed if desired.

- i. A green card shall represent agreement with a motion;
  - ii. A yellow card shall represent agreement with concerns;
  - iii. A red card shall represent opposition;
  - iv. Showing no card shall represent abstention from the vote;
- b. The decision-making process shall be as follows:
- i. A matter shall be presented to the Collective;
  - ii. There shall be a round, during which all members will have the opportunity to express their opinions;
  - iii. There shall be a strawpoll to ascertain the need for further discussion;
  - iv. There shall be another round, at which time the concerns of those who voted in the strawpoll with red and yellow cards shall be presented and noted;
  - v. There shall be facilitated discussion;
  - vi. There shall be a final vote;
  - vii. This process may be repeated and revised at the discretion of the facilitator under direction of the Collective.

## **5. Voting**

- a. Motions shall be passed by a two thirds plus one majority of green and yellow votes not counting abstentions. That is, where the combined number of green and yellow votes is greater than twice the number of red votes.
- b. If a motion is passed, but the combined number of red and yellow votes is greater than or equal to the number of green votes, the motion shall be passed with the provision that further attention be paid to the matter.
- c. Abstentions shall not be included in the calculation of the outcome of a motion, but shall be noted in the minutes. If the number of abstentions is greater than or equal to one third of the individuals present, but the combined number of green

and yellow votes is still greater than twice the number of red votes the motion shall be passed with the provision that further attention be paid to the matter.

- d. Further attention may include: striking a working group, tabling the motion, having further discussion, holding a second vote or straw poll, clarifying the motion, and/or make revisions to the motion. These actions may be taken at the discretion of the facilitator under direction of the Collective.
- e. Matters requiring a three quarters plus one majority shall proceed as above, but requiring the higher margin. That is, where the combined number of green and yellow votes is greater than three times the number of red votes.

## **6. Quorum**

Quorum for General Meetings shall be: one Collective Coordinator, one other member of the Coordinating Committee, and at least eight (8) other Collective members

## **7. Documents**

Minutes of General Meetings shall be made available to the membership within one week of a General Meeting.

## **Bylaw 4: Pride Collective**

### **1. Collective Meetings**

There shall be Collective meetings, open to all members of the Collective, which shall oversee the Collective's programs and activities, and at which primary decision making will occur.

### **2. Meetings**

The Collective shall meet at least once every two (2) weeks during University of Victoria academic terms.

### **3. Decision-making**

The Collective shall agree upon a decision making model for Collective meetings. When possible, this shall reflect consensus-based decision making as closely as possible. If no decision-making model can be agreed upon, the decision making process shall follow the one outlined in Bylaw 3.

### **4. Voting**

Voting shall follow the procedure set out in Bylaw 3.

### **5. Quorum**

Quorum for Collective meetings shall be one Collective Coordinator, one other member of the Coordinating Committee, and at least two (2) other Collective members.

### **6. Documents**

Minutes of Collective Meetings shall be made available to the membership within two (2) days of a Collective Meeting.

### **7. Delegation**

- a. The Collective may delegate any, but not all, of its duties and responsibilities to individuals or committees;
- b. Members may step forward at meetings and request the ability to pursue anything pertaining to any of the responsibilities of the Collective. This shall be given by decision of the Collective at meetings or the member in charge of the relevant aspect of the society;
- c. Members or groups who volunteer or are delegated any duties of the Collective shall report progress at a Collective meeting within a reasonable time or when

requested by the Collective.

**8. Notice**

Collective Meetings shall be advertised at least one (1) day in advance through relevant media.

## Bylaw 5: Coordinating Committee

### 1. Constitution

There shall be a committee of the Collective known as the Coordinating Committee, which shall be responsible for the daily operations of the organisation. The Coordinating Committee is responsible for supporting the Collective Coordinators and Paid Coordinator(s) in fulfilling the duties and responsibilities outlined in Bylaw 6. The Coordinating Committee is collectively responsible for training, supervising, and ensuring the accountability of the Paid Coordinator(s). Members of the Coordinating Committee shall have the authority to sign off on Paid Coordinator(s) timesheets.

### 2. Membership

The coordinating committee shall comprise the following members:

- a. Collective Coordinator (Office/Administration)
  - i. This individual must be an undergraduate student at the University of Victoria.
- b. Collective Coordinator (Events and Activism)
- c. Collective Coordinator (Fundraising)
- d. Paid Coordinator(s) and Work Studies (when possible)
  - i. Positions may duplicate that of an existing elected Coordinating Committee position;
  - ii. Paid positions may be supplemented with at least one duplicate elected position on the Coordinating Committee, whose responsibilities may include some or all of the same duties as the Paid Coordinator.
- e. Financial Coordinator
- f. Representative to the University of Victoria Students' Society Board of Directors
  - i. This individual must be a member in good standing of the University of Victoria Students' Society.
- g. Graduate Students Representative
  - i. This individual must be a graduate student. Preference will be given first to graduate students of the University of Victoria.

h. Representative to the Advocacy Council

i. Trans Representatives

- i. There shall be up to two (2) Trans Representatives;
- ii. These individuals must be self-identified trans, nonbinary, and/or gender variant persons.

NOTE: We recognize that the lived experience of transmisogyny is a specific situation which differs from that of transphobia alone. We therefore advise the collective to elect individuals whose experiences represent the diversity of trans experiences

j. Post-Secondary Outreach Coordinator

k. Safer Spaces Coordinator(s)

- i. There shall be up to two (2) Safer Spaces Coordinators.

l. IPOC Representative

- i. This individual must self-identify as Indigenous and/or a Person of Colour.

m. Resource Coordinator

n. Coordinator of Volunteer Resources

o. Youth Coordinator

- i. This individual must be 19 or under for at least 6 months of their term at the discretion of the Youth Caucus;
- ii. Preference should be given to members of the Youth Caucus.

**3. Eligibility**

Only Collective Members in good standing are eligible to serve on the Coordinating Committee.

**4. Elections**

- a. Members of the coordinating committee will be elected at a general meeting for a one (1) year term either when a position becomes vacant or at the end of the current representative term.
  - i. If a member of the coordinating committee is elected at the AGM then their one year term shall be until the next year's AGM;
  - ii. If a member of the coordinating committee is elected at the SAGM then their one year term shall be until the next year's SAGM;
  - iii. The representative to the University of Victoria Students' Society Board of Directors will be elected at an SAGM for a one year term commencing May 1. The position automatically becomes vacant at the Semi-Annual General Meeting.
- b. In the event that there is a vacancy on the Coordinating committee, the Collective shall appoint a qualified person to fill the vacancy at a Collective Meeting, such appointments shall expire at the next General Meeting;
- c. Any member of the Collective self-represented through phone, letter, or presence at a General Meeting may be nominated, for available positions, from the floor at that meeting;
- d. Every candidate for election to the Coordinating Committee shall present a statement outlining the candidate's interest and qualifications for the position;
- e. All elections will include the nominees and an option of "no". Only those who are preferred to "no" may be elected to a position;
- f. All elections of Coordinating Committee positions will be done by secret ballots;
- g. If there is no individual who meets the criteria for a Coordinating Committee position the position shall be left vacant;
- h. One person can only hold multiple positions when deemed necessary by the Collective.

## **5. Hiring Practices**

- a. For work study and unionized positions:



- i. Persons applying for a paid position must recuse from all aspects of the hiring process;
  - ii. The hiring process must be equitable including standardized hiring materials;
  - iii. The hiring committee must contain at least one person who is not a voting member of the Collective and who does not have a conflict of interest as outlined within the UVSS hiring policy;
  - iv. The elected coordinator whose position is being duplicated through the hiring of a paid coordinator will have a reserved seat on the hiring committee, if desired, in the absence of any of the aforementioned limitations;
- b. For work studies:
    - i. The hiring committee must contain no more than four (4) persons.
  - c. For unionized positions:
    - i. The union shall be contacted and unionized hiring procedures followed.

## **6. Signing Authorities**

The Collective Coordinators, Financial Coordinator, and the Paid Coordinator may be made signing authorities. All signing authorities are responsible for ensuring cheque requisitions are completed and submitted in a timely fashion.

## **7. Reporting**

Each member of the Coordinating Committee may be asked to give a report on their activities related to the Collective at any Collective or Coordinating Committee meeting.

## **8. Delegation**

The Coordinating Committee, or any of its members, may delegate any, but not all, of their duties and responsibilities to such persons or committees as they may designate.

## **9. Keys and Passwords**

- a. All members of the Coordinating Committee will be presented with keys or door codes to the office and the space when elected/hired, with the expectation that they will help to create a safer space and help to extend office hours. Keys must be relinquished at the end of Coordinating Committee members' terms;

- i. Due to the limited amount of physical keys, paid positions and/or signing authorities will be given priority in possessing keys, barring any extenuating circumstances.
- b. All members of the Coordinating Committee will be provided with the passwords to all active online and social media accounts managed by UVic Pride;
  - i. Passwords will be changed after every change in the Coordinating Committee, be it by election, removal, resignation, or appointment.
- c. Collective members who hold office hours but are not part of the Coordinating Committee will be provided with the door codes to both the space and the office doors;
  - i. If the collective member discontinues their office hours, the member may apply to retain access to the office door code at the next Collective Meeting.
- d. In the event that neither of the above conditions apply, collective members may apply to be provided with the office and/or the space door code at a Collective Meeting. All those present with voting rights will vote to approve/decline the collective member in question;
  - i. Collective members must reapply for access after every General Meeting;
  - ii. In the event that the door codes change between General Meetings, members who have been approved access do not need to reapply and will be provided the new door codes.
- e. All key and office door code holders must be given available volunteer and anti-oppression training;
- f. The door codes shall be changed when:
  - i. A member of the Coordinating Committee resigns or is removed;
  - ii. A Collective member who previously held office hours discontinues said hours and is not approved continued access;
  - iii. A Collective member who previously held access to the door code(s) is suspended or removed;
  - iv. A General Meeting occurs;

- v. A safety concern not previously mentioned.

### **10. Leave of Absence**

The Collective may authorize a member of the Coordinating Committee to take a leave of absence and may appoint another qualified person to fill the vacancy in the interim.

### **11. Resignation**

A member of the Coordinating Committee may resign at any Collective or General Meeting by either phone, letter, email, or presence.

### **12. Removal**

- a. Complaints communicated to a member of the Coordinating Committee at least forty eight (48) hours prior to the next Collective Meeting will be put onto the agenda of that meeting. A third party facilitator will attend the collective meeting. If it is decided by the collective that the individual in question is in dereliction of their duties, then a SGM will be called with at least 14 days notice to elect a new member to fill that position. It is recommended that those parties involved seek nonbinding mediation during that time.
- b. After two (2) consecutive Coordinating Committee Meetings and/or four (4) Collective Meetings missed without notice, there shall be an attempt made to contact the individual in question and advise them of the repercussions of continued absence. In the event that they fail to attend the next meeting without prior notice, after the attempt to notify, that member of the Coordinating Committee shall be deemed to have abandoned their office, and the position declared vacant.

## **Bylaw 6: Duties and Responsibilities**

### **1. Duties of the Collective**

- a. Bring issues regarding the implementation and use of the Vision, Mission, Values, and Goals to the attention of the Collective;
- b. Abide by the spirit of the Constitution and Bylaws;
- c. Outreach to new members, with respect to marginalized and diverse constituencies;
- d. Maintain the office equipment, computer and furniture as well as maintain general cleanliness of the office;
- e. Ensure availability and access to up to date constitution, policy, and procedure binder and up to date minutes binders;
- f. Ensure availability of resources;
- g. Communicate the availability of new resources to the Collective;
- h. Communicate the need for specific resources;
- i. Make recommendation for the hiring of paid positions and the nomination for available coordinating committee positions;
- j. Help to plan, organise, and promote socials, dances, parades, and other events;
- k. Other duties as required.

### **2. Responsibilities of the Coordinating Committee**

The Coordinating Committee shall ensure that the below responsibilities, and the Duties of the Collective are managed, either by the relevant position, delegation amongst themselves, or delegation to Collective Members. All members of the Coordinating Committee will attend Collective Meetings and Coordinating Committee meetings regularly, as best suits their position. Elected Coordinating Committee members are

responsible for providing direction and training for any hired positions as related to their duties outlined below.

- a. Collective Coordinators. All Collective Coordinator positions shall:
  - i. Ensure that Collective Members abide by the spirit of the constitution, bylaws, and policies;
  - ii. Be aware of the Collective's capacity to provide support and resources and to provide referrals, as necessary;
  - iii. Ensure new members are welcomed;
  - iv. Ensure information about Collective operations is accessible;
  - v. Facilitate meetings and encourage other collective members to take on that role;
  - vi. Be available for public enquiries involving the Collective and represent the views of the Collective (as the constitution, bylaws, and policies outline) to the best of their abilities, when necessary;
  - vii. Liaise with related groups in the Greater Victoria area;
  - viii. Oversee the hiring of paid coordinators and work studies;
  - ix. Other duties as required.
- b. Collective Coordinator (Office/Administration): The Collective Coordinator (Office/Administration) shall:
  - i. Ensure the administrative and financial duties of the collective are completed and followed;
  - ii. Ensure that internal and external communication occurs, including a regular newsletter or email;
  - iii. Check voicemail, mail, and email regularly;
  - iv. Ensure that access to, training in, and upkeep of technological resources occurs;

- v. Ensure decisions of consequence are brought before the Collective at Collective meetings;
  - vi. Ensure decisions made at meetings are followed up;
  - vii. Organise graphics and promotional materials;
  - viii. Create and maintain an office hours schedule for the Coordinating Committee;
  - ix. Ensure the Collective's social media accounts are regularly updated and;
  - x. Ensure minutes from Collective and General Meetings are recorded and published;
  - xi. Other duties as required.
- c. Collective Coordinator (Events and Activism): The Collective Coordinator (Events and Activism) shall:
- i. Ensure the collective organizes regular events and activism, and facilitate organizing meetings as necessary;
  - ii. Liaise with greater campus community;
  - iii. Facilitate events;
  - iv. Arrange workshops;
  - v. Be aware of events in the community and communicate them to the Collective;
  - vi. Support activism initiatives of the Collective, as well as on-campus and community-based activism the Collective supports;
  - vii. Other duties as required.
- d. Collective Coordinators (Fundraising): The Collective Coordinator (Fundraising) shall:

- i. Facilitate regular fundraising meetings of the Collective;
  - ii. Develop and coordinate fundraising initiatives for the collective;
  - iii. Aim to ensure the fundraising goals for a balanced budget are met each semester;
  - iv. Build relationships with external organizations that can act as future donors, contributors and collaborators of the Collective;
  - v. Seek out and apply for grants and projects, as directed by the Collective;
  - vi. Other duties as required.
- e. Paid Coordinator(s) and Work study: The Paid Coordinator(s) and work studies shall:
- i. Perform duties as outlined in the job description developed by the Coordinating Committee;
  - ii. Attend regular checkins at Coordinating Committee Meetings;
  - iii. Other duties as required.
- f. Financial Coordinator: The Financial Coordinator shall:
- i. Be responsible for compliance with the UVSS reporting requirements;
  - ii. Maintain financial records including detailed records of all transactions;
  - iii. Present a report on the current budget to the Collective, including spending to date and projected budget at meetings when requested;
  - iv. Develop financial policies in line with the Vision, Mission, Values, and Goals of the Collective and that reflect the responsible control of funds, in consultation with the Collective;
  - v. Other duties as required.
- g. Representative to the UVSS Board of Directors: This representative shall:
- i. Attend meetings of the UVSS Board of Directors regularly;

- ii. Facilitate communication between the two organisations;
  - iii. Bring to the attention of each organisation agenda items in regard to common interests and coordination between the two organisations;
  - iv. Submit motions to the UVSS Board of Directors meetings, as directed by the Collective;
  - v. Represent the views of the Collective to the best of their abilities during debate on relevant motions;
  - vi. Other duties as required.
- h. Grad Student Representative: This representative shall:
- i. Facilitate communication between UVic Pride and the Graduate Student Society;
  - ii. Facilitate graduate student involvement in the Collective;
  - iii. Bring to the attention of each organisation agenda items in regard to common interests and coordination between the two organisations;
  - iv. Other duties as required.
- i. Trans Representatives: The Trans Representatives shall:
- i. Communicate events and items of common interest between trans groups in the community and UVic Pride;
  - ii. Work with the Resource Coordinator to maintain and inform about transition related resources (eg. binders, breast forms, etc.);
  - iii. Organize at least one (1) trans-specific and trans-focused event per semester;
  - iv. Maintain living document of trans resources, support groups, recommended health professionals, etc. in the local area;
  - v. Other duties as required.



- j. Post Secondary Outreach Coordinator: This representative shall:
  - i. Liaise and share resources by managing connections and networking with other postsecondary social justice organizations;
  - ii. Other duties as required.
  
- k. Advocacy Council Representative: This representative shall:
  - i. Attend Advocacy Council meetings once a semester;
  - ii. Communicate with the other advocacy groups in the SUB and build relationships;
  - iii. Report to the Collective with relevant information;
  - iv. Other duties as required.
  
- l. Safer Space Coordinator(s): The Safer Space Coordinator(s) shall:
  - i. Handle complaints concerning Safer Space violations;
  - ii. Make recommendations on ways to promote Safer Space within the collective office and collective events;
  - iii. Ensure that a minimum of two (2) Anti-Oppressive Practices workshops per semester (including the summer semester when applicable) occur;
  - iv. Oversee the safer spaces volunteer program;
  - v. These persons shall take the next available Safer Spaces/Peer Support Volunteer training provided by UVic Pride, including anti-oppressive practice, anti-racism, decolonization, inclusive practices, non-violent communication, active listening, conflict resolution/deescalation, bystander intervention, and safer spaces.
  
- m. IPOC Representative: This representative shall:
  - i. Communicate events and items of common interest between queer, trans and/or twospirit; Indigenous and/or people of colour (QT2IPOC) groups in the community and UVic Pride;

- ii. Support and facilitate any IPOC group within UVic Pride, such as caucuses or committees (if requested by the groups, and if the groups exists);
  - iii. Organize at least (1) IPOC specific and IPOC focused event per semester;
  - iv. Other duties as required.
- n. Resource Coordinator: This coordinator shall:
- i. The Resource Coordinator is responsible for working in partnership with:
    - 1. Community organizations that support Uvic Pride's harm reduction initiative;
  - ii. Coordinate UVic Pride's Harm Reduction volunteers in tandem with the Coordinator of Volunteer Resources;
  - iii. Take inventory of supplies and resources;
  - iv. Regularly place resource orders at least once a month (on or around the 15<sup>th</sup>);
  - v. Build relationships with businesses that offer shipping codes and discounts in advance of orders;
  - vi. Stocking and maintaining all safer sex, safer use, and gender affirming supplies and resources;
  - vii. Other duties as required.
- o. Coordinator of Volunteer Resources: This coordinator shall:
- i. Work with the Collective and Coordinating Committee to support volunteers;
  - ii. Develop new resources for volunteers (ie. pamphlets, zines, online materials);
  - iii. Hold regular check-ins with volunteers;

- iv. Ensure volunteers have the support and resources they need to effectively accomplish their tasks;
  - v. Ensure volunteers are provided with orientation and training, including an introduction to the Collective's Safer Spaces, Anti-Stigma, and Anti-Oppression and Anti-Racism policies, as outlined in the Volunteer Policy Manual;
  - vi. Ensure volunteer appreciation events are held once a semester and other appreciation initiatives are undertaken, as outlined in the Volunteer Policy Manual;
  - vii. Liaise with volunteers, the Safer Spaces Coordinator, other members of the Coordinating Committee and any other collective members, as necessary, to deal with any issues that may occur for volunteers;
  - viii. The Collective shall endeavour to have a paid coordinator or work study aid in the fulfillment of any and all Coordinator of Volunteer Resources duties;
  - ix. Other duties as required.
- p. Youth Coordinator: The Youth Coordinator shall:
- i. Communicate events and items of common interest between queer and trans youth groups in the community and UVic Pride;
  - ii. Facilitate youth involvement in the Collective;
  - iii. Organize at least one (1) youth-specific and youth-driven event per semester;
  - iv. Develop, organize, and tend to a list of groups driven by and for queer and trans youth;
  - v. Maintain a living document of youth resources and support groups;
  - vi. Other duties as required.

3. All members of the Coordinating Committee will attend Collective meetings regularly, as best suits their position.

## **Bylaw 7: Policy**

1. Policy shall be available to all members of the Collective.
2. Policy shall be established by a vote of three quarters plus one majority, in either a Collective or General meeting.
3. All policy remains the policy of the UVic Pride Collective until changed or retracted by a vote of the same or higher authority as that which established the policy.
4. Policy shall not override this constitution.
5. Discussion of changes to policy must be advertised at least six (6) days in advance, and include mention of what policy will be discussed.

## **Bylaw 8: Amendments**

1. The Constitution and Bylaws of the Collective may be amended by a vote of three quarters plus one majority in a General Meeting using the same method as bylaw 3 (3.4, 3.5).
2. Discussion of changes to the Constitution and Bylaws must be advertised at least six (6) days in advance of the general meeting, and include mention of what bylaws will be discussed.