

EQUITY COMMITTEE – TERMS OF REFERENCE

The YUSAPUY Equity Committee was established in 2020 by the YUSAPUY Executive Board in response to the demands of YUSAPUY members and world events. At the present time, the Equity Committee is an Ad hoc Committee (See Article 5, Section 4 YUSAPUY Constitution). As an Adhoc Committee of YUSAPUY, this Committee has the same support and functionalities as a Standing Committee except that members are not granted voting status on the YUSAPUY Executive Board. The expectation is that the Equity Committee will at a future time be entrenched in the YUSAPUY Constitution as a Standing Committee (See Article 5, Section 1, YUSAPUY Constitution).

Goals

The Equity Committee shall:

- make recommendations on the language in the collective agreement and constitution to promote principles of equity, diversity and inclusion;
- provide information to, and educate, union officials and the general membership about equity issues, including rights and responsibilities under the Ontario Human Rights Code, as well as related legislations and regulations;
- advocate for changes in the workplace and broader community to promote equity, diversity and inclusion to ensure a saf(er) environment;
- respond to queries from the general membership regarding equity, diversity, and inclusion;
- collaborate with colleagues across the University with external organizations (other labour unions, universities, not-for-profits etc.) to address concerns pertaining to equity, diversity and inclusion.

Members & Composition

The Equity Committee is composed of YUSAPUY Members who have been appointed to the Committee by the YUSAPUY Executive Board through due process.

Members who are appointed to the Committee are appointed for an indefinite term, and represent all YUSAPUY Members, including YUSAPUY Unit 1 and Unit 2 members. The YUSAPUY Executive Board has authority to de-appoint Committee Members per Article VI, Section 4 of the YUSAPUY Constitution.

Committee Members may participate in available subcommittees/working groups of the YUSAPUY Equity Committee as deemed necessary and according to the needs of the general membership of the Committee.

Full-Time Officers of YUSAPUY are ex-officio, non-voting members of the Committee (see Constitution IV, Section 2).

Committee Members who resign from the Committee or retire from York University cease to be members of the Committee.

Membership

Members interested in participating in this Committee will submit a written statement of interest to the Chair of the Committee (equity@yusapuy.ca), who will present the statement to the YUSAPUY Executive Board, and the YUSAPUY Executive Board will make a determination of appointment.

Members with questions about this Committee shall contact the Chair of the Committee, who will provide information about the Committee, the work of the Committee, time commitments, etc.

New Member Orientation

Upon appointment to the Committee, Members are provided with an initial Orientation by the Chair of the Committee. The Orientation will include a structured and detailed review of the expectations of the Committee, such as:

- the commitment, roles and responsibilities of the Committee;
- the term of membership;
- the relationship of the Committee to the YUSAPUY Executive Board;
- the function of any subcommittees and/or working groups and that Member's position relative to the Equity Committee;
- crucial principles practiced by the Committee;
- safely maintaining records, i.e., hard copy and electronic, associated with the work of the Committee;
- various legislations that impact equity, diversity, and inclusion; and
- key players in equity, diversity, and inclusion at the University.

Term

The term of Members of the YUSAPUY Equity Committee is indefinite. A Committee member who does not uphold their responsibilities or misses a significant number of meetings without a reasonable explanation may be asked by the YUSAPUY Executive Board to resign from the Committee. If the Member refuses to resign, de-appointment action may be taken by the YUSAPUY Executive Board to remove the member from the Committee (see Article VI, Sections 3 and 4). Committee Members who must be absent from the Committee for an extended period, shall take a leave from the Committee by contacting the Chair.

Chair

In accordance with the *YUSAPUY Policy for the Role and Selection of Chairs and Vice-Chair Alternates*, the Committee shall elect annually from among its members a Chair and Vice-Chair Alternate for a one (1) year term. The Chair and Vice-Chair shall represent the Committee as a non-voting member on the YUSAPUY Executive Board.

The Chair of the Committee, and Vice-Chair Alternate, will be members of the Committee, elected annually by the Committee (see Constitution Article V, Section 1).

The Chair will:

- coordinate meetings of the Committee;
- prepare agendas and Chair meetings of the Committee;
- draft communications on behalf of the Committee related to the Committee's work;
- report to the YUSAPUY Executive Board on the work of the Committee and any issues related to the Committee;
- provide initial orientation and training to new Committee Members;
- act as a liaison between the Committee and the YUSAPUY Executive Board;
- represent the Committee as a guest with voice but no vote at YUSAPUY Executive Board meetings.

Vice-Chair Alternate

The Vice-Chair Alternate of the Committee will act in the absence of the Chair.

The Vice-Chair will:

- assist in coordinating meetings of the Committee;
- assist in preparing agendas and Chair meetings of the Committee;
- draft communications on behalf of the Committee related to the Committee's work;
- report to the YUSAPUY Executive Board on the work of the Committee and any issues related to the Committee;
- provide initial orientation and training to new Committee Members;
- act as a liaison between the Committee and the YUSAPUY Executive Board;
- represent the Committee as a guest with voice but no vote at YUSAPUY Executive Board meetings.

Committee Meetings

The Equity Committee normally meets in-person (or virtually) for one (1) hour on the last Monday of each month, with the exception of the months of July and August. Each year monthly meeting times are assessed based on the availability of members, and as such, are subject to change. Additional meetings are scheduled as necessary - such as alternate dates to accommodate long weekends and statutory holidays.

If a Member is not able to participate in a meeting, that Member may speak with the Chair in advance so that the Chair can include that Member's perspective at the meeting. That Member may also circulate comments, documents and provide feedback via the Committee Email List, Slack or other mediums approved by the committee. Other communications between Committee Members can occur via email and telephone as needed.

While it is the expectation that the work performed by members for this committee is to be undertaken outside work-hours (eg: before or after work, during lunch breaks), there may be occasions where additional time may be required to perform the duties required. In such instances where additional time is required, and in accordance with Article 25.01 of the YUSAPUY Collective Agreement, members may submit a proposal for Union Duty Leave to the YUSAPUY President for approval.

Sub-Committee Meetings

Members who are involved in any sub-committees will meet in-person (or virtually) at a predetermined time, or scheduled as necessary. Sub-committee meeting minutes and/or outcomes should be shared with the Committee at large during monthly operating meetings.

Minutes

Minutes should be taken at all meetings. The minutes should be provided to the YUSAPUY office for record-keeping and archiving as soon as practicable but within thirty (30) days.

Quorum

Attendance by fifty percent of the Committee members shall constitute a quorum.

Confidentiality

Committee Members must sign confidentiality waivers per term.

Decision-making

Wherever possible, decision-making by consensus is preferred. If consensus cannot be achieved, the Committee members must agree on how to deal with the outstanding issue (i.e., vote; continue the discussion; table the issue for another meeting; take the issue to the Executive Board.) There shall be no proxy voting or email voting unless explicitly determined by the Committee in advance of the vote.

Accountability & Governance

According to the Constitution (Article V, Section 1) all Committees are responsible to the Executive Board, and according to Section 2 of the same Article, all Committees are required at minimum, to prepare and present semi-annual reports, during the months of May and October, to the Executive Board. The reports will be made available to the membership after having been presented at the Executive Board. Normally the reports will be drafted by the Committee Chair and agreed upon by the Committee members prior to being presented at the Executive Board. The Committee cannot commit the use of YUSAPUY financial or human resources without prior approval from the Executive Board.

Reporting to Executive Board

Reports about the work of the Committee, as well as any concerns that may arise in the Committee, are made to the YUSAPUY Executive Board by the Chair of the Committee or the Vice-Chair Alternate in the Chair's absence. Decisions determined by the YUSAPUY Executive Board relating to the Committee are communicated to Committee Members through the Committee Chair or the Vice-Chair Alternate in the Chair's absence.

Per Article XVI, Section 2 of the YUSAPUY Constitution, all meetings shall be governed by the Constitution. In cases where this is inadequate, Bourinot's Rules of Order shall govern.