

Terms of Reference
Public Service Alliance of Canada
The Greater Toronto Area
***PRIDE* Committee**

Statement of Purpose:

The PRIDE Committee is a group of persons that identify with the Gay, Lesbian, Bisexual, Trans, Queer, Two Spirited (here after known as GLBTQTS) issues in the Public Service Alliance of Canada (PSAC) who are committed to promoting, maintaining and protecting the interest of GLBTQTS members of the PSAC.

Objective:

- Aim to eliminate harassment and discrimination in order to attain equal rights and an inclusive union for the PRIDE committee members.
- Provide leadership on issues that pertain to GLBTQTS members who are marginalized.
- Identify contentious GLBTQTS issues and barriers so that recommendations and solutions can be implemented.
- Provide a forum for ongoing information exchange and education for critical discussion of GLBTQTS issues.
- Promoting the widest solidarity among labour and the community at large.

Membership:

Membership of the committee shall consist of any GLBTQTS individual who is a member, in good standing, of the PSAC within the GTA, Hamilton, Barrie and the Niagara Region.

Members who are in good standing in attendance to meetings shall have the right to vote.

Executive Committee:

The following elected positions will hold office for a period of 1 year:

Chairperson

Alternate Chairperson

PRIDE Event Coordinator

Secretary/Treasurer

- Members of the Executive Committee shall be elected by members with the right to vote at the Annual General Meeting.
- Only members in good standing can be elected to the Executive Committee
- An interim replacement shall be appointed by the Executive Committee when an Executive Member vacates a position before completing his or her term.
- The Alternate Chairperson shall take the role and the responsibility as Committee Chair in the absence of the Chairperson, or/and at the request of the Chairperson for the remainder of the existing term.

- The Secretary/Treasurer shall be responsible for maintaining committee records and correspondence in a proper filing system, and responsible for the financial reporting.
- The previous Chairperson shall be an advisor to the Executive Committee
- The Executive will assist in the development and implementation of the PRIDE Committee plans.

Responsibilities of Officers:

Chairperson:

- Will Chair the meetings
- Is a signing officer of the Committee
- To guide the continuing growth and development of the PRIDE Committee.
- Strengthens partnerships with other organizations
- Crystallizes the statement of purpose of the PRIDE Committee
- Prepares annual report on all activities of the Chairperson
- Represents the PRIDE Committee at functions in which the committee is involved

Alternate Chair:

- Chairs all meeting in the absences of the Chairperson
- Is a signing officer of the Committee
- Maintains copies of the Constitution, Bylaws and all supporting codes
- Provides assistance to the Executive Committee where/when required

Pride Coordinator:

- Works with the GLBTQTS PSAC Ontario Representative and the PSAC office to ensure visible presence within the community during PRIDE month.
- Liaison with Toronto PRIDE
- Mobilize members for the activities surrounding Toronto PRIDE events and the PSAC PRIDE float.

Secretary/Treasurer:

- Is a signing officer of the Committee
- Provides administrative, project and executive support
- Maintains log of all minutes and other PRIDE Committee activities
- Prepares and monitors the budget
- Prepares and presents financial statements annually
- Maintains portfolio of yearly activities of the Committee
- Ensures proper financial records and procedures are maintained

Committee and General Meetings:

The Committee shall meet no less than four times a year.

The committee quorum shall consist of at least two (2) executive committee members.

The General Meeting shall be held annually to table activity reports of the executive members, to hold elections of the Executive Committee positions and to review the committee's financial statements.

The meetings shall be conducted in accordance with the Roberts Rules of Order.

Finances:

The financial (bank) account shall be created and held by the Bank of Montreal (BMO). The cheques must be signed by at least two (2) of the three signing authorities. The executive committee cannot approve any spending above \$200.00 without putting a motion to the Committee for approval of said expenditure. The Executive Committee in whole or part shall consider all proposals for expenses and present a recommendation to the committee membership meeting.

All receipts for expenses must be forwarded to the Treasurer with explanation for payment.

Notices:

Notice of a meeting and proposed agenda must be provided to the membership at least one week before the meeting is to occur.

At least a 'draft' of the minutes of the previous meeting should be completed and circulated to the executive committee 1 week prior to each meeting.

Modification of the Terms of Reference:

Notice of any proposed change to the Terms of Reference for this Committee shall be posted 30 days prior to a meeting. Changes to any PRIDE Committee Terms of Reference shall be adopted following a vote at a regular meeting. For the vote to be successful, 50% +1 of members present having the right to vote, must be in favor of the change.