

Terms of Reference  
The PRIDE Committee  
of the Public Service Alliance of Canada

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1 NAME

The name of this Committee shall be "The PRIDE Committee" of the Public Service Alliance of Canada.

2 STATEMENT OF PURPOSE

The Committee is a group of persons that identify with the Lesbian, Gay, Bisexual, Trans, Queer, Two Spirited, Intersex, Asexual (LGBTQ2+) community who are committed to promoting, maintaining, and protecting the interest of LGBTQ2+ members of the Public Service Alliance of Canada (PSAC).

3 AIMS AND OBJECTIVES

Section 1

To unite all members in good standing of PSAC in a single organization capable of acting on their behalf by soliciting the membership.

Section 2

To support fully the PSAC in the furtherance of its constitutional responsibility for the improvement and protection of persons that identify with the LGBTQ2+ community.

Section 3

To protect the interests, rights, and privileges of the members.

#### Section 4

To promote solidarity, develop and maintain good communications, and build pride amongst members.

#### Section 5

To strive towards eliminating harassment and discrimination in order to attain equal rights and an inclusive union for PSAC members.

#### Section 6

To provide a forum for ongoing information exchanges, education, and recommendations for LGBTQ2+ issues.

#### Section 7

To encourage people to engage with their whole selves, not just with one part of their identity.

#### Section 8

We begin by listening.

### 4 MEMBERSHIP

#### Section 1

Membership of the Committee shall consist of any LGBTQ2+ individual who is a member in good standing of the PSAC.

### 5 MEMBERSHIP RESPONSIBILITY

#### Section 1

Upon being granted membership in this Committee and for the term of such membership, each member of this Committee is deemed to have agreed to abide by and be bound by the provisions of the Terms of Reference of the Committee and the Bylaws of the Constitution of the PSAC.

#### Section 2

Each member of this Committee is deemed to nominate, constitute, and vote. Each member in good standing present shall have one vote only.

### 6 DISCIPLINE

#### Section 1

The Committee, at a meeting, shall have the authority, by resolution passed by a two-thirds majority vote, to suspend or expel from the Committee any member if it is found through a hearing held at that meeting, at which the member has a right to represent themselves or to be represented, that they have contravened any provision of the Bylaws of the PSAC or for cause listed in Section 2 of this.

## Section 2

Any member is guilty of an offence who:

- A. violates any provision of the PSAC Constitution or the Bylaws of the Committee;
- B. obtaining membership by misrepresentation;
- C. willfully publishes or circulates false reports or misrepresentation among the members;
- D. works in the interests of a rival organization against the PSAC or Committee;
- E. slanders, libels, or willfully wrongs an officer or member of the PSAC or Committee;
- F. uses abusive language or disturbs the peace of any meeting or around any office or meeting place of the PSAC or Committee;
- G. fraudulently receives or misappropriates any monies due to the PSAC or Committee;
- H. uses the name of the Committee, or the PUBLIC SERVICE ALLIANCE OF CANADA for the purpose of soliciting funds, advertising, and the like of any kind without the consent of the Committee or the National Executive of the PUBLIC SERVICE ALLIANCE OF CANADA respectively;
- I. sexually or personally harasses another member.

## 7 EXECUTIVE COMMITTEE

### Section 1

Members of the Executive Committee shall be elected by members with the right to vote at the Annual General Meeting.

The Executive Committee will consist of:

- A. Chairperson
- B. Alternate Chairperson
- C. PRIDE Event Coordinator
- D. Secretary/Treasurer

### Section 2

The elected positions will hold office for a period of one (1) year.

### Section 3

Only members in good standing can be elected to the Executive Committee.

### Section 4

An interim replacement shall be appointed within six (6) months by the Executive Committee when an Executive Member vacates a position before completing his or her term.

### Section 5

The previous Chairperson may sit on and be an advisor to the Executive Committee for a period of six months after succession, having voice but no vote.

## 8 EXECUTIVE COMMITTEE RESPONSIBILITY

### Section 1

#### Executive Committee

- A. The Executive Committee shall have control of the business of the Committee subject at all times to the direction of the membership at its Annual General Meeting.
- B. The Executive Committee shall be vested with authority to deal with all matters affecting the policy, business and objectives of the Committee; it shall discharge all duties and obligations imposed on it at its Annual General Meeting and shall carry on all necessary activities of the Committee between Annual General Meetings.
- C. The Executive Committee shall have the power to spend funds of and for the benefit of the Committee in any matter in keeping with these Terms of Reference and motions adopted at the Annual General meeting.
- D. The Executive Council shall have the power to call into conference or consultation or invite to attend any person, who by reason of experience or general knowledge, may be able to assist the Committee in carrying out its objectives.

### Section 2

#### Chairperson

- A. It shall be the duty of the Chairperson at all times to uphold the Terms of Reference of the Committee, the supporting codes of the Committee, and the PSAC Constitution.
- B. The Chairperson shall maintain copies of the Terms of Reference, PSAC Constitution, and all supporting codes.
- C. The Chairperson shall liaison with the REVP's office for submitting the final minutes and the financial statements.
- D. The Chairperson shall preside at all meetings of the Committee, and, in general shall perform all such duties as are incidental to the Chairperson and are properly required.
- E. The Chairperson shall preside at all meetings of the Committee unless:
  - I. The Chair appoints another Chairperson
  - II. There is a 50% vote of the Executive Council Members present, at particular meeting to elect an alternate Chairperson.
- F. The Chairperson will chair the meetings.
- G. The Chairperson is a signing officer of the Committee.

- H. The Chairperson shall represent the Committee at functions in which the Committee is involved.
- I. The Chairperson shall prepare an annual report on all activities of the Chairperson.

### Section 3

#### Alternate Chairperson

- A. In the absence of the Chairperson, the Alternate Chairperson shall exercise all of the functions of the Chairperson and shall be vested with all their powers.
- B. The Alternate Chairperson shall take the position of Chairperson at the request of the Chairperson for the remainder of the existing term.

### Section 4

#### PRIDE Coordinator

- A. The PRIDE Coordinator shall work with the LGBTQ2+ PSAC Ontario Representative, and the PSAC office to ensure visible presence within the community during PRIDE month.
- B. The PRIDE Coordinator shall mobilize members for the activities surrounding Toronto PRIDE events and the PSAC PRIDE float.

### Section 5

#### Secretary/Treasurer

- A. The Secretary shall be responsible for taking minutes at all meetings. The Secretary shall countersign the minutes after they have been signed by the Chairperson.
- B. The Secretary shall be responsible for the taking of a complete record of the proceedings of the Annual General Meeting.
- C. The Secretary shall prepare and send notices of all meetings and assume secretarial duties.
- D. In case of absence from a meeting, a provisional secretary shall be appointed by the Chairperson.
- E. The Treasurer shall keep the accounts of the Committee and shall make a report of its financial condition to the Executive Council at its regular monthly meeting. The Treasurer shall also report to the Annual General Meeting; such report to include the annual Balance Sheet and Statement of Revenue and Expenditure (financial statements).

- F. The Treasurer shall prepares and monitor the annual budget.
- G. The Treasurer shall collect all monies of the Committee and deposit the funds to the financial (bank) account held by the Bank of Montreal (BMO).
- H. The Treasurer is empowered to pay all accounts not exceeding two hundred dollars without prior approval of the Executive Committee.
- I. Employment of excess funds of two hundred dollars shall be recommended by the Treasurer and approved by the Executive Committee, by way of a motion.
- J. All cheques drawn on the Committee bank account shall be prepared and signed by at least two (2) of the three (3) signing authorities.
- K. The Treasurer with the remainder of the Executive Committee, in whole or part, shall consider all proposals for expenses and present a recommendation to the committee meeting.
- L. The Treasurer shall collect all expense receipts, including the expense explanation, prior to reimbursement.
- M. The books and records of the Committee shall, at all material times, be kept in a secure location as determined by the Executive Committee.

## 9 MEETINGS

### Section 1

The Executive Committee shall determine the date, time, and place of the Annual General Meeting. Reports of the Executive Committee, to hold elections of the Executive Committee positions, and the review the Committee's financial statements shall occur.

### Section 2

The Committee shall meet at least four (4) times a year.

### Section 3

The meetings shall be conducted in accordance with the Robert's Rules of Order.

### Section 4

Notice of a meeting and proposed agenda must be provided to the membership at least one (1) week before the meeting is to occur.

## Section 5

A 'draft' of the minutes of the previous meeting should be completed and circulated to the Executive Committee one (1) week prior to each meeting.

## 10 QUORUM

### Section 1

A quorum at all meetings of the Committee shall be least two (2) Executive Committee members.

### Section 2

A quorum at any Annual General Meeting shall be three (3) members in good standing at the start of the meeting.

### Section 3

No business may be legally transacted at a meeting unless the required quorum is present.

## 11 AMENDMENTS

### Section 1

The Executive Committee shall issue written notice of a call for proposed amendments to the Terms of Reference and shall post such notice no later than 30 days prior to a meeting.

### Section 2

These Terms of Reference may be amended at any meeting by a 50% + 1 vote, or by simple majority if notice of change has been given to Executive Council at least 30 days prior to the date of the meeting.

### Section 3

Where the Terms of Reference are amended, they shall be renumbered in an appropriate manner where required.

## 12 DISSOLUTION

### Section 1

The Committee may be dissolved by a two-thirds majority vote.

### Section 2

All assets of the dissolved Committee immediately become the property of PSAC.