



EQUITY COMMITTEE

TERMS OF REFERENCE

Faculty Association TOR No.:	EQ-01
Classification:	Standing Committee
Approving Authority:	Executive Committee
Revision Authority:	Equity Committee
Effective Date:	November 22, 2017
Last Updated:	November 7, 2017
Review Date:	TBD

1.0 Purpose

- 1.1 The purpose of these Terms of Reference is to provide guidance to the Equity Committee (“the Committee”) as it carries out its business in accordance with the Constitution, Bylaws, and Policies of the University of Victoria Faculty Association (“the Association”).
- 1.2 The defined terms have the same meaning as in the Bylaws of the Association.

2.0 Mandate

- 2.1 The Committee is a Standing Committee of the Association.
- 2.2 The mandate of the Committee shall be as follows:
 - 2.2.1 Conduct regular surveys of Members regarding issues of equity, and prepare reports on these for the Executive Committee and Council;
 - 2.2.2 Monitor equity issues at other Canadian universities, and prepare reports on these for the Executive Committee and Council;
 - 2.2.3 Bring to the attention of the Executive Committee any identified inequities associated with gender, Indigenous status, other minority status, disability or other attributes as outlined in Article 6.0 of the Collective Agreement; and,
 - 2.2.4 Promote awareness of equity issues; advise the Executive Committee on issues brought it brings forward.
 - 2.2.5 A member of the Committee (Chair or designate) shall represent the Association on appropriate University of Victoria committees.
- 2.3 The Committee will provide guidance to the Nominations Committee on how best to make the Committee representative of the Membership.
- 2.4 The Executive Committee or Council may by resolution delegate additional duties to the Committee as required.

3.0 Authority

- 3.1 The Committee may make recommendations to the Executive Committee and/or Council regarding matters that fall within the scope of the mandate.



- 3.2 The Executive Committee shall consider the recommendations and vote on whether to adopt them, either without amendment or with such amendments as they deem appropriate. If the Executive Committee deems it appropriate or the subject matter requires, the Executive Committee may refer the recommendations, in whole or in part, to a Council Meeting and/or a General Meeting.
- 3.3 The Committee may request to meet with the Executive Committee, Council or Officers.
- 3.4 In consultation with the Executive Committee, the Committee may seek input from Members and other experts.
- 3.5 The Committee may request support from the Association to fulfill its mandate.

4.0 Membership

- 4.1 The Committee shall consist of seven (7) voting members. Each member of the Committee must be a Member of the Association.
- 4.2 The Committee shall be constituted as follows:
 - 4.2.1 The Members shall elect seven (7) members with staggered two-year terms from July 1 to June 30;
 - 4.2.2 At least one (1) elected member of the Committee shall be a Librarian; and
 - 4.2.3 At least one (1) elected member of the Committee shall be a Teaching Faculty Member.
 - 4.2.4 The member of the Executive Committee holding the Equity and Disability Portfolio may be appointed by the Executive as a non-voting member of the Committee, if not already elected to this Committee by the membership.
- 4.3 An elected member of the Committee may resign by providing notice in writing to the Chair of the Committee and the President of the Association.
- 4.4 After seven (7) days' notice to the Members of a vacancy on the Committee, and normally within thirty (30) calendar days from the time the office becomes vacant, but in all cases within ninety (90) calendar days from this time, the Executive Committee shall appoint a Member to fill such vacancy for the remainder of the term.
 - 4.4.1 If more than one (1) Member expresses interest in appointment to the Committee, the Executive Committee may run a consultative electronic ballot of the Membership.
- 4.5 At the first Council meeting subsequent to any appointment to the Committee, Council shall make a recommendation to the Membership regarding the appointment, which shall be subject to ratification by Members at the General Meeting immediately subsequent to this Council meeting. An appointed member has full voting privileges prior to ratification.

5.0 Meetings

- 5.1 The Committee shall annually elect a Chair, who will be the liaison to the Executive Committee.
- 5.2 The Committee may meet at the places they think fit to conduct business, and may adjourn and otherwise regulate their meetings and proceedings as they see fit.



- 5.3 The Committee shall meet in person at least quarterly.
- 5.4 The Chair shall preside at all meetings; if the Chair is not present, the Committee shall select an acting Chair for the duration of the meeting from among its members.
- 5.5 A quorum for a Committee meeting is a simple majority of voting Committee members.
- 5.6 Each voting member of the Committee participating in a meeting is entitled to one (1) vote.
- 5.7 Decisions of the Committee will be by majority vote.
- 5.8 A resolution in writing, unanimously approved by the members of the Committee and placed with the minutes of the immediately preceding Committee meeting, is as valid and effective as if regularly passed at a meeting of the Committee.
- 5.9 The Committee may invite Members and non-Members to attend meetings as needed.
- 5.10 Normally a member of the Committee who has not attended three (3) consecutive Committee meetings will be asked to resign from the Committee. The Committee expects all members to attend a majority of the regular meetings scheduled.
- 5.11 A member of the Committee who is on leave (including but not limited to Study Leave) and who is also unavailable to attend meetings during this period of leave shall normally be expected to resign if the period of the leave exceeds six (6) months. A member of the Committee who is on leave for six (6) months or less and is unavailable to attend meetings may request a leave of absence. During the period of any such leave of absence, the Executive Committee may, at its discretion, appoint an acting member to fill the vacant position or may leave the position vacant.

6.0 Reporting

- 6.1 On an annual basis, the Committee shall identify priorities, deliverables and timeframes to fulfill its mandate in a Committee Plan. The Committee shall deliver a Committee Plan to the Executive Committee. The Committee may request financial support from the Executive Committee as part of the Committee Plan.
- 6.2 The Committee shall keep records of its meetings, decisions and recommendations.
- 6.3 The Committee shall report to the Executive Committee at least quarterly by delivering a written report to the Executive Committee.
- 6.4 The Committee may request administrative support from the Association to fulfill its reporting obligations in Section 6.0.

7.0 Related Policies and Documents

- 7.1 Association Constitution and Bylaws