

# **NCR PRIDE COMMITTEE**

## **Terms of Reference**

### **1. Name**

This committee shall be known as **Pride, NCR**. Pride is comprised of members from the Lesbian, Gay, Bisexual and Transgender communities.

### **2. Mandate**

The committee's mandate will be to support and protect equality for Pride members; provide an informal forum for the discussion to actively support Pride members; to protect, maintain, and promote the interests of Pride members of the PSAC in the National Capital Region (NCR) in partnership with other designated group members aiming to eliminate harassment, discrimination, racism, homophobia in order to support and protect equal rights.

### **3. Membership**

- Membership of the committee shall consist of any individual who is a member in good standing of PSAC within the NCR who self identifies as Lesbian, Gay, Bisexual or Transgender.
- Members who are in good standing in attendance to meetings shall have a right to voice and vote.
- Allies, Observers, Pride community stakeholders have voice and NO vote.

### **4. Executive**

1. The Executive shall be comprised of the following a Chair, a Vice-Chair, and a Secretary. The Chair and Vice-Chair shall be elected on alternative years for a term of 2 years.
2. Members of the Executive shall be elected by members at the Annual General Meeting which will be held once a year. All members may vote.
3. Committee executives will not be eligible to be elected for more than two consecutive terms. However, they may be re-elected in the future.
4. Should no member stand for election, an executive may be acclaimed for a third term.
5. Only members in good standing can be elected to the executive.
6. When an Executive vacates a position before completing their term, an interim replacement shall be elected at the following meeting by the Committee.
7. The Chair and Vice-Chair will alternate the responsibility of chairing the meetings and in the absence of one, the other will chair.

8. The Chair and Vice-Chair will alternate having voice and vote at NCR Executive and Council meetings unless prearranged. They may designate an alternate in case of emergency if they do not have delegate status otherwise.
9. The Secretary shall be responsible for organizing meetings, taking minutes, and requesting financial reports for meetings.

## **5. General Meetings**

1. Pride will meet the second Tuesday of every month. (Pride executive members may change the dates and frequency of meetings as required.)
2. The Annual General Meeting shall be to table activity reports of the executive members, to hold elections of the Executive positions, and review the committee's financial statements.
3. Meeting locations to be posted and communicated 15 days prior to the meetings & or events.

## **6. Finances**

1. The Executive in whole or part shall not exceed an expense of more than \$100.00 without the consent of the majority of committee members either through vote, at a monthly meeting or via e-mail correspondence.
2. All receipts for expenses must be forwarded to the EA to the REVP with an explanation for payment.

## **7. Modification of the Terms of Reference**

1. Changes to the Terms of Reference shall be adopted following a vote at a regular meeting, where two thirds of members present have approved.
2. Thirty days' notice will be given to Pride members of a meeting where the terms or reference may be changed with the change.