

ATTACHMENT #1 – SEXUAL VIOLENCE PREVENTION AND RESPECTFUL ENVIRONMENT POLICY (SVPREP) WORKING GROUP TERMS OF REFERENCE

Sexual Violence Prevention and Respectful Environment Policy Working Group

Terms of Reference

(Revised April 2019)

1. Preamble

The Alma Mater Society created the Respectful Environment Policy in January of 2014. At the time of the policy's creation, there was no review date mandated nor was any committee assigned as the responsible body for the policy's enforcement or review. In addition, since the creation of the Respectful Environment Policy, the AMS advocated for the creation of a stand-alone Sexual Assault Policy for the University. The AMS was involved in the creation of this policy (UBC Policy 131) and it was adopted by the UBC Board of Governors in April of 2017. Alongside the AMS's advocacy for a University Sexual Assault Policy, work began on the creation of both an internal and external Sexual Assault Policy for the AMS. An external policy (E-6) was adopted by Council in December of 2015 and the creation of an internal policy fell by the wayside. Currently, the External Policy (E-6) is in the process of being reviewed by the responsible Executives and Committee. The AMS will show leadership in demonstrating the seriousness of sexual violence prevention and ensuring accountability to uphold a respectful environment for all associated with the AMS.

2. Duties and Purpose

The Sexual Violence Prevention and Respectful Environment Policy Working Group, hereby referred to as The Working Group, will be created:

- To review, in consultation with all affected groups, the current Respectful Environment Policy and propose any changes;
- To review, in consultation with all affected groups, any relevant policies and procedures, including the current Respectful Environment Policy, to address sexual violence within the AMS and its subsidiaries and to propose any changes;
- To create, in consultation with all affected groups, an internal policy to address Sexual Violence within the AMS and its subsidiaries that includes procedures for disclosure, reporting, investigation, response, and prevention.

3. Membership and Quorum

The Working Group will consist of the following permanent voting members:

- AMS President (Chair);
- Human Resources Manager;

- Designated Executive by the Executive Committee;

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- Sexual Assault Support Centre Manager;
- One Non-Executive Voting Member of AMS Council (Appointed by AMS Council);
- One Constituency Executive (Appointed by the Chair);
- AMS Policy Advisor.

Quorum for the Working Group will be the attendance of four voting members. The designated Executive may be changed by the Executive Committee.

4. Procedures and Consultation

The Working Group will have the flexibility to complete all work given to them however, they must follow these procedures especially for consultation:

- The Working Group shall keep a record of all drafts and comments made on all relevant policies and procedures reviewed and created by the group;
- The Working Group shall meet at the call of the Chair and the Chair will give a brief report on the progress of the group to the Executive Committee at least once a month;
- The Working Group shall meet more frequently if the Executive Committee determines progress is not being made in an efficient manner;
- The Working Group shall consult on the drafts for all policies created and edited by them with affected groups including but not limited to: executives, staff of the Society, councillors, subsidiaries (clubs and constituencies), volunteers, and active members of the AMS;
 - o Consultation on the creation of the first draft will include advice from invited guests (any guests can be invited by one member of the Working Group) and invitation for submissions of advice from all affected groups;
 - o Consultation on the completed first draft will include consultation with all affected groups including a public town hall for active members of the AMS;
 - o Consultation on the completed second draft will include consultation with all affected groups and, if determined necessary, another public town hall for active members of the AMS;
 - o All affected groups will be invited to send submissions of advice to the Chair and these submissions will be shared with members of the Working Group.
- The Working Group shall make a final report after completing all its duties;

- The Working Group shall pass any final report with the consent of all voting members of the Working Group.

The Chair of the Working Group will have the following additional responsibilities:

- The Chair shall facilitate discussion and ensure the Working Group is completing their work in efficient manner in accordance with the Terms of Reference;

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- The Chair shall be the spokesperson of the Working Group and shall only offer the opinion of the entire group when speaking outside of the group about any drafts and reports;
- The Chair shall, if a decision cannot be made by consensus, require the Non-Executive Voting Members to come to a compromise, whenever possible, and if a compromise cannot be made break the tie;
- The Chair shall have the ultimate responsibility of ensuring the Working Group completes the work given to it.

o If the Executive Committee determines the Chair is failing to do this in an efficient manner, they may vote to remove and replace the Chair.

- The Chair shall solicit the advice and assistance of the AMS Policy Advisor for research on all drafts and the final report, and to provide advice on how to align all drafts and the final report with external positions on sexual violence;

- The Chair shall solicit legal advice on the creation and review of all policies by the Working Group;

- The Chair shall make available a forum for anonymous submissions from members for all affected groups throughout the entire process;

o These submissions will be stripped of all identifying information and shared with the entire Working Group for consideration during policy revision and development.

- The Chair shall be responsible for organizing public town halls for the active membership of the AMS to attend and offer their comments and advice;

- The Chair shall assist in holding consultation events for other affected groups, if necessary, beyond active members of the AMS including: staff of the Society, volunteers, councillors, and subsidiaries (clubs and constituencies).

o The Chair shall assist the AMS VP Administration in all consultation events relating to subsidiaries (clubs and constituencies) and all other groups related to their portfolio;

o The Chair shall assist the President in all consultation events relating to councillors and all other groups related to their portfolio;

o The Chair shall assist the Human Resources Department in all consultation events relating to staff of the Society.

The Non-Executive Voting Members of the Working Group shall have the following additional responsibilities:

- The Non-Executive Voting Members shall actively engage in discussing, reviewing, deliberating, and creating all the material that is reviewed and created by the Working Group;
- The Non-Executive Voting Members shall offer their subject matter expertise and work as a group to come to a consensus whenever creating or reviewing material;
- The Non-Executive Voting Members shall to the best of their ability make decisions by consensus, whenever possible;
- The Non-Executive Voting Members shall be responsible for assisting the Chair in ensuring the Working Group finishes the work in an efficient manner;

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5. Confidentiality and Records

To allow for open debate, creation of the best policies and procedures, and in the interest of transparency, the Working Group shall keep all deliberations, discussions, and preliminary decisions of the Working Group in a summarized form that will be submitted as minutes of the Working Group to the Executive Committee. These summaries must be approved by the entire Working Group at a later meeting. Any discussions that arise that would reveal personal information shall not be included in the summaries. All drafts, reports, and summarized minutes shall be made public to allow for proper consultation and open debate and discussion by the public.

6. Final Report

The Working Group shall create a final report that includes all recommendation, including reviewed and newly created policies to be approved by the Executive Committee and then adopted by Council. The final report will be made publicly available and shall include a summary of all comments from submissions and town halls, all recommended reviewed policies, all newly recommended created policies, all other further recommendations from the Working Group, and any other information deemed necessary by the Working Group.

7. Repugnancy and Dissolution

The Working Group shall be dissolved upon the completion of its duties and purpose, and all records will be given to the Archivist and Clerk of Council upon dissolution. In case of conflicts, the AMS Code of Procedures, Bylaws, and Policies will supersede these terms of reference.