1.0 Purpose

The Committee shall serve as a central point of contact between the University of Victoria’s engineering student body (hereafter the “student body”) and Faculty of Engineering (hereafter the “Faculty”) with the goal of creating an inclusive environment for all students in engineering regardless of race, class, sex, gender, or ability; to prevent and help resolve issues related to discrimination, harassment, and sexualized violence that pertain to students; and to work closely with the Engineering Faculty to ensure they are addressing the issues and concerns of students.

The Committee shall pursue these goals in a manner consistent with the following guiding principles:

a) The Committee shall receive concerns, complaints, and disclosures in a survivor-centred, and trauma-informed, manner;

b) Anyone who comes forward to the committee with a concern, complaint, and/or disclosure will have their information kept confidential unless the committee is instructed otherwise. In order to raise concerns with the faculty, aggregate information will be provided, stripped of individuals names, student numbers, as well as course, instructor/supervisor, program year as required to anonymize the information;

c) The Committee shall make every effort to be transparent to the student body about the Committee’s work; and,

d) The Committee shall support Impacted Individuals by recommending appropriate resources and supports provided on- and off-campus.

2.0 Committee Composition

The Committee shall be formed in the first two weeks of each scholastic term and shall have five voting members. Three members shall be appointed before the first day of classes each scholastic term, by the following organizations:

a) The Engineering Students’ Society shall appoint one (1) voting member;

b) The Women in Engineering and Computer Science club shall appoint one (1) voting member; and,

c) The Leadership Through Diversity club shall appoint one (1) voting member.

These three voting members shall hold a selection process within the first two weeks of the scholastic term that is advertised to the student body to appoint two (2) other interested and invested students who would be assets to the Committee.

The terms of all voting members shall last until the day before the first day of classes of the next term, or until a voting member resigns or is dismissed by the Committee, whichever comes first. The Committee
may dismiss a member by passing a vote of dismissal with at least four (4) votes in favour of dismissal. In the event of a dismissal, the position shall be filled by the following process:

   a) In the event that the dismissed Committee member was appointed by an organization, the same organization shall appoint a new member within one week; or,
   b) In the event that the Committee member was selected by the Committee, the Committee shall hold a selection process to appoint a new member within one week.

In the event that one of the organizations who has the authority to appoint a Committee member does not appoint a Committee member by the required date, the Committee shall hold a selection process to appoint a Committee member.

The Chair of the Committee shall be a voting member of the Committee who is selected by the Committee once all five members have been appointed. The Committee shall use a private ranked ballot vote with each ballot being anonymized to select a Chair and then the Committee shall ratify the results if they believe that the vote was carried out in a fair manner. The Committee may choose to select a new Chair at any point by a simple majority vote.

3.0 Committee Operations

A meeting of the Committee shall follow the most recent edition of Democratic Rules of Order which may be obtained from the Engineering Students’ Society. The quorum for decisions of the Committee shall be any 4 voting members.

The Committee shall hold at least three closed meetings per scholastic term, and at such times as the Chair of the Committee shall decide. These meetings are to discuss confidential information that has been submitted in any Disclosures, and to plan the Committee’s next actions. The Committee may invite any individual they desire to attend all, or portions of, these meetings. The Chair of the Committee shall call a meeting at the request of any member of the Committee, the President of the Engineering Students’ Society, the President of the Leadership Through Diversity club, or the President of the Women in Engineering and Computer Science club. Notice of the meeting shall be sent at least 2 days before the date of the meeting to all Committee members, and any other person invited or required to attend. Notice of the meeting shall include the time, date and venue of the meeting and an agenda of topics to be discussed. Supporting documents shall be sent to Committee members and to other attendees as appropriate at the same time. The notice period may be waived or shortened with the consent in writing of all Committee members.

The Committee shall also hold at least three open meetings per scholastic term that are advertised to the student body. These meetings shall include time for the Committee to update the student body on its work, and time for the student body to inform the Committee of any issues that have arisen within either the student body or the Faculty, and any initiatives that the student body believes the Committee should be aware of. The meetings shall be chaired by the Chair of the Committee and shall be advertised to the student body for at least five days in advance of the meeting. All Committee members shall be expected to attend these open meetings.

4.0 Responsibilities of the Chair

The Chair of the Committee shall be responsible for:
a) Ensuring that all closed meetings of the Committee are minuted, including recording the names of those in attendance, any disclosed conflicts of interest, and any decisions made;
b) Coordinating, and being directly involved when possible, any meetings with the Faculty, or other groups on campus, that are set up by the Committee;
c) Creating and distributing meeting agendas before the start of each meeting;
d) Ensuring that Committee members clearly transition information between scholastic terms;
e) Maintaining a file that includes Disclosures that have Identifying Details removed;
f) Organizing training at the beginning of the Committee’s term for the Committee members to familiarize them with the Faculty’s and the University of Victoria’s policies that relate to equity, diversity, inclusion and sexualized violence; and,
g) All other responsibilities laid out in this Terms of Reference.

5.0 Committee Duties and Responsibilities

The Committee shall:

a) Advocate to the Faculty and other relevant groups for change in policies and procedures to further the Committee’s defined goals;
b) Ensure that the Committee provides the student body with accessible options for raising concerns, complaints, and disclosures;
c) Ensure that anonymized concerns, complaints, and/or disclosures are recorded so that the Committee has the ability to analyze trends over time;
d) Ensure that each member of the Committee has, within the last 2 years, received training on the University of Victoria’s policies that deal with sexualized violence and discrimination, and procedures on handling disclosures and recommending resources to Impacted Individuals;
e) Ensure that members of the Committee are regularly receiving training in the areas of: sexualized violence prevention; mental health support; systems of oppression removal; unconscious biases; and other areas that will allow the Committee to better advocate for its goals;
f) Organize training each term for the Committee’s members and interested students in the Faculty on topics that further the Committee’s goals and purpose;
g) Keep the student body updated on the Committee’s initiatives; and,
h) Work with interested individuals and groups from the student body and Faculty to pursue the Committee’s goals.

Additionally, each member of the Committee has the responsibility to disclose at the start of every meeting any real or perceived conflicts of interest with any matter to be discussed at the meeting.

6.0 Handling of Concerns, Complaints and/or Disclosures

Committee members shall keep all Identifying Details included in concerns, complaints, and/or disclosures confidential unless otherwise requested by the person making the disclosure or as required as per item 11.2 of the University of Victoria’s Sexualized Violence Prevention and Response Policy, and Canadian Law.

The Committee shall record some details of concerns, complaints, and/or disclosures (with all Identifying Details removed) in a file that shall be maintained by the Chair of the Committee. This file shall be kept confidential and shall be used by the Committee to identify and monitor trends. The Committee does not have the ability to investigate concerns, complaints, and/or disclosures and shall not conduct an
investigation of these, but rather use the information included in the concern, complaint, and/or disclosure to advocate for changes to existing policies and procedures; or for new policies, procedures, or initiatives.

Should an individual who has shared a concern, complaint, and/or disclosure to the Committee request support in processing a traumatic event, the Committee should recommend relevant resources both on and off campus.

7.0 Committee Authority

The Committee has the authority to conduct its own business in pursuit of the Committee’s purpose and does not need to follow any other governing documents except this Terms of Reference document, University of Victoria policies, and Canadian Law. The Committee has the authority to amend Appendix B: Guidelines Created by the Committee to outline guidelines that it believes shall further its purpose; and to amend Appendix C: Committee Timeline to better represent a typical term’s work. Any amendments to Appendix B or Appendix C must be passed by the Committee at a quorate meeting.

The Committee shall be given timely access to any information from the Engineering Students’ Society that can be shared and is relevant to the Committee’s purpose.

The Committee has no authority to direct the management of any organization, or to commit any organization to any task unless specifically authorized the organization in these Terms of Reference or another appropriate document.

8.0 Committee Reporting

The Chair of the Committee shall submit a report to the Engineering Students’ Society, the Leadership Through Diversity club, and the Women in Engineering and Computer Science club before the end of the Chair’s term. This report is designed to update these organizations, and the student body, on the work being performed by the Committee, and to serve as a transition document for the next scholastic term. This report shall include:

a) A summary of the work performed by the Committee over the scholastic term;
b) A summary of which projects are ongoing and recommended next steps;
c) Any trends or situations that the Committee believes should be monitored;
d) Any recommendations that the Committee has for the organizations that this report is submitted too; and,
e) Any concerns of the Committee on their ability to perform their work.

9.0 Amendments to the Terms of Reference

Any changes to this document must be passed by the Engineering Students’ Society Council with the exception of changes to Appendix B and Appendix C. Changes to Appendix B and Appendix C must be passed by the Committee at a quorate meeting of the Committee.

The Engineering Students’ Society shall be responsible for maintaining this document.

APPENDIX A: Definitions

For the purpose of this document alone, the following definitions are used:
<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bystander</td>
<td>Someone who is in a position to intervene before, during, or directly after the action(s) that are outlined in a Disclosure. This does not include individuals who initiated, or participated in, the improper action(s); or the victim(s).</td>
</tr>
<tr>
<td>Disclosure</td>
<td>A submission, either verbal or written, to the Committee that outlines an inappropriate action.</td>
</tr>
<tr>
<td>Identifying Detail(s)</td>
<td>A piece of information that may allow someone to identify any individual who was present during an event or incident.</td>
</tr>
<tr>
<td>Impacted Individual</td>
<td>Someone who has been directly and negatively impacted by actions contained in a Disclosure.</td>
</tr>
</tbody>
</table>

**APPENDIX B: Guidelines Created by the Committee**

This Appendix may be edited by the Committee to set their own guidelines without the approval of any outside groups.

**APPENDIX C: Committee Timetable**

A possible timetable for the Committee’s work spread out over ____ meetings may be found below.

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Open Meeting</td>
<td>Solicit applications for Committee membership</td>
</tr>
<tr>
<td></td>
<td>Hear concerns from the student body</td>
</tr>
<tr>
<td></td>
<td>Explain options for student body to submit Disclosures</td>
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<tr>
<td>First Closed Meeting</td>
<td></td>
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<tr>
<td>Second Open Meeting</td>
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<tr>
<td>Second Closed Meeting</td>
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<tr>
<td>Third Open Meeting</td>
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<tr>
<td>Third Closed Meeting</td>
<td></td>
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<tr>
<td>Forth Open Meeting</td>
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<tr>
<td>Forth Closed Meeting</td>
<td></td>
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</tbody>
</table>