

TERMS OF REFERENCE - Rainbow Alliance arc-en-ciel Caucus

ARTICLE 1 - NAME

- 1.1 The “Rainbow Alliance arc-en-ciel” of the Ontario Public Service Employees Union (OPSEU) shall herein be referred to as ‘the Alliance.’

ARTICLE 2 - AIMS & PURPOSE

- 2.1 The function of the Alliance shall be:
- a. to provide a positive and healthy space for lesbian, gay, bisexual, transsexual, transgender, intersex, asexual, queer, questioning, two spirited (LGBTTIAQQ2S) members (referred to herein as ‘**Rainbow members**’) and their allies, to identify and discuss issues within OPSEU, their workplaces and their communities; and use their collective experience and knowledge to develop strategies to address these issues;
 - b. to increase awareness and understanding of equity issues as they relate to Rainbow members and to liaise with the respective provincial committee(s) and caucuses;
 - c. to identify and make recommendations to remove systemic barriers that prevent full participation of Rainbow members within OPSEU, in their workplaces and their communities.

ARTICLE 3 – MEMBERSHIP

- 3.1 Membership is open to any OPSEU member in good standing who self-identifies as a ‘**Rainbow member.**’
- 3.2 Anyone interested in being a member of the Alliance is invited to send an email to pride@opseu.org or contact the OPSEU Resource Centre.

ARTICLE 4 – ALLIANCE EXECUTIVE

- 4.1 An executive shall be established within the Alliance of up to ten (10) members who empower, educate and advocate for the interests of Rainbow members within OPSEU, their workplaces and their communities.
- 4.2 Alliance Executive members are selected as follows:
- i. when a vacancy within the Alliance Executive exists, a Call for interest will be sent out to the Rainbow Alliance arc-en-ciel caucus, Regional Board Members, and the general union membership;

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- ii. members will be asked to submit a letter of interest to the Equity Unit to remove personal identification and forward to the existing members currently on the Alliance Executive;
 - iii. existing Alliance Executive members will be responsible for establishing the selection criteria prior to the distribution of the Call and the selection criteria will be used to evaluate the applicants;
 - iv. consideration will be given based on: representation of all seven (7) regions, reflection of the Rainbow membership within the union and mixture of union and community involvement/activity.
 - v. when all 7 regions do not have a representative on Rainbow Alliance arc-en-ciel, and/or all 10 (ten) positions are not filled, the regional Vice-President of the region with no representative will forward an L.G.B.T self-declared representatives name to the Chair of the Rainbow Alliance arc-en-ciel Caucus, staff assigned and President's office and the President will assign that member as a delegate of the Rainbow Alliance arc-en-ciel.
- 4.3 A vacancy on the Alliance Executive may be declared by the Alliance Executive if a member is absent for three (3) or more meetings or fails to actively participate without a valid reason acceptable to the Executive. Before any decision to make such a declaration is made, the member will be contacted to confirm their ongoing intention to continue with the Alliance Executive and the caucus as a whole.
- 4.4 One (1) OPSEU Executive Board member and one (1) Officer from the Equity Unit may offer support to the caucus. The Executive Board liaison and Equity Unit then may attend caucus meetings with voice but no vote. It is understood that participation of all others is by invitation only.

ARTICLE 5 – ELECTED POSITIONS

- 5.1 Elections shall be in accordance with OPSEU's Constitution. Such elections shall be conducted by an Officer of the Equity Unit and recorded in meeting minutes that are forwarded to the Equity Unit.
- 5.2 Elections will take place every two (2) years at the September budgetary meeting.
- 5.3 A Chair, Vice-Chair, Treasurer, Secretary and Communications Coordinator shall be elected from members of the Alliance Executive. The Vice-Chair may also hold the position of Treasurer; however, the Chair may not.
- 5.4 The Chair shall:
- a) set up and coordinate meetings throughout the year;

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- b) ensure participation, follow-up and communication of all members between meetings;
- c) develop the agenda for all caucus members, the Order of Business will be consistent with the OPSEU Constitution, and will be sent to the members in advance;
- d) preside as Chairperson at all caucus meetings;
- e) act as the official spokesperson for the committee within the union; examples include:
 - i. attending All Chairs Meeting
 - ii. participating in planning the annual Joint Leadership Day in September
 - iii. participate in planning the “Gathering”
- f) perform other duties as may be deemed necessary by the caucus.

5.5 The Vice-Chair shall:

- a) in the absence of the Chair, assume the responsibilities of the office of the Chair;
- b) in addition, perform other duties as may be deemed necessary from time to time.

5.6 The Secretary shall:

- a) be responsible for recording the details of the meeting electronically, including all financial decisions made and specific action items for follow-up;
- b) send the minutes to the Alliance Executive for approval. Once approved, the Secretary shall forward the minutes, via e-mail, to the Equity Unit Secretary and the assigned Officer no later than fifteen (15) days after the meeting.

5.7 The Treasurer shall:

- a) monitor the expenses of the caucus by tallying estimated expenses at every meeting;
- b) reconcile their records with the quarterly reports provided by OPSEU;
- c) follow up on any discrepancies with the assistance of assigned staff, the Accounting Unit and anyone else deemed necessary.

5.8 The Communications Coordinator shall:

- a) be responsible for monitoring and implementing the media strategy of the Alliance Executive.

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ARTICLE 6 - SUB-COMMITTEES

- 6.1 Ad-Hoc sub-committees will be convened for specific reasons as needed.
- 6.2 Membership of the sub-committees may include any members of the caucus who volunteer **and** take on responsibility to complete tasks related to the aims and purpose of the sub-committee. Recruitment of sub-committee members will be determined, as needed, by the Alliance Executive. If members no longer choose to participate or complete assigned tasks, they shall be considered to have resigned from the sub-committee.

ARTICLE 7 - FINANCE

- 7.1 The activities of the caucus shall be funded centrally by the Union, as approved in the budget by the Annual Convention. Only Alliance Executive members will have their expenses covered by the central caucus budget as per OPSEU Policy.
- 7.2 Budget reports of actual expenses compared to the approved budget may be requested from the assigned Officer of the Equity Unit by the Chair and Treasurer of the caucus.
- 7.3 To support the caucus budget submission, an annual report shall be provided to the Executive Board by the Chair of the caucus.

ARTICLE 8 - MEETINGS

- 8.1 The Alliance Executive shall meet in a minimum of four (4) times a year, with a minimum of two (2) teleconferences or video conferences. Decisions of the Alliance Executive shall be taken by a majority of those present and voting.
- 8.2 Quorum for Alliance Executive meetings shall be the majority of the established Alliance Executive members.
- 8.3 Notice of meetings will be sent out to members no less than two (2) weeks in advance.
- 8.4 Where a meeting of the Alliance Executive is deemed by the Chair to be impractical or unnecessary, the members of the Alliance Executive may be polled by electronically or telephone. Confirmation of any decisions made in this manner, shall be done at the next caucus meeting.

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ARTICLE 9 - APPROVAL AND AMENDMENT OF TERMS OF REFERENCE

- 9.1 The terms of reference shall be approved and amended by a two-thirds (2/3) majority vote at a meeting of the Alliance Executive.
- 9.2 Amendments to the Terms of Reference shall be included as an agenda item consistent with OPSEU practice.