

Diversity, Equity and Inclusion Committee (“DEI”) TERMS OF REFERENCE

ORIGIN & AUTHORITY

The Diversity, Equity and Inclusion Committee (hereinafter “Committee” or “DEI Committee”) is being created by the Empire Geographic Union (“EGU”) in 2021. The Committee shall serve the EGU and its affiliated clubs, and the Committee Chair will serve as the Committee’s representative to the EGU Board.

MISSION – MORE PEOPLE PLAYING BETTER RUGBY

PURPOSES & RESPONSIBILITIES

The Club Competitions Committee has been created to serve the following purposes:

1. To promote diversity, equity and inclusion (hereinafter “DEI”) across the EGU’s constituent clubs, memberships, and associated organizations
2. To combat racism, sexism, homophobia, biphobia, transphobia, Islamophobia, xenophobia, antisemitism, and any other unspecified forms of intolerance amongst constituent clubs, memberships, and associated organizations
3. To assist in the adjudication of disciplinary matters which may have a bias motivation
4. To provide training to constituent clubs, memberships and associated organizations on promoting diversity and combating forms of prejudice and intolerance

POWERS & AUTHORITY

The DEI Committee may make recommendations to the EGU Board regarding policy. The Committee does not have independent binding policy authority.

MEMBERSHIP – COMPOSITION (& ROLES)

The Committee Chair will be selected by the membership of the committee itself.

Construction of the Committee shall be composed in a manner proposed by the Committee Chair and approved by the EGU board. The Chair should propose a committee composition that makes best efforts to represent all stakeholders in the Senior Club game, taking into account: biological sex, level of play, geographical area, sexual orientation, race, gender identity, ethnicity, and any other demographic.

The Committee shall be composed of up to 5 full members. The Committee may also have a non-voting secretary.

Full Members

The Committee shall be comprised of members of the EGU and its constituent clubs.

The Committee Chair shall be responsible for regularly scheduling, organizing, and chairing meetings of the committee. The Committee Chair shall also be responsible for representing the committee’s interests and presenting its policies to the EGU Board, as well as to other groups as necessary, in representing the work and duties of the committee.

The vice-chair will hold all the duties of the chair in the event of the chair’s inability to perform their duties.

The Committee Chair has the authority to co-opt non-voting members on a temporary basis to assist where particular expertise is required.

The Committee Chair may appoint a non-voting secretary to document and produce records of Committee discussions and decisions.

MEMBERSHIP – QUALIFICATIONS

The Committee shall require that all members have a significant understanding or interest in the areas within the Committee's purpose.

The Committee Chair shall evaluate each candidate and assess their fitness to the committee accordingly. The EGU Board shall have oversight of the Committee Chair's evaluations and assessments, and may make recommendations through the process.

It is the goal of the Committee that its membership be composed of individuals that possess multiple of the following traits:

1. Empirical or theoretical experience with matters related to the committee's purview
2. Experience within and knowledge of the EGU's constituent clubs
3. A commitment to and understand of the Committee's mission and purpose

MEMBERSHIP – TERMS OF SERVICE

All Committee members shall until the next Empire AGM.

COMMITTEE CHAIR

The Committee Chair will be selected by the Committee. If the Chair is temporarily unable to attend a meeting, the vice-chair shall act as replacement for the purpose of the meeting. If the Chair is permanently unable to attend Committee meetings, the vice-chair will take over as chair until such time that the committee is able to elect a new permanent chair.

MEETINGS & OPERATIONS

Schedule of Meetings

The Committee Chair will be responsible for determining the Committee's schedule of meetings. The Committee Chair shall make best efforts to schedule meetings at a time in which all members are able to attend.

The Committee will hold meetings as needed or as requested by the Committee Chair or Empire Board.

All meetings will have the opportunity for new business and other discussions, as determined by the Committee Chair.

Notice

The Committee Chair shall give all members reasonable and sufficient notice of a meeting prior to a meeting being held. The agenda for any meeting shall be distributed prior to a meeting.

Voting

The Committee shall be required to have a majority quorum in order to vote on a matter within its powers and authorities. The Committee Chair may elect to hold any vote online if an item from a meeting's published agenda is not voted on within a Committee meeting. The Committee Chair may also elect to hold a vote online for topics outside of meeting agendas, provided either a majority of the Committee affirms the decision, or all Committee members were given at least 3 business days to consider the matter.

No Committee member may hold the proxy of another member.

COMMUNICATIONS

The Committee will be responsible for disseminating its meeting minutes and other discussions by publication to the Empire website.

AMENDMENT, REVIEW, & ASSESSMENT

These Terms of Reference should be reviewed from time to time by the Committee. Any recommended changes shall be proposed by the Committee Chair to the Empire Board for review and approval.

The Committee shall undergo annual review by the Empire Board to determine its adherence to the Committee's purpose, authorities, and composition, as well as the Council's objectives.