



## Rules of procedure: Standing Committee on Sexual Violence and Sub-Committee

### Preamble

**The following provisions ensure that the Standing Committee on Sexual Violence operates within a commonly agreed framework, in accordance with the Policy Against Sexual Violence and our local procedures. Our guiding principle is a survivor-centered approach, which aims to reduce harm by prioritizing the choice of survivors as facilitated by our local procedures.**

To apply the present provisions that are defined below, the Standing Committee on Sexual Violence Prevention shall be governed by consensus building whereby decisions are based on majority agreement after concerted efforts have been made to meet the interests of all stakeholders.

### Article 1: General Provisions

#### 1.1 Definitions

- a) College: Champlain Regional College-Lennoxville
- b) Committee Member: A person named, elected or appoint to sit on S.tanding Committee on Sexual Violence Prevention
- c) Employee: College support staff, professional, manager or Faculty member
- d) EX Officio: By virtue of one's office, position, or status
- e) Policy Against Sexual Violence: This Policy was adopted for the first time by Board of Governors resolution number 3165 on December 18, 2018 for all the Constituent Colleges.
- f) Policy Against Sexual Violence-Local Procedures: This policy was adopted for the first time by the Standing Committee on December 11, 2020 for Champlain College-Lennoxville.
- g) Sexual Violence Prevention Coordinator (SVPC): a person whose role is to help and support students, staff, and faculty at Champlain College who have been affected by any form of sexual violence that have occurred in or outside of the campus. The SPVC helps victims to understand, access, and navigate supports such as counselling, medical services, academic or workplace accommodations, financial and legal aid and work, with the Standing Committee, to end sexual violence on campus through training and education. The SVPC is also responsible for launching an investigation in case of formal complaint.
- h) Standing Committee: a committee composed of at least five members as defined by the Standing Committee on Sexual Violence Prevention Rules of Procedure, which is responsible for the elimination and prevention of sexual violence procedures and future revisions of the policy against sexual violence. Because students are involved in the Standing Committee, it cannot be advised of any investigation due to a conflict of confidentiality.
- i) Student: full-time student registered in a credited program offered in the day sector
- j) Subcommittee: a committee composed of three (3) members of the Standing Committee members as defined by the Rules of Procedure responsible for reviewing any investigation. The students involved in the Standing Committee cannot be members of the Subcommittee or participate in the review of any investigation in order to protect the confidentiality of the complainant.

#### 1.2 Purpose



The Standing Committee on Sexual Violence will oversee location-specific implementation and the development of local procedures and contribute to future revisions of the present Sexual Violence Prevention-local procedures.

The purpose of the Standing Committee on Sexual Violence Prevention is as follows:

- a) to ensure that students, officers, personnel members and their respective associations and unions are consulted during any review process of the present Policy Against Sexual Violence
- b) to contribute to the development and revision of local procedures guiding the application of the present policy
- c) to make recommendations to support and ensure the implementation of the local procedures
- d) To identify, organize and/or participate in campaigns, training, and awareness building activities to prevent sexual violence within the college community specific to the location
- e) to collaborate with the college in the application of the Policy Against Sexual Violence and the local procedures.

## **Article 2: Standing Committee on Sexual Violence Prevention**

2.1 The members of the College Standing Committee on Sexual Violence prevention will be expected to do the following:

- a) be aware of and respect the present policies
- b) participate in all training and / or prevention activities the college or campus deems mandatory

### 2.2. Composition

The Standing Committee on Sexual Violence Prevention will be composed of at least five (5) members to reflect and cultivate the diverse nature of our campus community and may be composed as follows:

- Co-chaired by: Dean of Student Services or delegate, Sexual Violence Prevention Coordinator (SVPC)
- 1 support staff
- 1 professional
- 1 manager
- 1 faculty
- Campus Director, ex officio.
- Other members by invitation of the Chairs



## 2.3 Nomination

The relevant union, employee group association will elect their respective representative(s) to sit on this committee.

In the absence of a nomination, the Standing Committee will form quorum based on the members present.

### 2.4.1 Meetings

#### 2.4.2 Schedule of Meetings

The Standing Committee on Sexual Violence Prevention will meet at least four (4) times a year. Under normal circumstances, the duration of a meeting will not exceed three (3) hours.

#### 2.4.3 Preparation of the Agenda

The Co-Chairs prepares the proposed agenda of each regular meeting. The agenda may include items submitted by Committee members, provided that such requests, along with the relevant documentation, are received no later than seven (7) working days before the meeting.

#### 2.4.4 Sending of the Agenda

A co-chair or delegate, will make available to Committee a proposed agenda for the regular meetings, along with the relevant documentation, no later than three (3) full calendar days before each meeting. Documents may not be circulated publicly outside the Standing Committee on Sexual Violence Prevention.

#### 2.4.5 Special Meetings may be called at least two (2) working days before the meeting.

### 2.5 Quorum

The Majority required for the Adoption of a resolution is one-half plus one of the total numbers of the Standing Committee on Sexual Violence Prevention. It is assumed that the quorum, which is verified at the beginning of a meeting, is maintained throughout the meeting.

## Article 3: Confidentiality

### 3.1 Confidentiality expectations

Throughout the process of addressing a report to resolve a complaint, any employees called upon by the College to intervene will be given only the information that is necessary to perform their duties and must treat such information as confidential.

Confidentiality and discretion are important elements in applying the policy. The College respects the privacy of all members of the College Community. Any individuals called upon to intervene or act to apply the policy must do so while making every reasonable effort to protect personal information.



Members will be asked to sign a confidentiality agreement, which will be kept by Human Resources.

### **3.2 Support Services for Committee members**

The College provides a safe and inclusive space for the critical and civil exchange of ideas. Some content reviewed by this Committee will include topics that some members may find difficult. All members must maintain an atmosphere of mutual respect and sensitivity.

Resources for students: support resources can be found here: <https://www.crc-lennox.qc.ca/wp-content/uploads/2020/11/Sexual-Assault-Prevention-Resources.pdf>

Resources for employees: our Employee Assistance Provider (EAP), [Homewood Health](#), is available to support our employees. Should you need support, the numbers to phone to speak to someone are the following: 1-800-663-1142 (English) and 1-866-398-9505 (French).

The SVPC may not provide support to students or community members that may create a conflict of interest or confidentiality.

## **Article 4: Subcommittee**

### **4.1 Members of the Subcommittee will do the following:**

Be responsible for assessing every complaint of sexual violence received by the College. They may also be called upon by the SVPC to assess the need and appropriateness of the interim measures relating to the respondent.

### **4.2 Purpose of the Subcommittee**

The subcommittee's role is to do the following:

- a) to confirm that the complaint fits within the definition of sexual violence as defined by the Policy Against Sexual Violence and the [Act to Prevent and Fight Sexual Violence in Higher Education Institutions \(P-22.1\)](#)
- b) to consider requirements of the relevant Collective Agreements (in the case of a complaint a complaint against an employee
- c) to consider the request for interim measures affecting the respondent
- d) to inform the SVPC in writing of their decision regarding the admissibility of the complaint and to provide relevant justification so that it can be communicated to all concerned parties
- e) to consider requirements of the relevant Collective Agreements (in the case of a complaint against an employee
- f) to initiate the investigation process once a decision of admissibility has been made

These should be applied as provided in the Policy Against Sexual Violence- Local Procedures.

### **4.3 Composition**



The subcommittee will be composed of at least three (3) members as appointed by the co-chairs to prevent a potential conflict of interest and confidentiality, maintain gender balance, and name a diverse subcommittee.

The composition must exclude the Dean of Student Services, Human Resources Manager, Sexual Violence Prevention Coordinator, The Director (Ex Officio) and students.