

Committee: Accessibility Committee
Committee Chair: Vice-President (Academic)
Committee Classification: Standing Committee

1. Preamble

Those with disabilities face additional barriers to participation in the University and this is not always recognized or understood by those who do not identify as having a disability. Barriers to accessibility can be visible and invisible, tangible and intangible, and perceived or real. They occur in all aspects of student life including services, clubs, bylaws and policies, events, and student space.

2. Purpose

The Accessibility Committee will act as both a forum for discussing and promoting accessibility for persons with disabilities within the CSA, and as an advocacy group on concerns related to accessibility across the University.

2.1. Internal Responsibilities

- a) To act as a resource for accessibility within the organization.
- b) To make recommendations to the appropriate CSA Executive, staff, committees and/or the Board of Directors to reduce barriers within their areas of responsibility.
- c) To ensure that all changes to CSA bylaws and policies take into account accessibility of services and experiences of students with disabilities.
- d) To examine all aspects of the CSA, including (but not limited to) bylaws and policies, service delivery, student space, meetings and events for opportunities to improve accessibility.

2.2. External Advocacy

- a) To discuss and advocate for action based on the experiences of members with disabilities.
- b) To promote and take action to advance the reduction of the stigma surrounding disabilities.
- c) To ensure adequate representation of student with disabilities on University committees (e.g., Inclusive Space Sub-Committee).



- d) To conduct and advise research related to campus accessibility and the experiences of students with disabilities.

2.3. Education

- a) To promote and take action to create an accessible environment for all members of the CSA.
- b) To promote broader understanding of the experiences of students with disabilities.
- c) To promote the Declaration of the Rights of Students with Disabilities in discussions across campus.

3. Membership

3.1. Membership

Membership will consist of:

- the Vice-President (Academic);
- 2-3 Directors appointed by and from the Board;
- 2-3 General Members of the CSA in good standing as per the requirements in Bylaw 1, Section 2.1;
- 1 CSA Staff member or additional Executive.

3.2. Confidentiality of Membership

Membership lists will not be made public outside of the Accessibility Committee.

3.3. Students with Disabilities

Membership should prioritize (but is not restricted to), individuals who self-identify as having a disability or who have encountered barriers to participation in the CSA.

3.4. Application Process

Interested Staff or General members must apply in writing to the Chair, including a 150-word statement outlining their interest in being a part of the Committee.

- a) A call for staff and general members will be circulated before the end of September.
- b) Applications by staff and general members submitted will be reviewed by the Chair and any Directors appointed to the Committee to ensure members' commitment to the purpose and responsibilities of the Committee.



4. Responsibilities of Members

4.1. General Members

- a) To uphold the mandate of the Accessibility Committee.
- b) To maintain the confidentiality of the membership.
- c) To uphold the Declaration of the Rights of Students with Disabilities in all decisions.

4.2. Chair (VP Academic)

- a) Responsible for meeting facilitation.
- b) Responsible for acting as a primary contact for the group.
- c) To act as a liaison to the greater CSA and university community.
- d) Responsible for executing the decisions made by the Accessibility Committee.
- e) To act in the best interests of the group.
- f) To act as a moderator and uphold a safe space for meetings.
- g) Responsible for recruitment of general members to the Committee.
- h) To educate themselves about and be aware of the diverse abilities of students on campus.

5. Removal of Members

Recognizing that the Accessibility Committee needs to be a safe space for all participants, the group may come to the decision that a member is compromising this and the mandate of the committee.

5.1. Grounds

Grounds for removal of a member from the Committee may include:

- a) Breach of the confidentiality rules established for the Committee.
- b) Violations of members' responsibilities under section 9.4.
- c) Conduct that is contrary to the Committee's established Code of Conduct.

5.2. Procedure

If a member feels that another member is creating an unsafe space, they should speak to the Chair.

- a) The Chair will meet with the member in question.
 - i) If the Chair is the member in question, concerns should be directed to the President.
- b) For Staff or General members, the Chair and any Directors appointed to the Committee may make a recommendation to the remaining members that a member be removed from the Committee.



- c) For Directors, the Chair may make a request to the Board, on behalf of the Committee, that a member be removed from the Committee.

6. Meetings

6.1. Scheduling

Meetings are to be scheduled regularly or with 48 hours advance notice of emergency meetings.

6.2. Quorum

Quorum for meetings shall be 4 members, including the Chair.

6.3. Minutes

The Chair will be responsible for ensuring that minutes are taken for each meeting by a member of the Committee.

- a) Minutes of the Accessibility Committee will be regularly submitted to the Board, and a copy will be kept on file by the Office of the Vice-President, Academic.
- b) Names of members or other personally identifiable information will not be kept in the minutes.
- c) For the purpose of member accountability, a separate and confidential attendance record will be retained by the Office of the Vice-President, Academic.

6.4. Voting

The Accessibility Committee will work on a consensus-based model where possible. When the group cannot reach consensus, a secret ballot vote will be held. The Chair may vote.

6.5. Safe Space

The Accessibility Committee will strive to create and uphold a safe space for all participants:

- a) A safe space consists of an environment that allows students of all abilities to be able to express themselves in a way that allows them not to feel oppressed by their abilities.
- b) A safe space is a place to allow students to feel more comfortable participating fully in the committee.
- c) Every effort must be made to ensure that meetings are held in a room that is conducive to maintaining the safety of members.

6.6. Agenda Distribution

Agenda items will be emailed to the Chair. Agendas will be sent to all members at least 48 hours prior to the meeting.



7. Reports

7.1. Annual Report

The Chair will submit an annual report to the CSA Board of Directors at the end of the Winter semester.

7.2. Report Contents

The report must include:

- a) Timeline of activities.
- b) Selected highlights of agenda items and group initiatives.
- c) Future work for the next semester.

7.3. Confidentiality

Reports must also adhere to the confidentiality policies of the Accessibility Committee.

7.4. Final Approval

All reports must be approved by the membership before submission to the Board.