

STUDENT GROUP EDI POLICY

EXPERIENTIAL LEARNING PROGRAM - ALBERTA SCHOOL OF BUSINESS

Alberta School of Business
CAREERS AND WORK
INTEGRATED LEARNING



UNIVERSITY
OF ALBERTA



Dear Student Club Leaders,

We hope this message finds you well. As you prepare for another exciting journey of student club activities, we would like to emphasize the importance of fostering equity, diversity and inclusion (EDI) within your student groups. This is in keeping with the University of Alberta's [EDI Strategic Plan](#) that emphasizes the role each member of the University of Alberta play's in weaving equity, diversity and inclusion into the "fabric of our culture."

By actively incorporating an explicit commitment to EDI within your club constitutions, you will be creating a culture of understanding, respect and inclusivity among your members.

To help you incorporate an EDI commitment in your club constitution, we suggest the following steps:

- 1. Define Your EDI Values:** Begin by discussing and outlining the values and principles of equality, diversity and inclusion that resonate with your club's mission and purpose.
- 2. Draft a Clear Statement:** Develop a concise and meaningful statement that reflects your club's dedication to EDI. Consider using inclusive language and specify tangible actions your club will take to uphold these values.
- 3. Seek Input and Consensus:** Share the proposed EDI commitment with your club members and invite their input and feedback. Encourage open dialogue and collaborative decision-making to ensure everyone feels heard and represented.
- 4. Formalize the Amendment:** Once your club members are in agreement, incorporate the EDI commitment into your constitution. Ensure that the statement is visible, easily accessible, and communicates your club's dedication to fostering an inclusive environment.
- 5. Promote Awareness and Education:** Emphasize the importance of EDI within your club's activities and engage in initiatives that promote awareness, education and dialogue around these issues.

One example might be a commitment to connect with Campus resources such as [The Landing](#) or [Wellness Supports](#) to host a workshop coordinated by your club. Or, reach out to these campus partners to learn more about how to incorporate EDI into your existing events.

Another example would be to ensure you incorporate Universal Design into any events you host or materials you develop. [The Center for Teaching and Learning](#) has some suggestions to help you get started. Keep in mind that the information on the Center for Teaching and Learning website is written for instructors, however, many of the suggestions can be adapted for student group use.

6. Establish a Code of Conduct: Establish a code of conduct for all members and event participants. This code of conduct should outline the expected behaviour for all participants, including students, guests, faculty members and sponsors. It is essential that these guidelines are publicly available, and communicated with participants, to ensure a safe, respectful, and inclusive environment for everyone involved.

The code of conduct should also establish mechanisms for addressing conduct incidents or issues, whether they are related to equity, diversity and inclusion, or other matters. Mechanisms could include conversation with the individual(s) who raised the concern as it relates to the code of conduct, or other appropriate actions as determined by the group. [The U of A strives to foster a culture of accountability through restorative and other facilitated processes and non-disciplinary accountability options](#); whenever possible the goal when developing your code of conduct is to support awareness and learning, as opposed to punishment. In the event of serious violations, the group may resort to mechanisms such as impeachment; the [SGS Constitution Handbook](#) includes basic information regarding impeachment for student club executives.

IMPORTANT - Please ensure you report any suspected EDI violations to **Devan West** of the CWIL office BEFORE taking any action. The CWIL office will help connect you with resources that can provide guidance on navigating these conversations and ensuring you adhere to appropriate policies. The CWIL office can also provide guidance on connecting with campus resources to provide support for those who may have been harmed by the violation. You can contact Devan by email: mcfadzen@ualberta.ca.

Including an EDI commitment in your constitution offers several key benefits:

- 1. Promoting a welcoming environment:** Embracing EDI principles creates a safe and inclusive environment for all students, ensuring that every member feels valued, respected, and able to participate. This encourages participation, collaboration and a sense of belonging.
- 2. Cultivating a diverse perspective:** A commitment to EDI provides an opportunity for your club to acknowledge the diversity of voices, perspectives, ideas, and experiences. By actively including diverse lenses and experiences, you can foster innovation, creativity and problem-solving capabilities within your club's activities.
- 3. Leading by example:** As leaders within your academic community, your student club has the power to influence and inspire others. By making a strong commitment to EDI, you set a positive example that encourages other clubs and individuals to follow suit, ultimately contributing to a more inclusive campus culture.
- 4. Eligibility for Alberta School of Business standing and funding:** An EDI commitment in your club constitution is required to be eligible to apply for ASB standing and funding. Thus, it is essential to integrate this commitment into your constitution.

By integrating an EDI commitment into your club constitution, you pave the way for meaningful change and contribute to building a more inclusive and equitable campus environment.

RESOURCES AND SUPPORT:

U of A's EDI Strategic Plan:

https://www.ualberta.ca/equity-diversity-inclusion/media-library/edi/edi-strategic-plan-final_feb2019.pdf

The ASB's EDI Strategic Plan:

https://www.ualberta.ca/business/media-library/about/edi/ualberta_business_edi_strat-plan_2020.pdf

U of A's EDI site:

<https://www.ualberta.ca/equity-diversity-inclusion/index.html> for support as you prepare your policy.

UAPPOL Student Group Procedure:

<https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Student-Groups-Procedure%20for%20posting.pdf>

Student Group Service:

<https://www.su.ualberta.ca/services/studentgroups/>

SGS Constitution Handbook:

<https://www.su.ualberta.ca/media/uploads/339/ConstitutionHandbook-01-11-21.pdf>

Discrimination, Harassment, and Duty to Accommodate Policy:

<https://policiesonline.ualberta.ca/PoliciesProcedures/Policies/Discrimination-Harassment-and-Duty-to-Accommodate-Policy.pdf>

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Student Club Support, including reporting instances of concern:

bcomclub@ualberta.ca