

# NAME AND PRONOUN POLICY

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## BACKGROUND AND PURPOSE

The Associated Students (AS) of San Francisco State University, in its commitment to diversity and inclusiveness, recognizes that, within the organization and entire campus community, many of its members use names and pronouns other than the names or pronouns assigned to them at birth to identify themselves. AS also recognizes that, transgender and gender nonconforming people have been historically marginalized and oppressed, and continue to be subject to severe discrimination and violence today. Further, AS also recognizes the need of international students, victims/survivors of domestic violence, foster children/youth, or people under witness protection, etc., to be able to go by the name with which they identify. Therefore, it is the role and responsibility of AS, an organization committed to social justice, to be in solidarity with the needs of all communities.

## POLICY STATEMENT

This policy aims to serve, not only as a mechanism to further the internal inclusivity of AS, but also, to externally promote these values and organizational practices.

## APPLICABILITY TO THE POLICY

This policy is applicable to any Associated Students board member, staff, intern, volunteer, participant, program, project or event.

## DEFINITIONS

Term	Definition
<b>Name</b>	The name by which a person identifies and to have appear in AS systems and when conducting day-to-day AS business because it affirms that individual's gender, culture, and other aspects of social identity.
<b>Legal Name</b>	The name that is recorded on an individual's legal identification and used only for necessary legal records of AS.
<b>Pronoun</b>	The pronouns by which a person identifies and to have appear in AS systems and when conducting day-to-day AS business because it affirms that individual's gender, culture, and other aspects of social identity. (e.g. they/them/theirs, she/her/ hers, he/him/his, xe/xyr/xyrs, ey/eir/eirs, ze/zyr/zyrs, fae/faer/faers, hir/his, hu/hume/humes, etc.) <sup>1</sup>

## POLICY

1. All members of AS must be allowed to use, be known by, and be called by the name and pronouns that affirm that person's gender, culture, and social identity. All AS Board members and staff are expected to respect any person's request to be known by their name or pronoun and to use that name or pronoun when interacting with individuals. This expectation covers all areas of AS business.
2. In all cases, AS must maintain a process for listing correct name and pronouns, that is free of unnecessary barriers, is proactive and clear, and keeps legal names (especially those not wanted to be known) highly confidential where legally possible.
3. All AS Board members and Staff may publicly state and display names AND pronouns to the community where feasible and appropriate to fulfill the purpose of this policy. This includes, but is not limited to; business cards, name tags, placards, email signatures, media posts, attendance sheets, sign-up/sign-in sheets, forms, personal introductions, apparel, etc.

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<sup>1</sup> <http://minus18.org/au/pronouns-app/>



- a. In recognition that some individuals may not wish to share their pronouns due to not wanting to be outed<sup>2</sup>, any Board or Staff member, etc. who does not feel comfortable sharing their pronouns may opt-out.
4. All AS policies, documents, systems and media, must use gender inclusive pronouns, by always using the gender inclusive pronoun “they”, “them” or “theirs”, and never “he/she”.

## PROCEDURE

1. AS Human Resources will work in consultation with the Vice President of Internal and Corporate Secretary to create a procedure for implementing and ensuring compliance of this policy.

## FORMS

No Forms.

## NAMES AND PRONOUNS POLICY APPROVAL AND REVISION HISTORY

Names and Pronouns Policy was Approved by the AS Board of Directors on

06/07/2017

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<sup>2</sup> "Outing, " a term used for making public the sexual orientation or gender identity of another who would prefer to keep this information secret. (See URL under “Coming Out”) <http://lgbtqia.ucdavis.edu/educated/glossary.html>