

Constitution of PRIDE in Gloucestershire

1. NAME:

1.1 The name of the organisation shall be “PRIDE in Gloucestershire”.

2. DEFINITIONS:

- LGBTQ+ means lesbian, gay, bisexual and transgender and other sexual orientations and gender identities.
- Sexual orientation means the nature of a person’s sexual attraction to others.
- Gender identity is used to refer to transgender, in all its forms.
- Membership shall mean any paid member as detailed in section 4.
- Committee Member means being an elected or co-opted member of the management committee.

3. AIMS AND OBJECTIVES:

- To organise an annual event that celebrates the LGBTQ+ identity and community within Gloucestershire that is none-the-less inclusive and welcomes all.
- To help foster an environment of diversity, tolerance, inclusivity and equality in Gloucestershire and where relevant, nationwide & internationally
- To showcase the creative and artistic talents of LGBTQ+ people and their allies in Gloucestershire
- To organise such events, year round that will support and fundraise for the above.
- To raise awareness of LGBTQ+ history in Gloucestershire and beyond.

4. MEMBERSHIP:

4.1 Membership is open to anyone who resides, works or has a connection in Gloucestershire who supports the aims of the organisation and participates in its activities.

4.2 The committee will set a nominal fee annually for membership which entitles the member to vote and attend the Annual General Meeting (AGM) and any Extraordinary General Meeting (EGM). The fee will be collected at the AGM.

4.3 People cease to become members of the organisation when they:

- Stop living or working in Gloucestershire
- Do not pay the annual membership fee
- Request in writing (including over direct messages on social media) to be removed as a member
- Does anything that goes against the aims of the organisation

4.4 The committee will keep a confidential list of members

5. ANNUAL GENERAL MEETING (AGM):

5.1 The Annual General Meeting of the organisation shall be held annually and no more than 15 months apart.

5.2 The Annual General Meeting shall receive the Annual Report including the approved accounts for the previous financial year.

5.3 The Annual General Meeting shall elect a committee as detailed in Section 7 below.

5.4 The quorum for an Annual General Meeting shall be 12 persons or 50% of the membership whichever is lower.

5.5 The secretary shall give at least 14 days notice of the annual general meeting in any way that is deemed by the committee as appropriate. This can include, but not limited to, personal letter, e-mail, press release to LGBTQ+ press, posters in LGBTQ+ venues, local press (Citizen and Echo), via Social Media, the organisation's website and local radio. Notice shall include the date time and venue for the meeting, together with an e-mail address for those interested in receiving an agenda and other papers.

6. EXTRAORDINARY GENERAL MEETING (EGM):

6.1 An Extraordinary General Meeting can be called by resolution of the committee, or by written request of five members. In both cases a written resolution must be submitted.

6.2 There shall be no other items, other than the resolution discussed.

6.3 The secretary shall give notice as for an Annual General Meeting (above).

6.4 An Extraordinary General Meeting shall be convened within one calendar month of the secretary receiving the request.

6.5 The quorum for an Extraordinary General Meeting shall be 12 persons or 50% of the membership whichever is lower.

7. MANAGEMENT COMMITTEE:

7.1 The organisation shall be managed by a committee who shall be elected at the Annual General Meeting which will specifically elect a chair, secretary and treasurer and no more than nine others.

7.2 Following the AGM committee members may be co-opted onto the committee by existing members by simple majority at a quorate meeting.

7.3 In putting themselves forward for a place on the committee all nominees should consider and ensure their availability and commitment for the 12-month period ahead. Standing down during their term of appointment will only be considered under extenuating circumstances.

7.4 Any action by a member of the committee which may be deemed to bring PRIDE in Gloucestershire into disrepute shall be considered by the committee and may result in the member being asked to resign.

8. MEETING PROCEDURES:

8.1 All debate shall be through the chair.

8.2 Elected members of the committee shall each have a vote on decisions which require a vote, including the chair. In the event of a tied vote the chair shall have a casting vote.

8.3 Members will respect the views of others at meetings.

8.4 Members of the committee, both elected and co-opted, should recognise and register any conflicts of interest which may be either real or have the potential to be perceived so by others. They should exclude themselves from any discussion of issues where a conflict of interest may be present.

9. COMMITTEE:

9.1 The committee shall have full delegated powers to act on any issue, providing that the decision conforms to the **AIMS AND OBJECTIVES**(above).

9.2 At its early meetings following the Annual General Meeting, the committee may appoint a vice chair, other officers and vice-officers, as appropriate, from its committee members.

9.3 The committee may co-opt other non-voting persons on a temporary or permanent basis to advise on specific issues or to liaise with other bodies where that duty may not, reasonably, be undertaken by a committee member. Co-opted Non-Voting persons will not have a vote on the committee. In the event of an elected officer or member leaving office, the committee may appoint an acting officer or voting member to serve until the next Annual General Meeting.

9.4 The committee may appoint sub committees to further the objectives of the organisation.

9.5 Sub committees may co-opt persons to advise on specific issues or to liaise with other bodies.

9.6 Sub committees must report their proceedings and recommendations to the main committee at every full meeting.

9.7 Sub committees must be chaired by a committee member and must comprise at least one other committee member.

9.8 Committee meetings shall, wherever possible, be held at least once every 4-5 weeks and at such a time and place reasonably accessible to the committee membership and communicated not less than one week in advance.

9.9 Additional meetings may be deemed necessary at any point during the year.

The committee is empowered to set such meetings, provided that a specific agenda is agreed.

9.10 The quorum for a committee meeting will be four committee members.

9.11 All meetings shall be conducted through the chair, or in their absence the vice chair. If neither are present, those at the meeting shall, by a simple vote appoint a chair for the meeting.

9.12 All meetings must be fully minuted and a copy of the minutes made available to all committee members as soon as possible after the meeting and in any case within 5 working days of the date of the meeting.

9.13 All meetings shall be conducted to an agenda which should be published to the committee members in advance of the meeting by the secretary. Copies of the agenda shall be made available at the meeting.

9.14 No individual officer or committee member may take any action unless it has been approved in a properly constituted committee meeting with the following exceptions:

a) a sub-committee charged with a related task may take action where a delay would be to the organisation's disadvantage.

b) where delegated power has been specifically given by the committee, or

c) in an emergency, a decision can be taken by the executive (Chair, Vice-Chair, Secretary and Treasurer) through an 'ad hoc' online meeting using social media by email or by telephone.

9.15 Committee members will be expected to take an active role and attend a minimum of at least 50% of all committee meetings. If a committee member does not attend three consecutive monthly meetings, they will be deemed to have resigned subject to consideration by the committee. A member who does not attend two consecutive monthly meetings should consider their position and advise the chair.

10. FINANCE

10.1 The finances of the organisation shall be looked after by the treasurer, who shall report the financial position of the organisation to the committee monthly.

10.2 The treasurer is authorised to maintain a current account with a bank. There shall be at least three signatories on the account, with any two being required on any cheque, BACS or other electronic bank payment or transfer one of whom must be the treasurer (except when they are away and a payment has to be made immediately in which case it must be the chair).

10.3 There shall be no blank cheque/s in the chequebook left signed by one of the signatories. Each cheque issued shall have the payee and the amount entered before any signature is added and the relevant invoice or supporting paperwork must be available when signing the cheque.

10.4 Payment can be made where required on a 'pro forma' invoice.

10.5 The financial year shall run from 1st November to 31st October.

11. DUTIES OF COMMITTEE MEMBERS

11.1 The Chair shall

- Chair all meetings democratically and ensure they are conducted properly. In this respect they shall ensure that all present at meetings are given the opportunity to participate and vote
- Act as the organisation's first representative to all external bodies, authorities and agencies and act as a good ambassador for the organisation and its aims.
- Alongside the Secretary compile such reports, including the annual report, that may be necessary
- Set the agendas for committee meetings and ensure committee members receive this at least a week in advance of monthly or fortnightly meetings.
- Nominate a Vice Chair in the event they are unable to undertake any of the above
- Other duties as laid out in the role description

11.2 The Secretary shall:

- Maintain up to date records of the organisation's membership and committee members including contact details of committee members
- Minute and keep records of each committee meeting and ensure that they made available to committee members as required
- Ensure that the organisation is affiliated to any appropriate local or national organisations
- Give the appropriate notice of and administer EGMs and AGMs
- Other duties as laid out in the role description

11.2 The Treasurer shall:

- Maintain up to date records of all financial transactions and the current financial performance and position of the organisation
- Ensure all monies owed to the organisation are collected and liabilities settled
- Manage the budget setting process and complete revised forecasts of Income and Expenditure at least every two months.
- Report to the committee on a monthly basis the current financial performance and position of the organisation and its performance against budget
- Compile the annual accounts for the AGM that comply with relevant laws, regulations and accounting standards
- Maintain the organisations bank account and petty cash and inform the committee of any concerns over the liquidity of the organisation

- Other duties as laid out in the role description

12. ASSETS AND LIABILITIES

12.1 The committee shall be responsible for budgeting its funds and presenting regular statements of accounts, as above.

12.2 The committee shall be responsible for all other assets of the organisation, including intellectual property.

13. WINDING UP THE ORGANISATION

13.1 The organisation may be wound up by a full meeting of the committee, provided that such a resolution is made in writing to all committee members not less than four weeks in advance of a full meeting and this is further approved at an EGM.

13.2 At the EGM, if agreed, up to four committee members shall be appointed to assist the treasurer in the settlement of liabilities, recovery of any monies owed and disposal of assets. When this is completed, the dispersal of funds can be made to any local “not-for-profit” good cause with the emphasis on organisations formed to benefit the LGBTQ+ community.

14. CHANGES TO THE CONSTITUTION

14.1 This constitution can only be altered by a supermajority (60%+) vote of those present at an Annual General Meeting or at an Extraordinary General Meeting.

15. DIVERSITY

15.1 While it is recognised that the majority of those involved with the organisation will identify as being members of the LGBTQ+ communities, the organisation will make every effort to be inclusive within the wider community, welcoming all communities. The organisation will not tolerate any form of abuse or discrimination based on, but not restricted to: age, disability, gender identity, marriage and civil partnership, race, religion or belief, gender or sexual orientation.

15.2 Breaches of the diversity policy shall be dealt with by the committee in any way it deems appropriate.

Constitution of Pride in Gloucestershire

Schedule 1

Election of Officials and Committee members

1. Election of Officials

1.1 Each candidate must be duly nominated and seconded in writing, using the approved nomination form, to the secretary no less than 7 days in advance of the AGM.

1.2 If there is only one candidate for the post, the meeting shall confirm the election by a show of hands.

1.3 If there are two candidates for the post, a secret ballot will take place. Each voter shall write in their selection on the ballot paper.

1.4 If there are more than two candidates for the post, the transferable voting system shall be used for the ballot:

- Each voter shall number the candidates’ names in order of preference.

- To win a candidate must gain more than 50% of the votes cast.
- If no candidate has this, then the candidate with the least number of votes will be eliminated and their second preference will be counted.
- Once there are only two candidates, the one with the most votes wins.

2. Election of Committee members

2.1 Each candidate must be duly nominated and seconded in writing, using the approved nomination form, to the secretary no less than 7 days in advance of the AGM.

2.2 A secret ballot shall be held for the 9 available posts with each person present at the AGM entitled to vote for up to 9 persons, or the number of nominees whichever is the lesser. Those voting do NOT have to use all their available votes. To be elected a nominee must obtain votes from a minimum of 50% of those eligible to vote.

2.3 The nine candidates with the largest number of votes shall be elected, subject to each receiving 50% of available vote as above. In the case of there being in excess of 9 persons receiving 50% of the available votes, further ballots shall be held to choose between those candidates with the lowest number of votes until the required number of 9 is reached.