

THE LGBT (LESBIAN, GAY, BISEXUAL AND TRANS) SOCIETY CONSTITUTION



ARTICLE 1 – DEFINITIONS

1. The name of this Society shall be the Lesbian, Gay, Bisexual and Trans. (LGBT) Society. Hereafter referred to as 'the Society'.

ARTICLE 2 - AIMS & OBJECTIVES

1. To offer basic welfare provisions to those (both staff and students) who either self identify as LGBT, are curious, open-minded, questioning their sexuality or gender identity. They should not be forced or encouraged to self-define at any point. This service can be done either autonomously, with the help of College or QMSU Advice services, or with the help of an external organisation (Eg: Tower Hamlets Victim Support).
2. To provide a safe-space for all members of the society, or those who are interested, to meet without fear of discrimination, prejudice or harassment. This will be in line with QMSU Equal Opportunities Policy.
3. To provide a basis on which LGBT focused campaigns can be discussed, promoted and organised.
4. To improve the service offered year on year to become a successful and leading LGBT Society within London.

ARTICLE 3 – MEMBERSHIP

1. Any member of QMSU has the right to join the society as long as they uphold the Aims & Objectives of the society as set forth in Article 2
2. The right to refuse membership shall lie with the President alone. This decision shall deem the refused the right to attend society events. Should such a decision be taken no explanation need be given. Appeals against such a presidential decision can be made against a closed meeting of the core committee. A register of such banned members shall be kept attached to this constitution as an appendix.
3. Membership shall cost five pounds (£5) for the year as this is the minimum allowed under the current QMSU Constitution (correct at time of ratification). This money is passed into the subscription account ('subs account') that has its spending regulated by the QMSU Constitution. Those who join the society and pay subscription are to be known as 'full members'.
4. Because of the sensitive nature of the society both the President and Treasurer have the ability to request relevant details and subscription payment from potential members with discretion and pass them onto the Blomley Centre Infopoint. This has been agreed with Infopoint staff and shall remain in-place. No other member of the society or committee shall carry out this task.
5. Only the President, Treasurer and Secretary are eligible to request a copy of the membership list from Infopoint.
6. Anyone who does not wish to join the society formally but is on the mailing list, or in contact with the committee shall be regarded as an 'associate member'.
7. All members (both full and associate) are entitled to the following:
 - (i) Attend, speak and place items on the agenda at Society General Meetings
 - (ii) Place items on the agenda for discussion at Society Committee Meetings
 - (iii) Inspect society minutes at fourteen (14) days notice.
 - (iv) Inspect society accounts at fourteen (14) days notice (this time period will only cover between the request being lodged and the request reaching QMSU Infopoint)
 - (v) Any vexatious or repetitive requests may be denied at President's discretion
8. All full members of the society are entitled to the following:
 - (i) Stand and vote in Society Committee Elections at the AGM

- (ii) Vote in all Society Meetings (GM's and AGM's)
- 9. All associate members of the society are entitled to attend all society events subject to requirements set fourth in 3.2. The President reserves the right to restrict associate member participation where necessary.

ARTICLE 4 - COMMITTEE ROLES & JOB TITLES

1. As per the QMSU Constitution the Society must elect each year at an AGM of members a President and a Treasurer.
2. The society AGM will also elect a secretary.
3. Only full members of the society may take a role on the core committee.
4. The President, Treasurer and Secretary shall make up the core committee of the society. The rest of the committee shall be co-opted by the President who shall consult the Treasurer and Secretary in so far as is reasonable regarding appointments.
5. Only the core committee shall be named on the Presidents contract between the President and the VP Student Activities.
6. No member shall hold more than one core committee post
7. The VP Student Activities is to be made aware of any changes to the make-up of the core committee.
8. Job Descriptions of the core committee can be found in Appendix I. By being elected those members of the core committee accept that the constitution mandates them to fulfill the duties specified by the job description.

ARTICLE 5 - COMMITTEE RULES OF CONDUCT

1. Should a committee member fail to attend three (3) consecutive meetings (GM's, AGM's or Committee) without apologies given beforehand then they shall have deemed to have tendered their resignation.
2. If a member of the society (full of associate) feels that a member of the committee has acted unprofessionally or is not fulfilling their role correctly then they may make a complaint to the President, which must not be anonymous, but this will be treated confidentially.
3. The President following a complaint will then look into the matter and discuss with the individual(s) in question either discretely or as part of a Committee Meeting.
4. If the complaint is against the President, or the member complaining feels that the issue hasn't been dealt with severely enough they have the right to call a vote of no confidence at a general meeting or at the Annual general Meeting. To no confidence a member shall require a simple majority of 50% of the turnout +1 member.
5. Those sitting on the committee must not reveal to members the sexual identity of anyone else involved should they be spoken to in confidence.
6. Committee should not approach someone who attends an event in day-to-day situations unless they are aware that person is 'out' with their identity and won't have assumptions made about them. This clause exists to protect those who attend events but may not wish to have everyone made aware of their LGBT status.

ARTICLE 6 – FINANCE

1. All financial matters shall be dealt with in accordance with QMSU financial procedures as set forth under Regulation 3.11 of the QMSU Constitution.
2. Any expenditure from a society account held either with the union or elsewhere, may only be made by the President or Treasurer.
3. The Society does not accept liability for any debt or other obligation incurred by any of its Committee or other members, whether or not incurred on behalf of the society.

ARTICLE 7 - COMMITTEE MEETING (CM) RULES

1. Committee meetings shall be called by the core committee
2. The core committee shall meet at least once a month

3. The full committee shall meet at least twice a term
4. The President shall chair committee meetings. In their absence the Treasurer shall chair. In the absence of both the Secretary shall chair.
5. All decisions at committee meetings where no common consensus is found should be voted upon with a simple majority vote being sufficient.
6. If necessary the President shall have the casting vote
7. All society members have the right to add items to the committee agenda subject to requirements in 3.7(ii) and 3.7(v).
8. The Secretary shall take full minutes of each meeting, in their absence the President shall delegate to another committee member.
9. Approved minutes will be held by the Secretary who will archive them, but they must be distributed to other committee members both present and absent from the meeting.

ARTICLE 8 - GENERAL MEETING (GM) RULES

1. Any member of the society may attend, speak or vote at general meetings.
2. The President shall chair general meetings. In their absence the Treasurer shall chair. In the absence of both the Secretary shall chair.
3. The President shall, if necessary, have the casting vote.
4. Members must be notified of a general meeting three (3) days in advance stating clearly a confirmed time, date and venue.
5. General Meetings shall be called by the Society Committee as necessary
6. The Secretary must minute any general meetings called and ensure that these are available to members should they be requested within fourteen (14) days.
7. All society members have the right to add items to the general meeting agenda subject to requirements in 3.7(ii) and 3.7(v).
8. A General Meeting can take the form of an 'interactive forum' but somewhere during advertising must mention that this is a General Meeting of members.

ARTICLE 9 - ANNUAL GENERAL MEETING (AGM) RULES

1. AGM's are to be called once a year to elect the core committee for the following academic year and shall be held before the end of the second term.
2. Any member of the society may attend or speak at the AGM.
3. Only full members may vote at the AGM.
4. The elections are to be simple majority ballot elections run by a first-past-the-post system.
5. The returning officer for the elections shall be the outgoing President, in their absence or if there is a conflict of interests the Treasurer shall be the returning officer.
6. The elections are subject to regulations as per QMSU Constitution Reg. 12. Failure to abide by these regulations may result in your disqualification from elections subject to returning officers' discretion.
7. The quoracy rate for society elections is 50% of the paid society membership + 1 member as per QMSU Constitution.
8. The outgoing President shall chair the AGM. In their absence or if a conflict of interests exists the outgoing Treasurer shall chair.
9. Members must be notified of the AGM seven (7) days in advance stating clearly a confirmed time, date and venue.
10. The outgoing Secretary must minute the AGM and ensure that these are available to members within fourteen (14) days should they be requested.

ARTICLE 10 - CONSTITUTIONAL AMENDMENTS

1. Only a General Meeting (GM) or Annual General Meeting (AGM) may alter the Constitution or it's appendices.
2. Any alteration of the constitution or its appendices shall require a two thirds majority of those in attendance of a meeting of full members subject to rules governing General Meetings (GM's) or Annual General Meeting (AGM's)
3. Any changes to the constitution have immediate effect.

ARTICLE 11 - DISCIPLINARY PROCEEDURE

1. Disciplinary proceedings may be made against any member of the society (full or associate).
2. Any disciplinary proceedings shall take the form of the disciplined being asked to attend an extraordinary meeting of the core committee who shall meet specifically to deal with the issue in question.
3. All disciplinary proceedings shall follow the guidelines as laid down by QMSU.
4. It is recognised by this constitution that a college disciplinary is separate from that of the Society and QMSU. Any member who wishes to take an issue to college disciplinary must do so as a student of the college, the involvement of society members shall be at their own discretion. Any official involvement in the name of the Society shall be from the Committee and shall remain at their discretion.
5. Inappropriate behavior which warrants disciplinary procedure shall be defined as any act that contravenes society aims & objectives, or where one member is seen to be intentionally causing offense and discomfort to multiple other members.
6. A member who is deemed to have acted inappropriately may be warned by the committee, or if the act is considered grossly inappropriate it may result in a formal disciplinary with the core committee as laid out under Art.11.2.
7. A formal disciplinary may result in the member being denied membership as expressed under Art.3.2.
8. Any member has the right to appeal following a disciplinary to the President of the society, or following this the VP Student Activities.

ARTICLE 12 – THE WIDER QMSU

1. Where the society has been found to be ineffective the two LGBT Representatives on the QMSU Equal Opportunities Committee shall step in and run the society as co-presidents.
2. This will be following the President being no-confidenced at a General Meeting (GM) or Annual General Meeting (AGM).
3. The two Lgbt Representatives shall be ex-officio committee members by virtue of them being elected either by a cross campus bi-election or by co-option at a Union General Meeting (UGM)
4. Should QMSU undergo a governance review that alters this Article the President shall be mandated to alter this Article of the Constitution to reflect the changes. If an LGBT officer is created then where “Two LGBT Representatives” is read in Article 11.1 it will read ‘LGBT Officer’.

ARTICLE 13 - INTERPRETATION

1. In the event of a dispute regarding interpretation of any part of the Constitution the president should first be sought.
2. Following this the decision of the VP Student Activities should be sought. The decision of the VP Student Activities shall be final unless decided otherwise by a Union General Meeting (UGM).

ARTICLE 14 – APPROVAL

1. This document is for the running of the Queen Mary Student’s Union (QMSU) Lesbian Gay, Bisexual, Trans (Lgbt) Society and is signed by the members of the core committee of 2006 – 2007

Signed by core committee 2006-2007 and agreed by members at the Annual General Meeting held on 27th March 2007.

Alasdair Muir (President)

Laura Purl (Treasurer)

Sam Whear (Secretary)

APPENDIX I – CORE COMMITTEE JOB DESCRIPTIONS

(i) Society President

- Convenes and leads the Committee Meeting's, General Meetings and Annual General Meeting.
- When required will give the casting vote in Committee Meetings and General Meetings.
- First point of call for severe problems regarding the society.
- Monitors work done by committee members and ensures everyone is working efficiently.
- Monitor and act in response to complaints about the Society's services and the way the Society operates
- Has the right to perform any duty within the society and will perform any duty mandated by the committee or a General Meeting.
- Delegate work onto other committee members where appropriate.

(ii) Society Treasurer

- Shall be in charge of all matters relating to the Society's finance, including the preparation of the budget and the implementation of financial policies.
- In charge of the revenue generating services from external organisations
- Co-ordinate any fund raising activities with help of Committee where appropriate.
- To deputise for the President in their absence.

(iii) Society Secretary

- Shall act as clerk for all official meetings and ensure minutes are circulated.
- With President will ensure that the society & committee follow union regulations as set in Regulation 3 of the QMSU Constitution
- Will organise room bookings, events and elections where necessary.
- To deputise for the President in the absence of both the President and Treasurer.

(iv) General Provisions

- Terms of Office will run from 1st August of the new academic year to the 31st July of the following year.
- Following the AGM the core Committee will work with the new Core Committee Elect to ensure adequate handover is given and the new committee are prepared for the roles.