

# The Lesbian, Gay, Bisexual and Transgendered (LGBT) Society

## CORE CONSTITUTION

### 1 Name

1.1 The name of this Society shall be *the Lesbian, Gay, Bisexual and Transgendered (LGBT) Society*. Throughout this document it will be referred to as *the Society*.

### 2 Aims and Objectives

The Society shall exist:

- 2.1 To offer a safe, informal place for discussion amongst the members of the Society.
- 2.2 To promote wider discussion with and involvement in the wider community.
- 2.3 To offer a place for curious, open-minded, questioning or unsure students and staff to go without having to state their sexuality or gender identification.

### 3 Membership

- 3.1 Full membership shall be open to all full LGBT friendly Union Members.
- 3.2 Associate membership shall be open to all LGBT friendly staff and alumni of the University of Kent and to LGBT friendly students from other institutions.
- 3.2: A subscription shall be required as specified by the Societies Federation Committee for membership
- 3.3: Only the chair, secretary, treasurer and Communications officer are to be entitled to view the membership lists, which are to be compiled by the treasurer upon receipt of member subscription.
- 3.4 All references to *Members* in this Constitution shall be to *paid up Members* of the Society.

### 4 Member Entitlements

- 4.1 All Members of the Society, whether Full or Associate, shall be entitled to:
  - i. Attend, speak and place items on the agenda at all Society General Meetings.
  - ii. Attend, speak and place items on the agenda at all meetings of the Society Committee.
  - iii. Inspect all Society minutes at seven (7) calendar days' notice.
  - iv. Inspect the Society accounts at seven (7) calendar days' notice.
- 4.2 All Full Members of the Society are also entitled to:
  - i. Stand and vote in Society Committee Elections.
  - ii. Vote at all Society General Meetings.
- 4.3 All Associate Members of the Society shall be entitled to partake in Society events at the discretion of the Societies Federation Committee.

### 5 Government

- 5.1 All government of the Society shall be in accordance with this Constitution, Kent Union's Constitution and Rules and the Societies Federation Constitution.
- 5.2 The Society shall have a number of key decision-making bodies. In order, starting with that of highest authority, they are the following:

- i. The Society Annual General Meeting and the Society General Meeting.
- ii. The Society Committee Meeting.

### The General Meeting

5.3 The Annual General Meeting shall be held once per academic year during term time to elect a new Committee and shall be conducted in accordance with the Meeting Rules.

5.4 Society General Meetings may be called in accordance with the Meeting Rules.

### The Society Committee

5.5 The Society Committee shall consist of the following elected, voting, Executive Officers:

- i. Society President
- ii. Society Treasurer
- iii. Society Secretary
- iv. Vice President

5.6 The Executive Officers alone shall be entitled to pay out or withdraw funds from the Society's account, or to pay for Union services by internal transfer.

5.7 No Member shall hold more than one Executive post.

5.8 The Society Committee shall also consist of the following elected, voting Officers:

- i. Society Communications Officer
- ii. Society Entertainments Officer
- iii. Society Sub Entertainments Officer
- iv. Society Men's Officer
- v. Society Women's Officer

5.9 The Committee may co-opt such non-voting Officers as it considers necessary.

5.10 The Union Societies Federation Committee shall be informed of the names of all Society Officers.

5.11 The Union Societies Federation Committee shall be informed of any changes to the Committee structure.

### The Society Committee Meeting

5.12 The Committee Meeting shall be responsible within Constitutional limits for determining policy in accordance with the Committee Meeting Rules.

### The Society Committee Job Descriptions

5.13 Each committee member will attend to the following roles within the society:

- i. *Society President*
  - (a) Chairs/leads the meetings and discussions.
  - (b) Has casting vote in committee meetings.
  - (c) Is the Representative figurehead of the society.
  - (d) Monitors work done by committee members and ensures everyone is working efficiently
- ii. *Society Treasurer*
  - (a) Manages and budgets society finances.
  - (b) Countersigns all fund transfers from the Students Union
  - (c) Maintains the members list, confidentially.
  - (d) Co-ordinate any fund raising activities

iii. *Society Secretary*

- (a) Arranges committee meetings (which are at least once every two weeks).
- (b) Manages room bookings for society activities
- (c) Keeps minutes of committee meetings.
- (d) Ensures committee follow union rules and regulations (reads constitution).

*iv. Society Vice-President*

- (a) To support and assist the President.
- (b) Liaise with external contacts.
- (c) Maintain current contacts and create new ones.
- (d) Extend the society's interest in the community

*v. Society Communications Officer*

- (a) Manages the email lists.
- (b) Designs and organises distribution of posters.
- (c) Designs, manages and maintains the society website.
- (d) Electronically posts announcements to the society membership and the newsgroups.
- (e) Distributes the minutes provided by the Secretary (5.13.iii.c)

*vi. Society Entertainments Officer*

- (a) Formulates ideas for meetings, to aid discussion on the committee.
- (b) Organises all socials and events outside of usual meeting times (content of normal meetings is decided by the entire committee)

*vii. Society Sub Entertainments Officer*

- (a) To support and assist the Entertainments officer.
- (b) To support and assist the Communications officer with posters and the advertising of events.

*viii. Society Men's Officer*

- (a) To ensure that the committee is diverse.
- (b) To look after the best interest of the male section of the LGBT and ensure they are represented on the committee.
- (c) To stand for a role one must identify as a man.

*ix. Society Women's Officer*

- (a) To ensure that the committee is diverse.
- (b) To look after the best interest of the female section of the LGBT and ensure they are represented on the committee.
- (c) To stand for a role one must identify as a woman.

6.2 Confirmation of expenditure or withdrawal of money from the Society's account shall be validated by no means other than the signature of the Treasurer and one other Executive Officer.

6.3 Neither the Society nor Kent Union accepts any liability for any debt or other obligation incurred by any of its Officers or other Members, whether or not it is incurred on behalf of the Society.

## **7 Amendments**

7.1 The Society General Meeting shall be the sole body competent to amend the Constitution and Rules.

7.2 All amendments to the Constitution shall require the support of two-thirds of those voting at a General Meeting.

7.3 All amendments to the Rules shall require a simple majority in support, of those present and entitled to vote at a General Meeting, including abstentions.

7.4 Any approved amendments must be presented to the Student Activities Sabbatical Officer for approval before they come into effect.

## **8 Questionnaires and Surveys**

8.1 Anyone wishing to contact society members for questionnaires/surveys should contact the committee in advance.

8.2 The committee will decide if the questionnaire/survey is appropriate. If deemed so then the conductor of the survey will be invited to speak to the society for 5 minutes introducing it.

8.3 For the rest of the meeting the conductor shall not be present but copies of the questionnaire/survey shall be made available to society members who wish to participate.

## **9 Interpretation**

9.1 In the event of a dispute as to the interpretation of any part of the Constitution or Rules, the ruling of the Student Activities Sabbatical Officer shall be sought.

9.2 In the event of a challenge to the Student Activities Sabbatical Officer's ruling, the decision of the Union Council shall be final.

## **6 Finance**

6.1 All financial matters shall be dealt with in accordance with Kent Union's financial procedures.

# **The Lesbian, Gay, Bisexual and Transgendered (LGBT) Society**

## **RULES: GENERAL MEETINGS**

### **M 1 Who can come to a General Meeting?**

M 1.1 Any Member of the Society and any Member of Union Council may attend General Meetings in accordance with this Constitution and Rules. Any individuals who are not such members who wish to attend must receive permission from the Meeting.

### **M 2 Who may speak at a General Meeting?**

M 2.1 Any Member of the Society and any Member of Union Council may speak at a General Meeting. Any individuals who are not full Members may only speak with the permission of the Meeting.

### **M 3 Who may vote at a General Meeting?**

M 3.1 Only Society Members who are present at the meeting may vote.

M 3.2 The Chair shall have an original and, if necessary, casting vote

### **M 4 How many Members have to be there?**

M 4.1 The quorum for Society General Meetings is thirty percent (30%) of Society Members.

### **M 5 Who runs the Meeting?**

M 5.1 Unless absent, the President shall ordinarily chair the Meeting.

M 5.2 The Society Committee may, in the case of the President's absence, appoint an alternative Chairperson by simple majority vote.

### **M 6 How must Members be notified of a Meeting?**

M 6.1 Notice of any General Meeting shall be given at least three (3) days in advance, stating clearly date, time and place.

M 6.2 Notice of any General Meeting pertaining to the alteration of the Society Constitution and/or Rules shall be given to the Societies Federation Committee.

### **M 7 How to call a Society General Meeting**

M 7.1 A Society General Meeting shall be called by the Society Committee as necessary.

M 7.2 In addition, the Secretary must call a Society General Meeting if handed a petition signed by at least ten percent (10%) of Society Members.

M 7.3 The Secretary may accept a petition gathered electronically, provided they are satisfied as to its authenticity.

M 7.4 The Secretary shall make arrangements for the General Meeting to be held on a date not exceeding five (5) academic days from receipt of notice.

### **M 8 Minutes**

M 8.1 The Society shall keep at least one paper copy of the minutes of any General Meeting.

## **The Lesbian, Gay, Bisexual and Transgendered (LGBT) Society**

## **RULES: COMMITTEE MEETINGS**

### **CM 1 Calling of Meetings**

CM 1.1 Committee Meetings shall be convened by the Secretary, or another Officer appointed by the Committee, on a regular basis.

CM 1.2 The Communications officer shall be responsible for publication of details of all Meetings at least three (3) academic days before the Meeting.

### **CM 2 Chairing**

CM 2.1 Committee Meetings will be ordinarily chaired by the Society President.

### **CM 3 Quorum**

CM 3.1 The quorum for Committee Meetings shall be fifty percent (50%) plus one (1) of the voting Committee Officers.

### **CM 4 Voting**

CM 4.1 All decisions shall be simple majority of decisions of all Committee Members present.

CM 4.2 The President shall have an original and, if necessary, casting vote.

### **CM 5 Agenda**

CM 5.1 Any Member shall be entitled to place items on the agenda up to two (2) days in advance of the Meeting.

CM 5.2 The agenda shall be published by the Secretary at least one (1) day in advance of the Meeting.

### **CM 6 Minutes**

CM 6.1 Full minutes will be taken at each Meeting and approved at each subsequent Meeting. The approved minutes will be held by the Secretary, but will also be distributed to Committee Members.

# **The Lesbian, Gay, Bisexual and Transgendered (LGBT) Society**

## **RULES: ELECTIONS**

### **E 1 Application**

E 1.1 These Election Rules shall apply to all elections conducted within the Society.

### **E 2 Nominations**

E 2.1 All Full Members shall be entitled to stand for any position.

E 2.2 Nominations for any post shall not close until immediately before the vote takes place.

### **E 3 Voting**

E 3.1 The vote shall be held at a General Meeting.

E 3.2 The vote shall be by simple majority of Full Members present.

E 3.3 The Societies Federation Committee shall be informed of the General Meeting in advance.

E 3.4 The Societies Federation Committee shall be informed of the election results within one (1) week of the count.

E 3.5 The Societies Federation Committee shall be called upon to settle any matters arising from the elections.

E 3.6 If called upon, the decision of the Societies Federation Committee shall be final.

### **E 4 The Count**

E 4.1 There shall be three non-voting counters appointed by the Committee.

E 4.2 The count shall take place at the same General Meeting as the vote.

# **The Lesbian, Gay, Bisexual and Transgendered (LGBT) Society**

## **RULES: DISCIPLINE**

### **D 1 Disciplinary Measures**

D 1.1 Disciplinary measures may be implemented against any Society Member, whether Full or Associate.

D 1.2 All disciplinary measures shall be executed in accordance with any Union rules in place for such purposes.

### **D 2 Inappropriate behaviour**

D 2.1 Inappropriate behaviour at a Society meeting is defined as behaviour contravening the Society's policy of confidentiality, or members seen to be intentionally causing offence and discomfort to multiple members of the Society, or members intentionally disrupting the plan for the Society Meeting.

D 2.2 A Society Member deemed acting inappropriately at a Society meeting by the society committee may be warned s/he is doing so by a member of the society executive committee.

D 2.3 Any Society Member who receives three such warnings then may be held accountable to the Society committee at the next committee meeting. Should they be determined as intentionally acting inappropriately, the Society Committee may vote on excluding the offending member from the Society meetings. Any successful vote will need to be ratified by Society's Federation Committee.

D 2.4 All members of the Society have the right to appeal any decision to exclude them from meetings. They may do this by approaching the Student Activities Sabbatical officer. At this point the Student Union's disciplinary policy will be used by that officer to determine whether or not the exclusion was justified, if necessary.