



CONSTITUTION WORCESTERSHIRE PRIDE

1. Name

The name of the organisation shall be **Worcestershire Pride** herein after referred to as the organisation.

2. Legal Structure

Unincorporated Association

3. Aims and Objectives

The key aims of the organisation shall be:

- i. To organise an annual event that celebrates LGBTQ+ (Lesbian, gay, bisexual, transgender, queer and other marginalised sexual minorities and non-binary gender persons) identity and community in Worcestershire, that is none-the-less inclusive and welcomes all.
- ii. To help foster an environment of diversity, tolerance, inclusivity and equality in Worcestershire and where relevant, nationwide.
- iii. To participate actively in building an LGBTQ+ community in Worcestershire and where relevant, nationwide.
- iv. To showcase the creative and artistic talents of LGBTQ+ people and straight allies in Worcestershire.
- v. To organise such events, year round, as will support and fundraise for the above.

4. Membership

- 4.1 Membership of the organisation shall be open to anyone residing or working in Worcestershire who supports the aims of the organisation and participates in its activities.
- 4.2 Membership is free to those who support the organisation through voluntary involvement, through volunteering services to the organisation or at the discretion of the committee.
- 4.3 The committee will set a fee annually for membership to those (not covered in 4.2) who wish to attend the Annual General Meeting. This fee to be collected at the Annual General Meeting.
- 4.4 People cease to be a member if any of the following apply, except at the discretion of the committee. If they:
 - i. Stop living or working in Worcestershire
 - ii. Stop attending meetings or participating in activities of the organisation
 - iii. Where applicable, do not pay the annual fee or request to be removed as a member
 - iv. Do anything that goes against the aims of the organisation or which brings the organisation into disrepute
- 4.5 A confidential list of members will be kept by the committee's Secretary.

5. The Committee

- 5.1** The committee shall be responsible for the running of the organisation and will convene at least once a month on a day outlined at the first or most recent committee meeting, but may meet more frequently where required.
- 5.2** The members of the committee shall be as follows:
- i.** Chair
 - ii.** Secretary
 - iii.** Treasurer
 - iv.** Other heads of subcommittees elected as required

6. Appointment of the Committee

- 6.1** The appointment of committee members (i, ii, iii) shall be via a democratic vote to take place at the organisation's Annual General Meeting.
- 6.2** The election of heads of subcommittees will take place at committee meetings.
- 6.3** Appointments to the committee will respect the equal opportunities policy of the organisation and additionally the committee will aim to be representative of the diversity of its constituents in regard to gender, ethnicity, disability and sexual orientation.
- 6.4** Membership of the committee will be for one year (defined as the time between Annual General Meetings) and will cease and require re-appointment at the Annual General Meeting. Committee members have the right to opt to not stand for re-election and still remain members of the organisation.

7. Removal of Committee Members

- 7.1** A motion of no confidence in any committee member may be called in any committee by either a petition signed by at least 10% of the membership of the organisation, or by a two-thirds majority vote at a committee meeting.
- 7.2** If a no confidence motion is called then a Special General Meeting must be called and in order for the no confidence motion to be carried it must be supported by two-thirds of those present and voting.
- 7.3** If the no confidence motion is successful, then a replacement committee member should be elected democratically at the Special General Meeting.

8. Duties of Committee Members

- 8.1** The Chair shall:
- i.** Chair meetings democratically, ensuring they are conducted properly. In this respect, that all those present are given the opportunity to participate and, where required, vote. The chair will keep order and ensure that all matters on the agenda are covered within the timeframe of the meeting or commuted to a subsequent meeting and placed at the top of the agenda for that meeting.
 - ii.** Act as the organisation's first representative to all external bodies and act as a good ambassador for the organisation and its aims; entering into such negotiations and contracts, as are deemed necessary by the committee, with stakeholders and outside agencies.
 - iii.** Along with the Secretary or Treasurer, compile such reports as are necessary.
 - iv.** Nominate a deputy in the event that they are unable to undertake the above.

8.2 The Secretary shall:

- i. Maintain up to date records of organisation membership including contact details for all society members.
- ii. Minute and keep record of all the organisation's meetings and ensure that these details are made available to members of the committee.
- iii. Ensure that the society is, on an annual basis, affiliated to any appropriate national and regional governing bodies.
- iv. Ensure that the society's activities are visible to the organisation's members.
- v. Along with the Chair or Treasurer or subcommittee head, be responsible for the compiling of any necessary reports.

8.3 The Treasurer shall:

- i. Oversee the financial accounts of the organisation and produce transparent records of income and expenditure.
- ii. Collect all monies received from the organisation's events and ensure all money is banked.
- iii. Liaise with the rest of the committee to complete any grant application forms or sponsorship proposals.
- iv. Submit an annual financial report to the Annual General Meeting, which is compiled along with the Secretary, and compile any other financial reports as are necessary for external stakeholders, funders or other agencies, along with a subcommittee head or the Chair.
- v. Be responsible for maintaining overall control over the organisation's finances and ensuring all the organisation's activities or expenditure are financially viable and that all receipts, invoices and other records of finance are kept up to date.

8.4 Other Heads of Subcommittees shall:

- i. Be nominated and elected democratically at a committee meeting (to be reflected in the minutes).
- ii. Be responsible for a specific task or area of activity in furtherance of the organisation's aims.
- iii. Produce and be bound by a job description that is ratified at a committee meeting.
- iv. Report to the Chair.

9 Meetings

9.1 Committee meetings will take place at least one a month and can be called by either:

- i. The consensus of the committee at a previous committee meeting (the date for the next meeting to be set as the last item of the agenda of a committee meeting)

or
- ii. Written request signed by at least half of the membership.

9.1.1 In order for a committee meeting to take place (quorum) at least two of the principal members (Chair, Secretary and Treasurer, or their duly appointed deputy) plus at least one other committee member (with or without portfolio) must be present.

9.2 General Meetings can be called in order to undertake community consultation or to report to the community about the activities of the organisation. At least one General Meeting should be held annually.

- 9.2.1 In order to call a General Meeting the committee must set a date at a committee meeting and give at least one month's notice to the membership and wider community through publishing the date and location of the meeting on its official website and through its social media and email list, as well as notifying relevant stakeholders, funders and partners.
- 9.2.2 Quorum will be at least four members of the committee plus at least four other persons.
- 9.2.3 Attendance at a General Meeting is free and is open to the committee, members and non-members from within the LGBTQ+ community and its allies.
- 9.3 **Annual General Meetings** must be held at least once a year, no longer than 15 months apart.
 - 9.3.1 Notice of the date of the Annual General Meeting must be given by the committee at least six weeks prior to the date of the meeting through publishing the date and location of the meeting on its official website and through its social media and email list, as well as notifying relevant stakeholders, funders and partners.
 - 9.3.2 Members can submit items for discussion up to four weeks prior to the Annual General Meeting.
 - 9.3.3 Nominations for the appointment of committee members will be made at the meeting.
 - 9.3.4 Quorum will be all three principal members of the outgoing committee (or duly appointed deputy) plus at least one other member of the committee and at least ten non-committee members.
 - 9.3.5 The Annual General Meeting is only open to the committee and members.
- 9.4 **Special General Meeting** can be called in order to discuss important or urgent matters such as urgent changes to the constitution or the dismissal and re-election of committee members.
 - 9.4.1 In order to call a Special General Meeting the committee must set a date at a committee meeting and give at least one month's notice to the membership through publishing the date and location of the meeting on its official website and through its social media and email list, as well as notifying relevant stakeholders, funders and partners.
 - 9.4.2 Quorum will be all three principal members of the outgoing committee (or duly appointed deputy) plus at least one other member of the committee and at least ten non-committee members.
 - 9.4.3 A Special General Meeting is only open to the committee and members.

10 Rules of Procedure

- 10.1 Motions will be proposed and seconded prior to debate and/or vote.
- 10.2 The committee will seek to arrive at decisions through consensus.
- 10.3 Failing this, the committee will enter into a majority vote through a show of hands. In the event of an even split, the Chair, Secretary and Treasurer (or duly appointed deputy) will each have an additional deciding vote.
- 10.4 The committee will conduct all meetings and decision making processes in accordance with the organisation's code of conduct.

11 Finance

- 11.1** A bank account will be maintained through a bank chosen by the committee and all funds will pass through the bank account.
- 11.2** Two members of the committee will be signatories on the account and all cheques or online transactions will require two signatures or equivalent authorisations.
- 11.3** All expenditure over £100 will need to be authorised with two signatures of committee members only one of whom may be a signatory on the account.
- 11.4** The Treasurer will make available a quarterly record of accounts to the committee.
- 11.5** The Treasurer will deliver a financial report and statement of accounts to the Annual General Meeting, which will also be published on the organisation's website. Names of donors who wish to remain anonymous will not be included.
- 11.6** All money raised by the organisation will only be spent on the objects of the Constitution listed under '3 Aims and Objectives'.
- 11.7** The organisation is a non-profit entity and as such any funds remaining in the account after all creditors have been paid (for the annual Worcestershire Pride event) will remain in the account and be contributed to the following year's event.

12 The Constitution (6 pages)

- 12.1** The Constitution will be published on the organisation's official website and made available by other means to anyone unable to access it via the website, upon request.
- 12.2** Changes to the Constitution can be made at the Annual General Meeting or a Special General Meeting. Notice of proposed changes should be announced along with notification of the meeting.
- 12.3** Changes to the constitution can only be made by a two thirds majority vote through a show of hands.

13 Dissolution

The committee can decide to dissolve the organisation if:

- i.** The activities of the organisation cease for a period exceeding one year.
or
 - ii.** There are no nominees for positions on the committee.
- 13.1** In the event of the dissolution of the organisation any remaining money or assets must be donated to an alternative organisation or charity with compatible aims and objectives.
 - 13.2** Notification of dissolution must be sent to members and published on the organisation's official website within one month of the decision to dissolve.
 - 13.3** Dissolution, including the closing of accounts and redistribution of funds and assets, should be completed within two months of the decision being made public.

14 Adoption of the Constitution

This Constitution is formerly adopted by the Committee following at a suitably conducted meeting of the committee on:

DATE

NAMES and SIGNATURES:

Name of Chair:

Signature _____.

Name of Secretary:

Signature _____.

Name of Treasurer:

Signature _____.

Name of Committee Member:

Signature _____.