

LGBT+ Thamesmead: Governing constitution

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Review notes	To be reviewed at least once per year

1. Name

The name of the unincorporated association is **LGBT+ Thamesmead**.

2. Aims

The aims of LGBT+ Thamesmead will be:

- to provide safe spaces, organise events and arrange activities for LGBTQ+ people in and around Thamesmead to meet, socialise and find a strong, local peer-to-peer support network
- to work with other local community groups, charities and businesses to help foster strong community ties across Thamesmead and the surrounding area
- to help foster a thriving, vibrant and visible LGBTQ+ community in Thamesmead and the surrounding area by organising and managing a range of events and activities spanning arts and crafts, culture and heritage, sports, health and wellbeing, and community development
- to fundraise with the explicit purpose of providing activities, resources and help to meet the diverse and wide-ranging needs of people that identify as LGBTQ+ in Thamesmead and the surrounding area and support their individual and collective wellbeing

3. Membership

3.1 Attending events and activities

LGBT+ Thamesmead is an inclusive community group that welcomes anyone who supports its aims, specified in Section 2 of this constitution.

There are no requirements or criteria at all for a person to attend or participate in any events, activities, groups or services that are organised or managed by LGBT+ Thamesmead.

A person can choose to stop participating in events, activities, groups or services at any time. There are no requirements, steps or processes that need to be followed to stop participating.

3.2 Association Membership

Association Membership is open to anyone who:

- is an already active group member who has attended at least 3 events or activities organised by LGBT+ Thamesmead and is known to at least 1 member of the Management Committee
- is over the age of 18
- supports the aims of LGBT+ Thamesmead
- wishes to attend, speak and vote on proposals and decisions at Annual General Meetings, Special General Meetings and General Meetings
- wishes to receive digital copies of all agendas, minutes, financial statements and year end reports – physical copies must be requested and will incur a small charge to cover the cost of printing

The annual membership fee will be reviewed and agreed again yearly during the Annual General Meeting (AGM) and will be payable by all Association Members. This fee will go towards covering the administrative costs associated with running the group.

Association Membership will begin as soon as the Association Membership form and first annual payment has been received.

The annual Association Membership fee from October 2024 to the end of September 2025 is £5.00.

A list of all Association Members will be kept by the Management Committee.

3.3 Ceasing to be an Association Member

A person can choose to stop being an Association Member at any time. To do so, they should confirm this in writing to the Management Committee either as an email or as a physical letter.

Any Association Member who has not paid their annual membership fee for longer than 1 year will be contacted by the Management Committee, who will then decide whether that member is deemed to have resigned.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy (found in Section 4 of this constitution) may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated.

Before a final decision is made, the person shall have the right to:

- be heard by the Management Committee
- be accompanied by another person of their choosing if they wish

4. Equal Opportunities

LGBT+ Thamesmead will not discriminate on the grounds of sex, race (including colour, ethnic or national origin), sexual orientation, disability, gender reassignment, religious or political belief, pregnancy or maternity, marital status or age.

5. Management Committee and Officers

The business of the group will be carried out by the Management Committee. The Committee will meet as necessary and no less than 3 times per year.

The Committee will consist of a minimum of 3 Managing Officers – the Chair, the Secretary and the Treasurer.

If possible, the Committee should ideally also include a Site Officer and a Catering & Bar Officer.

Additional roles may be added at any time if deemed necessary by the Committee to help with the smooth running of LGBT+ Thamesmead. Vacancies for any newly created Committee role will be advertised to Association Members of LGBT+ Thamesmead to register their interest in volunteering for. If more than one Member applies, the successful

applicant will be elected by a vote at a Special General Meeting or next AGM or General Meeting.

The roles and responsibilities of the Committee are:

1. **The Chair:** to lead meetings and look after general planning and supervision of the group
2. **The Secretary:** to look after correspondence, arrange LGBT+ Thamesmead meetings as described in Section 6 of this constitution, undertake administrative activities, take minutes and notes, and distribute meeting papers and other essential information as required
3. **The Treasurer:** to look after budgets, oversee and manage financial transactions, maintain accounts, and keep an accurate record of all financial activity
4. **Site Officer:** to work with venues and suppliers for larger-scale events that are organised and managed by LGBT+ Thamesmead, including site layouts, obtaining ropes, poles or warning signs, check that venue facilities and maintenance practices comply with the requirements set out the event's Risk Assessment, and to either set up or supervise the set-up of any lighting and sound systems (depending on qualifications)
5. **Bar Officer:** to work with venues and suppliers for larger-scale events that are organised and managed by LGBT+ Thamesmead to ensure that bar licences, appropriate stock and staff are in place, and if necessary, to undertake bartending duties if appropriately licenced to do so

In the event of a Committee Member standing down during the year, a replacement will be elected at the next General Meeting.

Any Committee member who misses meetings without apology for longer than 1 year will be contacted by the Committee and asked whether they'd like to continue in the role or would prefer to step down.

6. Meetings

6.1. Annual General Meetings

An Annual General Meeting (AGM) will be held between 12 to 15 months after the previous AGM.

All Association Members of LGBT+ Thamesmead will be notified of the meeting's location, date and start time by email and group chat announcement message at least 2 weeks before the AGM is scheduled to take place.

Any items for inclusion in the AGM agenda must be submitted to the Secretary by email at least 7 days before the AGM. An agenda for the meeting will be circulated 5 days before the AGM.

The minimum number of attendees for the AGM will be 10% of the Association Membership or at least 7 Association Members, whichever is the greater number.

At the AGM:

- the Committee will present a report of the work of LGBT+ Thamesmead since the previous AGM
- the Treasurer will present the financial accounts of LGBT+ Thamesmead since the previous AGM
- the Committee for the next year shall be elected
- any proposals given to the Committee at least 5 days before the meeting will be discussed

AGMs will be open to any Association Member of LGBT+ Thamesmead that wishes to attend, speak on topics, and vote on decisions.

Anyone who is not an Association Member may attend with the approval of the Committee and may speak if invited to do so, but cannot vote.

6.2 Special General Meetings

The Committee will call a Special General Meeting either at the request of the majority of the Committee or if at least 7 Association Members of LGBT+ Thamesmead submit a written request to the Committee and state the reason for their request.

Meetings will take place within 30 days of the successful request.

All Association Members of LGBT+ Thamesmead will be notified of the Special General Meeting's location, date and start time in writing by email and group chat announcement message at least 2 weeks before the meeting.

An agenda for the meeting will be circulated 3 days before the Special General Meeting.

The minimum number of attendees for the Special General Meeting will be 10% of the Association Membership or at least 7 Association Members, whichever is the greater number.

AGMs will be open to any Association Members of LGBT+ Thamesmead, who can speak on the specific topic of the Special General Meeting when invited and vote on decisions.

Anyone who is not an Association Member cannot attend Special General Meetings unless invited by or with the approval of the Committee.

6.3 General Meetings

General Meetings are open to all Association Members and will be held at least once every 3 months or more often if necessary.

All LGBT+ Thamesmead Association Members will be notified of the General Meeting's location, date and start time in writing by email and group chat announcement message at least 2 weeks beforehand.

Any items for inclusion in the General Meeting agenda must be submitted to the Secretary by email at least 5 days before the AGM. An agenda for the meeting will be circulated 3 days before the General Meeting.

The minimum number of attendees for a General Meeting will be 10% of the Association Membership or at least 7 Association Members, whichever is the greater number.

6.4 Committee Meetings

Committee Meetings may be called by the Chair, Secretary or Treasurer.

All Association Members of LGBT+ Thamesmead will be notified of the Committee Meeting's location, date and start time in writing by email and group chat announcement message at least 2 weeks beforehand.

Any items for inclusion in the Committee Meeting agenda must be submitted to the Secretary by email at least 5 days before the AGM. An agenda for the meeting will be circulated 3 days before the Committee Meeting.

The minimum number of attendees for a Committee Meeting is 3 Committee Members.

Committee Meetings will be open to any Association Member of LGBT+ Thamesmead that wishes to attend and speak on topics when invited, but cannot vote on decisions. Anyone who is not an Association Member may attend if invited by the Committee.

7. Rules of Procedure for meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached, a vote will be take place and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the Chair of the meeting will have the casting vote.

8. Finances

An account will be maintained on behalf of the Association at a bank agreed by the Committee. 3 Committee Members will be signatories. The signatories cannot be related, nor can they be members of the same household.

All payments must be signed off by 2 signatories.

For cheque payments, the signatories will sign the cheque. For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note must be signed by the signatories and held by the Committee.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.

All money raised by or on behalf of LGBT+ Thamesmead is only to be used to further the aims of the group, specified in Section 2 of this constitution.

9. Amendments to the constitution

Amendments to this constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be submitted to the Committee in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those who are present and entitled to vote.

10. Dissolution

If a meeting, by simple majority, determines that it is necessary to close LGBT+ Thamesmead, it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group, following on from any outstanding debts being paid, all remaining money and other assets will be donated to a local charitable organisation. The recipient organisation will be agreed at the meeting which agrees the dissolution.

This constitution was agreed at the Inaugural General Meeting of LGBT+ Thamesmead on:

Date: Wednesday 9th October, 2024

Names, signatures and roles during this meeting:

Riordan Tyson, Chair

Amanda Brent, Secretary

Jamie Zubairi, Treasurer