

# GayWest Constitution

September 2015

1. **NAME** The Name of the Group shall be GayWest.
2. **DEFINITION** The Group shall be a social and support group for gay men, lesbian, bisexual, transgender persons and all others of a gender minority.
3. **AIMS**  
The aims of the Group shall be:-
  - (a) To provide social activities, information and support .
  - (b) To work with other groups and organisations towards an integrated gay community.
4. **EQUAL OPPORTUNITIES POLICY** GayWest is fully committed to active promotion of Equal Opportunities. No person shall be treated less favourably on the grounds of age, disabilities, HIV status, ethnic origin, gender, marital status, religious belief or sexual orientation. This relates to direct or indirect discrimination or behaviour.
5. **AFFILIATION** The Group shall be affiliated to such groups and organisations as are deemed appropriate.
6. **MEMBERSHIP**
  - ( a ) Membership shall be open to gay men, lesbian, bisexual, transgender persons and other persons who support the aims of the Group, upon payment of the annual subscription.
  - ( b ) Joint membership shall be available to two persons living at the same address and who agree to receive a joint mailing of the Group's magazine.
  - ( c ) The committee reserves the right to refuse an application or terminate membership of the Group should anyone:-
    1. Bring the name of the Group into disrepute.
    2. Act in such a way deemed to be disruptive or prejudicial to the aims or running of the Group.

7. **MEMBERSHIP SUBSCRIPTION** The Annual subscription of the Group shall be determined and reviewed periodically by the committee.
8. **MANAGEMENT COMMITTEE** The Group shall be managed by a committee comprising of up to twelve members and shall include as follows:
- ( a ) Chair, the main contact for the Group, responsible for the day-to-day running of the Group and co-ordination of the Group’s activities. The Chair must also ensure that the Group operates within the spirit of the Constitution.
  - ( b ) Secretary, responsible for collecting, distributing and replying to Group correspondence, when deemed necessary.
  - ( c ) Treasurer, responsible for maintaining control of the Group’s financial records, production of a financial report statement at every committee meeting, annual accounts for the Annual General Meeting, which clearly reflect the income and expenditure of the Group.
  - ( d ) Membership Secretary, responsible for receiving and registering new applications for membership, recording dates of membership renewal and preparing mailing lists for the Group’s Magazine.
9. **ELECTION OF THE COMMITTEE** The committee, comprising of members only, shall be elected at the Annual General Meeting to be held in September and hold office for one year.
10. **COMMITTEE NOMINATIONS**
- ( a ) Nominations for the committee shall be made in writing to arrive not later than fourteen days prior to the date of the Annual General Meeting (AGM) or Extraordinary General Meeting (EGM).  
Nominations shall be proposed and seconded by two members of the Group and shall include the written consent of the nominee (s).
  - ( b ) Individual Nominations may be made for the positions of Chair, Secretary, Treasurer and Membership Secretary. All other posts will be appointed from the remaining elected committee members at the next committee meeting, or
  - ( c ) Bulk nomination for the whole committee.

11. **COMMITTEE BALLOT**

( a ) Only members are eligible to vote.

( b ) Voting for committee members shall be by a secret ballot if necessary.

Where a secret ballot is needed, the following should be adhered to. The whole process is to be carried out by two non committee members of the Group, who will name the Nominee, Proposer and Secunder, then conduct the secret paper ballot, afterwards handing the results to the Chair to announce the outcome.

**POSTAL or EMAIL VOTING**

If a postal or email vote is necessary, and if a member is expected to vote for an officer, then a list of those willing to stand along with a short profile of them, needs to be published in plenty of time, so that members have the chance to make a decision and get their vote back to the Secretary.

1. to be verified and

2. to be counted.

Each member has a single vote.

12. **COMMITTEE MEMBER DISMISSAL** A committee member may be dismissed from the committee should a majority of the committee deem their behaviour to be disruptive or inappropriate to the aims of the Group or that they are not fulfilling the responsibilities of their position. The Chair shall have the casting vote.

13. **EXTRA-ORDINARY GENERAL MEETING (EGM)** May be requested by a majority vote of the committee or by a minimum of 25% of the Group's members, giving a member of the committee details of the matter they wish to discuss, signed by the necessary numbers of members.

14. **COMMITTEE MEETINGS**

( a ) The committee shall meet monthly to attend to Group business. Meetings shall be open to members who must be given seven days notice of such meetings.

( b ) Committee members will be expected to attend a minimum of 75% of all committee meetings during their time of office. Any committee member attending less than this may be deemed to have resigned.

( c ) If a vote is required, the Chair or the Chair's nominee may at his discretion have the casting vote.

## **COMMITTEE MEETINGS—Continued**

( d ) The quorum for the committee meeting shall be six members or 50% of the committee.

( e ) The committee may co-opt members to fill posts that remain or fall vacant, this shall be a majority vote of the committee.

15. **SUB COMMITTEES** The committee shall be able to set up sub committees to handle special projects, for example, Information Technology, Events. Any subcommittee must report to the committee before committing the Group to any action, policy or expense.
16. **BANK ACCOUNTS** The Group shall open appropriate bank accounts or any other accounts at financial institutions as it is deemed necessary. All accounts shall be held in the name of the Group. Any instrument drawn on any account in the name of the Group shall be signed by the Treasurer and one other officer of the committee.
17. **FINANCIAL GAIN**
  - ( a ) No member of the Group shall make any financial gain from their involvement, except through professional advertising in the Group magazine.
  - ( b ) All members may claim reimbursement for reasonable expenses incurred in the name of the Group as agreed by the Treasurer and the committee.
18. **DISSOLUTION** The Group may be dissolved only at an (AGM) or (EGM) by a ballot of members. A two-thirds majority is required to wind up the Group. In the event of dissolution of the Group, its physical and electronic archive shall be donated to Bristol Record Office. After all it's debts are paid all other assets shall be transferred to any local or national group or groups acceptable to the membership.
19. **CONSTITUTIONAL AMMENDMENTS** The constitution may be amended at an (AGM) or (EGM) providing there is a two-thirds majority of those attending in favour of the amendment. Members shall have reasonable advance notice of any proposed changes to the constitution.