

KINGSTON UNIVERSITY LGBT SOCIETY CONSTITUTION

1. **NAME** The society shall be called Kingston University LGBT Society

2. **AIMS & OBJECTIVES**

1. Kingston University LGBT Society aims to create a safe place for lesbian, gay, bisexual and trans students, inclusive of asexual, heterosexual and students who identify as queer, regardless of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability, sexual orientation, religion, gender, social or cultural background, age or health status.
2. Kingston University LGBT Society shall provide a social atmosphere for LGBT students and engage in social and/or educational community activities and events.
3. Kingston University LGBT Society shall act as a campaigning group, working as an advocate for the rights and welfare of LGBT people in the university, the local community, nationally and globally.

3. **MEMBERSHIP**

1. Membership shall be open to all members of Kingston University Students Union.
2. The annual subscription and all other membership fees shall be determined at the AGM of the society, in line with the Union recommendations. A minimum fee will be set by the Union.

4. **THE COMMITTEE**

1. The Committee shall consist of at least;
 - (i) The Women's Officer
 - (ii) The Open Place Officer
 - (iii) The Secretary
 - (iv) The Treasurer
 - (v) The Publicity Officer
- 2a. The Committee shall be elected annually under the terms of appendix A to this constitution.
- 2b. The Committee shall be responsible to the members of the Society for the day to day running of the society.
3. All additional committee roles must be decided at the Society's AGM (appendix A) or at an Extraordinary General Meeting (EGM) (appendix A) and the constitution will be altered accordingly.

5. **DUTIES OF COMMITTEE MEMBERS**

- 1 The women's officer and open place officer shall be responsible for the general day-to-day running of the society and shall be entitled to represent the society at all times in matters affecting its interests. This includes scheduling

regular meetings of the committee and the society and communicating with relevant organisations. They shall be entitled to take the chair at all meetings of the society at which they are present. The women's officer and open place officer shall also have responsibility for all society elections.

- 2 The Secretary, unless other members are designated by the Committee, shall be responsible for assisting the women's officer and open place officer in the calling of meetings, the preparation of agenda for such meetings, the keeping and preparing of minutes for such meetings, the conduct of correspondence on behalf of the society and keeping the VP Activities and Activities Coordinator informed of the names and addresses of Officers of the Society and of any amendments to this constitution.
- 3 The Treasurer shall be responsible to the Committee for all the Society's expenditure. S/he will be responsible for setting the budget alongside the president and for applying for additional funding throughout the year.
- 4 The Publicity Officer shall be responsible for positively promoting Kingston University LGBT Society, its activities and events, according to the guidance and agreement of The Committee.
- 5 The Committee may allocate to members such duties as it sees fit.

6. **FINANCE**

- 1 The finances of the society shall be conducted in accordance with the relevant sections of the KUSU Constitution and with the Union Constitution financial procedures (copies are available online www.kusu.co.uk) and with any operational instruction from the Activities Coordinator and VP Activities.
- 2 The financial year runs between the periods August 1st to July 31st. The Society will receive the exact amount spent from Soc 1 from the previous year and can apply for additional funding on the last day of every month.
- 3 The Society's accounts shall be available for inspection at all times by the VP Activities and Activities Coordinator.
- 4 The Union can only allocate funds to societies whose constitution has been ratified by the KUSU Executive Committee.
- 5 The treasurer, women's officer and open place officer shall be responsible for the finances of the society and shall be held to account by the membership of the society and the VP Activities.

7. **MEETINGS**

Meetings shall be conducted in accordance with Appendix B to this constitution.

8. **AMENDMENTS**

1. This Constitution and Appendices may be amended at a Extraordinary General Meeting or Annual General and that notice to call the meeting contains a statement of the proposed amendment.
2. All amendments must be communicated to VP Activities and Activities Coordinator within 10 working days.

9. **THE UNION CONSITUTION**

This constitution, however it shall be amended, shall at all times comply with the relevant sections of the KUSU Constitution and its Appendices, moreover, no section of this constitution which conflicts with it shall be valid.

10. **SAFEKEEPING OF CONSITUTION**

- 1 One copy of this Constitution and its Appendices, howsoever amended, shall be kept by the women's officer and open place officer and shall be available for consultation by any members of the Society at reasonable time.
- 2 One copy of this constitution and its Appendices, howsoever amended, shall be deposited with the Activities Coordinator.
- 3 In the case of dispute, the copy of the Constitution and its Appendices described under section 10.2 above shall be deemed to be the authoritative version.

11. **DECLARATION**

I agree to abide and enforce the rules of the Society Constitution.

Name _____

Signed _____

Date _____

APPENDIX A

ELECTIONS

1. The Committee positions detailed above shall be elected during the first six weeks of the Summer term and shall take office from the first of July until 30th June, or until they are removed from office under 10 below, whichever be the earliest. KUSU can offer support at the AGM with officer or staff presence.
2. Any other committee positions decided at the AGM or an EGM, inline with 4.3 above, shall be elected at the respective meeting and a member elected to fill such vacancy shall take office immediately and shall stay in office until June 30th of that academic year or until they are removed from office under 10 below, whichever be the earliest.
3. Minutes and the names and contact information for the incoming committee must be delivered to the Student Activities Coordinator not more than one week after the AGM.
- 4a. The women's officer and open place officer shall be responsible for the fair conduct of the elections.
- 4b. In the event where the women's officer is running for election to next year's committee, the open place officer shall take responsibility for the elections, and vice versa. If both women's officer and open place officer are running for election to next year's committee, the secretary shall take responsibility for the elections. If no uninvolved officials are able to hold the election then either the VP Activities or Student Activities Coordinator will take responsibility for the election.
5. Notice of elections shall be posted and sent to all members at least ten days before the AGM and shall contain;
 - (i) The date, time, place of the AGM
 - (ii) The posts for which nominations are invited
 - (iii) The form nominations shall take
 - (iv) The closing date for nominations
 - (v) The person(s) to whom nominations shall be delivered and the mode of delivery
6. Nominations should be in writing or where necessary from the floor at the time of the election.
8. Elections shall be by simple majority. In the case of a tie a coin will be tossed.
9. Only members of the society defined under 3.1 of the constitution shall be entitled to vote for any committee members, and there shall be no proxy voting.
- 10 a. Any committee member may be removed from office following a vote of no confidence.

- 10 b. A motion to call for a vote of no confidence must be supported by 25% plus 1 of society membership and a petition must be presented to the President of the society and VP Activities and Student Activities Coordinator. When the motion concerns the women's officer or the open place officer of the society, notification can be made to the Secretary.
- 10 c. The vote shall take place at an Extraordinary General Meeting of the Society providing that notice calling the meeting contains a statement of the motion to remove the member from the Committee.
- 10 d. Notification that the Extraordinary General Meeting shall contain a vote of no confidence must be made to the members of the society at least seven days before the vote and notification must also be made to the VP Activities or Student Activities Coordinator.
- 11. A Committee member may resign by sending a letter to the Secretary, Women's officer or Open Place officer.
- 12. A by-election to fill a casual vacancy shall be held within three weeks of the post falling vacant this election must be held at an EGM and the VP Activities and Activities Coordinator must be informed 7 days in advance.
- 13. Complaints about the conduct of elections or the actions of candidates or others which might be considered to be detrimental to the fair conduct of the election may be made by any member of the Society, in writing within 48 hours of the election to the VP Activities, who may order a re-election if they are satisfied that the conduct of any person was such that the results of the election may have been affected.

APPENDIX B

MEETINGS

- 1 General Meetings and Committee Meetings shall be called by the Secretary on the instructions of the women's officer and/or open place officer except under 2 below.
- 2 The Secretary shall call an Extraordinary General Meeting on receipt of a request to hold one specifying business to be transacted at such a meeting.
- 3 All members shall be informed of the date, time and place of meetings three days beforehand.
- 4 At least one meeting shall be held per term.