

Constitution of LGBT+ Over 50s County Durham

(For older people, their friends and families.)

Adopted On 12 May 2021

1 Name

The name of the Group shall be: LGBT+ Over 50s County Durham, (hereinafter referred to as the Group).

2 Aims

The aims of the Group shall be to:

Provide a safe social space, free from hatred, prejudice, and discrimination, for all LGBT+ people of a mature age [primarily, though not exclusively, aimed at 50+] in County Durham and surrounding areas. We strive to be open, supportive, and inclusive in all that we do, and are happy to act in a consulting role, to individuals and groups, within the communities of which we are a part.

3 Powers

In order to achieve its aims the Group may but is not bound to:

1. Raise money
2. Open bank accounts
3. Take out insurance
4. Employ staff
5. Acquire and manage buildings
6. Hire premises for the purpose of meetings and other events
7. Organise courses and events
8. Work with other groups and exchange information
9. Do anything that is lawful which will help it to fulfil its aims

4 Membership

Membership of the Group shall be open to any person over 50, living or working in County Durham and surrounding areas who is interested in helping the Group to achieve its aims, willing to abide by the rules of the Group and willing to pay any subscription agreed by the Management Committee. The membership year will run from 1st January each year.

1. Full membership shall be available to those who identify as LGBT+ and are aged over 50.
2. LGBT+ allies (e.g. Family members, friends and carers of LGBT+ people) can join as associate members. Representatives from organisations related to the aims of the group can join as an associate member.
3. Every full member shall have one vote at General Meetings. Associate members have no voting rights.
4. The membership of any member may be terminated for good reason by the Management Committee, but the member has a right to be heard by the Management Committee before a final decision is made.

5 Management

1. The Group shall be administered by a Management Committee of the Officers and not more than three other members elected at the Group's Annual General Meeting (AGM).
2. The Officers of the Management Committee shall be the Chairperson, the Treasurer, the Secretary, and the Membership Secretary who will all hold posts until the next AGM. They may stand for re-election.
3. The Management Committee may appoint other officers as it sees fit.
4. The Management Committee shall meet at least four times a year and whenever needed.
5. The Management Committee meetings may be held in person or virtually over video link, which will be recorded for the purpose of minute taking.
6. The Chairperson shall Chair all meetings of the Group. In the absence of the Chairperson, the members present shall select a chairperson from among themselves, for that meeting only.
7. The quorum for Management Committee meetings shall be three members.
8. Voting at Management Committee meetings shall be by show of hands. If there is a tied vote, then the Chairperson shall have a casting vote.
9. The Management Committee may by a two-thirds majority vote, and for a good and proper reason, remove any Committee member. That person has the right to be heard before a final decision is made.
10. The Management Committee may appoint another member of the Group as an acting Committee member to fill a vacancy provided the maximum number of 7 is not exceeded.

6 Duties of the Officers

The duties of the Chairperson are to:

1. chair meetings of the Committee and the Group
2. represent the Group at functions/meetings that the Group has been invited to act as spokesperson for the Group when necessary provided that the committee may appoint another officer to attend such meetings in place of the Chairperson.

The duties of the Secretary are to:

3. take and keep minutes of meetings.
4. prepare the agenda for meetings of the Committee and the Group in consultation with the Chairperson
5. deal with correspondence
6. collect and circulate any relevant information within the Group.

The duties of the Treasurer are to:

7. supervise the financial affairs of the Group
8. keep proper accounts that show all monies collected and paid out by the Group
9. operate the bank account held by the group including the use of online banking
10. Prepare basic accounts for the end of the financial year as at April 5th.

The duties of the membership Secretary are to:

11. maintain the membership list
12. process and record membership applications
13. promote membership in conjunction with other officers and committee members.

7 Finance

1. Any money obtained by the Group shall be used only for the benefit of the Group.
2. Any bank accounts opened for the Group shall be in the name of the Group.
3. Any cheques issued shall be signed by the Treasurer and one other authorised signatory.
4. Online transfers and payments made by the treasurer shall be with the authorisation of one other signatory.
5. The group's financial year shall run from 6th April until the 5th of April the following year.

8 Annual General Meeting

The Group shall hold an Annual General Meeting (A.G.M.) in the month of May. All members shall be given at least twenty-one days' notice of the A.G.M. and shall be entitled to attend. Only full members will be entitled to vote. The quorum for an AGM shall be one third of the full membership. Notification of the AGM should include reports from each of the officers. All officers and committee members shall advise the Secretary of their willingness to stand for re-election or intention to stand down before the notice for the AGM is finalised. This information will be included in the AGM notification to members. Full members who wish to stand for election should give notice to the Secretary.

The business of the A.G.M. shall include:

1. receiving a report from the Chairperson on the Group's activities over the year
2. receiving a report from the Treasurer on the finances of the Group and end of year accounts
3. a report from the Membership Secretary
4. electing a new Management Committee
5. considering any other matter as may be decided.

9 Special General Meeting

A Special General Meeting may be called by the Management Committee or by any five members to discuss an urgent matter. The Secretary shall give all members fourteen days' notice of any Special General Meeting together with notice of the business to be discussed. All members shall be entitled to attend and vote.

10 Alterations to the Constitution

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any Annual General Meeting or Special General Meeting. Any proposed changes to the constitution shall be notified in advance to the Secretary.

11 Dissolution

The Group may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to another Group with similar aims. All members will be given 21 days' notice of the proposed dissolution of the group.

This constitution was adopted at a general meeting of the Group on 2021

Signed by:

Chairperson:

Secretary:

Treasurer:

Membership Secretary:

Other Committee members:

Version 1, 12 May 2021