

*This is the Constitution of:*

# The Rhondda LGBT Support Network Steering Group

## **1. Name:**

The name of the Organisation/Network shall be:

Rhondda LGBT Support Network

## **2. Aims:**

The aims of the Organisation/Network shall be:-

1. To establish a network of support from peers and partnership agencies for all L.G.B.T. people in the Rhondda Cynon Taff area.
2. To offer support, guidance and act as a facilitator between members of the group and partnership agencies to assist the members with issues they bring to the group.
3. To facilitate partnership agencies to work together using a problem solving approach to tackle the issues raised and act as a steering group for the members.
4. To increase confidence within the L.G.B.T. community to report incidents of homophobia, bi-phobia and transphobia, and a build trusting relationships with South Wales Police in order to get a true picture of the level of these crimes.
5. To provide a forum where members can discuss issues as they arise in the L.G.B.T. community and work together to improve the quality of life of all L.G.B.T. people in Rhondda Cynon Taff.
6. To encourage and facilitate social networking and events in a safe environment, offer peer support and promote equality.

## **3. Membership:**

Membership of the group is open to all L.G.B.T. people their families and friends living, studying or working in the Rhondda Cynon Taff Area.

Membership is only available to those over the age of 16.

#### **4. Management:**

The Network shall initially be managed by a Steering group of founders and partnership agencies who support the aims of the Network.

Officers of the Committee shall consist of at least three elected posts, Chair, Secretary and Treasurer.

If vacancies occur among the officer posts, the Committee shall have the authority to fill the vacant position(s) (like for like) from among their members/Steering group members until the next Annual Meeting of the Network, when elections for vacancies shall take place.

**No more than one immediate family member or persons representing the same organisation may be elected as an Officer of the Committee.**

The Committee shall have the authority to co-opt individuals and /or representatives from other organisations, **without voting rights**, onto the Committee and/or its' working parties, and all other Sub-Committees, with the aim of furthering representation and encouraging equal opportunities.

The Committee shall meet as necessary, as but not less than 6 times in each year.

At least 4 of these meetings shall be open to the general membership to speak and vote, if required.

#### **5. Equal Opportunities:**

The Network shall subscribe to Rhondda LGBT Support Network' Equal Opportunities policy in relation to its representative and organisational duties.

#### **6. Annual Meetings:**

The Committee shall call an Annual General Meeting (within 15 months of the last) for the purpose of receiving:

- the annual report of the Committee.
- the ratified statement of accounts.
- any recommendations to the Committee.
- any amendments to the Constitution.

Every 2 years at the Annual Meeting, the Committee and Officers shall resign, and the Committee for the forthcoming year shall be elected.

Not less than 21 days notice of the Annual Meeting shall be given to all members.

The quorum for Annual Meetings of the Network shall be 20% of all members/Steering group members of the Network.

#### **7. Special General Meeting:**

The Chair or Secretary may at any time call a Special General Meeting of the Network, for the purpose of altering the Constitution, or for considering any matters which the Committee may decide should be referred to the members in general.

A Special General Meeting may also be called at the written request of not less than 10% of members, who give legitimate reasons for the request.

Not less than 7 days notice of the Special General Meeting shall be given to members.

The quorum for Special General Meetings of the Organisation/Network shall be 20%.

#### **8. Conduct of Business:**

The Organisation/Network shall subscribe to Rhondda LGBT Support Network' Code of Conduct in relation to its representative and organisational duties.

#### **9. Access to Information:**

Permission for the sharing of information is requested on the membership application form. Only organisations ticked by the potential member will be able to view information regarding the member at any time.

Statistics collated from the members base will be shared to further the aims of the Network.

#### **10. Finance:**

The financial matters of the Network will observe the following:

- A bank account, which is operated by the Management Committee shall be in the name of the Rhondda LGBT Support Network
- All monies received by the Network shall be used to further the objects of the group and for no other purpose.
- The treasurer shall keep accurate records of all income and expenditure and report regularly to the Steering group.
- All cheques drawn must be signed by 2 of the 3 authorized signatories, one being the Treasurer and one being chosen from other members of the Steering group.
- All purchases must be approved by a majority of the Steering group.
- An independent auditor must audit the accounts at least once a year.

#### **11. Dissolution:**

Should the Committee or membership propose a motion to dissolve the Network, a Special General Meeting shall be called for that specific purpose.

If such a motion is then carried by a majority of those present and eligible to vote, the Committee shall have the authority to dispose of any assets held by or in the name of the Network.

Any assets either financial or material remaining after the satisfaction of any proper debts and liabilities, shall be offered to a similar recognised Network/group who support the LGBT Support agenda.

21 days notice shall be given to all members of the Organisation/Network.

*This Constitution was ratified as the*

*Constitution of :*

*Rhondda LGBT Support Network*

**Signed :** \_\_\_\_\_ **(Chair )**

**Date :** \_\_\_\_\_

**Signed :** \_\_\_\_\_ **(Secretary )**

**Date :** \_\_\_\_\_