

AberPride

Constitution

This constitution is for the running of AberPride, all other previous versions before 6th January 2007 are rendered obsolete.

Last Update: 22nd November 2008

CORE PRINCIPLES

1. Name

The name of this Society shall be AberPride (LGBT) Society.

2. Conventions

Throughout this document the following will be referred to as:

Society = AberPride (LGBT) Society

LGBT = Lesbian, Gay, Bisexual and Trans

Guild = Aberystwyth Guild of Students

University = the University of Wales, Aberystwyth

Officer(s) = Officer(s) of the Committee

NUS = National Union of Students

3. Mission Statement

The Society will promote the issues relating to self-defined LGBT students within the Guild, the University and the wider community. The Society shall offer support and welfare, organise social activities, arrange campaigns relating to LGBT issues, and provide a safe space for all LGBT students. The Society shall have a bilingualism and an equal opportunity policy.

4. Status

The Society is a Guild society. Unless otherwise stated in this Constitution, the Society will abide by this Constitution and the decisions of the Guild. Where appropriate and in all areas the Guild Constitution supersedes this Constitution.

5. Liabilities

No individual member or collective of the Committee shall be held personally liable for any injury or death to members, or any loss or damage to members' property while participating in Society events.

6. Membership

1. Due to the inclusive role of the Society membership is open to all LGBT friendly students, staff and local community, regardless of their sexuality.
2. Students of Aberystwyth University will be entitled to full membership rights and will be termed Full Members.
3. Members of the local community, staff of the University and staff of the Guild may join the Society; members of the local community, staff of the University and staff of the guild will be termed Associate Members.
4. Other people from outside the local community (e.g. Other Students Unions etc) may also join and will be termed Associate Members
5. The right to refuse membership at any time rests solely with the Co-ordinator(s) of the Society and the LGBT Officer in accordance with the Disciplinary Rules and Procedures (F).
6. All members whether Full Members or Associate Members are to respect confidentiality of other members whether Full Members or Associate Members when partaking in Society activities. Failure to do so will result in disciplinary action as defined in the Disciplinary and Complaints Rules and Procedures (F).
7. Upon application for membership all Full Members and Associate Members agree to the terms laid out in this Constitution.

7. Management

1. The Committee
 - a. The Committee role is to promote and develop the aims of the Society and will govern the Society
 - b. The Committee shall be made up of Full Members of the society, and hold a valid Board of Societies card.
 - c. A Full Member can not hold more than one position on the Committee
 - d. The Committee must meet fortnightly, preferably each week, in accordance with the Meeting and Conferences Rules and Procedures (D)
 - e. Committee Officers hold the posts for the period of one year unless elections are organised by the committee to fill a vacant position in accordance with the Elections Rules and Procedures (E)

- f. The Guild LGBT Officer may sit on the Committee as a non-voting member (except in special circumstances as defined in the Rules and Procedures and Core Principles 6.3) to work with the Committee to fulfil their role in representing LGBT students. The Committee can mandate the Guild LGBT Officer to raise issues within the official bodies of the Guild
- g. The Committee should only contact agencies of the press with the agreement of the Guild President.
- h. Spending from the Society Guild Account should where possible be agreed at a Committee Meeting. Where spending can not be agreed at a Committee Meeting a co-ordinator must authorise the spending
- i. The Committee will execute all decisions of the Society whether made by Committee Meetings, General Meetings, Annual General Meetings and Emergency General Meetings.
- j. The Committee should be made up of five Committee Officers existing in the posts of:
- i. Female Co-ordinator
 - ii. Male Co-ordinator
 - iii. Secretary
 - iv. Campaigns Officer
 - v. Entertainments Officer

These Committee Officers must be elected in term two of the University academic year in accordance with the Election Rules and Procedures (E).

k. The Committee should also elect two Full Members from University year one students (one female and one male) in the first General Meeting of term one of the University academic year in accordance with the Elections Rules and Procedures (E). These posts will be termed First Year Representatives and will be nonvoting Committee Officers.

1. The Society can create up to two non-voting Temporary Committee Officers during each academic year in accordance with the Elections Rules and Procedures (E)

2. Emergency Committee

a. In extreme or unusual conditions an Emergency Committee shall be formed to lead the Society in accordance with the Committee Rules and Regulations (A). The Emergency Committee shall fulfil the role of the Committee wherever possible.

3. Meetings and Conferences

- a. There must be at least four General Meetings and one Annual General Meeting each University academic year. These meetings must be run in accordance with the Meeting and Conferences Rules and Procedures (D).
- b. Emergency General Meetings may be called in extreme or unusual circumstances in accordance to the Meeting and Conferences Rules and Procedures (D).
- c. The Annual General Meetings, General Meetings and Emergency General Meetings are the supreme bodies of the Society.
- d. The Committee will act as the voice of the Society at any meeting of the Guild or University they are required to attend as defined in the Meetings and Conferences Rules and Procedures (D).
- e. The Guild arranges delegates for NUS LGBT Conferences and meetings. Where places are available the Society may send delegates. Provisions for NUS Conferences are defined in the Meetings and Conferences Rules and Procedures (D).

8. Constitution

- 1. The Constitution can only be altered or amended at Annual General Meetings, General Meetings, or Emergency General Meetings.
- 2. Alterations or amendments can only be passed by the following:
 - a. Core Principles by a two thirds majority of Full Members present at a General Meeting. This must then be ratified by the next General Meeting or Annual General Meeting. Alterations or amendments of Core Principles can not be introduced in Emergency General Meetings.
 - b. Rules and Procedures by a two thirds majority of Full Members present at a General Meeting, or Annual General Meeting. Alterations or amendments of Rules and Procedures can not be introduced in Emergency General Meetings.
 - c. Policies by a 50% + one majority of Full Members present at a General Meeting, Annual General Meeting or Emergency General Meeting.
- 3. The quorum for Committee Meetings is three Committee Officers. If neither co-ordinator is available for the meeting it can only continue at the discretion of the Guild LGBT Officer. If less than three Committee places are filled the Guild LGBT Officer has the deciding vote.
- 4. The quorum for Annual General Meetings, General Meetings and Emergency General Meetings is ten members excluding the Committee and the Guild LGBT Officer. There may be special quorum requirements for some meetings as defined in

the Rules and Procedures.

5. Alterations or amendments to this constitution take effect immediately.

6. In the event of a dispute to the interpretation of any part of this constitution, the ruling of the Guild LGBT Officer and / or the Guild Student Activities Officer shall be sought. If this ruling is challenged the decision of the Guild President shall be final.

RULES AND PROCEDURES

A: Committee

A1: Committee Officers

I: What are the job descriptions for the Committee Officers of the Committee?

1. The Co-ordinators:

a. Preside over the Committee

b. Responsible for the performance and duties of the Society with respect to achieving the mission statement

c. Oversee the organisation and management of the Society

d. Responsible for maintaining and interpreting the Constitution.

e. Has the right to perform any function of the Society

f. Organise welfare within the Society

g. Oversee the management of the Society finances

2. Secretary / Treasure

a. Responsible for correspondence to and from the Society and must facilitate the dissemination of information from the Society to all members

b. View and maintain the membership and mailing lists

c. Manage the Society finance in accordance with the Guild's finance office

3. Campaigns Officer

a. Organise campaigns that fulfil the mission statement of the Society as defined in the Activities Rules and Procedures (B)

b. Will work with the Guild LGBT Officer to promote NUS LGBT campaigns

c. Liaise with the Guild LGBT Officer regarding Society campaigns

4. Entertainments Officer

a. Organise social events that fulfil the mission statement of the Society as defined in the Activities Rules and Procedures (B).

II: What is the job description for the First Year Representatives?

1. To aid the Committee in running the Society

2. To bring the views of first year students to Committee Meetings

III: What are the job descriptions for Temporary Committee Officers?

Temporary Committee Officer job descriptions will be defined when the post is created in accordance with the Elections Rules and Procedures (E).

IV: What if a Committee Officer does not fulfil their duties?

If a Committee Officer does not fulfil their duties no confidence can be called. This can be done by a petition of 40 of the current Full and Associate members with approval from the Guild LGBT Officer and / or the Guild Student Activities Officer

If no confidence is called an Emergency General Meeting must be arranged where the Committee Officer can state their case. For the Emergency meeting to be quorum 50% + one of the Full and Associate members who signed the petition must attend. If quorum is reached the Emergency General Meeting should then vote to continue with the current Committee Officer or to start an Electoral Procedure to elect a new Committee Officer. A vote of two third majority is required. If quorum is not reached the vote of no confidence will be dropped.

A2: The Emergency Committee

I: What is the Emergency Committee?

The Emergency Committee is a Committee formed to lead the Society in extreme or unusual circumstances.

II: When can an Emergency Committee be created?

An Emergency Committee can only be formed when the following conditions apply:

1. Either (firstly) no elected Committee is apparent

2. Or (secondly) the elected Committee is dormant (i.e. No activities provided for members) for a period of six weeks

3. Or (thirdly) the Committee break the Constitution of the Society or the Guild as determined by the Guild LGBT Officer with advice from the Guild Student Activities Officer.

III: Who can form an Emergency Committee?

The decision to form an Emergency Committee shall be at the discretion of:

1. Either (firstly) A petition from 40 Full and Friend Members and approval from the Guild LGBT Officer and / or Guild Students Activities Officer
2. Or (secondly) The Guild LGBT Officer
3. Or (thirdly) The Guild Student Activities Officer + one member of the Guild Executive

IV: What does the Emergency Committee consist of?

The Emergency Committee should consist of a minimum of three Committee Officers in the posts of Male Co-ordinator, Female Co-ordinator, and Secretary / Treasure.

1. Either the Committee Officers should be voted at an Emergency General Meeting by 50% + one majority of the Full and Associate Members present
 2. Or at the discretion of the Guild LGBT Officer and / or Guild Student Activities Officer + one member of the Guild Executive under extraordinary circumstances.
- The Guild LGBT Officer shall sit on the Emergency Committee in the same capacity as a normal Committee

V: How long does an Emergency Committee last for?

The Emergency Committee should start an Electoral Procedure as defined in the Elections Rules and Procedures (E) immediately for a full new Committee. If the Emergency Committee is formed in the last six weeks of a University academic year the Electoral Procedure should start in the second week of Semester one of the next University academic year.

B: Activities

B1: Campaigns

I: What campaigns should the Society run?

The Society should provide members with campaigns surrounding current LGBT issues and rights. These campaigns can be local, national or global issues.

II: Who decides what campaigns should be run?

In the first instance the Committee and the Campaigns Officer decide which campaigns should be run including NUS campaigns with the support of the Guild LGBT Officer. Members can mandate the Committee at an Annual General Meeting, General Meeting, or Emergency General Meeting to run specific campaigns. These campaigns will be treated as Policy for that University academic

year

III: Who organises and runs campaigns?

The Campaign Officer organises and runs the campaigns; however the entire Committee should support and help the Campaigns Officer to run the campaigns
The Campaigns Officer must insure a Committee Officer is present at the start of all campaigns.

B2: Events

I: What events should the Society run?

The minimum amount of events the Society should run is a Weekly Social, a Monthly (where possible) LGBT Night, and one accessible event per term. The Society can run other events during the year; these events should aim to provide a variety of events to cater for the majority of Full and Associate Members needs

II: Who decides what other events should be run?

The Entertainments Officer and the Committee should decide what events the Society will run during the year. Members can suggest ideas by approaching a Committee Officer, via the Society website and email, or at an Annual General Meeting or General Meeting. These ideas should be looked into by the Committee and wherever possible acted on

III: Who organises and runs events?

The Entertainments Officer organises and runs events (where the event is gender based the Co-ordinators should run and organise the event). The Entertainments Officer should be supported and helped during events by the entire Committee.
The Entertainments Officer must insure a Committee Officer is present at the start of all events.

B3: Welfare

I: What welfare can the Society provide?

The Society can provide peer support and information.

II: Who organises welfare?

The Co-ordinators organise the welfare for the Society.

III: How can members access welfare materials?

Members can either speak to any Committee Officer in person or via email or attend a drop in centre.

IV: What is a drop in centre?

A drop in centre is a meeting place provided by the Society to give members access to information.

V: Who runs the drop in centres?

The Co-ordinators and members who attend an informal training session with the Guild

VI: When should they be?

Drop in Centres are organised by the Co-ordinators with a minimum of two per academic year.

C: Constitution

C1: Changes

I: Who can change the constitution?

Any Full or Associate Member can change the constitution.

II: How does somebody change the constitution?

In the cases of Core Principles and Rules and Procedures the member should submit a motion to a General Meeting (or Annual General Meeting in the case of Rules and Procedures). Policies can be changes either by a motion at an Annual General Meeting, General Meeting or Emergency General Meeting, or by discussion during on of the above meetings. In all cases an appropriate majority vote is required which is stated in Core Principles (6.2).

II: When should motion be submitted?

Motions must be submitted to the Secretary five working days in advance of the Annual General Meeting, General Meeting, or Emergency General Meeting

III: Can the motion be amended, altered or refused by the Committee or Guild LGBT Officer?

If a motion breaks the Society or Guild constitution then it may be amended, altered or refused

IV: If a motion is amended, altered or refused can it be appealed?

It can be appealed at a closed Committee Meeting immediately prior to the Annual General Meeting, General Meeting, or Emergency General Meeting.

V: Can emergency motions be brought to meetings?

The Committee, the LGBT Officer or Full and Friend Members may bring emergency motions to the meetings for issues that may have come about after the motion deadline. These motions, where possible, should be translated.

VI: What can emergency motions be?

Emergency motions can only change policy of the Society.

D: Meetings and Conferences

D1: All Meetings

I: When can meetings take place?

Official meetings can only take place in University term time.

II: Who chairs meetings of the society?

A Co-ordinator chairs all meetings of the society. Where a Co-ordinator is not available another Committee Officer can chair the meeting so long as the meeting quorum is met.

III: Who takes minutes of meetings of the society?

The Secretary takes minutes of all meetings of the Society. Where the Secretary is not available another Committee Officer can take the minutes of the meeting so long as the meeting quorum is met.

IV: Who can attend meetings?

Anyone can attend all meetings; the only exception is if a Committee Meeting is a closed meeting.

V: Who has to attend meetings?

The Committee Officers have to attend all Society meetings unless apologies deemed acceptable by the Committee are received in advance. If a Committee Officer fails to attend three Society Committee Meetings, Annual General Meetings, General Meetings or Emergency General Meetings without apologies will be deemed to have tendered their resignation. Also the Guild LGBT Officer must attend meetings where possible.

VI: Who can vote at meetings?

Committee Meetings: Only the voting Committee Officers
Annual General Meetings, General Meetings, or Emergency General Meetings: All Full and Friend Members who present their AberPride membership card / are on the membership list, all Committee Officers and the Guild LGBT Officer have voting rights during all these meetings, although they may wish to abstain if they feel it is appropriate.

VII: Can decisions at Annual General Meetings, General Meetings, or Emergency General Meetings be overturned by the Committee or Guild LGBT Officer?

No they cannot.

VIII: Who can view the minutes of meetings?

All Society minutes will be made available on the website. Minutes from Committee Meetings must have any confidential information removed before inclusion to the website.

IX: Who has the casting vote at meetings?

If a vote is tied the casting votes in any meeting is:

1. (Firstly) The Co-ordinators
2. (Secondly) The Committee as a whole
3. (Thirdly) The Guild LGBT Officer
4. (Fourthly) The Guild President and / or the Guild Executive

If no decision is reached, the item should be brought to the next Committee Meeting, Annual General Meeting, General Meeting, or Emergency General Meeting where appropriate.

D2: Committee Meetings

I: What are Committee Meetings?

Committee Meetings are where the intermediate policies and decisions of the Society are made. Any policies passed by a Committee Meeting must be ratified at an Annual General Meeting, General Meeting, or Emergency General Meeting

II: Who can arrange a Committee Meeting?

Committee Meetings can be called by

1. (Firstly) a Committee Officer
2. (Secondly) the Guild LGBT Officer
3. (Thirdly) a petition from 40 Full or Friend Members

III: What is the agenda for a Committee Meeting?

Where appropriate the agenda should consist of:

- (1) Opening Remarks
- (2) Apologies
- (3) Committee Reports
- (4) Guild LGBT Officer Reports
- (5) Returning Business
- (6) New Business
- (7) Any other Business
- (8) Closing remarks

D3: General Meeting

I: What are General Meetings?

General Meetings are the policy making body for the Society.

II: Who can call a General Meeting?

General Meetings should be decided at the first Committee Meeting of term one of the University academic year. These dates should then be advertised to All Members. General Meetings cannot be added to during the year. All Members should be emailed with an agenda and location of a General Meeting at least 48 hours before the General Meeting. In extreme or unusual circumstances a General Meeting

maybe cancelled 24 hours prior to the meeting. If the meeting is cancelled a new meeting time and location must be arranged within 14 days.

III: What is the agenda for a General Meeting?

- (1) Chairs Opening Remarks
 - (2) Apologies
 - (3) Approval of Previous General Meeting Minutes
 - (4) Matters arising from the Minutes
 - (5) *Correspondence*
 - (6) *Financial Statement*
 - (7) *Ratification of Motions*
 - (8) *Motions*
 - a. Core Principles
 - b. Rules and Procedures
 - c. Policies
 - (9) *Emergency Motions*
 - (10) *Creation of Temporary Committee Officers*
 - (11) *Elections of Temporary Committee Officers or First Year Representatives*
 - (12) *Conference / Meeting Reports*
 - (13) Reports from the Committee Officers / Questions to the Committee Officers
 - (14) Report from the Guild LGBT Officer / Questions to the LGBT Officer
 - (15) Any other business
 - (16) Chairs Closing Remarks
 - (17) Date and Time of Next Meeting
- Items in-between *'s are optional

D4: Annual General Meeting

I: What is the Annual General Meeting?

The Annual General Meeting is the final meeting of the current University academic year. It is where the Committee will explain and clarify, if need be, what they have done over the year.

II: Who can call them?

The Committee decides the Annual General Meeting date at the first Committee Meeting of term one of the University academic year. This is then advertised to all Members and should not be changed.

No other Annual General Meetings can be called during the University Academic year. All Members should be emailed with an agenda and location of the Annual General Meeting at least 48 hours before the Annual General Meeting. In extreme or unusual circumstances the Annual General Meeting maybe cancelled 24 hours prior to the meeting. If the meeting is cancelled a new meeting time and location must be arranged within 14 days

III: What is the agenda for an Annual General Meeting?

- (1) Chairs Opening Remarks
 - (2) Apologies
 - (3) Approval of Previous General Meeting Minutes
 - (4) Matters arising from the Minutes
 - (5) *Correspondence*
 - (6) Financial Statement
 - (7) *Ratification of Motions*
 - (8) *Motions*
 - a. Rules and Procedures
 - b. Policies
 - (9) *Emergency Motions*
 - (10) *Conference / Meeting Reports*
 - (11) Final reports from the Committee Officers / Questions to the Committee Officers
 - (12) Final report from the Guild LGBT Officer / Questions to the LGBT Officer
 - (13) Any other business
- Items in-between *'s are optional

D5: Emergency General Meeting

I: What are Emergency General Meetings?

Emergency General Meetings are meetings of the Society Members, which are called because an item needs to be discussed, that cannot wait until the next General Meeting or warrants a meeting of its own.

II: Who can call an Emergency General Meeting?

1. Either (firstly) A 50% + one majority vote at a Committee Meeting
 2. Or (secondly) the Guild LGBT Officer
 3. Or (thirdly) a petition of 40 Full and Associate Members (the meeting will only be quorum if 50%+1 Full and Associate Members who signed the petition are present)
- Members should be emailed with an agenda and location of an Emergency General Meeting at least 48 hours before the Emergency General Meeting.

III: Can the Constitution be changed at Emergency General Meetings?

Only the policy section of the Constitution can be changed at the Emergency General Meeting

D6: Guild Meetings

I: Does the Society have to attend Guild Meetings?

The Society should send two representatives to each Guild Annual General Meeting, General Meeting, or Emergency General Meeting. Preferably they should be Committee Officers, however members may attend if this is not possible. The Society may be required to attend other meetings of the Guild however this is by discretion of the Co-ordinator s).

D7: NUS

I: Who funds delegates?

The society funds a minimum of 75% of the travel and registration fees, the remainder should be funded by the delegate or the Society at the Committees discretion.

II: Who can be a delegate?

Any Full Member of the society.

III: How are delegates chosen?

In the first instance the delegates should be picked from the Committee. If no Committee Officers are available members may be picked at a General Meeting by a 50% + one majority vote of the meeting. Delegates must meet any NUS requirements.

D8: Other Meetings

I: Does the Society have to attend other meetings with other organisations?

This is up to the discretion of the Co-ordinators.

E: Elections

E1: Electoral Procedure

I: What is the Electoral Procedure?

The Electoral Procedure is the rules to guide electing voting Committee.

II: When should Society elections take place?

Elections must be arranged each year to organise a new Committee for the next academic year. All positions must be open for Full Members of the society to apply for. If any positions are vacant this procedure should be run to fill the vacancy.

III: What is a Returning Officer?

A Returning Officer is a person who stays impartial to the elections. They arrange the elections and count the ballot papers.

IV: Who are the Returning Officers?

The Returning Officers are: (1) The Guild LGBT Officer (or another member of the Guild Executive) (2) One Committee Officer. Returning Officers cannot be standing for a position in the elections and are not allowed a vote in the election.

V: How are elections and candidates announced?

28 days before the Annual General Meeting or General Meeting of an election the Returning Officers must email all members and inform them what positions are

available. Once the email has been sent out Full Members have 14 days to apply for a position. To apply for a position the Full Member should send a paragraph of text to the Secretary to be sent out to the All Members of the Society. The Returning Officers should insure that all paragraphs from Full Members wishing to take up a position are sent out 24 hours before the Annual General Meeting or General Meeting. Candidates have two minutes to speak at the Annual General Meeting or General Meeting.

VI: Can candidates campaign outside an Annual General Meeting, General Meeting, or Emergency General Meeting?

No they cannot, All Members must not feel forced to vote for a candidate. Candidates must not talk about other candidates by name in negative terms during the Election Procedure.

VII: Where can elections take place?

Elections must take place at:

1. Either (firstly) the Annual General Meeting or a General Meeting after the candidate speeches
2. Or (secondly) within seven days of the Annual General Meeting or General Meeting at a place deemed appropriate by the Committee and Guild LGBT Officer.

VIII: How do members know where to vote?

The Returning Officers should circulate an email at least five days before an election and on the day of the election informing members of how to vote.

IX: How do members vote?

Only Full and Friend Members can vote in an election. They vote by filling out a ballot paper using the Alternative Transferable Vote (ATV) system. RON (re-open nominations) will be a candidate for all positions.

X: What is the Alternative Transferable Vote System?

Additional Explanation of the 'Alternative Transferable Voting System' is available from the Electoral Reform Society - www.electoral-reform.org.uk

The procedure for ATV is as follows:

1. The voters place the candidates in order of preference, using the number 1 to indicate their first choice, two for their second and so on.
2. A candidate is elected when she/he receives 50% plus 1 of the total valid votes cast. This is called the "Quota".
3. Elections Committee should first sort the votes according to the number of first preference votes

received by each candidate.

4. If no candidate receives the Quota at this stage, the candidate with the lowest number of votes is eliminated and that person's votes are transferred according to the next marked preference.

5. The elimination continues until a candidate achieves the Quota.

6. If two candidates achieve exactly the same number of votes, the candidate with the lowest number of preferences at the previous stage is eliminated.

XI: Can a candidate vote?

Yes

XII: What happens if no-one stands for a position or RON wins the election?

The Returning Officers should re-run elections for the next Annual General Meeting, General Meeting, or Emergency General Meeting which ever is first for the position that is not filled.

XIII: Who can view the counting of ballot papers?

Only the Returning Officers and the candidates

XIV: Can a member of the Society be co-opted if the position is not filled?

Yes, however they will have no Committee voting rights and an election should be started for that position.

XV: When do new Committee Officers take their position?

New Committee Officers shall take over the running of the Society either:

1. From the election date, if the election has been arranged to fill a vacant position. In this instance the Committee will provide training for new Committee Officers.
2. Or from the 1st June if the election has been arranged to create a new Committee for the next University academic year. The new Committee Officers should work with the old Committee to understand the running of the Society and undergo Committee training provided by the Guild.

E2: Temporary Committee Officers

I: What is a Temporary Committee Officer?

A Temporary Committee Officer is an additional Committee Officer who can sit on the committee to aid them in running the Society.

II: Who can create a Temporary Committee Officer?

The decision to create a Temporary Committee Officer shall be at the discretion of:

1. either (firstly) the Committee as a whole
2. or (secondly) The Guild LGBT Officer with advise from the Guild Student Activities Officer

III: How is a Temporary Committee Officer defined?

The position is defined by the creator as a job description and will be a temporary appendix to this Constitution until the position finishes or the University academic year is over.

IV: How long will the positions last for?

Until the end of the current University academic year. The position can be removed by:

1. Either (firstly) a date stated in creation of the Temporary Committee Officer
2. Or (secondly) by a 50% + one majority vote at of Full Members present at an Annual General Meeting or General Meeting.

V: Who can stand for a Temporary Committee Officer and how does the Temporary Committee Officer get elected?

Any Full Member is entitled to stand for the position. A Temporary Committee Officer can only be elected at a General Meeting or Emergency General Meeting by a 50% + one majority vote of the Full Members present.

F: Discipline and Complaints

F1: Refusal of Membership Rights

I: Why could membership be refused?

Membership can only be refused if the Co-ordinators and the Guild LGBT Officer decide that allowing membership will adversely affect other Society members.

II: How is membership refused?

Membership can be refused at a closed meeting between the Co-ordinators and the Guild LGBT Officer.

III: Can someone appeal if they are refused membership?

Yes, they can appeal to the Committee at a closed Committee Meeting. If they are not happy with the decision it can be taken to the Guild LGBT Officer who will co-ordinate with the Guild President. Any such appeal through the Guild LGBT Officer will use the Guild's disciplinary policy and the decision of the Guild President is final.

F2: Complaints Procedure

I: How does someone complain about the society?

They should write their complaint as an email and send it to the Committee.

II: What happens to complaints?

Complaints are dealt with by the Committee at a Committee Meeting. Any outcome will be informed to the complainer by email.

III: What should a person do if they are not happy about the outcome?

If they are not happy with the outcome they can pass the complaint onto the Guild LGBT Officer, if they are still not happy with the outcome then the complaint is passed to the Student Activities Officer and it will be dealt with by Guild Policies from there in. The Guild Student Activities Officer's decision in this instance is final.

F2: Disciplinary Procedure

I: What is defined as inappropriate behaviour?

Inappropriate behaviour is defined as behaviour contravening the Society's mission statement and policy of confidentiality and safe space, or members seen to be intentionally causing offence and discomfort to members of the society, or members intentionally disrupting the Society.

II: What happens if a member behaves inappropriately?

A Society member deemed to be acting inappropriately might be warned that they are doing so by a Committee Officer. A record of all warnings will be kept with the Secretary. A member who has received two warnings will be held accountable to the Committee at the next Committee Meeting. If the Committee feel the actions were inappropriate the member may be excluded from the society. Any such decision must have the agreement of the Guild LGBT Officer. Warnings last for one academic year.

III: Can a member appeal a decision?

If a member feels the exclusion was inappropriate they can appeal the decision to the Committee at a closed Committee Meeting. If the member wishes to take further action they may do this by approaching the Guild LGBT Officer who will co-ordinate with the Guild President. Any appeal taken further than the Committee will use the Guild's disciplinary policy to determine if the exclusion was justified. The decision of the Guild President in this instance is final.

POLICY

P1: Equal Opportunities

All members will be treated as equals, regardless of their gender, sexuality, disability, ethnic background, race, religion, culture, language, mannerisms, personality, or any

other reason. This list is not exhaustive and will be in line with the Guild's Equal Opportunities Policy.

P2: Bilingualism Policy

The Society will operate the Guild's bilingual policy for clubs and societies in all its activities.

P3: Safe Space

Every member or person who attends a Society event has the right to enjoy a safe and comfortable environment free from harassment of any kind or on any grounds.

P4: Membership List

Due to the confidentiality of the membership list only the Secretary or the Emergency Committee can view or maintain the list. The Secretary or Emergency Committee shall only use the membership list for the purposes of pursuing the aims and objectives of the Society. The Secretary or Emergency Committee should ensure that the list is kept confidential.

P4a: The membership list will be handed over to the Guilds Student Activities Officer for the period of one week after the societies fair. This membership list can only be viewed by the Guilds Student Activities Officer and the Athletics Union Administrator. There will be a signed hand over process to ensure confidentiality.

P5: Minibus Use

If damage occurs to a minibus during a society trip the driver (or hirer) will not be held individually responsible and repair costs will come from Society funds.

Members who take part in a society trip using the minibus agree to return from the society trip on the minibus, unless permissions 24 hours prior to the event has been received from the Committee.

P6: Website and Electronic

Communications

The Society should provide members with an informative website which includes information on when and where activities will take place. The Secretary or nominated Committee Officer (including a Temporary Committee Officers) shall maintain this website.

The Society should provide a forum for members. In use of the forum members must respect the identities of those posting and any defamatory material related to individuals will be removed. If a member is deemed to be acting inappropriately will be subject to the Disciplinary and Complaints Rules and Procedures (F)

The Secretary should communicate weekly to members by email informing them of forthcoming activities of the Society. The Secretary should also forward correspondence regarding Society elections and Society meetings by email.

P7: Monthly LGBT Night

The name of the Monthly LGBT Night should be kept the same for an entire University academic year. Membership prices will only be valid on presenting an AberPride membership card.

P8: Information to Members

AberPride must Provide the following information to member, Lesbian, Gay, Bisexual, Trans and Asexual information. This Information is to be reviewed and updated regularly.

P9: Constitution Review

The constitution must be reviewed annually.

Approval

The constitution is defined in three parts, core principles, rules and procedures, and policy. All three sections make up the complete document, which will be for the running of the Society and is signed by the Committee as elected members of the society to run the Society and the LGBT Officer as the independent Guild figure: