

Plymouth Pride Forum

CONSTITUTION

Mission Statement

To make the City of Plymouth an area where LGB/T people and communities can live, work and celebrate life free from discrimination and prejudice.



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A. Name

A.1 The organisation shall be known as Plymouth Pride Forum (PPF).

B. Membership

Full Membership

B.1 Full Membership of PPF is available to any individual who lives or works within the City of Plymouth and is aged over 16¹ who defines themselves as being a LGB/T,² or an LGB/T organisations.

Associate Membership

B.2 Associate Membership of PPF is available to:

B.2.1 Friends and family members of LGB/T individuals,

B.2.2 Individuals who are committed to supporting individual LGB/T members, and

B.2.3 Individuals who define themselves as being LGB/T and LGB/T organisations from outside the City of Plymouth, who support the objects (below) of PPF and who actively promote the organisation's aim as outlined in the Mission Statement above.

Corporate Membership

B.3 Corporate Membership of PPF is available to any corporate body or unincorporated association, which is committed to furthering the organisation's work.

B.3.1 Corporate members may appoint/nominate an individual to represent them at meetings of the organisation (should the nominated individual be unable to attend the corporate member may choose to nominate an alternant).

B.3.2 It is the duty of the corporate member to ensure that their nominated individual(s) remains representative of that member.

B.3.3 Corporate members may be required to sign and adhere to a code of conduct. This includes anti-discriminatory practice and equal opportunity statements of practice, employer/employee relationships, which encompass any grievance and disciplinary procedures.

¹ The age of 16 has been chosen to mirror the age of consent. LGB /T individuals under the age of 16 will be referred to the Out Youth organisation.

² For the benefit of this constitution the following definitions apply; LGB/T is defined as Lesbian, Gay, Bisexual and Transgender (Trans).

B.3.4 Corporate members are expected to adhere to the provisions under the Equality Act (Sexual Orientation) Regulations 2006 and the Sex Discrimination Act (Gender Reassignment) Regulations 1999 (and any subsequent amendments).

B.3.5 Where issues arise either with the representative from a corporate member or the corporate member itself, Plymouth Pride Forum may suspend the representative/corporate member until such time the issues are resolved.

Cessation of Membership

B.4 An individual shall cease to be a member of Plymouth Pride Forum in the following circumstances;

B.4.1 they die, or

B.4.2 their conduct is in the opinion of the Executive Committee at variance with the objects and principles of Plymouth Pride Forum or is prejudicial to its interests.

Equal Opportunities

B.5.1 Plymouth Pride Forum will promote and encourage a culture of dignity and respect regardless of sexual orientation, race, gender, disability, religion or belief, age, or gender identity and aim to advance good relations between these different groups.

Voting

B.6 Only full members of Plymouth Pride Forum shall be eligible to vote at meetings.

C. Objectives

C.1 To work for the benefit of LGB/T members and communities of the City of Plymouth.

C.2 To act as a collective voice for LGB/T members and communities.

C.3 To facilitate and support the creation of spaces where LGB/T members can meet for support and social activities.

C.4 To actively promote equality in service delivery for LGB/T members by campaigning for, influencing and responding to change within the wider community.

C.5 To establish Plymouth Pride Forum as an organisation that will promote and focus effective communication of; information and publicity for LGB/T members and communities.

C.6 To actively promote LGB/T issues; including equality and human rights.

C.7 Plymouth Pride Forum shall be non-party political.

D. Powers

D.1 In order to meet the objectives as detailed above, but not otherwise Plymouth Pride Forum may;

D.1.1 raise funds and invite and receive contributions towards the work of Plymouth Pride Forum, providing that in doing so Plymouth Pride Forum does not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law,

D.1.2 buy, take on lease or in exchange any property necessary for the achievement of the Objectives as detailed in C. above, and to equip it for use,

D.1.3 subject to any consents required by law, to sell, lease or dispose of all or any part of the property owned by Plymouth Pride Forum,

D.1.4 subject to any consents required by law, to borrow money and to charge all or any part of the property owned by Plymouth pride Forum with repayment of the money so borrowed,

D.1.5 employ such staff (who must not be members of the Executive Committee) as are necessary for the proper pursuit of the Objectives, and to make all reasonable provisions for the payment of pensions, super-annuations etc. for such staff and their dependants,

D.1.6 co-operate with other third sector organisations, statutory agencies and other organisations operating in furtherance of the Objectives or for similar purposes and to exchange information and advice with them,

D.1.7 establish or support any agency³ or organisation⁴ formed for all or part of the Objectives, and

D.1.8 do all other such lawful things as are necessary for the achievement of the Objectives.

E. Meetings

E.1 *Annual General Meeting (AGM)*

E.1.1 The Annual General Meeting of Plymouth Pride Forum will be held within 18 months of adopting this constitution and then every 12 months thereafter.

E.1.2 A minimum of 6 and a maximum of 10 members from the full membership will be elected at each Annual General Meeting to form an Executive Committee, one of whom

³ Agencies are organisations, which hold a statutory function in the delivery of goods and services e.g. the NHS.

⁴ All other bodies.

should be the Chair. These should hold office from the conclusion of this meeting until the following AGM.

E.1.3 One member of the executive committee will be elected to serve as Chair; the election will be open to all full members eligible to vote.

E.1.4 Along with the election of the Executive Committee the state of Plymouth Pride Forum's finances will also be presented.

E.1.5 A minimum of 14 days notice will be given for the AGM, stating the date, time and venue of such meeting. The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any member/organisation entitled to receive notice shall not invalidate the proceedings at that meeting.

E.2 **General Meetings**

E.2.1. Plymouth Pride Forum will aim to host a minimum of 8 general meetings a year.

E.3 **Emergency General Meeting**

E.3.1 An Emergency General Meeting will be held at the request of at least 25, or 10% of full members, whichever is smallest, of Plymouth Pride Forum, in writing to the Chair, outlining (detailing) the nature of the Emergency.

E.3.2 A minimum of 14 days notice will be given for the EGM, stating the date, time, venue and the general nature of any special business to be discussed. The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any member/organisation entitled to receive notice shall not invalidate the proceedings at that meeting.

F. **Executive Committee**

F.1 Eligibility for election on to the Executive Committee is open to any member over the age of 18⁵ who defines themselves as LGB/T.

F.2 No paid worker of Plymouth Pride Forum shall be eligible to serve as a member of the Executive Committee.

F.3 The Executive Committee, shall elect from its' number the following Honorary Officers;

- Vice-Chair,
- Secretary,

⁵ The age of 18 is used because of the financial liability inherent with the position.

- Treasurer, and
- any other officers as felt to be required by the committee.

F.3.1 The election of the Chair will be made by those members eligible to vote at the AGM.

F.4 The Executive Committee may in addition appoint no more than 3 co-opted members, this may be to:

F.4.1 Fill a vacancy that arises due to the resignation/removal of a member of the Executive Committee, or

F.4.2 Bring additional skills identified by the Executive Committee as required by Plymouth Pride Forum.

F.4.3 Co-ordinate/manage (unpaid) the delivery of a project on behalf of Plymouth Pride Forum.

F.5 All members of the Executive Committee shall retire at the Annual General Meeting following the one at which they were appointed.

F.5.1 Retiring Executive Committee members may be eligible for re-election/re-appointment.

F.6 Where an Executive Committee member has been proven to bring the organisation into disrepute or where they have been subject to a successful vote of no confidence, they will not be eligible for re-election/re-appointment.

F.7 The quorum for the Executive Committee shall be no less than 4 elected members, two of whom must be nominated officers (Chair, Vice-Chair, Secretary or Treasurer).

F.8 The Executive Committee shall ensure that an accurate record of meetings are kept for the proceedings at meetings of the Executive Committee and any other Working/Advisory/Sub-Committees and Groups.

G. Accounts

G.1 The Executive Committee shall ensure accounting records to be kept; these should be held by the Treasurer, and should be open to inspection by all members.

G.1.2 The accounting records shall be externally verified and an annual statement of accounts made at the AGM following the preceding accounting date.

G.2 The accounting date for Plymouth Pride Forum shall be no more than 15 months from the previous accounting date.

G.3 The Executive Committee shall authorise a minimum of 2 and a maximum of 4 members of the committee, one of whom should be the Treasurer, to sign cheques on behalf of Plymouth Pride Forum.

G.4 All monies raised by and on behalf of Plymouth Pride Forum shall be applied to further the aims and objectives of Plymouth Pride Forum and for no other purposes. No payment shall be made to members of the Executive Committee except for reasonable out of pocket expenses on production of receipts and with the prior agreement of the Executive Committee.

G.4.1 Plymouth Pride Forum may apply for monies for the specific purposes of an event or activity, any monies received for these purposes will be ring-fenced and accounted for separately.

H. Working/Advisory/Sub-Committees and other such Groups

H.1 The Executive Committee may from time to time identify the need to establish time limited working groups for specific purposes, which may include the making, enquiring, supervising or performing any function or duty, which in the opinion of the Executive Committee would be more conveniently undertaken by such a Group providing all acts and proceedings are fully and promptly reported to the Executive Committee.

H.2 Working Groups should consist of three or more members

H.2 Working Groups may include individuals who are not members of the Executive Committee or Plymouth Pride Forum, where specific skills are required.⁶

I. Representation on Outside Bodies⁷

I.1 Plymouth Pride Forum may from time to time be asked to participate on committees/organisations whose work is felt to be beneficial to LGB/T individuals and communities.

I.2 The Plymouth Pride Forum representative on such bodies will be decided by the Executive Committee, although the representative may not be from the Executive Committee.

⁶ For the purposes of this constitution LGB/T History Month is the only “on-going” working group currently established by PPF.

⁷ The following outside bodies are recognised by Plymouth Pride Forum as at June 2009;
Plymouth Pride Events, LGB/T Standing Council (Intercom),
The Strategic Independent Advisory Group(D&CC), East Cornwall Equality and Diversity Group
Joint Services Consultative Committee (LGB/T Focus Group),
NHS Plymouth LGB/T Focus Group

I.3 The level of decision making powers given that representative will be agreed by the Executive Committee.

J. Partnerships

J.1 Plymouth Pride Forum may from time to time be asked to participate with other organisations/agencies in events, campaigns, projects etc.

J.2 Any decision to participate (or not) in such activities will be the decision of the Executive Committee.

J.3 The Executive Committee shall determine the parameters of such a partnership.

K. Dissolution

K.1 Should the Executive Committee decide that it is necessary or advisable to dissolve Plymouth Pride Forum, an Emergency General Meeting shall be called.

K.2 A minimum of 14 days notice will be given for the EGM, stating the date, time, venue and the proposed notice of dissolution.

K.3 Any dissolution proposal requires confirmation by 2/3^{rds} of the eligible members present and voting at the EGM.

K.4 If confirmed, the Executive Committee shall have the power to dispose of any assets held by or on behalf of Plymouth Pride Forum.

K.5 Any assets remaining after all debts and liabilities have been settled shall by the agreement of Executive Committee be given towards the benefit (charitable purposes) of LGB/T residents/communities within the City of Plymouth or for the specific purposes of meeting any of the objectives as listed in clause C above.

Chair: _____

Witnessed by: _____

Name: _____

Name: _____

Signed: _____

Signed: _____

Date: _____

Date: _____