

# Leeds Bi Group Constitution

V1: 4 May 2016

## 1. Name

The name of the organisation is Leeds Bi Group.

## 2. Objects

The group's objects are to provide support and information to bisexual people and those questioning their sexual orientation with an open mind to being bisexual or who identify as being attracted to more than one gender.

## 3. Powers

In order to further the objects of the group the Management Committee may exercise the following powers:

- (i) Power to raise money so long as the group doesn't undertake any permanent or substantial trading activity.
- (ii) Power to buy or lease and maintain any property.
- (iii) Power to sell lease or dispose of any property of the group.
- (iv) Power to co-operate with other groups and to exchange information and advice with them.
- (v) Power to appoint any advisory committees to the Management Committee
- (vi) Power to do all other lawful things that are necessary to achieve the objects of the group.

## 4. Membership

- (i) Full membership of the group will be open to anyone aged over 18 and interested in furthering the objects of the group who have attended at least five of the previous 12 months, and meets the group's attendance ground rules.
- (ii) Associate membership shall be open to anyone interested in furthering the objects of the group and who has paid the annual subscription fee decided by the Management Committee (£1) but who does not meet the criteria for full membership.
- (iii) Organisational membership of the group shall be open to any group interested in furthering the objects of the group and which has either: paid the annual subscription fee as decided by the Management Committee (£15), committed to hosting one event per year in conjunction with or to raise funds for Leeds Bi Group or has provided a year round service to Leeds Bi Group as agreed by the Management Committee. Organisational members shall be entitled to nominate one representative who shall vote on behalf of the organisation in all meetings of the group. Organisational members are also entitled to their organisations logo and a link to their website or other means of contact on Leeds Bi Group's website as an affiliated organisation.

- (iv) Full members and the representative from each Organisational Member shall each have one vote.
- (v) Associate members shall not be entitled to vote.

## **5. Management Committee**

The Management Committee shall manage the business of the group and shall consist of a minimum of three Members and a maximum of ten members elected by and from the voting members at the Annual General Meeting. The Management Committee may appoint co-opted members to the committee in order to fill vacancies so long as the total number of co-opted members doesn't exceed 1/3 of the total membership of the committee.

The Management Committee shall elect from among themselves a Chair, as Secretary and a Treasurer at their first meeting after their election.

## **6. Meetings of the Management Committee**

- (i) The Management Committee shall meet at least 2 times a year.
- (ii) The quorum for meetings of the Committee shall be 1/3 of the membership or 3 people whichever is the greater.
- (iii) The Chair shall act as Chair at all meetings at which they are present. If the Chair is not present, then the Committee shall appoint from among themselves a temporary Chair for the duration of the meeting.
- (iv) Every matter shall be determined by a majority of votes.
- (v) The committee may appoint sub-committees consisting of 3 or more members of the Management Committee to serve any purpose that the Committee think would be more effectively undertaken by such a committee so long as all decisions are promptly reported to the full Management Committee for approval.
- (vi) The secretary or other person appointed for the purpose shall take minutes of all meetings of the Management Committee.

## **7. Management Committee not to be personally interested**

No member of the Management Committee shall have any interest in any decision of the committee other than as a member of the Management Committee. No member shall receive any remuneration (other than out of pocket expenses) or have any interest in any contract entered into by the Management Committee.

## **8. Finances**

- (i) All monies of the group shall be applied to further the objects and not otherwise provided that this shall not prevent the payment in good faith of any reasonable out of pocket expenses to any volunteer of the group.
- (ii) All monies shall be paid into a bank account in the name of the group.

- (iii) Any money paid out of the bank account shall be done so by the groups Chair or Secretary of the Management Committee.
- (iv) The Management Committee shall be responsible for ensuring that a record of the accounts of the group is produced annually and is available to any member who requests a copy.
- (v) The financial year of the group shall run from 1 April to 31 March.

## **9. General Meetings**

- (i) The Annual General Meeting of the group shall be held not later than 3 months after the end of the financial year
- (ii) At this meeting the Management Committee shall present a statement of the accounts for the group for the previous year and a report of their activities for the previous year to the membership of the group for their approval.
- (iii) The elections for new Management Committee members shall be held at the Annual General Meeting.
- (iv) All AGM's shall be called with a period of 31 days notice for all members of the group.
- (v) Other General Meetings shall be convened by the secretary on receipt of a written request from at least 2 members of the Management Committee or 3 members of the group. The request for a meeting to be called shall include details of the issue to be discussed at the meeting.
- (vi) 31 days' notice of an Extraordinary General Meeting shall be given to all members entitled to attend.
- (vii) The quorum for any General Meeting shall be 10% of the members or 3 people whichever is greater.
- (viii) All decisions shall be by a ballot of the membership present and voting and all matters shall be decided by a simple majority vote.
- (ix) The Chair shall act as Chair at all meetings. If the Chair is absent, then the meeting shall elect from among themselves, a person to act as chair for the duration of the meeting.
- (x) The secretary or other person appointed for the purpose shall take a record of the proceedings of all meetings.

## **10. Changes to the Constitution**

Changes to the constitution can only be made at a General Meeting of all the membership. Notices giving full details of the proposed changes to the constitution should be circulated with notice of the meeting. Any member of the group can propose and second a change to the constitution by writing to the secretary and asking them to call a General Meeting of all the members of the group outlining the changes they are proposing. All constitutional changes shall require a 2/3 majority of those members present and voting to agree them.

## **11. Winding Up**

The group can only be wound up by a vote of 2/3 majority of those present and voting at a General Meeting of the group. If the group is wound up, and after settling all remaining debts and liabilities, there is any money or property remaining it shall not be given to members but instead shall be transferred to an organisation with similar aims and objectives to be decided by the committee.