

Constitution of Stirling University LGBTQ+ Society

1. Name

The Society shall be called “Stirling University Lesbian, Gay, Bisexual, Transgender and Queer Plus Society”, hereafter referred to as the Society.

2. Aims

- a. To stand as the official LGBTQ+ group of the University of Stirling.
- b. To provide a safe and welcoming support network for LGBTQ+ individuals within the University of Stirling through information events, workshops, training, social activities, and other such means as may be deemed appropriate.
- c. To create a safe and welcoming social space for LGBTQ+ individuals. This shall be in accordance with the Safe Space Policy of Stirling Students’ Union and the Society’s Safe Space Agreement, creating a hate-free and tolerant zone.
- d. To actively oppose prejudice or hate through campaigning.
- e. To organise campaigns to educate its members and wider Society on LGBTQ+ issues and general health and wellbeing.
- f. To create and participate in campaigns with LGBTQ+ and other appropriate organisations outwith the Society, thus creating ties with the broader community, national and global organisations and campaigns.

3. Mission Statement

The Society will exist to provide all possible support and resources for all of its members and endeavour to foster a sense of social inclusion. It further commits itself to alleviate, and where possible, eliminating the effects and the existence of prejudice.

4. Membership

- a. Membership shall be open to all registered students at the University of Stirling. The General Meeting (GM) may award honorary membership. Non-students can join the Society but will have non-voting status and be ineligible to run for a Committee position.
- b. A fee shall be charged for membership, set annually by the Society Annual General Meeting. The price shall be the same for student and non-student members. The fee must not fall lower than the minimum advised by the Students’ Union.
- c. The Society may waive this fee with ED&I Accreditation by submitting such an application to the Communities Zone Executive Committee.
- d. To purchase a membership to a Society, the ‘Clubs & Societies Membership’ option must also be purchased. This must be paid regardless of the Society’s fee.

Constitution of Stirling University LGBTQ+ Society

4. The Committee

A minimum of three committee members (all if possible) should aim to attend the Union's Equalities Zone meetings and feedback to the Society.

4.1 The Committee shall consist of the following minimum core positions that three different members must hold:

(i) President

Leads the Society and the LGBTQ+ campaign on campus. Takes an active role in organising and overseeing weekly events and supporting all committee positions. Alongside the Treasurer, they shall also be responsible for the finances of the Society, including fundraising and budgeting.

The President should have a working knowledge of LGBTQ+ community issues to assist in taking an active role within the Society and the wider community.

Each semester, through consultation with the committee, they will lead in setting an agenda of events and campaigns for the Society.

The President should aim to build a good working relationship with the Union's LGBTQ+ officer and actively promote and participate in the activities, campaigns and meetings of the Equalities Zone. The post of LGBTQ+ officer may be held by the President, another member of the LGBTQ+ Society or any other self-identifying LGBTQ+ student.

(ii) Secretary

Is responsible for social events, with the help of the committee. They shall book rooms and spaces for events and meetings. The Secretary will take minutes of all committee meetings, noting attendance, or appoint someone in their absence to do this, usually the Vice-President. These minutes should be published on a platform accessible to all committee members, e.g. Google Drive. Where appropriate, these minutes should be provided to all members of the Society on request and where their content will not breach confidentiality or privacy.

(iii) Treasurer

Alongside the President, the Treasurer is responsible for the finances of the Society, including events/campaigns budgeting and making purchases with reference to the Society's account statement.

Constitution of Stirling University LGBTQ+ Society

4.2 The Committee will also consist of the following positions:

(i) Vice-President

Takes an active role in supporting fellow committee members with tasks of organisation. Supports the President in all society and committee business. Fulfils any other functions that may be deemed appropriate by the President, the Committee, or the Society in general.

(ii) Digital Content Officer

The Digital Content Officer is responsible for managing and developing the Society's digital presence. The Digital Content Officer will design graphics and publicity materials for the Society's social media platforms (these must display the Students' Union logo) and administer the Society website (sulgbtq.org), ensuring it is regularly updated. All changes to the website should comply with Web Content Accessibility Guidelines 2.1 as set by the World Wide Web Consortium. Any changes to the website involving the collection of personal data must be approved by the President, implemented according to the Students' Union Data Protection and Privacy Policy and reflect the website Privacy Statement.

(iii) Digital Engagement Officer

The Digital Engagement Officer is responsible for all digital communication and engagement with Society members. The Digital Engagement Officer will proactively monitor and respond to enquiries received on the Society's social media platforms, escalating where necessary to the President. Where an enquiry is received regarding support or advice relating to LGBTQ+ identities, then this should be actioned by the relevant identity representative. The Digital Engagement Officer will maintain the Society's social media platforms, working with the Digital Content Officer to regularly post updates about events and Society news. The Digital Engagement Officer will manage the Society's mailing list and publish the Society newsletter.

(iv) Events and Campaigns Officer

The Events and Campaigns Officer is responsible for delivering all major social events with the assistance of the committee. The Events and Campaigns Officer will be able to create their own events sub-committee at their discretion with support from members of the Society. The Events and Campaigns Officer will sit on the committee to organise StirPride Week and will work with the President and other members of both the committee and Society at large. The Events and Campaigns Officer will work with the committee to coordinate and manage fundraising campaigns.

Constitution of Stirling University LGBTQ+ Society

(v) Lesbian Representative

The Lesbian Representative's responsibility shall be one of direct support and welfare for the Society's self-defining Lesbian members. The Representative should be a direct contact point for any member wishing to seek support and information. The Representative should make a form of contact information available to members of the Society, and as part of their role, is responsible for responding to any relevant enquiries through the Society's social media, within their remit.

The Lesbian Representative should assist and organise general meetings according to the Society's agenda for the year. They can choose to lead presentations or campaigns directly affecting their community, solely, or in collaboration with other committee/society members or internal/external organisations. The Representative should have a working knowledge of the community they stand for.

(vi) Gay Representative

The Gay Representative's responsibility shall be one of direct support and welfare for the Society's self-defining Gay members. The Representative should be a direct contact point for any member wishing to seek support and information. The Representative should make a form of contact information available to members of the Society, and as part of their role, is responsible for responding to any relevant enquiries through the Society's social media, within their remit.

The Gay Representative should assist and organise general meetings according to the Society's agenda for the year. They can choose to lead presentations or campaigns directly affecting their community, solely, or in collaboration with other committee/society members or internal/external organisations. The Representative should have a working knowledge of the community they stand for.

(vii) Bisexual Representative

The Bisexual Representative's responsibility shall be one of direct support and welfare for the Society's self-defining Bisexual members. The Representative should be a direct contact point for any member wishing to seek support and information. The Representative should make a form of contact information available to members of the Society, and as part of their role, is responsible for responding to any relevant enquiries through the Society's social media, within their remit.

The Bisexual Representative should assist and organise general meetings according to the Society's agenda for the year. They can choose to lead presentations or campaigns directly affecting their community, solely, or in collaboration with other committee/society members or internal/external organisations. The Representative should have a working knowledge of the community they stand for.

Constitution of Stirling University LGBTQ+ Society

(viii) Gender Identity Representative

The Gender Identity Representative's responsibility shall be one of direct support and welfare for the Society's self-defining non-cisgender members. The Representative should be a direct contact point for any member wishing to seek support and information. The Representative should make a form of contact information available to members of the Society, and as part of their role, is responsible for responding to any relevant enquiries through the Society's social media, within their remit.

The Gender Identity Representative should assist and organise general meetings according to the Society's agenda for the year. They can choose to lead presentations or campaigns directly affecting their community, solely, or in collaboration with other committee/society members or internal/external organisations. The Representative should have a working knowledge of the community they stand for.

(ix) Asexual Representative

The Asexual Representative's responsibility shall be one of direct support and welfare for the Society's self-defining Asexual members. The Representative should be a direct contact point for any member wishing to seek support and information. The Representative should make a form of contact information available to members of the Society, and as part of their role, is responsible for responding to any relevant enquiries through the Society's social media, within their remit.

The Asexual Representative should assist and organise general meetings according to the Society's agenda for the year. They can choose to lead presentations or campaigns directly affecting their community, solely, or in collaboration with other committee/society members or internal/external organisations. The representative should have a working knowledge of the community they stand for.

Constitution of Stirling University LGBTQ+ Society

6. Process of Elections

The Committee shall be elected at the Annual General Meeting (AGM) or in the case of a vacancy arising mid-term, at an Emergency General Meeting (EGM).

Candidates must have purchased a membership to the Society prior to the election.

6.1 Procedure for election of Committee Members:

- a. A meeting must reach a quorum of 25% +1, as an ED&I accredited society.
- b. One member of the elected Committee will act as Returning Officer in the election unless a Union Officer is present to carry out this role. The RO will be tasked with conducting the election, counting the votes and announcing the result. They will abstain from voting.
- c. There will be a secret ballot for all elections regardless of whether the election is contested. Re-Open Nominations will be a valid candidate in all elections.
- d. A system of Single Transferable Vote (STV) will be used to determine the winner of the election.
- e. The President is responsible for ensuring an updated Committee List, in Excel format, is emailed to the Union as soon as possible.
 - In the instance of a position becoming vacant, an EGM shall be held within two weeks.

7. Committee Meetings

The Committee is recommended to meet at least once a month, or if a committee member calls a meeting.

Notes and minutes of these meetings should be added to a space accessible by all committee members as soon as possible after the meeting, e.g. SharePoint. These notes should be made available on the Society website for members to view with any confidential information redacted.

Attendance of committee members should be recorded in meeting minutes at every meeting, as follows: Present, absent without apologies, absent with apologies, observers. Minutes should be reviewed at a subsequent committee meeting and agreed on accuracy by members present.

Constitution of Stirling University LGBTQ+ Society

8. Accountability

All members of the committee shall be held accountable to their fellow committee members and the Society. If a committee member does not turn up for a committee meeting without accepted apologies or notice 12 hours beforehand, they will be given a formal written notice e.g. an email by a member of core committee or the Vice President. After three notices, there will be a committee vote of 'no confidence'. If a majority vote passes, the committee will liaise with the Students' Union to determine whether a member's conduct warrants dismissal from the committee and where required a Union investigation.

To resign from a committee position, two weeks' notice must be given and a written notice given to a member of the core committee or the Vice President.

9. Affiliation

The Society shall be affiliated to the University of Stirling Students' Union and abide by its regulations. The Society may be affiliated to such organisations as a GM shall deem desirable, any decision from a GM to affiliate/disaffiliate must be passed with a two-thirds majority. The Society must update its constitution with any organisations that they become affiliated to and any changes to the constitution must be approved by the CZEC or Sabbatical team if the CZEC is for any reason unavailable.

10. Confidentiality and Policies

10.1 The confidentiality policy outlines that all members respect the rights of other members to keep their identity confidential. This primarily means not disclosing the identity of any member to any non-members, or discussing issues that will imply a person's membership, sexuality or gender identity in front of non-members.

Members are reminded that accidental outing on all social networks (including through pictures, statuses and any other form) is included in this policy and therefore may attract disciplinary procedures.

Any private discussion or query around identity with an identity representative from the committee should be kept strictly confidential e.g. between that representative and the individual in question, unless the representative deems an individual to be at considerable risk to themselves. In this instance, a member of the Students' Union should be contacted and the representative can contact the committee (anonymising all details of the member) for any support necessary.

10.2 The only exception to 10.1 is if a member explicitly states they are exempt from this policy. Instances, where an individual is deemed to pose a threat to themselves or others making a disclosure of their identity necessary are also exempt from 10.1. Any disclosure will be made with full sensitivity and only if absolutely necessary.

10.3 Notices explaining both the Confidentiality and Safe Space policies will be available online to all members and hard copies will be available on request.

Constitution of Stirling University LGBTQ+ Society

10.4 The breaking of confidentiality or Safe Space policies will be treated extremely seriously. In the first instance, the committee will attempt to resolve any incidents informally through discussion and mediation. Where incidents cannot be resolved informally or if there are repeated/malicious cases, the committee will seek investigative or disciplinary action through liaison with the Student's Union, following all relevant processes.

10.5 All cases shall be referred to the Disciplinary Committee of the Stirling Students' Union.

11. Equipment

An annual inventory shall be submitted to the Students' Union by 31st May each academic year. All new equipment must be added to the inventory throughout the year by completing the appropriate form and submitting it via email to the Activities & Volunteer Coordinator and VP Communities. All property and equipment must be insured through the Union's policy.

At the beginning of each semester, the committee members must complete an inventory of the resources and equipment available to the Society for its meetings and events. This should be completed within the first two weeks of the semester and two weeks before any stall events.

12. Sponsorship and Funding

It is the role of the Treasurer to apply for any relevant funds or grants as deemed appropriate by the committee to help budget for any events the Society holds e.g. StirPride week. Fundraisers should be publicised as such – where the funds are going should be made transparent and clear on all relevant publicity and communications especially when fundraising for external organisations.

Constitution of Stirling University LGBTQ+ Society

15. Data Protection and Privacy

The Society will comply with the relevant data protection, privacy and data handling policies of the Students' Union as outlined here

<http://www.stirlingstudentsunion.com/privacy>

15.1 The President and Digital Content Officer will ensure the Privacy Statement for the Society website (sulgbtq.org) clearly outlines how personal data will be used and stored, and how long it will be retained.

15.2 The Society will make its policies regarding the management of personal information readily available to all members and third parties.

15.3 The Society will not collect data from its website to use in analytics or share personal data with third parties for marketing purposes.

16. Equality, Diversity & Inclusion

The Society will adhere to the Union's ED&I Policy. Available here

www.stirlingstudentsunion.com/aboutus/equalitydiversityinclusion

17. Changes to the Constitution

Changes to the constitution must be passed by a simple majority either at an AGM, an EGM or GM of the society. For a constitutional change to be binding it must subsequently be approved by the Communities Zone Executive Committee.

Constitution of Stirling University LGBTQ+ Society

Supporting Documents

| Name | Description | URL |
|---|---|--|
| Safe Space Agreement | Agreement outlining how the society achieves its Safe Space, in-person and online. | www.sulgbtq.org/policies |
| sulgbtq.org Privacy Statement | Privacy statement for the Society website outlining how personal data is used, stored and retained. | www.sulgbtq.org/policies |
| Stirling Students' Union Data Protection Policy | Overarching Data Protection Policy of Stirling Students' Union. | www.stirlingstudentsunion.com/privacy |
| Stirling Student's Union ED&I Policy | Overarching Equality, Diversity and Inclusion Policy of Stirling Students' Union. | www.stirlingstudentsunion.com/aboutus/equalitydiversityinclusion |
| Stirling Students' Union Safe Space Policy | Overarching Safe Space Policy of Stirling Students' Union. | www.stirlingstudentsunion.com/aboutus/governanceandplanning |

Approval

| | | | |
|--------------------|------------|-------------------|------------|
| Passed by AGM/EGM: | 16/09/2021 | Approved by CZEC: | 22/10/2021 |
|--------------------|------------|-------------------|------------|