



NTU Pride Society Constitution

Last updated: 05/04/2010

The Constitution sets out the rules for how the Society is run.

1. Mission Statement

The aim of the NTU Pride Society is:

1.1 To provide a safe and supportive community for minority sexuality and gender students and staff at Nottingham Trent University and Nottingham Trent Students Union.

1.2 To reflect, express and represent the views of minority sexuality and gender students and staff within NTU, NTSU and the wider LGBT related community.

1.3 To provide a variety of regular socials and events that meet the needs and wishes of minority sexuality and gender students and staff at NTU and NTSU.

1.4 To organise and run a range of events and campaigns that raise awareness of and help to resolve issues relevant to minority sexuality and gender students and staff at NTU and NTSU, with specific regard to the activities of the NUS LGBT Campaign.

1.5 To provide appropriate welfare information and resources on issues relevant to minority sexuality and gender students and staff at NTU and NTSU.

1.6 To actively pursue relationships with local and national LGBT related organisations, especially those with activities of interest to LGBT related students, other LGBT related societies and the NUS LGBT Campaign.

1.7 To maintain and promote Nottingham Trent University and the Nottingham Trent Students Union as active, LGBT-friendly and diverse institutions.

2. Definitions

The 'Society' means the NTU Pride Society, being part of the Nottingham Trent Students Union. The 'Union' means the Nottingham Trent Students Union (NTSU) and the 'University' means The Nottingham Trent University (NTU) unless otherwise stated. 'Members' means those students, staff and other individuals that are registered as members and who have paid the membership fee. 'Affiliated members' means those who attend Society events but who have not paid a membership fee. The 'Executive Committee' is the central Committee of the Society who are principally responsible for its running.

3. Equal Opportunities

All members will be treated as equals, regardless of their sex, sexuality, gender identity, disability, race, religion, culture, or any other reason. This list is not exhaustive and will be in line with the NTU and NTSU Equal Opportunities Policies.

4. Status

The NTU Pride Society is a Society within the Nottingham Trent Students Union. The Society will abide by the NTSU Constitution and unless otherwise stated, all applicable decisions of the Union.

5. Liabilities

No individual member or collective of the Executive 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. If damage occurs to any vehicle during a Society trip the driver (or hirer) will not be held individually responsible and repair costs will come from Society funds if necessary.

6. Membership

6.1 Any student, staff or alumni member of the University will be entitled to full membership to the Society. Full membership is also open to any member of the National Union of Students (both further and higher education), or another institution where a reciprocal agreement is in place between the Union and/or Society.

6.2 Any person who is not a full member shall be termed as an affiliated member.

6.3 Upon application for membership all members agree to the terms laid out in this document.

6.4 All members (and affiliated members) are to respect the confidentiality of meetings, other members and affiliated members. Failure to do so will result in immediate expulsion from the Society and/or removal from the online community.

7. The Executive Committee

7.1 The Executive Committee's role is to govern the Society and to promote and develop its aims. The Executive Committee will execute all decisions of the Society whether made by Executive Committee Meetings, Annual General Meetings, Emergency General Meetings, General Meetings, or by some other form of agreement.

7.2 The Executive Committee will act as a voice for the Society at any meeting of the Students Union or University they are required to attend.

7.3 No person, including but not limited to the Executive Committee, who is in a position of trust during a Society social, trip, event, meeting, private meeting or any other activity will abuse this position in order to take advantage of another member or associate. Breach of this trust could result in expulsion from the Society, banning from attending future events and possibly further action.

7.4 The Executive Committee should be made up of nine permanent members existing in the posts of:

- President
- Secretary
- Treasurer
- Social Officer
- Publicity Officer
- Welfare and Representation Officer
- Campaigns Officer
- Tri-Campus Liaison Officer
- External Liaison Officer

7.5 The Executive Committee shall be made up of full members of the Society only. The positions of President, Secretary and Treasurer must hold a valid Nottingham Trent University NUS or Staff Card, and must have some experience with a similar role. The position of External Liaison Officer must not be a student at NTU, but must hold a valid NUS card.

7.6 A person may not hold more than one permanent Committee position at a time. Any position left vacant following an election will be filled by an existing Committee member at the discretion of the Executive Committee. This person shall be termed as 'Acting' and will not hold the position in an official capacity. At a suitable time when a by-election can be held via an EGM, the position must be vacated.

7.7 All Committee members are responsible for executing, to the best of their ability, the terms within this Constitution as well as fulfilling all duties specified here. If the President, whose job it is to monitor the performance of the Committee, in liaison with other Committee members and/or the Vice President, Societies and/or Societies Management Committee deems a Committee member to have failed to accomplish their duties and/or missed meetings without apologies and/or completed Action Points, their position on the Committee may be unconditionally terminated*. If it is deemed that the President has failed to accomplish their duties and/or missed meeting without apologies and/or completed Action Points, their position on the Committee may be unconditionally terminated*.

*In accordance with motion 5 (Discipline Procedure) in the Regulations section of the Societies Code of Practise.

7.8 All Executive Committee members should have the opportunity to expand and build up on their positions to provide more services and initiatives for the Society.

7.9 The duties of the Executive Committee

7.9a All Committee members shall:

7.9a1 Perform any duty mandated by the Executive Committee, AGM, EGM or GM.

7.9a2 Ensure that the privacy of all members or affiliated members is maintained at all times.

7.9a3 Hold the post for a period of one year unless elections are organised at a different time by the Executive Committee.

7.9a4 Attend all meetings of the Society, including all Executive Committee Meetings, the Annual General Meeting, Emergency General Meetings and General Meetings. If a member of the Committee cannot attend these meetings they must send apologies for absence to both the President and Secretary at least 30 minutes prior to the commencement of the meeting.

7.9b The President shall:

7.9b1 Oversee the organisation and management of the Society.

7.9b2 Be responsible to the Union and the members for the performance and duties of the Society.

7.9b3 Preside over the Executive Committee and Society meetings and ensure they are structured and effective.

7.9b4 Ensure that the Society's activities are organised within context of the NTU Pride Constitution, and the relevant guidelines issued by the Students Union and University.

7.9b5 Maintain, update and enforce the Society's Constitution.

7.9b6 Lead the Executive Committee and Society in the development of an action plan and ensure that it meets the Mission Statement and Equal

Opportunities guidelines.

7.9b7 Represent the Society and Executive Committee at Union meetings.

7.9c The Secretary shall:

7.9c1 Collate all Society records and keep them up-to-date.

7.9c2 Prepare agendas for all ECMs, AGMs, EGMs and GMs with the assistance of the President.

7.9c3 Take the minutes for all ECMs, AGMs, EGMs and GMs and store these for future reference.

7.9c4 Be responsible for all correspondence to and from the Society (including email and postal mail), and distribute the information accordingly.

7.9c5 Facilitate the dissemination of information about the role of the Society, its events and existence throughout the Students Union, University, the wider community and the members, with the assistance of the Publicity Officer.

7.9c6 Be responsible for maintaining the Society's mailing list and sending of general emails or newsletters to those persons subscribed.

7.9c7 Be the sole distributor of emails and messages about events to members.

7.9c8 Assist the President in representing the Society.

7.9d The Treasurer shall:

7.9d1 Supervise and oversee the management of all Society finances.

7.9d2 Keep records of all Society income and expenditure and keep these up to date.

7.9d3 Ensure that any cash payments from members for membership fees, trips, events, etc are paid into the Society accounts and relevant Committee members are informed if necessary.

7.9d4 Communicate with the Students Union on all matters regarding the Society budget.

7.9d5 Approve all purchases and payments in conjunction with the Vice President, Societies of the Students Union.

7.9d6 Ensure that all payments are made when due.

7.9d7 Provide the Executive Committee with updates of the financial position of the Society and report on the Society accounts at the AGM.

7.9e The Social Officer shall:

7.9e1 Devise ideas for, and plan social events in conjunction with the Executive Committee and members.

7.9e2 Organise regular socials and maintain interest in these events.

7.9e3 Co-ordinate events for Welcome Week aimed at attracting and integrating new and returning members of the Society.

7.9e4 Liaise with the Publicity Officer to ensure all socials and events information is corrected added to socials calendars/website/posters etc.

7.9e5 Monitor and budget all event costs with the assistance of the Treasurer.

7.9e6 Liaise with the Welfare & Representation Officer to ensure that events meet the wishes of, and appeal to, the entire membership.

7.9e7 Ensure that a number of non-alcohol based events or socials take place each year.

7.9e8 Complete all requirements stipulated by the Students Union for social events, including completing risk assessment monitoring and member registration when necessary.

7.9f The Publicity Officer shall:

7.9f1 Be responsible for all Society promotion and publicity materials.

7.9f2 Be responsible for liaising with the rest of the Executive Committee in order to maintain the website and keep the information displayed up-to-date.

7.9f3 Be responsible for liaising with the rest of the Executive Committee in order to maintain the Facebook and Twitter pages and event listings and keep the information displayed up-to-date.

7.9f4 Be responsible for liaising with the rest of the Executive Committee in order to maintain the Society noticeboards and keep the information displayed up to date.

7.9f5 Be responsible for liaising with the rest of the Executive Committee in order to produce and display posters and flyers for relevant events.

7.9f6 Work to improve all promotion and publicity the Society offers.

7.9g The Welfare & Representation Officer shall:

7.9g1 Act as a representative for all potential groups within the Society as part of our Equal Opportunities Policy (Section 3)

7.9g2 Ensure the Society remains inclusive of all members and students, and does not discriminate against any individuals.

7.9g3 Liaise closely with all members and affiliated members to ensure the Executive Committee is aware of their opinions, views, wishes and needs.

7.9g4 Work together with all other Committee members to ensure the continuance of equal representation of all members and affiliated members of the Society.

7.9g5 Work closely with the Social Officer to ensure that social events are suitable for, and appeal to, all potential membership and affiliated membership groups.

7.9g6 Work closely with the Campaigns Officer to ensure that campaigns tackle issues relevant to all potential membership and affiliated membership groups.

7.9g7 Organise and maintain the provision of welfare and support services within the Society.

7.9g8 Work together with Student Support Services to ensure that LGBT welfare is provided to all students.

7.9g9 Work the Secretary and Liaison Officers to ensure the Prideboxes on all three campuses are stocked with a wide variety of information and resources.

7.9g10 Work with the Representation Officer to ensure welfare provisions meet the needs of all potential membership and affiliated membership groups.

7.9g11 Work with the Publicity Officer to maintain and improve the online welfare provisions.

7.9h The Campaigns Officer shall:

7.9h1 Organise and oversee all campaigns run by the Society and those in conjunction with the NUS.

7.9h2 Lead all such campaigns and work with the Executive Committee to ensure they are implemented successfully.

7.9h3 Liaise with the Welfare & Representation Officer to ensure that all campaigns are suitable for the entire membership and tackle the issues relevant to them.

7.9h4 Work with the Publicity Officer to keep information about campaigns, such as the website pages, up-to-date.

7.9i The Tri-Campus Liaison Officer shall:

7.9i1 Be responsible for all NTU Pride provisions on all campuses and work to ensure the NTU Pride Society in its entirety is accessible to students on all campuses.

7.9i2 Liaise with the Executive Committee on the opinions, views, wishes and needs of LGBT students and staff on all campuses.

7.9i3 Work with the Social Officer to create social events that appeal to minority sexuality and gender students and staff on all campuses.

7.9i4 Work with the Campaigns Officer to create campaign events that tackle issues relevant to minority sexuality and gender students and staff on all campuses.

7.9i5 Work with the Welfare & Representation Officer to ensure that welfare & representation provisions offered by the Society are easily accessible to minority sexuality and gender students and staff on all campuses

7.9j The External Liaison Officer shall:

7.9j1 Be responsible for liaising with all outside LGBT related organisations.

7.9j2 Work with the Social Officer to create social events that appeal to LGBT related organisations, and work to create joint social events with these organisations

7.9j3 Work with the Welfare & Representation Officer to ensure that outside LGBT related organisations can receive welfare and representational help from the Society.

8. Annual General Meeting

8.1 AGMs will be held once a year by the deadline set by the Students Union.

8.2 Only full members of the Society who have paid a membership fee may vote at AGMs.

8.3 The President or Secretary shall receive matters to be discussed at the AGM and prepare agendas for these meetings.

8.4 All Committee members must give a verbal annual report of their accomplishments of the year and justify their position to their members.

8.5 The Annual General Meeting can only conduct business when it is quorate. Quoracy is met when there are at least twice the amount of members present as those present from the Executive Committee.

8.6 Quoracy can be waived at the AGM by a unanimous vote of the members present excluding the Executive Committee.

8.7 New Executive Committee members for the Society will be elected at AGMs wherever possible and will take over the running of the Society from the beginning of each academic year after having worked with the old Executive Committee to understand the running of the Society.

8.8 Decisions made through votes at the AGM cannot be overturned by the Committee.

8.9 The AGM and the EGM are the supreme bodies of the Society.

9. Emergency General Meeting

9.1 EGMs can be called by:

9.1a A majority vote of an Executive meeting.

9.1b OR by the request of ten members of the Society.

9.2 Only full members of the Society who have paid a membership fee may vote at EGMs.

9.3 The President or Secretary shall receive matters to be discussed at EGMs and prepare agendas for these meetings.

9.4 Emergency General Meetings can only conduct business when it is quorate. Quoracy is met when there are at least twice the amount of members present as those present from the Executive Committee or members of a Sub-Committee.

9.5 Quoracy can be waived at EGMs by a unanimous vote of the members present excluding the Executive Committee.

9.6 Decisions made through votes at EGMs cannot be overturned by the Committee.

9.7 The AGM and the EGM are the supreme bodies of the Society.

10. Finances

10.1 All finances and funds of the Society shall be held by the Students Union in the two accounts in accordance with the Students Union rules.

10.2 No single Executive Committee member will be able to withdraw funds. All withdrawals must be signed for by both the President and the Treasurer.

11. Constitution

11.1 Constitution amendments and alterations made by the Executive Committee must be ratified at the AGM.

11.2 Amendments and alterations can only happen when a majority of the meeting agrees.

11.3 Changes to the Constitution have immediate effect.

12. Society Closure

12.1 In the event that the Society is disbanded or closed down, or fails to recommence activities at the beginning of a new academic year, all property that is owned by the NTU Pride Society shall be passed back to the Union.

12.2 All correspondence that is received to the Society shall be redirected to the Vice President, Societies or Student Involvement Co-ordinator to deal with appropriately.

12.3 The responsibility for provision of minority sexuality and gender specific welfare information and student support will pass to the Vice President, Welfare and Involvement.

13. Approval

This document is for the running of the Society and is signed by the members of the Executive Committee, elected by the members of the Society.