

LGBTQ+ ASSOCIATION BYELAW

1. STATUS

- 1.1. The Lancaster University Lesbian, Gay, Bi*, Trans, Queer, and + (All identities) Association, herein referred to as 'the Association', is a sub-committee of LUSU Council.
- 1.2. The acronym name 'LGBTQ+' shall be used in all Association communication.

2. ROLE

- 2.1. The Association shall exist to:
 - 2.1.1. Represent members to LUSU, the NUS, the local community, and other relevant bodies, and advise to ensure policy, activities, and services are inclusive;
 - 2.1.2. Actively challenge hate incidents on campus and in the local community;
 - 2.1.3. Care for the welfare of members by providing support, information, and resources.
 - 2.1.4. Actively campaign at a campus, local and national level for LGBTQ+ equality and rights, and to increase understanding of LGBTQ+ issues and communities;
 - 2.1.5. Organise a diverse range of social events where members can socialise and ensure that a safe space exists during all affiliated events and meetings;
 - 2.1.6. Publicise its existence, its role, the services it offers, and its contact details to students using the widest range of media and outreach channels available.
 - 2.1.7. To promote equality and inclusivity of all sexual orientations and gender identities.

3. THE ASSOCIATION MEMBERSHIP

- 3.1. Membership shall comprise all full LUSU members. LUSU or University staff members can request membership from the Committee.
- 3.2. Members shall have the right to speak and vote at any General Meeting, and vote and stand in any election.
- 3.3. Members shall have the right to be represented by the Committee officers.
- 3.4. Members and associate members shall have the right to attend all Association events and meetings.

- 3.5. The Association shall not charge any fee for membership.
- 3.6. Non-members are welcome providing they adhere to LUSU and Association governance documents and policies. If concerns are raised about non-members attending a specific event, the committee shall address these prior to the event.
- 3.7. Honorary lifetime membership may be awarded to an individual who has made exemplary services to the association and the community.
- 3.8. Individuals with honorary lifetime membership will have the same rights as associate members, unless they are members.
- 3.9. Honorary lifetime membership shall be awarded by the association by a simple majority vote by the committee at the end of the academic year for individuals leaving their studies.

4. THE ASSOCIATION COMMITTEE

- 4.1. The Association shall be run by a Committee (Sub-Committee of LUSU Council comprising the following officers.
 - 4.1.1. The LUSU Vice-President: Welfare and Community (ex-officio);
 - 4.1.2. One representative from each JCR Executive/PG Board;
 - 4.1.3. The LUSU LGBTQ+ Officer (Ex-officio)
- 4.2. The Association shall elect to the committee the following portfolio officers:
 - 4.2.1. One General Secretary;
 - 4.2.2. Two Publicity and Communications Officers;
 - 4.2.3. Three Social and Events Officers;
 - 4.2.3.1. The Social and Events Convener
 - 4.2.4. Two open Campaigns Officers;
 - 4.2.5. One Trans Campaigns and Welfare Officer;
 - 4.2.6. Women's officer
 - 4.2.7. Ethnic Minorities officer
 - 4.2.8. Students with Disabilities officer
 - 4.2.9. Community Diversity Officer
 - 4.2.10. Mature Students, Associate Members and Postgraduate Officer
 - 4.2.11. One Welfare Officer;
- 4.3. Portfolio officers shall ordinarily take office on the last day of the term elected in.
- 4.4. No member may hold more than one portfolio position. If elected to another

position, the officer must resign their present post if the two would be concurrent.

4.5. Officers may resign by submitting written resignation to the LUSU LGBTQ+ Officer or verbally to the LUSU LGBTQ+ Officer and one other portfolio officer present.

4.6. An officer shall cease to hold office if they are absent, without submitting acceptable apologies, from three consecutive meetings.

4.7. **Standing Mandates**

4.7.1. All officers shall be permanently mandated to:

4.7.1.1. To help and Collaborate with all other officers when necessary;

4.7.1.2. Not bring the Committee and Association into disrepute through their actions or inactions;

4.7.1.3. Represent the interests of members and the LGBTQ community through their actions and decisions;

4.7.1.4. Remain strictly confidential on all matters when appropriate;

4.7.1.5. Contribute to all LGBTQ+ campaigns and activities when required;

4.7.1.6. Adhere to all LUSU and Association governance documents and policies;

4.7.1.7. Attend or submit acceptable apologies to the LUSU LGBTQ+ Officer in writing for all mandated meetings;

4.7.1.8. Collectively stand in if portfolio officer vacancies arise, until positions are filled.

4.8. **Portfolio Officer Responsibilities**

4.9. **The LUSU LGBTQ+ Officer shall:**

4.9.1. Liaise with LUSU, JCR's, the PG Board, the University, the NUS, and the local community, and report on behalf of the Association as required;

4.9.2. Authorise the social media and website only to ensure they follow LUSU governance documents and are not open to legal proceedings;

4.9.3. Co-ordinate the activities of the Committee and manage the email account;

4.9.4. Be the primary point of contact and hold a weekly office hour;

4.9.5. Make sure that all officers receive adequate training in a timely manner;

4.10. **The General Secretary shall:**

4.10.1. Take minutes of meetings and circulate them within 48 hours;

4.10.2. Complete risk assessments for all events and activities;

4.10.3. Keep an archive of standing policies and motions available to members;

- 4.10.4. Make a copy of the by-law available at all meetings;
- 4.10.5. Make sure that all business and procedures of the association are articulated to all members;
- 4.10.6. Manage the Association's bank account and finances.

4.11. The Publicity and Communications Officers (x2) shall:

- 4.11.1. Design, produce, and circulate publicity advertising the Association, events, campaigns, and welfare support;
- 4.11.2. Using the full range of Association media and student media for maximum outreach to all students across campus;
- 4.11.3. Liaise with college officers to distribute publicity across campus;
- 4.11.4. Maintain the website and update content in a timely fashion;
- 4.11.5. Communicate with all relevant officers in the association.

4.12. The Social and Events Officers (x3) shall:

- 4.12.1. Organise a broad range of alcoholic and non-alcoholic events and activities that cater to members' interests and encourage them to socialise in a safe space;
- 4.12.2. Make sure all details for social and events are articulated to the General Secretary for the completion of risk assessments;
- 4.12.3. Make sure all details for social and events are articulated to the Publicity and Communications Officers in a timely manner;
- 4.12.4. Facilitate a sober duty schedule for all necessary events;
- 4.12.5. Ensure all events are safe, and made open to all students;

4.12.6. The Social and Events convener:

- 4.12.6.1. Shall be elected from the three social and events officers termly, by the three social and events officers. In the event of a tie the electorate will be expanded to the rest of the committee.
- 4.12.6.2. Shall Work with the CCO LGBTQ+ to organise the Association's external and ticketed events (e.g. Canal street, Gaystrav)
- 4.12.6.3. Shall be the primary coordinator of the Association's socials and events.
- 4.12.6.4. Shall work closely with and support all of the Social and Events Officers in the fulfilment of their duties.

- 4.12.6.5. Shall be responsible for arranging regular meetings with the CCO:
LGBTQ+ and the other Socials officers to discuss upcoming and future socials
- 4.12.6.6. Shall be responsible for the production of a Socials timetable for each term, to be presented to the committee in a meeting in a timely manner.
- 4.12.6.7. Shall coordinate communication of relevant Events information to the Publicity officers.
- 4.12.6.8. Attend SEG when relevant;

4.13. The Open Campaigns Officers (x2) shall:

- 4.13.1. Lead at least one campaign per term driving equality, liberation, celebration of diversity, or education;
- 4.13.2. Collectively endeavor to include all LGBTQ+ demographics during their time in office;
- 4.13.3. Attend all EWD meetings;
- 4.13.4. Make sure all details for Campaigns are articulated to the Publicity and Communications Officers in a timely manner;
- 4.13.5. Communicate with the association's Liberation Officers;

4.14. Trans Campaigns and Welfare Officer shall:

- 4.14.1. Lead at least one campaign per term driving equality, liberation, celebration of diversity, or education;
- 4.14.2. Attend all EWD meetings;
- 4.14.3. Raise awareness of Trans welfare needs, lead welfare campaigns, and ensure welfare support is available to both 'closeted' and 'out' LGBTQ+ students;
- 4.14.4. Be the Trans welfare point of contact and hold a weekly office hour;
- 4.14.5. Facilitate the assimilation and integration of new members into the community;

4.15. The Welfare Officer shall:

- 4.15.1. Raise awareness of LGBTQ+ welfare needs, lead welfare campaigns, and ensure welfare support is available to both 'closeted' and 'out' LGBTQ+ students;
- 4.15.2. Be the welfare point of contact and hold a weekly office hour;
- 4.15.3. Liaise with association's liberation officers on welfare campaigns when relevant;
- 4.15.4. Attend all EWD meetings;
- 4.15.5. Facilitate the assimilation and integration of new members into the community;

4.16. Women's officer

- 4.16.1. Lead at least one campaign per term driving equality, liberation, celebration of diversity, or education;
- 4.16.2. Coordinate with the relevant officers;
- 4.16.3. Be primarily responsible for ensuring that the association reflects the diverse nature of women;
- 4.16.4. Encourage the awareness of women within the association;
- 4.16.5. Maintain a solid working relationship with the relevant societies and communities.
- 4.16.6. Actively engage with the LUSU Women's Liberation Officer
- 4.16.7. Must self-define as a Woman
- 4.16.8. This position shall have a floating remit. It may be held as a person's sole position on the Association committee, however in the absence of a candidate running in this capacity, it may be held by another officer who will act as a representative for women and fulfil the responsibilities of both remits

4.17. Ethnic Minorities officer

- 4.17.1. Lead at least one campaign per term driving equality, liberation, celebration of diversity, or education;
- 4.17.2. Coordinate with the relevant officers;
- 4.17.3. Be primarily responsible for ensuring that the association reflects the diverse nature of Ethnic Minorities;
- 4.17.4. Encourage the awareness of women within the association;
- 4.17.5. Maintain a solid working relationship with the relevant societies and communities.
- 4.17.6. Actively engage with the LUSU Ethnic Minorities Officer
- 4.17.7. Must self-define as an Ethnic minority
- 4.17.8. This position shall have a floating remit. It may be held as a person's sole position on the Association committee, however in the absence of a candidate running in this capacity, it may be held by another officer who will act as a representative for ethnic minorities and fulfil the responsibilities of both remits

4.18. Students with Disabilities officer

- 4.18.1. Lead at least one campaign per term driving equality, liberation, celebration of diversity, or education;
- 4.18.2. Coordinate with the relevant officers;
- 4.18.3. Be primarily responsible for ensuring that the association reflects the diverse nature of Students with disabilities;
- 4.18.4. Encourage the awareness of women within the association;

- 4.18.5. Maintain a solid working relationship with the relevant societies and communities.
- 4.18.6. Actively engage with the LUSU Students with disabilities Officer
- 4.18.7. Must self-define as disabled;
- 4.18.8. This position shall have a floating remit. It may be held as a person's sole position on the Association committee, however in the absence of a candidate running in this capacity, it may be held by another officer who will act as a representative for students with disabilities and fulfil the responsibilities of both remits

4.19. Community Diversity Officer

- 4.19.1. Lead at least one campaign per term driving equality, liberation, celebration of diversity, or education;
- 4.19.2. Be primarily responsible for ensuring that the association reflects the diverse identities within the community (such as Intersex, Asexual, Polyamorous, Non-monogamous);
- 4.19.3. Encourage the awareness of underrepresented identities within the community
- 4.19.4. Facilitate the assimilation and integration of new members into the community;
- 4.19.5. Hold a weekly office hour

4.20. Mature Students, Associate Members and Postgraduate Officer

- 4.20.1. Chair and operate the Mature Students/postgraduate/staff group;
- 4.20.2. Maintain close working relationship between both the main association and the Mature Students /postgraduate/staff group;
- 4.20.3. Hold regular socials and meetings for the Mature Students /postgraduate/staff group;
- 4.20.4. Facilitate the assimilation and integration of new members into the community, particularly Mature Students /postgraduate/staff members
- 4.20.5. Must be a mature student, an associate member or a member of graduate college.

5. MEETINGS

- 5.1. Committee Meetings shall exist to plan officer activities and discuss issues.
- 5.2. All business and voting shall adopt the procedure for LUSU Council.
- 5.3. All votes shall carry by a simple majority, except for amendments to this byelaw.
- 5.4. All meetings shall be chaired by the LGBTQ+ Officer and convened at a suitable time.
- 5.5. Minutes shall be taken, and ratified at the next meeting. If the General Secretary is unavailable, the LGBTQ+ Officer shall select another officer to take minutes.
- 5.6. Non-members may attend at the discretion of the chair

- 5.7. The agenda must be circulated three days before the meeting. (Except EGMs)
- 5.8. If the chair steps down, a temporary chair may be elected by a simple majority vote.
- 5.9. All Committee members will make end of term officer reports at the last meeting of each term.

5.9 Open Meetings

- 5.9.1 Weekly meeting of the association unless otherwise specified by the LUSU LGBTQ+ Officer;
- 5.9.2 All members are welcome to attend, vote and contribute;
- 5.9.3 Quoracy shall be 5 portfolio Officers or 15 members;

5.10 Closed Meetings

- 5.10.1 Meeting of the associations committee;
- 5.10.2 Portfolio officers are mandated to attend and officers without are welcome but are not obligated to attend;
- 5.10.3 Quoracy is 5 portfolio officers;

5.11 General Meetings

- 5.11.1 Facilitate constitutional and electoral business;
- 5.11.2 All members may attend, speak and vote;
- 5.11.3 All motions must be on the agenda;
- 5.11.4 General Meetings must be called by the LUSU LGBTQ+ Officer, a simple majority vote by the committee or a petition of 15 members;
- 5.11.5 Quoracy shall be 10 committee members with portfolio, 30 members or it is the third consecutive non- quorate meeting.
- 5.9.1. At least seven days' notice shall be given of a General Meeting, specifying the date, time and venue. Notice must be publicised widely and shall include specific details of business to be transacted.
- 5.9.2. Amendments to motions may be proposed at any time prior to the vote.

5.10. Emergency General Meetings

- 5.10.1. EGM's shall only be called when failure to discuss an item of business is harmful or detrimental to the Association or its members.
- 5.10.2. EGM's shall be called by either: the LUSU LGBTQ+ Officer, 7 committee officers with portfolio, or a petition of thirty members.
- 5.10.3. EGM's shall follow all procedures for General Meetings, except notice period is reduced to next calendar day. EGM's must be publicised as widely as

- 5.10.4. In the event of the LUSU CCO: LGBTQ+ resigning there shall be an EGM arranged by LUSU FTO team.

5.11. **Annual General Meetings**

- 5.11.1. AGM's shall follow the same procedure as General Meetings.
- 5.11.2. AGM's shall be held in the lent term, and include:
- 5.11.2.1. An open forum for members to suggest structure changes for the following year.
- 5.11.2.2. Presentation of any changes of the by-law by the by-law review committee;

6. ELECTIONS

- 6.1. The Association shall run elections for all portfolio positions, in the last week of Michaelmas term
- 6.2. All elections shall follow LUSU Election regulations. Where procedure is unclear, the Democracy Cross Campus Officer shall decide on an appropriate course of action. Should a candidate not adhere to regulations, the Democracy Cross Campus Officer can disqualify them from the election.
- 6.3. In all elections, the LGBTQ+ Officer shall be Acting Returning Officer. Where the LGBTQ+ Officer cannot be ARO, the Committee shall vote on an appropriate substitute.
- 6.4. All elections shall be decided via secret ballot.
- 6.5. **Hustings procedure**
- 6.5.1. When called to hust, each candidate shall speak for up to two minutes, or submit a written hust of up to two minutes in length which shall be read by the LGBTQ+ Officer.
- 6.5.2. Once all candidates have had the opportunity to hust, the LGBTQ+ Officer shall invite questions from attendants. The LGBTQ+ Officer can end question time at their discretion.

7. FINANCES

- 7.1. The Association's finances shall adhere to LUSU Financial Regulations.
- 7.2. The General Secretary shall give an account update when requested or appropriate;
- 7.3. The ordinary signatories of the account with LUSU shall be the General Secretary,

the LUSU LGBTQ+ Officer, and one other portfolio officers elected at a General Meeting.

- 7.4. The LUSU LGBTQ+ Officer and the General Secretary shall decide internal budgets in the first meeting of each term.
- 7.5. The LUSU LGBTQ+ Officer and the General Secretary shall manage any petty cash up to £15 that is required for the day to day running's of the association;

8. DISCIPLINARY AND COMPLAINTS

8.1. Disciplinary Procedures for Members

- 8.1.1. All disciplinary matters should be dealt with following LUSU procedures.
- 8.1.2. If the Committee deem conduct at activities or online inappropriate, members may have their membership temporarily suspended by the portfolio officers.
- 8.1.3. Inappropriate conduct shall include:
 - 8.1.3.1. Behaviour that is illegal or deemed misconduct by LUSU;
 - 8.1.3.2. Abuse, harassment, or displays of discrimination or prejudice of any kind;
 - 8.1.3.3. Repeated or malicious breaches of confidentiality and safe space principles;
 - 8.1.3.4. Behaviour at Association functions likely to bring the Association into disrepute.
- 8.1.4. The Committee may refer any disciplinary matter to LUSU.

8.2. Disciplinary Procedures for Officers

- 8.2.1. Failure of officers to fulfil responsibilities or meeting mandates, without reasonable excuse, is sufficient grounds for a vote of no confidence.
- 8.2.2. A vote of no confidence in an officer must be proposed by at least five officers with portfolio or a petition of thirty members. It must be proposed with clear and sufficient grounds in advance as a motion at a General Meeting, where it can either be upheld or overturned by a simple majority vote. Once proposed, the officer shall be suspended, which means that they are prevented from carrying out their duties. If upheld, the officer is removed from office. If overturned, the officer shall return to duties. The officer can follow LUSU Appeals procedure with the LUSU Vice- President: Welfare and Community.

8.3. Complaints Procedures

- 8.3.1. All complaints shall be dealt with following LUSU procedures.
- 8.3.2.

9. BYELAW GOVERNANCE AND REVIEW

- 9.1. This byelaw must be publicly available on the Association and LUSU websites.
- 9.2. Amendments to this byelaw shall be made following the motion being carried by a simple majority vote at a General Meeting and ratified at LUSU Council. Changes shall not come into operation until ratified at LUSU Council.
- 9.3. The LGBTQ+ Officer shall convene a byelaw working group to review this byelaw once every two years, and widely consult members and the Committee before proposing amendments. Changes shall be approved and ratified as above.