

# CONSTITUTION AND RULES

## CLAUSE 1. NAME

The association shall be called North West London Lesbian and Gay Group, abbreviated to NWLLGG and hereinafter called the Group.

## CLAUSE 2. OBJECTS

The objects of the Group shall be to provide for social meetings and activities for members, to promote the welfare of all gay men, lesbians, those identifying as transgender and bisexuals in Northwest London and surrounding areas and to undertake any activities in pursuance of these objects. The Group is opposed to discrimination. In particular the Group is opposed to discrimination (including offensive language or behaviour) towards any member on the grounds of religion, ethnic group, sex, age, transgender status, physical or other disability, HIV status or sexuality. The activities of the Group will endeavour to reflect this policy.

## CLAUSE 3. MEMBERSHIP

Membership shall consist only of individuals who agree with the objects of the Group. Members shall be required to pay an annual subscription that will be valid for twelve months. The amount of the annual subscription shall be determined by the AGM for the following year. Meetings shall be open to everyone, but only paid up members shall have the right to vote and are thus hereinafter referred to as voting members. Membership is encouraged and whilst meetings and other events may be open to non-members, such activities are NOT public events and attendance/participation may be restricted. Unless otherwise stated, Members will be entitled to free entry, whereas a fee may be charged to non-members. The Committee reserves its right to refuse entry or participation in any group activities (both on-line and at events) to any person(s) whose participation or presence they deem would be contrary to the maintenance of the smooth and harmonious operation of such activities. An application for, or renewal of membership is subject to the approval of the elected committee. Such approval may be withheld, and an existing member may be suspended and/or have membership renewal refused if, in the opinion of the Committee, their behaviour is or maybe prejudicial to the objects of the Group.

A member can be suspended if, in the opinion of the Committee, their behaviour is prejudicial to the objects of the Group.. A suspension of membership or refusal to renew membership or refusal of entry or participation in any group activity (both online and at events) may be appealed within 14 days of suspension or refusal by written notice (which may be by email) to the Secretary. The Secretary will arrange a Special Meeting within 14 days of receipt of the appeal at which the member can present their case.

The Group may form Sections with special interests, e.g. Women, Sports, Youth, to meet independently as required but with no separate membership or committee. The Group may affiliate to other independent Groups supporting the aims of NWLLGG at the discretion of the Committee.

CLAUSE 4. **OFFICERS**

Officers of the Group shall be elected at the Annual General Meeting, their term to run to the following AGM. Replacements and additional members may be co-opted by the Committee, their terms also to run to the next AGM. Officers shall consist of a Chairperson, Secretary, Treasurer, Membership Secretary and such other officers as shall be determined at the AGM, up to a maximum of six (6) officers in total. Chairperson, Secretary, and Treasurer, are required to have been members of NWLLGG for a minimum of twelve months. Remaining officers are required to have been members of NWLLGG for a minimum of six months. Nominees who agree to be candidates must submit their application at least 1 week before the AGM and should each be proposed and seconded by voting members. No member may nominate more than two candidates. In contested elections, the person receiving the greatest number of votes shall be declared elected. The officers' duties are:

Chair - Leadership

Secretary - Minutes and Group correspondence

Membership Secretary - Keeping a record of members and collection of subscriptions

Treasurer - Management of Group finances.

CLAUSE 5. **COMMITTEE**

The Committee shall be formed of all the officers. It acts on behalf of and in the interests of the membership of the Group and is guided by this Constitution. It shall have powers to run the day to day affairs of the Group, to borrow money on behalf of the Group and to make decisions in the light of the Constitution in particular instances, until such time as any interpretation is upheld or changed by a motion at a Special or Annual General Meeting. Any matter decided by a Committee Meeting shall be valid if decided by a simple majority, with at least half the Committee members being present.

Committee members are liable for replacement if they are absent from two or more Committee meetings without adequate explanation. The Secretary shall maintain an accurate record of decisions taken at the Annual General Meetings, Special Meetings and Committee Meetings, to be available for perusal on request of any member. The Membership Secretary must not reveal to any person or agency other than Committee members, any information concerning any person whom he has a record via membership, other than with that person's express permission. The Treasurer shall maintain an accurate record of financial transactions, and shall present an itemised balance sheet at the AGM.

CLAUSE 6. **MEETINGS**

There shall be an Annual General meeting of the Group held in April. At least thirteen days prior notice must be given in a meeting or meetings of the Group beforehand, or by the notification of all members whose addresses are held by the Membership Secretary. A teller shall be appointed by the Chair. Decisions on issues shall be determined by a show of hands and a simple majority, the Chairperson or acting Chairperson having the casting vote. When a written ballot has been decided by the Committee beforehand, the greatest number of votes cast shall decide the issue. Postal and email votes shall be permitted at the discretion of the Committee, but not proxy votes. Postal and email votes must be received by the Secretary 2 days prior to the meeting. Motions to amend this Constitution or to dissolve the Group requires a two-thirds majority of votes cast to be valid. Any proposed amendment(s) to the Constitution, other than those proposed by the Committee, must be supported by a proposer and at least four paid-up members of the group.. The proposed amendment to be submitted to the Secretary, in writing or email, at least one week before the AGM, for inclusion in the Agenda of the AGM.

A dissolution motion shall require a majority of votes of all contactable members. Special Meetings may be called by the Committee or on the written request of at least five members giving grounds for the meeting. Decisions taken shall be valid only if prior notice of the meeting, attendance and voting procedures are the same as for the AGM. Ordinary meetings shall be held at such intervals and at such notice as may be determined from time to time. Members may invite guests and visitors may attend unless restrictions are specified in advance by agreement of the Committee, including any admission charges for NWLLGG sponsored events or meetings.

CLAUSE 7. **FINANCE**

An account shall be opened with a Financial Institution acceptable to the Committee. Cheques or other debits on the account are valid only if signed by any two of the Treasurer, Chairperson, Secretary or other Officers as agreed by the Committee and registered with the Financial Institution. Should the Group dissolve in its entirety, any and all monies remaining in the Group's bank account shall be distributed to such charitable organisation(s) as may be determined by a majority vote of the existing Committee. The financial year shall run from 1st April to 31st March.

CLAUSE 8. **CONSTITUTION**

This Constitution, or amendments thereto shall be adopted at a Special Meeting of the Group. Existing members shall remain as NWLLGG members if already recorded, unless they wish to withdraw. The officers shall be confirmed in office or replaced, but no new offices shall be created at the meeting. The Constitution when adopted shall be sent to the chosen Bank and copies shall be available to members and prospective members on request. Clauses may be further amended at subsequent Special General Meetings as and when objections are received.

Most recent updates to Constitution:

2023 - as per AGM resolutions, Clause 2 to state inclusions. Clause 3 - clarifies the committee's role. Clause 4 - tightens up wording. Clause 5 - strengthens the committee's role. Clause 6 - for communications, email added. Majority decision added. A requirement for a teller added.

2021 - Clause 4 - as per AGM resolution, revising number of Committee officers

2018 - Clause 7 - as per AGM resolution, clarity on disbursement of funds following dissolution

2013 - Clause 6 - as per AGM resolution, financial year dates changed to run March – April.

2013 - Clause 7 - as per AGM resolution, AGM dates changed to April each year.

June 2013 - Revision to update logo / address etc.