

## THE GUIDELINES

1. These Guidelines are set in accordance with the LGBTQ+ Society (hereafter LGBTQ+ Soc) Constitution TT17, which states “The Society Guidelines are to act as supplement to this constitution and outline the additional points and responsibilities to which the executive Committee and the Committee (hereafter collectively the Committee) and society members must adhere. These Guidelines may be consulted alongside this constitution but are not subject to the same procedure of ratification at AGMs as this constitutional document.”
2. Any alterations to these Guidelines made me made by simple majority vote at any Committee meeting, with a number of exceptions.
  - a. Cosmetic changes, including grammatical corrections and changes to the numbering of paragraphs, can be made by the Secretary as long as the changes are distributed to the Committee promptly after they have been made.
  - b. Any Committee member may motion to take any proposed changes to these Guidelines to a secret ballot of the Committee members and should at least one member of the Committee second this motion, then the requested change cannot be made until it is put to such a vote.
  - c. Any Committee member may motion to take any proposed changes to these Guidelines to a secret ballot of the society members, and should at least two members of the Committee second this motion, then the requested change cannot be made until it is put to such a vote.
  - d. If there are any changes made of a financial nature, then the Treasurer, or a Committee member deputed by the Treasurer, should be part of the discussion in which the vote is made.
3. The Committee-

In accordance to the LGBTQ+ Soc Constitution TT17, the LGBTQ+ Soc shall be governed by a Committee of members known as the ‘Executive Committee’ and supported by elected representatives known as the ‘the Committee’ (collectively The Committee’).

  - a. The Committee shall:
    - i. Support one another to fulfil the duties and expectations of their roles as outlined in these Guidelines.
    - ii. Act as a united front in the ongoing support of LGBTQ+ Soc members.

The positions on the Committee shall be the following:

- b. President, in accordance with paragraphs 18 and 19 of the LGBTQ+ Soc Constitution TT17.
  - i. The President shall be responsible for, with the aid of the Committee, the appointment of a Glitterball Committee.
- c. Secretary, in accordance with paragraph 21 of the LGBTQ+ Soc Constitution TT17.
  - i. The Secretary shall also organise the ‘LGBTQ+ Student Parenting Scheme’.

- ii. The Secretary shall ensure that minutes of all Executive Committee Meetings and Committee Meetings are circulated with the Committee.
- d. Treasurer, in accordance with paragraph 22 of the LGBTQ+ Soc Constitution TT17.
- e. Social Secretary who, alongside those listed in paragraphs 3.(a-c) of these Guidelines, will form the Executive Committee of the LGBTQ+ Soc. The Social Secretary shall:
  - i. Be responsible for organising the social calendar of the LGBTQ+ Soc, and liaise with individual Committee members in the planning of regular and non-regular events.
  - ii. Book locations for the LGBTQ+ Soc Weekly Drinks each week.
  - iii. Compose a rota for the Committee for the set-up, running of, and clear up of LGBTQ+ Soc Weekly Drinks.
  - iv. Organise and run the Freshers' Fair stall.
  - v. Support the rest of the Committee in their endeavours.
- f. Junior Social Secretary
  - i. The Junior Social Secretary shall support the Social Secretary in all of their roles, and act as a first point of contact for all Bar Representatives.
  - ii. The Junior Social Secretary shall support the rest of the Committee in their endeavours.
- g. Publicity Officer, who shall:
  - i. With the support of the Executive Committee, coordinate all of the LGBTQ+ Soc's social media accounts (including Facebook, Twitter and Nexus email).
    - 1. Alongside primarily the IT Officer, but with the support of the Committee if appropriate, respond to all messages sent to the LGBTQ+ Soc social media accounts.
  - ii. Send weekly emails to LGBTQ+ Soc's mailing list during term time, including information about LGBTQ+ Soc's events, and other relevant events, new information and/or resources.
  - iii. Produce and circulate a term card of all LGBTQ+ Soc events.
  - iv. Promote all events to increase attendance and outreach.
  - v. Support the rest of the Committee in their endeavours.
- h. IT Officer, who shall:
  - i. Maintain the LGBTQ+ Soc's website to the best of their ability.
  - ii. Maintain the LGBTQ+ Soc e-mailing list.
  - iii. Alongside the Publicity Officer, and other Committee members if appropriate, respond to all messages sent to the LGBTQ+ Soc's social media accounts.

- iv. Support the Committee in their IT endeavours.
- i. Women's Officer:
  - i. The Women's Officer must self-identify (at the time of running for and accepting the role) as an individual whose identity includes but is not limited to 'woman'.
  - ii. The Women's Officer shall:
    - 1. Host at least three events a term where possible, aimed at providing social and welfare support for all those whose identities include woman.
    - 2. Support the rest of the Committee in their endeavours.
- j. Welfare Representatives:
  - i. There shall be two Welfare Representatives, who shall:
    - 1. Host at least three events a term, aimed at providing social and welfare support for the members of the LGBTQ+ Soc.
    - 2. Support the rest of the Committee in their endeavours.
  - ii. The two Welfare Representatives shall not identify as the same gender.
- k. Bisexuality/Pansexuality Representative:
  - i. The Bi/Pan Rep must self-identify as falling somewhere under the bi and/or pan umbrella.
  - ii. The Bi/Pan Rep shall:
    - 1. Host at least three events a term where possible, aimed at providing welfare and social support for members of the LGBTQ+ Soc who self-identify as falling somewhere under the bi and/or pan umbrella.
    - 2. Support the rest of the Committee in their endeavours.
- l. Trans Representatives:
  - i. There shall be two Trans Representatives who self-identify as falling somewhere under the trans umbrella.
  - ii. The Trans Representatives shall:
    - 1. Host at least three events a term where possible, aimed at providing welfare and social support for members of the LGBTQ+ Soc who self-identify as falling somewhere under the trans umbrella.
    - 2. Support the rest of the Committee in their endeavours.
- m. Asexuality/Aromanticism (hereafter Ace/Aro) Representative
  - i. The Ace/Aro Representative must self-identify as falling somewhere on the Ace and/or Aro spectrum.
  - ii. The Ace/Aro Representative shall:

1. Host at least three events a term where possible, aimed at providing welfare and social support for members of the LGBTQ+ Soc who self-identify as falling somewhere on the Ace and/or Aro spectrum.
  2. Support the rest of the Committee in their endeavours.
- n. Racial and Ethnic Minorities (RaEM) Representatives
- i. The RaEM Representatives must self-identify as being RaEM.
  - ii. The RaEM Representatives shall:
    1. Host at least three events a term wherever possible, aimed at providing welfare and social support for members of the LGBTQ+ Soc who self-identify as RaEM
    2. Support the rest of the Committee in their endeavours.
- o. International Representatives
- i. There shall be two International Representatives.
  - ii. The International Representatives must represent the interests of members of LGBTQ+ Soc who have international roots, regardless of whether their permanent residence is international or not.
  - iii. The International Representatives must have at some point self-identified as an international student.
  - iv. One International Representative must identify as not coming from a Western country.
  - v. The International Representatives shall:
    1. Host at least three events a term wherever possible, aimed at providing welfare and social support for members of the LGBTQ+ Soc with international roots.
    2. Support the rest of the Committee in their endeavours.
- p. Faith Representatives
- i. There shall be two Faith Representatives.
  - ii. The Faith Representatives must endeavour to represent the interests of members of the LGBTQ+ Soc who consider themselves of faith, or to be Queers of Faith.
  - iii. The Faith Representatives should identify as having faith, and be aware and considerate of other faiths.
  - iv. The Faith Representatives, whenever possible, should not identify as both being of the same faith.
  - v. The Faith Representatives shall:
    1. Host at least three events a term when possible, aimed at providing welfare and social support for members of the LGBTQ+ Soc with connections to faith.

- q. Disabilities Officer
  - i. The Disabilities Officer must self-identify as having a disability.
  - ii. The Disabilities Officer shall:
    - 1. Host at least three events per term where possible, aimed at providing welfare and social support for members of the LGBTQ+ Soc who identify as having a disability.
    - 2. Support the rest of the Committee in their endeavours.
- r. Two Graduate Representatives
  - i. The Graduate Representatives must be Graduate members of the LGBTQ+ Soc.
  - ii. The Graduate Representatives shall:
    - 1. Host at least three events a term where possible, aimed at providing welfare and social support for Graduate members of the LGBTQ+ Soc .
    - 2. Support the rest of the Committee in their endeavours.

#### 4. Committee Responsibilities

- a. All Committee Members have a responsibility to consider critically their own awareness of marginalised groups
  - i. Especially groups marginalised within even the LGBTQ+ community e.g People of Colour and people identifying as falling under the trans umbrella.
  - ii. The Committee should endeavour to listen to these voices, and the concerns of relevant group representatives.
    - 1. The Committee should note that it is not acceptable to merely listen to the voices of others, but that all Committee Members must use their privilege to act appropriately and accordingly to concerns or issues raised.
- b. Unless due to an unforeseen circumstance, or the Social Secretary has been informed in advance, all Committee Members are expected to attend the majority of Tuesgay Drinks.
- c. All Committee Members should consider the accessibility of events
  - i. The Committee Members must do their best to ensure their events are accessible to all members of the relevant group
  - ii. All events must maintain a welcoming atmosphere and Committee Members should endeavour to create one.
- d. All Committee Members must be aware that they are representing the Society
  - i. Due to the necessity of the society remaining apolitical in order to conform to and meet the demands of the Proctors, all Committee Members must remember this if they are acting with the capacity of their roles

- ii. Committee Members should if approached by journalists direct them to the President and Secretary.
  - 1. Should this be impossible, Committee Members must interact with journalists in the capacity of themselves, not within their capacity as society figureheads.
  - 2. Only if agreed in advance may Committee Members interact with journalists in their capacity as society figureheads.
- e. All Committee Members should be encouraged to express their views, and feel that their opinion is valued.
  - i. Should they not feel this then they should approach the President or Secretary.
    - 1. If the issue is with the President or Secretary, they should approach a member of the Executive Committee with which whom feel comfortable speaking.
  - ii. It is the responsibility of the President and Secretary to ensure that all Committee Members are given a platform from which to speak at any Committee Meeting.
  - iii. All Committee Members should endeavour to use the correct names and pronouns for all other Committee Members and should ask if unsure.

## 5. Elections

- a. Society wide elections will be held, with all positions in consideration, in Hilary Term.
  - i. Committee Members are eligible to re-run for positions at society wide elections.
  - ii. It is advised that an individual should consider being part of the committee prior to running for president.
  - iii. There are two society wide elections- the election of the executive committee in 4<sup>th</sup> week Hilary Term, and then the election of the general committee in 6<sup>th</sup> week Hilary Term.
    - 1. Unsuccessful candidates for executive committee positions are invited to re-run for general committee positions at the 6<sup>th</sup> week hustings.
  - iv. All members of the society are eligible to vote at the society wide elections in Hilary Term.
  - v. All members of the society are eligible to run in the society wide elections for appropriate positions.
  - vi. All Committee members are elected for a term of one year, from the end of Hilary Term in the year of the election until the next.

1. All Committee members elected are expected to assist the current Committee in their tasks from election until the end of Hilary Term.
- b. Should a general Committee member decide to leave their post mid-year, they must notify the Secretary and President.
- c. See point 6 for the resignation procedure.
- d. The procedure for election of a new general Committee position is as follows.
  - i. At the discretion of the Committee, the post can be advertised to the entire society or to a select group.
    1. Should the post be advertised to a select group there must be reason given to the entire Committee, and the entire Committee must agree to do so and vote on it in a Committee wide meeting.
      - a. This meeting can be online or in person.
    2. If the Committee is advertised to the entire society, all applicants must send a short, written application to the Secretary by the noted deadline.
    3. The entire Committee must vote on the appointment within five days of receiving all applications from the Secretary.
      - a. This vote may be postponed if the vote is to be held at a meeting.
      - b. This vote may be postponed if there are no suitable candidates.
      - c. This vote may be postponed if a request for postponement is made and seconded by at least two members of the Committee.
      - d. This vote may be postponed at the discretion of the Executive Committee.
    4. The Secretary will advertise the method of voting prior to the vote.
      - a. If the vote is held in person then those unable to be present must cast their vote with the Secretary, prior to the meeting itself.
      - b. If the vote is held online all those who wish to vote must do so within the set time limit unless an agreement has been reached between the Committee Member and the Secretary prior to the deadline.
- e. Should the Secretary, Social Secretary or Treasurer choose to leave their post mid-year they should inform the President as soon as possible.
  - i. The posts of both Secretary and Treasurer should be advertised to the entire society and a hustings and election held.

1. The post of Social Secretary may not be advertised to the entire society at the discretion of the Committee.
  - ii. See 5.b for the resignation procedure.
- f. Should the President choose to leave their post mid-year they should inform the rest of the Executive Committee as soon as possible.
  - i. The post of President must be advertised to the entire society and a society wide husting and election must occur.
  - ii. See 5.c for the resignation procedure.
- g. The Committee is permitted to decide against appointing a new member during the term in which the resignation occurred.
  - i. The Committee is required to take applications for the empty position the following term.

## 6. Resignation

- a. It is expected that Committee Members will resign should they realise it is inappropriate for them to continue in their role.
  - i. The Committee Member should inform the President and Secretary.
  - ii. The Committee Member is not required to inform the rest of the Committee. They may do so if they wish.
  - iii. The President or Secretary will inform the other Committee Members at an appropriate time of the resignation.
- b. Resignation of a member of the Executive Committee other than President:
  - i. In the event of the resignation of the Social Secretary, the Junior Social Secretary may take on their role in the short-term.
    1. The Junior Social Secretary may be appointed by vote at an OGM, without the position being advertised to the entire society.
    2. Should the Junior Social Secretary be appointed Social Secretary, the process highlighted in 4.d should be followed for the appointment of a new Junior Social Secretary.
  - ii. In the event of the resignation of the Treasurer or Secretary, the Secretary or Treasurer respectively may take on their role in the short-term.
- c. Resignation of the President
  - i. In the event of the resignation of the President, the Secretary and Treasurer will act as co-presidents in the short-term.
    1. The Social Secretary must ensure that the running of society events remains as undisrupted as possible during this time.
    2. A society wide elect must be held when appropriate, either during that academic term or the next.
    3. The role must be advertised to the entire society.



- d. The President or Secretary must inform the Senior Member when appropriate of the resignation of any Executive Committee Member.
- e. Two or more Committee Members may call for the resignation of another Committee Member through calling for a *vote of no confidence* at the next Committee meeting.
  - i. The Committee Member is expected to consider whether it is appropriate for them to continue in their role, if a *vote of no confidence* is successful.
  - ii. If the Committee Member chooses not to resign then the Executive Committee can be mandated to approach the Senior Member and Proctors to request their impeachment, as indicated possible in the Constitution.
- f. Should all members of the Executive Committee, the Committee is permitted to appoint a chair from amongst themselves as a short-term measure.

#### 7. Zero-Tolerance Policy

- a. All Society members must abide by the Zero Tolerance policy and failure to do so is ground for the revocation of their membership. Revocation will follow the procedure set out in the constitution.
  - i. Revocation of membership is equated with a ban from all society led events.
  - ii. Revocation of membership is not equated with removal from one time events or temporary bans.
  - iii. Revocation of membership is not intended as punishment, but as to protect and further the interests of the society's other members.
  - iv. Revocation of membership is not equated with removal from online Facebook groups, WhatsApp groups, or any other social media platform.
- b. All Committee Members must abide by the Zero Tolerance Policy, and failure to do so will result in the bringing of a vote of no confidence at the next committee meeting.
- c. The Senior Member must abide by the Zero Tolerance Policy, failure to do so is ground for revocation of membership, and a vote of no confidence at the next committee meeting.
  - i. Should the Senior Member decide not to step down, the Committee will approach the Proctors.