

## **THE OXFORD UNIVERSITY LGBTQ+ SOCIETY'S CONSTITUTION**

### **1) NAME AND OBJECT**

- a) The Society is called the Oxford University LGBTQ+ Society. LGBTQ+ encompasses Lesbian, Gay, Bisexual, Transgender, Queer, and other non-heterosexual or non-cisgender identities. The Society's objects are the support, development, improvement and promotion of the provision of social and welfare support to LGBTQ+ persons in Oxford and to raise awareness of LGBTQ+ issues in the University of Oxford.

### **2) GOVERNANCE AND ADMINISTRATION**

- a) The Society shall be administered in accordance with the University's Regulations for the Activities and Conduct of Student Members. It shall in addition be governed by these Guidelines and the Society's Code of Conduct and Complaints Procedure, set out in Schedule to this Constitution, termed the "Zero-Tolerance-Policy".
- b) This document is set in accordance with the Standard Constitution as prescribed by the Proctors and outlines the additional points and responsibilities to which The Committee, The Sub-Committee and Society members must adhere.

### **3) THE COMMITTEE**

- a) In accordance with the LGBTQ+ Society's Constitution TT20, the LGBTQ+ Society shall be governed by elected members known as the "Executive Committee". The Executive Committee shall be supported by elected representatives known as the "the General Committee", collectively "the Committee".
- b) The Committee shall support one another to fulfil the duties and expectations of their roles as outlined in these Guidelines. The Committee shall furthermore act as a united front in the ongoing support of LGBTQ+ Society members.

### **4) THE EXECUTIVE COMMITTEE**

- a) The affairs of the LGBTQ+ Society shall be administered by an Executive Committee consisting of a President, Secretary, Treasurer, and Social Secretary, as well as the Senior Member ex officio. The Executive Committee shall have control of the funds and property of the Society, which may only be used for the Society's objects and not for purely personal or financial gain.
- b) President
  - i) Shall be the Chief Executive of the Society and is responsible for setting the policies of the Society and its aims and goals during their term in office.
  - ii) Shall be responsible for interpreting the documents governing the Society's administration unless explicitly reserved to the Senior Member, and delegate and organise the Committee's duties and responsibilities.
  - iii) Shall chair Committee meetings and ensure that all Committee members are given a platform from which to speak at any Committee meeting. All Committee members should be encouraged to express their views and feel that their opinion is valued.

Offensive and hurtful remarks are to be addressed by the President, taking measures in line with sections 14 and 15 where appropriate.

- iv) Shall be responsible for all communications and representations to the media, to the University, and to the public at large, with the help of the External and Internal Publicity Officers and in coordination with the Executive Committee.
- v) May form such sub-Committees as the President feels are required. The President must specify the duties and responsibilities of any such sub-Committee and arrange for minutes of its meetings to be taken.
- vi) Shall ensure that all Committee members receive bystander training at the earliest possible time.

c) Secretary

- i) Shall fulfil all duties laid out in paragraph 21 of the Standard Constitution as prescribed by the Proctors.
- ii) Shall act as the Society's Vice-President and assist the President in the administration of the Society.
- iii) Shall organise bi-weekly Committee Meetings and Executive Committee Meetings when necessary. Shall also draw up the agendas for and minutes of those meetings.
- iv) Shall ensure these minutes are circulated with the Committee and shall keep a tally of absences.
- v) Shall notify the Proctors (through the Clubs Office) promptly following the appointment and resignation or removal of Executive Committee members.
- vi) Shall organise the "LGBTQ+ Rainbow Parenting Scheme".
- vii) Shall maintain the Society's registration with the University and the continued use of the University's name.
- viii) Shall forward to the Proctors (through the Clubs Office) by the end of the second week of each full term a copy of the accounts for the preceding term, prepared by the Treasurer and signed by the Senior Member, for retention on the Proctors' files.
- ix) Shall organise Committee elections with the IT officer.

d) Treasurer

- i) Shall fulfil all duties laid out in paragraph 22 of the Standard Constitution as prescribed by the Proctors.
- ii) Shall organise and keep proper records of the Club's financial transactions and minimise the risk of financial exposure.
- iii) Shall prepare termly budgets for the Society and inform Committee Members of their allocated budget.
- iv) Shall reimburse Committee Members for Society-related costs in a timely manner.
- v) Shall prepare by the end of the first week of each Full Term a copy of the accounts for the preceding term, in the format prescribed by the Proctors, for the Secretary to forward to the Proctors.
- vi) Shall organise, with the assistance of the External Publicity Officer, the Society's sponsorship arrangements to secure the Society's long-term future and sustainability, and vet sponsors appropriately.
- vii) Shall organise payments for stash orders and help manage stash each year along with the IT Officer and External Publicity Officer.

e) Social Secretary

- i) Is responsible for organising the social calendar of the LGBTQ+ Society and liaising with individual Committee members in the planning of regular and non-regular events. The Social Secretary shall draft up an overview of each term's events to be published at the beginning of term.
- ii) Shall book locations for the LGBTQ+ Society's weekly drinks each week and organise them together with the Junior Social Secretary and the appointed Bar Representatives.
- iii) Shall compose a rota for the Committee for the welcoming and directing of Society members to weekly drinks from the entrance of the host college.
- iv) Shall on a termly basis appoint a selection of LGBTQ+ Society members to the position of Bar Representative, who shall aid with the setting-up, running, and clear-up of the Society's Weekly Drinks. The Social Secretary shall dismiss the Bar Representatives at the end of each term so that they may be replaced by a new selection of Society members every term.
- v) Shall organise and run the Freshers' Fair stall together with the Junior Social Secretary.

**5) THE GENERAL COMMITTEE: FUNCTIONAL ROLES**

a) Welfare Officers

- i) There shall be two Welfare Officers who will be responsible for organising the Society's welfare provisions and support. They shall host at least three events a term aimed at providing social and welfare support for the members of the LGBTQ+ Society.
- ii) Shall not identify as the same gender.
- iii) It is suggested for Welfare Officers to have previously received welfare training such as, for instance, bystander training or peer support training.
- iv) It is mandatory for Welfare Officers, if not yet received, to undergo bystander training within four weeks of term after being elected, unless there are extenuating circumstances.

b) Junior Social Secretary

- i) Shall support the Social Secretary in all their roles and functions bar those specifically related to the Executive Committee.
- ii) Shall act as a first point of contact for all Bar Representatives.
- iii) Shall aim to run a termly social event for college representatives.

c) Internal Publicity Officer

- i) Shall, with the support of the Executive Committee and External Publicity Officer, coordinate all of the Society's Social Media accounts (including Facebook, Twitter, Instagram and Nexus email).
- ii) Shall send weekly emails to the Society's mailing list during term time, including information about the Society's events, and other relevant events, new information and/or resources.

- iii) Shall help the Social Secretary produce and circulate termly overviews of all Society events.
- iv) Shall promote all events to increase attendance and outreach.
- v) Shall, should the position of Secretary be unfilled, be in charge of organising elections together with the IT Officer, in consultation with the President.

d) External Publicity Officer

- i) Shall be a contact for organisations and individuals from outside of Oxford wishing to contact the LGBTQ+ Society, together with the Internal Publicity Officer and in consultation with the Executive Committee when appropriate.
- ii) Shall, alongside primarily the Internal Publicity Officer, but with the support of the General Committee if appropriate, respond to messages sent to the LGBTQ+ Society's Social Media accounts.
- iii) Shall help develop and maintain alumni relationships, including but not limited to organising and implementing a dedicated alumni mailing list, events, and an alumni Facebook page.
- iv) Shall collaborate and reach out to charities and NGOs linked to the Society's purposes, in the form of, for instance, fundraising, career development and events.
- v) Shall assist the Treasurer in developing and maintaining sponsor relationships, as well as vetting potential sponsors.
- vi) Shall oversee communication with stash manufacturers and help manage stash each year along with the IT Officer and Treasurer.

e) IT Officer

- i) Shall maintain the Society's website and mailing list to the best of their ability.
- ii) Shall maintain a register of the members of the Club, which shall be available for inspection by the Proctors, the Clubs Office and the Proctors' Office on request.
- iii) Shall support the Committee in their IT endeavours.
- iv) Shall take responsibility for the operation and updating of a suitable club webpage displaying (at a minimum) current Society representative and the constitution.
- v) Shall, together with the Secretary, organise Society elections.
- vi) Shall manage stash order forms and order confirmations and help manage stash each year along with the External Publicity Officer and Treasurer.

**6) THE GENERAL COMMITTEE: IDENTITY REPRESENTATIVES**

a) Women\*'s Officer

- i) Must self-identify as an individual whose identity must include but does not have to be limited to 'woman'.
- ii) Shall host at least three events a term where possible, aimed at providing social and welfare support for the Society's members those whose identities include woman.

b) Bisexuality/Pansexuality Representative

- i) Must self-identify as falling somewhere under the bi and/or pan umbrella.
- ii) Shall host at least three events a term where possible, aimed at providing welfare and social support for members of the LGBTQ+ Society who self-identify as falling somewhere under the bi and/or pan umbrella.

c) Trans Representatives

- i) There shall be two Trans Representatives who self-identify as falling somewhere under the trans umbrella.
- ii) Shall host at least three events a term where possible, aimed at providing welfare and social support for members of the LGBTQ+ Society who self-identify as falling somewhere under the trans umbrella.

d) Asexuality/Aromanticism (Ace/Aro) Representative

- i) Must self-identify as falling somewhere on the Ace and/or Aro spectrum.
- ii) Shall host at least three events a term where possible, aimed at providing welfare and social support for members of the LGBTQ+ Society who self-identify as falling somewhere on the Ace and/or Aro spectrum.

e) Racial and Ethnic Minorities (RaEM) Representatives

- i) There shall be two RaEM Representatives who self-identify as being RaEM.
- ii) Shall host at least three events a term wherever possible, aimed at providing welfare and social support for members of the LGBTQ+ Society who self-identify as RaEM.

f) International Representatives

- i) There shall be two International Representatives who shall represent the interests of members of the LGBTQ+ Society who have international roots, regardless of whether their permanent residence is international or not.
- ii) Must have at some point self-identified as an international student, and one International Representative must identify as not coming from a WEIRD (Western, Educated, Industrialised, Rich, Democratic) country.
- iii) Shall host at least three events a term wherever possible, aimed at providing welfare and social support for members of the LGBTQ+ Society with international roots.

g) Faith Representatives

- i) There shall be two Faith Representatives, who, if possible, should not identify as both being of the same faith.
- ii) Shall endeavour to represent the interests of members of the LGBTQ+ Society who consider themselves of faith, or to be Queers of Faith.
- iii) Should identify as having faith and be aware and considerate of other faiths.
- iv) Shall host at least three events a term when possible, aimed at providing welfare and social support for members of the LGBTQ+ Society with connections to faith.

h) Disabilities Officer

- i) Must self-identify as having a disability.
- ii) Shall host at least three events per term where possible, aimed at providing welfare and social support for members of the LGBTQ+ Society who identify as having a disability.

- i) Graduate Representatives
  - i) There shall be two Graduate Representatives, who must be Graduate members of the LGBTQ+ Society.
  - ii) Shall host at least three events a term where possible, aimed at providing welfare and social support for Graduate members of the LGBTQ+ Society.
  
- j) Class Representative
  - i) Must self-identify as coming from an underrepresented socioeconomic background.
  - ii) Shall host at least three events per term where possible, aimed at providing welfare and social support for members of the LGBTQ+ Society who identify as coming from an underrepresented socioeconomic background.

## 7) COMMITTEE DUTIES AND RESPONSIBILITIES

- a) The following duties and responsibilities are expected and required of both members of the Executive Committee as well as the General Committee, who shall collectively be termed “The Committee”.
  
- b) All Committee members shall support the rest of the Committee in their endeavours where required.
  
- c) Committee Members are expected to attend bi-weekly Committee Meetings. If not able to attend, notice of the reason for absence must be given in advance to the Secretary.
  
- d) Committee Members must use their respective privileges to act appropriately and accordingly to concerns or issues raised. They have a responsibility to consider critically their own awareness of marginalised groups, especially marginalised groups within the LGBTQ+ community; e.g the Black community and other ethnic minorities and people who identify under the trans umbrella. The Committee shall listen to the voices and concerns of relevant group representatives and act accordingly.
  
- e) Committee Members should consider the accessibility of events and must do their best to ensure their events are accessible to all members of their relevant group. All events must maintain a welcoming atmosphere and Committee members should endeavour to create one.
  
- f) Committee members must be aware that they are representing the Society. Whilst acting within the capacity of their roles, all Committee members must remember the necessity of the Society remaining apolitical.
  
- g) If approached for comment by external organisations and individuals, e.g. student journalists, Committee Members shall direct them to the President and Secretary. Should this be impossible, Committee Members must make clear they are interacting and commenting in a private capacity, not within their capacity as Society representatives.
  
- h) When contributing to student media outlets, digital or in print form, Committee members are to make clear the capacity in which they are writing where their contributions directly

relate to their Committee role. When writing in the capacity of a Committee member, Committee members have a duty to have their contribution approved by the Executive Committee.

- i) It is mandatory for Committee members, if not yet received, to undergo bystander training.
- j) All Committee members should endeavour to use the correct names and pronouns for all other Committee members and should ask if unsure.
- k) All Committee Members must abide by the Zero-Tolerance-Policy.

## **8) COMMITTEE MEETINGS**

- a) There shall be bi-weekly Committee meetings minuted by the Secretary and chaired by the President which all Committee members are expected to attend.
- b) Any Committee member can propose motions and agenda points concerning Society matters at Committee meetings by notifying the Secretary in oral or written form. Where a motion or agenda point is forwarded in written form to the Secretary 48 hours prior to the Committee meeting, the motion must be discussed at the meeting. Where a motion or agenda point is raised after this point, even during a meeting, it shall be discussed unless the President or Secretary find this to be unwarranted due to time constraints, taking into account the subject matter of the proposed motion or agenda point.
- c) Decisions on raised agenda points and motions are to be made by a single majority vote of the Committee, unless it is clear that there is general consensus, in which case the President is to ask whether anyone objects. Any Committee member may, at any time during a meeting, propose a decision on Society matters be put to a vote, unless voted on already during the same meeting.
- d) A majority vote is defined as more than half of votes, disregarding abstentions.
- e) Voting at Committee meetings are to be conducted anonymously where possible.
- f) Where confidential information is discussed at Committee Meetings, this information is to be designated as such by the respective speakers. Where information is designated as confidential, Committee members are not permitted to discuss or circulate the information with anyone outside the Committee without having received express permission by the source of the relevant information to do so.

## **9) RESIGNATION PROCEDURES**

- a) Committee members must resign should they realise they are unable to continue in their role, or where it would be otherwise inappropriate for them to do so.
- b) To resign, a Committee member must inform the President and Secretary. The Committee member is not required to inform the rest of the Committee but may do so if they wish. The President or Secretary will inform the other Committee Members at an appropriate time of the resignation.

- c) The President or Secretary must inform the Senior Member when appropriate of the resignation of any Executive Committee member.
- d) 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. Should all members of the Executive Committee resign, the Committee is permitted to appoint a chair from amongst themselves as a short-term measure.
- e) In the event of the resignation of the Social Secretary, the Junior Social Secretary may take on their role in the short-term. The Junior Social Secretary may further be appointed Social Secretary by the Committee, without the position being advertised to the entire Society.
- f) In the event of the resignation of the President, the Secretary and Treasurer will act as Co-Presidents in the short-term. The Social Secretary must ensure that the running of Society events remains as undisrupted as possible during this time.
- g) In the event of the resignation of the President, a Society wide election must be held when appropriate, either during that academic term or the next. The role must be advertised to the entire Society.
- h) Subsections c) to g) of this section apply equally in the case of a removal of a Committee member from respective positions.

## **10) ANNUAL ELECTIONS**

- a) There are to be two annual LGBTQ+ Society-wide elections - the election of the Executive Committee in 2nd week Hilary Term, and then the election of the General Committee in 4th week Hilary Term. For both these elections open hustings shall take place prior to voting.
- b) All members of the Society are eligible to vote and to run in the Society wide elections in Hilary Term so long as they are in Oxford for all three of their terms on Committee (Hilary to next Hilary). Committee members are eligible to re-run for positions at LGBTQ+ Society wide elections.
- c) All applicants must send a one-page manifesto and plain-text version to the Secretary by the noted deadline.
- d) Candidates running for president must have been on committee at some point prior to running for president.

- e) Unsuccessful candidates for Executive Committee positions shall be invited to re-run for General Committee positions.
- f) Current Committee members shall not publicly endorse candidates for Committee positions.
- g) 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. All Committee members elected are expected to assist the current Committee in their tasks from election until the end of Hilary Term.

## **11) BY-ELECTIONS**

- a) Where a General Committee member or the Social Secretary resigns prior to the next annual elections, the post shall be filled by holding by-elections in which open posts are advertised to the entire Society. At the discretion of the Executive Committee, these posts do not have to be advertised where the resignation occurs towards the end Michaelmas, or in Hilary prior to the annual elections, provided the duties of the concerned position are sufficiently provided for otherwise e.g. by a co-rep or other committee members who are part of concerned identity group. The post of Social Secretary does not have to be advertised where the Junior Social Secretary is appointed to fill the role by the Committee.
- b) In by-elections, all applicants must send a one-page manifesto and plain-text version to the Secretary by a noted deadline. The post is determined by a vote of all Society members. The Secretary will advertise the method of voting prior to the vote.
- c) The entire membership base, or alternatively the entire Committee, must vote on the appointment within five days of receiving all applications from the Secretary. The vote may be postponed at the discretion of the Executive Committee, for instance where no applications are made.
- d) Should the Secretary or Treasurer choose to leave their post prior to the next annual elections, by-elections must be held unless the resignation occurs towards the end of Michaelmas, or in Hilary prior to the annual elections. Where by-elections are held for the posts of Secretary and Treasurer, the post must be advertised to and determined by the entire Society. Hustings for these positions should be held where practically possible.
- e) Should the President choose to leave their post prior to the next annual elections they should inform the rest of the Executive Committee as soon as possible. The post of President must then be advertised to the entire Society and a Society wide husting and election must occur, unless the resignation occurs towards the end of Michaelmas or in Hilary prior to the annual elections. In this case the Secretary and Treasurer will act as Co-Presidents until the new Committee is formed.
- f) By-elections should be held during the term in which the resignation occurs. The Committee is permitted to decide against advertising posts during the term in which the

resignation occurred, in which case it is required to take applications for the empty position the following term.

## **12) THE SENIOR MEMBER**

- a) Any member with concerns and questions regarding the Society may, alternatively to the Executive Committee, consult and speak to the Senior Member.
- b) The Senior Member of the Society shall be a Member of the Congregation of the University of Oxford and a supporter of the LGBTQ+ Society. The President shall be responsible for approaching a suitable candidate for the position, after consultation with the Committee and the outgoing Senior Member.
- c) For a new Senior Member to take up office, the Committee must approve the candidate by a two-thirds majority.
- d) In the event of the death or resignation of the Senior Member during the Senior Member's term of office, a former President shall be asked to carry out the duties, but not hold the office, required of the Senior Member.
- e) Should no former President be able or willing to perform these duties, the President shall approach former holders of the position of Secretary until the vacancy is filled.
- f) If this too fails the President shall carry out the duties, but not hold the office, of the Senior Member.

## **13) ZERO-TOLERANCE-POLICY**

- a) All Society members must abide by the Zero-Tolerance-Policy and failure to do so is grounds for measures to be taken including but not limited to the revocation of membership.
- b) The measures taken in response to a breach of the Zero-Tolerance-Policy shall follow the procedures set out in the Society's Code of Conduct and shall be determined by the Welfare Working Group.
- c) Revocation of membership includes the banning of concerned individuals from any Society events and digital platforms, as well as the revocation of the individuals' right to vote and run in Society elections.

## **14) THE WELFARE WORKING GROUP**

- a) The Welfare Officers shall appoint a Welfare Working Group, whose role it is to assist in the administration and application of the Zero-Tolerance-Policy as outlined in the Society's Code of Conduct and Complaints Procedure.
- b) The Welfare Working Group shall be composed of the Welfare Officers and four additional members, who should include a range of identities and backgrounds, as well as welfare-related experience.

- c) The Welfare Working Group shall make decisions as to the outcome of complaints alleging a breach of the Zero-Tolerance-Policy. All decisions must be approved by the Senior Member and the President, who may only refuse their approval on grounds of severe procedural irregularity, not on grounds of a different assessment of the alleged breach (see the Society's Code of Conduct and Complaints Procedure for more information on concerned procedures). Where approval is refused on such procedural grounds, the refusal can be appealed by a complainant under section 15 of this constitution.
- d) Where the Welfare Working Group considers an alleged breach of the Zero-Tolerance-Policy by a Committee member, they are to assess whether it would be appropriate for that Committee member to continue their role. Should they find this not to be the case, the President is required to remove the respective Committee member from their position subject to approval by the Senior Member and the conditions laid out in section 14 c.
- e) Where the Welfare Working Group considers an alleged breach of the Zero-Tolerance-Policy by the President, the Welfare Working Group is to send their decision to the Senior Member alone, who shall decide whether or not to approve their decision. The President may not, in any way, interfere with this process.
- f) Where an alleged breach of the Zero-Tolerance-Policy by a member of the Welfare Working Group or by the Senior Member is considered, the complainees is to be removed from the assessment process and is not required to approve any decision made.
- g) Changes made to the provisions related to the functioning of the Welfare Working Group are not applicable to assessments where the complaint was made prior to the introduction of the changes.

## **15) BREACHES OF THE CONSTITUTION**

- a) A breach of the Zero-Tolerance-Policy shall be dealt with by the procedures set out in the Society's Code of Conduct in combination with relevant provisions of this constitution.
- b) In the case of a breach of this constitution by a non-Committee member that does not fall under the Zero-Tolerance-Policy, any member may consult either the President or, where the President is concerned, the Senior Member and former President as to measures that can and should be taken.
- c) Where there is a breach by a Committee member of the procedures and rules set out in this constitution that is not covered by the Zero-Tolerance-Policy, the President should, where appropriate, notify the concerned Committee member of this breach and request immediate rectification.
- d) Where a Committee member does not rectify their breach or where rectification is not possible, the President is, in consultation with the Secretary, permitted to ask for the concerned Committee Member's resignation at a Committee meeting by virtue of a vote

of no confidence. If a vote of no confidence is successful by a simple majority, the Committee member is removed from their office, effective immediately. A new election shall be held in line with the provisions of section 11 of this constitution.

- e) Alternatively, two or more Committee members may call for the resignation of another Committee member through calling for a vote of no confidence at a Committee meeting. A vote of no confidence shall only be called after consultation with the President or Secretary and must point to at least one specific act of unacceptable behaviour the Committee member in question has demonstrated.
- f) Unacceptable behaviour includes any behaviour that is contrary to the objects of the Society or the Member's Constitutional duties and responsibilities. If the complaint is against the President or Secretary, advice shall be sought from the previous year's officeholder. If a vote of no confidence is successful by a simple majority, the Committee member is removed from their office, effective immediately. A new election shall be held in line with the provisions of section 11 of the Constitution.
- g) Changes made to the provisions related to the breaches of the constitution are not applicable where the breach occurred prior to the introduction of the changes.

## **16) AMENDMENTS**

- a) Any amendments to the Constitution can be made by a two thirds majority vote at any Committee meeting. A copy of the proposed changes must be provided in full to the President and the Secretary at least two days before the Committee Meeting at which the Committee member intends to propose the amendment.
- b) Any Committee member may motion to make any proposed changes to the Constitution to a secret ballot of the LGBTQ+ Society's 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.
- c) If there are any changes made of a financial nature, then the Treasurer, or a Committee member deputed by the Treasurer, must be part of the discussion in which the vote is made.
- d) 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.