

# University of St Andrews Lesbian, Gay, Bisexual and Transperson Alumni Association

## Constitution

### 1. Name

The official name of the association shall be: '*University of St Andrews Lesbian, Gay, Bisexual and Transperson Alumni Association*' and the common name of the association shall be: '*University of St Andrews LGBT Alumni Association*' {hereafter referred to as 'the association'}.

### 2. Motto

In keeping with the traditions of the *University of St Andrews Lesbian, Gay, Bisexual and Transperson Society*, the official motto of the association shall be: '*Libertas, Aequalitas, Sodalitas*', translated from the Latin as 'Liberty, Equality, Fellowship'.

### 3. Aims

The association will exist to facilitate social gatherings for University of St Andrews alumni who consider themselves to be lesbian, gay, bisexual or transperson and their friends and family members. The association will also exist for the representation and promotion of the University of St Andrews amongst the lesbian, gay, bisexual and transperson community. The association is opposed to any form of discrimination on the basis of sexual orientation or gender identity.

### 4. Membership

- i) Ordinary membership of the association shall be open to all former students and former staff (academic and non-academic) of the University of St Andrews.
- ii) Associate membership shall be open to any person who is ineligible for ordinary membership.
- iii) Honorary life members may be elected by the association from time to time.
- iv) The President of the University of St Andrews Lesbian, Gay, Bisexual and Transperson Society shall automatically receive honorary membership of the association should they so wish.
- v) Only ordinary members may serve on the committee of the association.

### 5. Subscription

Lifetime membership fees shall be decided by the committee and approved at the annual general meeting of the association on an annual basis. Funds raised from membership fees shall be used in accordance with the aims of the association. The current lifetime membership fee stands at £10.

### 6. Office Bearers

The association shall be organised by a committee of the following officers of the association, who will have the duties outlined, but not limited to, below:

#### i) *Chair*

1. Will have final responsibility for all matters pertaining to the running of the association.
2. Will chair meetings of the association.
3. Will chair meetings of the committee.
4. Will liaise with the University of St Andrews LGBT Society and the Alumni Relations Office.
5. Will assist and support all other members of the committee in performing their duties.
6. Will hold a membership list.
7. Will hold a copy of the constitution.
8. Will have access to the association email account and have the responsibility for its operation, upkeep and for granting access to committee members.

#### ii) *Vice Chair*

1. Will stand in to chair meetings of the committee in the absence of the chair.
2. Will stand in to chair meetings of the association in the absence of the chair.
3. Will assist and support all other members of the committee in performing their duties.
4. Will hold a copy of the constitution.

### iii) *Secretary*

1. Will keep a copy of all correspondence.
2. Will write correspondence not directly relating to the remit of other officers.
3. Will keep and update the membership list and the minutes.
4. Will take responsibility for membership and membership recruitment.
5. Will produce an association newsletter at least once a year.
6. Will hold a copy of the constitution.

### iv) *Treasurer*

1. Will keep the accounts of the association.
2. Will deal with subscriptions as the committee or association may deem appropriate.
4. Will coordinate fundraising and sponsorship for the association.
5. Will hold a copy of the constitution.

## **7. Committee**

- i) The affairs and business of the association shall be conducted by the committee.
- ii) The events of the association shall be arranged by the committee.
- iii) All committee members shall be elected at the annual general meeting of the association.
- iv) Nomination must be submitted seven days in advance of the annual general meeting.
- v) The committee shall meet at least twice a year. Such meetings may occur via electronic means.
- vi) Quorum for the committee shall be three quarters of its elected members.
- vii) The committee may co-opt additional members as it deems necessary for set periods of time. Co-opted members shall have speaking but no voting rights.

## **8. General Meetings**

- i) The annual general meeting of the association shall be conducted over a two week period via online voting.
- ii) The annual general meeting shall be held no later than fifteen months after the preceding one.
- iii) Extraordinary general meetings may be called by the chair, three or more members of the committee, or one fifth of the ordinary membership of the association.
- iv) A binding decision can only be made with 10 or more votes. An abstention from a particular decision is not considered as a vote, even if 10 or more votes are achieved for other decisions at that general meeting.
- v) All members will receive at least 14 days notice of a general meeting via their registered email account.
- vi) Any proposed business must be submitted to the committee at least fourteen days in advance of the opening of the general meeting.
- vii) Only paid ordinary members may vote at general meetings.
- viii) Voting at general meetings shall be by simple majority, with the exception of changes to the constitution as detailed below, and shall be conducted by secret ballot.
- ix) The outgoing chair shall act as returning officer.
- x) The returning officer shall hold the casting vote which will be sealed prior to the commencement of voting.
- xi) If the outgoing chair is standing for re-election to any position, another outgoing committee member or, in the case of all members of the committee standing for re-election, a committee-nominated ordinary member shall act as returning officer.

## **9. Finance**

- i) The association shall have one bank account which will not have an overdraft facility.
- ii) The authorised signatories for this account shall be the Chair, Vice Chair, Secretary and Treasurer.
- iii) In the event of any deficit, all committee members shall be mutually and equally liable.

## **10. Constitution**

- i) A copy of the constitution shall be available at every committee meeting and general meeting of the association.
- ii) Any proposed alteration to the constitution must be passed by the committee and approved

- by a two-thirds majority of ordinary membership participating in a general meeting.
- iii) Proposed alterations must be presented to the secretary in writing seven days in advance of a general meeting.
  - iv) The version of the constitution on the website is deemed to be the authentic version.

#### **11. Dissolution**

- i) The association may be dissolved by a two-thirds majority vote at an annual or extraordinary general meeting.
- ii) In the event of dissolution, any funds remaining in the association's bank account shall be donated to the *University of St Andrews Lesbian, Gay, Bisexual and Transperson Society*, or its successor.

**This constitution was approved unanimously at the inaugural meeting of the Association which was held on Monday 22<sup>nd</sup> June 2009 at 3pm in The Westport, St Andrews.**