



OBAN PRIDE CONSTITUTION
FOURTH EDITION OCTOBER 2019

Oban Pride is a Volunteer Organisation completely led by volunteers from the community of Oban & surroundings areas.

The purpose of Oban Pride is to promote Equality & Diversity throughout Oban & surrounding areas, through providing safe spaces for the LGBTQ+ community & its allies to come together to celebrate & promote equal rights throughout Scotland and across the world, while reflecting on our history. As well as reflecting on the past and celebrating, Oban Pride will also be highlighting the ongoing fight against stigma & inequality.

AIMS

The organisation creates opportunities for emotional growth, inclusion and freedom of expression for LGBTQ+ people.

By providing Pride events and other LGBTQ+ inclusive events in Oban and surrounding areas, Oban Pride will both raise the profile and increase awareness of LGBTQ+ issues.

POWERS

To further these aims the committee shall have power to:

- (1) Obtain, collect and receive money or funds by way of contributions, donations, grants and any other lawful method towards the aims of the organisation.
- (2) Associate local authorities, voluntary organisations and the residents of Oban & surrounding areas in a common effort to carry out the aims of the organisation.
- (3) Do all such lawful things as will further the aims of the organisation.
- (4) Organise an annual Oban Pride event within the ethos and values of the organisation.

MEMBERSHIP

(1) Membership shall be open to anyone aged 16 years or over or to any organisation which is either domiciled or has premises in Scotland which they run part or whole of their organisation from. Membership of organisations will be granted permitting their interest in helping Oban Pride achieve its aims and by agreement to abide by the rules whilst upholding the values and ethos of Oban Pride

(2) Under 16-year olds will be consulted on planning of events and will be represented in meetings. This will take place by a member of the committee working alongside the LGBTQ+ groups within local high schools and through work with local youth organisations. An under 16-year old may be part of planning events as long as they have full written consent from a parent or guardian.

- (3) Membership shall be available to anyone without regard to disability, gender reassignment, marriage and/or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- (4) Membership is open to all those living or working within Argyll & Bute Council Areas.
- (5) Every individual member and a representative from each organisation shall have one vote at General Meetings.
- (6) The Management Committee shall have the power to approve or reject applications for membership or to terminate the membership of any member provided that the member shall have the right to be heard by the committee before a final decision is made.

MANAGEMENT

- (1) A Management Committee elected annually at the Annual General Meeting (AGM) shall manage the Group.
- (2) The committee shall consist of a chair, secretary, treasurer, and at least one other voting member.
- (3) The minimum number of people on the committee for Oban Pride is 4 and the maximum is 12.
- (4) The committee shall meet a minimum of 6 times throughout the year.
- (6) At least three committee members must be present at a committee meeting for decisions to be made. Proxy votes will be allowed for members who are not able to attend.
- (7) In the event of an equal vote there will be a discussion for a maximum of 15 minutes to finalise a second proposal of the same nature; a second vote will be held, if the second vote is also equal then the chair will have the casting vote.
- (8) Some Management Committee meetings maybe held in a cyber form if it is not possible for at least three committee members to gather in one place at one time
- (9) A record of all transactions and meetings shall be kept and disseminated to all committee members.
- (10) Chairing of meetings will be the responsibility of the Chair, if the Chair is unavailable then the secretary will Chair or nominate an acting Chair for the meeting. All committee members are able to contribute to items placed in the following month's agenda.

LIABILITY OF MANAGEMENT

The management committee as a whole are the responsible members of the organisation, and therefore the management committee can be wholly or individually liable for

- (1) Any financial sums to service the debts of the organisation if it is wounded, becomes insolvent or is dissolved
- (2) Any financial sums to service any other financial liabilities of the organisation if it is wounded, becomes insolvent or is dissolved

The management committee are aware and understand that as we are a volunteer organisation and not a limited company or registered charity, it is not protected if anyone decides to sue Oban Pride.

SUB-GROUPS

Sub-groups such as a finance sub-group; an entertainment sub-group, business liaison sub-group and more may be set up by the committee.

These subgroups will operate out of and be guided by a Terms of Reference ratified by the committee.

Sub-groups can consist of the membership from outside the committee.

The sub-groups will always be chaired by a member of the committee.

Each sub-group will be required to keep minutes of the meetings and provide a written report to the committee after each sub-group meeting.

The committee may set up or disband sub-groups or working groups as required.

ANNUAL GENERAL MEETINGS

- (1) An Annual General Meeting shall be held within 12 months of the date of the adoption of this constitution and each year thereafter.
- (2) Notice will be given to the wider LGBT+ community at least 21 days in advance in writing, which will include the time, date and venue of the AGM.
- (3) Notices of the AGM shall be published four weeks beforehand and a report on Oban Pride's financial position for the previous year will be made available at the same time.
- (4) An Extraordinary General Meeting (EGM) may be called at any time at the request of the committee.

EXTRAORDINARY GENERAL MEETING

- (1) An Extraordinary General Meeting (EGM) will be called in cases where changes are to be made to the constitution or where there is misconduct on the part of a member or officer.
- (2) An EGM may be called by submitting the reason for the EGM to the chairperson and/or secretary in a letter signed by not fewer than three members of the committee.

- (3) In such an event the committee will be obligated to organise an EGM within fourteen days.
- (4) A notice explaining the place, date, time and reason shall be sent to all members ten days beforehand. This task may be designated to the chairperson or secretary

AMENDMENT TO CONSTITUTION

A proposal to amend the constitution may be made by the committee, any individual member of the committee or any three members (not being committee members) of the organisation. The proposal will be placed in the AGM or EGM Agenda. The amendment will be deemed effective if passed by a two thirds majority of the meeting.

FINANCIAL ACCOUNTABILITY

- (1) The committee will cause proper books of accounts to be kept according to the Financial Policy of Oban Pride. The treasurer of Oban Pride will be responsible for these books and feeding back information on them to the committee at meetings.
- (2) An independent Chartered Accountant will check over the end of year accounts each August. This accountant will be agreed upon by the committee and a full report will be delivered by the treasurer after this at the AGM
- (3) A Bank Account will be set up under the name of Oban Pride and have a minimum of 2 unrelated signatories who will be required to authorise all payments.
- (4) Assets – Oban Prides assets are locked “meaning” for the avoidance of doubt the income and property of Oban Pride shall be used solely towards promoting Oban Pride’s charitable purposes.

DISSOLUTION

- (1) The organisation may be dissolved by a resolution passed by a simple two-thirds majority of those present and voting at a Special General Meeting.
- (2) If dissolution is agreed, the committee will take the decision to distribute all residual assets to other charitable group(s) or organisation(s) once full payment to all creditors has been made. The group(s) or organisation(s) that shall benefit from the residual assets should have aims similar to those of Oban Pride and where these cannot be found, the committee can agree distribution to any other charitable organisation(s). If confirmed, the committee shall distribute any assets remaining after the payment of all bills to other charitable group(s) or organisation(s) having aims similar to Oban Pride or some other charitable purpose(s) as the committee may decide.

REMUNERATION

Members of the management committee and volunteers are all entitled to expenses being paid to them for events (not including meetings), all claims must be made with a claims form and where appropriate a receipt or ticket. Authorised expenses can be found in the Remuneration Policy.

DISCIPLINARY PROCEDURES

A proposal to expel a member of the committee may be made in the event of:
The committee member acting in a manner contrary to the vision and values, aims and objectives of Oban Pride.

Persistent non-attendance at committee meetings or sub-group meetings.

Misuse of funds.

Misconduct including: - Breaching the rules of the constitution - Offensive, abusive behaviour

In the event of a member being removed from the committee due to misconduct, that person will not be entitled to stand in an election of officers for a minimum of two years.

In the event of a Disciplinary, the Management Committee will follow the Oban Pride Disciplinary Procedure which is attached to this constitution and is used for all volunteers of Oban Pride whether on the management committee or not.

SAFEGUARDING

Oban Pride has a safeguarding policy which is attached to this constitution; the key points of this policy are highlighted in this constitution.

In relation to safe guarding Oban Pride's main responsibilities are

- (1) To protect children and young people who engage with any events organised by Oban Pride from fear of abuse, neglect or exploitation.
- (2) To protect adults who engage with any events organised by Oban Pride from fear of abuse, neglect or exploitation.
- (3) To protect volunteers by clearly setting out their responsibilities to act in a way which safeguards welfare and wellbeing of all who engage with any events organised by Oban Pride

All volunteers of Oban Pride are expected to behave in a way which keeps children, young people and vulnerable adults safe by: -

- (1) Valuing them, listening to and respecting them–
- (2) Adhering to the principles and specific guidance in the Oban Pride Safe guarding Policy

- (3) Providing effective management to volunteers, through supervision, support and training
- (4) Recruiting volunteers safely, ensuring all necessary checks are made
- (5) Sharing information about safeguarding and protection with agencies who need to know, including parents, carers and the Police where necessary

AGREEMENT

Each member of the committee or sub-group, whether elected at an AGM, EGM or committee meeting, will be expected to sign a copy of this constitution and agree to abide by, uphold and act in accordance with the constitution of Oban Pride.

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