

# Constitution

*If there are any questions about this document, please email the Society at [hello@warwickpride.org](mailto:hello@warwickpride.org). This document is available on paper from the Society, and online at <http://constitution.warwickpride.org>*

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## **1 Names and Definitions**

- 1.1 The University of Warwick Students' Union Society for Lesbian, Gay, Bi+, Trans\*, Undefined and Asexual (LGBTUA+) students and their friends shall be known as Warwick Pride (hereinafter referred to as 'Pride' or 'the Society').
- 1.2 The abbreviation LGBTUA+ shall hereinafter be used to refer to those who self-define as Lesbian, Gay, Bi+, Trans\*, Asexual, or who do not to define their sexual or romantic orientation, or gender identity, as well as those who experience similar or related forms of prejudice, discrimination or oppression.
- 1.3 Occasionally, at the discretion of the Executive Committee of Pride, Pride may be referred to simply as 'The Society!'.
- 1.4 The Executive Committee of the Society shall hereinafter be referred to as 'the Exec'.
- 1.5 The University of Warwick shall hereinafter be referred to as 'the University'.
- 1.6 The University of Warwick Students' Union shall hereinafter be referred to as 'the Union' or 'UWSU'.
- 1.7 The Union's LGBTUA+ Campaigns Officer shall hereinafter be referred to as 'the LGBTUA+ Officer'.
- 1.8 For the purposes of this Constitution, the term 'safe space' shall have a twofold meaning:
- (a) a physical space, such as a room or venue, in which any person may feel at ease in discussing or otherwise referring to their sexual or romantic orientation, gender identity or any other issue without fear of discrimination or prejudice (including from within the membership of the Society).
- And
- (b) an environment or atmosphere in which no person should fear discrimination or prejudice (including from within the membership of the Society).
- 1.9 Wherever possible, events such as Exec Meetings, General Meetings and socials should take place in areas or venues which satisfy both of the conditions defined in 1.8. Examples of suitable spaces may include, but are not limited to, Meeting Rooms in the SUHQ building or University seminar rooms.

## Aims and Objectives

- 2.1 The aims and objectives of Pride shall be:
  - 2.1.1 To provide a safe and welcoming atmosphere for LGBTUA+ members of the University community and their friends.
  - 2.1.2 To provide advice and support for those individuals who are in the process of, or considering, 'coming out', including a termly Coming Out Workshop.
  - 2.1.3 To provide advice and support for those individuals who, for whatever reason, have decided not to go through the process of 'coming out'.
  - 2.1.4 To provide information and assistance on issues of safer sex, sexual health and sexual and gender identity through its meetings, the Union and other means when required.
  - 2.1.5 To campaign for the welfare of LGBTUA+ people within the Union, the University and wider society.
  - 2.1.6 To promote awareness within the student and wider community of issues affecting LGBTUA+ people.
  - 2.1.7 To run social events for members which, where possible, are also open to non-members.
  - 2.1.8 All social events run by the Society shall be attended by a member of the Executive Committee, to be nominated beforehand, who will not be under the influence of alcohol or other substances. This 'Duty Exec Member' will act as a point of contact for members experiencing any issues during the event, and will be responsible for ensuring to the best of their ability that any such issues are resolved.
  - 2.1.9 That if a member of the Executive Committee cannot be nominated as the Duty Exec Member for any given social, notice of this fact will be given in advance to all members of the Society through the weekly e-mail and/or the calendar of events on the Society's website.
  - 2.1.10 To actively acknowledge and embrace diversity amongst its membership and do all in its power to combat any discrimination faced relating to this diversity, ensuring that its membership abides by the Union's Equal Opportunities Policy.
  - 2.1.11 To achieve these objectives at the smallest possible cost to the Society's members, e.g. through the continued annual application for exemption from the Union's Societies Federation Fee.

### 3 Commitments

- 3.1 The Society, where possible, shall work alongside the other liberation societies at the University of Warwick, including (but not limited to) Warwick Anti-Sexism Society, Warwick Anti-Racism Society, Warwick Enable and Warwick Mind Aware.
- 3.2 The Society, where possible, shall work alongside the University of Warwick Students' Union Welfare & Campaigns Officer, and part-time liberation officers (Disabled Students Officer, Ethnic Minorities Officer, Women's Officer, and LGBTUA+ Officer).
- 3.3 The Society shall be committed to a truly intersectional approach to liberation issues.
- 3.4 The Society shall be formally allied to those protected groups as listed in the Safe Space Policy.
- 3.5 The Society shall recognise, work alongside, and support the efforts of democratically elected spokespeople from those protected groups. Where present, this includes Students' Union societies and officers, otherwise a spokesperson elected at a self-defining caucus. Such spokespeople will be invited to meetings of the Executive Committee, and will be consulted on issues pertaining to the communities they represent.
- 3.6 The Society shall run, in conjunction with the Students' Union LGBTUA+ Officer, an annual 'Pride Week', to be held in the first term of the academic year when possible.
- 3.7 The Society, where possible, shall seek to create and maintain links with other relevant groups, such as other student societies (within the University and at other universities) and organisations such as Trans Media Watch and Terrence Higgins Trust.
- 3.8 The Society shall maintain a presence within the Coventry & Warwickshire Events Planning Group (or its equivalent).
- 3.9 The Society shall organise a termly Coming Out Workshop, to support individuals in the process of, or considering, 'coming out'. The Welfare Officers, where possible, shall take the lead on this.
- 3.10 The Society shall maintain a visible presence during LGBT History Month and IDAHOBIT (International Day Against Homophobia, Biphobia, and Transphobia) by organising a relevant programme of events.
- 3.11 The Society shall promote the GUM clinics organised by the Students' Union.

- 3.12 The Society shall campaign to secure a 'liberation room' within the University and/or Union; the room would be a physical space for the use of students from the liberation communities, to meet and discuss relevant issues and to share resources.
- 3.13 The Society shall maintain its opposition to the commercialisation of Pride events, and continue to campaign for free access to Prides.
- 3.14 The Society shall seek to ensure that all Union and University forms contain appropriate fields, where applicable, for the purposes of recording gender identity and sexual and/or romantic orientation data.
- 3.15 The Society shall campaign to secure gender neutral toilet facilities within University buildings.
- 3.16 The Society shall regularly review the accessibility of its events and resources, with the aim to ensuring that both are as accessible as possible to the widest range of people.
- 3.17 The Society shall run a 'Parenting Scheme', a buddy system for the purpose of facilitating a member's introduction to the society. The Welfare Officers, where possible, should take the lead on this.
- 3.18 The Society shall maintain a visible presence during Bi+ Health Awareness Month and Bi+ Visibility Day, with a focus on increasing awareness of issues faced by people who self-define as bi+, and combatting the prejudice and discrimination they face. The Bi+ Officer, where possible, should take the lead on this.
- 3.19 The Society shall maintain a visible presence during Trans\* Awareness Week, with a focus on increasing awareness of issues faced by people who self-define as trans\*, and combatting the prejudice and discrimination they face. The Trans\* Officer, where possible, should take the lead on this.
- 3.20 The Society shall maintain a visible presence during Asexual Awareness Week, with a focus on increasing awareness of issues faced by people who self-define as asexual or on the asexual spectrum, and combatting the prejudice and discrimination they face. The Asexual Officer, where possible, should take the lead on this.
- 3.21 The Society shall maintain a visible presence during Black History Month, with a focus on increasing awareness of issues faced by people of colour who self-define as LGBTUA+, and combatting the prejudice and discrimination they face. The Ethnic Minorities Officer, where possible, should take the lead on this.

- 3.22 The Society shall maintain a visible presence at relevant postgraduate and mature students' events at the University, including but not limited to postgraduate induction events in the first term of the academic year. The Postgraduate & Mature Students' Officer, where possible, should take the lead on this.
- 3.23 The Society shall maintain a visible presence at relevant international students' events at the University, including but not limited to international students' induction events in the first term of the academic year. The International Students' Officer, where possible, shall take the lead on this.
- 3.24 The Society shall maintain a visible presence during International Women's Week, with a focus on increasing awareness of issues faced by women who self-define as LGBTUA+, and combatting the prejudice and discrimination they face. The Women's Officer, where possible, shall take the lead on this.
- 3.25 The Society shall maintain a visible presence during Sexual Health Awareness Week and Mental Health Awareness Week (or their equivalent), with a focus on increasing awareness of sexual health and mental health issues faced by members of the LGBTUA+ community.

## 4 Membership

- 4.1 The following shall be eligible to become members of Pride:
  - 4.1.1 Full members of UWSU.
  - 4.1.2 Associate and honorary members of UWSU (a subscription fee may be payable). These may include:
    - 4.1.2.1 Staff at the University.
    - 4.1.2.2 Graduates of the University.
    - 4.1.2.3 Students of other Universities.
    - 4.1.2.4 Others with the approval of UWSU.
  - 4.1.3 Membership shall also be open to non-Union members at a subscription rate which shall reflect the true cost of the facilities made available to the members of the Society. This rate shall be decided by the Society's Treasurer.
- 4.2 Any person defined under 4.1.1 will become a Full Member of Pride upon payment of the membership fee set at the beginning of the academic year.
  - 4.2.1 Full members of Pride shall be entitled to all the rights and privileges laid out in this Constitution.
  - 4.2.2 Only Full Members may stand for or hold a position on the Exec or vote at democratic meetings.

- 4.2.2.1 Voting privileges shall be subject to the time-restrictions set-out in the SU By-Laws.
- 4.2.2.2 Exec members are required to renew their Full Membership at least 15 days prior to the OGM (eg. if the OGM is to be held on the 30th, membership must be renewed on the 15th at the latest). Failure to do so will be taken as resignation from their position and the position will be advertised for election at the OGM.
- 4.3 Any person defined under 4.1.2 will become an Associate Member of Pride upon payment of the membership fee set at the beginning of the academic year.
- 4.3.1 Associate Members of Pride shall be entitled to the same rights and privileges as Full Members of Pride, except that they may not stand for a position on the Exec or vote at democratic meetings.
- 4.4 No person who receives payment for the provision of services to the Society shall be entitled to hold office.
- 4.5 Honorary membership of Pride can be conferred for life upon any individual via a successful motion to any Pride General Meeting.
- 4.5.1 Honorary Members shall be entitled to the same rights and privileges as Full Members of Pride, except that they may not stand for a position on the Exec or vote at democratic meetings unless they are also a Full Member of Pride.
- 4.5.2 Honorary Members will not be required to pay a fee to receive membership benefits, even if they are not members of UWSU.
- 4.6 The LGBTUA+ Officer and the Union's Welfare and Campaigning Sabbatical Officer shall automatically receive any emails sent out by the Exec to members of Pride.
- 4.6.1 Where possible, Full Membership of the Society shall be conferred free of charge upon the LGBTUA+ Officer and the Union's Welfare and Campaigning Officer.
- 4.7 Membership of Pride shall be confidential, with only members of the Exec and the Union's Welfare and Campaigning Sabbatical Officer having access to membership lists. Access to selected parts of the list may also be made available to members of UWSU staff in exceptional circumstances.



## The Exec and their Job Descriptions

5.1 The Exec shall consist of the following members:

### 5.1.1 Presidents

5.1.1.1 The Presidents shall represent the Society to the Union and the University, and shall be responsible for ensuring that the Society is run according to Union regulations and this Constitution as far as can be reasonably expected. It is the responsibility of the Presidents to interpret this Constitution.

5.1.1.2 The President (Operations) shall be responsible for overseeing the operations side of the Society. The President (Strategy) shall be responsible for overseeing the strategy side of the Society.

5.1.1.3 The Presidents shall be responsible for co-ordinating the Exec.

5.1.1.4 The Presidents shall normally be the Chair at democratic meetings.

5.1.1.4.1 In the Presidents' absence or inability to chair a meeting, that meeting shall be chaired by the Vice-President (see 5.4.1) or, if this is impractical, another member of the Exec. Under exceptional circumstances or where there are questions over the impartiality of members of the Exec, meetings may be chaired by a Union Sabbatical officer, the Union's Returning Officer, or such other impartial person as agreed upon by those Exec members in attendance via a simple majority.

5.1.1.5 In conjunction with the Treasurer, the Presidents shall have financial responsibility for the Society.

5.1.1.6 The Presidents shall be responsible for ensuring that all meetings are held in a suitable location, paying particular attention to the notion of a 'safe space', as defined in 1.8.

5.1.1.7 The Presidents shall be responsible for organising training for the Society Exec.

5.1.1.8 In the event that the President leaves office during their term, the Vice President (see 5.4.1) shall take on the President's responsibilities but shall be required to call an EGM within four weeks (unless a GM is already scheduled within this period) at which a new President can be elected.

### 5.1.2 Treasurer

5.1.2.1 In conjunction with the Presidents, the Treasurer shall have financial responsibility for the Society.

5.1.2.2 The Treasurer shall be responsible for the day-to-day financial duties of the Society.



5.1.2.3 The Treasurer shall be responsible for applying to the Union for the Society's annual budget allocation, including exemption from the Societies Federation Fee.

5.1.2.4 The Treasurer shall provide up-to-date accounts at every democratic meeting.

5.1.2.5 The Treasurer shall be responsible for applying for sponsorship if and when necessary.

5.1.2.6 The Treasurer shall be responsible for maintaining the Society's Library.

### **5.1.3 Publicity and Social Media Officers**

5.1.3.1 The Publicity Officer and Social Media Officer shall be jointly responsible for co-ordinating the Society's publicity. This may involve delegating tasks relating to publicity to other members of the Exec.

5.1.3.2 The Publicity Officer shall be responsible for the production of the 'Pride Guide', which is to be distributed at the beginning of the academic year. The Pride Guide shall act, amongst other things, as an introduction to Pride and its activities and services.

5.1.3.2.1 The Pride Guide shall be made available on the website in both a full and plain text version.

5.1.3.3 The Publicity Officer shall be responsible for sending regular emails to society members with details of the events happening. They shall also normally design posters and leaflets when appropriate, and arrange for these to be distributed.

5.1.3.4 The responsibilities of the Social Media Officer shall include:

- a) Advertising the society and its events through social media sites such as Facebook and Twitter.
- b) Adding new members to the Facebook groups, coordinating this with other Exec members where necessary.
- c) Making decisions about posting about large society events in University and SU Facebook groups. This can be done by the Pride Facebook account and Facebook page, and through asking other Exec to post where there are outing concerns.
- d) Managing the Warwick Pride Facebook page, with the help of other Exec members.

5.1.3.5 The Social Media Officer and the Publicity Officer are responsible for dividing any further publicity duties between themselves on a rolling basis.

### **5.1.4 Welfare Officers**

5.1.5.1 There shall be 2 elected Welfare Officers in the Society.

5.1.5.2 The Welfare Officers shall be responsible for ensuring the effective provision of the welfare services provided by the Society, including (but not limited to) safer sex materials, safer sex and sexual health information, and advice surrounding 'coming out'.

5.1.5.3 The Welfare Officers shall be responsible for ensuring that any activities carried out by the Society do not contravene By-Law 11 (Equal Opportunities) of the Union; regarding issues such as sexual or romantic orientation, gender identity, religious background, ethnicity, disability, etc.

### **5.1.6 Campaigns Officers**

5.1.6.1 There shall be 2 elected Campaigns Officers in the Society.

5.1.6.2 The Campaigns Officers shall be responsible for ensuring that the campaigning efforts of the Society are directly relevant to 2.1.5 and 2.1.6.

5.1.6.3 The Campaigns Officers shall maintain a professional association with the Union's LGBTUA+ Officer, on behalf of the Exec.

5.1.6.4 The Campaigns Officers shall maintain a record of any breaches of By-Law 11 (Equal Opportunities) of the Union relevant to the members of Pride, and campaign to ensure such breaches do not reoccur.

### **5.1.7 Ball/Buffer Coordinator**

5.1.7.1 The Ball/Buffer Coordinator shall be responsible for organising an annual Society Ball, to be named 'The Glitterball', subject to financial viability and the permission of UWSU.

5.1.7.2 The Ball/Buffer Coordinator shall be responsible for organising an annual Welcome Buffet, to be run at the start of the first term of the academic year.

5.1.7.3 The Ball/Buffer Coordinator shall be responsible for organising regular meal socials for Society members.

5.1.7.4 The Ball/Buffer Coordinator shall be responsible for supporting the Socials Coordinator.

### **5.1.8 Socials Coordinator**

5.1.10.1 The Socials Coordinator shall be responsible for organising the majority of the social events held by the Society, supported by the Ball/Buffer Coordinator and the Tour/Trips Coordinator.

5.1.10.2 The Social Coordinator shall be responsible for ensuring that the social events run by the Society are those desired by the members of the Society.

5.1.10.3 In the event that the Ball/Buffer Coordinator and/or Tour/Trips Coordinator positions are filled but the Socials Coordinator is not, those positions shall assume the duties of the Socials Coordinator in addition to their own.

**5.1.11 Tour/Trips Coordinator**

- 5.1.11.1 The Tour/Trips Coordinator shall be responsible for organising an annual Tour, subject to financial viability and the permission of UWSU.
- 5.1.11.2 The Tour/Trips Coordinator will be responsible for organising day trips for Society members.
- 5.1.11.3 The Tour/Trips Coordinator shall be responsible for supporting the Socials Coordinator.

**5.1.12 Bi+ Officer**

- 5.1.12.1 This position may only be filled by a person who self-defines as Bi+ and/or experiences sexual or romantic attraction to people of more than one gender. Only such persons are eligible to vote for those standing for this position.
- 5.1.12.2 The Bi+ Officer shall be responsible for representing the interests of those members of the Society who self-define as Bi+ and/or experience sexual or romantic attraction to people of more than one gender.
- 5.1.12.3 The Bi+ Officer shall be responsible for raising awareness of issues affecting those individuals who self-define as Bi+ and/or experience sexual or romantic attraction to people of more than one gender, in conjunction with the Campaigns Officers.
- 5.1.12.4 The Bi+ Officer shall be responsible for maintaining a discussion space exclusively for those members of the Society who self-define as Bi+ and/or experience sexual or romantic attraction to people of more than one gender.
- 5.1.12.5 The Bi+ Officer shall be responsible for organising events aimed solely at those members of the Society who self-define as Bi+ and/or experience sexual or romantic attraction to people of more than one gender.

**5.1.13 Trans\* Officer ('Trans\* Officer')**

- 5.1.13.1 This position may only be filled by a person who is or self-defines as Trans\*, who can be said to transcend typical gender boundaries or who, for whatever reason, defines their gender in terms which are outside of the binary of male/female. Only such persons are eligible to vote for those standing for this position.
- 5.1.13.2 The Trans\* Officer shall be responsible for representing the interests of those members of the Society who are or self-define as Trans\*, who can be said to transcend typical gender boundaries or who, for whatever reason, define their gender in terms which are outside of the binary of male/female.

5.1.13.3 The Trans\* Officer shall be responsible for raising awareness of issues affecting those individuals who are or self-define as Trans\*, who can be said to transcend typical gender boundaries or who, for whatever reason, define their gender in terms which are outside of the binary of male/female, in conjunction with the Campaigns Officers.

5.1.13.4 The Trans\* Officer shall be responsible for maintaining a discussion space exclusively for those members of the Society who are or self-define as Trans\*, who can be said to transcend typical gender boundaries or who, for whatever reason, define their gender in terms which are outside of the binary of male/female.

5.1.13.5 The Trans\* Officer shall be responsible for organising events aimed solely at those members of the Society who are or self-define as Trans\*, who can be said to transcend typical gender boundaries or who, for whatever reason, define their gender in terms which are outside of the binary of male/female.

5.1.14 **Undefined Officer ('U Officer')**

5.1.15.1 This position may only be filled by a person who, for whatever reason, does not to define their sexual or romantic orientation, or gender identity. Only such persons are eligible to vote for those standing for this position.

5.1.15.2 The U Officer shall be responsible for representing the interests of those members of the Society who do not to define their sexual or romantic orientation, or gender identity.

5.1.15.3 The U Officer shall be responsible for raising awareness of issues affecting those individuals who do not to define their sexual or romantic orientation, or gender identity, in conjunction with the Campaigns Officers.

5.1.15.4 The U Officer shall be responsible for maintaining a discussion space exclusively for those members of the Society who do not to define their sexual or romantic orientation, or gender identity.

5.1.15.5 The U Officer shall be responsible for organising events aimed solely at those members of the Society who do not to define their sexual or romantic orientation, or gender identity.

5.1.16 **Asexual/Aromantic Officer ('A Officer')**

5.1.16.1 This position may only be filled by a person who self-defines as asexual or on the asexual spectrum, or aromantic or on the aromantic spectrum. Only such persons are eligible to vote for those standing for this position.

5.1.16.2 The A Officer shall be responsible for representing the interests of those members of the Society who self-define as asexual or on the asexual spectrum, or aromantic or on the aromantic spectrum.

5.1.16.3 The A Officer shall be responsible for raising awareness of issues affecting those individuals who self-define as asexual or on the asexual spectrum, or aromantic or on the aromantic spectrum, in conjunction with the Campaigns Officers.

5.1.16.4 The A Officer shall be responsible for maintaining a discussion space exclusively for those members of the Society who self-define as asexual or on the asexual spectrum, or aromantic or on the aromantic spectrum.

5.1.16.5 The A Officer shall be responsible for organising events aimed solely at those members of the Society who self-define as asexual or on the asexual spectrum, or aromantic or on the aromantic spectrum.

**5.1.17 International Students' Officer ('International Officer')**

5.1.17.1 This position may only be filled by a person who self-defines as an International Student. Only such persons are eligible to vote for those standing for this position.

5.1.17.2 The International Officer shall be responsible for representing the interests of those members of the Society who self-define as International Students.

5.1.17.3 The International Officer shall be responsible for raising awareness of issues affecting those individuals who self-define as International Students, in conjunction with the Campaigns Officers.

5.1.17.4 The International Officer shall be responsible for maintaining a discussion space exclusively for those members of the Society who self-define as International Students.

5.1.17.5 The International Officer shall be responsible for organising events aimed solely at those members of the Society who self-define as International Students.

**5.1.18 People of Colour Officer ('POC Officer')**

5.1.18.1 This position may only be filled by someone who self-defines as a person of colour. Only such persons are eligible to vote for those standing for this position.

5.1.18.2 The People of Colour Officer shall be responsible for representing the interests of those members of the Society who self-define as people of colour.

5.1.18.3 The People of Colour Officer shall be responsible for raising awareness of issues affecting those individuals who self-define as people of colour, in conjunction with the Campaigns Officers.

5.1.18.4 The People of Colour Officer shall be responsible for maintaining a discussion space exclusively for those members of the Society who self-define as people of colour.

5.1.18.5 The People of Colour Officer shall be responsible for organising events aimed solely at those members of the Society who self-define as people of colour.

**5.1.19 People with Disabilities Officer ('PWD Officer')**

- 5.1.19.1 This position may only be filled by a person who self-defines as having a disability. Only such persons are eligible to vote for those standing for this position.
- 5.1.19.2 The People with Disabilities Officer shall be responsible for representing the interests of those members of the Society who self-define as having a disability.
- 5.1.19.3 The People with Disabilities Officer shall be responsible for raising awareness of issues affecting those individuals who self-define as having a disability, in conjunction with the Campaigns Officer.
- 5.1.19.4 The People with Disabilities Officer shall be responsible for maintaining a discussion space exclusively for those members of the Society who self-define as having a disability.
- 5.1.19.5 The People with Disabilities Officer shall be responsible for organising events aimed solely at those members of the Society who self-define as having a disability.
- 5.1.19.6 The Society's definition of 'disability' shall include both "seen" and "unseen" disabilities.

**5.1.20 Postgraduate & Mature Students' Officer ('PG&M Officer')**

- 5.1.20.1 This position may only be filled by a person who a Postgraduate or Mature Student (as defined by the University). Only such persons are eligible to vote for those standing for this position.
- 5.1.20.2 The PG&M Officer shall be responsible for representing the interests of those members of the Society who are Postgraduate or Mature Students.
- 5.1.20.3 The PG&M Officer shall be responsible for raising awareness of issues affecting those members of the Society who are Postgraduate or Mature Students, in conjunction with the Campaigns Officers.
- 5.1.20.4 The PG&M Officer shall be responsible for maintaining a discussion space exclusively for those members of the Society who are Postgraduate or Mature Students.
- 5.1.20.5 The PG&M Officer shall be responsible for organising events aimed solely at those members of the Society who are Postgraduate or Mature Students.

**5.1.21 Women's Officer**

- 5.1.21.1 This position may only be filled by a person who self-defines as women. Only such persons are eligible to vote for those standing for this position.
- 5.1.21.2 The Women's Officer shall be responsible for representing the interests of those members of the Society who self-define as women.



- 5.1.21.3 The Women's Officer shall be responsible for raising awareness of issues affecting those individuals who self-define as women and/or as LGBTUA+, in conjunction with the Campaigns Officers.
- 5.1.21.4 The Women's Officer shall be responsible for maintaining a discussion space exclusively for those members of the Society who self-define as women.
- 5.1.21.5 The Women's Officer shall be responsible for organising events aimed solely at those members of the Society who self-define as women.
- 5.1.22 Technical Officer**
- 5.1.22.1 The Technical Officer shall be responsible for updating and maintaining the Society's website.
- 5.1.22.2 The position of Technical Officer shall be one which is 'added on' to another Exec member's responsibilities.
- 5.1.22.3 The position of Technical Officer shall be elected by co-option at an Exec meeting.
- 5.1.22.3.1 Candidates standing for the position of Technical Officer shall have the opportunity to make a speech of up to two minutes supporting their candidacy.
- 5.1.22.3.2 A vote shall be taken using the Single Transferrable Vote system, in which the Candidate receiving the most votes shall be elected Technical Officer. In the event of a tie, the Presidents shall have the casting vote.
- 5.1.22.3.3 In the event that the Exec member holding the position of Technical Officer leaves the Exec or resigns from the position of Technical Officer, a new Technical Officer shall be elected as soon as possible as per 5.1.22.3.
- 5.2 No Exec member shall hold more than one Exec position at a time, with the exclusion of the roles of Secretary, Technical Officer and Vice President, which are considered to be additional roles as opposed to positions.
- 5.3 Elections of the Exec shall take place as follows:
  - 5.3.1 Those members of the Exec described under 5.1.1 through to 5.1.19 (except 5.1.22 – Technical Officer) shall be elected at the Annual General Meeting (AGM).
  - 5.3.2 Due to the nature of some of the courses taken by one-year Postgraduate Students and International Students, the PG&M Officer and International Officer shall be elected at an Ordinary General Meeting to be held at the beginning of each academic year.
- 5.4 At the first quorate Exec meeting following an AGM, the new Exec shall decide upon a Vice President and a Secretary from within the elected Exec.



- 5.4.1 The Vice President shall take over the responsibilities of the Presidents in the event of the extended absence of the Presidents. If the Presidents are absent for any exec meeting, it is expected that the Vice President shall chair.
- 5.4.2 The Secretary shall be responsible for taking minutes at exec meetings and distributing these in a timely manner. In the absence of the Secretary, another member of the Exec shall take over their responsibilities for that meeting.
- 5.4.3 Candidates for either position shall have the opportunity to make a speech of up to two minutes supporting their candidacy.
- 5.4.4 Voting shall be by the Single Transferable Vote system, with the candidate exceeding the quota being elected to the position. In the event of a tie, the Presidents shall have the casting vote.
- 5.5 Additionally, at the first quorate exec meeting after an AGM, a list of additional responsibilities shall be discussed.
  - 5.5.1 It is expected that responsibilities under this section shall be long-term commitments that do not fall clearly into the remit of a particular exec position.
  - 5.5.2 Such responsibilities include, but are not limited to, ensuring that the Google Calendar is up to date and accurate. It is expected that the outgoing exec shall communicate a list of responsibilities that they consider important during the handover period.
  - 5.5.3 In order to adapt to changing circumstances, new responsibilities may be created and out-dated ones removed throughout the year.
- 5.6 The management of Pride shall be vested in the Exec.
- 5.7 All members of the Exec shall be responsible for publicising the Society and its events.
- 5.8 At least one member of the Exec shall attend the necessary Exec Training courses as specified by the Students' Union. Specifically, the Treasurer must complete 'Managing Your Money' (or equivalent) and the Welfare Officers must complete 'Equal Opportunities' (or equivalent). At least one member of the Exec must also attend the 'First Aid' course each year, and at least one member of the Exec must complete the 'Duty of Care' and 'Data Protection' courses (or equivalents) each year as part of the 'Successful Club & Society Toolkit'.
- 5.9 Job shares of a maximum of two people will be permitted.
  - 5.9.1 In the event of a position on the Exec being shared, the position shall retain only one vote.
  - 5.9.2 In the event of a disagreement between the job sharers, that position's vote shall be counted as an abstention.

- 5.9.3 If only one of the job sharers is present when voting takes place, that person's vote shall be deemed to be representative of the position.
- 5.9.4 In the event that one of the job-sharers resigns, the other job sharer shall be deemed also to have resigned, and one or both may re-stand for election or co-option to the post.
- 5.10 Announcement of the resignation or vote of no confidence of any member of the Exec shall be included in the next Weekly Email, alongside announcements of any co-options or GM which may be occurring.
- 5.11 In the event of any Exec position (except that of Presidents) remaining vacant after the GM at which it should have been filled, this position may be filled by someone standing for co-option at an Exec meeting. Similarly, in the event that an Exec member (with the exception of the Presidents) vacates their position prior to the GM at which their position is to be re-elected, the position may be filled via co-options. This is subject to the following:
- 5.11.1 Following the position being vacated or remaining vacant after a GM at which the position was to be elected, co-options should be held at the next appropriate Exec meeting unless a GM is already scheduled to take place within four weeks from the time of the position becoming or remaining vacant. The Presidents shall be responsible for determining the appropriateness of the Exec meeting.
- 5.11.2 The Exec must announce that a co-option is to take place at least seven days in advance, and invite nominations for the position(s) to be co-opted. The deadline for nominations shall be noon on the day before the Exec meeting at which the co-options are to take place.
- 5.11.2.1 In the event that no nominations are received, nominations may be accepted at the Exec meeting at which the co-options are to take place, at the discretion of the Chair.
- 5.11.3 Co-option to a position shall be determined by the Single Transferable Vote system, in which Candidates exceeding the quota shall be elected.
- 5.11.4 In the event of a tie in the results of co-options, should the candidates still wish to run separately, the decision shall rest with the Presidents.
- 5.11.5 If a position remains empty after a scheduled co-option, the position shall remain open to nominations. If a nomination is later received, the Exec shall follow all subsections of 5.11.
- 5.12 In the event that any community Officer position remains vacant, a 'Point of Contact' shall be elected from within the current Executive Committee to fulfil the duties of that role until the position becomes filled.

- 5.12.1 Where possible, the elected Point of Contact should be a person who would be eligible to hold the position. If there are no suitable Exec members, another Exec member may be appointed in order to fulfil the duties of the role and signpost resources to members.
- 5.12.2 The successful election of a Point of Contact shall be announced via The Society's weekly email.

## **6 Exec Meetings**

- 6.1 There shall be an Exec meeting approximately once a week during undergraduate term time, at a time convenient to as many Exec members as possible, with the aim of ensuring full attendance. All members of the Exec are expected to attend these meetings.
  - 6.1.1 If, for whatever reason, an Exec member is unable to attend an Exec meeting or General Meeting, they must submit their apologies along with a brief 'Rep Report' at least one hour prior to the published start time of the meeting.
    - 6.1.1.1 This submission must be to the main Pride inbox.
    - 6.1.1.2 Where an Exec member wishes to not publicly disclose the reason for their absence, this may be communicated in confidence to the Presidents, but apologies must still be submitted to the inbox.
  - 6.1.2 If, for whatever reason, an Exec member is going to be late to an Exec meeting or General Meeting, they are expected to communicate this to either the Chair or Presidents as soon as is reasonably practicable.
  - 6.1.3 An Exec member is considered to have resigned from their position if they are absent without apologies at three consecutive Exec meetings or at any five Exec meetings in a period of 90 days.
- 6.2 At the discretion of the Presidents, extra Exec meetings may be called or Exec meetings may be cancelled, for example at times of a high or low amount of current business.
- 6.3 As stated under 5.1.1.4, Exec meetings shall normally be chaired by the Presidents.
- 6.4 The Exec shall keep minutes of all Exec meetings. These minutes shall be made available to all members of Pride and the Union's Sabbatical Officers upon request.
  - 6.4.1 Minutes must include a list of those present, those absent with apologies and those absent without apologies. Arrival after the meeting has formally begun should be noted, but the Exec member should be included in the list of those present.

- 6.5 All members of Pride are welcome to attend Exec meetings to provide input or to observe. Non-members are also welcome to attend, although this shall be at the discretion of the Exec.
- 6.6 Only members of the Exec shall have voting rights at Exec meetings.
- 6.6.1 Voting shall be by a simple majority vote, and may be conducted either through a show of hands or secret ballot. The method of voting used shall be at the discretion of the Chair.
- 6.6.2 The Chair shall have the casting vote.
- 6.7 In the event of sensitive issues arising, these shall be discussed under Closed Session.
- 6.7.1 In the event of a Closed Session taking place, the following persons only may be present:
- (a) Current members of the Executive Committee of Warwick Pride;
  - (b) Sabbatical Officers of UWSU (at the discretion of the Chair or by simple majority of Exec members present);
  - (c) Staff members of UWSU (at the discretion of the Chair or by simple majority of Exec members present);
  - (d) Other persons who are directly involved with or directly affected by the business being discussed (at the discretion of the Chair or by simple majority of Exec members present).
- 6.7.2 The Exec shall minute information discussed under Closed Session, but this information must only be made available to those present and any Exec members not present.
- 6.7.3 Matters discussed under Closed Session may be discussed only by those present and any Exec members not present.
- 6.8 In appropriate circumstances and independent and impartial Chair can be appointed from outside Pride who will be bound by Union confidentiality (e.g. a Union Sabbatical Officer).
- 6.9 Quorum for Exec meetings shall be 50% + 1 of the number of filled voting positions, rounded to the nearest integer. For example, for an Exec of thirteen voting members, quorum would be eight voting members.

## **7 General Meetings (GMs)**

- 7.1 The following rules shall govern all General Meetings (Annual General Meetings (AGMs), Ordinary General Meetings (OGMs) and Extraordinary General Meetings (EGMs)).
- 7.1.1 A General Meeting may be called by the Presidents or quorum of the Exec.

- 7.1.2 Notice of all GMs (except EGMs) shall be circulated to all members of Pride at least fourteen days in advance, via email to all members of the Society.
- 7.1.3 Quorum for all GMs shall be governed by By-Law 10.14 of the Union (or equivalent) and shall be determined prior to all GMs by the Returning Officer.
- 7.1.4 All voting at GMs shall take place according to the following:
  - 7.1.4.1 Decisions on Motions not affecting the Constitution shall be reached by a simple majority of the voting membership present.
  - 7.1.4.2 Voting for Exec positions shall be conducted using the Single Transferable Vote system, in which candidates exceeding the quota shall be elected. In the event of a tie, should the candidates still wish to run separately, the outcome will depend on the result of a coin toss.
  - 7.1.4.3 A vote on any Motion affecting the Constitution shall require a two-thirds majority of the voting membership present in order to succeed, subject to the quorum requirements specified in By-Law 10.14.2 (or equivalent) of the Union.
  - 7.1.4.4 Any other decisions which require a vote and for which no rules are specified elsewhere in this Constitution shall require a simple majority of the voting membership present in order to succeed.
- 7.1.5 Nothing shall be put to a vote until the opportunity for an equal number of speeches for and against has been given.
- 7.1.6 An opportunity shall be made available in all GMs for the Society's members to put questions to one or more Exec members. An Exec member may decline to answer a question, although reasons for doing so must be given (if appropriate, reasons may be given in confidence to the Chair).
- 7.2 In the event that any Exec position is to be elected at a GM, notice of the GM and the fact that elections are to take place must be circulated at least fourteen days in advance (regardless of the type of GM). Nominations for Exec positions shall open fourteen days prior to the GM and close at midday the day before the GM.
- 7.3 Motions to GMs of any description shall be governed by the following guidelines:
  - 7.3.1 GMs are the only body with the authority to pass Policy for the Society, including those of Censure and No Confidence of Exec members.
  - 7.3.2 The deadline for the submission of Motions to a GM shall be midday three days before the GM (eg. if the GM is to be held on a Thursday, the deadline shall be on the preceding Monday).
    - 7.3.2.1 Where less than 4 days' notice is given for a GM, the deadline for Motions shall be midday the day before the GM.

- 7.3.2.2 Motions shall be supplied to all members of the Society by email within 24 hours of the deadline.
- 7.3.2.3 In the event that the Returning Officer suspects that a motion contains ultra vires and/or libellous language or implications, the motion shall be withheld from the membership of the Society. If such a motion is subsequently accepted, it shall be supplied to all members of the society as soon as is reasonably practicable.
- 7.3.3 Motions may be proposed and seconded only by Full or Associate Members of the Society. The Proposer and Secunder have the right to the first and second speeches respectively in favour of the Motion. Speeches may be waived to another member, waived to the floor, or formally waived (no speech will be taken).
- 7.3.4 Emergency Motions may be accepted at the discretion of the Chair, subject to the conditions stated in A.12.1.
- 7.3.5 The Proposer of a Motion may withdraw their Motion at any time prior to a vote at a GM.
- 7.3.6 Amendments to Motions may be submitted at any point prior to and during discussion of the Motion in question.
  - 7.3.6.1 Should an Amendment be refused by a Motion's Proposer, it will be debated prior to the Motion and then put to a vote.
  - 7.3.6.2 The Amendment shall be applied to the original Motion if it is agreed upon by a simple majority of voting members at the GM. Only the amended Motion may subsequently be debated and voted on at the same GM.
- 7.3.7 Copies of any Motions presented to GMs shall be made available to the membership of the Society through those means deemed most appropriate by the Exec.
- 7.3.8 Motions to Censure or No Confidence a member of the Exec may be submitted to any GM.
  - 7.3.8.1 A Motion of Censure can be passed by a simple majority of voting members at the GM.
  - 7.3.8.2 A Motion of No Confidence requires a two-thirds majority of voting members at the GM in order to be passed.
  - 7.3.8.3 In the event of Pride passing a motion of No Confidence in a member or members of the Exec, the relevant member(s) shall leave office immediately.
- 7.3.9 Ratified Motions shall remain Policy of the Society until they are repealed at a GM.
- 7.4 Annual General Meeting ('AGM')



- 7.4.1 The AGM shall be held during the second term of the academic year, and shall have as its main business:
  - 7.4.1.1 The presentation of the Exec Members' Reports for the past year. These should include brief details of what each Exec member has undertaken during their term in office.
    - 7.4.1.1.1 The Presidents' Exec Report shall provide details of what the Society has achieved in the past year, and suggest ideas for future progress.
    - 7.4.1.1.2 The Treasurer's Exec Report shall include a summary of the Society's financial position.
    - 7.4.1.2 The election of the Exec for the next year (except for the positions of International Officer and PG&M Officer, as per 5.3.2, unless these positions are vacant).
      - 7.4.1.2.1 The term of the elected Exec (with the exception of the International Officer and PG&M Officer) shall commence in the middle of Term 3, the exact date to be at the discretion of the Presidents and Presidents-elect. If a position was vacant prior to the AGM, the Exec member elected to that position may choose to start their term immediately.
      - 7.4.1.2.2 Nominations for Exec positions shall open fourteen days prior to the AGM and close at midday the day before the AGM.
      - 7.4.1.2.3 In the event of the positions of both Presidents remaining vacant at the end of an AGM and the Society having no Vice President, a member of the Exec must be elected Acting President. This vote shall be decided using the Single Transferable Vote system, with a candidate requiring a simple majority of the voting membership present in the final tally. The Acting President shall take on the responsibilities of the President, but shall be required to call an EGM within four weeks (unless a GM is already scheduled within this period) at which a new President can be elected.
- 7.4.2 All voting shall be conducted as per the rules in Appendix A.
- 7.4.3 It shall be the final responsibility of the outgoing secretary to update the constitution and policy file with all motions passed at the AGM.
- 7.5 Ordinary General Meeting ('OGM')
  - 7.5.1 An OGM shall be held at the beginning of the academic year, and shall have as its main business:
    - 7.5.1.1 The election of an International Officer and a PG&M Officer, as per 5.3.2.
    - 7.5.1.2 The election of any other vacant Exec positions.
    - 7.5.1.3 Nominations for Exec positions shall be governed by the same regulations as for the AGM in 7.4.1.2.2.



- 7.5.1.4 It shall be the responsibility of the secretary to update the constitution and policy file with all motions passed at the OGM.
- 7.6 Extraordinary General Meetings ('EGMs')
- 7.6.1 An EGM can be called by the Presidents, quorum of the Exec or upon request from ten per cent of the total number of Full Members of the Society (this request must be submitted in writing to the Presidents, accompanied by the signatures of those making the request and details of the reason for requesting the EGM).
- 7.6.1.1 In order to facilitate 7.6.1 the Presidents shall make available upon request the current total number of Full Members the Society. This information must be made available within 24 hours of the receipt of such a request, unless there are circumstances beyond the control of the Society which make this impossible (for example, the Union's website being unavailable).
- 7.6.2 If an EGM is called following a request by ten per cent of the total number of full members of the Society, the EGM must be held within seventeen days of the receipt of the proposal.
- 7.6.2.1 Notice of an EGM must be circulated to all members of the Society at least 48 hours in advance of the published start time of the meeting. In the event that any Exec position is to be elected at the EGM, then at least fourteen days' notice must be given as per 7.2.
- 7.6.2.2 Nominations for Exec positions shall be governed by the same regulations as for the AGM in 7.4.1.2.2.

## **8 Society Closure**

- 8.1 In the event that the Society is closed down, or there is failure to recommence Society activities at the beginning of the undergraduate academic year, the following shall apply:
  - 8.1.1 Responsibility for ensuring that the welfare needs of LGBTUA+ students at the University are met shall pass to the Union's Welfare and Campaigns Sabbatical Officer and the LGBTUA+ Officer.
  - 8.1.2 Responsibility for campaigning on issues affecting LGBTUA+ people shall rest on the LGBTUA+ Officer and the Union's Welfare and Campaigns Sabbatical Officer.

## **9 Health and Safety**

- 9.1 Pride recognises its duty of care to its members, and will abide by the Union's Health and Safety policy. As per 5.8, a member of the Exec will attend the Union's 'Duty of Care' training course (or equivalent) each academic year.

## 10 The Befriending Service

- 10.1 The Society shall operate a 'Befriending Service', which shall be a confidential listening, information and support service operated primarily through the medium of email.
- 10.2 The Co-ordinator shall be appointed by the Exec upon Exec changeover after the AGM.
- 10.3 The Co-ordinator shall be a member of the Exec.

## 11 Constitution

- 11.1 The Presidents shall interpret Pride's Constitution and Policy in the case of conflict, and ensure interpretations of the Constitution are always made in the spirit of the Constitution.
  - 11.1.1 Where conflicts arise between SU By-Laws and this constitution, the SU By-Laws shall take precedence.
- 11.2 The Constitution shall only be altered by consent of a two-thirds majority of the voting membership present at a General Meeting. The Union's Societies Federation Committee shall approve any such alterations.
- 11.3 The Exec shall be responsible for ensuring correct numbering, references, spelling, punctuation and grammar within the Constitution. Any such changes must maintain the spirit and meaning of the Constitution and must be ratified by the Presidents.
- 11.4 This Constitution was adopted at a Society AGM on 29/01/04 and has been amended at Society GMs on 21/10/04, 27/10/05, 02/02/06, 08/02/07, 25/10/07, 03/02/11, 20/10/11, 01/03/12, 25/10/12, 08/03/13, 24/10/13, 19/02/14, 24/10/14, 05/11/15, 11/05/16, and 03/11/16. It has also been amended by Unanimous decision of the Executive Committee at an Executive Committee Meeting on 22/11/11.
- 11.5 This Constitution revokes any Policies and Constitutions that may have been adopted by Pride prior to Term 2 of the 2003-04 academic year.

## Appendix A: General Meetings & Elections

- A.1 All Society GMs shall be run in accordance with this Appendix. This Appendix shall not affect voting procedures used in Exec Meetings, which shall be carried out in accordance with the Constitution.
- A.2 Notice of all GMs shall be circulated to all members of the Society as per section 7.1.2 of the Constitution.
- A.3 Prior to every GM, the Exec shall elect among themselves a Returning Officer.
- A.3.1 The Returning Officer can only be an Exec Member whose position is not for election in the GM; or in the unavailability of all these Exec Members, an Exec Member who is not running in an election at the GM.
- A.3.2 In the case that there is no suitable candidate for the position (e.g all positions are being re-elected and/or all the Exec are running at the GM) the Exec shall choose a trustworthy and impartial member of the Society and/or officer of the SU.
- A.4 Prior to any GM, the Returning Officer shall be responsible for determining the relevant SU regulations and proposing any motion necessary to update the constitution in accordance with the By-Laws.
- A.5 All manifestos must be sent to an account viewable only by the Returning Officer.
- A.5.1 In order to be accepted, any manifesto submitted for the position of Entertainments Officer must contain a brief plan of the event that their position requires them to organise.

### **GLITTERBALL PLAN:**

Please provide details about the following:

1. A brief description of your event (theme e.g.).
2. A rough timeline for organising the event.
3. Transport arrangements.
4. Decorations at the event.
5. Entertainment/Afterparty (including tech requirements, if any).
6. Publicity for the event.
7. Approximate amount you want to charge per ticket.
8. How many tickets do you expect to sell?
9. What is included in the price?
10. A rough timetable for the event.

Please bear in mind when completing this form what you are able to achieve given a limited budget. Food will cost at least £25 per head, even basic decorations will need a budget of around £200, and coaches and any tech equipment cost upwards of £200

each. Paper publicity is also very expensive and if you want to include any extras (e.g wine has been provided in the past) these need to be financially viable.

**TOUR PLAN:**

Please provide details about the following:

1. A brief description of your event (where you want to go, how long for etc.).
2. A rough timeline for organising the event.
3. Suggested transport arrangements.
4. Suggested accommodation arrangements.
5. Entertainment (what you plan to do when you get there, any ideas of cost?).
6. Publicity for the tour (how are you going to get people to go?).
7. Approximate amount you want to charge per person.
8. How many people do you expect to take?
9. What is included in the price?
10. A rough timetable for the event.

Please bear in mind when completing this form what you are able to achieve given what people are willing to pay for. Think realistically about how much what you are offering is going to cost people, there will be people who will notice and call you out if your plan is in no way financially viable. Please also bear in mind peoples' safety and inclusion; do not suggest destinations that may compromise the safety of any members, and/or may result in a lack of inclusion for certain members.

- A.6 The Returning Officer (with the aid of the Secretary if they are not running for election) shall prepare any necessary paperwork (including, but not limited to, agenda and manifesto documents) and make this available at the start of the Meeting to anyone attending.
- A.7 The Returning Officer (with the aid of the Secretary if they are not running for election) shall prepare ballot papers in advance and provide these at the start of the Meeting to those members of the Society eligible to vote as defined in section 4 of the Constitution. The Secretary shall use an up-to-date member list printed prior to the start of the meeting and containing the university number, and join date only of those permitted to vote by any relevant SU By-Laws (eg. By-Law 10 Appendix D). This list shall not include names.
- A.8 The Returning Officer shall ensure before the start of the GM that all motions are free from ultra vires and/or libellous language or implications. If in doubt, the Returning Officer should seek advice from the Democracy and Development Sabbatical Officer and/or the Democracy Services Co-ordinator.

- A.8.1 In the event that a motion presents such issues, the motion shall be rejected and withheld. The proposer shall be informed of the reasons for the decision and opportunity may be granted at the discretion of the Returning Officer for the proposer to amend the motion.
- A.9 GMs shall be chaired by the Presidents. In the event that the Presidents are unavailable or not considered by members to be impartial (if necessary a vote may be taken on this in which only Full Members of the Society may vote, to be measured by a simple majority), another member of the Exec shall chair the Meeting. If none of the Exec are deemed to be impartial, the Meeting shall be chaired by one of the Union's Sabbatical Officers or the Union's Returning Officer.
- A.10 Anyone wishing to stand for a position must have nominated themselves subject to the time restrictions specified in the Constitution. In the event that no nominations have been received for a position prior to the deadline, the Chair may accept nominations from those eligible to stand for the position at their discretion.
- A.10.1 Nominations may be received at any time during the Meeting and the Chair shall provide a final opportunity for nominations at the point in the agenda at which speeches for the position are scheduled to occur.
- A.11 Speeches will be taken in the following order, as applicable given the positions being elected:
- (a) President (Operations)
  - (b) President (Strategy)
  - (c) Treasurer
  - (d) Publicity Officer
  - (e) Social Media Officer
  - (f) Welfare Officers
  - (g) Campaigns Officers
  - (h) Ball/Buffer Coordinator
  - (i) Socials Coordinator
  - (j) Tour/Trips Coordinator
  - (k) Bi+ Officer
  - (l) Trans\* Officer
  - (m) Undefined Officer
  - (n) Asexual/Aromantic Officer
  - (o) International Students' Officer
  - (p) People of Colour Officer
  - (q) People with Disabilities Officer
  - (r) Postgraduate and Mature Students' Officer

- (s) Women's Officer
  - (t) Any other position not defined above
- A.11.1 Candidates standing for the position of President shall be entitled to make a speech up to three minutes in length (a warning will be given when thirty seconds are remaining). Once all Candidates standing for the position have spoken, the Chair will accept questions from any person in attendance. Candidates may decline to answer a question but shall give reasons for doing so (if appropriate, the reason may be given in private to the Chair). If the question is not directed at a specific Candidate, all Candidates shall answer the question. For all questions, a different Candidate must answer first each time.
- A.11.2 Candidates standing for any Exec position, with the exception of President, shall be given two minutes in which to make a speech (a warning will be given when thirty seconds are remaining). All Candidates standing for the same position shall be called to give their speeches in alphabetical order by surname. Once all Candidates standing for the same position have spoken, the Chair will accept questions from any person in attendance. Candidates may decline to answer a question but shall give reasons for doing so (if appropriate, the reason may be given in private to the Chair). If the question is not directed at a specific Candidate, all Candidates shall answer the question. For all questions, a different Candidate must answer first each time.
- A.12 Once speeches have been given, any Motions accepted to the meeting shall be discussed and voted on subject to the guidelines in the Constitution.
- A.12.1 Motions not submitted before the deadline specified in the Constitution may be accepted at the discretion of the Chair. Such motions shall be classed as Emergency Motions and are expected to relate to matters arising after the deadline and which are unable to be postponed until the next GM.
- A.12.2 Speeches given for and against the Motions may be up to minutes long (a warning will be given when thirty seconds are remaining). Once the second round of speeches have been given, the Chair will accept questions from the floor.
- A.13 Points of Order**
- A.13.1 Points of Order will have precedence over all other business and may be called at any time, except during a speech.
- A.13.2 There will be the following Points of Order (in order of precedence):
- (a) Request a quorum count
  - (b) Request a secret ballot
  - (c) Request a count
  - (d) Request a recount
  - (e) Request a ruling from the Chair

- (f) Request relevant factual information from a member
- (g) Report a breach of safe space

A.13.3 Requests will be granted at the Chair's discretion.

A.13.4 The Chair may nominate another member of the Executive Committee to answer a Point of Order as appropriate.

A.13.5 Details of the Points of Order should be made available to those in attendance at all GMs. An explanation of how to request a Point of Order will also be given to those in attendance.

#### **A.14 Procedural Motions**

A.14.1 Any member of the Society may propose a procedural motion except during a speech, count or vote.

A.14.2 Procedural motions will be debated in the same way as a motion, but will have only one speech for and one speech against.

A.14.3 In the event of a procedural motion being called at the same time as another, or during another procedural motion, they will be taken in order of precedence.

A.14.4 The procedural motions (with definitions) in order of precedence are:

- (a) **No Confidence in the Chair**  
– a call for the removal of the Chair for the remainder of the meeting.
- (b) **Call for a Temporary Chair**  
– a request for a specified person to take over the Chair for a specified amount of time.
- (c) **Overturn Chair's ruling**  
– reverse a decision just made by the Chair.
- (d) **Allow a non-member to speak**  
– allow a person who isn't a member of the Society to speak at the meeting.
- (e) **Propose an amendment**  
– propose an amendment for the motion currently under debate.
- (f) **Vote with summing up speeches**  
– vote on an item after a summing up speech for and against.
- (g) **Vote immediately**  
– vote on an item with no further discussion.
- (h) **Postpone this matter to a later meeting, or to a point later in the meeting**  
– send the whole item to a later specified meeting, or a point later in the meeting; this cannot be done for procedural motions or amendments.
- (i) **Refer this matter to a specified body to do a specified thing to it**  
– send a specified matter away to a specified body to do a specified thing to it.
- (j) **Prioritise an item**  
– move a specified item to the top of the agenda; this cannot be done in the middle of another motion or matter.



- (k) **Adjourn the meeting**
  - call for a postponement in the meeting until a specified time on the same day. At that time the meeting will resume where it left off.
- (l) **Close the meeting**
  - end the meeting immediately.
- A.14.5 Details of the Procedural Motions should be made available to those in attendance at all GMs. An explanation of how to request a Procedural Motion will also be given to those in attendance.
- A.15 Voting for Candidates and Motions shall take place subject to the following guidelines:
  - A.15.1 Voting shall be conducted according to the system of voting specified in the Society’s Constitution.
  - A.15.2 No vote may be cast before the published start time of the meeting or outside the meeting room.
  - A.15.3 Votes shall be collected in an appropriate container (preferably to be provided by the impartial person noted in A.15.5). The person casting the vote must place their vote in the container personally; this must be witnessed by the Chair or a person appointed by the Chair. If there is any question over the impartiality of this appointed person, a vote may be taken to confirm their appointment in which only Full Members of the Society may vote, to be measured by a simple majority. If this vote fails, the Chair shall appoint another person subject to the same procedure.
  - A.15.4 Votes may be cast and collected at any point between the published start of the meeting and the point at which the Chair declares the voting closed.
  - A.15.5 Votes shall be counted by an impartial person, preferably a Union Sabbatical Officer or the Union’s Returning Officer. If there is any question over the impartiality of this person, a vote may be taken to confirm their appointment in which only Full Members of the Society may vote, to be measured by a simple majority. If this vote fails, the Chair shall appoint another person subject to the same procedure.
  - A.15.6 Ballot papers which are seen to be unclear, illegible or otherwise spoiled by the person counting the votes shall be excluded from the count.
  - A.15.7 The results of any elections or votes shall be announced by the person(s) who counted the votes.
- A.16 After Candidate speeches and the presentation of Motions, the meeting shall discuss Any Other Business.

## Appendix B: Equal Opportunities

### B.1 Equal Opportunity Commitments

- B.1.1 The Society will ensure that it provides equal opportunities and a welcoming environment to all, regardless of sexual orientation, gender identity, gender, race, nationality, faith and disability.
- B.1.2 A strict policy will be enforced in response to any instances of homophobia, biphobia, transphobia, racism, sexism, ableism, harassment and bullying.

### B.2 Accessibility

- B.2.1 The Society will ensure that its GMs, and to the best of its abilities all of its events and publications, are fully accessible

#### B.2.2 GMs

- B.2.2.1 GMs must have advertised access breaks, which must not be cut or overrun into.
- B.2.2.2 A number of seats near the exit at GMs must be reserved for members with urgent access needs.
- B.2.2.3 All sessions at GMs must have written trigger warnings where necessary, which are advertised verbally at the start of the section. Those speaking at the GM will also be encouraged to give trigger warnings where necessary.
- B.2.2.4 Those present at GMs will be informed that they should refrain from shouting, whooping and other potentially triggering behaviour.
- B.2.2.5 That the Society must clearly publish for all GMs:
  - (a) start/end times,
  - (b) all previously-requested access needs,
  - (c) support structures available to disabled students (reserved seating/alternative formats etc.)
- B.2.2.6 That the Society must advertise that those with access needs may contact the Exec to discuss accessibility considerations regarding GMs.
- B.2.2.7 If a motion is not discussed because the meeting overruns then the future of the motion is at the discretion of the Presidents.

#### B.2.3 Society Events

- B.2.3.1 The Exec on duty at each event are responsible for assisting with accessibility issues during that event.
- B.2.3.2 The Society will provide accessibility information about events where requested.
- B.2.3.3 The Society will advertise that those with access needs may contact the Exec to discuss accessibility considerations regarding any Society event.

B.2.3.4 The Socials Coordinator and Welfare Officers will be jointly responsible for producing a termly report on the accessibility of Pride's events.

**B.2.4 Society Resources/Advertising/Literature**

B.2.4.1 The Society will make resources, such as the Pride Guide and weekly email, available in alternative formats where possible.

B.2.4.2 The Society will advertise that those with access needs may contact the Exec to discuss accessibility considerations regarding any Society resource.

B.2.4.3 The Publicity Officer and Welfare Officers will be jointly responsible for producing a termly report on the accessibility of Pride's resources.

**B.2.5 Website**

B.2.5.1 The Tech Officer shall ensure, to the best of their ability, that the Pride website remains fully accessible.

B.2.5.2 Where possible, best practices regarding website accessibility should be followed. This includes but is not limited to:

- (a) High contrast must be maintained between text and backgrounds.
- (b) Videos and audio should never autoplay.
- (c) Visual clutter and potentially distracting objects should be avoided.
- (d) All images should have descriptive alt-text or captions, except where the image content is included in the text or where the image does not convey information (eg. the logo).
- (e) The amount of text within images should be kept to a minimum.
- (f) The website should remain scalable such that those using low-resolutions do not have to scroll sideways.
- (g) All text should remain scalable.
- (h) A hidden "skip to content" link should be provided at the start of the page for users of screen-readers.
- (i) Accessibility should be ensured within the main theme used on the website and not supplied via a secondary theme.
- (j) The website CSS should remain over-ridable by the user.
- (k) The navigation menu must be navigable by keyboard and is expected to display the sub-menus when links are selected.

B.2.5.3 Tools such as the 'WAVE web accessibility evaluation tool' (<http://wave.webaim.org/>) can be used to evaluate the accessibility of the website.

B.2.5.4 The Pride Guide shall be made available on the website in plain text.

B.2.5.5 A plain text web page version of the Constitution must be made available on the website.

**B.3 Racism Policy**

- B.3.1 Warwick Pride has a Zero Tolerance Policy to Racism. This includes, but is not limited to, racist language or behaviour, racist “jokes”, “banter” and “ironic racism”.
- B.3.2 This policy includes both the Society's online environments and all events which the Society runs.
- B.3.3 All incidents of racism will be dealt with as follows:
- (a) A member of Exec will issue a verbal warning, call someone out on their behaviour, or if incident is particularly severe then ask them to leave the event immediately.
  - (b) If the behaviour continues after a verbal warning then the member will always be asked to leave.
  - (c) Venue or Students' Union staff may be called in for assistance to remove a member if necessary.
  - (d) The decision of whether to give a verbal warning or ask a member to leave immediately is at the discretion of Exec members present.
  - (e) The removed member will be assumed to have been asked to leave the Society as a whole if asked to leave an event as part of this procedure; subject to ratification by the Exec at the following Exec meeting.

**B.4 Political Policy**

- B.4.1 The Society shall not be affiliated with any particular political party or set of parties.
- B.4.2 The Exec should not engage the Society in political activity which may alienate or otherwise negatively impact the members of the Society based on their political affiliations.
- B.4.3 This policy shall not restrict the ability of the Society to campaign on liberation and human rights issues affecting any of the liberation communities.
- B.4.4 It is acceptable to campaign against particular policies of a political party which negatively impact liberation communities and human rights issues, but the campaign must not directly attack nor generalise about the party or its supporters.

Safe Space Policy

- C.1 Attending spaces managed by Warwick Pride, both in person and online, is taken as agreement to abide by the following safe space policy. Such spaces will be managed by the Executive Committee according to the following safe space criteria which protects people on the grounds of (but not limited to) gender identity, sexuality, age, ethnicity, religion (or otherwise), ability or disability.
- C.2 All attendees must respect the confidentiality of others' identities (sexual or romantic orientation, or gender identity), which includes not disclosing said identities to others without express permission. This includes 'indirectly' outing people through social networks via photos, statuses etc.
- C.3 Any form of bullying or harassment will not be tolerated.
- C.4 Prejudice, hate-speech, discrimination and identity-policing in all its forms is forbidden, including but not limited to when it pertains to the following protected groups:
- (a) people from an ethnic minority
  - (b) women
  - (c) gay people
  - (d) lesbian people
  - (e) bi+ people
  - (f) trans\* people
  - (g) undefined people
  - (h) people on the asexual spectrum
  - (i) people on the aromantic spectrum
  - (j) queer people
  - (k) poly people
  - (l) non-UK residents/people who define as international
  - (m) people with a disability (both 'seen' and 'unseen')
  - (n) people with mental health issues
  - (o) people of (or not of) faith
  - (p) people of any political affiliation
  - (q) people of any class
  - (r) people who are HIV+
  - (s) people of any age
  - (t) people in consensual non-normative relationships
- C.5 The forms which such behaviour may take include but are not limited to:
- (a) language or action which is homophobic, biphobic, transphobic, acephobic, sexist, racist, ableist, classist or bodyshaming,

- (b) oversight which is homophobic, biphobic, transphobic, acephobic, sexist, racist or ableist,
  - (c) invasive questions,
  - (d) undermining someone's identity (e.g. through intentional or repeated mis-gendering/incorrect use of pronouns),
  - (e) personal attacks, be they verbal or physical,
  - (f) swearing or disrespectful language used at others.
- C.6 Due consideration should be given to discussing sensitive topics, including giving trigger warnings/content warnings where appropriate. Trivialising sensitive issues, or failing to consider the effect of discussions on those inhabiting the same space comes under the purview of this policy.
- C.7 Attending Warwick Pride spaces is taken as acceptance that discrimination on the grounds of the identities above exists, that it must be challenged and that the Society exists for the purpose of challenging it on both day-to-day and institutional levels.
- C.8 The Executive Committee are tasked with enforcing the safe space policy. Compliance with their requests should be immediate. Any disagreement with regards to their actions should be referred to the Society by emailing [complaints@warwickpride.org](mailto:complaints@warwickpride.org) or contacting the Presidents or Vice-President.
- C.9 Suspected violations of the safe space policy may be reported in the following ways:
- (a) To a member of the Exec on duty (or otherwise) in person
  - (b) To a member of the Exec by message or email
  - (c) To the Society directly by emailing [safespace@warwickpride.org](mailto:safespace@warwickpride.org).