



Supporting Luton's Black and Minority Ethnic  
Lesbian Gay Bisexual & Transgender Community

# Constitution



LOTTERY FUNDED

# BME PROUD

## CONSTITUTION

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### 1. NAME

The organisation will be called **BME** (Black, Minority, and Ethnic) **Proud**

### 2. AIMS AND OBJECTIVES

Although the primary reason for establishing this organisation was to cater for the needs of Luton's BME Lesbian Gay Bisexual Transgender (LGBT) community, the group will be open to and represent the LGBT community as a whole. The main aims of BME Proud are to:

- Provide a support network for the Lesbian Gay Bisexual Transgender (LGBT) community in Luton;
- Represent the views of / provide a voice for people who recognise themselves as LGBT in Luton;
- Identify and tackle areas of disadvantage, under-representation, discrimination and victimisation experienced by LGBT people in Luton;
- Promote the needs of the wider LGBT communities which are in line with the Group's aims and objectives;
- Improve the quality of life for LGBT people in Luton;
- Support the educational, professional and social development of its members and the wider LGBT community;
- To liaise with and work in partnership with other relevant groups across the borough to promote our aims and objectives;

In order to achieve these aims the BME Proud will:

- Provide a safe and positive environment for LGBT people in Luton to discuss issues of concern, and to take appropriate action;
- Provide a confidential informal support service to employees needing encouragement, guidance and advice, to enable/empower them to resolve difficulties or seek redress;

- Serve as a means of identifying the needs of LGBT people in Luton and raising these issues with relevant parties such as the Police, Luton Borough Council, Voluntary Action Luton and other charities and groups;
- Send representatives to meetings and other events which affect the interests of LGBT people in Luton e.g. national LGBT Conferences and events, Imaan meetings, LGBT History Month and training, conferences, seminars, etc;
- Undertake activities relevant to raising the profile of the Group e.g. production of newsletters, publicising meetings, circulation of publicity material, etc ;
- Work alongside the public and voluntary sector to influence policies and service delivery to ensure needs and requirements of LGBT people in Luton are taken into consideration;
- Work in partnership with other organisations from the voluntary, public and private sector to raise awareness and educate members of the public about the needs and requirements of LGBT people;
- Take part in any wider equality initiatives – within or outside Luton – which are relevant to the aims and objectives of the Group;
- Have a meeting or get together at least once a month to raise and discuss issues affecting the group or LGBT people as a whole.

### 3. POWERS

Alongside our aims and objectives and intentions of achieving these, BME Proud will also have certain powers. These will include:

- Bring together in conference representatives of voluntary, public bodies, Government Departments, statutory authorities and individuals;
- Research, collate and disseminate information on all matters relating to its objectives and exchange such information with other bodies with similar objectives whether in the UK or elsewhere;
- Purchase, take on lease or in exchange, hire or otherwise lawfully acquire such property or other rights and privileges as may be necessary for the promotion of its objectives;
- Make regulations for the proper supervision, control and management of any property which may be required;
- Raise funds or invite and receive donations and contributions whether by subscription or otherwise.

#### 4. MEMBERSHIP

Membership to BME Proud shall be open to any individual irrespective of their gender, disability, race, religion or belief and sexual orientation providing you live or work in Luton. However, in terms of age all applicants need to be over the age of 16. Applications will be considered for approval by the Management Committee. All members will agree to abide by BME Proud' Equal Opportunities Policy and decisions taken by the Management Committee. Members will also have the right to vote to select the Management Committee each year at the Annual General Meeting.

#### 5. THE MANAGEMENT COMMITTEE

The Management Committee of BME Proud will consist of at least four Members, these include:

- Chair
- General Secretary
- Treasurer
- Events / Press Officer

#### 6. RESPONSIBILITIES OF THE MANAGEMENT COMMITTEE

**Chair** – will preside over the meetings of the organisation in line with the constitution. They will ask the General Secretary to call scheduled and unscheduled meetings as and when required. In conjunction with the Treasurer, the Chair will also be responsible to approve and sign any applications for funding.

**General Secretary** – will call at least one meeting a month and any other meetings as and when required as agreed with the Chair. They will assist the Chair in preparing for the meetings and any constitutional matters for the organisation. The General Secretary will also carry out the general admin duties on behalf of the organisation which may include photocopying, typing letters, preparing media releases and assisting the Treasurer in raising and regulating the funds of the organisation.

**Treasurer** – will observe the finance of BME Proud, identify possible funding opportunities and notify the Chair and generally deal with any financial matter concerning the group.

**Events / Press Officer** – will be responsible for promoting and publicizing the group, dealing with press enquiries and arranging events for members of the group and the wider community.

Any member (as well as any representative has the right to resign from

BME Proud by informing the General Secretary, preferably in writing.

All members on the Management Committee will require a CRB check.

## 7. PAID EMPLOYEES

Unless stated otherwise by the Executive Committee, paid employees will not be included in the Executive Committee nor will they have the right to select members of the Executive Committee but will have the right to share opinion on the running of BME Proud.

## 8. PROCEDURE OF MEETINGS

**General Meetings (GM)** – The GM will be called by the General Secretary at least once a month or as and when required and will be held for members to raise and discuss issues relating the group. Any issue arising needing a decision will be taken back to the Management Committee for a decision to be taken and fed back at the members meeting.

GM's will require at least two Management Committee Members to be present. At least three days notice should be given for the meeting and at least 24 hours for an emergency meeting if required.

Every meeting should have an agreed agenda prior to the meeting circulated to the members on the list. Any items not on the agenda may be raised and discussed under Any Other Business (AOB) or carried forward to the next meeting.

**Management Committee Meetings (MCM)** – The MCM will be called by the General Secretary and be held at least once a quarter or as and when required to discuss the progress of the group against its aims and objectives and also to discuss and agree any decisions as required. A minimum of three Management Committee Members will be required to attend for it to be a Quorum if decisions are to be taken.

At least three days notice should be given for a MCM and at least 24 hours for an emergency.

Every meeting should have an agreed agenda prior to the meeting circulated to the members on the list. Any items not on the agenda may be raised and discussed under Any Other Business (AOB) or carried forward to the next meeting.

A decision will only be agreed by a majority vote; in the event of a tie the Chair will have the deciding vote.

**Annual General Meeting (AGM)** – The AGM will take place at least once a year, ideally near the anniversary of the organisation. At 21 days notice will

be given to all members as well it being publicised externally. An agreed agenda will be circulated to all those present at the AGM which will include an annual progress report (prepared and presented by the General Secretary) on the progress of the organisation and a financial report (prepared and presented by the Treasurer) as well as agreeing a way forward.

The election of the Management Committee will also take place at the AGM. Nomination papers will be circulated at least 21 days prior to the AGM when this is called. Any member wishing to put themselves forward for one of the roles of the Management Committee may do so but will require to be nominated by at least two more members.

## 9. FUND OF THE ORGANISATION

All funds raised wither through external funding or events will go towards achieving the aims and objectives of the organisation.

The bank account of BME Proud will be operated by the Treasurer and General Secretary for which both their signatures will be required to withdraw any funds. The Treasurer will maintain all records of income and expenditure of the organisation and produce and present a report at the AGM along with the General Secretary's report.

## 10. ALTERATION OF THE CONSTITUION

This constitution is a living document, and that means it may need to be changed and updated as the organisation develops. Any change to the constitution needs to be supported by at least two thirds of the membership. This will take place at a general meeting specifically called for the purpose of amending the constitution, or at the AGM depending on the nature of change being considered.

## 11. DISSOLUTION

Should it be deemed necessary for BME Proud to terminate its operation and dissolve its constitution, a special meeting will be held where two thirds of the membership will need to support the proposal for dissolution.

Upon the dissolution, all debts will be paid from the assets held. Any remaining assets will be distributed to organisations or charities with similar aims and objectives.

Name: -----

Signature: -----

Date: -----

Name: -----

Signature: -----

Date: -----

Name: -----

Signature: -----

Date: -----

Name: -----

Signature: -----

Date: -----

BME Proud  
Established 5<sup>th</sup> June 2009