

Constitution

June 14, 2007



1. The name of this organisation is "Outburst UK".

3. Definition of Black: Anyone who is a member of an ethnic group whose ancestors, usually in predominant part, was indigenous to Africa, or those who don't identify themselves as being white European. The word 'Black' is used to act as an identifiable and uniting term for people of African, Caribbean and Asian origins.

4. The purpose of this organisation shall be as follows:

- To educate, support, nurture and develop.
- To empower and give vision to the BLGBT community.
- To work with the wider community to develop a sustainable, safe haven for the BLGBT community.
- Provide a place for BME gay, lesbian, bisexual, transgender, questioning, people and others to meet, gain information, and socialise;

5. Members of this organisation shall be as follows:

- Regular membership shall be limited to those who identify themselves as BME.
- All efforts to members' anonymity shall be made, unless members explicitly state that they do not wish to remain anonymous.
- Outburst shall not discriminate in policy or action on grounds of race, religion, colour, sexual orientation, national origin, or gender.
- At least three quarters of members must be members of the BME community. The principal officers must be BME.
- One or more members who assist as non-voting advisors shall be appointed or renewed yearly.
- Any other membership procedures shall be as specified by the by-laws.

6. The Executive Board will consist of the following:

- There shall be an Executive Board which shall be the representatives of this organisation.
- The Executive Board formed this day, Thursday 14 June 2007 shall constitute the elected Executive Board holding position for 3 years from said date.
- The Executive Board shall consist of a Director, a Deputy Director, a Secretary, a Treasurer and an Officer-at-Large.

7. The Non-executive Board (Sub-Committees)

- The non-executive Board Members may be non-BME but must be a two third majority BME and shall consist of, 2 Events & Entertainment Co-ordinators, 2 Design & Staging Co-ordinators 1 Stalls & Food Concessions Manager, 2 Volunteer Co-ordinators for Youth, 1 Historian, 1 Health & Safety Manager, and ex-officio members who will be the Advisor(s), and up to two Community Liaisons.
- A quorum of at least 51% of the Executive Board Officers must be present to vote on a motion. A simple majority ($\frac{1}{2}$ + 1 vote) of voting Executive Board members shall be sufficient to pass a motion.

- The descriptions of the responsibilities and duties of the executive officers are as specified in the Roles & Responsibilities.
- Committees may form as deemed necessary by the membership, with committee heads appointed by the executive officers. These ad-hoc committees shall be overseen by the executive officers.

8. Roles, Responsibilities

- **The responsibilities of the Director** shall include, but not be limited to: driving the vision of the Outburst Organisation, announcing votes in any and all elections (voting procedures); delegating responsibility; approving all correspondence and payments; sitting in at Executive meetings or appointing someone if unavailable; Constitution draft revision and maintenance writing; mentoring in office; calling meetings to order; and calling special meetings of the Executive Board.
- **The responsibilities of the Deputy Director** shall include, but not be limited to: working in conjunction with the Director in co-ordinating and scheduling activities and special events; organising hospitality for speakers and guests; being knowledgeable of the constitution and seeing that it is adhered to; and filling the responsibilities of Director when s/he is not able to do so her/himself.
- **The responsibilities of the Secretary** shall include, but not be limited to: making correspondence; maintaining optional attendance sheets; up keeping/regulating the Outburst resources; recording minutes of all Executive Board meetings and general assembly meetings; typing or delegating minutes of these said meetings for the Executive Board and emailing general assembly meeting minutes to Outbursts' mailing lists; keeping accurate records of all occurrences during the elected year/s for future leaders; and turning over accurate record of year/s to Historian as deemed necessary. Will also be responsible for compiling attendance sheets in order to maintain a general membership list.
- **The responsibilities of the Treasurer** shall include, but not be limited to: maintaining an overview of the organisations affairs, ensuring it's financial viability, ensuring that proper financial records and procedures are maintained, completing necessary budget forms and transactions; budgeting funds; keeping updated information of all monies spent or collected; holding regular meetings with the Executive Board to discuss funds and presenting reports of these meetings. The Treasurer is responsible for the control and forecasting/budgeting of accounts of Outburst. The Treasurer shall forecast the costs of the event and associated fundraising events. The Treasurer shall ensure all monies are banked and recorded appropriately, and shall act as the Central Counter. The Treasurer shall produce basic profit and loss accounts for auditing by appointed chartered accountants. The Treasurer shall provide on requests up-to-date accounts to any Executive Officer, and provide a basic financial summary to all Executive Meetings, General Meetings, and a detailed financial report to the AGM. The Treasurer in liaison with the Secretary will oversee the financial regulations and contracts of the board. The Treasurer shall be responsible for the issuing and receiving of invoices of the board and shall be a co-signatory for Outburst with another member elected by simple majority at a General Meeting. As an officer of the board the Treasurer shall be available to answer any queries regarding the financial and legal requirements of the organisation. It is also the Treasurer's responsibility to ensure copies of all financial documentation be filed with the Secretary.
- **The responsibilities of the Officer-at-Large** shall include, being the voice of reason, helping to give direction and vision to the Outburst Organisation,

9. Meetings:

Outburst shall have four types of meetings:

- **ANNUAL GENERAL MEETING (AGM):** The AGM shall be a closed meeting for members only. This meeting shall receive the accounts for the year and reports from all officers and co-ordinators on their activities for the year. Motions for the AGM must be proposed and seconded and be submitted at least six weeks ahead of the AGM to the Secretary. Four weeks notice shall be given by the Secretary and the full agenda will be circulated two weeks before the meeting to all members.
- **MEMBERS FORUM:** Meetings shall be held quarterly. Activities may include guest speakers, group discussions, video presentations, movies, etc.
- **PLANNING:** Meetings shall be held at least once monthly. All business discussions are held at these meetings. All executive officers and ad-hoc committee heads and members are expected to attend.
- **EXECUTIVE:** Meetings shall be held at least once per month. Only the executive officers, and invited advisor(s), shall attend these meetings. Board head appointments and other such decisions shall be made at these meetings.

Additional official and unofficial meetings may be scheduled.

Committee meetings should be determined by the committee and scheduled by the committee heads.

10. Bank Account/Treasury

- A bank account shall be opened in the name of the organisation, Outburst.
- The account shall have three (3) signatures on file at all times.
- All cheques shall be signed by two Executive Officers at all times.
- Any expenditure over Fifty Pounds Sterling (£50.00) shall be agreed at an Executive Board meeting or where that is not possible, to be agreed by the Director.
- All monies coming in and going out shall be detailed and clear. This includes ensuring all transactions are recorded separately.
- A copy of the organisation's monthly or quarterly bank statements shall be filed with the Secretary.
- As well as avoiding actual impropriety, the Treasurer should avoid any appearance of improper financial behaviour.
- Giving false or misleading information is a conduct for removal.

11. Outburst mailing list:

- The Outburst mailing list shall be used for discussion and/or announcements, both official and unofficial, by its subscribers. Maintenance of the List shall be done by the Media and Communications Director and his/her assistant.

12. Byelaws:

Nominations & Voting

- Executive officers shall be selected from the pool of willing candidates by majority vote of the general assembly. Votes may also be done by proxy.
- The general assembly of Outburst UK shall elect each officer of the Executive Board separately.
- Elected officers include: The Director, Deputy Director, Secretary, Treasurer and the Officer-at-Large.
- Nominations for Executive Officers will occur once every 3 years.
- Voting will occur four weeks after nominations begins with time at the beginning of that meeting for candidate speeches.

- In the event that a Chief Executive is hired, he/she will be eligible to vote only in the event of a tie, in which case, the vote will be cast immediately by secret ballot with the Advisor(s) as the only witness. Where a Chief Executive is not present, the Director will be eligible to cast the deciding vote.
- In the case where an Executive Officer position becomes vacant, the remaining officers will select potential candidate(s) from the membership, and present them to the rest of the membership at a general meeting for a majority vote. Votes may also be emailed in.

Procedures for Complaints/Removals:

- a. Any Executive Officer who wishes to have an officer removed from his/her office must bring notification to an Executive Board meeting with statements concerning reasons for removal and make a motion to impeach the officer.
- b. Any general member of Outburst who wishes to have an elected Executive Officer, Advisor(s), Agents or Community Liaison removed from his/her position must bring notification to an Executive Officer.
- c. If the motion is seconded, an investigation by the board will commence.
- d. If the officer being impeached is exonerated and it is found that the complaint was wilful and malicious a vote of no confidence will be called against the complainant.
- e. If the complaint is found to be valid notification of impeachment voting shall be announced at the current meeting and the next Executive Board meeting.
- f. Voting shall occur at the beginning of the Executive Board meeting, two meetings after the motion is seconded.
- g. The Executive Board Officer is impeached by a majority secret ballot vote of all voting members of the Executive Board present excluding the officer being voted on.
- h. A general member who wishes to lodge a complaint with the Executive Board must do so using the Complaints Procedure.

Membership Conduct:

Section 1. All members must sign a contract signing their agreement to the following terms.

- A. When representing Outburst at Outburst sponsored events or when representing Outburst all members shall follow the Code of Conduct.

Section 2. Grounds for Removal

- A. Failure to perform the duties of the office as set forth in the constitution of this organisation.
- B. Failure to uphold the provision of this constitution.
- C. Failure to comply with the Code of Conduct.

Executive Board Officers breaking the Code of Conduct shall vacate their position and will no longer be eligible to serve the remainder of their current term, nor be eligible to run for any Executive Board Office at the next election.

General members breaking the Code of Conduct will not be able to run for an Executive Board Office for the remainder of the current year or the following year.

13 Amendments

- Amendments to the constitution must be approved by two-third of the membership at two consecutive meetings with a quorum.
- The membership shall be notified of proposed amendments at least four weeks before voting shall occur. Amendments must be discussed at two consecutive planning meetings and approved by the executive officers before being presented to the general membership for voting. Amendments may

also be proposed by a group of five or more regular members without the approval of the executive officers. Amendments shall be followed in parentheses by the month and year of their passage.

- Amendments to the by-laws must be approved by two-thirds of the membership at a meeting with a quorum.

This constitution duly ratified by the Executive Board on this day Thursday 14 June 2007

Name: Nigel Hall (*Director*)

Signature: _____

Name: Andrew Prince (*Deputy Director*)

Signature: _____

Name: Yasmin Sylmaur (*Secretary*)

Signature: _____