



LGBT Community Safety Forum CONSTITUTION

Reviewed, revised and agreed October 2014

1. Name

The name of the organisation shall be the "LGBT Community Safety Forum (LGBT CSF)".

2. Aims

1. Identify and address the community safety needs of the LGBT communities within the Brighton and Hove area with respect to the

(a) Experience of crime and hate crime (abuse, violence and harassment).

(b) Fear of crime and hate crime

(c) Fear and experiences of other forms of discrimination

1. Identify models of good practice for Advocacy and support services to meet the above needs with particular reference to the balance of the options and availability of generic and LGBT specific services.

2. Promote effective liaison and inter-relational partnerships between the Police, Health Authority, Local Authority, LGBT Voluntary Organisations and all other stakeholders to ensure effective and consistent development of LGBT related policies and strategies with particular reference to needs identified in points 1 and 2 above.

3. Support and promote the adoption locally of the National Charter for policing and LGBT communities as developed and published by the National Advisory Group and adopted by the Association of Chief Police officers.

4. Provide feedback of the work and progress of the forum to the local LGBT communities

5. Create opportunities for groups and individuals to suggest specific topics/projects to be investigated through the forum.

6. Provide an annual report, including a review of the activities of the group over the past 12 months and identifying a plan of specific target / projects to be undertaken in the following 12 month period.

3. Membership

There is no formal 'Membership'. The LGBT CSF welcomes anyone living in Brighton & Hove and who supports the aims of the organisation.

Applicants must declare any personal interest.

When personal interests are declared they will be reviewed by the committee to consider whether it is a prejudicial interest to the productivity and delivery of the Forums core aims (point 2)

Applicants must apply in a single neutral capacity. Sharing the role of a committee member will not be allowed. An applicant wishing to share their placement on the committee with another committee member will not be considered.

It will be considered unethical for an employee or associate of any statutory service to become a member of the management committee.

4. Meetings

The Forum will meet on a date set at the current committee meeting. There will be no more than a 5 week period between meetings, either at a committee meeting (closed meeting) or at an open public meeting, which will be held on a quarterly basis.

The committee *maintain an email address and website* so that the public can contact the Forum at any time outside of the quarterly open meetings, and subsequently a Facebook page and web-page will be established to enable open dialogue.

Details of these methods of contact will be circulated monthly in the local media and a committee member will have specific responsibility for such communication links.

5. Officers and Committee

The business of the group will be carried out by a Committee elected at the Annual General Meeting.

The Committee will consist of a minimum of 6 members, and be composed of *3 officers and 3 further committee* members. Up to 6 additional members may be co-opted onto the committee at any time during the year (therefore the maximum number of committee members will be 12)

The committee elected at the AGM will decide officer roles at the next committee meeting following the AGM

The officers' roles are as follows:

Chairman, who shall Chair open public and committee meetings

Secretary, who shall be responsible for the taking of minutes and the distribution of papers.

Treasurer, who shall be responsible for maintaining accounts.

In the event of an officer standing down during the year a replacement will be elected at the next meeting of the Committee either from amongst its members or by selection from outside candidates.

Any committee member not attending a meeting for three months will be contacted by the committee and asked if they wish to resign.

All questions that arise at any committee meeting will be discussed openly and the meeting will seek to find general agreement to which everyone present can agree.

If a consensus cannot be reached, a vote will be taken and a decision will be made by a simple majority of those present. If the number of votes cast on each side is equal, the chairman of the meeting shall have an additional casting vote.

For a meeting of the Committee to be quorate there must be a minimum of four of the members present

Decisions made at open public meetings will be by a simple majority and by a show of hands

6. Annual General Meetings

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM. Existing Committee members should indicate to the Chair prior to the AGM whether or not they are willing to continue to serve for a further year.

The AGM will be advertised in the local press at least 2 weeks before proposed meeting, (giving at minimum the venue, date & time)

At the AGM the Committee:

- will present a report of the work of the Forum over the last year
- will present the accounts of the Forum for the previous year
- will discuss the work programme for the forthcoming year
- The membership of the Committee for the next year will be decided by those attending the AGM by a simple show of hands, with an election as necessary if there are more candidates than vacancies.
- Any proposals given to the Secretary by members of the Committee at least 2 weeks in advance of the AGM will be included on the agenda.

7. Finances

An account will be maintained on behalf of the Forum at a bank agreed by the committee.

Two cheque signatories will be nominated by the Committee. Both of these signatories must sign every cheque. The signatories must not be related nor members of the same household.

Records of income and expenditure will be maintained by the Treasurer

All money raised by or on behalf of the organisation, is only to be used to further the aims of the Forum - as specified in Section 2 of this Constitution - and to cover justifiable appropriate administrative expenditure.

8. Amendments to the Constitution

Amendments to the Constitution may only be made at a meeting of the Committee.

Any proposal to amend the constitution must be given to the Secretary in writing.

The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present.

9. Dissolution

If for whatever reason it is felt by a majority of the members of the Committee that that it is necessary to close down the Forum, then this will be put to the next open public meeting for full discussion and if necessary the election of a new Committee.

The Committee shall remain in existence until:

- Any outstanding debts have been paid
- Agreement with the Local Authority has been reached as to what amount from the bank balance in hand represents unspent funds provided by the Authority (e.g. by way of Discretionary Grants) and must therefore be returned to them
- A final meeting of the Committee has been held at which:
 - The Treasurer has presented a closing statement of account which receives formal approval by the Committee
 - The Committee has agreed that all residual money and other assets - if any - shall be donated to a local charitable organisation nominated by the Committee at that meeting.