

Lancaster University Students' Union LGBTQ+ Community Terms of Reference

1. The LGBTQ+ Community

- 1.1. The Lancaster University Lesbian, Gay, Bisexual, Trans and Queer plus Community (herein 'the Community'), is a sub-committee of Lancaster University Students' Union (herein 'the SU') Union Assembly.
- 1.2. The acronym 'LGBTQ+' shall be used in all Community communication.
- 1.3. The Community shall operate a forum space, open to all full SU members (who self-identify as LGBTQ+) and honorary members.
- 1.4. The Community shall exist to:
 - 1.4.1. Represent members to the SU, University, NUS, local community and other relevant bodies.
 - 1.4.2. Care for the wellbeing of members.
 - 1.4.3. Campaign both locally and nationally for LGBTQ+ rights.
 - 1.4.4. Organise a diverse range of events and ensure that safe spaces exist at meetings.
 - 1.4.5. Publicise its existence and the services it offers.
- 1.5. The Community shall contain subsidiary groups (herein 'Networks') which are to represent all members of their respective groups on campus and within the Community.
- 1.6. The Community membership shall comprise of:
 - 1.6.1. All members of the SU who self-identify as LGBTQ+ (herein 'full members').
 - 1.6.2. Honorary members
 - 1.6.2.1. Honorary membership may be awarded to an individual who has made significant contributions to the organisation and the local & university community.
 - 1.6.2.2. Honorary membership shall be awarded by the Executive Committee and at the Annual General Meeting.
 - 1.6.2.3. All full members of the Community can nominate full members for honorary membership.

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- 1.6.2.4. Honorary members shall have the right to attend some Community events and meetings as long as they give the Executive Committee advanced notice.

2. The Community Executive Committee

- 2.1. The Community shall be administered by an Executive Committee who shall have the following duties and responsibilities:

2.1.1. Secretary Roles:

2.1.1.1. LGBTQ+ Officer:

- 2.1.1.1.1. To act as chair of the Community.
- 2.1.1.1.2. To represent the Community in the SU.
- 2.1.1.1.3. To chair weekly meetings of the Executive Committee.
- 2.1.1.1.4. To maintain the LGBTQ+ Officer account and email services.
- 2.1.1.1.5. To be available to the membership and Executive Committee.
- 2.1.1.1.6. To manage the Community's finances with the General Secretary.

2.1.1.2. General Secretary:

- 2.1.1.2.1. To organise and take minutes of all Executive Meetings and General Meetings.
- 2.1.1.2.2. To cooperate with the LGBTQ+ Officer to oversee finances.
- 2.1.1.2.3. To compose meeting agendas.
- 2.1.1.2.4. To confirm risk assessments for Community events and activities.
- 2.1.1.2.5. To archive and make available to the membership, on reasonable request, documents relating to the business of the Community.
- 2.1.1.2.6. To ensure the membership is aware of all business and procedures.
- 2.1.1.2.7. To be ultimately responsible for upholding the terms of reference.

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- 2.1.1.2.8. To handle Community business in case the LGBTQ+ Officer is unable to do so.
- 2.1.1.2.9. In case of the incapacitation of both the LGBTQ+ Officer and the General Secretary, the Executive Committee shall decide amongst themselves the next coordinator of Community business.
- 2.1.1.3. (2 positions) Campaigns Secretary:
 - 2.1.1.3.1. To oversee all campaigns.
 - 2.1.1.3.2. To work with the executive committee to run at least one campaign per term.
- 2.1.1.4. Online Community Secretary:
 - 2.1.1.4.1. To manage the Community's central social media accounts and online environments.
 - 2.1.1.4.2. To advise and provide guidance for Network Co-Ordinators for all social media and online communications.
 - 2.1.1.4.3. To provide graphics for all of the Community's social media posts and events, as well as providing guidance and assistance to Network Co-Ordinators for all Network social media posts and events.
- 2.1.1.5. (2 positions) Social Secretary:
 - 2.1.1.5.1. To organise a variety of social events, including non-drinking events.
 - 2.1.1.5.2. To organise and facilitate at least 2 social events per term.
 - 2.1.1.5.3. To maintain regular communication with the membership to determine popular demand for planned events.
 - 2.1.1.5.4. To complete risk assessments for all Community activities.
- 2.1.2. Network Co-ordinators:
 - 2.1.2.1. All Network Co-ordinators are to organise and maintain their respective Networks.
 - 2.1.2.1.1. Networks are to be sub-groups of the Community, each representing a group of students.
 - 2.1.2.1.2. The Networks shall include, each with a corresponding Co-Ordinator:
 - 2.1.2.1.2.1. Trans+ Network

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- 2.1.2.1.2.2. LGBTQ+ Faith Network
- 2.1.2.1.2.3. LGBTQ+ Sports Network
- 2.1.2.1.2.4. LGBTQ+ FASS Network
- 2.1.2.1.2.5. LGBTQ+ STEM Network
- 2.1.2.1.2.6. LGBTQ+ Health & Medicine Network
- 2.1.2.1.2.7. LGBTQ+ Management School Network
- 2.1.2.1.2.8. LGBTQ+ Neurodivergent and Disabilities Network

2.1.2.2. All Network Co-Ordinators must self-identify with the groups they represent, or in the case of academic Networks, be a member of that academic faculty.

2.1.2.3. If required, Network Co-Ordinators are to organise with volunteers from the membership of their Network, who are to assist the Co-Ordinator in the running of the Network.

2.1.2.3.1. The Network Co-Ordinator may choose how these volunteers are selected, with oversight and assistance from the LGBTQ+ Officer and General Secretary.

2.1.2.4. To cooperate with Campaigns Officers, Social Secretaries and other Network Co-ordinators to organise campaigns and events to increase representation, awareness and LGBTQ+ presence on campus.

2.2. No member shall hold more than one Secretary position or Network Co-ordinator position at one time.

2.3. Officers may resign by giving notice to the LGBTQ+ Officer or General Secretary.

2.4. Each Executive Committee position may only be filled by one person, with the exception of the LGBTQ+ Officer and the Network Co-Ordinators.

2.5. In Executive Committee Meetings Officers shall have one vote per position, not per person.

2.5.1. In the event that one individual holds multiple positions, they are granted a single vote.

2.6. Standing Mandates for all Officers:

2.6.1. Help and collaborate with all other Officers when necessary.

2.6.2. Represent the interests of the Community's members and the wider LGBTQ+ community.

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- 2.6.3. Remain strictly confidential on all matters where appropriate.
- 2.6.4. Follow all SU and Community governance documents and policies.
- 2.6.5. Take responsibility for content publicised by the Community.
- 2.6.6. Adhere to the additional Disciplinary and Complaints mandates for Officers.

3. Meetings

- 3.1. All business and voting procedures shall adopt the procedure of 'procedure for Union Assembly byelaw'.
- 3.2. All votes shall carry by a simple majority (unless stated otherwise).
- 3.3. Motions will be held by public ballot unless the proposer requests a secret ballot.
- 3.4. Any full member of the Community is eligible to vote by proxy
 - 3.4.1. Proxy voting can be used for all votes except a confidence motion.
 - 3.4.2. In the case of an Executive Committee election, proxy votes must be submitted to either the Acting Returning Officer or Deputy Returning Officer.
 - 3.4.3. In the case of an amendment passing, all proxy votes regarding that motion will be registered as abstentions.
 - 3.4.4. If an amendment is accepted as friendly, the original proxy votes will apply to the new amended motion.
- 3.5. All meetings shall be chaired by the LGBTQ+ Officer
 - 3.5.1. If the LGBTQ+ Officer is unavailable, the General Secretary serves as the de facto Chair.
 - 3.5.2. If the Chair steps down, a temporary Chair for the purposes of that meeting may be elected.
- 3.6. All meetings shall be convened at a suitable time to the membership, or in the case of Executive Committee Meetings, to the Executive Committee Officers.
- 3.7. Minutes shall be taken at Executive Committee and termly General Meetings by the General Secretary or another Officer should the General Secretary be unavailable.
- 3.8. The membership shall have the right to attend every meeting, unless doing so would constitute a breach of the Executive Committee's confidentiality commitments.
- 3.9. The chair may ask members to leave should they unnecessarily disrupt the meeting.
- 3.10. Non-members may attend and be dismissed at the discretion of the Chair.

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- 3.11. Executive Committee Meetings
 - 3.11.1. The Executive Committee shall meet weekly to plan Officer activities and discuss issues.
 - 3.11.2. Members may attend at the discretion of the Chair.
 - 3.11.3. Officers are mandated to attend.
 - 3.11.4. Quorum is reached in the presence of fifty per cent of Officers.
- 3.12. Community Meetings
 - 3.12.1. The Community shall meet weekly during term time in an informal and safe space.
 - 3.12.2. Community Meetings may be cancelled at the discretion of the LGBTQ+ Officer.
 - 3.12.3. Full and honorary members may attend and contribute.
- 3.13. General Meetings
 - 3.13.1. General Meetings shall exist to facilitate constitutional and electoral business.
 - 3.13.2. All full members may attend, vote, and contribute.
 - 3.13.3. Honorary members may attend and contribute but shall not vote.
 - 3.13.4. All motions must appear on the agenda, which shall be circulated three days in advance of the meeting taking place.
 - 3.13.5. General Meetings must be called by the LGBTQ+ Officer, a simple majority vote by the Executive Committee, or a petition of fifteen members.
 - 3.13.6. General Meetings shall be otherwise held once per term.
 - 3.13.7. At least fourteen days' notice shall be given of a General Meeting, specifying the date, time, and venue, with notification publicised widely.
 - 3.13.8. Quorum is reached in the presence of fifteen full members, or if it is the third consecutive non-quorate meeting.
- 3.14. Annual General Meetings
 - 3.14.1. Annual General Meetings shall follow the procedures of General Meetings
 - 3.14.2. Take place in summer term.
 - 3.14.3. Allow for an open forum for members to suggest structural changes for the following year.
 - 3.14.4. Allow for the presentation of any changes to the Terms of Reference and ratification of the proposed changes by the membership.

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3.14.5. A financial report will be given of the previous year to date.

3.14.6. The Executive Committee shall give an annual report.

3.15. Emergency General Meetings

3.15.1. Emergency General Meetings shall follow the procedures of General Meetings.

3.15.2. An Emergency General Meeting shall only be called when failure to discuss an urgent item of business is harmful or detrimental to the Community or its members.

3.15.3. Emergency General Meetings shall be called by the LGBTQ+ Officer, a simple majority of the Executive Committee, or a petition of twenty full members.

3.15.4. Notice for an Emergency General Meeting shall be given at least one working day before the meeting is to take place, with notification publicised widely.

3.15.5. Quorum is reached in the presence of fifteen full members.

4. Elections

4.1. The Community shall run elections for all Secretary positions in a General Meeting in Michaelmas Term, except for the LGBTQ+ Officer. Network Co-Ordinators and the LGBTQ+ Officer are to be elected in the Annual General Meeting in summer term.

4.2. In all General Meetings (including annual and emergency), the LGBTQ+ Officer shall act as the Deputy Returning Officer, with a Returning Officer appointed from the Student's Union.

4.2.1 The Deputy Returning Officer shall tabulate the votes and decide on appropriate courses of action in cases where procedure is unclear.

4.3. If a candidate fails to adhere to Community and SU election regulations, the Returning Officers are empowered to disqualify said candidate from the election.

4.4. If the LGBTQ+ Officer cannot serve as the Returning Officer, the Executive Committee shall vote on an appropriate substitute.

4.5. All elections shall be decided by secret ballot, using single transferable voting, with the option to reopen nominations.

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- 4.6. The Deputy Returning Officer shall release full count sheets to the General Secretary to be added to the minutes.
- 4.7. All candidates in all elections shall be entitled to participate in hustings.
 - 4.7.1. Each candidate shall speak for up to two minutes in length or submit a written speech equivalent to two minutes in length to be read by an appropriate surrogate.
 - 4.7.2. All members of the Community are invited by the Chair to ask questions of the candidates.
 - 4.7.3. Questions to candidates must be directed to all candidates and must be nonaggressive in nature.
- 4.8. Co-options and Byelections
 - 4.8.1. The Community shall seek to fill vacancies on the Executive Committee at the earliest feasible opportunity.
 - 4.8.2. Candidates for vacancies shall be approved by co-option by the Executive Committee at the next Executive Committee Meeting.
 - 4.8.2.1. If an Officer is appointed in a co-option, a byelection for that position shall be held at the next General Meeting.
 - 4.8.2.2. Elections and Co-Options for Network Co-Ordinators are to be voted on by members of their representative communities, based on self-identification or, in the case of academic Co-Ordinators, by members of their departments.
 - 4.8.2.3. If an election or co-option results in a tie, the tie shall be broken by a vote of the Chair.

5. Disciplinary and Complaints

- 5.1. The Community will follow the SU's Disciplinary Procedure for members.
- 5.2. Complaints shall be dealt with in accordance with SU Complaints Procedure.
- 5.3. Disciplinary Procedure for Executive Committee Officers
 - 5.3.1. Officers shall be bound by the same disciplinary procedure as members.

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- 5.3.2. The LGBTQ+ Officer has the right to suspend Officers temporarily, for a week at most, in the case of an Officer's conduct being detrimental to the wellbeing of the Executive Committee.
- 5.3.3. Officers shall be held to account for failing to fulfil their standing mandate and additional breaches of duty.
- 5.3.4. An Officer failing to attend two consecutive Executive Committee Meetings without submitting acceptable apologies shall be notified by the General Secretary of failure to attend.
- 5.3.5. If the Officer fails to attend a third consecutive Executive Committee Meeting without submitting acceptable apologies, and they have been notified by the General Secretary, said Officer shall cease to hold office automatically.
- 5.3.6. Officers must not breach confidentiality in a position of trust.
- 5.3.7. Officers must not bring the Community into disrepute.
- 5.4. Motions of No Confidence in Executive Committee Officers
 - 5.4.1. Violation of the disciplinary measures shall be considered sufficient grounds for a vote of no confidence.
 - 5.4.2. A vote of no confidence in an Officer must be proposed by at least five Executive Committee Officers or a petition of twenty members.
 - 5.4.3. Proposals for a motion of no confidence must be clear and have sufficient grounds for triggering a vote.
 - 5.4.4. Once the General Secretary has received the motion of no confidence, the Officer shall be suspended and prohibited from carrying out the duties of that office.
 - 5.4.5. Motions of no confidence must appear before a General Meeting, Annual General Meeting, or an Emergency General Meeting, where a vote of no confidence will uphold or overturn the motion.
 - 5.4.6. If a motion of no confidence is upheld by a vote, the Officer is removed from office immediately.
 - 5.4.7. If a motion of no confidence is overturned by a vote, the Officer shall return to duties.
 - 5.4.8. If an Officer is suspended from membership said Officer is also suspended from carrying out the duties of that office.

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5.5. Motions of No Confidence in the LGBTQ+ Officer

- 5.5.1. Proposals for a motion of no confidence must be clear and have sufficient grounds for triggering a vote.
- 5.5.2. A vote of no confidence must be proposed by at least eight Executive Committee Officers or a petition of twenty-five members.
- 5.5.3. Motions of no confidence must appear before a General Meeting, Annual General Meeting, or an Emergency General Meeting, where a two thirds majority shall be required to uphold the motion.
- 5.5.4. If a motion of no confidence is upheld, a restricted cross campus ballot shall be called to consider the dismissal of the LGBTQ+ Officer.

6. Terms of Reference, Governance and Review

- 6.1. The Terms of Reference must be publicly available to the Community membership and Executive Committee.
- 6.2. The Terms of Reference shall be published on the Community's and the SU's websites.
- 6.3. Amendments to the Terms of Reference shall be made following the motion being carried at a General Meeting and ratified at Union Assembly.
- 6.4. The LGBTQ+ Officer shall convene a Special Executive Meeting to review the Terms of Reference when necessary.
 - 6.4.1. This meeting will be publicised widely to encourage membership involvement in reviewing the terms of reference.
 - 6.4.2. During this special meeting voting rights on changes to the Terms of Reference shall be extended to all full Community members.

7. Contingency in the absence of the LGBTQ+ Officer

- 7.1. If no LGBTQ+ Officer is in post this section shall be used as the appropriate procedure.
- 7.2. In the absence of an LGBTQ+ Officer:
 - 7.2.1. The General Secretary will take over chairing all Community meetings.

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7.2.2. The General Secretary will formulate a budget for the year with input from the Executive Committee.

7.2.3. The Executive Committee will elect an Executive Member to sit on Union Assembly and liaise with the SU's Wellbeing Officer.

7.2.4. The Executive Committee will work with the SU to facilitate the election of a new LGBTQ+ Officer.

7.3. In the absence of a General Secretary a replacement will be elected by the Executive Committee.

7.4. Upon an LGBTQ+ Officer taking office this section will be considered redundant.

Reviewed by the Bylaw Review Committee:

[[21/04/2021]]

Approved at a General Meeting of the LGBTQ+ Forum:

[[26/04/2021]]

Ratified by Lancaster University Students' Union's Executive Committee:

[[11/05/2021]]

Revised at a General Meeting of the LGBTQ+ Forum:

[[27/11/2023]]

Changes ratified by Lancaster University Students' Union's Union Assembly:

[[05/12/2023]]

All SU governance and policy documents that supersede the authority of the terms of reference or that have been referenced therein can be found online at:

https://assets.prod.unioncloud-internal.com/document/documents/109124/97878d793dda6b66e41936e79d7b232d/14_Campaign_Liberation_Groups_Byelaw_-_07.12.23.pdf

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[of_Association_-_Final_Approved_Version_-_V1.pdf](https://assets.prod.unioncloud-internal.com/document/documents/102217/823cd757ae7db2e2c90c31a99d7dd5ad/Articles_)