

# UNISON SCOTLAND LESBIAN, GAY, BISEXUAL & TRANSGENDER COMMITTEE CONSTITUTION



## Preamble

The name of the Group will be the **UNISON Scotland LGBT Committee**. The Committee shall be a working and campaigning committee of the Scottish Region of UNISON, the Public Service Union.

## 1 Objectives

- 1.1 To work as an organised body against discriminatory practices towards LGBT members and promote positive action on LGBT issues, recognising particular issues for black and disabled LGBT members.
- 1.2 To campaign for increased participation and influence of LGBT members within UNISON in particular, and the trade union movement in general, and to ensure adequate representation at all levels.
- 1.3 To take up any issues that affect the LGBT membership generally, for example, harassment, prejudice, heterosexism, employment policy issues, LGBT employment rights.
- 1.4 To develop links with other LGBT agencies, organisations and within the wider Labour and trade union movement.
- 1.5 To assist in achieving UNISON objectives of proportionality and fair representation in all the union's structures.
- 1.6 To ensure the provision of training and education to meet the particular needs of LGBT members and to promote education for all Scottish Region UNISON members on LGBT issues.
- 1.7 To encourage Branches to develop self organised LGBT groups
- 1.8 To develop publicity and campaigning material aimed at involving LGBT members in the Region.
- 1.9 To offer advice and assistance to Branches and Service Group Committees to help negotiate improvements for LGBT members in employment and ensure that all UNISON members are aware of LGBT rights and issues.

## 2 Membership

- 2.1 The Committee is elected at an Annual General Meeting (AGM) which is open to all LGBT members throughout the Scottish Region. The AGM should elect a committee that encompasses fair representation in line with the National Unison Rule Book. The

AGM should be mindful of geographical and Service Group representation when electing the Committee.

- 2.2 The Servicing Officer and Officers of the Committee shall keep a confidential list of current LGBT members in Scotland who wish to be included on a mailing list.
- 2.3 The Servicing Officer and members of the Committee shall keep a confidential mailing list of current Committee members.

### 3 Organisation

- 3.1 The Annual General Meeting will be held in accordance with the timetable determined by the National LGBT Conference.
- 3.2 The AGM shall elect, by secret ballot, a representative Committee composed of the following seats:
  - (i) 6 women seats;
  - (ii) 6 general seats;
  - (iii) 1 seat reserved for a black LGBT member;
  - (iv) 1 seat reserved for a disabled LGBT member;
  - (v) 1 seat reserved for a bisexual LGBT member;
  - (vi) 1 seat reserved for a transgender LGBT member.
- 3.3 The Scottish LGBT Committee shall elect in line with UNISON's Rules on Proportionality and Fair Representation:-
  - (i) Co-convenors (1 woman, 1 general seat)
  - (ii) Secretary
  - (iii) 1 woman and 1 general seat as representatives to National LGBT
  - (iv) Representatives (1 woman, 1 general seat) to the Scottish Council
  - (v) Representative to the Scottish Committee
  - (vi) Representative to the Scottish L&O Committee
  - (vii) Representative to the Scottish Communications & Campaign Committee
  - (viii) Representative to the Scottish International Committee
  - (ix) Representative to Scottish Women's Committee
  - (x) Representative to Scottish Welfare Committee
  - (xi) The Scottish LGBT, in line with National policy decisions, will continue to seek through agreement representation to all the Scottish Service Group Committees. Where this is agreed, delegates will be elected by those eligible service members at each AGM.
  - (xii) Representative to the UNISON delegation to STUC Conference
  - (xiii) Representatives to other bodies as identified from time to time.

The aim is to ensure that each Committee member holds at least one position thus sharing the workload of the Committee.

- 3.4 The Committee will meet regularly to decide policy, aims, priorities and to progress the Committee's agreed objectives.

A diary of meetings will be set by the Committee, informed by the Servicing Officer in consultation with the National LGBT Officer, and the Scottish Secretary to ensure that the work programme of the Scottish LGBT Committee relates to that of the National LGBT Committee and Scottish Committee/Council. These shall be fixed dates and locations with the Co-Convenors taking responsibility for chairing these meetings.

- 3.5 Meetings shall be held in appropriate and accessible venues throughout Scotland.

- 3.6 The Co-Convenors will meet bi-monthly with the Secretary and the Servicing Officer to discuss items of business prior to and after Committee meetings.
- 3.7 The general management and organisation of the Committee's activities between meetings shall be vested in the Co-Convenors and Secretary. The Co-Convenors and Secretary shall have full power and authority to act on behalf of the Committee in every respect and for every purpose falling within the remit of the Committee. The Co-Convenors and Secretary shall have a duty to consult with other relevant office bearers and shall not do anything that is inconsistent with the guidelines or policy of the Committee as laid down at the AGM.
- The Secretary shall be responsible for taking minutes, dealing with correspondence, liaising with the Co-Convenors, Servicing Officer and appropriate administrative staff.
- 3.8 Committee representatives to other bodies shall prepare a written report for distribution prior to committee meetings.

#### **4 General**

- 4.1 The quorum of the AGM or any EGM shall be ten members.
- 4.2 The quorum of the Committee shall be 50% of the number of elected Committee members.
- 4.3 The Constitution shall only be amended at the AGM by a majority of two-thirds of those present and voting.
- 4.4 The Co-Convenors shall arrange to send notice of the AGM to Committee members, the membership list, Branches and other Self-Organised Groups at least four weeks prior to the meeting.
- 4.5 An EGM shall be called by giving notice in writing to the Co-Convenors signed by ten members, indicating the reason for the meeting.
- 4.6 Recommendation for dissolution of the Committee can only be made at the AGM or an EGM called for that purpose with the approval of two-thirds of those present and voting.
- 4.7 The Committee and Servicing Officer(s) will ensure that members' requests for confidentiality are maintained at all times.
- 4.8 The facility for caucuses of black LGBT members, disabled LGBT members, bisexual LGBT members and transgender LGBT members to meet will be provided.

**This document is also available in large print.**