



CONSTITUTION

Version 2

Adopted: 17/03/2025

Review: *Date (1 year after adoption)*

Abstract

This constitution is the most up to date governing document of the not for profit called "Stroud Pride". This constitution should be reviewed every year to ensure it is most up to date.

1. Name

The name of the group will be: Stroud Pride

This name will be used throughout the document when referring to the not-for-profit group called "Stroud Pride".

2. Purposes

- A. The aims of the group are to organise an annual pride event in Stroud and events throughout the year. These events and the annual pride will promote inclusivity, equality and diversity. Pride is an inclusive community event where all are welcome, so each event will be created with the aim of being as inclusive as possible.
- B. Stroud Pride will also aim for fairer treatment among the LGBTQ+ community across the Stroud district.
- C. Stroud Pride will raise awareness about the struggles the LGBTQ+ community experiences both in the Stroud District and the wider UK region.

3. Powers

To achieve its purposes the group will possess the following powers:

- A. Raise money.
- B. Open and manage a bank account.
- C. Take out any necessary insurance.
- D. Pay for any services supplied.
- E. Hire and manage hired buildings.
- F. Work together with other groups and organisations when deemed necessary. Stroud Pride may exchange information with them while abiding by the Data Protection Act 2018- Details of how we process your data can be found in our Privacy Policy.

4. Membership

Stroud Pride will utilise a membership. People that are members of Stroud Pride will be referred to as committee members in both this document and in communications. People can become committee members if the following criteria apply to them:

- A. Over the age of 18 at the point of applying to be a committee member.
- B. Living in the Stroud district or able to attend meetings remotely.
- C. Have no prior convictions related to hate crimes or child related crimes.

4.1 Process of electing members

People can express an interest in joining the committee by speaking to a current committee member or by contacting Stroud Pride on any communication method. Any available role can be stood for with the exception of the chair role. The process to follow after receiving an interest to join is:

- A. Invite them along to the next committee meeting.
- B. They express what role (if any) they are interested in.

- C. A second member of the public or a committee member must second this by raising their hands.
- D. They must meet the qualifications that are required based on the Job description & Key responsibilities document. (All job descriptions are publicly available on our website).

The Stroud pride committee consists of:

- E. The leadership team: Chair, Secretary, Treasurer
- F. Portfolio Roles: EDI Officer, Entertainment Officer, Event Coordinator, Local Media Coordinator, Steering, Social Media Officer, Volunteer Coordinator, Fundraising Officer, Youth Representative.
- G. Non portfolio roles.

4.2 Expectation of committee members

Committee members will have expectations of their role, the following are the expectations associated with committee members:

- A. Members should communicate when they are unable to attend a scheduled meeting.
- B. Members should attend scheduled meetings. Failing to attend 3 meetings in a row will result in the termination of membership (4.3) being followed. This does not mean the committee member will be terminated.
- C. Members should communicate with other members of Stroud Pride in the nominated form of communication.
- D. Members should uphold the purposes and reputation of Stroud Pride when they are representative of the not for profit.
- E. To engage fully in meetings they are present in.
- F. To remain sober if they are the designated committee member at an event.
- G. To respect fellow committee members and members of the public.
- H. To do the things that are required in order discharge the duties of their role. This includes the timely execution and reporting back of any specific actions which arise out of, and are subsequently recorded in the minutes of meetings and sub committees.
- I. Whilst every effort has been made to detail the main expectations of committee members, each individual aspect may not be identified.
- J. Committee members will be expected to comply with any reasonable request from the Chair to undertake work in relation to their role of a similar level that is not specified in their job description.

4.3 Termination of membership

Committee member can terminate their membership at any point by informing the chair or secretary that they wish to step down as a committee member.

In the event of a committee member not fulfilling their expectations then the member can be dismissed by using the following procedure:

- A. Concerns should be raised to the steering role as soon as it is convenient. If concerns are raised verbally then notes should be taken by either party.
- B. The steering officer will discuss with the committee member the nature of the concern.
- C. Following on from the discussion the steering officer should bring it to a committee vote for dismissal.
- D. The steering officer should alert the committee member about the intention to bring it to the committee for a vote.
- E. During a meeting any committee members may speak, but a vote must happen. A majority is needed to dismiss the member.

In the event that the concerns are about the steering officer then the steering should be replaced by the EDI role in the above process. In the absence of an EDI role then the responsibility falls to the secretary.

5. Meetings

The management of Stroud Pride will primarily be done through scheduled meetings throughout the year. The meetings should be run efficiently while following the guidelines stated below:

- A. Meetings should be run by the chair of Stroud Pride. In the absence of the chair then the chair can nominate somebody to chair the meeting.
- B. The committee members should meet once a month until 3 months before the scheduled pride date when the committee will meet every 2 weeks. This frequency can be changed at the chair's discretion.
- C. Voting should be recorded by the secretary while detailing what the result of the vote is. The chair may not vote, in the event of a tie then the chair will cast the deciding vote.
- D. The quorum of committee meetings is at least 50% of the committee.
- E. The committee shall meet a minimum of 6 times per year.
- F. The chair, secretary and treasurer should report back to the committee at meetings.
- G. A committee member can appoint another member of the committee to report back on their behalf.
- H. Voting should be conducted by a show of hands or if necessary an anonymous ballot.
- I. At the start of meetings, the secretary should go through the actions from the previous meeting.

6. Annual General Meeting (AGM)

Stroud Pride AGM is an opportunity for the public to discover what Stroud Pride has been doing for the last year, the AGM should always be open to the public and should be done as soon as possible after the main pride event. The AGM should follow some rules and the following things should happen and apply at every AGM:

- A. The AGM should feature reports from The Chair that include an overview of the year and the highlights of the year., the report should include recommendations for the following year.

- B. The AGM should feature a report from the Treasurer that should include a finance breakdown that shows Stroud Prides income and expenditure for the year, any grants that were received, highlights of the financial year and finally any recommendations the treasurer has for the following year.
- C. The Chair for the following year should be elected at the AGM, people that wish to run for chair should put themselves forward and explain the direction that they wish to take Stroud Pride in for the year and a vote should be taken if multiple people wish to run for the role.
- D. Every attempt should be made to secure a venue that is as accessible as possible for the general public.
- E. The AGM should be publicly advertised 2 weeks before the date of the AGM so the general public can attend.
- F. As many outgoing committee members as possible should attend the AGM.
- G. The public should be given the opportunity to ask questions.
- H. If people wish to run for the next committee then their details should be gathered so that roles can be elected at the first meeting after the AGM.
- I. The AGM should be run by the previous years secretary, chair and treasurer.

7. Duties of committee members and officers:

Each member of the committee will have responsibilities to ensure the correct and smooth operation of Stroud Pride. Committee members can choose to run for a role or not, committee members that do not have an assigned role are still held responsible and should still abide by this constitution.

The responsibilities for each role that make up the Stroud Pride committee are as follows:

7.1 Chair

The chair role will lead and oversee the activities of the Stroud Pride Committee, ensuring that the organisation operates smoothly and aligns with its mission and values. The roles key responsibilities include:

- A. Lead the committee in planning and executing Stroud Pride events.
- B. Prepare and run committee meetings, ensuring effective communication and collaboration among members.
- C. Manage the leadership team and oversee the execution of their responsibilities.
- D. Ensure all relevant licensing is in place and the organisation complies with legal requirements.
- E. Serve as the names licence holder and TEN lead.
- F. Maintain up to date policies and procedures to ensure the committee operates within its guidelines.

7.2 Secretary

The secretary role will be responsible for the administrative tasks of the Stroud Pride Committee, ensure effective communication and organisation within the team. The roles Key responsibilities include:

- A. Take minutes at committee meeting and distribute them to members promptly.
- B. Manage and respond to correspondence on behalf of the committee.
- C. Maintain accurate recordings of meetings, decisions and actions.
- D. Ensure all members have access to relevant documents and information.
- E. Assist in organising meetings, including scheduling and agenda preparation.

- F. Support the committee with administrative tasks.
- G. Report back to the committee when it is necessary.
- H. Produce a report for the annual general meeting.
- I. Help run the annual general meeting at the end of the year.

7.3 Local Media Coordinator

The local media coordinator will manage Stroud Prides interactions with local print media and ensure effective communication of the organisations activities, events and messages.

The roles Key responsibilities include:

- A. Develop and distribute press releases to local print media outlets (Such as SNJ, Stroud Times and Nailsworth News etc).
- B. Coordinate and manage media coverage for Stroud Pride events, activities and national holidays (Such as Trans visibility day, LGBTQ+ History Month etc) with local print media.
- C. Build and maintain relationship with journalists and editors from local print media.
- D. Serve as the primary point of contact for local print inquires.
- E. Ensure consistent and accurate messaging in all press materials.
- F. Monitor local print media coverage and provide reports when necessary to the committee.
- G. Collaborate with other committee members to ensure alignment of public communications with the organisations missions and values.
- H. Forge links between local groups, Prides and printed media to promote inclusivity and awareness.

7.4 Steering Officer

The steering officer will provide vital oversight for the Stroud Pride Committee. This role will work independently from the committee to ensure fairness and neutrality. The steering will resolve disputes and complaints thus allowing the leadership team to focus on running the organisation effectively. The roles key responsibilities include:

- A. Handle disputes, issues, complaints and clashing among committee members and stakeholders.
- B. Listen to all complaints and consider arguments from concerned parties.
- C. Make decisions based upon the interpretation of the Stroud Pride constitution.
- D. Report back to the committee Chair / Leadership teams as appropriate with findings and resolutions.
- E. Check the appropriate sections of the constitution to determine the basis for the complaint.

7.5 Entertainment Officer

The entertainment officer will lead the planning and execution of entertainment activities for Stroud Pride events. This role involves organising performances, managing entertainment logistics, and ensuring a diverse and engaging programme for attendees. The roles key responsibilities include:

- A. Plan and coordinate entertainment for Stroud Pride events, including performances, acts and activities.

- B. Lead the team responsible for organising entertainment, including stage, lighting, sound equipment and scheduling.
- C. Source and liaise with performers, artists, and entertainment providers.
- D. Develop a diverse and inclusive entertainment programme that reflects the values and mission of Stroud Pride.
- E. Ensure all entertainment activities comply with safety and legal requirements.
- F. Collaborate with the event coordinator to integrate entertainment into the overall event plan.
- G. Manage applications and contracts for entertainment acts.

7.6 Event Coordinator

The Event Coordinator will be responsible for the planning and execution of Stroud Pride events. This role involves managing all logistical aspects of events, from initial planning stages to the day of the event, ensuring a smooth and successful experience for attendees and participants. The roles key responsibilities include:

- A. Plan, organise, and execute Stroud Pride events, including the Stroud Pride Picnic.
- B. Manage stall applications and coordinate with vendors and outside agencies.
- C. Develop and maintain a comprehensive event management plan and site plan.
- D. Oversee logistical aspects, including venue setup, permits, safety, and compliance.
- E. Collaborate with the Entertainment Officer to integrate entertainment into the event schedule.
- F. Coordinate volunteer efforts and ensure all roles are staffed and prepared.
- G. Monitor event progress and address any issues that arise during planning and execution.
- H. Provide post-event evaluations and reports to the committee.

7.7 EDI Officer

The Equalities, Diversity and Inclusion Officer will promote and ensure an inclusive environment within Stroud Pride, advocating for diversity and equality across all activities with particular focus on the protected characteristics identified in the most up to date legislation. This role involves implementing and suggesting improvements to strategies, policies, and practices that foster an inclusive culture and address systemic inequalities. The roles key responsibilities include:

- A. Implement and suggest improvements to strategies to promote equality, diversity, and inclusion (EDI) within Stroud Pride.
- B. Advise the committee on best practices related to EDI and ensure compliance with relevant legislation and guidelines.
- C. Coordinate training and workshops to raise awareness and educate members on EDI issues.
- D. Monitor and evaluate the effectiveness of EDI initiatives and make recommendations for improvement.
- E. Serve as a point of contact for EDI-related concerns and provide support to members.
- F. Collaborate with external organisation and stakeholders to advance EDI objectives.
- G. Represent Stroud Pride at public events, meetings, and forums, advocating for the organisation's EDI values.

7.8 Volunteer Coordinator

The Volunteer Coordinator will lead the recruitment, organisation, and management of volunteers for Stroud Pride events and activities. This role involves ensuring that all volunteer roles are filled, volunteers are well-prepared, and their efforts are effectively coordinated. The roles key responsibilities are:

- A. Recruit, interview, and select volunteers for various roles within Stroud Pride events and activities.
- B. Develop and implement a volunteer training programme to prepare volunteers for their responsibilities.
- C. Create and maintain a database of volunteers, including their availability and skill sets.
- D. Coordinate volunteer schedules and assignments to ensure all roles are adequately staffed.
- E. Provide ongoing support and guidance to volunteers, addressing any issues or concerns that arise.
- F. Organise volunteer recognition and appreciation events to acknowledge their contributions.
- G. Collaborate with other committee members to identify volunteer needs and ensure effective utilisation of volunteer resources.

7.9 Social Media Officer

The Social Media Officer will manage and enhance the online presence of Stroud Pride. This role involves creating engaging content, managing social media accounts, and promoting Stroud Pride events and activities to reach a wider audience and foster community engagement. The roles key responsibilities include:

- A. Develop and implement a social media strategy to promote Stroud Pride events and activities.
- B. Create and curate engaging content for various social media platforms (e.g., Facebook, Twitter, Instagram).
- C. Manage and maintain Stroud Pride's social media accounts, ensuring regular and timely posts.
- D. Monitor and respond to social media interactions, comments, and messages.
- E. Analyse social media metrics to assess the effectiveness of campaigns and adjust strategies as needed.
- F. Collaborate with other committee members to ensure consistent messaging and branding.
- G. Promote inclusivity and awareness through social media campaigns and online community engagement.

7.10 Youth Representative

The Youth Representative will act as a liaison between the Stroud Pride Committee and the younger members of the LGBTQ+ community, ensuring that their voices, needs, and concerns are heard and addressed. This role involves engaging with youth, gathering feedback, and advocating for the interests of young LGBTQ+ individuals within the committee's activities and decisions. The roles key responsibilities are:

- A. Serve as the primary point of contact between the Stroud Pride Committee and the youth LGBTQ+ community.

- B. Attend youth events and gatherings to engage with young community members and gather feedback.
- C. Represent the interests and concerns of young LGBTQ+ individuals in committee meetings.
- D. Advocate for inclusive practices and policies that cater to the needs of the younger LGBTQ+ community.
- E. Assist in the planning and execution of Stroud Pride events, ensuring youth engagement and participation.
- F. Maintain open communication channels with young community members to foster trust and transparency.
- G. Collaborate with other committee members to ensure the mission and values of Stroud Pride are upheld.

7.11 Fundraising Officer

The Fundraising Officer will be responsible for seeking out fundraising opportunities for Stroud Pride in the form of grants or fundraising events. They will also be responsible for ensuring the criteria for the successful grants are completed and reported back to all relevant people in a timely manner. The roles key responsibilities include:

- A. Seeking out grant opportunities for Stroud Pride that align with Stroud Prides values and purpose.
- B. To liaise with relevant committee members to fill out application forms for grants and trust funds.
- C. To ensure their knowledge of fundraising opportunities is as up to date as possible.
- D. To work closely with the treasurer to ensure the reporting back of spending is both accurate and meets deadlines.
- E. To report back to the committee at meeting the current progress of applications.

7.12 Treasurer

The Treasurer will manage the financial affairs of the Stroud Pride Committee, ensuring the accurate and transparent handling of funds. This role involves maintaining detailed financial records, preparing budgets, and providing regular financial reports to the committee. The roles key responsibilities are:

- A. Keep itemised, accurate records of all money coming into and going out of the Stroud Pride account.
- B. Prepare and manage the annual budget, ensuring all expenses and incomes are accounted for.
- C. Provide regular financial reports to the committee, detailing the financial health and achievement of the annual budget.
- D. Ensure all financial activities comply with legal requirements and best practices.
- E. Oversee fundraising activities and ensure funds are properly allocated.
- F. Collaborate with other committee members to ensure financial transparency and accountability.

8 Dissolution

The group may be wound up at any time if agreed by 75% of members present and voting at any pride meeting. In the event of winding up, any assets remaining after all debts have been

paid and grants returned will be given to a group with similar aims and purpose within the Stroud District.