

Governance Documentation of **East Coast Pride**

Constitution
East Coast Pride

Version 1.0

1. Name

The name of the voluntary community not-for-profit group is East Coast Pride.

2. Aims and Objectives

East Coast Pride has the following aims and objectives:

- To promote equality and diversity for the public benefit and eliminate discrimination based on sexual orientation and gender diversity for those living in Skegness, the surrounding area and along the East Coast.
- To raise awareness, educate and work with other agencies to create an outreach programme and legacy in Skegness and the surrounding area.
- To cultivate a sentiment in favour of equality by celebrating the diversity of the LGBTQIA+ community.
- To stage an annual East Coast Pride celebration, developing and hosting events yearly.
- To raise funds through grants, sponsors, donations, and other fundraising streams to support holding the annual East Coast Pride event.
- Ensure that East Coast Pride organisation works effectively and is transparent and accountable.

3. Management Team Membership

Membership is open to anyone, including the LGBTQIA+ community and those working with the LGBTQIA+ community interested in supporting East Coast Pride.

The Management Team shall consist of three (3) officers, including one Chairperson.

The Management Team will also have ex-officio management team members who have no specific role but may, at the discretion of the Management Team, be appointed roles to assist the Management Team in achieving its aims and objectives.

Officers will be appointed annually at the Annual General Meeting (AGM) or in extenuating circumstances at the Chair's discretion at an Extra-Ordinary General Meeting (EGM).

All officers and ex-officio management team members must agree to abide by East Coast Pride's policies and procedures and ensure that East Coast Pride meets its legal requirements.

Officers and ex-officio management team members who do not adhere to the policies and procedures of East Coast Pride or bring East Coast Pride into disrepute will be asked to leave the Management Team.

4. Officers

The Management Team shall hold the following officer positions:

- Chairperson
- Vice Chairperson
- Officer

The roles and responsibilities of the Management Team Officers will be detailed and recorded. These will be reviewed periodically, not least every twelve (12) months. The management team may vote on additional officers as the management team requires.

Officers will / may also undertake additional roles on behalf of East Coast Pride, including Designated Safeguarding Officer and Complaints Officer. It may be appropriate for additional roles to report to a Management Team Officer if it is relevant to their role and will aid the improvement of the Management Team.

5. Non-management team special advisors

The Management Team will work with appointed non-management team special advisors to achieve the aims and objectives of East Coast Pride. Non-management special advisors will be able to attend management team meetings but will have no voting rights.

Although it is not specified, it is advised that the Management Team should engage with approximately three (3) advisors during the term of office to enable the effective running of the organisation. These should be based on skill gaps identified within the Management Team and reported to the Chairperson of East Coast Pride.

Special advisors can be appointed to the Management Team. They shall not have a defined term but will be co-opted as ex-officio members of the Management Team for a period agreed by the Management Team.

6. Meetings

No decisions can be made at a management meeting where a quorum is absent. A quorum will comprise 50% of the Management Team in post with at least two (2) officers present.

Where the Chairperson cannot attend a Management Team meeting, the meeting will be chaired by the Vice-Chairperson.

Management meetings will be held at least twelve (12) times a year; more frequent meetings can be held when required by the management team's decision.

An Extra-Ordinary General Meeting can be held when voted by the majority of the management team.

7. Decision Making

The team will endeavour to reach a consensus; if this is not achievable, a majority decision can be made; if the vote is tied, then a casting vote will be made by the Chairperson (or Vice-Chair in their absence).

Each officer, bar the Chairperson, is entitled to one vote. The member must be present (in person or via Hybrid means) to vote.

8. Annual General Meeting

The team will hold an AGM each year

Notice will be given to the team at least twenty-one (21) days in advance in writing, including the time, date and venue of the AGM.

When practical, the AGM should take place for the following pride in the previous year - i.e., the AGM for the 2022 Pride team would take place in 2021.

All team members will step down at the AGM but will be eligible for re-election, except Special Advisors, who shall remain in post unless requested to step down by the newly elected Chairperson.

Any constitutional changes will need to be proposed and seconded before the holding of the AGM.

At least seven (7) days notice needs to be given for any proposed constitutional changes.

9. Amendments to the Constitution

A proposal to amend the constitution may be made by the team or any individual in the community with a scolder.

The proposal will be placed on the organisation's AGM Agenda. The amendment will be deemed effective if passed by a two-thirds (67%) majority of the meeting.

10. Links to regional/national/international Pride associations and agencies

The management team may work, have links, and become members of regional, national, and international Pride associations.

All such links, works, and membership will further the aims and objectives of East Coast Pride.

The Management Officers shall vote on all such links and require a majority decision to be approved.

All links and partnership work shall align with all relevant legislation and lobbying procedures to ensure compliance and transparency.

11. Financial Accountability

The Management Team will manage proper books of accounts to be kept according to East Coast Pride's financial policy.

12. Intellectual Property

If any member of East Coast Pride Management Team should have reason to invent a new East Coast Pride-specific event, product or extension, then they recognise that this event or extension is the intellectual property of East Coast Pride.

This ownership can be returned to the individual management team member by way of a management team vote after a request for the same from the management team member in question.

13. Disciplinary Procedures

A proposal to expel a member of the management team may be made in the event of:

- The Management Team member acted in a manner contrary to the vision and values, aims and obligations of the East Coast Pride
- Persistent non-attendance at Management Team meetings or sub-group meetings
- Misuse of funds
- Misconduct, including rules of the constitution, breaching policies, offensive and abusive behaviour

In the event of being removed from the management due to misconduct, that person will not be entitled to stand in an election of officers for a minimum of two (2) years.

14. Policies

The East Coast Pride management team will develop policies for East Coast Pride; these will be reviewed at periodic periods but must be reviewed at least annually.

Policies will include but not be limited to:

Safeguarding Policy, Financial and Accuracy Policy, Privacy Policy, Equal Opportunities and Diversity Policy, Complaints Policy.

15. Signatories

| Role | Name | Date |
|------------------|------|------------|
| Chairperson | | 20/01/2024 |
| Vice Chairperson | | 20/01/2024 |
| Officer | | 20/01/2024 |

Governance Documentation of **East Coast Pride**

**Constitution
Dissolution Addendum
East Coast Pride**

Version 1.0

1. Name

The name of the voluntary community not-for-profit group is East Coast Pride.

2. Dissolution Clause

If the Management Committee by a simple majority, decide at any time, on ground of expense or otherwise, that it is necessary or advisable to dissolve the Organisation, it shall call a Special Meeting of the Organisation.

Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred equally to any charitable organisation with similar aims and objectives to East Coast Pride.

3. Formal Adoption

This addendum, when signed, shall be added to the Constitution of East Coast Pride and, upon the next AGM, will be incorporated into the full Constitution.

East Coast Signatories

| Role | Name | Date |
|------------------|--------------------|-------------|
| Chairperson | Craig Cresswell | 01/30/2024 |
| Vice Chairperson | Martin Brown | 01/30/2024 |
| Officer | Richard Hutchinson | 01/30/2024 |