

1. Introduction

- 1.1. Unison national rules provide for the promotion of opportunities for members to 'self organise' in groups of disabled members, women members; Black members; lesbian, gay, bi-sexual and transgender+ members, young members and retired members.
- 1.2. This self organised group within the Region shall be known as the South East Region LGBT+ Group.
- 1.3. All members of the committee must be UNISON members, and identify as lesbian, gay, bisexual, or transgender plus (please refer to national rules).

2. Objectives

The aims and objectives of the South East Region LGBT+ Group are based on the aims and objectives of self organisation as set out in the Rule Book, and the South East Regional Constitution. The Groups intention is to develop a clear and focused strategic, political agenda for LGBT+ UNISON members in the Region in a friendly, supportive and non-oppressive framework. The Group will develop long, medium and short-term strategies to achieve this, setting realistic goals, prioritising important issues and monitoring and reviewing progress.

3. The Group

The Group

- a) is a fully recognised constituent part of the regional organisation within UNISON rules. The Group communicates with the Regional Executive via its representation on the Regional Committee/Council by 2 representatives with full voting rights and quarterly and annual reports;
- b) communicates with and is accountable to UNISON LGBT+ members in the region.
- c) appoints delegates to the Regional Council and shall elect representatives to other regional committees;
- d) shall formulate proposals, motions or other initiatives, in line with UNISON Rules, to the Regional Council and/or Regional Committee;
- e) shall put forward proposals and motions to the National LGBT+ Committee and National LGBT+ Conference, in line with UNISON Rules;

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- f) shall elect two representatives onto the National LGBT+ Committee;
 - g) shall send two delegates to National LGBT+ Conference

4. Terms of Reference

The terms of reference of the Regional LGBT+ Group set out the purposes of the Group and define its role with UNISON South East Region. They outline the areas in which the Committee will develop its work in order to fulfil the responsibilities included in the Rule Book.

The South East Region LGBT+ Group will:

- 4.1 Promote the interests of LGBT+ members within the union and help to create a union organisation that is relevant and appealing to LGBT+ members.
- 4.2 Promote greater participation of LGBT+ members at branch, regional and national level in the Region including new members and younger members.
- 4.3 Support and assist UNISON in achieving proportionality and fair representation.
- 4.4 Give advice to other Regional Committees, Service Groups and branches on specific social and political issues of concern to LGBT+ members and on priorities for LGBT+ members in negotiations, campaigns and policies as requested
- 4.5 Provide training to meet the particular needs and issues of LGBT+ members and promote all courses widely in the Region.
- 4.6 Publicise issues that affect LGBT+ members and support a wide range of activities in furtherance of the objectives of the committee, including the regular production of newsletters and any publicity materials.
- 4.7 Develop links with LGBT+ organisations in the Region, nationally and internationally.
- 4.8 Play an active role in taking forward initiatives and campaigns emanating from National LGBT+ Conference motions.
- 4.9 Provide an annual Action Plan and Budget to the Regional Finance Committee and Regional Council. The Committee's action plan to deliver its objectives will be realistic and cost effective. The Committee will continue to

monitor and review progress, prioritise important issue and ensure budgetary constraints are met.

5. Composition of the Committee

The committee shall consist of six members and shall reflect the principles of fair representation and proportionality.

6. Annual General Meeting

6.1 The Annual General Meeting will usually be held in the last quarter of the year coincide with the Regional Council timetable, and at least 10 members must be present for the meeting to be quorate.

6.2 The election of the six Committee members (3 Women, 3 General) of the South East Regional LGBT+ Committee, which will include 2 co-convenors (1 Woman, 1 General), will take place at the Annual General Meeting.

6.3 Elections will be held at the Annual General Meeting for the following;

- (a) Two Regional Representatives to National LGBT+ Committee (1 Woman, 1 General) (elections will take place on a biannual rolling basis e.g. women's seat elected in the first year, and general seat elected in following year)
- (b) Two Regional Delegates to National LGBT+ Conference (1 Woman, 1 General)
- (c) Four representatives to SERTUC LGBT Network (2 Women, 2 General)
- (d) Two representatives to South East Regional Council (1 Woman, 1 General)
- (e) Two representatives to South East Regional Committee (1 Woman, 1 General)
- (f) One representative to South East Regional Women's Committee
- (g) One representative to the Regional Education, Training & Development Committee
- (h) One representative to the Regional Publicity & Campaigning Committee
- (i) One representative to Regional Finance Committee
- (j) One representative to the Regional Labour Link Committee, who must be a UNISON Labour Link levy-payer and fully paid up member of the Labour Party.
- (k) One representative to each service group (representatives **must** be a member of that service group):
 - Local Government

- Health
- Community
- Police & Justice
- Business & Environment
- Higher Education
- Further Education & 6th Form Colleges

Elections should reflect the principles of fair representation and proportionality.

Elections to the posts listed above do not have to be filled by elected members of the LGBT+ Committee, however representatives should attend the general LGBT+ meetings to report back or send a written report prior to the meeting.

6.4 The committee shall also elect from its Committee members, from time to time, such representatives and delegates as agreed, to any UNISON conference, seminar or training event that is applicable to and approved by the committee.

6.5 To ensure the widest participation and to contribute towards achieving fair representation, job sharing is encouraged.

6.6 Attendance at the Annual General Meeting shall be open to all LGBT+ members.

6.7 The Annual General Meeting shall approve the work programme set by the Committee for the coming year.

6.8 Motions to the Annual General Meeting must be received 28 days before the meeting and amendments 14 days before the meeting.

7. Meetings & Decision making

7.1 The LGBT+ Committee will meet three times each year.

7.2 A quorum of the Committee shall be four members of the Committee; a Co Convenor must be one of those present.

7.3 Attendance at LGBT+ Committee meetings shall be open to all LGBT+ members, only elected committee members may take part in any votes.

7.4 The Committee will implement and monitor the Action Plan as determined by the Committee.

7.5 The Committee will consider any and all issues relevant to recruitment, retention and involvement of LGBT+ members in UNISON.

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- 7.6 The Committee will consider and debate motions submitted from branches and other SOGs, they must be received 28 days before the meeting.
- 7.7 If a member of the Committee misses two consecutive Committee meetings without sending apologies, the Secretary to the Committee shall contact the member to ascertain whether they wish to continue to participate in the Committee, and if necessary seek nominations for a replacement Committee member.
- 7.8 If urgent business arises between meetings, which cannot wait until the following committee meeting, it can be discussed and agreed via email if 4 committee members participate in any voting, this includes at least one co convenor. Any decisions must be report, ratified and minuted at the next committee meeting.

8. Finance

- 8.1 The LGBT+ Committee shall operate within its own financial allocation as determined by Regional Finance Committee and Regional Council.
- 8.2 All LGBT+ members attending the Annual General Meeting will have their travel and subsistence costs funded by their branch, except for the current members of the Committee who shall be reimbursed through the Regional LGBT+ Committee budget, in keeping with the South East Regional Financial Standing Orders.
- 8.3 Members who are not out to their branch secretary should contact their regional LGBT+ officer if they wish to attend the Annual General Meeting or Committee meetings. The regional LGBT+ Officer will act as an intermediary between the branch and the member. The regional officer will discuss their attendance with the branch, while protecting the member's confidentiality. Branches must be aware they have LGBT+ members wishing to be involved in self-organisation. The rules on fair representation still apply and the branch will still pay the member's expenses for attending meetings, but via the regional officer.

9. Constitution

- 9.1 Proposed rule changes must be submitted at least 28 days prior to the AGM
- 9.2 This Constitution may be amended by a two-thirds majority of members present at an Annual General Meeting.