

Constitution

Scottish LGBTI Police Association

Article 1

NAME

1.1

Scottish LGBTI Police Association

Article 2

ADDRESS

2.1

Bishopbriggs Police Station
113 Kirkintilloch Road
Bishopbriggs
G64 2AA

Article 3

VISION, PURPOSE & IDENTITY

3.1

VISION

The Scottish LGBTI Police Association, hereafter referred to as 'the association', will:

“Advance LGBTI equality, inclusion and support throughout policing in Scotland and within the communities we serve”.

This is the Mission Statement (or Vision) of the association.

3.2

The vision will be supported by the following key objectives:

- Visibility: Pro-actively raise the profile of LGBTI police officers, staff and volunteers, their issues and the association.
- Membership: Encourage new members and offer opportunities for involvement at all levels of the association.
- Engagement: Maximise accessibility to services; support community events; work alongside partner organisations.
- Governance: Develop effective strategies and policies that promote the Vision of the association.
- Communication: Raise awareness of the association and its work both internally and externally.

3.3

PURPOSE

The association is non-political and its purpose is to advance the Vision and Key Objectives in accordance with the association Code of Ethics.

3.4

The association is a non-statutory police staff association and is not intended to supersede

any statutory staff association or other representative body.

3.5 IDENTITY

The association will identify using the name (1.1) and approved logo as set out in the Corporate Identity policy.

Article 4 MEMBERSHIP

4.1

There is no requirement for members of the association to identify as Lesbian, Gay, Bisexual, Transgender or Intersex. All members agree to abide by the articles of the constitution.

4.2

Membership of the association is available in two categories:

- Full (4.7)
- Associate (4.12)

4.3

Membership of the association is not to be taken as an indication of a person's sexual orientation or gender identity.

4.4

Membership is conditional on an application being approved by the Membership and Engagement Coordinator and/or General Secretary on behalf of the General Board.

4.5

Membership will be accepted where criteria for membership is fully met.

4.6

Full Membership commences upon an individual joining the association and ends upon their resignation from the police service/authority or other than by means of retirement. Full members who resign from the police service/authority may be eligible for Associate Membership at the discretion of the Executive.

4.7

Full membership is available to serving or retired:

- Police Officers (regular constables and special constables)
- Police Staff
- Scottish Police Authority staff
- Independent/Community Advisors & volunteers

4.8

Members details will be entered on a secure membership database with access granted to the Membership and Engagement post holder and General Secretary only. All membership details are to be regarded as strictly confidential.

4.9

No member of the association will disclose the details or membership status of another member without that individual's express permission. This also includes when the subject is no longer a member.

4.10

No member of the association will disclose details of membership numbers or other specific data to any other person without express permission of the Executive Chair, Deputy Chair or General Secretary.

4.11

With the exception of the General Board, the names of members will not be included in any resources used to publicise or promote the association without that individual's express permission.

4.12

Associate Membership is available to individuals who are:

- a) Scottish Police Authority Board Members.
- b) Staff employed in the Scottish criminal justice system (e.g. SPS, COPFS, Courts Service, HMICS).
- c) Staff employed by other Scottish emergency services.
- d) Police Officers and staff from Forces that don't operate in Scotland.
- e) Individuals in the LGBTI community who work closely with the police organisations operating in Scotland.

4.13

The association reserves the right to decline Associate Membership applications without explanation.

4.14

Associate members cannot stand for election to the General Board or vote for candidates standing for the General Board. Associate members wishing to attend a General Board meeting or AGM must seek permission from the General Board via the General Secretary. Associate members do not have voting rights.

4.15

Full members and Associate members of the association have a duty to inform the General Board if their membership status changes or, when they cease to be eligible for membership.

Article 5

GENERAL BOARD AND EXECUTIVE

5.1

The General Board will consist of a minimum of 5 Full members who will form the Executive. Full members of the association can apply for membership of the General Board, meeting any eligibility requirements as determined by the General Board and all Full members can vote if an election is required (see 5.7).

5.2

The Executive of the General Board will comprise the following posts:

- Chair
- Deputy Chair
- General Secretary (see 5.13)
- Membership & Engagement Coordinator
- Communications Coordinator
- Welfare & Wellbeing Coordinator
- Events Coordinator
- Treasurer

5.3

Additional General Board posts will include North, East and West Regional Coordinators, UK Force Representatives, SPA/Police staff/police volunteer Representative and Specialist or Inclusion Representatives (e.g. Trans, Intersex, Bisexual and or those with additional protected characteristics). The structure of the General Board and role descriptions will be determined by the General Board and published as a separate association policy document.

5.4

Divisional Coordinators may be appointed by the General Board. The Divisions will take the form of the Police Service of Scotland 13 geographical divisions. Any full member who works in one of the divisional areas (regardless of police force/agency) is eligible for appointment and the term of appointment can remain indefinitely unless that individual moves to another division or the General Board decide to withdraw the appointment. Divisional Coordinators will not form part of the General Board but will engage with and be supported/represented by the corresponding Regional Coordinator. A Divisional Coordinator, as with any full member, can stand for election to the General Board and still remain a Divisional Coordinator.

5.5

Membership of the General Board will last for 2 years unless a member resigns or is removed from post. The General Board will be officially dissolved as part of the AGM (in an election year).

5.6

Full members of the association will be sent General Board self-nomination forms electronically in advance of the Annual General Meeting. The process of election to the General Board is contained within the association document, "Scottish LGBTI Police Association General Board".

5.7

The names of General Board members may be included in resources used to publicise or promote the association.

5.8

General Board members realising a 'conflict of interests' arises between their General Board membership and any other role, will make this known to the Chair/Deputy Chair or General Secretary as soon as possible.

5.9

General Board members subject to investigation for misconduct or criminal issues OR who are suspended from duties by their Force/Agency shall make this known to the Chair/Deputy Chair or General Secretary as soon as possible. The latter must consider as a matter of urgency, whether this person may continue in their Board role or should be suspended. The person making this decision will make a written record of; that which they have been told at that time; and their rationale for suspension or otherwise; and as to for the level of confidentiality required concerning the circumstances and outcome.

5.10

A member may be expelled from the association by a majority decision of the General Board. The decision will be reviewed at the next meeting. Membership of the Association will be suspended during this period, including voting rights. During suspension, the member may attend a meeting of the General Board in order to make verbal or written representation and will be allowed to bring another member with them.

5.11

The General Board must provide a suitable forum and process for appeals in relation to 5.9 and 5.10.

5.12

The Executive of the General Board reserve the right to hold additional meetings however a minute will be taken and shared with the General Board and the Executive have no authority to make decisions without the majority consent of the General Board.

5.13

Whilst the Scottish Government, in conjunction with the relevant police force/agency, continues to fund the full time secondment to the association, the post of General Secretary will be reserved for the secondee who must also be elected to the General Board.

Article 6

MEETINGS

6.1

The General Board will meet not more than 3 calendar months apart and not less than 4 meetings per year.

6.2

General Board members shall attend meetings regularly. Where a General Board member fails to attend 3 consecutive meetings, this will become an agenda item.

6.3

Minutes of all General Board meetings will be recorded, retained and made available to any member.

6.4

The General Board shall have at least 4 members present for a quorum and will take the decision basis of a simple majority. In the event of an even vote, the Chair of the meeting shall have an additional vote.

6.5

A member of the association may attend a General Board meeting and participate in any discussion. However, any vote taken will be limited to General Board members only.

6.6

Any non-member wishing to attend a General Board meeting will only be permitted to do so at the invitation of the General Board.

6.7

The General Board may exclude any non-General Board member from its meetings or any part of, following majority decision.

6.8

In urgent cases the Chair or Deputy Chair of the General Board Executive may take action as is required without a vote of the Executive, where a delay in action might bring into risk the reputation of the association, a police Force/agency or where delay might interfere with a criminal or misconduct enquiry. In cases where the Chair or Deputy Chair is not contactable this decision may be taken by the General Secretary. Whichever person deciding this will give a report as soon as reasonably practical to members of the General Board.

6.9

The Executive may appoint sub-committees as required. Sub-committees will be chaired by a member of the General Board.

6.10

The association will hold an Annual General Meeting at a date, time and place determined by the General Board and will take place each calendar year. Members will be given at least 3 weeks notice.

6.11

An Extraordinary General Meeting may be convened by the Executive providing reasonable notice is given to members and at least 2 weeks notice.

6.12

An Extraordinary General Meeting will only consider business stated in the notice convening it.

6.13

Any General Meeting may, by simple majority vote, agree to consider any other urgent business, which has arisen since the notice of the meeting was given.

6.14

Business shall only be considered 'urgent' where it can be demonstrated that notification prior to the circulation of the meeting agenda was not possible and where a failure to consider the business would be likely to have serious operational or financial impact on the Association.

6.15

The Executive may change the date, time or venue of any General Meeting for urgent reasons.

6.16

A General Meeting will have the quorum requirements as determined by the General Board but no less than the requirements as specified under 6.4.

6.17

General Meetings will include:

- Reports from the General Board;
- A financial report;
- Election papers and information (as described at Article 5) pertaining to the appointment of new General Board members (in an election year);
- Any other business directed by the constitution or sanctioned by the General Board.

Article 7

AMENDMENTS TO THE CONSTITUTION.

7.1

Amendments to this constitution will only be made following full member circulation with rationale for change and relevant voting process at an AGM. Any proposed changes to the constitution must be made within the timescale attributed to AGM Agenda item deadlines and will not be permitted on the day of the AGM.

Article 8

INTERPRETATION

8.1

In the event of any questions of interpretation or any question on which this constitution is silent, the Executive reserves the right to act according to its interpretation of the constitution or at its discretion.

8.2

No word or construction in this constitution shall be taken to imply any discrimination whatsoever with regard to Age; Disability; Sex; Gender Identity; Marriage or Civil Partnership; Pregnancy and Maternity; Race; Religion and Belief; and Sexual Orientation.

8.3

The constitution may be clarified on any point by the drafting of a schedule.

8.4

The General Board may adopt a Manual of Guidance. This manual will serve to assist and direct members of the General Board in their roles, duties and to agree corporate protocols where the constitution is silent.

8.5

Should a Manual of Guidance be established this must be presented for approval at the next available General Board Meeting.

Article 9

WINDING UP PROCEDURE

9.1

Following a General Board meeting decision, calling for the association to be wound up, a postal ballot of all association full members will be held.

9.2

A 2/3 majority of votes submitted will be required to wind up the association.

9.3

If the association is unable to meet its constitutional obligations in terms of forming an Executive by the deadline of the AGM plus one month, the association will be deemed unconstitutional and automatically disbanded.