



Bayswater Support Group Constitution

1. Name

The name of the group shall be Bayswater Support Group hereon known as 'the Group'.

2. Aims

The aims of the Group will be:

1. To provide support to parents of gender-dysphoric and trans-identifying children and young people
2. To promote evidence-based approaches to the understanding of gender-dysphoric children and young people

3. Membership

Membership shall be open to any person who:

- is a parent or guardian of a child who currently or historically identifies as transgender or is gender dysphoric
- is interested in helping the Group to achieve its aims,
- willing to abide by the rules of the Group

Membership will begin as soon as the membership form has been received and approved.

A list of all members will be kept by the Membership Secretary.

Membership shall be available to anyone without regard to sex, race, disability, sexual orientation, religion or belief, marital status, gender reassignment or age.

The membership of any member may be terminated for good reason by the Management Committee

Voting rights will be conferred to each member, one vote per member, for the purpose of the AGM only. The same voting rules shall apply should a special meeting be called.

4. Officers and committee

The business of the group will be carried out by a Committee elected at the Annual General Meeting. The Committee will meet as necessary and not less than three times a year.

The Committee will consist of 8 members, and be composed of 4 officers and 4 committee members. Up to 2 additional members may be co-opted onto the committee at the discretion of the committee.

The officers' roles are as follows:

- Chair, who shall chair both general and committee meetings
- Secretary, who shall be responsible for the taking of minutes and the distribution of all papers
- Membership secretary, who shall be responsible for keeping records of members
- Treasurer, who shall be responsible for maintaining accounts

(a) The duties of the Chairperson are to:

1. Chair meetings of the Committee and the Group
2. To represent the Group at functions/meetings that the Group has been invited to
3. Act as spokesperson for the Group when necessary

(b) The duties of the Secretary are to:

1. Take and keep minutes of meetings
2. Prepare the agenda for meetings of the Committee and the Group in consultation with the Chairperson
3. Deal with correspondence
4. Collect and circulate any relevant information within the Group

(c) The duties of the Treasurer are to:

1. Supervise the financial affairs of the Group
2. Keep proper accounts that show all monies collected and paid out by the Group

(b) The duties of the Membership Secretary are to:

1. Maintain the membership list

Any Committee member not attending a meeting without apology for three months will be contacted by the Committee and asked if they wish to resign.

The Committee meetings will be open to any member of the Group wishing to attend, who may speak but not vote.

5. Meetings

5.1. Annual General Meetings

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.

All members will be notified in writing at least 3 weeks before the date of the meeting, giving the venue, date and time.

Nominations for the committee may be made to the Secretary before the meeting, or at the meeting.

The quorum for the AGM will be 10% of the membership or 10 members, whichever is the greater number.

At the AGM:-

- The Committee will present a report of the work of the Group over the year.
- The Committee will present the accounts of the Group for the previous year.
- The officers and Committee for the next year will be elected.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

5.2 Special General Meetings

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least eight other members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within twenty-eight days of the request.

All members will be given three weeks notice of such a meeting, giving the venue, date, time and agenda, and notice may be made by email or post.

The quorum for the Special General Meeting will be 10% of the membership or 10 members, whichever is the greater number.

5.3 Committee Meetings

Committee meetings may be called by the Chair or Secretary. Meetings will take place three times a year, in person or via online conferencing.

Committee members must receive notice of meetings and an agenda at least 7 days before the meeting.

The quorum for Committee meetings is three Committee officers and one committee member.

6. Rules of Procedure for meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

7. Finances

Any money obtained by the Group shall be used only for the Group.

Any bank accounts opened for the Group shall be in the name of the Group.

An account will be maintained on behalf of the Group at a bank agreed by the committee. Three cheque signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household.

All payments will be signed by two of the signatories.

- For cheque payments, the signatories will sign the cheque.

- For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories, and held by the treasurer.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.

All money raised by or on behalf of the Group is only to be used to further the aims of the Group, as specified in item 2 of this constitution.

8. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

9. Dissolution

If a meeting, by a two thirds majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.

This constitution was agreed at the Inaugural General Meeting of the Group on:-

Date: 12/10/2019

Amended on 23/02/2021

Name

Position in group

Signed

Name

Position in group

Signed

Updated 25 April 2021