CONSTITUTION OF THE BUTE LGBTQ+ COMMUNITY GROUP

ButeLGBTQ + Community Group

ButeLGBT+ Community group was established in December 2019 by a local gay dad, Alan Izat, for members of the Lesbian, Gay, Bisexual, Transgender, + other minority gender different community, living on or visiting the Isle of Bute, Argyll & Bute, South West Scotland. It is a completely voluntary non-profit organisation for the benefit of the community. It promotes inclusiveness, diversity, equality & human rights, as well as a sense belonging. We work with support from the Equality Network Scotland (ENS).
Bute is a small island population around 7,000 mainly populating the town of Rothesay and its surrounding villages. The community is diverse and includes many minority groups.
Prior to December 2019, despite a fairly sizeable “out” LGBT+ community and many identifying as LGBT+ who are hidden; there was no identifiable community hub to meet with others with a similar identity. A local business set up Bute Island Pride - the very first Scottish island Pride event - in summer 2018. It was surprisingly well attended by local and mainland LGBT+ people & allies. A second Bute Pride in 2019 ran over 2 days and was even more successful.

Following the set up of ButeLGBT+ Community Group in December 2019 the world pandemic of Covid19 pushed the group online for a long time. We held a socially distanced Pride Parade in June 2020, live streaming the route.

We are signed up to and members of the Scottish Charities and Voluntary Organisations network (SCVO) as a community group run by unpaid volunteers. We aligned with Oban Pride & Dunoon Pride to bring an online Argyll & Bute Pride in June 2021 and had an in-person Pride on Bute in September 2021. The group fell by the wayside following the departure from the island of both its Chair & Treasurer, and was resurrected in October 2023. There have since been large & very successful Bute Pride events in August 2024 & 25

The group follows the Scottish Governance Code for the 3rd Sector.

AIMS

The main purpose of ButeLGBTQ + Community Group (ButeLGBTQ +) is to bring together people from the LGBTQ + community, their families, friends and allies on the Island of Bute; in a social environment which is safe, inclusive and accessible.

The group will organise social events that enhance the lives, health and values of LGBTQ + people living on and visiting the Isle of Bute.

The group will aim to raise funds to support ventures that enhance the lives and values of LGBT+ people living on and visiting the Isle of Bute.

The group will take the lead in decision-making, funding issues and content relating to the Bute Island Pride Festival.

The group will *not* provide any formal counselling service, but rather social support and story-sharing (which may or may not be of benefit to others) plus signposting advice.

The group will aim to make and adhere to majority decisions made by a quorum of members at regular, annual general, or extraordinary special meetings.

MEMBERSHIP

Members are any person who regularly or irregularly attends group meeting or events.

There will be no annual fees, or fees to attend the meetings per se, however payment for any refreshments or food consumed may be expected or made at a usual acceptable (by the committee) rate. Payment for venues used for meetings and social events will be agreed (by the committee) and payed for by use of any existing funds, or a small donation as can be afforded by those attending.

Attendance at any meetings is ad hoc by choice only, though one committee member at least must attend any planned regular meetings. A private list of meeting attendees may be kept, but this will not include any identifying details other than the persons given name(s). Individuals may choose to provide their contact details to the committee members in order to be kept in touch with specific events.

VISIBILITY & TRANSPARENCY

The group will have a visible presence on the internet / social media where anyone can keep track of the group's activities, finances and planned events. Statement of accounts will be made available on request.

The current online presence includes:

FaceBook - @ButeLGBT
Twitter - @ButeLGBT (not in use due to Elon Musk ownership)
Instagram - @ButeLGBTplus
Google business - @ButeLGBT (needs to be reinstated with a fixed address and named person)

Bluesky - @ButePride202X (changed annually in January)

ButePride.com (currently unpaid and lapsed) domain name owned by us)

EQUAL OPPORTUNITIES

Bute LGBTQ + is a non-discriminatory group, promoting equality, diversity, inclusion & wellbeing.

MANAGEMENT COMMITTEE

ButeLGBTQ + will be overseen by a small committee, nominated and elected by the votes of attending members and/or an online poll (eg SurveyMonkey) at an Annual General Meeting (AGM) or an Extraordinary Special Meeting (ESM). Anyone may apply & no discrimination will be tolerated in respect to applications.

The committee will initially consist of:

ESSENTIAL OFFICE BEARERS

Chair & Deputy Chair

Voluntary positions. Will oversee committee affairs and chair meetings keeping any discussions in order. Chair will have the final say in split votes.

The Chair position is *not* responsible for organising and doing everything, but rather will assist and feedback reports from sub-committees

In the event of there being co-Chair positions one should be nominated as the deciding vote in the event of a split decision by the committee

Secretary

Voluntary position. Will take and distribute minutes of meetings when able to attend in person or via a video link. Will co-ordinate set tasks. Will Send timeous copies of agendas, minutes and relevant information to the social media officer(s) for uploading relevant information, as well as to all relevant committee members or other parties as appropriate.

Treasurer

Voluntary position. Will be responsible for keeping financial records of incoming and outgoing payments and presenting a report / summary of finances to the committee and members attending the Annual General Meeting.

At least 2 committee members are required to make financial spending decisions.

In the event of co-Treasurers one should be identified as the main contact and address used for banking statements and correspondence

OTHER ROLES

Pride Liaison Lead

This person / these people has / have responsibility for developing Bute Island Pride Festivals. They should coordinate with local council, Police Scotland & volunteer marshals to ensure planning & safety measures are in place.

They should also form a sub committee to assist on organisational matters ongoing

Social Media Lead

Voluntary position. This/ These person(s) will be responsible for the upkeep of social media posts and sites. Also has a role in reporting any online abuse to the committee, providers and police.

Fundraising Liaison Lead

Voluntary position. Takes the lead for funding applications and liaison, should report directly to the Chair(s) & Treasurer(s).

Social Events lead - organises local monthly ongoing small social events

Committee members (advisory)

3 or more additional general committee volunteer members will be nominated each year at the AGM or ESM's. This will give more diverse opinion and aid decision making and planning for events, as well as bringing new and fresh ideas and perspectives .

Membership

Committee membership will be reviewed annually (there is no fee), or as and when officers leave the group. Committee members may resign their position at any time and this will not prevent them in any way from reapplying for a future or different position.

The minimum number on the committee will be 5 people. Should it fall below this the ENS will be contacted for advice on any urgent decision in terms of governance. An ESM will be called to elect 1 or more new committee members as soon as possible & within 1 month.

GENERAL MEETINGS

The committee will meet every month on an agreed date at the regular monthly social meetings where current issues will be discussed a treasurer's update (not a full report) given; and at any extraordinary special meetings (ESM) required for event planning. Consensus decision making will apply. Meetings may be in person, by Zoom or other group contact facility.

ANNUAL GENERAL MEETING

The AGM will take place annually at the March meeting. It will be advertised on the usual media used by the group, as widely as possible, up to 2 months and no less than 3 weeks in advance.

This will consist of a review of the preceding year's activities; a financial report; plans for the year ahead; any other competent business; and voting on the new committee.

Applying to be on the committee: anyone may nominate themselves or somebody else to be a committee member. This should be done formally in writing to the secretary, or by email to the Group at least 7 days before the AGM (or ESM if a committee member has left mid-term).

A quorum for committee decisions will initially consist of a minimum of 6 people (this may be reviewed by future constitutional changes made at AGMs or ESMs).

FINANCES

A bank account is open in the name of ButeLGBT+ Community Group. There will be a minimum of 3 signatories available for this account but not more than 4. 2 signatures are required for transactions outgoing of greater than £500.

The appointed treasurer will have overall control of the account, but any financial outgoings must be approved by another committee member (signatory) on behalf of the group. (In the unusual situation where the treasurer is also, for example, the chair, whether permanently or temporarily, the secretary must make the second decision)

Any major spending issues must be approved by the committee as a minimum and/or a quorum of members (6) preferably at a GM, AGM or ESM in-person or via Whatsapp / Zoom meeting.

The treasurer will keep an account of all incomings and outgoings, and these will be made public at every AGM and at any time reasonably requested by a member of the group.

All money raised and spent will be for the sole benefit of achieving the aims of the group.

COMPLAINTS / WHISTLEBLOWING:

Any complaints relating to the group, its activities, financial matters, or conduct of its individuals should be addressed in writing to the secretary via email to ButeLGBT@gmail.com with the subject heading “Confidential: Complaint”.

An acknowledgement will be sent within 3 working days and the complaint will be reviewed by a member of the committee not involved with the complaint.

In the event of uncertainty on the action required, advice will be sought from the Equality Network Scotland, or other body with legal representation (or Police Scotland in the event of a criminal act); and a formal response delivered within one month.

Alternatively, the ENS can be contacted directly

DISSOLUTION OF THE GROUP

If the group decides amongst its members to cease running, all remaining funds in the bank will be dispersed to a charity / charities agreed by an ESM or AGM, and the bank account will be closed.

This constitution for ButeLGBTQ + Community Group was agreed, signed and dated as below:

CHAIR(S)

Date

SECRETARY

Date

TREASURER(S)

Date

ADVISORY COMMITTEE MEMBERS: Name, elected position & Date

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