

# **Lesbian Gay Bisexual Transgender (LGBT) CERN Constitution**

## **General**

LGBT CERN is a non-religious, non-political and non-profit group open to everyone interested in LGBT issues.

The registered office of LGBT CERN is the same as that of CERN.

LGBT CERN was founded on December 15<sup>th</sup> 2010. This Constitution was ratified with a unanimous vote in the 2012 Annual General Meeting November 5<sup>th</sup> 2012.

LGBT CERN does not have a bank account or an operating budget. LGBT CERN does not collect membership fees and does not need office space.

## **Aims**

The aims of the club include:

- 1 To facilitate the integration of lesbian, gay, bisexual, and transgender [LGBT] individuals within the CERN community and the surrounding area;
- 2 To promote and provide a friendly social space for LGBT individuals for CERN community;
- 3 To promote and provide cultural events relating to LGBT culture and issues
- 4 To organise and promote social, cultural and sports events, including those which encourage integration within CERN and the wider community;
- 5 To raise awareness of LGBT issues and issues of importance to the LGBT community;
- 6 To work, with CERN, to encourage wider acceptance and diversity at CERN.

## **Equal Opportunities Policy**

LGBT CERN is committed to equal opportunities for all people. LGBT CERN will not discriminate against any person based on their gender; HIV status; nationality; marital or civil partnership status; physical status; profession; sex; sexual orientation, age, physical status, marital or civil partnership status, status as a parent; or race.

## **Membership**

Membership of LGBT CERN is available to any CERN member of personnel; their families; and allies and friends in the local community.

A person does not have to self-identify as LGBT to become a member of LGBT CERN.

The members" include:

- a) The President,
- b) Those on the LGBT CERN mailing list.

The Chair has the right to expel any member from the group on the basis of discriminatory behaviour; harassment; or inappropriate or inflammatory language. A member who is being considered for expulsion shall be notified by email. They will have the right to appeal to the President within a week, whose decision is final.

## **Confidentiality Policy**

LGBT CERN will respect the rights of its members not to have their membership disclosed to other persons. Potential members may sign up to the mailing list by:

- a) using the online mailing list administration tools.,
- b) contacting the Secretary and asking to be added to the mailing list.

All Committee Members are bound by this confidentiality policy. If a committee member is contacted by a person who wishes to be added to the mailing list, they shall forward said request to the Secretary.

The privacy settings of the mailing lists will be arranged such that only the mailing list administrators can view the persons on the mailing list. The Secretary must be an administrator on all LGBT CERN mailing lists. Addition of new administrators for mailing lists will be announced on the relevant mailing list. All mailing list administrators are bound by this Confidentiality Policy.

Intentional violation of the Confidentiality Policy will be considered grounds for a Motion of No Confidence.

## Harassment Policy

LGBT CERN will not tolerate harassment of its members. Harassment includes any unwanted and unwarranted behaviour that has the purpose or effect of violating another person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for another person or persons. This includes behaviour or language which is overtly biphobic, homophobic, sexist, or transphobic, as well as any behaviour or language which is against the spirit of the Equal Opportunities statement.

## Committee

The Committee shall consist of the Executive (President, Chair, Secretary, Webmaster) and other ad-hoc Officer positions as outlined in appendix A. No person can occupy more than one of the following positions at any one time: Chair, Secretary, Webmaster.

- 1) President
  - a. The President must be an employee of CERN for at least 12 months following their appointment as President.
- 2) Chair
  - a. The Chair shall be responsible for the overall running of LGBT CERN
  - b. The Chair shall appoint officers for positions outlined below in "Other members of the Committee"
  - c. The Chair shall oversee the Annual General Meeting and any other General Meetings of LGBT CERN.
  - d. The Chair shall liaise with CERN on matters regarding administration or the CERN Diversity Office
  - e. The Chair shall appoint a Returning Officer at least two weeks before an election
- 3) Secretary
  - a. The Secretary shall maintain a list of members of LGBT CERN.
  - b. The Secretary shall be responsible for data protection as pertaining to the list of members; attention is drawn to the Confidentiality Policy of LGBT CERN.
  - c. The Secretary shall announce meetings and the results of meetings and elections.
  - d. The Secretary shall maintain an up to date copy of the Constitution and Policies of LGBT CERN.
- 4) Webmaster
  - a. The Webmaster shall be responsible for all content of the website, ensuring that factual information is correct, that laws are not violated, and that the content of the website complies with the policies of LGBT CERN
  - b. The Webmaster shall be responsible for organizing the infrastructure of the website (this does not include the mailing lists)
  - c. The Webmaster shall keep the website up to date
  - d. The Webmaster shall maintain accounts for members who need to update the website.

Other Committee Members may be appointed on an ad-hoc basis to facilitate the day-to-day running of LGBT CERN. Any member (including the Executive) can occupy any number of these positions. The ad-hoc positions are outlined in appendix A.

## Meetings

### Annual General Meeting

There shall be one Annual General Meeting per year.

The Secretary shall notify all members of the Annual General Meeting at least two weeks in advance. The Secretary shall announce the time and place of the Annual General Meeting at least once, at a time which is no more than three weeks before the Annual General Meeting and no less than one day before the Annual General Meeting.

At a time between one week and one day before the Annual General Meeting the Secretary shall announce the agenda for the meeting, including any motions.

The Annual General Meeting shall be held in a location which is accessible to all members of LGBT CERN. Members who are not CERN employees and not CERN Users may contact the Secretary for assistance getting to any meeting held at CERN.

The Annual General Meeting shall be overseen by the Chair. The Chair shall be responsible for:

- i) ensuring the agenda is followed
- ii) giving all those who wish to speak the opportunity to speak at least once

- iii) counting votes
- iv) removing members who violate the Harassment Policy in the course of the meeting.

The Secretary shall be responsible for:

- i) taking minutes
- ii) counting votes.

The order of the meeting shall be:

- i) Minutes of the previous Annual General Meeting
- ii) Elections of the Executive
- iii) Reports from:
  - a. the President
  - b. the Chair
  - c. the Secretary
  - d. the Webmaster
  - e. other Officers
- iv) Votes on the agenda concerning the Constitution
- v) Votes on the agenda concerning Policy
- vi) Votes raised during the meeting
- vii) Any other business

Any member can propose or second a motion. All motions must have a proposer and a seconder for a vote to take place. A motion can appear on the agenda without a seconder, and if a seconder can be found in the course of the meeting then a vote can take place for that motion. A member can contact the Secretary to add a motion to the agenda. A motion can be proposed during the meeting at the discretion of the Chair.

Any decision of the chair can be challenged and overturned by a simple majority vote. The Chair does not get to vote for or against themselves. The vote shall be counted by the Secretary and Webmaster.

Reports shall be heard from the Executive, and any Officers who wish to give reports. The reports should be short and relevant. The President does not need to provide a report.

In the event that the two counts for a vote do not match, a recount shall take place.

If at least five people present at the meeting, or 10 per cent of those present at the meeting (whichever is larger) wish to vote by secret ballot, then the vote shall take place by secret ballot. The Secretary shall be responsible for the distribution and collection of ballot papers.

Any member who cannot vote on any motion at the Annual General Meeting can vote by proxy, by contacting the Secretary in advance outlining their intention to vote.

A vote to change the Constitution (including the Equal Opportunities, Confidentiality and Harassment Policies) requires a two-third majority to pass. A vote to change an appendix, or any other vote, requires a simple majority to pass.

## **Ordinary Meetings**

Ordinary Meetings will be announced with at least one week's notice. They can be called after a petition of at least two of the Executive, or at least 10 per cent of the members of LGBT CERN. The agenda for an ordinary meeting shall be:

- i) By-elections of the Executive (if necessary)
- ii) Votes on the agenda concerning the Constitution
- iii) Votes on the agenda concerning Policy
- iv) Votes raised during the meeting
- v) Any other business

## **Ratification Meetings**

Every vote at the Annual General Meeting or Ordinary Meeting (except for elections and by-elections) must be ratified by:

- 1) The approval of the President
- 2) The approval of the LGBT CERN members

If a decision does not meet approval of both the President and the LGBT CERN members then a Ratification Meeting will be held, not more than three weeks after the previous meeting.

In the case of approval by the President, the President shall have one week following the Annual General Meeting to object to any decision made. In the case of approval by the LGBT members, if all members of the Executive, or at least 10 per cent of the members of LGBT CERN, object within a week to any decision made then a Ratification Meeting shall be held.

Objections will be sent to the secretary who will announce a ratification meeting, if at least one of the above conditions is met. The announcement will be sent at least one day before the meeting takes place. The secretary shall announce which decisions have passed without objection.

If two-third of those present at a Ratification Meeting agree to an objection, then the decision in question will be overturned.

## **Votes of No Confidence**

A vote of no confidence can be proposed and seconded at any meeting. The motion must be announced in advance and have a proposer and seconder in advance.

Voting takes place by secret ballot and requires a two thirds majority to pass. If the Chair or Secretary are the subject of the motion then this person shall not count the votes, and in this case the Webmaster shall count votes in their place.

If a Motion of No Confidence is successfully passed that person will be temporarily removed from their position. They have the right to appeal the decision to the President. If the President overturns the decision then the decision is brought to a Ratification Meeting and voted on in the usual manner.

Following the period of appeal and the Ratification Meeting, if the position is not filled a by-election shall be called in the usual manner.

## **Elections**

Elections shall take place during the Annual General Meeting. Any Member can stand for any Executive position. No person can stand for more than one of the following positions: Chair, Secretary, Webmaster.

The Chair shall appoint a Returning Officer at least two weeks before the Annual General Meeting.

The Returning Officer:

- a) cannot stand for any elected position.
- b) shall oversee the fair running of the election.

During the election the Chair will stand aside and allow the Returning Officer to oversee the Annual General Meeting until the end of the election.

Elections will take place by secret ballot. The person with the most votes shall win the election. In the case of a tie, the candidate with the fewest votes will be eliminated and another election shall take place. In the case of a tie with two candidates, if neither candidates steps down then the Returning Officer shall toss a coin to determine who shall be elected. In other circumstances the Returning Officer can use their discretion to use an unbiased random method of choice.

Candidates can provide a short statement about why they consider themselves to be a good candidate for the position. This statement cannot discuss the suitability of other candidates. The Secretary shall circulate these statements with the agenda for the Annual General Meeting.

The elections shall take place in the following order: President, Chair, Secretary, Webmaster. A current executive can stand for election. Before each election each candidate will have an opportunity to make a short statement about why they would be a good candidate for the position. Members can then ask questions to candidates; said questions must be directed to all candidates. The Returning Officer shall be responsible for ensuring the statements, questions and answers are short and fair.

The elected Executive will not assume their responsibilities until:

- a) after announcement by the Secretary that there is no Ratification Meeting, or

- b) the end of the following Ratification Meeting.

A by-election may be called in the case where an Executive resigns, or is expelled from LGBT CERN, or if a position remains vacant following an Annual General Meeting. In the case of sudden resignation or removal from office, the President shall be notified and the remaining Executive shall assume the responsibilities of the third Executive, until a new Executive is elected.

In the case of a by-election, an Ordinary Meeting will be called in the usual manner.

## **Website**

The website is the primary means of communicating with the wider world. The content of the website must be accurate, respectful and as up to date as possible.

The website shall contain:

- a) the Constitution and current policy,
- b) announcements of meetings,
- c) announcements of elections and by-elections,
- d) instructions for joining/leaving the main mailing list and a link to the main mailing list page,
- e) executive contacts page,
- f) useful resources in the local area and the wider world.

## **Dissolution**

LGBT CERN may be dissolved by the President. They shall inform the Executive of the decision in writing. If at least two members of the Executive disagree with the decision to dissolve the matter will be brought to the CERN Clubs Committee for discussion. In the case of dissolution the Executive shall inform the CERN Clubs Committee, and the LGBT CERN members via the mailing list. The Webmaster shall put a message to this effect on the website for a period of at least a month.

## **Appendix A**

### **Ad hoc Officers**

The Chair shall be responsible for appointing willing members to the following positions:

- 1) Social Events Officers
  - a. The Social Events Officers shall arrange regular social and cultural events, including DVD nights, meals and outings to local establishments
  - b. The Social Events Officers shall seek out new opportunities for social events or special social events that require special organization
  - c. There may be several Social Events Officers, and they can divide the labor and responsibility as they choose
- 2) Publicity Officers
  - a. The Publicity Officers shall be responsible for the production and distribution of posters around CERN
- 3) "It Gets Better" Officer
  - a. The "It Gets Better" Officer shall be responsible for coordination of the "It Gets Better" project for LGBT CERN
- 4) Local Liaison Officers
  - a. The Local Liaison Officers shall be responsible for maintaining contact with other local LGBT groups
  - b. The Local Liaison Officers shall keep contact details for other local LGBT groups up to date
- 5) Directory Officer
  - a. The Directory Officer shall be responsible for compiling and maintaining an up to date list of local groups and businesses
  - b. The Directory Officer shall be responsible for compiling and maintaining an up to date list of other useful organizations
- 6) Librarian
  - a. The Librarian shall be responsible for coordinating the sharing of books, DVDs and other media between members
  - b. The Librarian shall maintain a list of books, DVDs and other media of members who wish to make these media available to other members

## **Appendix B**

### **General Policy**

LGBT CERN will use English as the primary language. Since CERN is an international laboratory the language should be kept reasonably simple and it should be easily understood by fluent English speakers from anywhere in the world.