



Leeds First Friday Constitution

1. Name and status

- 1.1. The name of the organisation is the **Leeds First Friday Society** (referred to in this document as “the Society”).
- 1.2. The Society is an unincorporated association based in Leeds and operating primarily in and around West Yorkshire.
- 1.3. The Society exists to organise and support the **Leeds First Friday** (LFF) monthly social event and related activities.

2. Aims and values

- 2.1. The Society’s main aim is to organise and support a **monthly Leeds First Friday social event** which provides a welcoming, social and inclusive space, primarily for trans and gender diverse people, while remaining open and free to attend to all who support the aims and values of the Society.
- 2.2. The Society may also:
 - 2.2.1. organise or support additional social activities and sub events throughout the year, such as daytime socials, meals, coffee afternoons, venue tours, Pride entries, parties and other special events
 - 2.2.2. provide and maintain **online spaces** where members, attendees and the wider community can connect socially, share information and support each other
 - 2.2.3. signpost to relevant community resources and organisations where appropriate.
- 2.3. The Society is **social and community focused**. It is:
 - 2.3.1. **apolitical** in its activities. The Society does not exist to promote party politics or to campaign on government policy. Political debate and campaigning are not the focus of the Society’s events or online spaces

2.3.2. not a provider of health or mental health services. While social support and peer connection are central to the Society's work, it does not offer clinical advice or mental health treatment.

2.4. The Society is committed to:

2.4.1. creating a safe, respectful and inclusive environment

2.4.2. opposing discrimination, including transphobia, homophobia, biphobia, racism, misogyny, ableism and other forms of prejudice

2.4.3. recognising that LFF is primarily for the trans community while welcoming allies who support its aims and values.

3. **Powers**

3.1. In order to achieve its aims, the Society may:

3.1.1. organise events, socials and activities

3.1.2. work with venues, organisations and partners, including for Pride and other community events

3.1.3. manage online spaces, websites and mailing lists

3.1.4. raise funds, including through donations, grants, sponsorship and membership fees

3.1.5. open and operate bank accounts and manage the Society's finances

3.1.6. pay reasonable expenses and, if ever required, enter into contracts for services

3.1.7. adopt policies, codes of conduct and procedures consistent with this constitution

3.1.8. do anything else that is lawful and necessary to further its aims.

4. **Membership**

4.1. **Eligibility and application**

4.1.1. Membership of the Society is open to individuals who:

4.1.1.1. are aged 18 or over

4.1.1.2. support the aims and values of the Society

4.1.1.3. have attended at least one LFF event (either the main monthly social or any formally recognised LFF sub event or special event) within the previous twelve months

4.1.1.4. complete the membership registration process as defined by the Society.

- 4.1.2. Membership is **not required** to attend LFF events. The main monthly Leeds First Friday social and other public meet ups remain open to attendees whether or not they are members.
- 4.1.3. Membership may be **free of charge** or subject to a **membership fee**.
- 4.1.4. The **level of any membership fee** shall be set from time to time by the co chairs, taking into account the financial needs of the Society.
- 4.1.5. The current membership fee (including a fee of £0 where membership is free) shall be reported to the members at the AGM as part of the financial report. The members may vary or overturn the fee for the next membership year by a simple majority vote at an AGM or General Meeting.

4.2. **Membership year and renewal**

- 4.2.1. The Society shall operate a fixed **membership year** running from **1 January to 31 December**.
- 4.2.2. A person who is accepted as a member at any point during the membership year remains a member until the following **31 December**, unless they resign or their membership is ended under the safeguarding and conduct procedures.
- 4.2.3. o **renew** membership for the next membership year, a member must, by a date set by the Society:
 - 4.2.3.1. complete a simple renewal process (for example an online form)
 - 4.2.3.2. confirm that they still meet the eligibility criteria in clause 4.1.1
 - 4.2.3.3. pay any membership fee that has been set for that year, if applicable.
- 4.2.4. If a member does not renew by the end of the renewal period, their membership will **lapse** automatically.
- 4.2.5. A lapsed member may reapply at any time, provided they again meet the eligibility criteria.
- 4.2.6. A member may **resign** at any time by notifying the Society.

4.3. **Membership details, privacy and data protection**

- 4.3.1. As part of the membership process, the Society will normally collect:
 - 4.3.1.1. the member's **chosen name**
 - 4.3.1.2. the member's **legal name**
 - 4.3.1.3. a contact **email address**

4.3.1.4. any other information reasonably required for the running of the Society.

4.3.2. The Society may also collect **optional information**. Providing this optional information is encouraged where members are comfortable to do so, but it is not compulsory. This information may include, for example, but is not limited to:

4.3.2.1. telephone number

4.3.2.2. social media handles

4.3.2.3. postal address

4.3.2.4. date of birth.

4.3.3. The member's **chosen name** will be used on membership lists seen by other members, in meetings, and in any public facing documents where names are used.

4.3.4. The member's **legal name** and contact email:

4.3.4.1. are collected for safeguarding, legal and administrative purposes

4.3.4.2. will normally be accessible only to the co-chairs and any designated data or safeguarding officer

4.3.4.3. will not be shared with other members or made public, except where the Society is legally required to provide information to a public authority (for example the police), or where it is necessary to do so in order to address serious safeguarding concerns in line with the law.

4.3.5. The Society will take reasonable steps to keep membership data safe and secure and to comply with applicable data protection law.

4.3.6. Each member shall be issued with a **membership number**, which may be used to verify membership for the purposes of voting at meetings or participating in internal processes. Members may be asked to provide their membership number and chosen name when attending AGMs and other General Meetings.

4.4. **Rights of members**

4.4.1. Members have the right to:

4.4.1.1. attend and vote at Annual General Meetings, General Meetings and Extraordinary General Meetings

- 4.4.1.2. stand for election as co chair, subject to any additional eligibility criteria in this constitution
- 4.4.1.3. be considered for appointment to the coordination team and to volunteer roles, subject to capacity and suitability
- 4.4.1.4. volunteer to support LFF events and activities, provided they are currently members and otherwise suitable for the role
- 4.4.1.5. receive reasonable information about the Society's activities, meetings and major decisions
- 4.4.1.6. raise concerns, suggestions or ideas with the co chairs and coordination team.

4.4.2. There is **no minimum period of membership** required before a member may volunteer, provided they meet any role specific requirements set by the Society.

4.5. **Responsibilities of members**

4.5.1. Members are expected to:

- 4.5.1.1. act in line with the aims, values and culture of Leeds First Friday
- 4.5.1.2. treat others with respect and avoid harassment, bullying or discrimination
- 4.5.1.3. follow the Society's code of conduct and safeguarding expectations
- 4.5.1.4. comply with any policies, rules or procedures adopted by the Society from time to time, so far as those policies have been communicated to members
- 4.5.1.5. respect the Society's apolitical, social focus in its spaces and events
- 4.5.1.6. participate in meetings and decision making in a constructive way.

4.5.2. Members who also volunteer or hold roles have additional responsibilities appropriate to their role, which may be set out in role descriptions, guidance or policies.

4.5.3. Members should inform the Society if they:

- 4.5.3.1. no longer wish to be a member, or
- 4.5.3.2. cannot continue in a volunteer or coordination role they have agreed to undertake.

4.6. **Ending membership**

- 4.6.1. Membership will end if:
 - 4.6.1.1. the member resigns
 - 4.6.1.2. the member does not renew and their membership lapses at the end of the membership year
 - 4.6.1.3. the member is removed or suspended in line with the safeguarding and conduct procedures.
- 4.6.2. Where membership is ended due to conduct or safeguarding concerns, the member will normally be informed in broad terms of the reason and of any right of appeal, in line with the safeguarding and conduct section.

4.7. Data retention following termination of membership

- 4.7.1. Where membership ends for reasons other than safeguarding or conduct concerns, the Society shall delete the member's personal data within a reasonable period, save where limited retention is necessary for lawful administrative purposes.
- 4.7.2. Where membership ends due to safeguarding or conduct concerns, the Society may retain a restricted internal record of the decision and its basis for the purposes of safeguarding, protecting the community, and preventing re-admission where appropriate.
- 4.7.3. Any such retained record shall be limited to what is reasonably necessary, kept confidential, accessible only to the co chairs and any designated safeguarding or data officer, and reviewed periodically to ensure continued necessity. Where appropriate, identifying information shall be minimised.
- 4.7.4. All personal data shall be handled in accordance with applicable United Kingdom data protection law and any data protection policy adopted by the Society.

5. Meetings of members

5.1. Types of meeting

- 5.1.1. The Society shall hold:
 - 5.1.1.1. an **Annual General Meeting** (AGM) once in each calendar year, not less than 12 months and not more than 14 months after the previous AGM
 - 5.1.1.2. at least **two further General Meetings** in each calendar year

5.1.1.3. **Extraordinary General Meetings** (EGMs) as required, in line with this constitution.

5.2. Attendance and participation

5.2.1. A member is considered **present** at a members' meeting (AGM, General Meeting or EGM) if they:

5.2.1.1. attend in person at the physical venue, or

5.2.1.2. attend online via an approved video or online platform and can be identified as a current member.

5.2.1.3. Members attending online have the same rights to speak and vote as members attending in person, subject to the practical limitations of the technology being used.

5.2.1.4. The Society may allow non members to attend meetings as observers, but only members may vote.

5.3. Notice of meetings

5.3.1. Members shall be given, unless there are exceptional reasons why this is not possible, at least:

5.3.1.1. **21 days notice** of an AGM

5.3.1.2. **14 days notice** of a General Meeting or EGM,

5.3.2. Notices shall normally be given by email and may also be posted in official online spaces.

5.3.3. Notices of an AGM shall include:

5.3.3.1. the date, time and place of the meeting

5.3.3.2. the agenda, including any proposals to amend the constitution

5.3.3.3. information about co-chair elections where applicable.

5.4. Quorum

5.4.1. Quorum is the minimum number of members who must be present (in person or online) for a meeting to make binding decisions.

5.4.2. For **AGMs and General Meetings**, quorum is the larger of:

5.4.2.1. ten per cent of the registered membership, or

5.4.2.2. fifteen members.

5.4.3. For **Extraordinary General Meetings**, quorum is the larger of:

5.4.3.1. five per cent of the registered membership, or

5.4.3.2. ten members.

5.5. Adjournment and reconvened meetings

- 5.5.1. If quorum is not reached within a reasonable time after the advertised start of a meeting, the meeting shall be adjourned and rescheduled.
- 5.5.2. The reconvened meeting:
 - 5.5.2.1. must take place within **28 days**
 - 5.5.2.2. must have the **same agenda** as the original meeting
 - 5.5.2.3. must be advertised to all members with reasonable notice.
- 5.5.3. At the reconvened meeting, the meeting shall be considered quorate **regardless of the number of members present**, and any decisions taken within the published agenda shall be binding.
- 5.5.4. The co chairs may not alter or add agenda items for the reconvened meeting, except to correct clear administrative errors.
- 5.6. **Calling an Extraordinary General Meeting**
 - 5.6.1. An EGM may be called by:
 - 5.6.1.1. the co chairs, where they believe that urgent business or serious issues require a decision by the members
 - 5.6.1.2. a written request to the co chairs from at least **one third** of the current membership.
 - 5.6.2. Where a valid request is received from members under clause 5.6.1.2, the co chairs shall arrange an EGM to take place within **28 days**, or as soon as reasonably possible, and shall circulate the purpose of the meeting to all members.
- 6. **Decision making and voting at members' meetings**
 - 6.1. **Participation and voting rights**
 - 6.1.1. All members present at a meeting, whether in person or online, may vote on all matters, including elections, constitutional changes and financial matters.
 - 6.1.2. Abstentions do not count as votes cast.
 - 6.2. **Voting method**
 - 6.2.1. Voting at AGMs, General Meetings and EGMs shall normally be conducted by **show of hands**, including appropriate online equivalents.
 - 6.2.2. Any member present may request that a vote on a specific item be conducted by **secret ballot**.
 - 6.2.3. The chair of the meeting shall immediately put the request for a secret ballot to a vote by show of hands. If a simple majority of members present

support the request, the vote on that item shall be conducted by secret ballot.

6.2.4. Where a secret ballot is used:

6.2.4.1. in person attendees shall cast anonymous paper slips or equivalent

6.2.4.2. online attendees shall cast anonymous digital votes via an approved method

6.2.4.3. the Returning Officer or meeting chair shall count and announce the result.

6.2.5. The decision to use or not use a secret ballot applies only to that agenda item.

6.3. **Voting thresholds**

6.3.1. **Ordinary decisions** at meetings require a **simple majority** of votes cast (more than fifty per cent of votes cast in favour).

6.3.2. **Amendments to this constitution** require a **two thirds majority** of votes cast at an AGM or EGM where the amendment has been properly notified in advance.

6.3.3. Any proposal to **dissolve** the Society requires at least a **three quarters majority** of votes cast at an AGM or EGM.

7. **Co-chairs**

7.1. **Role and accountability**

7.1.1. The Society shall have **three co chairs**, elected by the members in accordance with this constitution.

7.1.2. The co chairs share **collective responsibility** for the overall leadership, coordination and day to day functioning of the Society.

7.1.3. The co chairs are accountable to the membership and must act in line with:

7.1.3.1. the aims and values of the Society

7.1.3.2. this constitution

7.1.3.3. decisions made by members at AGMs, General Meetings and EGMs.

7.1.3.4. No single co chair is a leader above the others. Authority rests in the co chair group as a whole.

7.2. **Term of office and election cycle**

- 7.2.1. Co chairs normally serve for a term of **approximately one year**, from their election at an AGM until the close of the next AGM.
- 7.2.2. An AGM must not be more than 14 months and not less than 12 months after the previous AGM.

7.3. **Eligibility to stand**

- 7.3.1. Any member of the Society may stand for election as co chair, subject to any reasonable additional criteria agreed by the members (for example length of involvement with LFF) which are clearly communicated in advance.

7.4. **Nomination and election process**

- 7.4.1. At least **one month** before the AGM, members shall be invited to submit written expressions of interest if they wish to stand as co chair.
- 7.4.2. At least **one week** before the AGM, members shall be provided with a list of candidates who have put themselves forward.
- 7.4.3. **Campaigning** for co chair positions prior to the AGM is not permitted.
- 7.4.4. An impartial **Returning Officer** shall be appointed by the co chairs (or by the meeting where appropriate) to oversee the election, count votes and ensure fairness.
- 7.4.5. If exactly **three** eligible candidates stand for election, a formal election is not required. The three candidates shall be put to the AGM as a slate to be **ratified** by a simple majority vote of members present.
- 7.4.6. If **more than three** candidates stand:
 - 7.4.6.1. each candidate may give a short speech of up to **five minutes** at the AGM, outlining their vision for LFF and why they wish to serve as a co chair
 - 7.4.6.2. voting shall be conducted by show of hands (or equivalent online method), supervised by the Returning Officer
 - 7.4.6.3. in the first round, each member present may vote for **one** candidate
 - 7.4.6.4. the candidate with the **fewest** votes shall be eliminated
 - 7.4.6.5. in each subsequent round, members whose preferred candidate has been eliminated may transfer their vote to any remaining candidate

7.4.6.6. the process continues, eliminating the candidate with the fewest votes in each round, until **three** candidates remain

7.4.6.7. the final three candidates shall be declared elected as co chairs.

7.5. **Powers and responsibilities**

7.5.1. The co chairs, acting together, are responsible for:

7.5.1.1. ensuring the monthly Leeds First Friday event is planned and coordinated, either directly or through the coordination team and sub event leads

7.5.1.2. overseeing special events and activities organised by the Society, including decisions on which activities the Society will support each year

7.5.1.3. maintaining and supporting the coordination team, including appointing its members, agreeing areas of responsibility and reviewing its work at least annually

7.5.1.4. overseeing safeguarding and conduct matters, including receiving concerns, imposing temporary suspensions where necessary and initiating reviews in line with the safeguarding section

7.5.1.5. ensuring that the Society's online spaces broadly reflect its aims and values, and that appropriate moderation arrangements are in place

7.5.1.6. convening and chairing AGMs, General Meetings and EGMs, including setting agendas (taking into account member motions), issuing notices and ensuring meetings are conducted fairly and in line with this constitution

7.5.1.7. overseeing the finances of the Society, including bank accounts, income and expenditure, and ensuring that a brief financial report is presented at the AGM

7.5.1.8. acting as primary public and venue contacts for the Society, including communication with venues, Pride organisers and other partners

7.5.1.9. overseeing **fundraising, sponsorship and marketing or promotion** of LFF and its events

7.5.1.10. ensuring that the Society complies with any legal or regulatory requirements which apply to its activities

- 7.5.1.11. ensuring that the Society complies with applicable data protection law and, where required, registers with the Information Commissioner's Office or any successor body.
- 7.5.1.12. keeping under review the health of the organisation, including volunteer capacity, burnout risks, succession planning and the need to bring in new people.

7.6. **Internal decision making between co chairs**

- 7.6.1. The co chairs should seek to make decisions by discussion and consensus wherever reasonably possible.
- 7.6.2. Where consensus cannot be reached in a reasonable timeframe, decisions may be made by a **simple majority** of the co chairs (two out of three).
- 7.6.3. Where this constitution specifies a particular requirement (for example that any two co chairs may act together), that specific rule applies.
- 7.6.4. Co chairs should keep one another reasonably informed of important decisions taken between meetings, and ensure that significant decisions are recorded in brief form.
- 7.6.5. Co chairs must not use their position to pursue personal grudges and should step back from decisions where they have a clear conflict of interest. In such cases, the remaining co chairs should involve at least one trusted member or coordination team member to help ensure fairness.

7.7. **Delegation**

- 7.7.1. The co chairs may delegate day to day tasks and areas of work to members of the coordination team, sub event leads and other volunteers, while retaining overall responsibility.
- 7.7.2. The co chairs may create and amend informal role descriptions within the coordination team to reflect the needs of the Society.
- 7.7.3. Delegation does not remove the co chairs' responsibility to oversee delegated work and step in if serious problems arise.

7.8. **Collective and individual actions**

- 7.8.1. Unless this constitution states otherwise, any **two co chairs** acting together may:
 - 7.8.1.1. sign documents or agreements on behalf of the Society

- 7.8.1.2. authorise payments or expenditure
- 7.8.1.3. issue formal communications in the name of the Society
- 7.8.1.4. impose immediate safeguarding suspensions in line with the safeguarding section.

7.8.2. A single co chair may take routine low risk actions on behalf of the Society (for example replying to venue emails or making minor social media posts) where these are consistent with agreed decisions and the Society's values.

7.8.3. Where urgent issues arise and it is not possible to contact the other co chairs in time, a single co chair may act to protect safety or prevent serious harm, but must inform the other co chairs as soon as reasonably possible and invite a review of the decision if requested.

7.9. **Resignation and vacancies**

7.9.1. A co chair may resign at any time by notifying the other co chairs in writing.

7.9.2. If a co chair is unable to fulfil their role for an extended period, the remaining co chairs should discuss the situation with them where possible and decide whether to treat the role as vacant.

7.9.3. If one co chair role becomes vacant, the remaining co chairs may:

7.9.3.1. continue as a two person co chair group until the next AGM, or

7.9.3.2. propose an interim co chair from the membership, to be confirmed at the next General Meeting.

7.9.3.3. If two or more co chair roles become vacant at the same time, an EGM should be called as soon as reasonably possible to elect new co chairs.

8. **Coordination team**

8.1. **Purpose and role**

8.1.1. The **coordination team** is a group of volunteers who work with the co chairs to help deliver the Society's aims and ensure the smooth running of LFF events and activities.

8.1.2. The coordination team is not a second house of governance, but:

8.1.2.1. provides practical support

8.1.2.2. offers advice and feedback

8.1.2.3. helps ensure that decisions are grounded in the experience of those actively involved in running events and online spaces.

8.2. **Composition and size**

8.2.1. The three co chairs are, by default, members of the coordination team.

8.2.2. In addition, the co chairs may appoint up to **twelve** further members to the coordination team.

8.2.3. The maximum size of the coordination team is therefore **fifteen** people in total (three co chairs plus up to twelve additional members).

8.2.4. There is no minimum number of additional coordination team members. It is for the co chairs to decide whether they require an extended coordination team in any given year.

8.3. **Appointment and ratification**

8.3.1. After each AGM, the newly elected co chairs shall appoint the coordination team they believe is needed to deliver the Society's aims for the coming year, up to the limit in clause 8.2.2.

8.3.2. The full proposed coordination team for the year shall be presented to the membership for **ratification** at a General Meeting held approximately one month after the AGM.

8.3.3. During the year, the co chairs may where they consider this necessary and fair:

8.3.3.1. invite new members to join the coordination team

8.3.3.2. ask members to step back from the team

8.3.3.3. rearrange roles and responsibilities within the team,

8.3.4. Any newly appointed coordination team member added mid term must be presented for individual ratification at the next General Meeting. If the membership does not ratify the appointment, that individual may not continue to serve on the coordination team.

8.4. **Failure to ratify the coordination team**

8.4.1. If the coordination team as a whole is not ratified at the General Meeting following the AGM:

8.4.1.1. the co chairs shall review the concerns raised and bring a revised proposal to a further General Meeting or EGM within **one month**

8.4.1.2. members shall again vote to ratify or reject the revised coordination team.

- 8.4.2. If the coordination team is not ratified at this second meeting, the co chairs shall bring a further revised proposal to an EGM within **one further month**.
- 8.4.3. If the coordination team proposal is not ratified on this **third** attempt, all current co chairs must resign, and elections for new co chairs shall be called to take place at that EGM or at an EGM held within **one month**.

8.5. **Roles within the coordination team**

- 8.5.1. The co chairs may define and adjust informal roles within the coordination team, such as:
 - 8.5.1.1. sub event leads
 - 8.5.1.2. social media or online space leads
 - 8.5.1.3. Pride and special events coordinators
 - 8.5.1.4. venue liaison
 - 8.5.1.5. accessibility or welfare contacts
 - 8.5.1.6. communications or design support.
- 8.5.2. Role titles and allocations are flexible and may change to reflect the needs and capacity of the Society.
- 8.5.3. Coordination team members are expected to:
 - 8.5.3.1. act in line with the Society's values and conduct expectations
 - 8.5.3.2. communicate clearly with the co chairs and other volunteers
 - 8.5.3.3. attend meetings as necessary with co-chairs and other members of the coordination team.
 - 8.5.3.4. treat attendees and other volunteers with respect
 - 8.5.3.5. flag safeguarding concerns or serious issues to the co chairs promptly.

8.6. **Meetings and decisions of the coordination team**

- 8.6.1. The coordination team (including the co chairs) should meet at intervals agreed by the co chairs, with the aim of meeting at least **three times per year**, in person or online.
- 8.6.2. Coordination team meetings are intended for:
 - 8.6.2.1. planning and reviewing events and activities
 - 8.6.2.2. sharing information between sub events and online spaces
 - 8.6.2.3. discussing operational issues
 - 8.6.2.4. advising the co chairs on ideas, problems and priorities.

- 8.6.3. Wherever possible, decisions within the coordination team should be made by discussion and consensus.
- 8.6.4. Where a clear decision is needed and consensus cannot be reached, a simple majority vote may be taken among those present (co chairs and coordination team members), with each person having one vote.
- 8.6.5. If there is a tie in a coordination team vote, the matter may be deferred for further discussion or treated as a recommendation **not** to proceed at this time, unless the issue relates to safeguarding or urgent safety concerns, in which case the safeguarding section of this constitution applies.
- 8.6.6. Coordination team decisions are advisory to the co chairs except where the co chairs have expressly agreed that a particular decision will be binding. The co chairs should give significant weight to coordination team views, especially where they relate to the day to day running of events and the experience of attendees.

8.7. **Removal from the coordination team**

- 8.7.1. The co chairs may, where necessary and with reasons, ask a coordination team member to step down from their role, for example where the person is no longer able to contribute, there are conduct or safeguarding concerns, or working relationships have broken down.
- 8.7.2. Where the removal relates to serious conduct or safeguarding concerns, the process in the **Safeguarding and Conduct** section should be followed as appropriate.

9. **Sub events and volunteer roles**

9.1. **Purpose and definition**

- 9.1.1. In addition to the main monthly Leeds First Friday social event, the Society may organise or support **sub events** and **special activities**, including but not limited to:
 - 9.1.1.1. newcomers socials
 - 9.1.1.2. daytime or evening socials
 - 9.1.1.3. meals and coffee afternoons
 - 9.1.1.4. venue tours
 - 9.1.1.5. Pride entries
 - 9.1.1.6. Workshops
 - 9.1.1.7. parties and other special events.

9.1.2. Sub events exist to enhance the social, inclusive and community building aims of the Society.

9.2. Relationship to the coordination team

9.2.1. The Society's expectation is that the **Sub Event Lead** for any recurring or formally recognised sub event should be a member of the **coordination team**, to support:

9.2.1.1. communication with the co chairs

9.2.1.2. safeguarding oversight

9.2.1.3. alignment with the Society's values

9.2.1.4. integration with wider planning.

9.2.2. The co chairs may decide that a Sub Event Lead does not need to be a member of the coordination team where there are clear mitigating reasons, for example but not limited to:

9.2.2.1. the coordination team is already at its maximum size and a vacancy cannot reasonably be created at that time

9.2.2.2. the individual is taking on the role on a trial basis or for a short time

9.2.2.3. the individual prefers not to take on wider coordination responsibilities but is well placed to lead that particular event.

9.2.3. Where a Sub Event Lead is not a member of the coordination team, the co chairs must ensure that there is a named coordination team member who acts as liaison for that sub event and who holds overall responsibility, together with the co chairs, for safeguarding, alignment with values and integration into wider planning.

9.2.4. Sub event volunteers do not need to be members of the coordination team, but they **must be members of the Society**.

9.2.5. The co chairs retain the authority to:

9.2.5.1. approve the creation of new sub events

9.2.5.2. decide whether an activity uses the LFF name

9.2.5.3. ensure that each sub event has a clear lead.

9.2.5.4. Sub Event Leads should provide brief updates at coordination team meetings.

9.3. Appointment of Sub Event Leads

- 9.3.1. Sub Event Leads are appointed by the co chairs. Where a Sub Event Lead is also to serve on the coordination team, that appointment counts towards the size limit in clause 8.2 and is subject to the usual ratification process.
- 9.3.2. Sub Event Lead appointments must be ratified by the members at the next General Meeting, in accordance with the rules for mid term coordination team appointments.
- 9.3.3. If the coordination team is at maximum size when a new Sub Event Lead is needed, the co chairs must either adjust the team to create space for the Sub Event Lead, or appoint a temporary deputy lead without coordination team membership until a vacancy can be created and ratified.

9.4. **Volunteers**

- 9.4.1. Sub Event Leads may recruit volunteers to assist with the running, organisation and delivery of their events as required.
- 9.4.2. This may include, but is not limited to, support with logistics, accessibility, welcoming attendees, communication and other practical tasks.
- 9.4.3. Volunteers must be members of the Society, comply with the Society's values and code of conduct, follow safeguarding expectations, and coordinate with their Sub Event Lead as appropriate.
 - 9.4.3.1. The co chairs may permit limited, short term or one off assistance from individuals who are not members, where this is appropriate and proportionate, for example in relation to a single event or trial involvement.
 - 9.4.3.2. Such temporary involvement does not confer formal volunteer status and must take place under the supervision of a Sub Event Lead or coordination team member. Where an individual continues to assist on a recurring basis, they must apply for membership of the Society.
- 9.4.4. Volunteers may step back informally at any time. Sub Event Leads should notify the co chairs of significant changes to volunteer teams.

9.5. **Oversight**

- 9.5.1. Sub Event Leads are accountable to the co chairs and coordination team for the safety, tone and inclusivity of their events, their communication and their management of volunteers.
- 9.5.2. If a Sub Event Lead is unable to continue, becomes inactive, or is involved in a safeguarding or conduct concern, the co chairs may appoint a temporary replacement or restructure the sub event, subject to later ratification where required.
- 9.5.3. The co chairs may ask sub event volunteers to step down where conduct or safeguarding standards are not met or working relationships have become unworkable. Serious matters shall be dealt with under the Safeguarding and Conduct section.

9.6. Use of the LFF name

- 9.6.1. A sub event may only use the Leeds First Friday name or branding if it has been approved by the co chairs and has a designated Sub Event Lead who is a member of the coordination team.
- 9.6.2. The co chairs may withdraw LFF branding or support where safety cannot be assured, values are not upheld, communication repeatedly breaks down, or the sub event no longer aligns with the Society's aims.

10. Online spaces and moderators

10.1. Official online spaces

- 10.1.1. The Society may operate official online spaces to support its aims, including but not limited to:
 - 10.1.1.1. social media pages or groups (for example Facebook, Instagram)
 - 10.1.1.2. community platforms (for example Discord, WhatsApp communities)
 - 10.1.1.3. a website or blog
 - 10.1.1.4. mailing lists or similar tools.
- 10.1.2. An online space is considered an official LFF space where:
 - 10.1.2.1. it uses the Leeds First Friday or LFF name or branding, and
 - 10.1.2.2. it has been approved by the co chairs as part of the Society's activities.
- 10.1.3. Membership of the Society is not required to join or participate in official online spaces, unless a specific space is explicitly designated as members only.

10.2. **Ownership and oversight**

- 10.2.1. Official online spaces are operated on behalf of the Society and not on behalf of any individual.
- 10.2.2. The co chairs have overall responsibility for:
 - 10.2.2.1. deciding which online spaces are recognised as official
 - 10.2.2.2. ensuring that appropriate admins and moderators are in place
 - 10.2.2.3. ensuring that each space has clear rules consistent with the Society's aims, values and code of conduct.
- 10.2.3. At least one member of the coordination team must hold admin level access to each official online space, or be clearly designated as having oversight of that space or the wider online presence.
- 10.2.4. Other admins or moderators may also hold admin rights, but there must always be a clear link back to the coordination team for accountability and safeguarding.

10.3. **Admins, moderators and volunteers**

- 10.3.1. Admins and moderators for official online spaces are treated as volunteers of the Society.
- 10.3.2. Admins and moderators should:
 - 10.3.2.1. be members of the Society
 - 10.3.2.2. be appointed or confirmed by the co chairs, or proposed by a relevant Sub Event Lead and agreed by the co chairs
 - 10.3.2.3. act in line with the Society's values, group rules and safeguarding expectations.
- 10.3.3. Not all admins or moderators need to be members of the coordination team. However, each online space must have at least one named coordination team member with overall responsibility for that space or for online activity as a whole.
- 10.3.4. Additional moderators or content helpers may support the day to day running of the space under the guidance of the coordination team lead for online spaces.

10.4. **Rules, moderation and restrictions**

- 10.4.1. Each official online space shall have clear rules or guidelines that reflect the Society's aims, inclusive ethos, apolitical social focus and safeguarding expectations.

- 10.4.2. Admins and moderators may, in line with those rules:
 - 10.4.2.1. remove or edit posts or comments
 - 10.4.2.2. pause or limit posting or comments
 - 10.4.2.3. issue warnings to users about their conduct
 - 10.4.2.4. mute, restrict or remove users from that online space where necessary.
- 10.4.3. In cases involving discrimination, hate speech, harassment, safeguarding concerns or repeated serious rule breaking, admins and moderators should inform the co chairs as soon as reasonably possible.
- 10.4.4. Restrictions or removal from an online space may be temporary or longer term and may form part of a wider outcome under the Safeguarding and Conduct section.
- 10.4.5. Where the Society has decided to suspend or exclude a member from online spaces, this may apply across all official LFF spaces.

10.5. **Applicability to non members**

- 10.5.1. Anyone who chooses to use or participate in an official LFF online space, whether or not they are a member of the Society, is expected to:
 - 10.5.1.1. follow the rules and guidelines of that space
 - 10.5.1.2. respect the aims, values and conduct expectations of the Society.
- 10.5.2. The Society reserves the right to for any user (member or non member) whose behaviour seriously breaches these rules or poses a safeguarding concern:
 - 10.5.2.1. remove or restrict access to official online spaces
 - 10.5.2.2. delete or moderate content
 - 10.5.2.3. refuse future access to those spaces,
- 10.5.3. Serious behaviour in online spaces by non members may be taken into account if that person seeks membership in future or when considering their attendance at special events under the Society's control.

10.6. **Unofficial spaces**

- 10.6.1. The Society recognises that informal or unofficial online spaces may exist which are not operated by the Society.
- 10.6.2. Unless explicitly recognised by the co chairs as official, such spaces are not governed by this constitution and are not the responsibility of the Society.

- 10.6.3. However, behaviour in unofficial spaces may still be relevant to safeguarding and conduct decisions where it has a clear impact on the safety and wellbeing of people within LFF events or official spaces.

11. **Safeguarding and conduct**

11.1. **Principles**

- 11.1.1. The Society is committed to providing a safe, respectful and inclusive environment at all LFF events and in its online spaces.
- 11.1.2. All members, volunteers, co chairs, coordination team members and attendees are expected to:
 - 11.1.2.1. treat others with dignity and respect
 - 11.1.2.2. avoid harassment, bullying or discriminatory behaviour
 - 11.1.2.3. follow any codes of conduct and event rules adopted by the Society.
- 11.1.3. The Society will act proportionately, fairly and as transparently as possible when dealing with concerns about conduct or safety.

11.2. **Grounds for action**

- 11.2.1. Action may be considered where there are reasonable concerns about behaviour including, but not limited to:
 - 11.2.1.1. safeguarding concerns
 - 11.2.1.2. discrimination or hate speech
 - 11.2.1.3. severe disruption
 - 11.2.1.4. bringing LFF into serious disrepute
 - 11.2.1.5. legal or criminal matters affecting safety
 - 11.2.1.6. persistent harmful conduct after warnings.
- 11.2.2. The list in clause 11.2.1 is not exhaustive. The Society may act where behaviour clearly conflicts with its aims, values and the safety of its community.

11.3. **Immediate suspension**

- 11.3.1. Any **two co chairs** acting together may impose an immediate temporary suspension on a member, volunteer or attendee where they reasonably believe that urgent action is needed to protect safety, wellbeing or the integrity of the Society.
- 11.3.2. An immediate suspension may include one or more of the following:
 - 11.3.2.1. suspension of membership rights

- 11.3.2.2. removal from volunteer roles
- 11.3.2.3. removal or blocking from LFF online spaces
- 11.3.2.4. exclusion from special events or private bookings organised directly by the Society where the Society controls attendance.
- 11.3.3. Suspension of membership alone does not prevent the individual from entering or being present in public venues where the regular LFF social takes place, as the Society does not control entry to such venues.
- 11.3.4. In cases of serious safeguarding concern, the Society may notify the relevant venue or event organiser, who may then determine their own actions in line with their legal responsibilities.
- 11.3.5. An immediate suspension is a neutral safeguarding measure and does not in itself imply guilt.
- 11.3.6. The person suspended should be notified as soon as reasonably possible with a brief explanation and an indication of next steps.
- 11.3.7. An immediate suspension must be reviewed and either lifted, continued with reasons, or converted into a longer term outcome within **30 days**.
- 11.4. **Effect of membership suspension**
 - 11.4.1. Where a member is suspended from membership under a safeguarding or conduct process, the suspension shall automatically:
 - 11.4.1.1. remove the individual from all volunteer roles, including coordination team and moderation roles
 - 11.4.1.2. remove the individual from all LFF online spaces for the duration of the suspension
 - 11.4.1.3. remove the individual from eligibility to stand for election or participate in governance processes.
 - 11.4.2. Suspension of membership does not automatically prevent attendance at public venues where LFF events take place, but may affect access to special events under the Society's control.
- 11.5. **Review and outcomes**
 - 11.5.1. Following an immediate suspension or serious conduct concern, the co chairs shall:
 - 11.5.1.1. gather relevant information, including accounts from those involved where appropriate

- 11.5.1.2. consider whether informal resolution, warning, conditions, suspension or formal exclusion is most appropriate
- 11.5.1.3. keep a brief written record of key decisions.
- 11.5.2. Where a co chair is closely involved in the issue, they should step back from the decision and the remaining co chairs should involve at least one trusted member or coordination team member to ensure fairness.
- 11.5.3. Possible outcomes include:
 - 11.5.3.1. no further action
 - 11.5.3.2. informal conversation or advice
 - 11.5.3.3. written warning
 - 11.5.3.4. conditions on attendance or participation
 - 11.5.3.5. time limited suspension from membership, volunteering, online spaces or special events
 - 11.5.3.6. permanent exclusion from membership and online spaces in the most serious cases.
- 11.5.4. In deciding outcomes the Society should consider the seriousness of the behaviour, any pattern over time, the impact on those affected, the wishes and safety of those affected and whether the person has engaged constructively with the process.
- 11.5.5. Wherever possible, a person affected by the behaviour should be informed of the broad outcome, while respecting privacy and data protection.
- 11.6. **Permanent exclusion and appeals**
 - 11.6.1. Any two co chairs may decide to impose permanent exclusion from membership, volunteer roles and online spaces where they reasonably believe that serious safeguarding or conduct concerns make continued involvement unsafe or incompatible with the Society's values.
 - 11.6.2. Permanent exclusion does not prevent an individual from being present in public venues during the monthly LFF event, as the Society does not control entry to such venues.
 - 11.6.3. An individual subject to permanent exclusion may appeal the decision in writing within **14 days** of notification.
 - 11.6.4. Appeals shall be heard by an appeal panel consisting of:
 - 11.6.4.1. one co chair not involved in the original decision, and

- 11.6.4.2. two ordinary members who were not involved, selected by lot or invitation.
 - 11.6.5. If all co chairs were involved in the original decision, or if those involved are no longer in office, the current co chairs must appoint an impartial panel of three ordinary members, or two ordinary members and one coordination team member, to hear the appeal.
 - 11.6.6. The appeal panel may:
 - 11.6.6.1. uphold the original decision
 - 11.6.6.2. vary it (for example convert permanent exclusion to a time limited suspension)
 - 11.6.6.3. overturn it entirely.
 - 11.6.7. The appeal panel's decision is final within the Society's internal procedures.
- 11.7. **Re admittance**
 - 11.7.1. A person who has been suspended or excluded may, after a reasonable period specified in the original decision or normally after at least twelve months, ask the co chairs to review whether the sanction should continue.
 - 11.7.2. In considering re admittance the co chairs shall take into account any changes in circumstances, any evidence of reflection or changed behaviour, the views and safety of those previously affected, and the current risk to the community.
- 11.8. **Linked policies**
 - 11.8.1. The Society may adopt more detailed safeguarding, conduct or online rules that are consistent with this constitution.
 - 11.8.2. Where there is a conflict between a policy document and this constitution, this constitution takes precedence.
- 12. **Finance and property**
 - 12.1. All funds and property of the Society shall be used only to further its aims and for reasonable administrative costs. No part of the Society's income or property shall be paid or transferred for the personal benefit of members, except for repayment of reasonable expenses or payment for services properly provided.
 - 12.2. The Society shall keep simple, accurate records of income and expenditure.

- 12.3. Any bank account in the name of the Society shall be operated by the co chairs. Any payments above a limit set by the Society shall require the approval of at least two co chairs.
- 12.4. The Society shall maintain appropriate financial records and shall comply with any applicable tax, reporting, or registration requirements under the laws of England and Wales. Where required, the Society shall register with the relevant authorities and make any necessary returns or filings.
- 12.5. A brief financial report shall be presented to the members at each AGM.
- 12.6. The co chairs shall consider from time to time whether insurance, including public liability insurance, is necessary or appropriate in light of the Society's activities, and may arrange such cover where they consider it proportionate and in the best interests of the Society.

13. **Intellectual property**

- 13.1. Any intellectual property created on behalf of the Society or in a formal role for the Society (including but not limited to logos, branding, website content, written materials, graphics, designs, policy documents and publicity materials) shall normally belong to the Society, unless otherwise agreed in writing in advance.
- 13.2. Creators of such work retain their moral rights to be recognised as the author where this is appropriate and practicable.
- 13.3. The Society may permit creators to reuse or adapt their work for other purposes, provided this does not conflict with the Society's interests or any agreed confidentiality or data protection obligations.
- 13.4. Personal creative work which is not produced on behalf of the Society, and which does not use the Society's name, branding or resources, remains the property of the individual creator.

14. **Amendments to this constitution**

- 14.1. This constitution may be amended by a **two thirds majority** of votes cast at an AGM or at an EGM called for that purpose, provided that the proposed amendments have been clearly set out in the notice of the meeting.

15. **Dissolution**

- 15.1. The members may decide to dissolve the Society by a **three quarters majority** of votes cast at an AGM or EGM called for that purpose.
- 15.2. If the members vote to dissolve the Society, any remaining funds and assets, after settling any debts and liabilities, shall be given to one or more organisations

with aims similar to those of the Society, with a preference for organisations supporting trans and gender diverse people. The receiving organisation(s) shall be agreed by a simple majority at the same meeting.

16. **Interpretation**

- 16.1. Any question about the interpretation of this constitution that cannot be resolved by ordinary reading shall be decided by the co chairs, subject to the right of the members to overrule that interpretation by a simple majority vote at a General Meeting or AGM.