**York St John University LGBTQ+ Staff Network: constitution**

1. **Purpose**

The LGBTQ+ Staff Network contributes to the development and maintenance of an environment at York St John University in which everyone feels welcome and where the needs of lesbian, gay, bi, trans and gender-diverse, and queer/questioning individuals are recognised and addressed so that they can reach their full potential.

1. **Aims**

The Network supports LGBTQ+ staff and the University by:

1. providing a safe environment in which to raise issues experienced by LGBTQ+ staff and students, including discrimination, harassment and hate crime;
2. identifying and highlighting specific issues faced by LGBTQ+ staff and students and advise the University how to address these;
3. raising awareness of and celebrating significant events in LGBTQ+ culture and history;
4. providing links with external LGBTQ+ communities, groups and organisations;
5. promoting good relations between LGBTQ+ and non-LGBTQ+ staff;
6. encouraging and developing allies;
7. providing support, advice and information on LGBTQ+ matters to all staff, exercising confidentiality as and when appropriate.
8. **Membership**
	1. Membership of the Network is open to all staff, postgraduate researchers and mature students, regardless of their sexual orientation and gender identity – straight/cisgender allies are encouraged to join.
	2. The term ‘staff’ includes both those employed by York St John University and those who work on campus but are employed by an external company (for example, York St John Students’ Union or Constant Security Services).
	3. Any member of staff who attends a meeting or joins the mailing list is considered a member of the Network, unless they explicitly choose to opt out of membership.
9. **Steering Group**
	1. The Network has a Chair (or co-Chairs) and a Secretary.
	2. A Steering Group determines and oversees the Network’s activities and provides a report on activities and achievements annually to the staff Network. Ad-hoc groups can be set up (for example, to organise social events or to review particular aspects of university life).
	3. Membership of the steering group will, as far as reasonably possible, reflect the diversity of the YSJ LGBTQ+ community.
	4. Membership of the Steering Group comprises
	* a Chair (or co-Chairs),
	* a Secretary,
	* up to three non-portfolio members, and
	* a student representative nominated by the Students’ Union. The student representative will be a member of the Network. The student representative may put forward an alternate on an ad-hoc basis.
	1. The steering group can invite post holders (for example, the Equality and Diversity Adviser or a HR representative) to their meetings for information sharing.
	2. Members of the steering group service a ‘term of office’ for two years before either stepping down or nominating themselves for re-election. The steering group can co-opt further members.
	3. The steering group will appoint the Chair (or co-chairs) and Secretary.
	4. The roles are as follows:
* Chair or co-chairs, who shall chair the steering group meetings and is/are the spokespersons for the Network.
* Secretary, who shall help prepare meetings and who coordinates the Network’s communications.
* Non-portfolio members, who shall support the planning and delivery of activities of the Network.

# Ways of Working

* 1. The Network aim to have an open forum at least twice per year.
	2. The Network aims to work with other internal Networks on shared goals and issues, and to promote intersectionality.
	3. Involvement in the staff Network is voluntary, with reasonable time given by line managers to attend Network activities.