

# **Schedule 7 Association Rules and Constitution**

**October 2023**

## SCHEDULE 7

### RULES OF THE CONSERVATIVE PARTY ASSOCIATIONS COVERING A SINGLE CONSTITUENCY

(The Mandatory Rules are indicated in bold type. The Advisory Rules are not emboldened.)

#### 1 NAME AND AFFILIATION

- 1.1 The name of the Association shall be “East Grinstead and Uckfield Conservative Association” (“the Association”).
- 1.2 The Association shall be a member of and affiliated to The Conservative and Unionist Party (referred to in this Constitution as “the Party”) and shall at all times be bound by the Constitution of the Party.

#### 2 OBJECTS

The Objects of the Association shall be to sustain and promote the objects and values of the Party in the Parliamentary constituency of East Grinstead & Uckfield (“the Constituency”); to provide an effective campaigning organisation in the Constituency; to secure the return of Conservative Candidates at elections; and to raise the necessary funds to achieve these objectives; to contribute to the central funds of the Party.

#### 3 MEMBERSHIP

- 3.1 The Association shall only comprise Party Members (as defined in Article 4 of the Constitution of the Party) who shall pay subscriptions in accordance with the provisions of Articles 5 and 6 of the Constitution.
- 3.2 All members of the Association shall be bound by these Rules and the Constitution of the Party.
- 3.3 All members of the Association shall have the right to attend and vote at any General Meeting (including an Annual or Special General Meeting) of the Association or Branch of which they are members, save that no member of the Association may vote or nominate, propose or second any person or motion at any meeting of the Association unless they have been a member of that Association for at least three months prior to the date of the meeting.
- 3.4 Any person who has ceased to be a member of the Party and the Association shall have no rights or interest in the property or funds of the Association.
- 3.5 The Officers of the Association may move before the Executive Council the suspension or termination of membership of the Association of any member whose declared opinions or conduct shall, in their judgement, be inconsistent with the objects or financial well-being of the Association or be likely to bring the Party into disrepute. Similarly, the Officers may move the refusal of membership of the Association for the same reasons. Following such a motion, the Executive Council may by a majority vote suspend, terminate or refuse membership for the same reason.
- 3.6 If the Officers so move, they shall ensure, in the case of a suspension or proposed expulsion, that the individual receives in writing, at least 14 days before the meeting of the Executive Council considering the motion:
  - (i) notification that they have moved the suspension or termination (as the case may be) of their membership of the Association;
  - (ii) the grounds for the motion and any supporting evidence;
  - (iii) notification that they have the opportunity to appear before the Executive Council and to make representations and provide evidence as to why such motion should not be confirmed by that body.
- 3.6.1 An application for membership may be refused in the first instance by a decision of the Association officers, so long as this is subsequently confirmed by a meeting of the Executive Council within 48 days and subject to the decision being upheld by the Board



of the Party. The initial refusal must be communicated to the applicant within 30 days of the receipt of payment otherwise the membership is considered confirmed. There is no right of appeal for an applicant once the Board of the Party, through the Committee on Membership, has confirmed a refusal. If either the Executive Council or the Board of the Party does not confirm the refusal of membership then the individual will be invited to join the Party and shall have the option of backdating the commencement of their membership to the date of their initial payment, subject to their resubmitting the required subscription.

**3.7.1** The determination of the Executive Council shall be based on the grounds provided to the individual by the Officers of the Association and no further grounds shall be considered by them at this meeting. The person who shall chair the item concerning the motion must not be the Chairman, other officer or any member of the Association and shall be someone unconnected with the individual and the circumstances related to the case. Subject to these matters and to adherence to the guidelines produced from time to time by the Board of the Party, the Executive Council may adopt their own procedures for determination of the motion.

**3.7.2** Following the determination by the Executive Council, they shall write within five working days to the person informing them of the outcome of the motion and, if the motion has been confirmed, informing the individual of their right of appeal.

**3.8** Subject to the provisions of Article 59 of the Constitution, any person so expelled in accordance with this rule shall not be eligible for renewed membership of the Association without the express approval of the Executive Council.

**3.9.1** The Executive Council shall immediately inform the Board if it expels or refuses membership to any member in accordance with Article 55 of the Constitution.

**3.9.2** Should an expelled member wish to submit an appeal to the Board, such appeal must be lodged with the Secretary to the Board within 14 days of notice of expulsion and the substantive grounds for an appeal must be lodged with the Secretary of the Board within 28 days of notice of the expulsion.

**3.10** Where the Board has refused to confirm the expulsion from or non-admission to the Association of a Party Member, such person shall be admitted back into membership of the Association, or granted membership of the Association, as the case may be.

#### 4 HONORARY POSITIONS

**4.1** The Association shall elect a President who shall, ex-officio, be a member of the Executive Council. The President shall not be an officer.

**4.2** The President shall chair and conduct the business of the Annual General Meeting of the Association and act as Returning Officer in all elections for Officers of the Association.

**4.3** The Association may elect annually, as Patrons or Vice-Presidents, individuals who have made an outstanding and valuable contribution to the Association. These positions do not confer any ex-officio rights to any other role within the Association or its committees.

#### 5 OFFICERS

**5.1** The Officers of the Association will be the management team of the Association and shall comprise

**5.1.1** A Chairman;

**5.1.2** Two Deputy Chairmen;

**5.1.3** A Treasurer, where the office is not combined into that of the Membership Deputy Chairman; which shall be determined by the Executive Council.

**5.1.4** Such other Officers as the Executive Council shall have determined.

**5.2** One Deputy Chairman shall have particular responsibility for co-ordinating within the Association the formulation and development of policy ideas and initiatives, and political campaigning (the Political Deputy Chairman).

**5.3** The other Deputy Chairman, who may also be the Treasurer, shall have particular responsibility for fund-raising and membership recruitment within the Association (the Membership Deputy Chairman) and shall represent the Association in dealing with matters of finance with the Party.



- 5.4 The Officers of the Association shall be individually elected by members of the Association annually at the Annual General Meeting of the Association or, if a Special General Meeting is called pursuant to a resolution of the Board of the Party in accordance with the provisions of Paragraph 15 of Schedule 6, at that Special General Meeting.
- 5.5 No Officer shall hold the same office for more than five consecutive years and shall not hold that office for more than five years during any period of 11 years.
- 5.6 If an Officer elected at the Annual General Meeting ceases to hold office, for whatever reason, the Executive Council shall elect a successor until the next Annual General Meeting. An officer so elected will be deemed to have served their first year by the time of the next Annual General Meeting if they have been in post for six months or more at the time of that meeting.
- 5.7 The Officers of the Association shall ex-officio be entitled to attend all Committees of the Executive Council and of Association and Branch Committees in a non-voting capacity and if any Officer so requests, they may be entitled to notices of all Committee meetings.
- 5.8 The Officers of the Association shall have day to day responsibility for the management and administration of the Association but shall report to and implement any decision of the Executive Council. The actions of the Officers shall not be inconsistent with any decision of the Executive Council or the objects of the Association.
- 5.9 Within 28 days of assuming office, the Officers of the Association shall prepare a plan of objectives and activities for the forthcoming year ("the Strategy Plan") which shall be presented to the next meeting of the Executive Council. The Strategy Plan shall also be submitted to the Area Management Executive within 28 days of the Officers assuming office.
- 5.10 Not less than one month prior to the Annual General Meeting of the Association each year, Officers of the Associations shall:
- 5.10.1 prepare all Association accounts which shall be submitted for audit or certification by a person or persons appointed by the Association and a certified true copy of the duly audited or certificated statements of accounts shall be available for all members of the Association and shall be sent to the Area Management Executive immediately following the Annual General Meeting of the Association; and
- 5.10.2 produce a Constituency Report which shall be available for all members of the Association and shall be sent to the Area Management Executive immediately following the Annual General Meeting of the Association and shall include the following information:
- 5.10.2.1 the number of members in the Association and the change in membership over previous year;
- 5.10.2.2 the number of active Branches including details of new or closed Branches over the year;
- 5.10.2.3 details and activity of Association Committees;
- 5.10.2.4 details of campaigning and political activity during the year, including details of Local Government Candidates and the results of elections;
- 5.10.2.5 names and addresses of the Association's trustees;
- 5.10.2.6 a summary of the activities of any Branch of the Association.
- 5.11 For the purposes of the Political Parties, Elections and Referendums Act 2000 (PPERA), the Association Chairman on election automatically assumes the role of Registered Treasurer and the Deputy Chairman Membership and Fundraising automatically assumes the role of deputy Registered Treasurer. If the Association has retained the position of Treasurer, then the Association may appoint that person as deputy Registered Treasurer. All changes to these office holders must be notified to Conservative Central Office within 14 days of the change and Central Office shall within 28 days inform the Electoral Commission save that the Board may vary this timetable to comply with the PERA or successor legislation.
- 5.12 A Data Protection Officer with responsibility for ensuring compliance with Data Protection legislation shall be appointed by the Executive Council.

## 6 EXECUTIVE COUNCIL

- 6.1 The Association shall have a governing body which shall be known as the Executive Council which shall comprise



- 6.1.1 The President of the Association;
- 6.1.2 The Officers of the Association;**
- 6.1.3 Two elected representatives from each ward**, if the ward is covered by a single branch, that branch may elect the representative(s) at its AGM;
- 6.1.4 One representatives of each committee, as established under Paragraph 6.5.2 below;
- 6.1.5 One representative being an elected Conservative member from each Local Authority in which the constituency is situated, who live in the constituency and are nominated by the Conservative Group Leader;**
- 6.1.6 One representative of each Conservative Club in the constituency, which is affiliated to the Association of Conservative Clubs, provided that the representative is a Party Member;
- 6.1.7 The Conservative Member of Parliament for the constituency and/or Prospective Parliamentary Candidate in a non-voting capacity;**
- 6.1.8 The Agent or, in the absence of an Agent, such other staff of the Association as the Executive might determine, in a non-voting capacity**
- 6.1.9 The Chairman of the Area Management Executive (“the Area Chairman”) (or another member of the Area Management Executive, nominated by the Area Chairman) for the Area in which the Association is situated, in an advisory and non-voting capacity;**
- 6.1.10 Such person as is appointed by the Board of the Party for the purpose in an advisory and non-voting capacity.**
- 6.1.11 Up to four further persons co-opted by the Executive Council**
  
- 6.2 The Chairman of the Association shall be chairman of the Executive Council and in their absence the Executive Council shall be chaired by one of the Deputy Chairmen, to be determined by the Executive Council at the meeting.**
- 6.3 The Executive Council shall appoint a Secretary to the Executive Council, who shall not be an Officer and will not have a vote by this appointment. The person may or may not be an employee of the Association.
- 6.4 The Executive Council shall meet not less than twice every year. Additional meetings may be held at the discretion of the Chairman or by request of the Executive Council, such request, if not made at a meeting, to be made by at least a quorum of voting members in writing or by email.**
- 6.5 The Executive Council shall have the following powers and responsibilities:**
  - 6.5.1 The Executive Council shall have the power (subject to any resolutions of the Association made at an Annual General Meeting or a Special General Meeting) to deal with all matters affecting the Association and its membership, and to exercise control over all Branches and specialist committees or groups.**
  - 6.5.2 The Executive Council may, pursuant to paragraph 6.8 below, establish such committees of the Association as it shall think fit, for example a Political Committee, a Women’s Committee, a Local Government Committee, and Youth Committee, where there are sufficient numbers of members of the Association who would wish to take part in the activities of such Committee to warrant its establishment.**
  - 6.5.3 The Executive Council shall elect annually two members of the Association to be its representatives on the Area Council for the Area in which the Association is situated.**
  - 6.5.4 The Executive Council shall make provision for the collection of subscriptions as required by the Party Board.**
  - 6.5.5 The Executive Council shall determine, prior to the date upon which nominations for elections of Officers of the Association are sought;**
    - 6.5.5.1 Whether the post of Treasurer should be combined into that of Membership Deputy Chairman; and**
    - 6.5.5.2 Where other Officers are elected pursuant to Paragraph 5.1.4, the number and responsibility of those Officers of the Association.**
  
- 6.6 Funds of the Association**
  - 6.6.1 The Funds of the Association shall be under the control of the Executive Council.**
  - 6.6.2 The Executive Council shall appoint not less than three signatories for Association bank accounts, bank drafts or cheques or similar documents which shall always require authorisation by at least two of those authorised signatories. This shall**



include the written authorisation to control electronic, online or digital banking and all payments made in such forms.

**6.6.3** The Executive Council shall be responsible for ensuring that the requirements of the PPERA and such legislation, regulations, or measures amending, supplementing or replacing the same are fulfilled with regard to the accounting procedures of the Association and for complying with any request by the Board to enable the Party as a whole to comply with its duties under the said act.

#### **6.7** Notice of meetings

**6.7.1** The Chairman of the Association shall give not less than 14 days' notice of each meeting of the Executive Council to each member of it and such notice shall

**6.7.1.1** State the date time and venue for the meeting;

**6.7.1.2** Give an Agenda together with the draft minutes of the last meeting for approval by the Executive Council.

**6.7.2** Business not specified in the notice convening the meeting may be considered and dealt with only by leave of the Chairman provided that two-thirds of those present and entitled to vote agree to treat such business as urgent.

**6.7.3** In an emergency, and at the absolute discretion of the Chairman of the Association, the Chairman may summon a meeting of the Executive Council at shorter notice to deal only with the business stated in the notice convening the meeting.

#### **6.8** Committees of the Association

**6.8.1** Any committee established by the Executive Council pursuant to paragraph 6.5.2 above shall adopt Rules which accord with the Constituency Guide to Best Practice.

**6.8.2** The minutes of any meeting of any Committee of the Association shall be sent to the Chairman of the Association and Agent forthwith after approval.

**6.8.3** The Executive Council may resolve to disband any committee of the Association established under paragraph 6.5.2 above at any time and for any reason provided that prior notice of the proposed resolution shall be given in the Agenda for the meeting.

### **7** BRANCHES

**7.1** Branches of the Association may be established in wards or polling districts or other geographical areas in the Constituency consisting of all members of the Association resident in or connected with the ward or polling district.

**7.2** The Executive Council shall determine the precise number and boundaries of Branches within the Constituency having regard to the particular circumstances of that Constituency. No Branch shall be formed unless so authorised by the Executive Council.

**7.3** The functions of a Branch shall be to work to sustain and promote the objects and values of the Party and carry out the objects of the Association within its geographical area, subject to the directions of the Executive Council.

#### Officers of the Branch

**7.4** Each Branch shall consist of the following Officers:

**7.4.1** A Chairman;

**7.4.2** Two Deputy Chairmen, one of whom shall have particular responsibility for co-ordinating the formulation and development of policy ideas and initiatives, and political campaigning within the Branch; and the other shall have particular responsibility for fund-raising and membership within the Branch, and who also may be the Treasurer;

**7.4.3** A Treasurer, where the office is not combined into that of one of the Deputy Chairmen;

**7.4.4** A Secretary.

**7.5** The Officers of the Branch shall be elected at the Annual General Meeting of the Branch in accordance with the Rules for Branches annexed hereto.

#### **Branch Committee**



- 7.6 Each Branch shall have a Committee (“The Branch Committee”) which shall consist of the Officers and such number of members as is decided by the Branch to be representative of its membership in the Branch and necessary for its adequate working. The Officers shall be elected at the Branch Annual General Meeting.

#### **Funds and property**

- 7.7 The Branch Committee shall have power to raise funds and (subject to any directions of the Executive Council, including a direction preventing a Branch from holding a bank account) to control its funds, but such funds shall belong to the Association. Any property other than cash in hand or monies on current or deposit account at the bank shall be vested in the Trustees of the Association in accordance with the provisions of Paragraph 17.1 below.
- 7.8 Branches shall pay to the central fund of the Association a quota agreed upon between the Executive Council and the Branch concerned.
- 7.9 The Branch Committee shall appoint not less than three signatories for bank and other accounts, of whom any two shall be required to sign any necessary documents.
- 7.10 All Branch accounts shall be submitted for audit or certification by a person or persons appointed by each Branch and a certified true copy of the duly audited or certificated statements of accounts shall be sent to the Treasurer of the Association or, where that office is combined with that of the Membership Deputy Chairman, to the Membership Deputy Chairman immediately following the Annual General Meeting of the Branch.
- 7.11 Upon request from the Chairman of the Association or the Executive Council, a Branch shall provide forthwith such information as is requested relating to the affairs of the Branch, including information relating to finances and membership.

#### **Rules of the Branch**

- 7.12 Each Branch of the Association shall adopt Rules in the form annexed to these Rules of Conservative Party Associations. Such Rules (or any amendments thereto) shall be submitted to the Executive Council for approval.

#### **Power to disband Branches**

- 7.13 The Executive Council shall have power to disband any Branch, subject to the provisions of paragraph 7.14 below, and the entire assets of any disbanded Branch shall belong to the Association, and any assets not already vested in the Trustees of the Association shall be handed over to the Officers of the Association.
- 7.14 Before any Branch is disbanded, the following procedure shall apply:
- 7.14.1 Not less than twenty-eight days' notice shall be given in writing to the members of the Branch of the meeting of the Executive Council at which the disbanding of the Branch is to be proposed, inviting the Branch to send not more than two Officers or representatives of the Branch to attend such meeting and show cause why the Branch should not be disbanded.
- 7.14.2 If, after hearing such Officers or representatives (not exceeding two) of the Branch who may attend the said meeting of the Executive Council, the Executive Council resolves that the Branch shall be disbanded, notice of the resolution shall be given in writing to the members of the Branch and the resolution shall not take effect for a period of fourteen days from the date when notice of the resolution is given.
- 7.14.3 Within fourteen days of the giving of the notice referred to in paragraph 7.14.2 above (as the case may be), if any six members of the Branch is aggrieved by the decision of the Executive Council, they may appeal to the Area Management Executive (as defined in Part VI of the Constitution) for the Area in which the Association is situated.
- 7.14.4 Any appeal to the Area Management Executive shall follow such procedure as the Area Management Executive shall in its absolute discretion decide.
- 7.14.5 If either the Executive Council or the Branch members who appealed to the Area Management Executive are aggrieved by the decision of the Area Management Executive, they may appeal to the Board which shall follow such procedure to hear the appeal as the Board shall in its absolute discretion decide. The Board shall give a decision on the appeal, in writing, which shall be final and binding on the parties and not subject to review of any kind.



## **8. AGENT, CAMPAIGN MANAGER OR OTHER STAFF**

- 8.1** The Executive Council shall have power to appoint a member of staff who shall be responsible to the Executive Council for supervising the work of the Party organisation throughout the constituency.
- 8.2** The Executive Council shall determine whether one or more employed staff shall be non-voting members of the Executive Council.
- 8.3** Employees will work with and support the management team of the Association.
- 8.4** The Officers of the Association, the employees and such member of the professional staff of the Party appointed by the Board for the purpose shall agree a Management Development Programme for employees.
- 8.5** All decisions on the appointment and termination of employment of employees will be discussed jointly between the Officers of the Association and such member of the professional staff of the Party appointed by the Board for the purpose.
- 8.6** The Executive Council shall have the power to appoint such other paid staff as it may think fit.

## **9 ANNUAL GENERAL MEETING**

- 9.1** The Annual General Meeting of the Association shall be held before the end of June each year, being within six months of the Association's financial year, for the following purposes:
  - 9.1.1** To receive and adopt the audited or certificated accounts of the Association prepared in accordance with the provisions of paragraph 5.10.1 above;
  - 9.1.2** To receive and adopt the Constituency Report prepared by Officers of the Association in accordance with Paragraph 5.10.2 above;
  - 9.1.3** To elect the Officers in accordance with paragraph 5.4 above;
  - 9.1.4** To confirm the appointment of trustees for the following year.
  - 9.1.5** To elect Honorary positions within the Association in accordance with paragraphs 4.1 and 4.3 of these Rules;
  - 9.1.6** To appoint auditors or such other persons who may be qualified to certify accounts;
  - 9.1.7** To transact such other business as may be brought before it and included in the notice of the meeting.
- 9.2** Notice of the Annual General Meeting shall be given to each member of the Association at least twenty-one days before the date of the meeting and shall require nominations for Officers and other vacancies to be made and seconded not later than seven clear days before the day of the meeting; provided that if no nomination for a particular office or vacancy is so received, nominations made for that office or vacancy at the meeting shall be valid.

## **10 SPECIAL GENERAL MEETINGS**

- 10.1** A Special General Meeting of the Association may be summoned at any time by
  - 10.1.1** the Chairman of the Association, or
  - 10.1.2** upon a petition signed by not less than fifty members of the Association or 10% of the current qualifying membership of the Association (whichever is less) sent to the Secretary of the Executive Council of the Association requesting them to convene such a meeting; or
  - 10.1.3** upon a resolution of the Board of the Party.
- 10.2** Upon the summoning by the Chairman of a Special General Meeting or the receipt by the Secretary of such a petition, or the making of a resolution by the Board, a Special General Meeting shall be held not less than fourteen nor more than twenty-eight days later.
- 10.3** Notice of the Special General Meeting shall be given to every member of the Association. The business of the meeting shall be stated in the notice convening it and no other business shall be discussed.
- 10.4** Where in the judgement of the Officers, or such as are available for consultation, an emergency has arisen demanding an immediate meeting, the period of notice shall be such as they consider appropriate in the circumstances.



## **11 GENERAL MEETINGS**

- 11.1** Notice of the Annual General Meeting and of any other General Meeting of the Association shall be given by written notification to every member of the Association which may include the use of email.
- 11.2** If any member fails to receive proper or adequate notice, such shall not prevent the holding of the meeting or invalidate any resolutions made or elections undertaken at it.
- 11.3** The Area Chairman (or another member of the Area Management Executive, nominated by the Area Chairman) for the Area in which the Association is situated shall be given notice of and may attend any general meeting of the Association in an advisory and non-voting capacity.
- 11.4** Such person as is appointed by the Board of the Party for the purpose shall be given notice of and may attend any General Meeting of the Association in an advisory and non-voting capacity.

## **12 QUORUM**

- 12.1** For all General Meetings of the Association the quorum shall be not less than 50 members or 10% of the total membership of the Association (whichever is less).
- 12.2** The quorum of the Executive Council and of its Committees shall be one-fifth of their respective members, except that the quorum shall in no instance be less than three.
- 12.3** In the event that a General Meeting of the Association be or becomes inquorate, another meeting shall be called not less than 7 nor more than 14 days from the date of the inquorate meeting. Any nominations submitted to the inquorate meeting shall stand as nominations for elections at the quorate meeting.

## **13 VOTING AT MEETINGS**

- 13.1** At all meetings of the Association, including meetings of the Executive Council and its Committees, voting shall be by a show of hands in the first instance except that
  - 13.1.1** in relation to the election of Officers, and the re-adoption of a sitting Member of Parliament, voting shall be by secret ballot;
  - 13.1.2** in relation to any other matter, if either the Chairman (at their discretion) directs or upon one-third of members present and entitled to vote so requesting, the voting shall be by secret ballot.
  - 13.1.3** Proxy voting is not permitted at any Association meeting.
  - 13.1.4** Postal voting is not permitted at the Annual General Meeting.
- 13.2** Except where expressly provided otherwise, any motion at any meeting of the Association, including meetings of the Executive Council and its Committees shall be carried on a majority vote.
- 13.3** The Chairman (or chairman of the meeting) shall have a second or casting vote in all cases where the voting is declared to be equal.

## **14 DISPUTES**

- 14.1** The Executive Council may and, if so requested by any Branch of the Association, shall submit any dispute or difference arising in connection with the Association or any of its Branches to the Area Management Executive for the Area within which the Association is situated with a view to the Area Management Executive bringing about a settlement of such dispute or difference. Such submission shall be made within 56 days of notification of the said dispute to the Executive Council.
- 14.2** If the Area Management Executive fails to bring about a settlement acceptable to all parties to the dispute or difference, the Executive Council may and, if so requested by any Branch of the Association, shall submit any such dispute or difference to the Board which shall give a decision upon, or take such steps as it thinks fit to bring about a settlement. Any decision given in writing by the Board shall be final and binding on all parties to the dispute or difference and not subject to review of any kind.



## 15 SELECTION OF CANDIDATES

- 15.1 The Executive Council shall when required establish a Candidate Selection Committee, the members of which shall be:
- 15.1.1 The Chairman of the Association;
  - 15.1.2 Other members of the Association appointed by the Executive Council in accordance with guidance published by the Committee on Candidates of the Board (as established under Schedule 6 of the Party Constitution);
  - 15.1.3 The Agent, who will act as Secretary to the Candidates Selection Committee, and not be entitled to vote;
  - 15.1.4 Such person as is appointed by the Board of the Party for the purpose, who shall be invited to attend all meetings of the committee in an advisory capacity and not be entitled to vote.
- 15.2 Selection of Parliamentary Candidates
- 15.2.1 Whenever it may be necessary to initiate the procedure to adopt a Prospective Parliamentary Candidate, the Candidate Selection Committee shall, through the Chairman or other Officer of the Association, act in consultation with the Committee of the Board on Candidates and, as far as is practicable, shall follow the procedure published by the Committee on Candidates of the Board (as established under Schedule 6 of the Constitution). In any case the following procedure shall apply:
    - 15.2.2 Where there is no sitting Member of Parliament, the Candidate Selection Committee shall recommend not less than three Candidates for interview by the Executive Council (“the recommended list”). The recommended list shall not be published.
    - 15.2.3 Upon receipt of the recommended list, the Executive Council shall nominate not less than two Candidates for consideration by a General Meeting of the Association.
    - 15.2.4 Where the Executive Council by secret ballot and with the approval of the Board, agree that it would be in the interest of the Party to reselect their candidate from the previous parliamentary election, the Executive shall present that sole candidate for adoption at a Special General Meeting of the Association called for that purpose.
    - 15.2.5 The Chairman of the Association shall convene a General Meeting of the Association which shall select the Prospective Parliamentary Candidate.
  - 15.2.6 Sitting Members of Parliament
    - 15.2.6.1 A sitting Member of Parliament shall be required to make a written application to the Executive Council should they wish to seek re-adoption to stand again for Parliament or submit such an application if requested by the Executive Council.
    - 15.2.6.2 The motion to re-adopt should be presented to the Executive Council after due notice and not less than two weeks nor more than two months following the receipt of the application by the Member of Parliament and the Member of Parliament invited to attend and speak if he wishes. Voting shall be by secret ballot, counted by two persons agreed by the sitting Member of Parliament and the Chairman of the Association with the result but not the figures declared.
    - 15.2.6.3 In the event of a sitting Member of Parliament not securing the assent of the Executive to their re-adoption they will have the right to request a postal ballot of the full membership of the Association. The ballot shall be conducted by a member of the professional staff of the Party appointed by the Board with the Chairman of the Association and the sitting Member of Parliament each appointing a Scrutineer. No communication other than:
      - (i) the ballot paper and relevant instructions in connection therewith; and
      - (ii) Any communication by the sitting MP (on no more than a single A4 sheet of paper) shall be sent to members of the Association in connection with the ballot. This process should be completed in a reasonable timeframe.

In the alternative to the procedure contained within para 15.2.6.3 above the sitting Member of



Parliament may (at their option) have their name automatically added to the final list to be considered by the General Meeting (in addition to the Candidates nominated by the Executive Council).

15.2.7 Should the Parliamentary boundaries of the constituencies be subject to redistribution, then the sitting Member of Parliament shall have the right to submit themselves for selection for any constituency which may incorporate any part of their old constituency notwithstanding that there may be a Member of Parliament for another part of the constituency, or for any other constituency where a vacancy is notified, and the procedure for selection shall be as determined by the Board from time to time.

### 15.3 Selection of Local Government Candidates

15.3.1 In the selection of Local Government Candidates, the Executive Council shall ensure that Candidates are selected for all principal councils within the Association area in accordance with the procedure issued under the authority of the Party Board.

15.3.2 Candidates for principal Local Authorities shall be informed, before being selected, that, if elected, they would be obliged to join the Conservative Councillors Association and pay an annual subscription.

## 16 TRUSTEES

16.1 All the freehold, leasehold and other property of the Association and its Branches, save only cash in hand and monies on current or deposit account with the bank, shall be vested in not less than two nor more than four Trustees (who shall be members of the Party) appointed to hold office as Trustees by the Association at a General Meeting or in a corporate trustee approved by the Party Board.

16.2 All property of the Association for the time being vested in the Trustees and the proceeds of sale and the income thereof shall be held upon trust for the Association absolutely, and the Trustees shall execute a trust deed in such form as the Board shall from time to time determine and such form as from time to time so determined shall form part of the Mandatory Rules under this Schedule.

## 17 INTERPRETATION

17.1 Schedule 1 of the Party Constitution shall have effect in these Rules.

17.2 The Executive Council shall have power to deal with any matter not provided for in these Rules.

## 18 ALTERATION OF THE RULES

18.1 The Mandatory Rules of the Association, within the meaning of Article 42.2 of the Constitution, being those in bold type within these Rules of Associations shall not be amended or altered other than in accordance with the provisions of Article 92 of the Constitution.

18.2 Subject to the provisions of Paragraph 19.1 above, a General Meeting of the Association shall have the power to amend, to add to, or to rescind such rules of the Association which are not Mandatory Rules by a vote in favour of such a resolution consisting of not less than two-thirds of those present and voting at the meeting provided that any such change in the Rules shall not be inconsistent with the Mandatory Rules.

18.3 Notice of the proposed alteration must reach the Chairman of the Association in writing at least fourteen days before the day of the meeting. Notice of the proposed alteration shall be given to members of the Association at least seven days before the meeting in accordance with Paragraph 11.1 above.



**RULES FOR A BRANCH**

**NAME**

- 1 The name of the Branch shall be the "..... Branch of the ..... Conservative Association" hereinafter referred to as "the Branch".

**FUNCTION**

- 2 The function of the Branch shall be to carry out the objects as stated in Paragraph 2 of the Rules of the Association so far as these apply to the area covered by the Branch, subject to the directions of the Executive Council of the Association.

**MEMBERSHIP**

- 3 Any person residing in or connected with the area covered by the branch and who is a member of the ..... Conservative Association shall, if they so desire, be a member of the Branch, so long as they are not already a member of another branch within the Association.
- 4 The provisions of Paragraph 3.3 of the Rules of the Association shall have effect to Branches for the purpose of attending and voting at general meetings of the Branch.
- 5 All members of the Branch shall be bound by these rules or any subsequent amendments thereto approved at a general meeting of the Branch.

**CONSTITUTION**

- 6 The Branch is formed with the authority of the Executive Council of the Association and is subject to the rules of the Association.
- 7 The Branch Committee shall have power to raise funds and (subject to any direction of the Executive Council, including a direction preventing a Branch from holding a bank account) to control funds so raised, but such funds shall belong to the Association. Any property other than cash in hand or monies on current or deposit account at the bank shall be vested in the trustees of the Association in accordance with the provisions of paragraph 17.1 of the Association rules.
- 8 The Branch shall pay annually to the central fund of the Association a quota agreed upon between the Executive Council and the Branch Committee.
- 9 All Branch accounts shall be submitted to audit or certification by a person or persons appointed by the Branch and a certified true copy of the duly audited or certificated statement of accounts shall be sent to the Treasurer of the Association or, where that office is combined with that of the Membership Deputy Chairman, to the Membership Deputy Chairman of the Association immediately following the Annual General Meeting of the Branch.
- 10 The Branch Committee shall appoint not less than three signatories for Branch accounts, of whom any two shall be required to sign any necessary documents.
- 11 Upon request from the Chairman of the Association or the Executive Council, a Branch shall provide forthwith such information as is requested relating to the affairs of the Branch, including information relating to finances and membership.

**OFFICERS OF THE BRANCH**

- 12 Each Branch shall consist of the following Officers:
  - 12.1 A Chairman;
  - 12.2 Two Deputy Chairmen, one of whom shall have particular responsibility for co-ordinating the formulation and development of policy ideas and initiatives, and political campaigning within the Branch; and the other shall have particular responsibility for fund-raising and membership within the Branch, and who also may be the Treasurer;
  - 12.3 A Treasurer, where the office is not combined into that of one of the Deputy Chairmen;

#### **12.4 A Secretary.**

**13 The Officers of the Branch shall be elected at the Annual General Meeting of the Branch in accordance with paragraph 18 below.**

14 No Officer shall hold the same office for more than five consecutive years and shall not hold that office for more than five years during any period of 11 years.

**15 If any Officer ceases to hold office either by death or by resignation, the Branch Committee shall have power to elect a successor until the next annual general meeting of the Branch.**

16 The Officers shall be ex-officio members of all sub-committees of the Branch Committee.

#### **17 BRANCH COMMITTEE**

**17.1 There shall be a Branch Committee consisting of the Officers of the Branch and [number] elected members.**

**17.2 The Chairman of the Branch shall be the Chairman of the Branch Committee.**

##### **17.3 Meetings, Notices and Business**

**17.3.1 The Chairman shall have power to instruct the Secretary to convene a committee meeting at any time**, of which not less than seven days' notice shall be given in writing, specifying the business to be dealt with, and at which the Secretary and Treasurer shall give reports.

17.3.2 A special meeting of the committee shall be held not less than a week before the annual general meeting of the Branch to approve the annual report and statement of accounts for presentation at the annual meeting of the Branch.

17.3.3 The committee shall have power to appoint sub-committees, and the Officers of the Branch shall be ex-officio members of such sub-committees.

17.3.4 Unless the Branch Committee decide otherwise, the sub-committees shall have power to elect their own Chairmen.

##### **17.4 Absence from Meetings**

Any member of the Branch Committee who is absent from three consecutive committee meetings shall be deemed to have forfeited their position on the committee unless the committee shall otherwise resolve.

##### **17.5 Quorum**

**The quorum of the Branch Committee and of its sub-committees shall be one-fifth of their respective members except that the quorum shall in no instance be less than three.**

##### **17.6 Co-option**

The Branch Committee shall have power to co-opt not more than six additional members. The sub-committees shall have such power of co-option as the Branch Committee shall determine.

#### **ANNUAL GENERAL MEETING**

**18 The Annual General Meeting of the Branch shall be held before the end of June each year, but at least 14 days prior to the AGM of the Association, for the following purposes:-**

**18.1 To receive and adopt the audited or certificated accounts of the Branch for the financial year ending [date] last;**

**18.2 To receive and adopt the report of the Branch Committee on the work of the Branch for the year ending [date] last;**

**18.3 To elect the Officers of the Branch;**

**18.4 To elect the Branch Committee;**

18.5 To appoint auditors or such other persons who may be qualified to certify accounts;

18.6 To elect representatives to the Executive Council of the Association;

18.7 To transact such others business as may be brought before it.

**19 Notice of the Annual General Meeting shall be given at least 21 days before the date of the meeting.**



#### SPECIAL GENERAL MEETINGS

- 20 A Special General Meeting of the Branch may be summoned at any time by the Chairman of the Branch, or requested by any twenty members acting together, who shall authorise the holding of a Special General Meeting within twenty-one days of the receipt of the request, or by order of the Executive Council.
- 21 The business of the meeting shall be stated in the notice convening it, and at least seven days' notice shall be given.

#### NOTICE OF GENERAL MEETINGS

- 22 The provisions of Paragraph 11 of the Rules of Associations shall apply mutatis mutandis.

#### QUORUM AT GENERAL MEETINGS

- 23 For all General Meetings of the Branch the quorum shall be not less than five.

#### VOTING AT GENERAL MEETINGS

- 24 The votes at all meetings may be taken, in the first instance, by a show of hands, but the Chairman at their discretion may direct a ballot to be taken, and shall so direct if requested to do so by one-third of the members present. The Chairman of the Branch shall have a second or casting vote in all cases where the voting is declared to be equal.

#### LOCAL GOVERNMENT CANDIDATES

- 25 **The provisions of paragraph 15.3 of the Rules of the Associations shall have effect in relation to the selection of Local Government Candidates.**

#### INTERPRETATION

- 26 **Schedule 1 of the Constitution shall have effect in these Rules.**
- 27 **Subject to the approval of the Executive Council, the Branch Committee shall have power to deal with any matter not provided for in these Rules.**

#### ALTERATION OF THE RULES

- 28 **A General Meeting of the Branch shall have the power to amend, to add to, or to rescind such rules of the Branch which are not mandatory rules by a vote in favour of such a resolution consisting of not less than two-thirds of those present and voting at the meeting provided that any such change in the Rules shall not be inconsistent with the Mandatory Rules. Any amendment to the said Rules shall be submitted to the Executive Council for approval by it.**
- 29 Notice of the proposed alteration must reach the Chairman of the Association in writing at least fourteen days before the day of the meeting. Notice of the proposed alteration shall be given to members of the Association at least seven days before the meeting in accordance with Paragraph 11.1 of the Rules of the Association.