

# SHEFFIELD GREEN PARTY CONSTITUTION amended on 1st July 2019

## 1. NAME

1.1 The name shall be Sheffield Green Party ("the Party").

1.2 The Party is a constituent part of the Green Party of England and Wales and a member of the Yorkshire and the Humber Green Party Region.

## 2. AIMS

2.1 The aims shall be:

2.1.1 to uphold the constitution and further the aims of the Green Party of England and Wales which are:

- (i) to develop, promote and implement policies consistent with the Philosophical Basis of the Green Party of England and Wales expressed in its Policies for a Sustainable Society and Manifesto,
- (ii) to win seats at all levels of government,
- (iii) to organise any non-violent activities to promote these aims and objectives.

2.1.2 to encourage new members to join.

2.2 The geographical remit of the Party shall be the areas covered by Sheffield City Council.

2.3 The Party may participate in or support activities in areas outside its geographical remit such as may be agreed from time to time by a General Meeting ("GM"), Extraordinary General Meeting ("EGM") or Annual General Meeting ("AGM").

## 3. MEMBERSHIP

3.1 A member is any paid-up member of the Green Party of England and Wales ("GPEW") who is resident in the geographical areas served by Sheffield City Council.

3.2 Members have all the rights of a member of the GPEW.

3.3 Members may not be a member of another political party (other than Green Parties in the UK or abroad).

#### **4. GOVERNANCE**

4.1 The Party and all its activities will be governed by its General Meeting (GM) and its AGM.

4.2 All GMs, AGMs and EGMs of the Party shall be open to all members to attend. Any guest or prospective member may attend as an observer subject to the agreement of the meeting.

4.3 Consensus shall be sought for all decisions but, where consensus cannot be reached, the vote of a simple majority of members present will apply (except when a two-thirds majority is required). Each member has one vote and members may vote by proxy in accordance with the Regulations for Proxy Voting attached to this constitution.

4.4 AGMs will be held once a year but not more than fourteen months after the previous AGM. The AGM shall consider reports by the Chair, Treasurer and, if required, other Elected Officers of the Party and may review or set annual goals and priorities in addition to conducting the ordinary business of the Party.

4.5 An Extraordinary General Meeting (EGM) may be called by ten or more members by giving written notice to the Chair. A minimum of fourteen days notice of an EGM shall be given to all members stating the date, time, place and business to be discussed. Notice must be sent to members within fourteen days of receipt by the chair. No further business may be discussed at an EGM.

4.6 GMs will be held at least six times per year. Notice for all GMs (other than EGMs) of at least 28 days shall be given to all members stating the date, time and place of the meeting.

4.7 In this constitution, all references to "written" or "in writing" include electronic communication.

4.8 The quorum for an AGM shall be twenty members or 5% of the membership whichever is the lower number.

4.9 The quorum for a GM or an EGM shall be twelve members or 2% of the membership whichever is the lower number.

4.10 Motions may be proposed in writing for a decision by a GM or an AGM by any member. They must be seconded by another member. The notice of the motion must be received by the Chair at least ten days before the date of the meeting for which it is proposed. Notice of the motion must be sent to the membership at least seven days before the date of the meeting.

4.11 A motion to any meeting that is received by the Chair with a shorter period of notice than those specified above should normally be postponed to the following meeting. However, the meeting may decide to consider the motion without the above notice periods, if a two-thirds majority agree that it cannot reasonably be postponed to a later meeting.

4.12 The finances of the Party will be regulated as follows:

4.12.1 The Treasurer shall collect or arrange for the collection of all money due to the Party and shall receive and be custodian of all donations to the Party. All funds raised by members must be passed to the treasurer.

4.12.2 The Treasurer shall arrange for payment of any bills incurred by the Party and will notify the Executive Committee if any bank account is in danger of becoming overdrawn.

4.12.3 Any money drawn from the Party's bank account(s) by cheque or withdrawal request must be signed by two authorised persons from a list of three to be agreed by the Executive Committee. Internet banking for the Party may only be conducted by the Treasurer or the PPERA Officer in the absence of the Treasurer.

4.12.4 Whenever possible, funds will be held by a banking corporation with a policy of ethical investment acceptable to the membership, for example (but not limited to) Triodos, Cooperative Bank and Ecology Building Society.

4.12.5 Members may incur expenditure on behalf of the Party with the prior approval of the Executive Committee. Any affiliation fees or donations to another organisation or group must have the prior approval of the Executive Committee.

4.12.6 The Treasurer shall provide quarterly financial reports to a GM and present to the AGM a statement of accounts in accordance with the requirements of the law governing accounting by political parties. The accounts shall be made available for scrutiny by any member.

## **5. OFFICERS**

5.1 An Executive Committee may be set up for the purposes only of facilitating the management and day-to-day running of the the Party between GMs and to expedite actions arising from decisions of the GM with due regard to the requirements of this Constitution. Provided that:

5.1.1 The Executive Committee shall comprise the Officers specified in clause 5.2 and may co-opt members as necessary to fill a vacancy.

5.1.2 The Executive Committee shall report quarterly to the GM and its minutes shall be available to members within 7 calendar days after each of its meetings.

5.1.3 The Executive Committee shall meet at least 12 times per year and the quorum for an Executive Committee meeting shall be 5 voting members.

5.1.4 Only members of the Executive Committee have voting rights on Executive Committee decisions.

5.2 The Executive Committee shall consist of the following Elected Officers appointed in accordance with the election procedure:

Chair and PPERA Officer

Treasurer

Election Coordinator

Membership Coordinator

Equality & Diversity Coordinator

Digital and Data Coordinator (including GDPR Officer)

Media Team Coordinator

Campaigns Coordinator

Young people and students Coordinator

Governance and Policy Coordinator

5.3 The Executive Committee must ensure a Local Party Contact is registered with the National Party and may be combined with any one of the above roles.

5.4 The Executive Committee may appoint members to fulfill additional roles outside of the Executive Committee which may include:

Fundraising & Events organiser

Social Media organiser

Press organiser

Design and publications organiser

Website organiser

- 5.5 Ward Organisers and Councillors are invited to attend but cannot vote.
- 5.6 Any member may also attend as an observer but may be asked to leave if confidential or sensitive matters are being discussed.
- 5.7 Officers shall be elected for a term of two years from the date of their election.
- 5.8 Officers may be removed from post by a resolution of an EGM requiring a two-thirds majority vote.
- 5.9 Any post may be held as a job-share by two or more members, with one vote per position with voting rights.

## **6. ELECTION PROCEDURE**

6.1 The Executive Committee shall appoint a Returning Officer for each election. The Returning Officer cannot be a candidate in any election for which they are the Returning Officer.

### **6.2 INTERNAL : OFFICERS**

6.2.1 Nominations for candidates for election to Elected Offices will be invited by the Returning Officer at least six weeks before the elections are to be held.

6.2.2. A nominee must be:

6.2.2.1 a member of the Party, and

6.2.2.2 proposed and seconded in writing by two members.

6.2.3 The nominations and a personal statement by the candidate must be sent to the Returning Officer, to arrive four weeks before election ballot closes.

6.2.4 The ballot for candidates will be conducted during a period of between 2 and 4 weeks, using an appropriate method of preferential voting with an option to re-open nominations.

6.2.5 Ballots may be held by post, via e-mail or by digital methods.

6.2.6 Results are to be notified to all members by the Returning Officer no later than one week after the ballot closes.

### **6.3 EXTERNAL: CANDIDATES FOR ELECTIONS**

6.3.1 Nominations for candidates for local and national elections will be invited by the Returning Officer at least six weeks before the elections are to be held.

6.3.2 Nominees must be eligible to stand as a candidate and perform the tasks of the elected office as required by this Constitution and electoral legislation.

6.3.3 All election candidates shall be proposed and seconded in writing by members of the Party. A candidate must be:

6.3.3.1 a member of the Party of at least one year standing by the date of the relevant election; or

6.3.3.2 if not already a member, or if a member for less than 1 year:

- (i) they must join the Party (if not already a member);
- (ii) they must have a minuted interview with at least three people, being the Party councillors or officers, to assess and endorse their suitability

6.3.4 The bye-laws of the GPEW constitution shall govern General elections and other elections.

6.3.5 No member may be a candidate for any other party in an election for any level of government and no member of another party may be a candidate for the Party in any such election.

6.3.6 Party candidates for local and national elections shall be decided by ballots of members using an appropriate method of preferential voting as chosen by the Returning Officer with an option to re-open nominations. Ballots may be held by post, via email or using digital methods.

6.3.7 In the event of unexpected elections such as snap General Elections or by-elections, the Party may adopt a candidate by vote at a meeting called for that purpose of which all members have been notified at least 24 hours in advance.

6.3.8 All members may vote in the selection of all candidates across the geographical remit covered by the Party.

### **6.4 DESELECTION AND REMOVAL**

- 6.4.1 An elected or non-elected officer or post-holder, or a selected candidate of the Party for any level of government may be de-selected/removed from their post by a two-thirds majority vote of those present on a motion to a GM or EGM.
- 6.4.2 Such a motion shall be signed by ten or more members and be submitted to the Chair at least 21 days before the meeting. The Chair shall circulate the motion to all members at least 14 days before the meeting.

## **7. DISPUTE RESOLUTION**

7.1 The Party will follow procedures as may be put in place from time to time by GPEW. Members may only be expelled through national GPEW procedures.

7.2 The Party will seek to resolve any disputes between members through discussion and conciliation. The Dispute Resolution Committee of GPEW could be consulted and may be involved.

7.3 The Party shall have a dispute resolution policy.

## **8. REVISION OF THE CONSTITUTION**

8.1 The constitution may only be amended by a two-thirds majority vote at an AGM or EGM.

8.2 The constitution may not be amended by an emergency motion (as in Sections 4.11 and 4.12). Only minor textual corrections that do not affect the meaning of the text may be proposed and made at the AGM or EGM.

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## **9. DISSOLUTION**

9.1 The Party may cease to exist or join with other local Green Parties only by a two-thirds majority decision of an EGM or AGM.

9.2 In the event of the Party being wound up, the balances of any funds held by the Party shall be transferred to the regional Green Party. In the event of the Party becoming defunct, GPEW rules shall apply.

ENDS





**SHEFFIELD GREEN PARTY**

**REGULATIONS FOR PROXY VOTING**

1.0 Proxy voting is intended to be available to members who cannot attend general meetings but would otherwise wish to. Reasons for inability to attend could include:

- 1.1 disability or chronic illness
- 1.2 caring responsibilities
- 1.3 employment commitments

2.0 Members wishing to have a proxy vote shall appoint their own proxy, who must also be a member, to attend the meeting and make their own arrangements with the proxy for how the proxy will vote on their behalf.

3.0 Members voting at a general meeting as proxies may not hold more than 4 proxy votes at any one time.

4.0 This is a form of proxy that may be used by a member wishing to exercise a proxy vote:

I [name of member] of [address of member], a member of Sheffield Green Party, appoint [name of proxy] of [address of proxy] who is also a member of Sheffield Green Party, to vote on my behalf at a general meeting of Sheffield Green Party on [date of meeting].

Signed..... [Signature of member] Date:

5.0 Members may use this form to give their proxy instructions on how to vote on particular matters.