

CONSTITUTION OF THE CONSERVATIVE PARTY

First published February 1998

Amended October 1999

Amended July 2002

Amended July 2004

Amended April 2009

Including Schedules 7 and 7A
(The Rules of Conservative Party
Constituency Associations and Federations)

£10.00

Printed by Conservative Party, 30 Millbank, Westminster. SW1P 4DP

Promoted by Alan Mabbutt on behalf of the Conservative Party both at 30 Millbank, Westminster. SW1P 4DP

www.Conservatives.com

INDEX

<u>PART I</u> <u>NAME, PURPOSE, OBJECTS AND VALUES</u>	p.5	<u>SCHEDULES</u>	
		Schedule 1	p.18
<u>PART II</u> <u>MEMBERSHIP</u>	P.5	<u>INTERPRETATION</u>	
		Schedule 2	p.19
<u>PART III</u> <u>LEADERSHIP</u>	p.6	<u>RULES FOR THE ELECTION OF THE LEADER</u>	
		Schedule 3	p.20
<u>PART IV</u> <u>THE BOARD OF THE CONSERVATIVE PARTY</u>	p.6	<u>THE NATIONAL CONSERVATIVE CONVENTION</u>	
		Schedule 4	p.22
<u>PART V</u> <u>THE NATIONAL CONSERVATIVE CONVENTION</u>	p.8	<u>PARTY CONFERENCES</u>	
		Schedule 5	p.24
<u>PART VI</u> <u>AREA COUNCILS, AREA MANAGEMENT EXECUTIVES AND REGIONAL CO-ORDINATORS</u>	p.9	<u>AREA COUNCILS, AREA MANAGEMENT EXECUTIVES AND REGIONAL CO-ORDINATORS</u>	
		Schedule 6	p.26
<u>PART VII</u> <u>CONSTITUENCY ASSOCIATIONS</u>	p.10	<u>FURTHER RULES OF THE PARTY</u>	
		Schedule 7	p.29
<u>PART VIII</u> <u>THE CONSERVATIVE POLICY FORUM</u>	p.13	<u>RULES OF THE CONSERVATIVE PARTY CONSTITUENCY ASSOCIATIONS</u>	
		Schedule 7A	p.47
<u>PART IX</u> <u>RECOGNISED ORGANISATIONS</u>	p.14	<u>RULES OF THE CONSERVATIVE PARTY FEDERATIONS</u>	
		Schedule 8	p.69
<u>PART X</u> <u>PARTY CONFERENCES</u>	p.15	<u>THE SCOTTISH CONSERVATIVE & UNIONIST PARTY AND THE WELSH CONSERVATIVE PARTY</u>	
<u>PART XI</u> <u>FURTHER RULES OF THE PARTY</u>	p.15	<u>CHANGES TO THE CONSTITUTION OF THE CONSERVATIVE PARTY</u>	
		Schedule 9	p.71
<u>PART XII</u> <u>ETHICS, CONDUCT AND STANDARDS</u>	p.15	<u>COMMENCEMENT PROVISIONS</u>	
		Schedule 10	p.72
<u>PART XIII</u> <u>CHANGES TO THE CONSTITUTION</u>	p.17		
<u>PART XIV</u> <u>COMMENCEMENT PROVISIONS</u>	p.17		
<u>PART XV</u> <u>INTERPRETATION</u>	p.17		

CONSTITUTION OF THE CONSERVATIVE PARTY

PART I

NAME, PURPOSE, OBJECTS AND VALUES

- 1 This is the Constitution of a political party which shall be known as “The Conservative and Unionist Party” (referred to in this Constitution as “the Party”).
- 2 Its purpose is to sustain and promote within the Nation the objects and values of the Conservative Party.

PART II

MEMBERSHIP

- 3 The Party is a political Party for the Nation, open to all who share its objects and values and who undertake to be bound by this Constitution. The Party shall consist of its Members. Membership of the Conservative Party is not compatible with Membership of or association with any other registered political party.
- 4 Its Members shall comprise:
 - 4.1 Individuals (referred to in this Constitution as “*Party Members*”);
 - 4.2 *Constituency Associations*, whose members shall only comprise Party Members;
 - 4.3 *Recognised Organisations*, whose members shall only comprise Party Members, (other than expressly provided by the Board) being other organisations recognised by the Board.
 - 4.4 *The Scottish Conservative and Unionist Party*, and its members (referred to in this Constitution as “*Scottish Party Members*”) subject to the provisions of Schedule 8.
- 5 Party Members, Constituency Associations, Recognised Organisations and (to the extent provided by Article 77 and Schedule 8 herein) The Scottish Conservative and Unionist Party and Scottish Party Members
 - 5.1 shall each agree in the manner prescribed by the Board to be bound by this Constitution; and
 - 5.2 shall work to sustain and promote the objects and values of the Party; and
 - 5.3 shall pay such subscriptions (in the case of individuals) or affiliation fees (in the case of other Members) as shall be determined from time to time by the Board having regard to the recommendations of the Committee on Membership.
- 6 Subscriptions from individuals shall be received either by the Party or a Constituency Association. Subscriptions shall be received in relation to both the Party subscription and the Constituency Association subscription in the proportionate amounts (and shall belong to the Party and the Constituency Associations in such amounts) as determined from time to time by the Board in consultation with the Committee on Membership.
- 7 The payment by individuals to the Party or a Constituency Association of subscriptions shall, subject to Article 17.7 confer the following entitlements:
 - 7.1 in relation to the Party, to be a Party Member; and
 - 7.2 in relation to the Constituency Association which has received his subscription, (either directly or indirectly) to be a member of that Constituency Association.
- 8 A Party Member may apply to be a member of a Constituency Association notwithstanding that he is already a member of another Constituency Association provided that
 - 8.1 a Constituency Association shall be obliged to account to the Party for the Party's proportion of any subscription received by it from any Party Member who is a member of more than one Constituency Association;
 - 8.2 a Party Member who is a member of more than one Constituency Association shall not be entitled to more than one vote in any election within the Party.
- 9 The names of Members shall be entered on the Party's National Membership List which shall be kept, administered and up-dated from day to day by the Committee on Membership of the Board. Inclusion in the National Membership List shall be conclusive as to the membership of the Party.

PART III
LEADERSHIP

- 10 There shall be a Leader of the Party (referred to in this Constitution as “the Leader”) drawn from those elected to Parliament, who shall be elected by the Party Members and Scottish Party Members in accordance with the provisions of Schedule 2.
- 11 The Leader shall determine the political direction of the Party having regard to the views of Party Members and the Conservative Policy Forum.

PART IV
THE BOARD OF THE CONSERVATIVE PARTY

- 12 There shall be established and maintained a Board of the Conservative Party (referred to in this constitution as “the Board”) which shall be the supreme decision-making body in matters of Party organisation and management. The Board shall consist of
 - 12.1 The Chairman of the Conservative Party (“the Chairman of the Board”) who shall be appointed by the Leader and who will chair the Board in the absence of the Leader and act as the Leader’s representative on it;
 - 12.2 Two Deputy Chairmen,
 - 12.2.1 One of whom shall be Chairman of the National Conservative Convention and who, in the absence of the Chairman of the Board and the Leader, shall chair the Board;
 - and
 - 12.2.2 One of whom shall be appointed by the Leader;
 - 12.3 Four further members elected by the National Conservative Convention (in addition to the Chairman of the National Conservative Convention), in accordance with the provisions contained within Schedule 3;
 - 12.4 The elected Chairman of the 1922 Committee;
 - 12.5 The Chairman of the Association of Conservative Peers;
 - 12.6 The elected Deputy Chairman of the Scottish Conservative and Unionist Party;
 - 12.7 The elected Chairman of the Welsh Conservative Party;
 - 12.8 The elected Chairman of the Conservative Councillors Association;
 - 12.9 The Treasurer of the Party, who shall be appointed by the Leader;
 - 12.10 Up to one further member who may, from time to time, be nominated by the Leader subject to endorsement by the Board;
 - 12.11 A senior member of the professional staff of the Party, who shall be nominated to serve on the Board by the Chairman of the Board.
 - 12.12 The Board may make one further appointment to its number, subject to the approval of the Leader.
 - 12.13 **Three Members of Parliament to be elected by the Members of the Parliamentary Party under rules determined by the Executive Committee of the 1922 Committee after Consultation with the Board.**
- 13 The Board shall meet not less than six times each year. The Leader shall be invited to attend all meetings of the Board.
- 14 The quorum for any meeting of the Board will be eight.
- 15 The Board shall appoint a Secretary to the Board who shall support the Board in its proper and efficient administration and shall be Secretary of the National Convention.
- 16 The Board shall agree rules concerning the notice to be given in respect of ordinary and emergency meetings of it, and rules governing the circulation in advance of briefing and other papers.
- 17 The Board shall have power to do anything which in its opinion relates to the management and administration of the Party. It shall oversee all activities within the Party and in particular be responsible for –
 - 17.1 the development and implementation of the strategies for the Party, for its campaigning, organisation, membership, and fund-raising at a National, European and local level;

PART IV - THE BOARD OF THE CONSERVATIVE PARTY (cont.)

- 17.2 the review and approval of the Party's annual budgets, the monitoring of financial performance and the production and publication of annual accounts;
 - 17.3 the appointment of senior staff within the Party;
 - 17.4 the administration of the National Membership List in accordance with the provisions of Article 19.1 and Schedule 6;
 - 17.5 the maintenance of the Approved Lists of Candidates in accordance with the provisions of Article 19.2 and Schedule 6;
 - 17.6 the oversight of the management and administration of Constituency Associations, including the power to recognise Federations or other groupings of Constituency Associations;
 - 17.7 the cancellation or refusal of membership, in its absolute discretion, of any Party Member or prospective Party Member;
 - 17.8 the replacement or removal from office of any Officer of a Constituency Association or Recognised Organisation in accordance with the provisions of Schedule 6;
 - 17.9 the establishment of a new or replacement Constituency Association in accordance with the provisions of Schedule 6;
 - 17.10 the withdrawal or refusal of membership of a Constituency Association in accordance with the provisions of Schedule 6;
 - 17.11 the management of the National Conservative Convention;
 - 17.12 the organisation of Party Conferences, in accordance with the provisions of Article 19.3 and Schedule 4;
 - 17.13 ensuring that women are properly involved and represented in all aspects of the Party's work and organisation including, if appropriate, the maintenance of an organisation to promote the interests of women within the Party;
 - 17.14 ensuring that young people are properly involved and represented in all aspects of the Party's work and organisation including the maintenance of a youth organisation to recruit young people to the Party and communicating with them;
 - 17.15 to grant to organisations, groups or other bodies the status of a Recognised Organisation, Specialist Group , or Other Body and the withdrawal of such status;
 - 17.16 the co-ordination and implementation of a national strategy with respect to electoral boundary changes;
 - 17.17 the resolution of any disputes within the Party, howsoever arising, as it sees fit;
 - 17.18 the implementation of the decisions of the Ethics and Integrity Committee established in Part XII of this Constitution;
 - 17.19 the overseeing of the procedure for the election of the Leader in accordance with the provisions of Schedule 2;
 - 17.20 the registration of trade marks, intellectual property rights, copyright and design rights and patents.
 - 17.21 ensuring that the Party is compliant with the Political Parties, Elections and Referendums Act, and such legislation, regulations, or measures amending, supplementing or replacing the same.
 - 17.22 The suspension of membership or the expulsion from membership of any member whose conduct is in conflict with the purpose, objects and values of the Party as indicated in Part I Article 2 or which is inconsistent with the objects or financial well-being of an Association or the Party or be likely to bring an Association or the Party into disrepute.
- 18 The Board shall have the power to delegate such of its functions as it shall from time to time see fit provided always that it shall not delegate any of the functions mentioned in Articles 17.2, 17.8, 17.10, 17.15 and 17.18.
- 19 The Board shall establish and maintain the following Committees, which shall comprise at least one appointed and one elected member of the Board:
- 19.1 The Committee on Membership, in accordance with the provisions of Schedule 6;
 - 19.2 The Committee on Candidates, in accordance with the provisions of Schedule 6;
 - 19.3 The Committee on Conferences, in accordance with the provisions of Schedule 4;

PART V

THE NATIONAL CONSERVATIVE CONVENTION

- 20 There shall be established and maintained The National Conservative Convention which shall consist of
- 20.1 the Chairmen of each Constituency Association within England and Wales, Scotland and Northern Ireland or a Deputy Chairman nominated as a substitute by the Constituency Association in general meeting. In respect of Constituencies which have joined together as a Federation or other groupings of Constituency Associations pursuant to the provisions of Article 44 below, then the representation pursuant to this Article shall be determined by the Board; and
 - 20.2 the elected representatives on the Board; and
the elected members of the Scottish Executive of the Scottish Conservative and Unionist Party; and
 - 20.3 the elected members of the Board of the Welsh Conservative Party; and
 - 20.4 all members of the Area Management Executives as elected in accordance with the provisions of Schedule 5 and their equivalent in Scotland; and
 - 20.5 all Regional Co-ordinating Chairmen and Deputy Regional Co-ordinators as elected in accordance with the provisions of Schedule 5; and
 - 20.6 such further representation from each Recognised Organisation, Specialist Group, or Other Body as the Board shall from time to time determine, having regard to the membership of the individual Recognised Organisation, Specialist Group or Other Body (not exceeding 100 such representatives for all Recognised Organisations, Specialist Groups or Other Bodies), who shall be elected by the members of each Recognised Organisation Specialist Group or Other Body in accordance with their respective constitutions; and
 - 20.7 the three past Presidents of the National Conservative Convention; and
 - 20.8 the two immediate past Chairmen of the National Conservative Convention; and
 - 20.9 the immediate past Area Management Executive Chairmen for one year only; and
 - 20.10 the immediate past Regional Co-ordinating Chairmen for one year only.
- 21 The National Conservative Convention shall elect, in accordance with the provisions of Schedule 3, a Chairman of the Convention whose responsibility it shall be to ensure that the Convention discharges its functions as set out in Article 24 below. The Chairman of the Convention shall, ex-officio, be a Deputy Chairman of the Board.
- 22 The National Conservative Convention shall elect, in accordance with the provisions of Schedule 3, a President of the Convention, who will chair the annual Party Conference, and who shall be a member of the Board.
- 23 The National Conservative Convention shall also elect three further Officers, in accordance with the provisions of Schedule 3, who shall be members of the Board and shall serve as Vice-Presidents of the National Conservative Convention.
- 24 The functions of the National Conservative Convention shall be to
- 24.1 support and promote the objects and values of the Party;
 - 24.2 elect representatives to the Board;
 - 24.3 oversee and receive reports from the Board, the Area Management Executives and Recognised Organisations;
 - 24.4 provide a focus for views of Party Members and act as a link between the Party Leader and Party Members;
 - 24.5 keep under review, and from time to time propose to the Constitutional College, in accordance with the provisions of Schedule 9, amendments to this Constitution;
 - 24.6 recommend to the Board action that ensures the maintenance of an effective organisation throughout the Country.
- 25 The National Conservative Convention shall meet at least twice annually. The Leader and the Board shall be invited to attend its meetings.

PART VI

AREA COUNCILS, AREA MANAGEMENT EXECUTIVES AND REGIONAL CO-ORDINATORS

- 26 There shall be established and maintained in England, Wales and Northern Ireland a number of Area Councils, the composition and precise number of which shall be determined from time to time by the Board, whose decision shall be final and binding.
- 27 The Board shall undertake a specific review of boundaries following the redistribution of Parliamentary boundaries and shall consider undertaking such a review following
- 27.1 a unanimous request from an Area Management Executive and Regional Co-ordinating Chairman within an Area; or
- 27.2 a request from not less than 60% of Constituency Association Chairmen within an Area; or
- 27.3 a request from the Executive Council of any Constituency Association which is affected by a boundary change.
- 28 Each Area Council shall comprise
- 28.1 The Chairman of each Constituency Association within the Area of the Area Council to which it belongs. In respect of Constituencies which have joined together as a Federation or other grouping of Constituency Associations pursuant to the provisions of Article 44 below, then the representation pursuant to this Article shall be determined by the Board;
- 28.2 Two representatives elected by the Executive Council of each Constituency Association in accordance with the Rules of the Conservative Party Constituency Associations, as contained within Schedule 7.
- 28.3 The elected members of the Area Management Executive.

Area Management Executive

- 29 Each Area Council shall meet once a year and elect an Area Management Executive (in accordance with the provisions of Schedule 5) which shall act as a co-ordinating body between the Board and Constituency Associations with a view to enhancing the performance of Constituency Associations in each Area and co-ordinating activities and the efficient management of resources within each Area.
- 30 Each Area Management Executive shall consist of
- 30.1 a Chairman ("the Area Chairman");
- 30.2 two Deputy Chairmen
- 30.2.1 One of whom shall have particular responsibility for co-ordinating the formulation and development of policy ideas and initiatives and political campaigning, in the Area ("the Political Deputy Chairman"); and
- 30.2.2 One of whom shall have particular responsibility for fund-raising and membership within the Area ("the Membership Deputy Chairman");
- 30.3 up to two further Officers who may, from time to time, be co-opted by the Area Management Executive.
- 31 In Areas comprising more than twelve constituencies, Area Councils shall elect to the Area Management Executive, in accordance with the provisions of Schedule 5, one additional Officer for every additional six constituencies or part thereof.
- 32 It shall be the function of each Area Management Executive to co-ordinate Constituency Associations and take initiatives in respect of
- 32.1 sharing of resources between Constituency Associations;
- 32.2 the finance and membership of Constituency Associations;
- 32.3 the motivation and monitoring of the performance of Constituency Associations;
- 32.4 the management and training of Officers of Constituency Associations;
- 32.5 campaigning and Conservative representation in National, Local Government and European elections;
- 32.6 matters relating to Local Government;
- 32.7 assisting elected representatives and the professional staff with the co-ordination of local media relations;
- 32.8 resolving disputes within Constituency Associations and Branches thereof, including the investigation of breaches of Rules of Constituency Associations;

PART VI - AREA COUNCILS, AREA MANAGEMENT EXECUTIVES AND REGIONAL CO-ORDINATORS (cont.)

- 32.9 the provision of assistance to, and the undertaking of activities within a Supported Constituency Association;
- 32.10 preparing and submitting to the Board an annual report on the activities of each Association within the Area.
- 33 If the Board decides that an Area Management Executive is failing to fulfil its functions, the Board (or its representative) may meet the Area Management Executive and impose an Action Plan which shall identify performance targets which the Area Management Executive shall be required to meet within a given time scale.
- 34 The Board may appoint a representative to monitor the performance of the Area Management Executive in respect of the Action Plan. If, upon receipt of a report from the Board's representative, the Board forms the opinion that an Area Management Executive has taken insufficient remedial action or otherwise failed to comply with the requirements of the Action Plan, the Board shall afford the Area Management Executive an opportunity of making representations to it as to why any Officer of the Area Management Executive should not be removed from office.
- 35 After considering such representations as may have been made to it under Article 34 above, the Board may remove any or all Officers from office, in which case it shall cause fresh elections to take place as soon as reasonable practicable in accordance with the provisions of Schedule 5.

Regional Co-ordinators

- 36 The Board shall establish throughout England, by dividing into regions, a regional structure, having regard to the constituency boundaries for European elections. Thereafter the Board may from time to time amend the said regional structure to take account of any change in circumstances.
- 37 Three Regional Co-ordinators (to be known as "Regional Co-ordinators"), shall be elected in each Region, one of whom shall be elected as Regional Co-ordinating Chairman. The other two elected Regional Co-ordinators in the Region will be Deputy Regional Co-ordinators. No Regional Co-ordinator shall hold the same office for more than three consecutive years.
- 38 The Regional Co-ordinators shall be elected in accordance with the provisions of Schedule 5, by those members of the Area Management Executives in the region in which they are situated.
- 39 The Regional Co-ordinators shall be responsible for
- 39.1 co-ordinating campaigning and political activities which cross Area boundaries;
- 39.2 assisting Area Management Executives in the organisation of activities which cross Area boundaries;
- 39.3 co-ordinating campaign activity for Local Government elections where local authority boundaries cross Area boundaries;
- 39.4 ensuring the strategy of the Board in relation to Parliamentary boundary changes is implemented;
- 39.5 when so requested by the Board, providing assistance in the event of performance failings by Area Management Executives.

PART VII

CONSTITUENCY ASSOCIATIONS

- 40 Subject to the provisions of Article 44 a Constituency Association shall be maintained in every Parliamentary Constituency in Great Britain.

Structure of Constituency Associations

- 41 Each Constituency Association shall
- 41.1 be a Member of the Party;
- 41.2 adopt as its own rules in General Meeting the Mandatory Rules of The Rules of the Conservative Party Constituency Associations, as contained within Schedule 7;

PART VII - CONSTITUENCY ASSOCIATIONS (cont.)

- 41.3 adopt such other rules in General Meeting as it shall think fit having regard to the advisory rules of The Rules of the Conservative Party Constituency Associations, as contained within Schedule 7 provided that any such rules adopted by the Constituency Association shall not be inconsistent with the Mandatory Rules;
 - 41.4 comply with the objects of Constituency Associations as set out in Paragraph 2 of Schedule 7 of this Constitution;
 - 41.5 be representative of the Party in the Constituency;
 - 41.6 present and apply the unified image and common presentational strategy designed for the Party nationally.
- 42 Each Constituency Association shall, upon the adoption or amendment of the Rules of its Constituency Association, send to the Secretary to the Board a copy of the Constituency Association's Rules as adopted or amended within thirty days thereof.
- 43 If, in the opinion of the Board, the adopted Rules of a Constituency Association, Federation or Grouping are inconsistent or incompatible with either the Mandatory Rules contained within Schedule 7 or 7A hereof or this Constitution, the Board may require the Constituency Association, Federation or Grouping to amend the Rules within such time period as it shall specify in such a way as to remove such inconsistency or incompatibility. Further, the Board shall have the power, in appropriate circumstances, to allow a Constituency Association, Federation or Grouping to amend or vary the terms of its trust deed, required pursuant to the provisions of paragraph 17 of Schedules 7 or 7A of this Constitution so that the said deed is in a form different from that determined by the Board pursuant to paragraph 17.2 of Schedule 7 or 7A.
- 44 Notwithstanding the provisions of Article 40 two or more Constituency Associations may join together for the purposes of campaigning and organisation in a Federation or other Grouping of Constituency Associations. In such circumstances, the Constituency Associations concerned shall, when adopting the Rules for their Associations, apply to the Board to adopt the rules set out in either Schedules 7 or 7A may, if necessary, when adopting the Rules for their Associations, Constituency Associations may apply to the Board for a variation of the Mandatory Rules contained within Schedules 7 or 7A which the Board shall have power to sanction. The representation of such a merged Constituency Association or of a Federation or other Grouping of Constituency Associations at the National Conservative Convention and on Area Councils shall be as the Board shall from time to time determine. Constituency Associations joining together may subsequently sever their ties in accordance with the Rules which they have adopted.
- 45.1 The Officers of a Constituency Association shall comprise a Chairman, two Deputy-Chairmen, a Treasurer (where the office is not combined into that of the membership Deputy Chairman), and such other Officers of the Executive Council of the Constituency Association as may be elected in accordance with the provisions of the Association's Constitution, as set out in Schedule 7.
- 45.2 The Officers of a Federation shall comprise a Chairman, two Deputy Chairmen, a Treasurer (where the office is not combined into that of the membership Deputy Chairman), one additional officer from each of the constituencies comprised within the Federation ("Constituency Officers") and such other Officers of the Executive Council of the Federation as may be elected in accordance with the provisions of the Federation's Constitution, as set out in Schedule 7A.
- 46 It shall be the responsibility of the Chairman of the Constituency Association or Federation to ensure that the Association or Federation discharges the duties set out in Article 41 above, and in particular the objects of Constituency Associations or Federations as set out in Paragraph 2 of Schedules 7 or 7A.
- 47 The Officers of the Constituency Association shall send a Constituency Report, in accordance with the provisions of Paragraph 5.10.2 of the Rules of Conservative Constituency Associations contained within Schedule 7, to the Area Management Executive which shall have power, at the request of the Board, to take reasonable steps to verify the information contained within it.

PART VII - CONSTITUENCY ASSOCIATIONS (cont.)

Elections to the Area Council

- 48 The Executive Council of each Constituency Association shall elect two members, in accordance with its Rules, to represent it on its Area Council, in addition to the Chairman of the Constituency Association (who shall be an ex-officio member of the Area Council).

Supported Associations

- 49 If the membership of any Constituency Association falls below a minimum level to be determined by the Board, or in other exceptional circumstances, the Board may designate such Constituency Association a "Supported Association".
- 50 Supported Associations shall continue to enjoy the full rights of membership of the Party, save that, where the Board so decides
- 50.1 the Area Management Executive for the Area within which the Association is situated may, working with Officers of the Association, appoint a representative who may if necessary assume the role of Association Chairman, run local recruitment campaigns, supervise the election of Officers and assume responsibility for the funds and finances of the Association;
- 50.2 the representative appointed under Article 50.1 may supervise the management, affairs and conduct of the Association, and shall have full access to all records and information of it;
- 50.3 where a supported Association is part of a Federation the Board representative shall be invited to attend all meetings of the Executive Council or Management Committee of the Federation for so long as Supported Status is imposed;
- 50.4 the Area Management Executive may, together with Officers of the Association, draw up shortlists for the selection by the Association of prospective Parliamentary Candidates from the United Kingdom Parliamentary List as defined in Paragraph 7 of Schedule 6 herein.
- 51 A Supported Association shall cease to be designated as such by the Board when the Board shall decide that the Association has improved its performance to a satisfactory level.
- 52 If the Area Management Executive resolves that a Supported Association within its Area is failing to co-operate with any appointed representative or failing to make reasonable efforts to improve its performance, the Area Management Executive may require the Supported Association to draw up an Action Plan which shall specify certain minimum performance targets which the Supported Association shall be required to meet within a given timescale.
- 53 If, 3 months after requesting an Association to draw up an Action Plan, the Area Management Executive is of the opinion that the Officers of the Association have failed to make reasonable efforts to achieve the targets set out in the Action Plan, the Area Management Executive may report to the Board recommending that any Officer or Officers of the Association shall be removed, in accordance with the provisions of Paragraphs 14 and 15 of Schedule 6 herein.

Refusal of membership or expulsion from a Constituency Association

- 54 The Executive Council of a Constituency Association may resolve either to refuse membership to its Association of any individual or expel any existing Party Member from the Association only in accordance with the procedure set out in Paragraphs 3.5 to 3.7 of the Rules of Conservative Constituency Associations contained within Schedule 7.
- 55 In such circumstances, the Constituency Association shall immediately inform the Board, which shall instruct the Committee on Membership thereupon to consider the circumstances surrounding the Association's decision. The Committee on Membership shall either confirm or refuse to confirm the decision, or take other such action as it may think it fit.
- 56 The Board may suspend the membership of any Party Member who has been the subject of a resolution to expel him from a Constituency Association pending consideration of the matter by the Committee on Membership or take other such action as it may think it fit.

PART VII - CONSTITUENCY ASSOCIATIONS (cont.)

- 57 After determination by the Committee on Membership, either the Party Member or the Executive Council of the Constituency Association may appeal to the Board. The Board shall adopt such procedures as it thinks fit to hear the appeal and will notify the parties of its procedures (in particular whether the appeal is to be in the nature of a review of the original decision or a full rehearing) and the grounds being considered. The Board may uphold the decision of the Constituency Association and/or take other action as it may think fit. The decision of the Board shall be final and binding on all parties.
- 58 Where the Committee on Membership or (as the case may be) the Board has confirmed the decision of the Constituency Association, the name of the Party Member concerned shall be removed forthwith from the National Membership List and thereafter that individual shall not be permitted to join the Party or any Constituency Association for such period as shall be determined by the Board.
- 59 Where the Committee on Membership or (as the case may be) the Board refuses to confirm the decision of a Constituency Association to expel a Party Member, the Party Member concerned shall forthwith be reinstated as such on the National Membership List and the Constituency Association's Membership List. In relation to a prospective Party Member, where the Committee on Membership or (as the case may be) the Board refuses to confirm the decision of the Constituency Association, the Board shall invite the prospective Party Member to join the Party.

Breaches of the Rules of Conservative Party Constituency Associations

- 60 If a member of a Constituency Association is concerned about any breach of the rules of the adopted Constituency Association Rules of his Association, he may raise the matter with the Chairman of the Association, who shall investigate the matter and take appropriate action to remedy any breach.
- 61 If the member of such Constituency Association remains dissatisfied with either the investigation by the Chairman of the Association or the action taken by him, the member may report the matter to the Area Management Executive for the Area in which the Association is situated, which shall have the power to investigate the matter and take such action as it thinks appropriate to remedy the breach.
- 62 If, upon consideration and determination by the Area Management Executive, the member is still dissatisfied with either the investigation by the Area Management Executive or the action taken in respect of any breach found, he may refer the matter to the Compliance Officer, who shall investigate the matter in accordance with the provisions of Articles 77 and 78. The decision of the Compliance Officer on such a reference shall be final and binding and not subject to review of any kind.

Amendments to the Rules of Conservative Party Constituency Associations

- 63 The Rules of the Conservative Party Constituency Associations, as contained within Schedule 7, shall be reviewed from time to time by the National Conservative Convention which may propose amendments in accordance with the provisions of Schedule 3. Any amendments to the said Rules shall be in accordance with the provisions of Article 91.

PART VIII

THE CONSERVATIVE POLICY FORUM

- 64 There shall be established and maintained a national policy development forum to be known as the Conservative Policy Forum, the principal functions of which shall be
- 64.1 to encourage and co-ordinate the formulation and development of policy ideas and initiatives within the Party, particularly the Constituency Associations;
 - 64.2 to establish a process for receiving such policy ideas and initiatives and ensuring a response is made to them;
 - 64.3 to consult by such means as it sees fit on such policy ideas and initiatives;
 - 64.4 to facilitate the development and organisation of high quality specialist input on important policy Areas at a national level;
 - 64.5 to assist in the organisation of Party Conferences;

PART VIII - THE CONSERVATIVE POLICY FORUM (cont.)

- 64.6 to advise the Leader and the Board of any policy ideas and initiatives so formulated and developed.
- 65 The Board shall appoint a Director of the Conservative Policy Forum whose responsibilities shall include the formation of a structure to co-ordinate the activities of the Political Deputy Chairmen of the Area Management Executives and Constituency Associations.
- 66 The Conservative Policy Forum shall be managed by a Council constituted annually which shall consist of
- 66.1 A Chairman, appointed by the Leader, normally being a Government Minister (or while in Opposition, a Shadow Spokesman);
 - 66.2 The Director of the Conservative Policy Forum;
 - 66.3 Three representatives elected by the Political Deputy Chairmen of the Area Management Executives in accordance with the provisions of Schedule 5
 - 66.4 A senior Director of the Party, appointed by the Chairman of the Board;
 - 66.5 A representative appointed pursuant to the provisions of the Constitution of the Scottish Conservative and Unionist Party;
 - 66.6 Up to five individuals with expertise in specific policy Areas, co-opted by the Director of the Conservative Policy Forum in consultation with the Council.
- 67 The Council of the Conservative Policy Forum shall meet not less than twice every year with the Leader to discuss policy ideas and initiatives, and membership opinion in relation thereto.

PART IX

RECOGNISED ORGANISATIONS

- 68 Prior to application for recognition by the Board as a Recognised Organisation, any such organisation seeking recognition and membership shall
- 68.1 verify to the satisfaction of the Board that it has a democratic constitution, a broad membership and is open to all Party Members who qualify under its constitution;
 - 68.2 submit to the Board for its approval prior to recognition a copy or draft copy of its constitution.
- 69 The Constitution of any Recognised Organisation shall, as a minimum requirement, include:
- 69.1 a statement of the objects of the Recognised Organisation;
 - 69.2 its criteria for membership, including membership of the Party, unless expressly provided otherwise by the Board;
 - 69.3 a requirement for an election of its Chairman and its other Officers at an Annual General Meeting.
 - 69.4 a requirement for the maintenance and regular revision of a register of its members;
 - 69.5 a requirement for the keeping of an annual statement of accounts in a form approved by the Board, which shall be submitted to the Board annually.
- 70 The Board may, subject to the prior fulfilment of the conditions contained within Articles 68 and 69 above, grant to an organisation the status of Recognised Organisation.
- 71 The Board shall always accord the status of a Recognised Organisation to one organisation which has specific responsibility for representing Party Members under the age of 30.
- 72 In the event that a Recognised Organisation fails to fulfil or maintain the requirements contained within Article 68.1 above, then the Board shall give twelve months written notice to the Recognised Organisation that its status may be withdrawn in the event that it fails to achieve those requirements within that period. After such period of twelve months, where a Recognised Organisation has failed to achieve the requirements contained within Article 68.1, the Board may either withdraw from the Recognised Organisation its status as such, or require the Recognised Organisation to remove from office such Officer of the Recognised Organisation as it shall determine.

- 73 Save as shall be expressly provided by the Board, each Recognised Organisation shall, without prejudice to the provisions of Article 69 above,
- 73.1 be a member of the Party;
 - 73.2 ensure that its membership is open only to Party Members;
 - 73.3 be bound by this Constitution;
 - 73.4 pay to the Party such affiliation fees as shall be prescribed from time to time by the Board.

PART X

PARTY CONFERENCES

- 74 The provisions of Schedule 4 shall have effect in relation to Party Conferences.

PART XI

FURTHER RULES OF THE PARTY

- 75 Further Rules of the Party shall be as contained within Schedule 6.

- 76 The provisions of Paragraph 1 and 2 of Schedule 8 shall apply to the Scottish Conservative and Unionist Party and Scottish Party Members; and the provisions of Paragraph 3 to 5 of Schedule 8 shall apply to the Welsh Conservative Party.

PART XII

ETHICS, CONDUCT AND STANDARDS

- 77 The Board of the Party shall appoint a Compliance Officer who shall be responsible for
- 77.1 ensuring that the provisions of this Constitution of the Party are complied with by all members of the Party;
 - 77.2 identifying any breach of the provisions of this Constitution;
 - 77.3 requiring, by written warning, the member of the Party to remedy any identified breach of the provisions of the Constitution within a specified period of time;
 - 77.4 informing the Board of any failure of a member of the Party to comply with the notice to remedy the breach provided that in relation to any matter where there is an allegation of conduct bringing or likely to bring the Party into disrepute, that matter shall not be considered by the Compliance Officer but shall be considered in accordance with Articles 80 to 89 below.
- 78 Where the Board is informed by the Compliance Officer of any failure of a member of the Party to comply with a notice to remedy a breach of the provisions of this Constitution within the time specified in the notice, the Board may take such action as it shall think fit against the member of the Party concerned, which action shall be unlimited.
- 79 No Member of Parliament of either House, no Member of the European Parliament, no prospective Member of the European Parliament, no Assembly or prospective Assembly Member in England or Wales, no Assembly Member or prospective Assembly Member or its equivalent in Northern Ireland, no Councillor or prospective Councillor, no Candidate or prospective Candidate, no Party Member, or applicant for membership, no Party Officer or prospective employee; shall have engaged or engage in conduct which brings or is likely to bring the Party into disrepute.
- 80.1 The Ethics and Integrity Committee ("The Committee") is an independent committee which following a reference or request by the Leader or the Board, is empowered to determine whether any alleged conduct has brought or is likely to bring the Party into disrepute, and to promulgate and publish Rules relating thereto, which will be binding.
- The Committee is also empowered to give advice on general matters relating to ethics and integrity within the Party.
- 80.2 The Committee shall consist of two Queen's Counsel in private practice, appointed by the Board, as Chairman and Deputy Chairman, and two ex officio members, the Chairman for the time being of the National Conservative Convention and the Chairman for the time being of the 1922 Committee.

PART XII - ETHICS, CONDUCT AND STANDARDS (cont.)

- 80.3 The alternates for the ex officio members will be, respectively, the President for the time being of the National Conservative Convention, and one of the Vice Chairmen of the 1922 Committee.
- 80.4 The Committee will sit as a four member committee, unless there are exceptional reasons for not doing so, which will be a matter for the Committee.
- 81 For the purposes of Articles 79 and 80, conduct which consists solely of expressing disagreement with the policies of the Party shall not constitute conduct which brings or is likely to bring the Party into disrepute. The Committee will determine in its absolute discretion whether a complaint which has been referred is in substance based on policy disputes within the Party.
- 82.1 The Committee will be the master of its own procedure, subject to the paramount duty to act fairly.
- 82.2 The Rules governing the determination of a complaint will be decided by the Committee and will be available generally as well as given to the person whose conduct is to be investigated in order to enable him to know in advance the rules governing the complaint against him.
- 82.3 It is the duty of all members of the Party and of any person subject to a complaint to co-operate fully with the Committee in the discharge of its functions whether by the provision of documents, information, evidence or otherwise, as the Committee in its absolute discretion may from time to time require. Breach of this duty is subject to sanction as a disciplinary matter determined by the Board.
- 82.4 The Committee will not deal with stale complaints, namely, complaints based on misconduct known publicly prior to 31st March 1998. Complaints based on misconduct which took place prior to 31st March 1998, but which only came to light publicly thereafter, will be considered by the Committee.
- 82.5 The Committee will have unlimited powers to impose whatever sanction it considers appropriate in the context of all the relevant circumstances after it has made a final determination of the nature and gravity of the conduct which has brought or is likely to bring the Party into disrepute.
- 83 The Board shall publish and implement the Committee's determination of a complaint as soon after its receipt as is reasonably practicable, unless the determination is subject to review, in which case the Committee's final determination will be published but not implemented.
- 84.1 The Committee's final determination can be reviewed if leave is granted.
- 84.2 All applications for leave, subject to the Rules of the Committee, shall be made within 14 days from the Committee's final determination.
- 84.3 No application for leave can be made when that time limit has expired, unless the applicant can establish that there was new material evidence which was not by the exercise of reasonable due diligence available to him at the time of the Committee's final determination.
- 84.4 The application for leave and the review (if any) will be conducted by a retired Judge appointed by the Board ("the Reviewer")
- 85 The review will be on the following grounds:
- (a) procedural unfairness;
 - (b) perversity: namely, that the determination is one which no reasonable Committee could reach in the circumstance of the particular case; and

PART XII - ETHICS, CONDUCT AND STANDARDS (cont.)

- (c) proportionality: namely, that the sanction imposed is disproportionate to the nature and blameworthiness of the conduct which has brought or is likely to bring the Party into disrepute
- 86 The Reviewer shall either confirm the Committee's original determination or remit it to the Committee for reconsideration in accordance with his decision and statement of reasons.
- 87 A review, if leave is granted, under article 84 shall be the exclusive remedy available to a person aggrieved by the Committee's determination..
- 88.1 The Committee may in its absolute discretion, decide whether or not to deal with a complaint made against a person who is also a member or associate member of the Party in Scotland. In exercising its discretion the Committee shall take into account, inter alia, where the complaint took place and its effect as well as the closeness of the ties of the person the subject of the complaint to the Party in England. If the Committee exercises its discretion not to deal with the complaint it may refer the complaint to the equivalent body in Scotland.
- 88.2 The Committee will be entitled to recognise as a matter of comity and reciprocity decisions made in other countries in relation to a member or associate member of the Party where the same or similar conduct is complained of.
- 89 For the avoidance of doubt but without prejudice to any of the provisions of this Part, matters of Parliamentary discipline (not touching or concerning the ethics and integrity of a Member of Parliament or Peer) shall at all times remain the responsibility of the Chief Whip in the House of Commons or House of Lords, as the case may be.

PART XIII

CHANGES TO THE CONSTITUTION

- 90 The Constitutional College of the Conservative Party shall comprise:
- i. Members of the National Conservative Convention;
 - ii. Members of Parliament;
 - iii. Members of the European Parliament;
 - iv. Officers of the Association of Conservative Peers and Frontbench Spokesmen in the House of Lords, as appointed by the Leader.
- 91 Subject to the provisions of Articles 92 and 93 below, this Constitution may be amended or changed provided that the amendment or change is approved by
- 91.1 not less than 66% of those members of the Constitutional College voting; and
 - 91.2 not less than 50% of those members of the Constitutional College eligible to vote.
- 92 In relation to any proposed change to Parts III, IV, XII and XIII of this Constitution and the Schedules only to the extent that relate thereto, this Constitution may only be amended if approved by
- 92.1 not less than 50% of those members of the Constitutional College eligible to vote and
 - 92.2 not less than 66% of Members of Parliament voting; and
 - 92.3 not less than 66% of Members of the National Conservative Convention voting.
- 93 The provisions of Schedule 9 to this Constitution shall have effect.

PART XIV

COMMENCEMENT PROVISIONS

- 94 On 28th March 1998 the provisions of this Constitution shall take effect subject to the commencement provisions contained within Schedule 10.

PART XV

INTERPRETATION

- 95 This Constitution shall be interpreted in accordance with the provisions of Schedule 1.

SCHEDULES

SCHEDULE 1 **INTERPRETATION**

- 1 In this Constitution, except in so far as the context otherwise requires
 - 1.1 The provisions of the Interpretation Act 1978 (or any statutory modification or re-enactment thereto) shall apply.
 - 1.2 “Councillor” means a member of the Conservative Group in a Unitary, County, Metropolitan, Shire, District or London Local Authority;
“Member of Parliament” means a Member of the House of Commons in receipt of the Conservative Whip;
“Member of the European Parliament” means a Member of the European Parliament representing a constituency or region in the United Kingdom, in receipt of the Conservative Whip;
“Member of a Regional Assembly” means a member of the Conservative Group in a Regional Assembly;
“the 1922 Committee” means a committee comprising all Members of Parliament;
“Peer” means a Member of the House of Lords in receipt of the Conservative Whip.
 - 1.3. Unless the context otherwise requires, where two or more Constituency Associations merge together in a Federation, references to Association or Constituency Association in this Constitution shall be taken as references to such a Federation.

SCHEDULE 2
RULES FOR THE ELECTION OF THE LEADER

- 1 The Leader shall be elected by the Party Members and Scottish Party Members.
- 2 A Leader resigning from the Leadership of the Party is not eligible for re-nomination in the consequent Leadership election.

Election of Leader

- 3 Upon the initiation of an election for the Leader, it shall be the duty of the 1922 Committee to present to the Party, as soon as reasonably practicable, a choice of candidates for election as Leader. The rules for deciding the procedure by which the 1922 Committee selects candidates for submission for election shall be determined by the Executive Committee of the 1922 Committee after consultation of the Board.
- 4 If there is only one candidate at the time laid down for the close of nominations, that candidate shall be declared Leader of the Party.
- 5 Only those Party Members and Scottish Party Members who were members of the Party from the time of the call for nominations by the Chairman of the 1922 Committee for the election of the Leader and have been members for at least three months immediately prior to the close of the ballot for the election of the Leader shall be entitled to vote.
- 6 A candidate achieving more than 50% of the vote among the Party Membership shall be declared elected Leader of the Party.
- 7 In the event of there being only one valid nomination at the close of nominations prior to the first ballot being held by the Parliamentary Party for the election of the new Leader, the election of the nominee may if so ordered by the Board be ratified by a ballot of the Party Members and Scottish Party Members to be held within one month of the close of nomination.
- 8 Subject to the provisions of this Constitution, the rules for the conduct of the ballot or ballots of Party Members and Scottish Party Members shall be agreed by the Board and the Executive Committee of the 1922 Committee.
- 9 The Chairman of the 1922 Committee, acting on behalf of the Party, shall act as Returning Officer for all stages of the election.

SCHEDULE 3
THE NATIONAL CONSERVATIVE CONVENTION

- 1 A meeting of the National Conservative Convention (“the National Convention”) shall take place at least twice annually, and arrangements for such meetings shall be organised and administered by the National Convention Executive.
- 2 Not less than 56 days prior to the Annual Meeting of the National Convention, the Secretary of the National Convention shall write all members of the National Convention
 - 2.1 Giving notice of the date of the Annual Meeting of the National Convention;
 - 2.2 Inviting nominations from the members of the National Convention for election of the President and Chairman of the National Convention and three Vice Presidents to the Board;
 - 2.3 Stating the date by which nominations must be returned, being not less than 28 clear days from the date of the Notice, nor more than 21 clear days from the date of the Annual Meeting of the National Convention;
 - 2.4 Stating the address to which the nominations must be returned.
- 3 Only those members of the National Convention notified to the Secretary of the National Convention not less than 28 days prior to a meeting of the National Convention shall be entitled to vote.
- 4 Any nomination for any such office or post referred to in Paragraph 2.2 herein must be submitted on Official Nomination papers signed by not less than twelve members of the National Convention, of whom eight must be Chairmen of Constituency Associations, together with a signed letter from the nominee accepting nomination.
- 5 Any nominee for any such office or post referred to in Paragraph 2.2 herein shall have been a Member of the National Convention for not less than two years.
- 6 Any nominee for the office of President shall have been an elected member of the Board for one year.
- 7 No member of the National Convention may hold office
 - 7.1 as one of the elected representatives of the National Convention (other than as President or Chairman) for more than three consecutive years;
 - 7.2 as Chairman of the National Convention for more than three consecutive years;
 - 7.3 as President for more than one year.
- 8 At the National Convention Annual Meeting, the National Convention shall receive, prior to elections, reports from the elected Officers of the National Convention, such Area Management Executives and Recognised Organisations as the National Convention shall determine. The National Convention shall also consider any proposed changes to this Constitution in accordance with such procedure as the National Convention shall determine.
- 9 The Secretary of the National Convention shall act as Chief Returning Officer in any election at any meeting of the National Convention.
- 10 An Officer of the National Convention who is not standing for re-election shall assume the chairmanship of the National Convention during the election of Officers. If all the Officers are standing for re-election, then the Secretary of the National Convention shall assume the chair.
- 11 Each member of the National Convention shall have one vote only notwithstanding that that member’s right to attend the National Convention derives from holding more than one office or post.

SCHEDULE 3 - THE NATIONAL CONSERVATIVE CONVENTION (cont.)

- 12 Elections shall take place at a meeting of the National Convention and shall be held by secret ballot. Provision may be made at the discretion of The Secretary of the National Conservative Convention for voting to take place by post prior to the meeting.
- 13 Upon a petition signed by not less than sixty-five Constituency Association Chairmen to the Secretary of the National Convention, the Chairman of the National Convention shall call an Extraordinary General Meeting of the National Convention.
- 14 The Secretary of the National Convention shall give not less than 28 clear days notice of the Extraordinary General Meeting in writing to all members of the National Convention, together with an Agenda for the meeting.
- 15 Subject to the provisions of this Constitution the Board shall be advised of the rules governing the conduct of the National Convention elections and rules of Procedure to be adopted at the National Convention.

SCHEDULE 4

PARTY CONFERENCES

Committee on Conferences

- 1 In accordance with its responsibility for the organisation of Party Conferences, the Board shall establish a Committee of the Board on Party Conferences (“the Committee on Conferences”) the composition and membership of which shall be as the Board shall from time to time determine, but which will include the President of the National Convention and the Director of the Conservative Policy Forum. The Committee on Conferences shall report directly to the Board.
- 2 The function of the Committee on Conferences shall be to organise and administer Party Conferences, including setting the agenda and ensuring that, so far as is practicable, there is open access and debate on topical issues. The Committee on Conferences shall review annually the procedure adopted at Party Conferences (including these Rules) and make recommendations to the Board on any amendments thereto.

Annual Party Conference

- 3 There shall be a Conference of the Party held annually (“the Annual Party Conference”) which shall be held at such time and place as the Board shall decide except that, in exceptional circumstances and in its absolute discretion, the Board may decide that the Annual Party Conference shall not be held for a particular year.
- 4 In addition to the Annual Party Conference, the Board may decide, upon the recommendation of the Committee on Conferences, to hold further Party Conferences in any particular year, the composition of which shall be determined by the Board.
- 5 Not less than 56 clear days prior to its commencement, the Board shall give notice of the venue, dates and sitting times of a Party Conference to each member of the National Convention and the Agent or Secretary of each affiliated Constituency Association, save that any failure to give proper or adequate notice shall not prevent the holding of a Party Conference or invalidate any resolutions made at it.
- 6 The following (to be known as “representatives” for the purposes of the Annual Party Conference), are entitled to attend and vote at the Annual Party Conference:
 - 6.1 The members of the National Convention;
 - 6.2 The two Deputy Chairmen of each Constituency Association;
 - 6.3 Three additional representatives of each Constituency Association, one of whom must be a member of such Recognised Organisation as is recognised by the Board under Article 71 of this Constitution;
 - 6.4 Members and former members of the Board and its Committees;
 - 6.5 The Agent or Secretary of each Constituency Association;
 - 6.6 Members of Parliament, Members of the European Parliament, Members of the Scottish Parliament and Welsh Assembly and Members of the Association of Conservative Peers;
 - 6.7 Selected Prospective Parliamentary Candidates for Westminster and European seats;
 - 6.8 Parliamentary Candidates on the Approved Lists;
 - 6.9 The Chairman and such number of representatives from each Recognised Organisation and Specialist Group or Other Body as the Board shall from time to time determine;
 - 6.10 Members of the Scottish Executive of The Scottish Conservative and Unionist Party;
 - 6.11 Members of the Board of the Welsh Conservative Party;
 - 6.12 One representative of each university or college based Branch or member of such Recognised Organisation as is recognised by the Board under Article 71 of this Constitution;
 - 6.13 Honorary Vice-Presidents of the former National Union;
 - 6.14 The Leaders of Conservative Groups on all Unitary, County, Metropolitan, Shire, District and London Local Authorities in the United Kingdom;
 - 6.15 Adopted Prospective Candidates for The Scottish Parliament and the Welsh Assembly;

SCHEDULE 4 - PARTY CONFERENCES (cont.)

- 7 Each representative of a Party Conference shall have one vote only and his place shall not be transferable notwithstanding that a representative's right to attend a Party Conference derives from holding more than one office or post.
- 8 Constituency representatives may attend a Party Conference only on behalf of a Constituency Association in which they are registered on the National Membership List.
- 9 In addition, the Committee on Conferences may allocate "Additional Representative" passes to Constituency Associations, Recognised Organisations and others which shall be allocated on such basis as the Board decides but having regard to the membership of Constituency Associations as recorded on the National Membership List. Such Additional Representative places shall carry full voting and speaking rights.
- 10 Representatives shall pay such registration fee as the Board shall determine and only representatives who have paid such fee may attend.
- 11 Motions to a Party Conference shall be submitted to the Director of the Conservative Policy Forum by such date as the Committee on Conferences shall determine. The Director of the Conservative Policy Forum will, on behalf of the Committee on Conferences, publish all motions properly made not less than fourteen clear days prior to the opening of a Party Conference.
- 12 In addition, the Committee on Conferences shall determine the Agenda for a Party Conference and publish it not less than fourteen clear days prior to the opening of a Party Conference, save that, where circumstances require, the Committee on Conferences may vary or amend the Agenda after publication and such variations or amendments shall be published as soon as possible thereafter.
- 13 Rules for the procedure to be adopted at Party Conferences will be prepared from time to time by the Committee on Conferences which it will recommend for adoption by the Party Conference.

SCHEDULE 5
AREA COUNCILS, AREA MANAGEMENT EXECUTIVES
AND REGIONAL CO-ORDINATORS

Area Councils and Area Management Executives

- 1 There shall be an annual meeting of the Area Council for each Area which shall be held at such time and place as the Area Management Executive shall decide.
- 2 The Area Chairman shall give not less than 28 days clear notice of the annual meeting of the Area Council to every member of the Area Council. The Agent or Organising Secretary of each Constituency Association within the Area of the Area Council, shall also receive notice and be entitled to attend in a non-voting capacity.
- 3 In such notice the Area Chairman shall invite nominations for election to the elected posts to the Area Management Executive and the notice shall state the address to which nominations shall be sent and the return date for return of nominations being a date not less than three days before the meeting.
- 4 Any member of a Constituency Association within an Area may stand for election within that Area to the Area Management Executive provided he is proposed and seconded by members of an Area Council in the Area in which he is standing for election.
- 5 The election shall take place at the meeting of the Area Council. The election shall be by secret ballot (unless the Area Council agrees otherwise unanimously). The Returning Officer shall be a member of the professional staff of the Party, nominated for the purpose by the Board.
- 6 Candidates shall stand for the posts of either
 - 6.1 Chairman; or
 - 6.2 either post of Deputy Chairman; or, if applicable,
 - 6.3 the post of additional Officer(s),and the Candidate with the most votes for the respective post shall be duly elected for that post for the following year with immediate effect.
- 7 No one may hold the same office as an Officer of the Area Management Executive (whether in an elected or co-opted position) for more than three consecutive years.
- 8 The Board shall from time to time determine and publish the procedure for election to the Council of the Conservative Policy Forum. Political Deputy Chairmen of the Area Management Executives shall be eligible for election to the Council as shall the elected members of the CPF Council. All Political Deputy Chairmen of the Area Management Executive shall be eligible to vote. No elected member may serve on the Council for more than three years.
- 9 In the event that a member of the Area Management Executive ceases to hold office, for whatever reason, a meeting of the Area Council shall be convened by a person appointed by the Board for that purpose, not more than 28 days later, for the purpose of electing a successor.

Regional Co-ordinators

- 10 The Regional Co-ordinating Chairman of each region established pursuant to Article 36 of the Constitution shall give notice to every member of an Area Council within the Region and the Secretary or Agent of every Constituency Association within the Region of the annual election of the Regional Co-ordinators. The notice shall also state
 - 10.1 the date by which nominations for election to the post of Regional Co-ordinator must be returned;
 - 10.2 the address to which nominations shall be sent;
 - 10.3 the date by which ballot papers shall be returned.

**SCHEDULE 5 - AREA COUNCILS, AREA MANAGEMENT EXECUTIVES
AND REGIONAL CO-ORDINATORS (cont.)**

- 11 Ballot papers shall be dispatched within 14 days of the close of nominations and the ballot shall close 14 days after the dispatch of the ballot papers
- 12 Any Party Member may stand for election as a Regional Co-ordinator in the Region in which he is a Party Member provided that his nomination is supported by the resolution of at least one Area Management Executive in the Region in which he is standing for election.
- 13 The election of Regional Co-ordinators shall take place by secret ballot of all members of Area Councils within the Region. The Returning Officer shall be a member of the professional staff of the Party, nominated for the purpose by the Board.
- 14 Candidates shall stand for the posts of either
 - 14.1 Regional Co-ordinating Chairman; or
 - 14.2 a Deputy Co-ordinating Chairmanand the Candidate with the most votes for the respective post shall be duly elected for that post for the following year with immediate effect.

SCHEDULE 6
FURTHER RULES OF THE PARTY

Elections

- 1 No person may cast more than one vote in any ballot in any election for any post within the Party, including any Constituency Association or Recognised Organisation.
- 2 No Party Member or Scottish Party Member may vote in any election within the Party unless that member has been such for not less than three months prior to the date of the election.

Membership of the Party

- 3 A Member of Parliament, Member of the European Parliament, Peer in receipt of the Party Whip, Member of or Candidate for the Scottish Parliament and Welsh Assembly, Councillor or any Candidate for any such office shall be a Party Member.
- 4 The Board shall establish and maintain, in accordance with the provisions of Article 19.1 a Committee of the Board on Membership (“the Committee on Membership”) the composition and membership of which shall be as the Board shall from time to time determine.
- 5 The Committee on Membership shall report directly to the Board and, in particular shall be responsible for
 - 5.1 the determination of the subscriptions of Party Members and Scottish Party Members and affiliation fees of Constituency Associations and Recognised Organisations;
 - 5.2 the determination of the different categories of membership, including issues relating to the renewal and length of subscriptions;
 - 5.3 overseeing and protection of the National Membership List.

Candidate Selection - Committee on Candidates

- 6 In accordance with its responsibility for maintaining a Candidates’ List, the Board shall establish and maintain in accordance with the provisions of Article 19.2 a Committee of the Board on Candidates, (“the Committee on Candidates”) the composition and membership of which shall be as the Board shall from time to time determine, but which shall be chaired by a chairman (“the Chairman of the Committee on Candidates) who shall report directly to the Board.
- 7 The Committee on Candidates shall establish Lists of Candidates, one of which shall be known as the United Kingdom Parliamentary List and another of which shall be known as the European Parliament List, known collectively as “the Approved Lists”.
- 8 The Committee on Candidates shall prepare a procedure for the selection and review of Candidates onto both Lists and submit that procedure to the Board for prior approval. The Committee on Candidates shall cause the approved procedure for Candidate selection to be published, and Constituency Associations shall be obliged to select Candidates in accordance with such approved procedure.
- 9 In England, Wales and Northern Ireland, a Constituency Association shall only adopt as its Candidate for a United Kingdom Parliamentary Election a Candidate whose name appears on the United Kingdom Parliamentary List.
- 10 Any Candidate for the European Parliament must be included on the European Parliament List prior to selection.
- 11 In the case of a by-election in respect of a United Kingdom Parliamentary or European Parliamentary election, the Committee on Candidates may revise the relevant List for the purposes of the by-election.

SCHEDULE 6- FURTHER RULES OF THE PARTY (cont.)

Power of the Board to determine the procedure by which Constituency Associations and other bodies select Candidates.

- 12 The Board may, through the Committee on Candidates, from time to time publish mandatory rules as to the procedure by which Constituency Associations and other bodies select Candidates for all or any public elections.

Standing for Election against the official Party Candidate

- 13 Standing in an election against an official Party Candidate shall be considered to be a ground for expulsion of a Party Member from the Constituency Association of which he is a member and from the Party.

Replacement or removal from office of any Officer of a Constituency Association

- 14 Upon receipt of a report from an Area Management Executive recommending that any Officer or Officers of a Constituency or Supported Association should be removed from office or by its own motion, the Board may remove from office any Officer of a Constituency Association and may replace such Officer with such individual (being either a member of the Constituency Association or a member of the Area Management Executive of the Area in which the Constituency Association is located) as it shall think fit.
- 15 If the Board exercises its powers to replace any Officer of a Constituency Association, it may also, by the giving of the requisite notice, call a Special General Meeting of the Constituency Association for the purpose of electing a new Officer or Officers of the Constituency Association.

Withdrawal of Membership of a Constituency Association

- 16 The Board may refuse or withdraw the membership of a Constituency Association.
- 17 In the event that the Board is minded to exercise this power, the Board shall give notice of its intention, giving the reasons for the proposed action, to the Officers of the Constituency Association. The notice shall also invite representations, either orally or in writing, from the Constituency Association within such period specified in the notice, not being less than 28 days from the date of the notice.
- 18 If the Constituency Association elects to make representations orally, it shall write to the Board making that request and briefly setting out its case. Thereafter, the Board shall arrange a private hearing not being less than 14 days from the date of the Constituency Association's request, at which the Board, or such representatives as it may appoint, shall hear the Constituency Association's representations. The Board, or its representatives, shall determine its (or their) own procedure, but will at all times have regard to the rules of natural justice.
- 19 If representatives of the Board attend to hear the representations, those representatives shall report back to the Board, in writing, as soon as practicable, on those representations; and shall make recommendations accordingly. Thereafter, the Board shall take such action as in its absolute discretion it thinks fit including, without exception, the issuing of a written warning, the withdrawal of any of the rights of membership, the refusal of membership, and the suspension or expulsion from membership of the Party.
- 20 The Board shall give its reasons in writing which shall be final and binding on the parties and not subject to review of any kind.
- 21 The Board retains the right to establish a new or replacement Constituency Association in such manner as it thinks appropriate.
- 22 Notwithstanding that a Constituency Association has had its membership of the Party withdrawn, the Members of such Association shall continue to be Party Members unless the Board decides otherwise.

SCHEDULE 6- FURTHER RULES OF THE PARTY (cont.)

- 23 In the event of the Board of the Party under the provisions of Part IV Articles 17.7 or 17.22 determining that an individual membership should be suspended, withdrawn or refused the secretary shall write to the individual concerned stating any reason for this determination. The individual shall then have 28 days to lodge an appeal to the Individual Member Review Committee which shall exist for the purpose of hearing such appeals under a process determined by it and whose decision shall be final.

The Conservative Councillors Association

- 24 Councillors in England, Wales and Northern Ireland shall, within a month of election or re-election, join the Conservative Councillor's Association (CCA) and shall pay such annual subscription as shall be determined from time to time at the Annual General Meeting of the CCA.

Specialist Groups

- 25 The Board shall have power to acknowledge specialist groups of Party Members
- (i) ("Specialist Groups") which shall submit their Rules or Constitution for approval by the Board prior to being acknowledged by the Board. The status of any Specialist Group as such may be rescinded by the Board at any time.
 - (ii) All full members of Specialist Groups shall be Party Members and shall file their annual report, accounts and membership records with the Board by 30th June each year.
 - (iii) The Board shall have power to determine, in respect of each Specialist Group, such representation at Party Conferences, as it shall think fit.

Other Bodies

- 26 (i) The Board shall have power to acknowledge Other Bodies (Other Bodies) which shall submit their rules or Constitution for approval by the Board prior to their being acknowledged by the Board. The status of any Other Body as such may be rescinded by the Board at any time.
- (ii) The Board shall have power to determine, in respect of each Other Body, such representation at Party Conference, as it shall think fit.

Association of Conservative Clubs

- 27 (i) Where a Conservative Club is affiliated to the Association of Conservative Clubs and a subscription, donation or per capita payment is made on behalf of the members of the Club to the Constituency Association in which the Club is situated, those members should be deemed to be Club members of the Conservative Party (hereafter referred to as Club members).
- (i) Club members shall become Party members upon payment of such appropriate subscription as shall be determined by the Board from time to time.
- (iii) In order to represent a Club or the ACC in a representative capacity within the Party such a representative must be a Party member.

Natural Justice

- 28 Any removal of rights of membership of, or removal of office or other position from, any Association or other body within the Party will only be made after due consideration of natural justice.

SCHEDULE 7
RULES OF THE CONSERVATIVE PARTY CONSTITUENCY ASSOCIATIONS

(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 “..... 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 (“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 he has 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 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, termination or refusal (as the case may be) of his membership of the Association;
 - (ii)** the grounds for the motion and any supporting evidence;
 - (iii)** notification that he has 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.

**SCHEDULE 7 – RULES OF THE CONSERVATIVE PARTY CONSTITUENCY ASSOCIATIONS
(cont)**

- 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, 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 him of the outcome of the motion and, if the motion has been confirmed, informing the individual of his 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, who may be an Officer of the Association under the provisions of Paragraph 5.1.4 below.
- 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.
- 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 Constituency Association the formulation and development of policy ideas and initiatives, and political campaigning (the Political Deputy Chairman).

SCHEDULE 7 – RULES OF THE CONSERVATIVE PARTY CONSTITUENCY ASSOCIATIONS
(cont)

- 5.3** The other Deputy Chairman, who may also be the Treasurer, shall have particular responsibility for fund-raising and membership within the Constituency 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 three consecutive years save that the Executive Council may, upon a motion put and voted upon by it by secret ballot, (and subject to the approval of the Area Management Executive) invite any Officer who has held the same office for three years to offer himself for re-election to that office for no more than one further year.
- 5.6** If an Officer elected at the Annual General Meeting ceases to hold office, for whatever reason, the Executive Council shall have power to elect a successor until the next Annual General Meeting.
- 5.7** The Officers of the Association shall ex-officio be members of all Committees of the Executive Council and of Constituency and Branch Committees and if any Officer so requests, he 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;

SCHEDULE 7 – RULES OF THE CONSERVATIVE PARTY CONSTITUENCY ASSOCIATIONS
(cont)

- 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.

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 Such other Honorary member of the Association as the Association shall, in General Meeting, think fit;
- 6.1.3 The Officers of the Association;**
- 6.1.4 [One or more] elected representatives from each ward or polling district Branch;
- 6.1.5 [One or more] representatives of each committee, as established under Paragraph 6.5.2 below;
- 6.1.6 [One or more] representatives being elected Conservative members of any Local Authority in which the constituency is situated, who live in the constituency and are nominated by the Conservative Group Leader;
- 6.1.7 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;
- 6.1.8 The Conservative Member of Parliament for the constituency and/or Prospective Parliamentary Candidate and the Conservative Member of the European Parliament and/or the Prospective European Parliamentary Candidate, in a non-voting capacity;**
- 6.1.9 The Agent of the Association, in a non-voting capacity;**
- 6.1.10 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;**
- 6.1.11 Such person as is appointed by the Board of the Party for the purpose in an advisory and non-voting capacity.**
- 6.1.12 Up to three further persons co-opted by the Executive Council

6.2 The Chairman of the Association shall be chairman of the Executive Council and in his absence the Executive Council shall be chaired by one of the Deputy Chairmen.

6.3 The Executive Council may appoint a Secretary to the Executive Council.

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 request of the Executive Council.

**SCHEDULE 7 – RULES OF THE CONSERVATIVE PARTY CONSTITUENCY ASSOCIATIONS
(cont)**

- 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 ward and polling district 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 Conservative Future, 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 in respect of Party Membership.**
 - 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 signature by two authorised signatories.**
 - 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.**

**SCHEDULE 7 – RULES OF THE CONSERVATIVE PARTY CONSTITUENCY ASSOCIATIONS
(cont)**

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 Association 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 WARD OR POLLING DISTRICT BRANCHES

7.1 Branches of the Association may be established in wards or polling districts 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 the ward or polling district, 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 Ward or Polling District 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.

**SCHEDULE 7 – RULES OF THE CONSERVATIVE PARTY CONSTITUENCY ASSOCIATIONS
(cont)**

- 7.8 Branches shall pay annually 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 for Ward and Polling District Branches in the form annexed to these Rules of Conservative Party Constituency 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 are 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.

SCHEDULE 7 – RULES OF THE CONSERVATIVE PARTY CONSTITUENCY ASSOCIATIONS
(cont)

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

8.1 The Executive Council shall have power to appoint a certificated Agent who shall be responsible to the Executive Council for supervising the work of the Party organisation throughout the constituency.

8.2 The Agent shall be a non-voting member of the Executive Council.

8.3 The Agent will work with and support the management team of the Association.

8.4 The Agent shall receive notices of and be entitled to attend all committee and other meetings of the Association and Branches, but shall not be entitled to vote.

8.5 In relation to Agents first employed by the Association before 28th March 1998:

8.5.1 there shall be a written contract between the Association and the Agent;

8.5.2 the salary shall be based on the recommendation of the Board and shall be negotiated between the Agent and the Officers;

8.5.3 the Association shall pay the Agent's expenses and allowances based on the recommendations made from time to time by the Board;

8.5.4 the Association shall pay the employer's contribution to the Agent's Superannuation Fund provided that the Agent also pays the appropriate contribution.

8.6 In the case of Agents first employed after 28th March 1998, the form and provisions of the contract shall be as determined by the Board.

8.7 The Officers of the Association, the Agent and such member of the professional staff of the Party appointed by the Board for the purpose shall agree a Management Development Programme for the Agent.

8.8 All decisions on the appointment and termination of employment of the Agent 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.

8.9 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 March each year, being within three 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;

SCHEDULE 7 – RULES OF THE CONSERVATIVE PARTY CONSTITUENCY ASSOCIATIONS
(cont)

- 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 elect Honorary positions within the Association in accordance with paragraphs 4.1 and 4.3 of these Rules;
 - 9.1.5 To appoint auditors or such other persons who may be qualified to certify accounts;
 - 9.1.6 To transact such other business as may be brought before it.
 - 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 total membership of the Association for the previous year (whichever is less) sent to the Secretary of the Executive Council of the Association requesting him 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 in accordance with one or other of the following provisions: either
 - 11.1.1 by written notification to every member of the Association; or
 - 11.1.2 By sending an individual notice
 - 11.1.2.1 to each member of the Executive Council; and
 - 11.1.2.2 to the Secretary of each Branch and Committee of the Association together with sufficient copies of the notice for distribution; and
 - 11.1.2.3 to each Secretary of each subscribing Conservative Club; and by advertising in at least one local newspaper(s) as the Executive Council shall deem appropriate.

**SCHEDULE 7 – RULES OF THE CONSERVATIVE PARTY CONSTITUENCY ASSOCIATIONS
(cont)**

- 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 his discretion) directs or upon one-third of members present and entitled to vote so requesting, the voting shall be by secret ballot.
- 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.

**SCHEDULE 7 – RULES OF THE CONSERVATIVE PARTY CONSTITUENCY ASSOCIATIONS
(cont)**

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 he wish to seek re-adoption to stand again for Parliament or submit such an application if requested by the Executive Council.

**SCHEDULE 7 – RULES OF THE CONSERVATIVE PARTY CONSTITUENCY ASSOCIATIONS
(cont)**

- 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 his re-adoption he will have the right to request a postal ballot of the full membership of the Association. The ballot shall be conducted by the Area Campaign Director with the Chairman of the Association and the sitting Member of Parliament each appointing a Scruinteer. 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.

In the alternative to the procedure contained within para 15.2.6.3 above the sitting Member of Parliament may (at his option) have his 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 himself for selection for any constituency which may incorporate any part of his 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 either

- 15.3.1.1** maintain an approved list of potential Candidates for Local Government elections, and submit suitable names to Branches for selection by the Branch; whereupon the Branch may proceed to adopt one or more of the Candidates; or
- 15.3.1.2** allocate Candidates to fight particular wards or divisions; or
- 15.3.1.3** allow Branches to select the Candidates of their choice but shall approve such selection. Thereafter, the general meeting of the Branch shall adopt the Candidate(s).

15.3.2 If the electoral Area extends beyond the Area of a single Branch the foregoing procedure shall be carried out by the Branches concerned, acting jointly, under the direction of the Executive Council.

15.3.3 A sitting Councillor shall be required to make a written application to the Executive Council or Branch Committee as appropriate should he wish to seek re-adoption. The procedure for re-adoption shall thereafter take place in accordance with the procedure set out in Paragraph 15.3.1 above.

SCHEDULE 7 – RULES OF THE CONSERVATIVE PARTY CONSTITUENCY ASSOCIATIONS

(cont)

15.3.4 The decision relating to re-adoption should be reached in reasonable time having regard to the mutual convenience of both the Association and the sitting Councillor.

15.3.5 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 SUSPENSION OF THE ACTIVITIES OF AN ASSOCIATION

Upon the calling of a Parliamentary General Election or By-Election in the Constituency, the activities of the Association and of its Branches shall be suspended until after polling day. No resolution shall be necessary to bring this provision into effect.

17 TRUSTEES

17.1 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.

17.2 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.

18 INTERPRETATION

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

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

19 ALTERATION OF THE RULES

19.1 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 Constituency Associations shall not be amended or altered other than in accordance with the provisions of Article 92 of the Constitution.

19.2 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.

19.3 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.

20 TRANSITIONAL ARRANGEMENTS

20.1 Notwithstanding the provisions of Paragraph 5.4 of these Rules, and until 27th March 1999, the first election of Officers of the Association may be at a Special General Meeting of the Association.

**SCHEDULE 7 – RULES OF THE CONSERVATIVE PARTY CONSTITUENCY ASSOCIATIONS
(cont)**

- 20.2** Until the first election of Officers at an Annual General Meeting of the Association in 1999, the Executive Council of the Association may appoint two Officers of the Association to undertake the responsibilities of the Political Deputy Chairman and the Membership Deputy Chairman, as set out in Paragraphs 5.2 and 5.3 of these Rules.

ANNEX

RULES FOR A WARD OR POLLING DISTRICT 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 Ward (or Polling District), subject to the directions of the Executive Council of the Association.**

MEMBERSHIP

- 3 Any person residing in or connected with the Ward or Polling District and who is a member of the Constituency Association shall, if they so desire, be a member of the Branch.**
- 4 The provisions of Paragraph 3.3 of the Rules of the Constituency 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.**
- 6 The Secretary of the Branch (or such Officer of the Branch who is responsible for membership within the Branch) shall maintain, and furnish to the Executive Council of the Association when requested, a full and up-to-date list of the names and addresses of the members of the Branch.**

CONSTITUTION

- 7 The Branch is formed with the authority of the Executive Council of the Association and is subject to the rules of the Association.**
- 8 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.**
- 9 The Branch shall pay annually to the central fund of the Association a quota agreed upon between the Executive Council and the Branch Committee.**
- 10 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.**
- 11 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.**
- 12 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.**

ANNEX - RULES FOR A WARD OR POLLING DISTRICT BRANCH (cont.)

OFFICERS OF THE BRANCH

- 13 Each Branch shall consist of the following Officers:
 - 13.1 A Chairman;
 - 13.2 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;
 - 13.3 A Treasurer, where the office is not combined into that of one of the Deputy Chairmen;
 - 13.4 A Secretary.
- 14 The Officers of the Branch shall be elected at the Annual General Meeting of the Branch in accordance with paragraph 19 below.
- 15 No Officer shall hold the same office for more than three consecutive years save that the Branch Committee may, upon a motion put and voted upon by it by secret ballot, invite any Officer who has held the same office for three years to offer himself for re-election to that office for a fourth and final year.
- 16 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.
- 17 The Officers shall be ex-officio members of all sub-committees of the Branch Committee.
- 18 **BRANCH COMMITTEE**
 - 18.1 There shall be a Branch Committee consisting of the Officers of the Branch and [number] elected members.
 - 18.2 The Chairman of the Branch shall be the Chairman of the Branch Committee.
 - 18.3 **Meetings, Notices and Business**
 - 18.3.1 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.
 - 18.3.2 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.
 - 18.3.3 The committee shall have power to appoint sub-committees, and the Officers of the Branch shall be ex-officio members of such sub-committees.
 - 18.3.4 Unless the Branch Committee decide otherwise, the sub-committees shall have power to elect their own Chairmen.
 - 18.4 **Absence from Meetings**

Any member of the Branch Committee who is absent from three consecutive committee meetings shall be deemed to have forfeited his position on the committee unless the committee shall otherwise resolve.
 - 18.5 **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.
 - 18.6 **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.

ANNEX - RULES FOR A WARD OR POLLING DISTRICT BRANCH (cont.)

18.7 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

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

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

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

19.3 To elect the Officers of the Branch;

19.4 To elect the Branch Committee;

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

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

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

20 Notice of the Annual General Meeting shall be given at least seven days before the date of the meeting.

SPECIAL GENERAL MEETINGS

21 A Special General Meeting of the Branch may be summoned at any time by the Chairman of the Branch or 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 report.

22 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

23 The provisions of Paragraph 11 of the Rules of the Constituency Associations shall apply mutatis mutandis.

QUORUM AT GENERAL MEETINGS

24 For all General Meetings of the Branch the quorum shall be not less than [number].

VOTING AT GENERAL MEETINGS

25 The votes at all meetings may be taken, in the first instance, by a show of hands, but the Chairman at his 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.

SUSPENSION OF BRANCH

26 When a Parliamentary General Election or By-Election in the Constituency takes place activities of the Branch shall be automatically suspended in accordance with Paragraph 16 of the Rules of the Constituency Associations.

LOCAL GOVERNMENT CANDIDATES

27 The provisions of paragraph 15.3 of the Rules of the Constituency Associations shall have effect in relation to the selection of Local Government Candidates.

INTERPRETATION

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

29 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.

ANNEX - RULES FOR A WARD OR POLLING DISTRICT BRANCH (cont.)

ALTERATION OF THE RULES

- 30 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.**
- 31 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.

SCHEDULE 7A
RULES OF THE CONSERVATIVE FEDERATION

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

1 NAME AND AFFILIATION

1.1 The name of the Federation shall be “.....
Conservative Federation” (“the Federation”) and shall comprise of the wards
within theConstituency and the
.....Constituency.

1.2 The Federation 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 Federation shall be to sustain and promote the objects and values
of the Party in the Parliamentary constituencies of(“the
Constituencies”); to provide an effective campaigning organisation in the
Constituencies; to secure the return of Conservative Candidates at elections; to raise
the necessary funds to achieve these objectives; and to contribute to the central funds
of the Party.

3 MEMBERSHIP

3.1 The Federation 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 Federation shall be bound by these Rules and the
Constitution of the Party.

3.3 All members of the Federation shall have the right to attend and vote at any
General Meeting (including an Annual or Special General Meeting) of the
Federation or Branch of which they are members, save that no member of the
Federation may vote or nominate, propose or second any person or motion at
any meeting of the Federation unless he has been a Member of that Federation
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 Federation
shall have no rights or interest in the property or funds of the Federation.

3.5 The Officers of the Federation may move before the Executive Council the
suspension or termination of membership of the Federation of any member whose
declared opinions or conduct shall, in their judgement, be inconsistent with the
objects or financial well-being of the Federation or be likely to bring the Party into
disrepute. Similarly, the Officers may move the refusal of membership of the
Federation 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.

SCHEDULE 7A – RULES OF THE CONSERVATIVE PARTY FEDERATIONS (cont)

- 3.6** If the Officers so move, they shall ensure 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, termination or refusal (as the case may be) of his membership of the Federation;
 - (ii)** the grounds for the motion and any supporting evidence;
 - (iii)** notification that he has 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.
- 3.7.1** The determination of the Executive Council shall be based on the grounds provided to the individual by the Officers of the Federation 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 Federation and shall be someone unconnected with the individual and the circumstances related to the case. Subject to these matters, 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 him of the outcome of the motion and, if the motion has been confirmed, informing the individual of his 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 Federation 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 expulsion and the substantive grounds for an appeal must be lodged with the Secretary to the Board within 28 days of the expulsion.
- 3.10** Where the Board has refused to confirm the expulsion from or non-admission to the Federation of a Party Member, such person shall be admitted back into membership of the Federation, or granted membership of the, as the case may be.
- 4** HONORARY POSITIONS
- 4.1** The Federation shall elect a President, who shall, ex-officio, be a member of the Executive Council, who may be an Officer of the Federation under the provisions of Paragraph 5.1.5 below.
- 4.2** The President shall chair and conduct the business of the Annual General Meeting of the Federation and act as Returning Officer in all elections for Officers of the Federation.
- 4.3** The Federation may elect annually, as Patrons or Vice-Presidents, individuals who have made an outstanding and valuable contribution to the Federation.

SCHEDULE 7A – RULES OF THE CONSERVATIVE PARTY FEDERATIONS (cont)

5 OFFICERS

- 5.1 The Officers of the Federation will be the management team of the Federation 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 One additional Officer elected by the members residing in, or who have chosen to be treated as if resident in, each of the Constituencies comprised within the Federation (to be known as “Constituency Officers”).**
 - 5.1.5 Such other Officers as the Executive Council shall have determined.**
- 5.2 One Deputy Chairman shall have particular responsibility for co-ordinating within the Federation 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 within the Federation (“the Membership Deputy Chairman”) and shall represent the Federation in dealing with matters of finance with the Party.**
- 5.4 The Officers of the Federation shall be individually elected by members of the Federation annually at the Annual General Meeting of the Federation 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, save for the Constituency Officers, who shall be individually elected at the Annual General Meeting of the Federation by members of the Federation residing in, or who have chosen to be treated as if resident in, the respective constituencies.**
- 5.5 No Officer shall hold the same office for more than three consecutive years save that the Executive Council may, upon a motion put and voted upon by it by secret ballot, (and subject to the approval of the Area Management Executive) invite any Officer who has held the same office for three years to offer himself for re-election to that office for no more than one further year.**
- 5.6 If an Officer elected at the Annual General Meeting ceases to hold office, for whatever reason, the Executive Council shall have power to elect a successor until the next Annual General Meeting.**
- 5.7 The Officers of the Federation shall ex-officio be members of all Committees of the Executive Council and Branch Committees and if any Officer so requests, he may be entitled to notices of all Committee meetings.**
- 5.8 The Officers of the Federation shall have day to day responsibility for the management and administration of the Federation 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 Federation.**

SCHEDULE 7A – RULES OF THE CONSERVATIVE PARTY FEDERATIONS (cont)

- 5.9 Within 28 days of assuming office, the Officers of the Federation 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 Federation each year, Officers of the Federation shall:
- 5.10.1 prepare all Federation accounts which shall be submitted for audit or certification by a person or persons appointed by the Federation and a certified true copy of the duly audited or certificated statements of accounts shall be available for all members of the Federation and shall be sent to the Area Management Executive immediately following the Annual General Meeting of the Federation; and
- 5.10.2 produce a Federation Report which shall be available for all members of the Federation and shall be sent to the Area Management Executive immediately following the Annual General Meeting of the Federation and shall include the following information:
- 5.10.2.1 the number of members in the Federation 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 Federation 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 Federation’s trustees and, if appropriate, of the individual Constituency Trustees;
- 5.10.2.6 a summary of the activities of any Branch of the Federation.
- 5.11 For the purposes of the Political Parties, Elections and Referendums Act 2000 (PPERA), the Federation 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 Federation has retained the position of Treasurer, then the Federation may appoint that person as deputy Registered Treasurer. All changes to these office holders must be notified to Conservative Campaign HQ (CCHQ) within 14 days of the change and CCHQ shall within 28 days inform the Electoral Commission save that the Board may vary this timetable to comply with the PERA or successor legislation.

6 EXECUTIVE COUNCIL

- 6.1 The Federation shall have a governing body which shall be known as the Executive Council which shall comprise
- 6.1.1 The President of the Federation;
- 6.1.2 Such other Honorary member of the Federation as the Federation shall, in General Meeting, think fit;
- 6.1.3 The Officers of the Federation ;
- 6.1.4 [One or more] elected representatives from each ward or polling district Branch
- 6.1.5 [One or more] representatives of each committee, as established under Paragraph 6.5.2 below;

SCHEDULE 7A – RULES OF THE CONSERVATIVE PARTY FEDERATIONS (cont)

- 6.1.6 [One or more] representatives being elected Conservative members of any Local Authority in which the constituencies are situated, who live in the Constituencies and are nominated by the Conservative Group Leader
- 6.1.7 **One representative of each conservative Club in the constituencies, which is affiliated to the Association of Conservative Clubs, provided that the representative is a Party Member**
- 6.1.8. **The Conservative Members of Parliament for the constituencies and/or Prospective Parliamentary Candidates, the Conservative Members of the European Parliament and/or the Prospective European Parliamentary Candidates, and insofar as relevant, any Conservative Member of the Welsh Assembly and/or the Conservative Prospective Welsh Assembly Candidates, in a non-voting capacity;**
- 6.1.9 **The Agent of the Federation, in a non-voting capacity;**
- 6.1.10 **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 Federation is situated, in an advisory and non-voting capacity;**
- 6.1.11 **Such person as is appointed by the Board of the Party for the purpose in an advisory and non-voting capacity.**
- 6.1.12 Up to three further persons co-opted by the Executive Council

- 6.2 **The Chairman of the Federation shall be chairman of the Executive Council and in his absence the Executive Council shall be chaired by one of the Deputy Chairmen.**

- 6.3 The Executive Council may appoint a Secretary to the Executive Council.

- 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 request of the Executive Council.

- 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 Federation made at an Annual General Meeting or a Special General Meeting) to deal with all matters affecting the Federation and its membership, and to exercise control over all ward and polling district Branches and specialist committees or groups.**

 - 6.5.2 The Executive Council may, pursuant to paragraph 6.8 below, establish such Committees of the Federation as it shall think fit, for example a Political Committee, Women’s Committee, a Local Government Committee, and Conservative Future, where there are sufficient numbers of members of the Federation 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 Federation from each constituency to be its representatives on the Area Council for the Area in which the Federation is situated.**

 - 6.5.4 **The Executive Council shall make provision for the collection of subscriptions in respect of Party Membership.**

SCHEDULE 7A – RULES OF THE CONSERVATIVE PARTY FEDERATIONS (cont)

- 6.5.5 The Executive Council shall determine, prior to the date upon which nominations for elections for Officers of the Federation 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 **The responsibilities of the Constituency Officers and, where other Officers are elected pursuant to Paragraph 5.1.4 and 5.1.5. respectively, the number and responsibility of those Officers of the Federation,**
- 6.6 **Funds of the Federation**
- 6.6.1 **The Funds of the Federation shall be under the control of the Executive Council.**
 - 6.6.2 **The Executive Council shall appoint not less than three signatories for Federation bank accounts, bank drafts or cheques or similar documents which shall always require signature by two authorised signatories.**
 - 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 Federation 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 Federation 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 Federation, 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 Federation**
- 6.8.1 **Any committee established by the Executive Council pursuant to paragraph 6.5.2 above should adopt Rules which accord with the Constituency Guide to Best Practice.**
 - 6.8.2 **The minutes of any meeting of any Committee of the Federation shall be sent to the Chairman of the Federation and Agent forthwith after approval.**
 - 6.8.3 **The Executive Council may resolve to disband any committee of the Federation 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.**

SCHEDULE 7A – RULES OF THE CONSERVATIVE PARTY FEDERATIONS (cont)

7 WARD OR POLLING DISTRICT BRANCHES

- 7.1** Branches of the Federation may be established in wards or polling districts consisting of all members of the Federation 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 Federation within the ward or polling district, 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 Ward or Polling District 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 Federation. 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 Federation in accordance with the provisions of Paragraph 17.1 below.
- 7.8** Branches shall pay annually to the central fund of the Federation 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.

SCHEDULE 7A – RULES OF THE CONSERVATIVE PARTY FEDERATIONS (cont)

- 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 Federation or, where that office is combined with that of 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 Federation 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 Federation shall adopt Rules for Ward and Polling District Branches in the form annexed to these Rules of Conservative Party Federation. 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 Federation, and any assets not already vested in the Trustees of the Federation shall be handed over to the Officers of the Federation.
- 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 Federation 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.

SCHEDULE 7A – RULES OF THE CONSERVATIVE PARTY FEDERATIONS (cont)

8 AGENT

- 8.1 The Executive Council shall have the power to appoint a certificated Agent who shall be responsible to the Executive Council for supervising the work of the Party organisation throughout the constituencies.**
- 8.2 The Agent shall be a non-voting member of the Executive Council.**
- 8.3 The Agent will work with and support the management team of the Federation.**
- 8.4 The Agent shall receive notices of and be entitled to attend all committee and other meetings of the Federation and Branches, but shall not be entitled to vote.**
- 8.5 In relation to Agents first employed by the Association before 28th March 1998:**
- 8.5.1 there shall be a written contract between the Federation and the Agent.**
 - 8.5.2 The salary shall be based on the recommendation of the Board and shall be negotiated between the Agent and the Officers.**
 - 8.5.3 The Federation shall pay the Agent's expenses and allowances based on the recommendations made from time to time by the Board.**
 - 8.5.4 The Federation shall pay the employer's contribution to the Agent's Superannuation Fund provided that the Agent also pays the appropriate contribution.**
- 8.6 In the case of Agents first employed after 28th March 1998, the form and provisions of the contract shall be as determined by the Board.**
- 8.7 The Officers of the Federation, the Agent and such member of the professional staff of the Party appointed by the Board for the purpose shall agree a Management Development Programme for the Agent.**
- 8.8 All decisions on the appointment and termination of employment of the Agent will be discussed jointly between the Officers of the Federation and such member of the professional staff of the Party appointed by the Board for the purpose.**
- 8.9 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 Federation shall be held before the end of March being within three months of the end of the Federation's financial year each year, for the following purposes:**
- 9.1.1 To receive and adopt the audited or certificated accounts of the Federation prepared in accordance with the provisions of paragraph 5.10.1 above;**
 - 9.1.2 To receive and adopt the Federation Report prepared by Officers of the Federation 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 elect Honorary positions within the Federation in accordance with paragraphs 4.1 and 4.3 of these Rules;**

SCHEDULE 7A – RULES OF THE CONSERVATIVE PARTY FEDERATIONS (cont)

- 9.1.5 To appoint auditors or such other persons who may be qualified to certify accounts;
- 9.1.6 To transact such other business as may be brought before it.
- 9.2 Notice of the Annual General Meeting shall be given to each member of the **Federation** 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 Federation may be summoned at any time**
 - 10.1.1 **by the Chairman of the Federation, or**
 - 10.1.2 **upon a petition signed by not less than fifty members of the Federation or 10% of the total membership of the Federation for the previous year (whichever is less) sent to the Secretary of the Executive Council of the Federation requesting him 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 Federation. 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 Federation shall be given in accordance with one or other of the following provisions: either**
 - 11.1.1 **by written notification to every member of the Federation; or**
 - 11.1.2 **By sending an individual notice**
 - 11.1.2.1 **to each member of the Executive Council; and**
 - 11.1.2.2 **to the Secretary of each Branch and Committee of the Federation together with sufficient copies of the notice for distribution; and**
 - 11.1.2.3 **to each Secretary of each subscribing Conservative Club; and by advertising in at least one local newspaper(s) as the Executive Council shall deem appropriate.**

SCHEDULE 7A – RULES OF THE CONSERVATIVE PARTY FEDERATIONS (cont)

- 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 Federation is situated shall be given notice of and may attend any general meeting of the Federation 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 Federation in an advisory and non-voting capacity.

12 QUORUM

- 12.1** For all General Meetings of the Federation the quorum shall be not less than 50 members or 10% of the total membership of the Federation (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 Federation 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 Federation, 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 his discretion) directs or upon one-third of members present and entitled to vote so requesting, the voting shall be by secret ballot.
- 13.2** Except where expressly provided otherwise, any motion at any meeting of the Federation, 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 Federation, shall submit any dispute or difference arising in connection with the Federation or any of its Branches to the Area Management Executive for the Area within which the Federation 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.

SCHEDULE 7A – RULES OF THE CONSERVATIVE PARTY FEDERATIONS (cont)

- 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 Federation, 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 Candidate Selection Committees, one for each constituency within the Federation, the members of which shall be:

15.1.1 The Constituency Officer who will act as Chairman of the Committee for the Constituency which he represents;

15.1.2 other members of the Federation representing the individual constituencies, 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 Candidate Selection Committees, 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 each 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 Candidates, the Candidate Selection Committees shall, through the Constituency Officers of the respective constituency, act in consultation with the Committee on Candidates of the Board 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 Committees shall recommend not less than three Candidates for interview by those members representing the individual constituency on the Executive Council (“the recommended list”). The recommended list shall not be published.

15.2.3 Upon receipt of the recommended list, those members representing the individual constituency on the Executive Council shall nominate not less than two Candidates for consideration by a General Meeting of the members of the Federation residing in, or who have chosen to be treated as if resident in, the respective constituency.

SCHEDULE 7A – RULES OF THE CONSERVATIVE PARTY FEDERATIONS (cont)

15.2.4 Where the relevant Constituency members of 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, called for that purpose, of those members of the Federation residing in, or who have chosen to be treated as if resident in, the relevant Constituency.

15.2.5 The Chairman of the Federation shall convene a General Meeting or Special General Meeting as the case may be, of the members of the Federation residing in, or who have chosen to be treated as if resident in, the respective constituency 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 those members of the Executive Council who are members residing in, or who have chosen to be treated as if residing in, the relevant Constituency should he 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 those members of the Executive Council who are members residing in, or who have chosen to be treated as if residing in, the relevant Constituency after due notice and not less than two weeks or 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 Federation, 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 those members of the Executive Council who reside in the relevant Constituency, or who have chosen to be treated as if residing in, to his re-adoption, he will have the right to request a postal ballot of the full membership of those members of the Federation residing in, or who have chosen to be treated as if resident in, the relevant Constituency as to whether or not he should be re-adopted. The ballot shall be conducted by such person as is appointed by the Board of the Party for the purpose with the Chairman of the Federation 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 qualifying members of the Federation residing in, or who have chosen to be treated as if resident in, the respective constituency in connection with the ballot

SCHEDULE 7A – RULES OF THE CONSERVATIVE PARTY FEDERATIONS (cont)

In the alternative to the procedure contained within para 15.2.6.3 above, the sitting Member of Parliament may (at his option) have his name automatically added to the final list to be considered by the General Meeting (in addition to the Candidates nominated by the Executive Council in para 15.2.3).

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 himself for selection for any constituency which may incorporate any part of his 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 either

15.3.1.1 maintain an approved list of potential Candidates for Local Government elections, and submit suitable names to Branches for selection by the Branch, whereupon the Branch may proceed to adopt one or more of the candidates; or

15.3.1.2 allocate Candidates to fight particular wards or divisions; or

15.3.1.3 allow Branches to select the Candidates of their choice but shall approve such selection. Thereafter, the general meeting of the Branch shall adopt the Candidate(s).

15.3.2 If the electoral Area extends beyond the Area of a single Branch the foregoing procedure shall be carried out by the Branches concerned, acting jointly, under the direction of the Executive Council.

15.3.3 A sitting Councillor shall be required to make a written application to the Executive Council or Branch Committee as appropriate should he wish to seek re-adoption. The procedure for re- adoption shall thereafter take place in accordance with the procedure set out in Paragraph 15.3.1 above.

15.3.4 The decision relating to re- adoption should be reached in reasonable time having regard to the mutual convenience of both the Federation and the sitting Councillor.

15.3.5 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 SUSPENSION OF THE ACTIVITIES OF A FEDERATION

Upon the calling of a Parliamentary General Election or By-Election in the Constituencies, the activities of the Federation and of its Branches shall be suspended until after polling day. No resolution shall be necessary to bring this provision into effect

SCHEDULE 7A – RULES OF THE CONSERVATIVE PARTY FEDERATIONS (cont)

17 TRUSTEES

- 17.1 **All the freehold, leasehold and other property of the Federation 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 Federation at a General Meeting.** Save that property held by the individual Constituency Associations prior to the formation of the Federation 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 of the individual Constituency Association's property at a General Meeting of Federation members residing in, or who have chosen to be treated as if resident in, that particular Constituency.
- 17.2 **All property of the Federation for the time being vested in the Trustees and the proceeds of sale and the income thereof shall be held upon trust for the Federation 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.**

18 INTERPRETATION

- 18.1 **Schedule 1 of the Party Constitution shall have effect in these Rules.**
- 18.2 **The Executive Council shall have power to deal with any matter not provided for in these Rules.**

19 ALTERATION OF THE RULES

- 19.1 **The Mandatory Rules of the Federation, within the meaning of Article 41.2 of the Constitution, being those in bold type within these Rules of Constituency Federation shall not be amended or altered other than in accordance with the provisions of Article 92 of the Constitution.**
- 19.2 **Subject to the provisions of Paragraph 19.1 above, a General Meeting of the Federation shall have the power to amend, to add to, or to rescind such rules of the Federation 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.**
- 19.3 **Notice of the proposed alteration must reach the Chairman of the Federation in writing at least fourteen days before the day of the meeting. Notice of the proposed alteration shall be given to members of the Federation at least seven days before the meeting in accordance with Paragraph 11.1 above.**

20. DISSOLUTION & SECESSION

20.1 In accordance with the provisions of this Article:

- 20.1.1 **The Members of the Federation may dissolve the Federation and re-establish separate Constituency Associations for each Constituency within the Federation.**

SCHEDULE 7A – RULES OF THE CONSERVATIVE PARTY FEDERATIONS (cont)

- 20.1.2** If the Federation comprises more than two Constituencies, the Members residing in (or who have chosen to be treated as if residing in) any one Constituency thereof may leave the Federation and re-establish a separate Constituency Association for their Constituency.
- 20.2.** No such proposal as is referred to in Article 20.1.1 shall be considered (or further considered):
- 20.2.1** If a general election or by-election to any Parliamentary seat within the Federation has been called, or within 3 calendar months from the date of a general election or any such by-election.
- 20.2.2** If any other elections or by-elections to any ward, Welsh or London Assembly, or European Parliamentary seats within any part of the Federation are due to take place within 3 calendar months or have taken place within the preceding 3 calendar months.
- 20.2.3** Unless the same shall have been proposed in writing by the Board or by no fewer than 50 Members or 10% of the Members residing (or who have chosen to be treated as if residing) within the Constituencies comprised within the Federation, whichever shall be the greater.
- 20.3** Upon any such qualifying motion to which the Board or the requisite number of Members shall have signified written assent being proposed:
- 20.3.1** The Chairman of the Federation shall notify the Area Management Executive and the Board (unless the Board has itself proposed the motion).
- 20.3.2** The Chairman of the Federation shall call and give notice of a Special General Meeting of the Federation in accordance with Article 10, which shall be fixed for a date not less than 28 and not more than 56 days after he or she has received the relevant motion.
- 20.4** Any Special General Meeting called in accordance with Article 20.3.2,
- 20.4.1** Shall debate as the only items of business the motion to dissolve the Federation and to re-establish separate Constituency Associations for each Constituency within the Federation.
- 20.4.2** Shall be presided over by the Area Chairman or another member of the Area Management Executive nominated by the Area Chairman, who, if called upon by the Board to do so, shall permit the attendance of a representative of the Board.
- 20.5** Within 28 days following the conclusion of any Special General Meeting called in accordance with Article 20.3.2, the Area Chairman shall cause there to be carried out a postal ballot of the Members of the Federation on the motion to dissolve the Federation and to re-establish separate Constituency Associations for each Constituency within the Federation. Ballots shall indicate on their face the Constituency in which the Member to which that ballot was sent resides (or has chosen to be treated as if residing). The result of the ballot, together with the basis upon which any successful motion shall have been carried in accordance with Article 20.6, shall thereafter be declared by the Area Chairman, but without revealing the numbers who have voted for and against the motion.

SCHEDULE 7A – RULES OF THE CONSERVATIVE PARTY FEDERATIONS (cont)

20.6 A motion to dissolve the Federation and to re-establish separate Constituency Associations for each Constituency within the Federation shall carry, and shall only carry,

20.6.1 With the support of more than 50% of those voting in accordance with Article 20.5;

or,

20.6.2 Where the Federation consists of two Constituencies only, with the support of more than two-thirds of those voting in accordance with Article 20.5 residing (or who have chosen to be treated as if residing) within one or other of those Constituencies;

or

20.6.3 Where the Federation consists of more than two Constituencies, with the support of more than two-thirds of those voting in accordance with Article 20.5 residing (or who have chosen to be treated as if residing) within the majority of the Constituencies comprising the Federation.

For the avoidance of doubt, in tallying votes for the purposes of Articles 20.5.2 and 20.5.3, votes shall be counted by the Area Chairman on a Constituency by Constituency basis, and a shortfall in the requisite number of those voting for the motion from any one Constituency shall not be made good by counting the votes of those voting for the motion from any other Constituency.

20.7 Where a Federation comprises more than two Constituencies, the Members residing in (or who have chosen to be treated as if residing in) any one Constituency may leave the Federation and re-establish a separate Constituency Association for their Constituency in accordance with the provisions of Articles 20.2 to 20.6, which shall apply mutatis mutandis subject to the following differences:

20.7.1 Always subject to the provisions of Articles 20.2.1 and 20.2.2, no such motion as is referred to in Article 20.1.2 shall be considered unless the same shall have been proposed in writing by the Board or by no fewer than 50 Members or 10% of the Members residing (or who have chosen to be treated as if residing) within the particular Constituency which it is proposed should re-establish its own Constituency Association, whichever shall be the greater.

20.7.2 Only Members residing (or who have chosen to be treated as residing) within the particular Constituency which it is proposed should re-establish its own Constituency Association shall be balloted on the motion.

20.7.3 Such a motion shall carry, and shall only carry, with the support of more than two-thirds of those entitled to vote.

20.8 In the event of a motion to dissolve a Federation and to re-establish separate Constituency Associations for each Constituency within the Federation carrying in accordance with Article 20.6,

SCHEDULE 7A – RULES OF THE CONSERVATIVE PARTY FEDERATIONS (cont)

- 20.8.1** As soon as reasonably practicable, the Chairman of the Federation shall inform the Board.
 - 20.8.2** The Executive Council shall enter into immediate discussions with the Area Management Executive and the Board as to the re-establishment of separate Constituency Associations in accordance with Article 40 of the Constitution, and as to the arrangements therefor.
 - 20.8.3** The Federation will be dissolved not less than 28 days and not more than 56 days thereafter on a date appointed by the Board in its absolute discretion.
- 20.9** In the event of a motion for any one Constituency within the Federation to leave the Federation and re-establish a separate Constituency Association for its Constituency carrying in accordance with Article 20.7,
- 20.9.1** As soon as reasonably practicable, the Chairman of the Federation shall inform the Board.
 - 20.9.2** The Executive Council shall enter into immediate discussions with the Area Management Executive and the Board as to the re-establishment of a separate Constituency Association for the Constituency in question in accordance with Article 40 of the Constitution, and as to the arrangements therefor.
 - 20.9.3** Not less than 28 days and not more than 56 days thereafter, on a date appointed by the Board in its absolute discretion, a separate Constituency Association shall be established for the Constituency leaving the Federation which shall nonetheless continue as a Federation of the remaining Constituencies comprised therein in accordance with these Rules and as though the Constituency leaving the Federation had never been part thereof.
- 20.10** Exceptionally, but in such circumstances as it shall in its absolute discretion determine, the Board may (i) dissolve a Federation and re-establish separate Constituency Associations for each Constituency within the Federation, or (ii) direct that any one Constituency within the Federation shall leave the Federation and re-establish a separate Constituency Association for its Constituency. Any such decision by the Board shall be notified to the Chairman of the Federation in writing, whereupon, as the case may be, the provisions of Articles 20.8.2 and 20.8.3 or 20.9.2 and 20.9.3 shall apply mutatis mutandis.

ANNEX

RULES FOR A WARD OR POLLING DISTRICT BRANCH

NAME

- 1 The name of the Branch shall be the "..... Branch of the Conservative Federation" 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 Federation so far as these apply to the Ward (or Polling District), subject to the directions of the Executive Council of the Federation.

MEMBERSHIP

- 3 Any person residing in or connected with the Ward or Polling District and who is a member of theFederation shall, if they so desire, be a member of the Branch.
- 4 The provisions of Paragraph 3.3 of the Rules of the Federation 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.
- 6 The Secretary of the Branch (or such Officer of the Branch who is responsible for membership within the Branch) shall maintain, and furnish to the Executive Council of the Federation when requested, a full and up-to-date list of the names and addresses of the members of the Branch.

CONSTITUTION

7. The Branch is formed with the authority of the Executive Council of the Federation and is subject to the rules of the Federation.
- 8 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 Federation. 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 Federation in accordance with the provisions of paragraph 17.1 of the Federation rules.
- 9 The Branch shall pay annually to the central fund of the Federation a quota agreed upon between the Executive Council and the Branch Committee.
- 10 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 Federation or, where that office is combined with that of Membership Deputy Chairman, to the Membership Deputy Chairman of the Federation immediately following the Annual General Meeting of the Branch.
- 11 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.
- 12 Upon request from the Chairman of the Federation 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.

ANNEX - RULES FOR A WARD OR POLLING DISTRICT BRANCH (cont)

OFFICERS OF THE BRANCH

- 13 Each Branch shall consist of the following Officers:
 - 13.1 A Chairman;
 - 13.2 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;
 - 13.3 A Treasurer, where the office is not combined into that of one of the Deputy Chairmen;
 - 13.4 A Secretary.
- 14 The Officers of the Branch shall be elected at the Annual General Meeting of the Branch in accordance with paragraph 19 below.
- 15 No Officer shall hold the same office for more than three consecutive years save that the Branch Committee may, upon a motion put and voted upon by it by secret ballot, invite any Officer who has held the same office for three years to offer himself for re-election to that office for a fourth and final year.
- 16 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.
- 17 The Officers shall be ex-officio members of all sub-committees of the Branch Committee.
- 18 **BRANCH COMMITTEE**
 - 18.1 There shall be a Branch Committee consisting of the Officers of the Branch and [number] elected members.
 - 18.2 The Chairman of the Branch shall be the Chairman of the Branch Committee.
 - 18.3 **Meetings, Notices and Business**
 - 18.3.1 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.
 - 18.3.2 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.
 - 18.3.3 The committee shall have power to appoint sub-committees, and the Officers of the Branch shall be ex-officio members of such sub-committees.
 - 18.3.4 Unless the Branch Committee decide otherwise, the sub-committees shall have power to elect their own Chairmen.
 - 18.4 **Absence from Meetings**

Any member of the Branch Committee who is absent from three consecutive committee meetings shall be deemed to have forfeited his position on the committee unless the committee shall otherwise resolve.
 - 18.5 **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.
 - 18.6 **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.

ANNEX - RULES FOR A WARD OR POLLING DISTRICT BRANCH (cont)

ANNUAL GENERAL MEETING

- 19 The Annual General Meeting of the Branch shall be held before the end of March each year, but at least 14 days prior to the AGM of the Federation, for the following purposes:-**
- 19.1 To receive and adopt the audited or certificated accounts of the Branch for the financial year ending [date] last;**
 - 19.2 To receive and adopt the report of the Branch Committee on the work of the Branch for the year ending [date] last;**
 - 19.3 To elect the Officers of the Branch;
 - 19.4 To elect the Branch Committee;
 - 19.5 To appoint auditors or such other persons who may be qualified to certify accounts;
 - 19.6 To elect representatives to the Executive Council of the Federation;
 - 19.7 To transact such others business as may be brought before it.
- 20 Notice of the Annual General Meeting shall be given at least seven days before the date of the meeting.

SPECIAL GENERAL MEETINGS

- 21 A Special General Meeting of the Branch may be summoned at any time by the Chairman of the Branch or 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 report.
- 22 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

- 23 The provisions of Paragraph 11 of the Rules of the Constituency Federation shall apply mutatis mutandis.

QUORUM AT GENERAL MEETINGS

- 24 For all General Meetings of the Branch the quorum shall be not less than [number].

VOTING AT GENERAL MEETINGS

- 25 The votes at all meetings may be taken, in the first instance, by a show of hands, but the Chairman at his 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.

SUSPENSION OF BRANCH

- 26 When a Parliamentary General Election or By-Election in the Constituency takes place activities of the Branch shall be automatically suspended in accordance with Paragraph 16 of the Rules of the Constituency Federations.

LOCAL GOVERNMENT CANDIDATES

- 27 The provisions of paragraph 15.3 of the Rules of the Constituency Federations shall have effect in relation to the selection of Local Government Candidates.

INTERPRETATION

- 28 Schedule 1 of the Constitution shall have effect in these Rules.**
- 29 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.**

ANNEX - RULES FOR A WARD OR POLLING DISTRICT BRANCH (cont)

ALTERATION OF THE RULES

- 30 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.
- 31 Notice of the proposed alteration must reach the Chairman of the Federation in writing at least fourteen days before the day of the meeting. Notice of the proposed alteration shall be given to members of the Federation at least seven days before the meeting in accordance with Paragraph 11.1 of the Rules of the Federation.

SCHEDULE 8
THE SCOTTISH CONSERVATIVE & UNIONIST PARTY
AND THE WELSH CONSERVATIVE PARTY

THE SCOTTISH CONSERVATIVE & UNIONIST PARTY

- 1 Scottish Party Members are bound by the provisions of the Constitution of the Scottish Conservative and Unionist Party (“SCUP”). Notwithstanding any other provision contained within this Constitution, the SCUP and Scottish Party Members shall therefore have only the following rights and obligations with respect to the Party within this Constitution:
 - 1.1 The election of the Leader in accordance with the provisions of Part III and Schedule 2 of this Constitution;
 - 1.2 Participation in the National Conservative Convention in accordance with the provisions of Part V and Schedule 3 of this Constitution;
 - 1.3 Participation in Party Conferences in accordance with the provisions of Part X and Schedule 4 of this Constitution;
 - 1.4 The maintenance of a Constituency Association in every Parliamentary Constituency in Scotland;
 - 1.5 Membership of and participation within the Constitutional College of the Party in accordance with the provisions of Part XIII and Schedule 9 of this Constitution.

- 2 In addition, in relation to matters relating to Ethics and Integrity, the Ethics and Integrity Committee shall assume, in relation to the conduct of any Scottish Party Member who is a Member of Parliament or Member of the European Parliament or an adopted Parliamentary Candidate or European Parliamentary Candidate the same powers and responsibilities as are contained in Part XII, subject to the following additional provisions:
 - 2.1 The Ethics and Integrity Committee shall investigate any matter referred to it by the Scottish Executive;
 - 2.2 The Honorary Secretary of SCUP or his nominee shall be a member of the Ethics and Integrity Committee for the purposes of those cases in which the Ethics and Integrity Committee is investigating the conduct of any Scottish Party Member who is a Member of Parliament or Member of the European Parliament or an adopted Parliamentary Candidate or European Parliamentary Candidate.
 - 2.3 The Ethics and Integrity Committee shall conclude its determination by reporting, in writing, to the Scottish Executive stating what action, if any, is required.
 - 2.4 Thereafter, the SCUP shall implement any action which the Ethics and Integrity Committee has determined, which action shall be unlimited.
 - 2.5 The provisions of Articles 87 to 89 inclusive shall apply, mutatis mutandis, to any determination by the Ethics and Integrity Committee under these provisions.

THE WELSH CONSERVATIVE PARTY

- 3 There shall be established and maintained in Wales The Welsh Conservative Party which shall be managed by a Board (known as “The Board for Wales”) consisting of:
 - 3.1 A Chairman, to be known as “The Chairman of the Welsh Conservative Party”,
 - 3.2 Two Deputy Chairmen
 - 3.2.1 One of whom shall have particular responsibility for co-ordinating the formulation and development of policy ideas and initiatives and political campaigning in the Principality (‘the Political Deputy Chairman’) and;
 - 3.2.2 One of whom shall have particular responsibility for fund-raising and membership within the Principality (‘the Membership Deputy Chairman’);
 - 3.3 The Area Chairmen in Wales
 - 3.4 The Conservative Leader in the Welsh Assembly
 - 3.5 The Chairman of the Welsh Local Government Committee
 - 3.6 The Director for Wales (in a non-voting capacity).
 - 3.7 The Secretary of State for Wales or Cabinet Member responsible for Wales or when in opposition the shadow Secretary of State for Wales or the Shadow Cabinet Member responsible for Wales.
 - 3.8 That Member of the European Parliament who tops the list for the Welsh Conservative Party.

SCHEDULE 8 - THE SCOTTISH CONSERVATIVE & UNIONIST PARTY AND THE WELSH CONSERVATIVE PARTY (cont.)

- 4 The Chairman and Deputy Chairmen of the Welsh Conservative Party shall be nominated for election and elected by members of Area Councils in Wales and may not hold the same post for more than three consecutive years.

- 5 Rules governing the management of and elections within the Welsh Conservative Party shall be submitted to and approved by the Board, and thereafter any amendment to the said rules shall take place only with the approval of the Board. Such rules shall be consistent with this Constitution.

SCHEDULE 9
CHANGES TO THE CONSTITUTION OF THE CONSERVATIVE PARTY

- 1 Any proposal to amend this Constitution may be initiated by the following:
 - 1.1 A resolution of the National Conservative Convention;
 - 1.2 A petition, delivered to the Chairman of the Board, signed by not less than 10,000 Party Members;
 - 1.3 A resolution of the Board;
 - 1.4 A resolution of the Executive of the 1922 Committee.

- 2 Upon receipt of the resolution or receipt of the petition, as the case may be, the Chairman of the Board shall notify in writing all members of the Constitutional College of a proposed ballot on a motion for the change of the Constitution. The notification shall:
 - 2.1 state the terms of the motion;
 - 2.2 state the return date, time and address for ballot papers, not being a date less than 28 days, nor more than 56 days from the date of notification of the ballot.

- 3 Thereafter, it shall be the duty of each body or group within the Constitutional College to convene meetings of its respective body or group in order to inform its members of the motion, and to debate its merits.

- 4 A postal ballot shall be conducted of all members of the Constitutional College. The Chairman of the Board shall act as Returning Officer and he shall cause the result of the ballot to be published forthwith upon completion of the counting of votes.

SCHEDULE 10
COMMENCEMENT PROVISIONS

Membership

- 1 An existing member of any Conservative Party Constituency Association affiliated to the National Union of Conservative and Unionist Associations or the Scottish Conservative and Unionist Association shall be deemed to be a Party Member or Scottish Party Member (with the same right to vote at meetings as if he had been a Party Member or Scottish Party Member for three months) until the expiry of his membership of the Constituency Association of which he is a member or 14th June 1999, whichever is the sooner.
- 2 From 15th June 1998, an existing Conservative Association affiliated to the National Union of Conservative and Unionist Associations shall be a member of the Party provided that, on or before that date, it adopts as its Rules the Rules of the Conservative Party Constituency Associations as contained within Schedule 7 herein, in place of any and all existing Rules or Constitutions, subject to confirmation by the Board.
- 3 In the event that any Constituency Association affiliated to the National Union of Conservative and Unionist Associations has not adopted as its Rules the Rules as contained within Schedule 7 by 15th June 1998, the Board may thereafter proceed to form a new Conservative Party Constituency Association within the constituency.

Leader

- 4 The Leader of the Party is The Right Honourable William Hague MP.

Board

- 5 The Leader shall appoint members of the Board in accordance with the provisions of Part IV of this Constitution, to take effect as from 28th March 1998.
- 6 From 28th March 1998 the National Conservative Convention representatives on the Board shall be
 - 6.1 Mr Robin Hodgson CBE, as Chairman of the National Conservative Convention
 - 6.2 Mr Graham Park CBE, as President of the National Conservative Convention
 - 6.3 Mr Brian Hanson CBE
 - 6.4 Mr Raymond Monbiot CBE
 - 6.5 Mrs Jean Searle OBE
- 7 Until such time as The Conservative Councillors Association is formed and accorded the status of a Recognised Organisation with an elected Chairman, County Councillor Paul White DL shall be a member of the Board from 28th March 1998 occupying the position on the Board of Chairman of the Conservative Councillors Association.
- 8 The Chairman of the Board shall nominate a member of the professional staff of the Party to serve on the Board in accordance with the provisions of Part IV of this Constitution, with effect from 28th March 1998.
- 9 The other members of the Board shall be as set out in Article 12 of Part IV of this Constitution.

The Conservative Policy Forum

- 10 With effect from 28th March 1998 the Director of the Conservative Policy Forum shall be Mr Michael Simmonds.
- 11 The three representatives of the Area Political Deputy Chairmen on the Council of the Conservative Policy Forum shall be determined by the Board in consultation with the Director of the Conservative Policy Forum and appointed as soon as reasonably practicable to hold office until the first full elections of such posts take place by no later than 31 May 1999.

SCHEDULE 10 - COMMENCEMENT PROVISIONS (cont.)

The National Conservative Convention

- 12 Paragraphs 5 and 6 of Schedule 3 of this Constitution shall not take effect until after the National Convention elections in 2001.

Area Councils

- 13 The first meeting of the Area Councils shall take place on such date and time and in such location as the majority of the Chairmen of each Constituency Association forming part of each Area shall agree between themselves, being a date not earlier than 1st July 1998 and not later than 1st October 1998.
- 14 The Chairmen of each Constituency Association forming part of each Area shall agree, by a majority, the identity of a member of the Area Council (not standing for election to the Area Management Executive) to act as returning Officer for the election of the first Area Management Executive.

Regional Co-ordinators

- 15 The Board will determine the identity of the Regional Co-ordinators who shall be appointed by the Board as soon as reasonably practicable after 28th March 1998, to hold office until the Area Management Executives have been formed and the election of Regional Co-ordinators has taken place.

Candidates

- 16 The procedure in the Guidelines on Procedure approved by the Standing Advisory Committee on Candidates on 18th March 1998 shall have effect in respect of the regional selection, ranking and adoption of Conservative European Parliamentary Candidates in England and Wales for the 1999 European election only.

Other Appointments and Decisions

- 17 Except as expressly provided for in the Commencement Provisions, other appointments and decisions shall take place in accordance with the provisions of the relevant Part of this Constitution within the timescale indicated, and in the absence of any identified timescale, as soon as reasonably practicable.

Amendments to the Constitution

- 18 The Board shall establish, as soon as reasonably practicable after 28th March 1998 a Constitutional Review Sub-Committee, the purpose of which shall be to examine the introduction of the reforms and monitor the effectiveness of this Constitution. The composition of the Constitutional Review Sub-Committee will be determined by the Board.
- 19 The Constitutional Committee shall make such recommendations to the Board as it thinks fit.
- 20 Save as expressly provided, the provisions of Part XIII of this Constitution shall not take effect until 31st October 1999.
- 21 From 28th March 1998 until 31st October 1999, the following provisions apply in relation to amendments to this Constitution:
- 21.1 Subject to the provisions of paragraph 21.2 below, the Board may with the approval of the Leader of the Party make such amendments or changes to the provisions of this Constitution as it thinks fit with immediate effect provided that such amendment must be approved by a simple majority of those voting in the Constitutional College within 12 months of the change in the Constitution being implemented.
- 21.2 Any amendments or changes to the provisions in Parts III, IV, XII and the Schedules only to the extent that they relate thereto may only take effect if approved by a simple majority of those members of the Constitutional College (as defined in Article 91 of this Constitution) voting.
- 21.3 The provisions of Paragraphs 2 to 4 inclusive of Schedule 9 shall apply to these commencement provisions.

SCHEDULE 10 - COMMENCEMENT PROVISIONS (cont.)

Provision of Information

22 A Constituency Association shall provide to the Board such information which may reasonably be requested of it by the Board relating to membership and other constituency matters within such reasonable timescale as the Board may require.

Other matters

23 The provisions of Paragraph 3 of Schedule 6 shall not take effect until 15th June 1998.

END