

# Constitution of the Conservative Party

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**Including Schedules 7 and 7a  
(The Rules of Conservative Party  
Associations and Federations)**

## 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”). The Party is commonly referred to as “The Conservative 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 Local operational units (referred to in this Constitution as “*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, 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 an Association. Subscriptions shall be received in relation to both the Party subscription and the Association subscription in the proportionate amounts (and shall belong to the Party and the Associations in such amounts) as determined from time to time by the Board in consultation with the Committee on Membership. A subscription shall be received when it has been recorded either by the local Association or the Party’s membership staff on the Party’s national membership database.
- 7 The payment by individuals to the Party or an 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 Association which has received their subscription, (either directly or indirectly) to be a member of that Association.
- 8 A Party Member may apply to be a member of an Association notwithstanding that they are already a member of another Association provided that
  - 8.1 an 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 Association;
  - 8.2 a Party Member who is a member of more than one 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 updated 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.

All membership and other data held on the Party's database shall be the property of the Party with access available to the appropriate Association at all times.

### **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 the House of Commons, 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 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 who may or may not be the Secretary of the National Convention as determined annually by the Board.
- 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, and local level;
  - 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 Associations, including the power to recognise Federations or other groupings of 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 an Association or Recognised Organisation in accordance with the provisions of Schedule 6;
  - 17.9 the establishment of a new or replacement Association in accordance with the provisions of Schedule 6;
  - 17.10 the withdrawal or refusal of membership of an 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 trademarks, 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.
  - 17.23 The oversight of any monies or other items borrowed by the Party.

- 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 Association within England and Wales, Scotland and Northern Ireland or a Deputy Chairman nominated as a substitute by the Association at a meeting of the Executive Council of the Association. 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 should be the Chairman of that Federation or Grouping and the elected constituency officers of the Federation or Grouping
  - 20.2 the elected representatives on the Board; and the elected members of the Scottish Management Board 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 Chairmen and Deputy Regional Chairmen 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;
- 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 and who shall be known as "President & Conference Chairman".
- 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 OFFICERS**

- 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 Chairman within an Area; or
  - 27.2 a request from not less than 60% of Association Chairmen within an Area; or
  - 27.3 a request from the Executive Council of any Association which is affected by a boundary change.
- 28 Each Area Council shall comprise
- 28.1 The Chairman of each 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 pursuant to the provisions of Article 44 below, then the representation pursuant to this Article shall be the Chairman of the Federation or other grouping and the "Constituency Officers" of that body.
  - 28.2 Two representatives from each Constituency covered by an Association elected by the Executive Council of each Association in accordance with the Rules of the Conservative Party Associations, as contained within Schedule 7. Where the Association is subject to Schedule 7a, two representatives per constituency should be elected by the Executive Council under the same rules that pertain to the election of "Constituency Officers".
  - 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 Associations with a view to enhancing the performance of 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 Associations and take initiatives in respect of
- 32.1 sharing of resources between Associations;
  - 32.2 the finance and membership of Associations;
  - 32.3 the motivation and monitoring of the performance of Associations;
  - 32.4 the management and training of Officers of Associations;
  - 32.5 campaigning and Conservative representation in National, and Local Government 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 Associations and Branches thereof, including the investigation of breaches of Rules of Associations;
  - 32.9 the provision of assistance to, and the undertaking of activities within a Supported 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 reasonably practicable in accordance with the provisions of Schedule 5.

#### Regional Officers

- 36 The Board shall establish throughout England, by dividing into regions, a regional structure. Thereafter the Board may from time to time amend the said regional structure to take account of any change in circumstances.
- 37 Three Regional Officers shall be elected in each Region, one of whom shall be elected as Regional Chairman. The other two elected Regional Officers in the Region will be Deputy Regional Chairmen.
- 37.1 One of whom shall have particular responsibility for assisting Area Deputy Chairmen, where requested with coordinating the formulation and development of policy ideas and initiatives and political campaigning, in the Region ("the Political Deputy Chairman"); and
  - 37.2 One of whom shall have particular responsibility for assisting Deputy Chairmen, where requested, with fund-raising and membership within the Region ("the Membership Deputy Chairman"); No Regional Officer shall hold the same office for more than three consecutive years.
- 38 The Regional Officers shall be elected in accordance with the provisions of Schedule 5, by those members of the Area Councils in the region in which they are situated.
- 39 The Regional Officers 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.
- 39.6 When so requested by the Board, providing assistance in the establishment of fair disciplinary processes and dispute resolution within the Region.
- 39.7 Promoting liaison between the Area Officers within the Region.
- 39.8 Introducing and promoting initiatives across the Region in any matters as requested by the Board from time to time.

## **PART VII**

### **ASSOCIATIONS**

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

#### **Structure of Associations**

- 41 Each 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 Associations, as contained within Schedule 7 or 7a;
  - 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 Associations, as contained within Schedule 7 or 7a provided that any such rules adopted by the Association shall not be inconsistent with the Mandatory Rules;
  - 41.4 comply with the objects of Associations as set out in Paragraph 2 of Schedule 7 or 7a of this Constitution;
  - 41.5 be representative of the Party in the area covered by the Association;
  - 41.6 present and apply the unified image and common presentational strategy designed for the Party nationally.
- 42 Each Association shall, upon the adoption or amendment of the Rules of its Association, send to the Secretary to the Board a copy of the Association's Rules as adopted or amended within thirty days thereof.
- 43 If, in the opinion of the Board, the adopted Rules of an Association, Federation or Grouping are inconsistent or incompatible with either the Mandatory Rules contained within Schedule 7 or 7a hereof of this Constitution, the Board may require the 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 an 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 Associations may join together for the purposes of campaigning and organisation in a Federation or other Grouping of Associations. In such circumstances, the 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. 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 Association or of a Federation or other Grouping of Associations at the National Conservative Convention and on Area Councils shall, where not otherwise defined in this Constitution, be as the Board shall from time to time determine. Associations joining



together may subsequently sever their ties in accordance with the Rules which they have adopted.

- 45 The Officers of an Association shall comprise
- 45.1 In a single Constituency Association - 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 Association as may be elected in accordance with the provisions of the Association's Constitution, as set out in Schedule 7.
- 45.2 In a multi-constituency Association or Federation - 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 Association or Federation ("Constituency Officers") and such other Officers of the Executive Council of the Association or Federation as may be elected in accordance with the provisions of the Association's or Federation's Constitution, as set out in Schedule 7a.
- 46 It shall be the responsibility of the Chairman of the 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 Associations or Federations as set out in Paragraph 2 of Schedules 7 or 7A.
- 47 The Officers of the Association or Federation shall send a Report, in accordance with the provisions of Paragraph 5.10.2 of the Rules of Conservative Associations contained within Schedule 7 or 7a, 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.

#### Elections to the Area Council

- 48 The Executive Council of each Association or Federation shall elect the required number of members, in accordance with its Rules, to represent it on its Area Council, in addition to the Chairman of the Association or Federation (who shall be an ex-officio member of the Area Council).
- 48.1 Where an Association or Federation has not so elected its representatives, the Deputy Chairman Political and Deputy Chairman Membership and Finance shall be deemed to be the representatives.

#### Supported Associations

- 49 If the membership of any Association falls below a minimum level to be determined by the Board, or in other exceptional circumstances, the Board may designate such 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 an Association

- 54 The Executive Council of an 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 Associations contained within Schedule 7.
- 55 In such circumstances, the 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 them from an Association pending consideration of the matter by the Committee on Membership or take other such action as it may think it fit.
- 57 After determination by the Committee on Membership, either the Party Member or the Executive Council of the 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 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 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 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 an Association to expel a Party Member, the Party Member concerned shall forthwith be reinstated as such on the National Membership List and the 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 Association, the Board shall invite the prospective Party Member to join the Party.

### Breaches of the Rules of Conservative Party Associations

- 60 If a member of an Association is concerned about any breach of the rules of the adopted Association Rules of their Association, they 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 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 Associations

- 63 The Rules of the Conservative Party Associations, as contained within Schedule 7 or 7a, 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 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 ensure members receive high quality, evidence-based input on important policy areas at a national level;
  - 64.5 to assist in the organisation of Party Conferences;
  - 64.6 to advise the Leader and the Board of any policy ideas and initiatives so formulated and developed, especially in relation to the drafting and preparation of election manifestos;
65. A volunteer, to be known as “The Voluntary Political Director of the Conservative Policy Forum” shall be elected by the National Conservative Convention, for a term of three years. Their responsibilities shall include coordination of the policy-related activities of the Associations, Areas, and Regions.
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 Voluntary Political Director of the Conservative Policy Forum;
  - 66.3 A senior member of the professional staff of the Party appointed by the Chairman of the Board
  - 66.4 A representative appointed pursuant to the provisions of the Constitution of the Scottish Conservative and Unionist Party;
  - 66.5 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.



- 66.6 A Vice-Chairman to be appointed by the board on the recommendation of the Chairman of the National Convention whose responsibilities shall include reporting to the board on the work of the CPF.
  - 66.7 The Professional Manager of the Conservative Policy Forum.
- 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 young Party Members as determined by article 17.14 of this constitution.
- 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.
  - 77.5 The Board may appoint a Chairman to form a disciplinary committee to assist in hearing and determining the outcome of any particular breach of this Constitution. The remit of that committee shall be determined by the Board.
- 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 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.

- 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 31<sup>st</sup> March 1998. Complaints based on misconduct which took place prior to 31<sup>st</sup> 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
  - (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 their 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. 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 1 January 2021, the provisions of this Constitution as amended shall take effect.



**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 a Regional Assembly” means a member of the Conservative Group in a Regional Assembly;  
  
“the 1922 Committee” means The Conservative Private Members (1922) Committee, a committee comprising all Members of Parliament as defined by the Committee Rules;  
  
“Peer” means a Member of the House of Lords in receipt of the Conservative Whip.  
  
“Member of the Scottish Parliament” means a member of the Scottish Parliament in receipt of the Conservative whip;  
  
“Member of the Welsh Parliament” means a member of the Welsh Assembly in receipt of the Conservative whip;  
  
“Member of the Northern Ireland Assembly” means a member of the Northern Ireland Assembly in receipt of the Conservative whip;  
  
“Police and Crime Commissioner” means a member of the Conservative Party recognised by Board elected to the post of Police and Crime Commissioner;  
  
“Elected Mayor”, means a member of the Conservative Party recognised by Board elected to the post of Elected Mayor whether of a local authority or a combined authority or Greater London.
  - 1.3 Unless the context otherwise requires, where two or more Associations merge together in a Federation, references to 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 elected officers of the National Conservative Convention.
- 2 Not less than 42 days prior to the close of ballot, the Secretary of the National Convention shall write to all members of the National Convention
  - 2.1 Inviting nominations from the members of the National Convention for election of the President & Conference Chairman and Chairman of the National Convention and three Vice Presidents to the Board and stating the timetable for the election of these officers
  - 2.2 Stating the date by which nominations must be returned, being not less than 14 clear days from the date of the Notice.
  - 2.3 Stating the address to which the nominations must be returned.
  - 2.4 Stating the date by which ballot papers must be returned or online votes cast, being not less than 14 clear days from the publication of the nominations received and the opening of the ballot. The election to be concluded by 31 July each year.
- 3 Only those members of the National Convention notified to the Secretary of the National Convention not less than 28 days prior to the close of the ballot shall be entitled to vote.
- 4 Any nomination for any such office or post referred to in Paragraph 2.1 herein must be submitted, signed by not less than twelve members of the National Convention, of whom eight must be Chairmen of Associations, or Constituency Officers of Federations, together with a signed letter from the nominee accepting nomination. It is acceptable for scanned copies of these documents to be sent to the Secretary by email.
- 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 the two years preceding the date of close of nominations.
- 6 Any nominee for the office of President shall have been an elected member of the Board for one year preceding the date of close of nominations.
- 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, which shall be held at the Party Conference each year, 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 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.
- 11 Elections shall be held by online secret ballot. The Secretary of the National Conservative Convention shall provide for voting to take place by post in respect of any member for whom there is no recorded email address.



- 12 Upon a petition signed by not less than sixty-five Association Chairmen (or Constituency Officers in the case of Federations or multi-constituency Associations) to the Secretary of the National Convention, the Chairman of the National Convention shall call an Extraordinary General Meeting of the National Convention.
- 13 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.
- 14 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 Conference Chairman 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 Party, 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 All qualifying members of the Party shall be entitled to apply to attend the Party Conference.
- 7 Each member at a Party Conference shall have one vote only and their place shall not be transferable notwithstanding that a member’s right to attend a Party Conference derives from holding more than one membership.
- 8 Members shall pay such registration fee as the Board shall determine and only representatives who have paid such fee may attend.
- 9 Motions to a Party Conference, which may be submitted by any attending member, shall be submitted to the Director of the Conservative Policy Forum by such date as the Committee on Conferences shall determine.
- 10 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.
- 11 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 OFFICERS

##### Area Councils and Area Management Executives

- 1 There shall be an annual meeting of the Area Council for each Area which shall be held between 30 June and 30 September, the date to be decided by the Area Management Executive.
- 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 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, to be received not later than seven clear days before the date of the meeting.
- 4 Any member of an Association within an Area may stand for election within that Area to the Area Management Executive provided they are proposed and seconded by members of an Area Council in the Area in which they are standing for election.
- 5 The election shall take place at the meeting of the Area Council. The election shall be by secret ballot. The Returning Officer shall be a member of the professional staff of the Party, nominated for the purpose by the Board.
- 6 Candidates may stand for the posts of
  - 6.1 Chairman;
  - 6.2 Either post of Deputy Chairman;
  - 6.3 If applicable 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 If a member of the Area Management Executive ceases to hold office, for whatever reason, the vacancy shall be filled by co-option by the remaining members of the Area Management Executive until the next Annual meeting of the Area Council. Such co-option must be duly reported to a member of the professional staff of the Party before it can take effect. Alternatively, should the Board so direct, the vacancy shall be filled by ballot under the direction of a person appointed by the Board.

##### Regional Officers

- 10 The Regional 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 Association within the Region of the annual election of the Regional Officers. The notice shall also state
  - 10.1 the date by which nominations for election to the post of Regional Officer must be returned;
  - 10.2 the address to which nominations shall be sent;
  - 10.3 the date by which ballot papers shall be returned or online votes cast.
- 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. If an online ballot is to be held then this timetable shall apply to the opening and closing of that ballot.
- 12 Any Party Member may stand for election as a Regional Officer in the Region in which they are a Party



Member provided that their nomination is supported by the resolution of at least one Area Management Executive in the Region in which they are standing for election.

- 13 The election of Regional officers 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 Chairman; or
  - 14.2 a specific Deputy 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. A candidate shall not stand for more than one of these posts.

## 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 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, Peer in receipt of the Party Whip, Member of or Candidate for the Scottish Parliament, Welsh Parliament, Northern Ireland Assembly, Police and Crime Commissioner, Elected Mayor, 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 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 have been nominated by the Chairman of the National Conservative Convention and shall report directly to the Board.
- 7 The Committee on Candidates shall establish Lists of Candidates for the United Kingdom Parliament, English and Welsh Parliaments, Police and Crime Commissioners and such other publicly elected positions as the Board shall from time to time determine (under Rule 12 below) to be known collectively as “the Approved Lists”.
- 8 The Committee on Candidates shall prepare a procedure for the selection and review of Candidates onto the Approved 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 Associations shall be obliged to select Candidates in accordance with such approved procedure.
- 9 In the case of a by-election in respect of a United Kingdom Parliamentary election, the Committee on Candidates may revise the relevant List for the purposes of the by-election.

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

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



#### Standing for Election against the official Party Candidate

11. Standing in an election against an official Party Candidate shall be considered to be a ground for expulsion of a Party Member from the Association of which they are a member and from the Party.

#### Replacement or removal from office of any Officer of an Association

12. Upon receipt of a report from an Area Management Executive recommending that any Officer or Officers of an Association should be removed from office or by its own motion, the Board may remove from office any Officer of an Association and may replace such Officer with such individual as it shall see fit.
13. If the Board exercises its powers to replace any Officer of an Association, it may also, by the giving of the requisite notice, call a Special General Meeting of the Association for the purpose of electing a new Officer or Officers of the Association.

#### Withdrawal of Membership of an Association

14. The Board may refuse or withdraw the membership of an Association.
15. 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 Association. The notice shall also invite representations, either orally or in writing, from the Association within such period specified in the notice, not being less than 28 days from the date of the notice.
16. If the 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 Association's request, at which the Board, or such representatives as it may appoint, shall hear the 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.
17. 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.
18. 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.
19. The Board retains the right to establish a new or replacement Association in such manner as it thinks appropriate.
20. Notwithstanding that an 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.
21. 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

22. Councillors in England, Wales and Northern Ireland shall, within a month of election or re-election, join the Conservative Councillors' 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

- 23 The Board shall have power to acknowledge specialist groups of Party Members and where it exercises this power the recognition should be renewed annually
- (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 such Specialist Groups 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

- 24 (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

- 25 (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 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

- 26 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.

### Bullying and Harassment

- 27 The Party Board will issue guidelines on bullying and harassment of members within the Party with which all members and representatives of the Party as defined in Article 3 of this Schedule will be required to comply.



## SCHEDULE 7

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

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

#### 1 NAME AND AFFILIATION

- 1.1 The name of the Association shall be “..... 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 they have been a member of that Association for at least three months prior to the date of the meeting.
- 3.4 Any person who has ceased to be a member of the Party and the Association shall have no rights or interest in the property or funds of the Association.
- 3.5 The Officers of the Association may move before the Executive Council the suspension or termination of membership of the Association of any member whose declared opinions or conduct shall, in their judgement, be inconsistent with the objects or financial well-being of the Association or be likely to bring the Party into disrepute. Similarly, the Officers may move the refusal of membership of the Association for the same reasons. Following such a motion, the Executive Council may by a majority vote suspend, terminate or refuse membership for the same reason.
- 3.6 If the Officers so move, they shall ensure, in the case of a suspension or proposed expulsion, that the individual receives in writing, at least 14 days before the meeting of the Executive Council considering the motion:
- (i) notification that they have moved the suspension or termination (as the case may be) of their membership of the Association;
  - (ii) the grounds for the motion and any supporting evidence;
  - (iii) notification that they have the opportunity to appear before the Executive Council and to make representations and provide evidence as to why such motion should not be confirmed by that body.
- 3.6.1 An application for membership may be refused in the first instance by a decision of the Association officers, so long as this is subsequently confirmed by a meeting of the Executive Council within 48 days and subject to the decision being upheld by the Board of the Party. The initial refusal must be communicated to the applicant within 30 days of the receipt of payment otherwise the membership is considered confirmed. There is no right of appeal for an applicant once the Board of the Party, through the Committee on Membership, has confirmed a refusal. If either the Executive Council or the Board of the Party does not confirm the refusal of membership then the individual will be invited to join the Party and shall have the option of backdating the commencement of their



membership to the date of their initial payment, subject to their resubmitting the required subscription.

- 3.7.1 The determination of the Executive Council shall be based on the grounds provided to the individual by the Officers of the Association and no further grounds shall be considered by them at this meeting. The person who shall chair the item concerning the motion must not be the Chairman, other officer or any member of the Association and shall be someone unconnected with the individual and the circumstances related to the case. Subject to these matters and to adherence to the guidelines produced from time to time by the Board of the Party, the Executive Council may adopt their own procedures for determination of the motion.
- 3.7.2 Following the determination by the Executive Council, they shall write within five working days to the person informing them of the outcome of the motion and, if the motion has been confirmed, informing the individual of their right of appeal.

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

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

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

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

#### 4 HONORARY POSITIONS

- 4.1 The Association shall elect a President who shall, ex-officio, be a member of the Executive Council. The President shall not be an officer.
- 4.2 The President shall chair and conduct the business of the Annual General Meeting of the Association and act as Returning Officer in all elections for Officers of the Association.
- 4.3 **The Association may elect annually, as Patrons or Vice-Presidents, individuals who have made an outstanding and valuable contribution to the Association. These positions do not confer any ex-officio rights to any other role within the Association or its committees.**

#### 5 OFFICERS

- 5.1 The Officers of the Association will be the management team of the Association and shall comprise
- 5.1.1 A Chairman;
  - 5.1.2 Two Deputy Chairmen;
  - 5.1.3 A Treasurer, where the office is not combined into that of the Membership Deputy Chairman; which shall be determined by the Executive Council.
  - 5.1.4 Such other Officers as the Executive Council shall have determined.
- 5.2 One Deputy Chairman shall have particular responsibility for co-ordinating within the Association the formulation and development of policy ideas and initiatives, and political campaigning (the Political Deputy Chairman).
- 5.3 The other Deputy Chairman, who may also be the Treasurer, shall have particular responsibility for fund-raising and membership recruitment within the Association (the Membership Deputy Chairman) and shall represent the Association in dealing with matters of finance with the Party.
- 5.4 The Officers of the Association shall be individually elected by members of the Association annually at the Annual General Meeting of the Association or, if a Special General Meeting is called pursuant to a resolution of the Board of the Party in accordance with the provisions of Paragraph 15 of Schedule 6, at that Special General Meeting.
- 5.5 No Officer shall hold the same office for more than five consecutive years and shall not hold that office for more than five years during any period of 11 years.



- 5.6 If an Officer elected at the Annual General Meeting ceases to hold office, for whatever reason, the Executive Council shall elect a successor until the next Annual General Meeting. An officer so elected will be deemed to have served their first year by the time of the next Annual General Meeting if they have been in post for six months or more at the time of that meeting.
- 5.7 The Officers of the Association shall ex-officio be entitled to attend all Committees of the Executive Council and of Association and Branch Committees in a non-voting capacity and if any Officer so requests, they may be entitled to notices of all Committee meetings.
- 5.8 The Officers of the Association shall have day to day responsibility for the management and administration of the Association but shall report to and implement any decision of the Executive Council. The actions of the Officers shall not be inconsistent with any decision of the Executive Council or the objects of the Association.
- 5.9 Within 28 days of assuming office, the Officers of the Association shall prepare a plan of objectives and activities for the forthcoming year (“the Strategy Plan”) which shall be presented to the next meeting of the Executive Council. The Strategy Plan shall also be submitted to the Area Management Executive within 28 days of the Officers assuming office.
- 5.10 Not less than one month prior to the Annual General Meeting of the Association each year, Officers of the Associations shall:
  - 5.10.1 prepare all Association accounts which shall be submitted for audit or certification by a person or persons appointed by the Association and a certified true copy of the duly audited or certificated statements of accounts shall be available for all members of the Association and shall be sent to the Area Management Executive immediately following the Annual General Meeting of the Association; and
  - 5.10.2 produce a Constituency Report which shall be available for all members of the Association and shall be sent to the Area Management Executive immediately following the Annual General Meeting of the Association and shall include the following information:
    - 5.10.2.1 the number of members in the Association and the change in membership over previous year;
    - 5.10.2.2 the number of active Branches including details of new or closed Branches over the year;
    - 5.10.2.3 details and activity of Association Committees;
    - 5.10.2.4 details of campaigning and political activity during the year, including details of Local Government Candidates and the results of elections;
    - 5.10.2.5 names and addresses of the Association’s trustees;
    - 5.10.2.6 a summary of the activities of any Branch of the Association.
- 5.11 For the purposes of the Political Parties, Elections and Referendums Act 2000 (PPERA), the Association Chairman on election automatically assumes the role of Registered Treasurer and the Deputy Chairman Membership and Fundraising automatically assumes the role of deputy Registered Treasurer. If the Association has retained the position of Treasurer, then the Association may appoint that person as deputy Registered Treasurer. All changes to these office holders must be notified to Conservative Central Office within 14 days of the change and Central Office shall within 28 days inform the Electoral Commission save that the Board may vary this timetable to comply with the PERA or successor legislation.
- 5.12 A Data Protection Officer with responsibility for ensuring compliance with Data Protection legislation shall be appointed by the Executive Council.

## 6 EXECUTIVE COUNCIL

- 6.1 The Association shall have a governing body which shall be known as the Executive Council which shall comprise
  - 6.1.1 The President of the Association;
  - 6.1.2 The Officers of the Association;
  - 6.1.3 [One or more – which number must be defined] elected representatives from each ward, The Association may list the wards in order to vary the number according to the size of the ward. if the ward is covered by a single branch, that branch may elect the representative(s) at its AGM;



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



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

**6.7** Notice of meetings

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

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

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

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

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

**6.8** Committees of the Association

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

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

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

**7** BRANCHES

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

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

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

Officers of the Branch

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

**7.4.1** A Chairman;

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

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

**7.4.4** A Secretary.

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

Branch Committee

**7.6** Each Branch shall have a Committee ("The Branch Committee") which shall consist of the Officers and such number of members as is decided by the Branch to be representative of its membership in the Branch and necessary for its adequate working. The Officers shall be elected



at the Branch Annual General Meeting.

#### **Funds and property**

- 7.7** The Branch Committee shall have power to raise funds and (subject to any directions of the Executive Council, including a direction preventing a Branch from holding a bank account) to control its funds, but such funds shall belong to the Association. Any property other than cash in hand or monies on current or deposit account at the bank shall be vested in the Trustees of the Association in accordance with the provisions of Paragraph 17.1 below.
- 7.8** Branches shall pay 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 in the form annexed to these Rules of Conservative Party Associations. Such Rules (or any amendments thereto) shall be submitted to the Executive Council for approval.

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

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

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



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

## 9 ANNUAL GENERAL MEETING

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

## 10 SPECIAL GENERAL MEETINGS

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

## **11 GENERAL MEETINGS**

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

## **12 QUORUM**

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

## **13 VOTING AT MEETINGS**

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

## **14 DISPUTES**

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

## 15 SELECTION OF CANDIDATES

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

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



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

**15.3 Selection of Local Government Candidates**

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

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

**16 TRUSTEES**

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

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

**17 INTERPRETATION**

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

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

**18 ALTERATION OF THE RULES**

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

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

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



**RULES FOR A BRANCH**

**NAME**

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

**FUNCTION**

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

**MEMBERSHIP**

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

**CONSTITUTION**

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

**OFFICERS OF THE BRANCH**

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



**12.4 A Secretary.**

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

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

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

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

**17 BRANCH COMMITTEE**

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

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

**17.3 Meetings, Notices and Business**

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

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

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

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

**17.4 Absence from Meetings**

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

**17.5 Quorum**

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

**17.6 Co-option**

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

**ANNUAL GENERAL MEETING**

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

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

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

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

**18.4 To elect the Branch Committee;**

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

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

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

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



#### SPECIAL GENERAL MEETINGS

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

#### NOTICE OF GENERAL MEETINGS

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

#### QUORUM AT GENERAL MEETINGS

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

#### VOTING AT GENERAL MEETINGS

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

#### LOCAL GOVERNMENT CANDIDATES

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

#### INTERPRETATION

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

#### ALTERATION OF THE RULES

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



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 the .....Constituency 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.
- 3.6** If the Officers so move, they shall ensure, in the case of a suspension or proposed expulsion that the individual receives in writing, at least 14 days before the meeting of the Executive Council considering the motion:
- (i)** notification that they have moved the suspension, termination or refusal (as the case may be) of their 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.
- 3.6.1** An application for membership may be refused in the first instance by a decision of the Federation officers, so long as this is subsequently confirmed by a meeting of the Executive Council within 48 days and subject to the decision being upheld by the Board of the Party. The initial refusal must be communicated to the applicant within 30 days of the receipt of payment otherwise the membership is considered confirmed. There is no right of appeal for an applicant once the Board of the Party, through the Committee on



Membership, has confirmed a refusal. If either the Executive Council or the Board of the Party does not confirm the refusal of membership then the individual will be invited to join the Party and shall have the option of backdating the commencement of their membership to the date of their initial payment, subject to their resubmitting the required subscription.

- 3.6.1 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 and to adherence to the guidelines produced from time to time by the Board of the Party, the Executive Council may adopt their own procedures for determination of the motion.
  - 3.6.3 Following the determination by the Executive Council, they shall write within five working days to the person informing them of the outcome of the motion and, if the motion has been confirmed, informing the individual of their right of appeal.
- 3.7 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.
- 3.5.1. 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.
  - 3.7.2. 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.
- 3.6 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. The President shall not be an officer.
- 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. These positions do not confer any ex-officio rights to any other role within the Federation or its committees.

#### 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 recruitment 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 five consecutive years and shall not hold that office for more than five years during any period of 11 years.
  - 5.6 If an Officer elected at the Annual General Meeting ceases to hold office, for whatever reason, the Executive Council shall elect a successor until the next Annual General Meeting. An officer so elected will be deemed to have served their first year by the time of the next Annual General Meeting if they have been in post for six months or more at the time of that meeting.
  - 5.7 The Officers of the Federation shall ex-officio be entitled to attend all Committees of the Executive Council and of Federation and Branch Committees in a non-voting capacity and if any Officer so requests, they may be entitled to notices of all Committee meetings.
  - 5.8 The Officers of the 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.
  - 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 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 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 The Officers of the Federation;**
  - 6.1.3 [One or more – which number must be defined] elected representatives from each ward,** The Federation may list the wards in order to vary the number according to the size of the ward. if the ward is covered by a single branch, that branch may elect the representative(s) at its AGM;
  - 6.1.4 [One or more which number must be defined] representatives of each committee, as established under Paragraph 6.5.2 below;
  - 6.1.5 One representative being an elected Conservative member from each Local Authority in which the constituencies are situated, who live in the constituencies and are nominated by the Conservative Group Leader;**
  - 6.1.6 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;
  - 6.1.7 The Conservative Members of Parliament for the constituencies and/or Prospective Parliamentary Candidate(s) in a non-voting capacity;**
  - 6.1.8 The Agent or, in the absence of an Agent, such other staff of the Federation as the Executive might determine, in a non-voting capacity**
  - 6.1.9 The Chairman of the Area Management Executive (“the Area Chairman”) (or another member of the Area Management Executive, nominated by the Area Chairman) for the Area in which the Federation is situated, in an advisory and non-voting capacity;**
  - 6.1.10 Such person as is appointed by the Board of the Party for the purpose in an advisory and non-voting capacity.**
  - 6.1.11 Up to four further persons co-opted by the Executive Council**
- 6.2 The Chairman of the Federation shall be chairman of the Executive Council and in their absence the Executive Council shall be chaired by one of the Deputy Chairmen, to be determined by the Executive Council at the meeting.**
- 6.3 The Executive Council shall appoint a Secretary to the Executive Council, who shall not be an Officer and will not have a vote by this appointment. The person may or may not be an employee of the Federation.
- 6.4 The Executive Council shall meet not less than twice every year. Additional meetings may be held at the discretion of the Chairman or by request of the Executive Council, such request, if not made at a meeting, to be made by at least a quorum of voting members in writing or by email.**
- 6.5 The Executive Council shall have the following powers and responsibilities:**
- 6.5.1 The Executive Council shall have the power (subject to any resolutions of the 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 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, a Women’s Committee, a Local Government Committee, and Youth Committee, 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 from each of the constituencies within the Federation to be its representatives on the Area Council for the Area in which the Federation is situated. These members shall be 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.**

- 6.5.4 The Executive Council shall make provision for the collection of subscriptions as required by the Party Board.
- 6.5.5 The Executive Council shall determine, prior to the date upon which nominations for elections of Officers of the 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 Where other Officers are elected pursuant to Paragraph 5.1.4, 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 authorisation by at least two of those authorised signatories. This shall include the written authorisation to control electronic, online or digital banking and all payments made in such forms.
  - 6.6.3 The Executive Council shall be responsible for ensuring that the requirements of the PPERA and such legislation, regulations, or measures amending, supplementing or replacing the same are fulfilled with regard to the accounting procedures of the 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.
- 7 BRANCHES
  - 7.1 Branches of the Federation may be established in wards or polling districts or other geographical areas 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 Federation having regard to the particular circumstances of the constituencies contained within the Federation area. 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 its geographical area, subject to the directions of the Executive Council.

#### Officers of the Branch

- 7.4 Each Branch shall consist of the following Officers:
- 7.4.1 A Chairman;
  - 7.4.2 Two Deputy Chairmen, one of whom shall have particular responsibility for co-ordinating the formulation and development of policy ideas and initiatives, and political campaigning within the Branch; and the other shall have particular responsibility for fund-raising and membership within the Branch, and who also may be the Treasurer;
  - 7.4.3 A Treasurer, where the office is not combined into that of one of the Deputy Chairmen;
  - 7.4.4 A Secretary.
- 7.5 The Officers of the Branch shall be elected at the Annual General Meeting of the Branch in accordance with the Rules for Branches annexed hereto.

#### Branch Committee

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

#### Funds and property

- 7.7 The Branch Committee shall have power to raise funds and (subject to any directions of the Executive Council, including a direction preventing a Branch from holding a bank account) to control its funds, but such funds shall belong to the 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.
- 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.

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

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

## **9 ANNUAL GENERAL MEETING**

- 9.1 The Annual General Meeting of the Federation shall be held before the end of June each year, being within six months of the Federation's financial 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 confirm the appointment of trustees for the following year.
  - 9.1.5 To elect Honorary positions within the Federation in accordance with paragraphs 4.1 and 4.3 of these Rules;
  - 9.1.6 To appoint auditors or such other persons who may be qualified to certify accounts;
  - 9.1.7 To transact such other business as may be brought before it and included in the notice of the meeting.
- 9.2 Notice of the Annual General Meeting shall be given to each member of the 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 current qualifying membership of the Federation (whichever is less) sent to the Secretary of the Executive Council of the Federation requesting them to convene such a meeting; or
- 10.1.3 upon a resolution of the Board of the Party.

- 10.2 Upon the summoning by the Chairman of a Special General Meeting or the receipt by the Secretary of such a petition, or the making of a resolution by the Board, a Special General Meeting shall be held not less than fourteen nor more than twenty-eight days later.
- 10.3 Notice of the Special General Meeting shall be given to every member of the 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 by written notification to every member of the Federation which may include the use of email.
- 11.2 If any member fails to receive proper or adequate notice, such shall not prevent the holding of the meeting or invalidate any resolutions made or elections undertaken at it.
- 11.3 The Area Chairman (or another member of the Area Management Executive, nominated by the Area Chairman) for the Area in which the 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 their discretion) directs or upon one-third of members present and entitled to vote so requesting, the voting shall be by secret ballot.
  - 13.1.3 Proxy voting is not permitted at any Federation meeting.
  - 13.1.4 Postal voting is not permitted at the Annual General Meeting.
- 13.2 Except where expressly provided otherwise, any motion at any meeting of the 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.
- 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 they represent;
- 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.
- 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 their 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

In the alternative to the procedure contained within para 15.2.6.3 above, the sitting Member of Parliament may (at their option) have their name automatically added to the final list to be considered by the General Meeting (in addition to the Candidates nominated by the Executive Council 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 themselves for selection for any constituency which may incorporate any part of their old constituency notwithstanding that there may be a Member of Parliament for another part of the constituency, or for any other constituency where a vacancy is notified, and the procedure for selection shall be as determined by the Board from time to time.

### **15.3 Selection of Local Government Candidates**

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

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

## **16 TRUSTEES**

**16.1** All the freehold, leasehold and other property of the 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 or in a corporate trustee approved by the Party Board. 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.

- 16.2 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.**

**17 INTERPRETATION**

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

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

**18 ALTERATION OF THE RULES**

**18.1 The Mandatory Rules of the Federation, within the meaning of Article 41.2 of the Constitution, being those in bold type within these Rules of the Federation shall not be amended or altered other than in accordance with the provisions of Article 92 of the Constitution.**

**18.2 Subject to the provisions of Paragraph 19.1 above, a General Meeting of the 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.**

**18.3 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.**

**19. DISSOLUTION & SECESSION**

**19.1 In accordance with the provisions of this Article:**

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

**19.1.2 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.**

**19.2. No such proposal as is referred to in Article 19.1.1 shall be considered (or further considered):**

**19.2.1 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.**

**19.2.2 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.**

**19.2.3 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.**

**19.3 Upon any such qualifying motion to which the Board or the requisite number of Members shall have signified written assent being proposed:**

**19.3.1 The Chairman of the Federation shall notify the Area Management Executive and the Board (unless the Board has itself proposed the motion).**



**19.3.2** 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.

**19.4** Any Special General Meeting called in accordance with Article 19.3.2,

**19.4.1** 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.

**19.4.2** 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.

**19.5** 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.

**19.6** 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,

**19.6.1** With the support of more than 50% of those voting in accordance with Article 19.5;

or,

**19.6.2** 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

**19.6.3** 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 19.5.2 and 19.5.3, 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.

**19.7** 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 19.2 to 19.6, which shall apply mutatis mutandis subject to the following differences:

**19.7.1** Always subject to the provisions of Articles 19.2.1 and 19.2.2, no such motion as is referred to in Article 19.1.2 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.

19.7.2 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.

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

19.8 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 19.6,

19.8.1 As soon as reasonably practicable, the Chairman of the Federation shall inform the Board.

19.8.2 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.

19.8.3 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.

19.9 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 19.7,

19.9.1 As soon as reasonably practicable, the Chairman of the Federation shall inform the Board.

19.9.2 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.

19.9.3 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.

19.10 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 19.8.2 and 19.8.3 or 19.9.2 and 19.9.3 shall apply mutatis mutandis.

**RULES FOR A 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 area covered by the Branch, subject to the directions of the Executive Council of the Federation.

**MEMBERSHIP**

- 3 Any person residing in or connected with the area covered by the branch and who is a member of the ..... Conservative Federation shall, if they so desire, be a member of the Branch, so long as they are not already a member of another branch within the Federation.
- 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.

**CONSTITUTION**

- 6 The Branch is formed with the authority of the Executive Council of the Federation and is subject to the rules of the Federation.
- 7 The Branch Committee shall have power to raise funds and (subject to any direction of the Executive Council, including a direction preventing a Branch from holding a bank account) to control funds so raised, but such funds shall belong to the 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.
- 8 The Branch shall pay annually to the central fund of the Federation a quota agreed upon between the Executive Council and the Branch Committee.
- 9 All Branch accounts shall be submitted to audit or certification by a person or persons appointed by the Branch and a certified true copy of the duly audited or certificated statement of accounts shall be sent to the Treasurer of the Federation or, where that office is combined with that of the Membership Deputy Chairman, to the Membership Deputy Chairman of the Federation immediately following the Annual General Meeting of the Branch.
- 10 The Branch Committee shall appoint not less than three signatories for Branch accounts, of whom any two shall be required to sign any necessary documents.
- 11 Upon request from the Chairman of the 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.

**OFFICERS OF THE BRANCH**

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



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

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

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

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

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

#### **17 BRANCH COMMITTEE**

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

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

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

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

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

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

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

#### 17.4 Absence from Meetings

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

#### **17.5 Quorum**

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

#### 17.6 Co-option

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

#### **ANNUAL GENERAL MEETING**

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

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

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

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

**18.4 To elect the Branch Committee;**

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

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

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



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

#### SPECIAL GENERAL MEETINGS

20 A Special General Meeting of the Branch may be summoned at any time by the Chairman of the Branch, or requested by any twenty members acting together, who shall authorise the holding of a Special General Meeting within twenty-one days of the receipt of the request, or by order of the Executive Council.

21 The business of the meeting shall be stated in the notice convening it, and at least seven days' notice shall be given.

#### NOTICE OF GENERAL MEETINGS

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

#### QUORUM AT GENERAL MEETINGS

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

#### VOTING AT GENERAL MEETINGS

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

#### LOCAL GOVERNMENT CANDIDATES

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

#### INTERPRETATION

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

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

#### ALTERATION OF THE RULES

**28 A General Meeting of the Branch shall have the power to amend, to add to, or to rescind such rules of the Branch which are not mandatory rules by a vote in favour of such a resolution consisting of not less than two-thirds of those present and voting at the meeting provided that any such change in the Rules shall not be inconsistent with the Mandatory Rules. Any amendment to the said Rules shall be submitted to the Executive Council for approval by it.**

29 Notice of the proposed alteration must reach the Chairman of the 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 an 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 their 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.

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 or online ballot shall be conducted of all members of the Constitutional College. The Chairman of the Board shall act as Returning Officer and they shall cause the result of the ballot to be published forthwith upon completion of the counting of votes.