

# Constitution of the Newham Green Party

Adopted at the November 2021 Emergency General Meeting. Amended at the July 2022 Annual General Meeting.

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## **1. Title and Status**

- 1.1. The name of the local party shall be the "Newham Green Party", hereafter referred to as "the party". The Newham Green Party may also be referred to as the Newham Greens.

- 1.2. The party is a local party of The Green Party of England & Wales, and is subject to its rules and constitution.
- 1.3. The geographical area of the party is the London Borough of Newham.
- 1.4. The party is also part of the London Federation of Green Parties (also referred to as London Region or London Fed).

## **2. Aims**

- 2.1. The object of the party is to promote the aims of The Green Party, as stated in its Constitution, and to that end win seats at all levels of government.

## **3. Membership**

- 3.1. The membership consists of all national Green Party members resident within the geographical area of the party, as well as and excluding those subject to the conditions detailed below

### **3.2. Associate Membership**

- 3.2.1. There will be a category of Associate membership of the party, which, while not conferring membership of the Green Party of England & Wales, is open to members of other local Green parties.
- 3.2.2. Members of other political parties which are not affiliated with the Global Greens are not eligible for Associate Membership.
- 3.2.3. Associate members will have full speaking and voting rights within the Newham Green Party, and will be eligible to stand and/or apply for all roles within the Newham Green Party.
- 3.2.4. The subscription rates for Associate membership will be fixed at the Annual General Meeting, and the monies will accrue to the party.
- 3.2.5. All Associate members must adhere to the objects and aims of the party.
- 3.2.6. Associate membership can be denied to any individual at the discretion of the Executive Committee. If an annual subscription has been paid, the Executive Committee will refund the remaining balance of the subscription. If a monthly subscription has been paid, no refund will be due.
- 3.2.7. The Executive Committee will have the discretion to gift Associate Memberships

### **3.3. Membership Disputes**

- 3.3.1. The party will seek to resolve any disputes between members through discussion and conciliation.
- 3.3.2. The party has the right and responsibility to take disciplinary action (including suspension or expulsion from the party) against any member who has acted against the aims and agreed policies of the group or brought it into disrepute. The national disciplinary procedures shall be used.
- 3.3.3. Should a situation arise in which a member is in such conflict with the branch that outside mediation is unable to resolve the situation, a vote may be taken to exclude that member. This action must take place at either an Emergency General Meeting or the Annual General Meeting.

- 3.3.4. The party cannot formally facilitate mediation or disputes resolution, and members should make use of the disputes services offered by the London Region and the National Party

#### **4. Executive Committee**

- 4.1. There will be an Executive Committee of the party.
- 4.2. The Executive Committee is responsible for the day to day running of the party, subject to directions made by Members Meetings.

#### **4.3. Elections**

- 4.3.1. Elections to the Executive Committee should take place in an online ballot of all members, using Single Transferable Vote, ahead of the Annual General Meeting.
- 4.3.2. The outgoing Executive Committee will appoint an Electoral Returning Officer (ERO), who should not be a candidate where possible, to facilitate these elections.
- 4.3.3. Successful candidates are elected to serve terms lasting until the end of the next Annual General Meeting.
- 4.3.4. Nominations must be open for at least two weeks, and voting must be open for at least one week
- 4.3.5. Any member or associate member can nominate themselves as a candidate for not more than one of the positions up for election
- 4.3.6. The results of these elections will be announced at the Annual General Meeting.
- 4.3.7. Candidates must be proposed by two members (commonly known as a proposer and a seconder).
- 4.3.8. Where there is more than one candidate, a hustings should normally be held, in an accessible manner.

#### **4.4. Roles**

- 4.4.1. The roles of the Executive Committee can be merged, abolished, and new roles can be created during any particular term of the Executive Committee at will.
- 4.4.2. The roles of Chair and Treasurer may not be abolished, or merged, as they fulfill duties mandated by the Green Party of England and Wales.
- 4.4.3. The Executive Committee normally consists of the following roles (in no particular order):
  - 4.4.3.1. Chair
  - 4.4.3.2. Treasurer
  - 4.4.3.3. Equality and Diversity Officer
  - 4.4.3.4. Fundraising Officer
  - 4.4.3.5. Events Officer
  - 4.4.3.6. External Communications Officer
  - 4.4.3.7. Membership and Internal Communications Officer (also known as Membership Officer)
  - 4.4.3.8. Campaigns Officer
  - 4.4.3.9. Elections Officer

4.4.3.10. Target Ward Officer

4.4.3.11. Digital Officer

**4.4.3.12. Young Greens Officer**

4.4.3.12.1. The Young Greens Officer must be a member of the Young Greens

**4.4.3.13. Non-Portfolio Officers**

4.4.3.13.1. The Executive Committee may at any time decide to create up to a maximum of 3 Non-Portfolio Officer posts, which will be filled by co-option.

4.4.3.13.2. Once co-opted, Non-Portfolio Officers will not be subject to election at the Annual General Meeting. Instead, each incoming Executive Committee should, in consultation with the Non-Portfolio Officers, decide whether to extend their term.

4.4.3.13.3. Non-Portfolio Officers hold a vote on the Executive Committee like any other member, but do not have inherent responsibilities beyond those expected of all Executive Committee members.

**4.4.3.14. Deputy Chair**

4.4.3.14.1. The Chair can appoint a member of the Executive Committee to serve as Deputy Chair, in addition to their other role(s).

4.4.3.14.2. The Deputy Chair is entitled to attend or chair any meeting normally attended by the Chair in their place, with agreement of the Chair.

4.4.3.14.3. The Chair can delegate any of their responsibilities to the Deputy Chair. The Deputy Chair can delegate any of their responsibilities to the Chair.

4.4.3.14.4. In the event there is no Deputy Chair, and one is required, the Membership Officer will hold the responsibilities held explicitly by the Deputy Chair

**4.4.4. Responsibilities mandated by the Green Party of England and Wales**

4.4.4.1. The Chair will be registered as the local party coordinator with the Green Party of England and Wales, and is expected to fulfil the responsibilities laid out in the constitution of the Green Party of England and Wales.

4.4.4.2. The Treasurer will be registered as the Treasurer with the Green Party of England and Wales, and is expected to fulfil the responsibilities laid out in the constitution of the Green Party of England and Wales.

4.4.4.3. At least one of the Deputy Chair or Elections Officer will normally be registered as Nominating Officers.

4.4.4.4. The Membership Officer will normally be registered as the Local Party Contact.

- 4.4.4.5. Where any of these positions are vacant, or are not being adequately fulfilled, the Chair is empowered to assign these responsibilities to any member of the Executive Committee with their consent, or to assume them themselves.
- 4.5. The Chair is required to support members of the Executive Committee in their roles, with welfare meetings at least once a quarter, which will be required to generate a work plan for their role.
- 4.6. The Chair should make available to members, and particularly the Executive Committee, job descriptions for each of these roles.
- 4.7. Executive Committee members may be deselected by Members Meetings.
- 4.8. Executive Committee members may resign by notifying the Chair. The Chair may resign by notifying the Deputy Chair.
- 4.9. In the event of the Chair becoming vacant, the Deputy Chair will serve as Acting Chair until a new Chair is elected.
- 4.10. When a role on the Executive Committee becomes vacant or is replaced, there will be a handover period in which the previous member can, if they so wish, continue to fulfil any duties necessary to enable a smooth transition, as agreed by the (Acting) Chair. The time period and duties to fulfil during this transition will be agreed by the (Acting) Chair. This transition period should not elapse three months, and should be as short as practically possible. Those involved in a transition will not retain their vote on the Executive Committee, but can attend meetings with the agreement of the (Acting) Chair to provide advice and updates on their transition.

**4.11. Election Agent**

- 4.11.1. The Executive Committee must ensure there is, at all times reasonable (i.e, within a reasonable period of an election), a named Election Agent, who may or may not be a member of the Executive Committee.
- 4.11.2. The Election Agent must serve as the Election Agent for all candidates selected by the party.

**4.12. Executive Committee Meetings**

- 4.12.1. The Executive Committee will meet at least once monthly to organise the work of the party.
- 4.12.2. Dates of Executive Committee meetings will be decided by the Chair, in consultation with Executive Committee members. A notice of no less than a week must be given for any Executive Committee meeting.
- 4.12.3. Each Executive Committee meeting will have an agenda, which will be distributed to Members of the Committee by the Chair up to a day before the meeting. This agenda should be drafted in consultation with Executive Committee members.
- 4.12.4. Each meeting of the Executive Committee will be minuted, including attendance and any actions that have agreed to be taken.
- 4.12.5. Each Executive Committee meeting should begin with reviewing, amending and holding a vote to accept the minutes of the previous Executive Committee meeting, including a discussion of whether actions agreed at the previous meeting have taken place.

- 4.12.6. Minutes should be made available to all members within a month of the following Executive Committee meeting at which they are confirmed, absent any sections deemed confidential by the Executive Committee.
- 4.12.7. Members who cannot attend an Executive Committee meeting should give notice to the Chair
- 4.12.8. Any Executive Committee member who misses two Executive Committee meetings in their term without prior notice of at least two days will vacate their role on the Executive Committee, unless the other Executive Committee members agree otherwise.
- 4.12.9. The quorum for any Executive Committee meeting will be a third of filled Executive Committee positions.
- 4.12.10. Decisions will be made by majority vote of those present at Executive Committee meetings.
- 4.12.11. The votes of members on the Executive Committee are not confidential, except in cases of Votes of No Confidence, and the vote of each member should be recorded in the minutes.
- 4.12.12. The minutes should include decisions taken in between Executive Committee meetings. To aid this, Executive Committee Subcommittees must report to each meeting any decisions they have made.

#### **4.13. Decisions Between Meetings**

- 4.13.1. Members of the Executive Committee can at any point call a vote on any platform which the Executive Committee has agreed can be used to conduct business.
- 4.13.2. These votes should only be held on issues which cannot wait until the next meeting.
- 4.13.3. These votes should advertise the point at which they close, which should normally be no less than 24 hours after which they are called, and should generally be as long as practically possible.
- 4.13.4. There is no quorum for these votes, and decisions will be made by simple majority
- 4.13.5. Any two Executive Committee members can request that a vote held in between meetings be confirmed by the following Executive Committee meeting, where action has not yet been taken in response to the vote.

#### **4.14. Subcommittees**

- 4.14.1. The Executive Committee may form Subcommittees for any particular purpose, which Executive Committee members and members of the party may sit on.
- 4.14.2. The Executive Committee will agree to the membership of these subcommittees initially, though this can be modified at the discretion of the chair of the subcommittee. The Executive Committee remains in ultimate control of the membership of subcommittees.
- 4.14.3. Subcommittees must be chaired by a Member of the Executive Committee
- 4.14.4. Subcommittees may be pre-allocated a pot of money which they are in charge of how it is spent, in relation to that subcommittee's purpose.

#### **4.14.5. Elections Subcommittee**

- 4.14.5.1. Within at least a year of any election, there will be an Elections Subcommittee.
- 4.14.5.2. The membership of the Elections Subcommittee will be decided by the Executive Committee
- 4.14.5.3. This Subcommittee will meet twice monthly.
- 4.14.5.4. This Subcommittee will be chaired by the Elections Officer (or the Chair if there is no Elections Officer)
- 4.14.5.5. This Subcommittee does not have jurisdiction over candidate selection.

#### **4.15. Co-options**

- 4.15.1. Vacancies arising during the term of the Executive Committee (i.e, after an AGM but before the end of the term) will be filled by co-option, not by election, with exception of the Chair.
- 4.15.2. Mid-term vacancies are generally not required to be filled until the next AGM. The Executive Committee can choose to co-opt to fill vacancies if they wish, but are not required to, with the exception of Chair and Treasurer, which must be filled as soon as possible.
- 4.15.3. Where the process to fill a vacancy for Chair (/Treasurer) mid-term would leave less than two months until the next Annual General Meeting, the Executive Committee is not required to fill the vacancy, provided there is an Acting Chair (/Treasurer) available under clauses 4.9/4.4.3.14.4 (which outline either the Deputy Chair or Membership Officer will serve as Acting Chair)
- 4.15.4. Applications for co-option must be advertised to all members, and be open for at least two weeks.
- 4.15.5. Applications for co-option will be judged by the Executive Committee, and the successful candidate will join the Executive Committee as a full and voting member.

#### **4.16. By-election for Chair**

- 4.16.1. Vacancies for Chair must be filled by an Emergency General Meeting.
- 4.16.2. This EGM will be facilitated by an ERO appointed by the Acting Chair
- 4.16.3. The procedures for the election of a new Chair at the EGM will be the same as those for election of the Chair at the AGM.

#### **4.17. Votes of No Confidence**

- 4.17.1. Members of the Executive Committee are subject to the confidence of all members of the Executive Committee
- 4.17.2. In the event that an Executive Committee member has lost confidence in any other member of the Executive Committee in their ability to fulfill the role they hold, they may report this to the Chair (or Deputy Chair, if the Chair is who the member has lost confidence in)
- 4.17.3. In the event that the Chair (or Deputy Chair) receives at least two notifications of no confidence in a member, they will call a vote of no confidence in that member. It is expected that the reason for this vote will be

apparent, but in case it is not, the Chair (or Deputy Chair) should issue a statement explaining the reasons, removing any details which may identify the members reporting a lack of confidence.

- 4.17.4. This member will have the opportunity to issue a statement defending themselves before any vote is held, but will not hold a vote themselves.
- 4.17.5. Votes of no confidence pass by simple majority of those voting.
- 4.17.6. The quorum for votes of no confidence will be half of all members of the Executive Committee.
- 4.17.7. If the vote of no confidence passes, the member's role is vacated.
- 4.17.8. The identities of those reporting no confidence, and how any member votes on any matter of confidence, must at all times remain strictly confidential.

#### **4.18. Job Sharing**

- 4.18.1. Every role on the Executive Committee may be job-shared, in which case office holders shall be known as Co-office holders. For example, when the role of Chair is held by a job-share, the members of this job-share will be known as Co-Chairs.
- 4.18.2. Members of a job-share share their vote on the Executive Committee, and any other committees they sit on in their role as Executive Committee members, and are expected to abstain when they cannot agree on a vote.
- 4.18.3. If any individual member of a job-share resigns, the whole job-share has resigned and their position becomes vacant.
- 4.18.4. It is not expected that every member of a job-share must be present at every meeting.

### **5. Members' Meetings**

- 5.1. There will be regular meetings of the party, which are the ultimate decision making body of the party.
- 5.2. The Executive Committee should seek to facilitate these meetings once a month.
- 5.3. The dates of these meetings must be advertised to all members
- 5.4. Where possible, business should not be decided at Members Meetings but at Executive Committee meetings.
- 5.5. Members can propose motions for debate at least one week in advance. These will be submitted to the Chair of the party.
- 5.6. If any motions have been proposed, these should be advertised to members at least two days in advance.
- 5.7. Motions to members' meetings can be amended from the floor. Amendments and the motions themselves will be agreed by majority vote.
- 5.8. The quorum for Members Meetings will be 5 members.
- 5.9. Only members of the party will be entitled to vote on any motions.
- 5.10. Decisions made at members' meetings should be recorded in the minutes of the following Executive Committee meeting, but these meetings do not otherwise need to be minuted.
- 5.11. The chair of each meeting (and therefore AGM/EGMs) will agree an order of business, including any necessary banding, compositing, basketing or splitting of reports, motions and amendments with the Executive Committee and the



proposers of relevant items, with regard to the Standing Orders for the Conduct of Conference where reasonable.

- 5.12. The Executive Committee should make any reports necessary of their ongoing work at Members' Meetings, and give notice of important upcoming events.

## **6. Annual General Meeting (AGM)**

- 6.1. Every year, an AGM shall be held in place of a monthly meeting, for the purposes of -
  - 6.1.1. Presentation of a report of work which has been carried out over the year by each member of the Executive Committee
  - 6.1.2. Presentation of a financial statement for the year
  - 6.1.3. Announcing the results of elections to the Executive Committee
  - 6.1.4. Any other business on the agenda (to be determined in the same way as for a monthly meeting).
- 6.2. Notice of the AGM shall be given at least one month prior to the meeting and any motions for consideration shall be submitted to the Chair at least two weeks prior to the meeting. Amendments to motions and reports shall be submitted at least one week prior to the meeting. Members may propose amendments from the floor to any business not submitted at least two weeks prior to the meeting.
- 6.3. The Agenda will be circulated at least one week in advance of the meeting.
- 6.4. The Chair of the AGM has the right to rule on the admissibility of any emergency motions put forward.

## **7. Extraordinary General Meeting (EGM)**

- 7.1. An EGM may be called on the request of a monthly meeting. The same general rules apply to EGMs as to AGMs.
- 7.2. When called, the EGM will take place instead of the following monthly meeting.
- 7.3. Any three members of the party can also trigger an EGM by notifying the Chair.

## **8. Finance**

- 8.1. The Treasurer shall collect or arrange the collection of all money due to the party and shall receive all donations to the party and shall be the custodian thereof.
- 8.2. The Treasurer will arrange payment of any bills incurred by the party, and will notify the group if it is in danger of becoming overdrawn. Expenditure may be vetoed by the Treasurer if there are insufficient funds.
- 8.3. All money drawn from the party's bank account shall be connected to an agreed decision by the Executive Committee, and authorized by the Treasurer or Chair.
- 8.4. Wherever possible, funds will be held by a banking organization with a policy of ethical investment acceptable to the membership.
- 8.5. The Executive Committee may agree to further procedures for the management of funds and the approval of spending.
- 8.6. Members of the Green Group on Newham Council will be expected to provide financial contributions to the Newham Green Party and the London Green Party, as a percentage proportion of their post-tax allowances. A fixed-rate contribution will also be expected to the Association of Green Councillors. The rates of these contributions will be fixed at the Annual General Meeting. The Executive Committee will decide an exemption policy in consultation with the Green Group

designed to ensure the role of an elected councillor in Newham remains accessible to those who do not have sufficient independent income/wealth.

## **9. Candidate Selection**

- 9.1. For elections to Newham Council, members of the party are in charge of the procedure for selection, and this is not governed by this constitution. Where possible, the Executive Committee should ensure there is a procedure in place at least one year prior to any election to Newham council.
- 9.2. For all candidates above the local level, selection will follow national rules.
- 9.3. Candidates are required to use the Election Agent named by the Executive Committee.

## **10. Amending the Constitution**

- 10.1. This constitution can only be altered by a motion to an AGM or EGM of the party.
- 10.2. Motions amending the constitution must be approved by two thirds of those voting.

### **10.3. Executive Committee Standing Orders**

- 10.3.1. The Executive Committee may, from time to time, agree provisional amendments to parts of section 4 (Executive Committee), which will be known as their standing orders.
- 10.3.2. These provisional amendments are temporary, and will only remain in place until the next AGM/EGM.
- 10.3.3. Provisional amendments agreed by the Executive Committee should be reported to the next members meeting. This should not be considered a vote on whether the provisional amendment should remain in place – this should be held at an AGM/EGM.
- 10.3.4. Provisional amendments cannot be made to the following sections: 4.1-4.4 (inclusive of subsections), 4.7-4.9, 4.16-4.17 (inclusive of subsections). All other sections of section 4 (Executive Committee) will be known as the Executive Committee standing orders.

## **11. Winding Up**

- 11.1. The party may cease to exist or join with other local Green Parties, only by agreement of an EGM or AGM. In the event of the party being wound up, the balance of funds shall be transferred to The Green Party of England & Wales. In the event of the party becoming defunct, national rules apply.