

# Edinburgh Green Party Constitution



## Edinburgh Branch of the Scottish Green Party

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## 1. Preliminaries

### Name

- 1.1. The name of the branch party shall be Edinburgh Green Party.

### Object

- 1.2. The object of Edinburgh Green Party (the Branch) shall be to further the aims and objectives of the Scottish Green Party in Edinburgh.

### Membership

- 1.3. The Branch will comply with all requirements of the party's Equality, Diversity and Inclusivity policy as they are approved and implemented across the party.
- 1.4. Membership includes all members of the Scottish Green Party within the area of Edinburgh City Council local authority area, and any other Scottish Green Party members outwith this area who choose to be members, subject to the Scottish Green Party Constitutional requirement 3.5, "an individual may only be a member of one branch party".
  - 1.4.1. Until such time as West Lothian form their own branch, members living in West Lothian shall also be considered members of the Branch and branch activity within the West Lothian local authority area shall be the responsibility of this Branch. At such a time as West Lothian forms its own branch (with the approval and ratification of Party Council), this clause shall automatically cease to apply and be removed from this Constitution.
- 1.5. The minimum membership is five members.

## 2. AGM and Meetings

- 2.1. An AGM shall be held every year.
- 2.2. A minimum of 21 days' notice of any AGM or EGM shall be sent to all members of the Branch.
- 2.3. If an AGM is not held within 14 months of the previous meeting, the Branch will be considered to have dissolved itself.
  - 2.3.1. The above clause shall be taken to read "18 months" for the purposes of the 2017 AGM. This clause shall be automatically discarded following that meeting.
- 2.4. The Scottish Green Party Office shall be given ten days' notice of any AGM or EGM.
- 2.5. Copies of the minutes of each AGM and EGM shall be circulated to all Branch members who attended, as well as to the SGP party office, within twenty-one days of the date of the meeting. Minutes shall also be made available to Branch members not attending the AGM/EGM.

- 2.6. To be quorate, any General Meeting of the Branch must have at least 2% of the membership present. Any normal meeting (including a selection meeting) must have at least 1% of the membership present.
- 2.7. A member participating in a meeting by way of video or telephone conferencing or other form of remote participation will be included in the quorum.
- 2.8. All members of the Branch shall be given at least seven days' notice of all meetings other than General Meetings.
- 2.9. At each AGM, the Branch will elect two Co-Conveners (the two post holders must be of differing gender identities, one of whom must be a woman), a Vice-Convenor, and a Treasurer. The Branch shall inform the SGP Party Office of all new post holders within two weeks of their election. This shall equally apply to any changes in office bearers throughout the year, for example resignations.

## 3. Office Bearers

### Co-Convenors

- 3.1. The Co-Convenors shall have responsibility for:
  - 3.1.1. ensuring that Branch meetings are properly organised, chaired, minuted and members notified,
  - 3.1.2. ensuring that the Scottish Green Party Operations Committee is kept informed of Branch activities,
  - 3.1.3. keeping members informed as to decisions made by the Scottish Green Party Council and Operations Committee that are relevant to the Branch and ensuring that copies of the minutes of each meeting are sent to Operations Committee.

### Vice-Convenor

- 3.2. The Vice-Convenor shall assist the Co-Convenors and undertake some or all of the Co-Convenors' tasks when requested to do so by the Co-Convenors or, in the absence of the Co-Convenors, the Branch members.

### Treasurer

- 3.3. The Treasurer shall be responsible to the Scottish Green Party Treasurer for:
  - 3.3.1. ensuring that financial systems accord with the legal responsibilities of the Scottish Green Party,
  - 3.3.2. sending annual accounts to Scottish Green Party Treasurer within two months of the financial year end, or as requested,
  - 3.3.3. keeping accounting records in accordance with guidance from Scottish Green Party Treasurer, unless such functions have been given to an accounting unit which covers the Branch, in which case the responsibility of the Branch treasurer will be to support the work of the accounting unit treasurer in ensuring that accounts are properly kept.
  - 3.3.4. ensuring that the Branch keeps accounting records for 6 years and forward all records to Scottish Green Party Treasurer in the event of the Branch ceasing to exist.

## Membership Secretary

- 3.4. The Membership Secretary shall handle membership changes, updates and services, and liaise with Sub-Branches, Local Teams, the National Membership Secretary and Paid Party Officers, as appropriate.

## Other posts

- 3.5. The Branch may create other posts, as required, but members elected to public office may not hold elected roles on the Edinburgh Branch Committee.

## 4. Finance

- 4.1. The Branch shall operate a bank account in its name with the consent of the Scottish Green Party. All monies held in this account will, upon the Branch being dissolved or wound up, revert to the Scottish Green Party.
- 4.2. The Branch has the main responsibility for fundraising for Scottish Green Party activities within its branch area.
- 4.3. The Branch is responsible for ensuring that the party complies with the requirements of the Political Parties, Elections and Referendums Act 2000 and any other relevant legislation, unless these functions are carried out by the Scottish Green Party or another Branch Party.
- 4.4. The Branch shall keep accounts in accordance with legal requirements and in accordance with requirements by the SGP Treasurer of Operations Committee.

## 5. Capitation Fees

- 5.1. The Branch will receive capitation fees relating to its members from the Scottish Green Party.
- 5.2. The SGP Treasurer, or Operations Committee may withhold capitation fees, in full or in part, if it is not satisfied that the Branch is fulfilling its constitutional requirements.

## 6. Communication

- 6.1. The Branch may issue a newsletter or other regular means of communication to all members in its area, as defined above.

## 7. Elections and Candidate Selection

- 7.1. The Branch shall comply with the Scottish Green Party constitutional requirements for the selection of candidates for election. Where the constitution gives powers to branch parties in this respect, these shall be carried out by the Branch unless the Branch Committee agrees to run these in conjunction with other party branches due to regional overlaps, or delegate responsibility to a national or regional committee for this purpose.
- 7.2. Candidates will be selected and announced for all constituencies and wards at least one year in advance of any scheduled election. Except where a candidate can no longer stand, in which case a new candidate will be selected as soon as practicable. Other than in the case of a by-election, or where a candidate can no longer stand, all candidates for a given election cycle will be selected at the same time as part of a single process.

## 8. Accountability

- 8.1. Only the following people may make a public statement on behalf of Branch: Members of the Branch committee, those selected as candidates, and candidates for election to parliament or local government, those elected to parliament or local government. Statements must be consistent with Scottish Green Party national policy or strategy.

## 9. Standing orders

- 9.1. The Branch may choose to adopt standing orders to govern its affairs. Such standing orders stand outside of but cannot contradict this constitution. Adoption of standing orders will be the responsibility of the Branch committee but must be presented to and voted on by the AGM or EGM.

## 10. Variation of constitution

Following its adoption by Branch, this constitution can only be varied in two ways:

- 10.1. By a vote of two-thirds (rounded up to a whole number) of members present at an AGM or EGM and subsequent approval by the Scottish Green Party Standing Orders Committee.
- 10.2. As a result of changes made to the over-arching Scottish Green Party constitution.

## 11. Dissolution

The Branch can only be dissolved:

- 11.1. By a legitimate EGM called specifically for that purpose. A proposal to dissolve the Branch shall only take effect if agreed by two thirds (rounded up to a whole number) of the members present at the meeting.
- 11.2. By the Branch not having called an AGM within 14 months of the previous such meeting.
- 11.3. By the Scottish Green Party Operations Committee, where it has deemed the Branch to be in breach of its constitutional requirements.

End

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