



# Constitution of West Oxfordshire Green Party

## adopted by EGM held on 3 November 2020

### List of Acronyms

GPEW – Green Party of England and Wales

OGP – Oxfordshire Green Party

WOGP – West Oxfordshire Green Party

AGM – Annual General Meeting

BM – Business Meeting

EGM – Extraordinary General Meeting

### 1. TITLE AND STATUS

- a. The name of the local party shall be West Oxfordshire Green Party (WOGP).
- b. WOGP is a constituent part of the Green Party of England and Wales (GPEW) and of Oxfordshire Green Party (OGP) and is subject to the rules and constitutions of both.
- c. WOGP is also part of the Confederation of South East England Green Parties.
- d. The geographical area of WOGP is the District of West Oxfordshire and the parliamentary constituency of Witney.

### 2. AIMS

- a. To promote the aims and objectives of the GPEW as interpreted by the WOGP.
- b. To that end to win seats at all levels of government.
- c. To organise and support non-violent and legal activities which will publicise and further these aims.

### 3. MEMBERSHIP

- a. The membership consists of all GPEW members resident in, or whose usual place of work or study is within, the District of West Oxfordshire.
- b. If a member of WOGP ceases to pay a membership subscription to GPEW, their membership of WOGP automatically lapses. There is no separate membership subscription for WOGP.
- c. Members may not hold simultaneous membership of another political party (other than the Green Party of another country).

### 4. OFFICERS

- a. Officers shall be elected at the AGM. The term of office is one year, but there is no limit on the number of times a person may be re-elected to the same office.
- b. The Officers shall consist of:
  - i. at a minimum a Chair, Deputy Chair, Treasurer, Secretary;
  - ii. and if needed a Membership Secretary, Press Officer, Elections Coordinator and any other officers that are deemed necessary by the AGM or EGM .
- c. The Chair, Deputy Chair and Treasurer will be Trustees of WOGP.
- d. The responsibilities of each Officer are described in Appendix A.
- e. In the event of an office falling vacant or other officers being deemed necessary between two AGMs, a temporary appointment or appointments may be made by co-option at the next BM.
- f. Any Officer can be de-selected at a BM for non-attendance at three consecutive BMs.

## **5. ANNUAL GENERAL MEETING AND EXTRAORDINARY GENERAL MEETINGS**

- a. There will be an AGM in June each year, held physically or electronically, at which the following business will be conducted:
  - i. election of Officers.
  - ii. presentation by the Chair of a report on the year's work.
  - iii. presentation by the Treasurer of a financial statement covering the past year.
  - iv. agreeing the cheque signatories and bank account holders.
  - v. review of goals and strategy for the year ahead and beyond.
  - vi. consideration of any proposed changes to the constitution.
  - vii. voting on any motions submitted.
- b. The Chair shall ensure that members are notified of the date, time and place of the AGM at least three weeks in advance. The same notice will invite members to submit nominations for Officer posts and/or motions to be voted on.
- c. The agenda for the AGM, including any proposals for changes to the constitution, will be circulated to all members 10 days before the meeting.
- d. Nominations for Officer posts must have a proposer and seconder, both of whom are members of WOGP. Nominations may be submitted to the Chair in advance of the AGM or proposed and seconded at the meeting itself.
- e. The election of each Officer shall be by a simple majority of votes. A secret ballot will be held if requested by any member present.
- f. Officer positions may be shared between two individuals if they have been duly nominated and seconded on a job share basis.
- g. An AGM shall be deemed to be quorate if at least 10 WOGP members, or 10% of the total membership (whichever is the smaller), are present. If an AGM is not quorate, it must be rescheduled within the next four weeks.
- h. For a motion to be voted on at an AGM it must have been submitted to the Chair or Secretary at least two weeks in advance.
- i. An EGM may be called at the request of a BM, or at least 10 members of WOGP, or the unanimous decision of the Trustees. The date, time and place of the meeting, and the text of any motions for consideration, must be communicated in writing to the membership at least 10 days in advance.
- j. Motions submitted for consideration at an AGM or EGM may not be substantially changed at the meeting.
- k. Proxy votes will be allowed but no person may act as a proxy for more than one other member. Notification must be given to the Chair prior to the meeting.

## **6. BUSINESS MEETINGS**

- a. Ten Business Meetings shall be held each year if possible, and will be open to all WOGP members.
- b. Any members who do not wish to be included in mailings about business meetings should inform the Secretary, who will ensure that their email addresses are removed from the relevant list. Such members will still be included in mailings relating to the AGM or EGM.
- c. The date of each business meeting will be determined at the business meeting preceding it and will be communicated to members as soon as possible after that.
- d. The draft agenda for each meeting will be circulated to members at least one week in advance of the meeting, together with the minutes of the previous meeting.

- e. A BM shall be deemed to be quorate if at least 6 WOGP members, or 5% of the total membership (whichever is the smaller), are present. If a BM is not quorate, it can be rescheduled within the next four weeks.
- f. Among the matters to be dealt with at business meetings are: determination of policy and strategy, selection of local election candidates, organisation of election campaigns and of public events, review of newsletters and other publicity material and discussion of financial matters.
- g. Business meetings may appoint working groups to carry out particular tasks.

## **7. FINANCE**

- a. The Treasurer shall be the custodian of all monies raised or received by WOGP and will arrange the payment of bills incurred by WOGP.
- b. All cheques and online payments drawn from WOGP's accounts should be either
  - i. approved by the Treasurer if the value is under £300, or,
  - ii. approved by the Treasurer and another Trustee if over £300.
- c. Approval is either by physical signature (for cheques or petty cash), or recorded email (for online transactions). The BM will ultimately approve or reject any payments.
- d. The Treasurer shall be responsible for all dealings with the bank at which the WOGP account is held and for keeping the list of authorised signatories held by the bank up to date.
- e. The Treasurer shall keep a full record of income and expenditure and keep the branch informed via BM if the account is in danger of becoming overdrawn.
- f. The Treasurer will submit a monthly report to the Officers and BM of WOGP, an annual report to the Treasurer of OGP, and quarterly statements to the Treasurer of OGP for GPEW reporting.
- g. The Treasurer will work with the other Officers to develop an annual budget proposal to submit to OGP for consideration. An outline should be presented at a BM prior to submission to OGP.
- h. The Treasurer will oversee fundraising management in conjunction with the Elections Coordinator.

## **8. AMENDING THE CONSTITUTION**

- a. This constitution can only be changed at an AGM or EGM, by a two-thirds majority of the members present.
- b. Proposals for constitutional amendments, with a minimum of two members supporting them, must be received by the Chair no less than two weeks before the date announced for the AGM or EGM.
- c. Proposals for constitutional change may not be altered at the meeting except for minor textual amendments.
- d. Changes to the appendices of the constitution may be made at a BM.

## **9. DISSOLUTION**

- a. The WOGP may only be dissolved at an AGM or EGM.
- b. Dissolution of the WOGP shall take effect only if two-thirds of the members present agree.
- c. On dissolution any funds and possessions of the WOGP will be transferred to the OGP.
- d. Dissolution need not be invoked if a merger occurs with any neighbouring local Green Party or Parties. A combined meeting to agree a constitution for the merged body could

give effect to such a change, subject to the normal arrangements for the notification of members of both parties.