

Constitution of the “Frome and East Somerset Branch of the Bath, Frome and Wansdyke Liberal Democrats”

1. Name

- 1.1 The name of the Branch shall be “Frome and East Somerset Liberal Democrats”.

2. Objectives

- 2.1 The objects of the Branch shall be to further the objects of the Bath, Frome and Wansdyke Liberal Democrats (the “Local Party”) within the area covered by the Branch.

3. Branch area

- 3.1 The Frome and East Somerset branch area will be that part of the area of the Bath, Frome and Wansdyke Local Party in the Frome and East Somerset Westminster constituency.

4. Members

- 4.1 The members of the Branch shall be:
 - a. All members of the Local Party whose registered membership address (as defined in the Membership Rules of the Party in England) is within the branch area, unless they have opted to be a member of another Branch;
 - b. Any councillor who represents a ward or division falling wholly or partially within the branch area and who opts to be a member of the branch;
 - c. Other members of the Local Party who wish to be members, if the branch’s executive and the Local Party Executive Committee agree.
- 4.2 No person who is not a member of the Local Party may be a member of the branch.
- 4.3 No person may be a member of more than one branch.
- 4.4 The branch may not levy a membership fee on its members.

5. Officers and Executive

5.1 The Officers of the Branch shall be

- a. Chair
 - b. Secretary and
 - c. Membership Development Officer
- and shall be elected annually.

5.2 The general business of the branch shall be conducted by a committee (the "Executive"), subject to the decisions of General Meetings. The Executive shall consist of:

- a. The Officers;
- b. 3 Ordinary Members, elected annually;
- c. 2 representatives elected annually by and from the branch's members on Somerset Council or Bath and North East Somerset Council representing wards or divisions falling wholly or partially within the Branch area;
- d. 1 representative elected annually by and from members of the Party's Youth and Student Organisation who are also members of the Branch.

5.3 The executive may co-opt up to 3 additional members, for a term expiring not later than December 31st of the year in which they are co-opted.

5.4 The Executive may fill any vacancy occurring among the Officers or Ordinary Members. Any vacancy amongst the Officers shall, if possible, be filled from amongst the other members of the Executive.

5.5 In urgent circumstances, the Officers may act on behalf of the Executive. They shall report on all such actions to the next meeting of the Executive.

6. Elections of Executive Members and others

6.1 The Officers and Ordinary Members and any representatives to the Local Party's Executive Committee, as provided for in the Local Party's constitution, shall be elected by and from the members of the Branch at the time of the Annual General Meeting by the single transferable vote (STV) and secret ballot in which all branch members are sent ballots/links to an online ballot.

6.2 The term of office for Officers and Ordinary Members shall be from 1st January following their election until the following 31st December.

- 6.3 The Local Party shall appoint a Returning Officer for the election of Officers and Ordinary Members before the issue of notice of the AGM under 7.3. The Returning Officer will make any supplementary rules as they feel fit and are consistent with the Federal constitution and the constitution of the party in England, the membership rules of the Party in England and any rules made by the Local Party.
- 6.4 Representatives from the party's councillors and the Youth and Student organisation shall be elected according to rules set by the relevant Council Group(s) and the Youth and Student organisation.
- 6.5 The names and addresses of all Executive members shall be kept by the Secretary and provided to the Secretary of the Local Party within seven days of their election or of any change of Officers.
- 6.6 The Executive may appoint substitute representatives to the Local Party's Executive Committee if there is a casual vacancy or an elected representative is not able to be present at a meeting.

7. General meetings

- 7.1 The Annual General Meeting (AGM) shall be on a day and at a time and place decided by the Executive, not before 1st October and not later than 30th November. The Executive may postpone an AGM if it would conflict with any public election involving the branch's area. The Local Party may require the AGM to be held before the AGM of the Local Party or before some other particular date.
- 7.2 The business of the AGM shall be:
- a. To receive reports from all the Officers on their activities in the last year;
 - b. To receive reports from councillors representing wards or divisions falling wholly or partially within the branch area (if such people exist);
 - c. To consider any motion which has been submitted by any two members of the branch to the Secretary in time for circulation with the notice of the AGM;
 - d. Any other business specified by the constitution or directed by the Executive.

- 7.3 The Secretary shall give all members at least 14 days written notice of the time and place of the AGM.
- 7.4 A Special General Meeting may be convened by the Officers, the Executive or on receipt of a requisition signed by at least one fifth of the branch's membership. Such a meeting shall be convened within 28 days of being requested, and with members being given at least 14 days written notice of its time and place. It shall only conduct business stated in the notice calling it.
- 7.5 Five members shall form the quorum at any General Meeting.
- 7.6 Notice and minutes of all General Meetings and Executive Meetings shall be kept by the Secretary and copies shall be sent to the Secretary of the Local Party.

8. Candidates for public office

- 8.1 The Branch shall perform the tasks prescribed by the constitution of the Local Party in connection with the selection of local government candidates for any electoral area within its area, and in conjunction with the appropriate adjoining branch(es) or the Local Party for any electoral areas lying only partially within the branch's area.
- 8.2 The Executive shall seek to ensure, as far as is practicable, that all seats within its area on Principal Local Authorities are contested by members of the Party.
- 8.3 Where it is necessary to select one or more local government candidates, for either Principal Local Authorities or parish or town councils:
- a. The Executive shall ensure that any candidate approval process specified by the Local Party is followed;
 - b. The timetable for the selection shall be agreed by the executive, in consultation with the executive of the Local Party;
 - c. The Branch shall hold a postal/online ballot, in which all members who are resident in the electoral area concerned may vote. If the eligible electorate does not exceed 10, the electorate shall be expanded to include members of the branch executive;
 - d. The election shall be held by Single Transferable Vote (STV) and secret ballot;

- e. The Local Party shall appoint a Returning Officer for the election. The Returning Officer will make any supplementary rules as they feel fit and are consistent with the Local Party constitution, the constitutions of the Party in England and the Federal Party, the membership rules of the Party in England and any rules made by the Local Party.
 - f. In any case in which time does not permit the holding of a postal/electronic ballot the executive may select the candidate;
 - g. Any candidate for election to public office standing as a representative of the party must be a current member of the party.
- 8.4 For the period of a local government election within its area, the executive will resolve to suspend the activities of the Branch and to invest an Agent or Agents with the authority to act on its behalf in the conduct of the election campaign.
- 8.5 The suspension of the Local Party due to the holding of an election shall have the effect of also suspending the branch's activities for the same period.
- 8.6 During the selection of Large Single Seat and Parliamentary candidates, the branch and its members shall comply with the relevant selection rules.

9. Finance

- 9.1 The finances of the branch shall be held by the Treasurer of the Local Party as part of the funds of the Local Party and subject to the constitution of the Local Party.

10. Constitution and interpretation

- 10.1 Amendments to this constitution may only be made by a two-third majority at a General Meeting. Details of any proposed change shall be sent to all members with the notice of the General Meeting.
- 10.2 Any changes to this constitution shall only come into force after being approved by the Executive Committee of the Local Party. No amendment may be made or approved which would conflict with the Political Parties, Elections and Referendums Act 2000 or with the constitutions of the Local Party, the Party in England, Federal Party or the membership rules of the Party in England.

- 10.3 A copy of this constitution shall be kept by the Secretary and sent to the Local Party Secretary.
- 10.4 In the event of any question on which this Constitution is silent, the Constitution of the Local Party shall be followed.
- 10.5 The Branch may choose to dissolve itself by a two-thirds majority at a General Meeting, or may be dissolved following the procedure laid out in the Local Party's constitution. The funds of the branch shall, if dissolved, be applied first to paying its debts, with any surplus being added to the funds of the Local Party.
- 10.6 The Executive shall perform the same functions as that of a "Branch Committee" under the Local Party's constitution.
- 10.7 The rules for operation of the Branch shall be as detailed in Appendix LP2 of the Local Party's constitution.
- 10.8 The Branch shall be subject to the ultimate authority of the Local Party.

APPENDIX LP2 RULES FOR BRANCHES

1. The members of the branch shall be:
 - a. All members of the Local Party whose registered membership address (as defined in the membership rules of the Liberal Democrats in England) is within the branch area, unless they have opted to be a member of another branch;
 - b. Any councillor who represents a ward or division falling wholly or partially within the branch area and who opts to be a member of the branch;
 - c. Other members of the Local Party who wish to be members, if the branch's committee and the Local Party Executive Committee agree.

No person who is not a member of the Local Party may be a member of the branch.

No person may be a member of more than one branch.

2. A branch shall not be entitled to require a subscription from its members, but the Executive Committee of the Local Party may agree to remit part of its subscription income to a branch. A branch shall not incur any debts for which the Local Party shall be responsible.
3. Each branch shall be governed by a constitution which shall provide for:
 - a. committee which shall include officers and ordinary Members and may include ex-officio and co-opted members;
 - b. rules for election of officers, ordinary members of the branch committee and representatives to the Local Party Executive Committee;
 - c. rules for the calling and conduct of an annual general meeting and other general meetings of the members;
 - d. the names and addresses of the officers, ordinary members and representatives to be notified, and minutes of general and committee meetings to be supplied to, the Secretary of the Local Party.

The constitution shall be in the form of the model constitution for branches appended to this constitution in Appendix LP3. A branch may adopt a constitution which is not wholly in the model form but any such constitution, or any changes to it, shall not take effect until the Executive Committee of the Local Party accepts its conformity with the party constitution and with this constitution.

4. The finances of the branch shall be held by the Treasurer of the Local Party as part of the funds of the Local Party and subject to section 10 of the constitution.
5. The Branch may appoint a substitute representative to the Executive Committee to fill a casual vacancy, or if a representative is unable to attend a particular meeting.
6. A Branch may dissolve itself by a two-thirds majority at a General Meeting; on the grounds that:
 - a. it is no longer functioning or able to hold such a meeting;
 - b. there have been serious irregularities in the conduct of the affairs of the branch;

- c. the affairs of the branch have not been conducted in compliance with the Political Parties, Elections and Referendums Act 2000 or with its Constitution, this Constitution or the Party Constitution;
- d. the membership of the branch has fallen below 10; or
- e. the affairs of the branch are being conducted in a manner contrary to the interests of the Local Party as a whole