



Whitehill & Bordon Community Party

CONSTITUTION

Adopted 11th November 2020.

Definitions

“Town Council” means Whitehill Town Council, in the East Hampshire District of the County of Hampshire.

“District Council” means East Hampshire District Council in the County of Hampshire.

“County Council” means Hampshire County Council.

“Town Councillor” means a member (councillor) of the Town Council.

“District Councillor” means a member (councillor) of the District Council.

“County Councillor” means a member (councillor) of the District Council.

“Party” means Whitehill & Bordon Community Party.

“Member” means a person holding membership of the Party.

“Officer” means an officer of the Party.

“Leader” means the leader of the Party.

1. Name & legal status

1.1 Our name shall be the “Whitehill & Bordon Community Party”.

1.2 We shall be registered as a political party with the Electoral Commission.

1.3 We shall be registered in Great Britain but not Northern Ireland.

1.4. A financial scheme has been adopted (Appendix A) and any changes may be made by the Officers, subject to approval by the Electoral Commission.

2. Aims & objectives

2.1 To stand candidates for election to the Town Council, District Council, County Council or any other parish council in the surrounding area of the Parish of Whitehill.

2.2 To effectively represent the residents of the Parish of Whitehill (including Bordon), Lindford and the surrounding area.

2.3 To remove national party politics from the Town Council.

2.4 To gain control of the Town Council, for the purposes outlined in sub-clauses 2.2 and 2.3 and implement policies agreed under clause 3. This would be by standing Members as candidates to the Town Council by a vote to agree such candidates under clause 8.

2.5 To consider standing Members as District Council Candidates to the District Council and approve candidates if agreed by the Party, by a vote under clause 8.

2.6 To consider standing Members as County Council Candidates to the County Council and stand candidates if agreed by the Party, by a vote under clause 8.

2.7 To create a party with strong effective Leadership, but recognise that it is a team effort to achieve objectives for the local community and therefore team work is of paramount importance.

2.8 To encourage Members to give direction to the Leader and Officers through allowing them to initiate and decide Party policy under clause 3.

2.9 A candidate selection process for any elections that the Party contests shall be agreed by the Officers.

2.10 Selection of Candidates shall be agreed by the Officers unless otherwise determined by the candidate selection process under Clause 2.9.

3. Policy

3.1 Policies ideas may be initiated by any Member and Members are encouraged to express their independent views.

3.2 Members should advise the Leader of any proposed policy and the Leader will then advise all Members of a proposed policy in a reasonable timeframe.

3.3 If no Member objects to the policy in writing to the Leader, within 21 days of being notified under sub-clause 3.2 then it will be deemed to have been adopted by the Party. (Any objection can be withdrawn in writing before the 21 day deadline.)

3.4 If there is still an objection after the 21 day deadline, then the Members shall be asked to vote on whether to adopt the policy under the rules of clause 8.

3.5 If at least one third of Members are unhappy with any Policy already adopted, they may write to the Leader to request a vote of Members to repeal it. The Leader shall organise a vote within 28 days of request, under rules of clause 8.

3.6 The Leader may reject a request for a vote under sub-clause 3.5 if the Policy has been accepted or not rejected by a vote of Members in the previous 12 calendar months.

(Note: Clause 3 enables efficiency, but allows **every single Member to be engaged with policy decisions, as a fundamental principle of the Party.**)

4. Officers & Party Leadership

4.1 There shall be at least two Officers of the party, as required by law. Officers must be Members. There shall be no upper limit other than that provided by law.

4.2 There shall be a Leader who must be both an Officer and Member and will be deemed to have resigned as Leader if they cease to be an Officer or Member.

4.3 The Leader may appoint Officers (subject to sub-clause 4.1) and delegate any powers or responsibilities to them, unless prohibited by law.

4.4 The Leader may remove Officers (subject to sub-clause 4.1)

4.5 The Leader must appoint an Officer (which may be themselves) to be “Nominating Officer.”

4.6 An Officer must be a Member and shall be deemed to have been removed as an officer if they cease to be a Member, provided that sub-clause 4.1 is satisfied.

4.7 The term of an Officer shall not expire unless they resign (subject to sub-clause 4.1) or are removed under sub-clause 4.4 or sub-clause 4.6.

4.8 The Leader shall be the primary representative of the Party and have executive authority, subject to this constitution.

4.9 The Leader shall act as Chairman of the Party and Chairman of Party meetings.

4.10 The Leader may resign as Leader at any time in writing to the Officers, without affecting their own status as an Officer.

4.11 When there is a vacancy of Leader, the Officers shall hold an election for Leader as follows:

4.11.1 All Members shall be advised of the vacancy in writing as soon as is reasonably possible.

4.11.2 Any Member may nominate themselves for the position of Leader if they have the written signed backing of at least 20% of Members on a written application. They must send their application to the Officers within 10 days of the date of being notified of the vacancy.

4.11.3 If No candidate for nomination as Leader can achieve the support of 20% of the Members by the 10 day deadline, then there shall be no requirement for a candidate to have any written support to go forward as a nominee for Leader, and an additional 5 days will be allowed for self-nominations to be submitted in writing to the Officers.

4.11.4 If there is only one nomination by the required deadline then that Member will be deemed to be elected as Leader.

4.11.5 If there are more than one nomination for Leader, the officers will hold an election where Members can vote their preference order. The candidate receiving the lowest number of votes will be eliminated and their next preference votes re-distributed until a candidate reaches over 50% of votes and is deemed to be elected as Leader.

4.11.6 Once elected, a new Leader takes office immediately upon re-confirming acceptance in writing of their acknowledgement and acceptance of this constitution to the Officers.

4.11.7 If a newly elected Leader is not already an Officer, they will be deemed to have been appointed as an Officer at the same time as becoming Leader.

4.12 An election for Leader will be called if one-third of Members write to the Officers to request one, unless there has been more than one Election for Leader in the previous 12 months. The incumbent Leader would remain in post until a new Leader is elected.

4.13 The Leader may appoint an Officer to be deputy leader (“Deputy Leader”) and delegate powers to them in writing at their sole discretion, subject to any constraints by law. There shall be no requirement to have a Deputy Leader and the Leader may remove a Deputy Leader at any time.

4.14 The Leader shall act as official liaison with the Press, and may designate such authority in writing to another Member.

4.15 The Leader may call Party meetings, but these shall not be necessary to conduct the business of the Party. (See clause 8.)

4.16 The Leader must appoint an Officer (which may be themselves) to be “Treasurer.”

4.17. If the Leader is unable to exercise their role then then an alternative Officer shall act as Leader in the following order of succession:

1. Deputy Leader
2. Treasurer
3. Nominating Officer

4.18 Officers remain in post on an ongoing basis until terminated under provisions of this clause 4.

5. Leadership on councils

5.1 If the Leader is a Town Councillor, then they shall be the group leader (“Group Leader”) of the Members who are Town Councillors, unless otherwise agreed by the Leader.

5.2 If the Leader is a Town Councillor then they shall be the Party nomination for leader of the Town Council, whenever a vacancy for this position arises and the Members who are Town Councillors wish to nominate a leader of the Town Council.

5.3 If the Leader is not a Town Councillor or does not wish to be Group Leader, then Members who are Town Councillors may select a Group Leader amongst themselves, in consultation with the Leader.

5.4 If the Leader is not a Town Councillor then the Group Leader shall be the Party Nomination for leader of the Town Council, whenever a vacancy for this position arises and the Members who are Town Councillors wish to nominate a leader of the Town Council.

5.5 Nominations for other Party or council positions on the Town Council, shall be decided by the Members who are Councillors, in consultation with the Leader.

5.6 If the Leader is a District Councillor, then they shall be the group leader (“Group Leader”) of the Members who are District Councillors, unless otherwise agreed by the Leader.

5.7 If the Leader is not a District Councillor, or does not wish to be Group Leader, then Members who are District Councillors may select a Group Leader amongst themselves, in consultation with the Leader.

5.8 Nominations for other Party or council positions on the District Council, shall be decided by the Members who are Councillors, in consultation with the Leader.

5.9 Any scenario not covered by this clause 5 shall be decided by vote under clause 8.

6. Membership

6.1 Applying to be a Member of the Party is open to:

6.1.1 Elected members of the Town Council, District Council or County Council, who are members of no other political party and pledge to support the aims and objectives of the Party as outlined in this constitution.

6.1.2 Any prospective candidate for Town Council, District Council or County Council, who are members of no other political party and pledge to support the aims and objectives of the Party as outlined in this constitution.

6.1.3 Any person on the electoral role in East Hampshire District, who are members of no other political party and pledge to support the aims and objectives of the Party as outlined in this constitution.

6.1.4 Any person on the electoral role in the United Kingdom, who the Officers vote by majority to accept as a member, who are members of no other political party and pledge to support the aims and objectives of the Party as outlined in this constitution.

6.2 The Leader (or a Member given delegated authority in writing by the Leader) may accept a candidate's application as their sole discretion and admit them into the Party as a Member.

6.3 The Leader may refuse to make a person a Member for any reason whatsoever.

6.4 If an application to become a Member is refused under sub-clause 6.3 then the candidate may appeal to the Officers, whose decision will be final.

6.5 A Member shall have no voting rights under this constitution where a Member is allowed to vote, until they have been a member for 90 days and paid any monies due under clause 9.

6.6 The Nominating Officer shall keep a register of the Party's membership.

6.7 The Register of Members shall be open to inspection by any member on reasonable notice to the Nominating Officer, unless there is a reason by law to prevent such disclosure.

6.8 A Member may be expelled from the party by the Leader if a subscription fee falls overdue by more than 21 days from when it was due.

6.9 A Member may be expelled from the Party by the Leader if the Leader rules at their sole discretion that they have brought the party into dispute and/or not abided by this constitution.

6.10 A Member may appeal to the Officers if they are expelled under sub-clause 6.9, whose decision by majority as to whether to re-instate shall be final.

7. Conduct

7.1 Members elected as Councillors must abide by the Seven Principles of Public Life set out by Lord Nolan in 1995:

“Selflessness, integrity, objectivity, accountability, openness, honesty and leadership.”

8. Voting

8.1 Unless otherwise specifically specified in this constitution, the following rules will apply:

8.1.1 The Leader will oversee the vote, or may delegate to another Officer.

8.1.2 Voting will be allowed electronically.

8.1.3 Every vote must allow a period of 14 days for votes to be returned electronically by e-mail.

8.1.4 If no vote is received from a member then it shall be treated as an abstention and not be counted.

8.1.5 There is no quorum as there is no requirement for a meeting to vote and all Members have the opportunity to vote electronically by e-mail.

8.1.6 Decisions will be taken by simple majority of votes cast.

8.1.7 The Leader will have a casting vote, if a vote is tied.

8.2. Where this constitution requires a statement to be made in writing, communicating the statement by e-mail shall satisfy this requirement.

9. Subscriptions

9.1 New Members of the Party will pay a one-off fee of £25.00.

9.2 An annual subscription of £25.00 shall apply, starting from 1st January of the following year after the member joined.

9.3 The Leader may offer concession of fees at their discretion, and may admit new members to the Party under sub-clause 6.2. (Note: This sub-clause 9.3 is designed to encourage a variety of Members to positively engage with the Party, such as students/low income persons/those who may not ordinarily engage in local politics.)

10. Changes to the Constitution

10.1 Any proposed change to the constitution may be initiated in writing to the Officers, and must have the support of at least 10 Members (or the entire membership if less than 10 Members in total.)

10.2 The Officers must circulate the proposed change(s) to the Members, giving at least 28 days notice as a deadline to vote on such a change.

10.3 A change shall require a two-thirds majority of total Members to be in agreement by the deadline set under sub-clause 10.2, to be adopted.

11. Dissolution

11.1 The Officers may propose dissolving the Party and may do so if no Members are willing to replace them as Officers within 28 days of the notification. There must be 2 Officers and so there must be 2 members willing to serve as Officers to avoid dissolution under this sub clause 11.1.

11.2 This constitution may be amended under clause 10 to allow for dissolution of the Party.

Ratified by the members as of 11/11/2020. Signed by the Officers:

Andrew Kevin Tree

Leader, Nominating officer and
Treasurer:



Date: 11/11/2020

Tina Mary Strickland

Other officer (Deputy Leader):



Date: 11/11/2020

Appendix A - Financial scheme



Whitehill & Bordon Community Party

Introduction

1.1 This scheme sets out how Whitehill & Bordon Community Party ('the party') will organise its financial affairs to comply with the Political Parties, Elections and Referendums Act 2000 ('the Act').

Constitution

1.2 The Whitehill & Bordon Community Party has a written constitution, setting out our structure and organisation, and how we take decisions about the management of the party. It has been provided to the Electoral Commission.

Accounting units

1.3 The Whitehill & Bordon Community Party does not wish to register any separate accounting units with the Commission.¹

Organisations within the party

1.4 For the purpose of compliance with the Act, the financial affairs of any local branches or affiliated organisations of the party, whether currently existing or to be established in future, will be wholly controlled by the party treasurer.

Financial year

1.5 The party's financial year will run from 1 January to 31 December.

Role of the party treasurer

1.6 The registered treasurer (who on the date of this document being adopted is named and has signed at end of this document) of Whitehill & Bordon Community Party is responsible for the whole party's compliance with the requirements of the Act, including the following:

Annual accounts

1.7 The Whitehill & Bordon Community Party will submit our annual statement of accounts to the Commission by the required date, being 30 April of the year following the end of the financial year if both our expenditure and income are under £250,000 in that year, or 7 July of the year following the end of our financial year if either our expenditure or income exceeds £250,000 in that year. We

¹ Referring to sections 2.13 and 2.14 in Electoral Commission brief guide *Registering a political party*.

understand that if our income or expenditure exceeds £250,000 our accounts must be submitted with an auditor's certificate.

1.8 In order to comply with this requirement, our registered treasurer has:

- put in place arrangements for ensuring that annual statements of accounts for the party are prepared, approved, audited where necessary and submitted to the Commission by the prescribed deadline for each register the party is on
- put in place accounting processes capable of meeting the Act's accounting record keeping requirements and of any regulations made by the Commission about the format of statements of accounts

Donations and Loans (regulated transactions)

1.9 Whitehill & Bordon Community Party will report the donations and loans it receives each quarter to the Commission, for each of the registers it is registered on, within the following timescales:

- quarter 1 (1 January – 31 March) by 30 April of that year
- quarter 2 (1 April – 30 June) by 30 July of that year
- quarter 3 (1 July – 30 September) by 30 October of that year
- quarter 4 (1 October – 31 December) by 30 January of the following year

1.10 In order to comply with this requirement, our registered treasurer will:

For donations:

- record information for all donations of more than £500, including:
 - amount or value of the donation
 - full name of donor
 - registered address of donor
 - company registration number (if applicable)
 - date on which the donation was received
 - date on which the donation was accepted or returned
 - information about the trust (if applicable)²
- check the permissibility of any donations over £500 within 30 days of receipt³
- ensure that impermissible or unidentifiable donations of more than £500 to the party are recorded as outlined above and returned to the sender or financial institution that transferred the money or, if that is not possible, surrendered to the Commission
- ensure that a submission of quarterly donation reports covering donations exceeding £7,500 (including aggregates of donations and regulated transactions) and any impermissible or anonymous donations of more than £500 is made to the Commission within the above timescales; submitting a nil return if there are no reportable donations⁴
- provide weekly donation reports to the Commission during UK Parliamentary election campaigns if we are contesting the election

1.11 We understand that if we submit four consecutive quarterly nil donation returns, we will then be exempt from submitting further quarterly returns in respect of donations until we receive a reportable donation.

1.12 We also understand that separate quarterly donation returns must be submitted if we appear on the Northern Ireland register of political parties.

² More details can be found on Electoral Commission guidance documents by visiting parties pages at: <http://www.electoralcommission.org.uk/guidance/those-we-regulate/register-a-new-party>

³ See above.

⁴ See above.

For loans (regulated transactions):

- record information about all regulated transactions (loans, credit facilities, etc.) of more than £500, including:
 - value of benefit of the transaction
 - name of all authorised participants
 - registered addresses of participants
 - company registration number (if applicable)
 - nature of the transaction
 - date agreement entered
 - the terms of the transaction
- ensure that the party does not enter into any regulated transactions over £500 with unauthorised participants
- ensure that a submission of quarterly transaction reports covering transactions exceeding £7,500 (including aggregates of donations and regulated transactions) and any void transactions or transactions of more than £500 entered into with an unauthorised participant is made to the Commission within the prescribed timescales; submit a nil return if there are no reportable transactions
- ensure weekly regulated transaction reports can be submitted during UK Parliamentary election periods if we are contesting the election

1.13 We understand that if the party has submitted four consecutive quarterly nil loans returns, we will then be exempt from submitting further quarterly returns until we enter into a reportable loan.

1.14 We also understand that separate quarterly loan returns must be submitted if we appear on the Northern Ireland register of political parties.

Campaign expenditure

1.15 The party will submit a campaign expenditure return if we have candidates contesting a UK Parliamentary election, European election, Scottish Parliamentary election, National Assembly of Wales election, or Northern Ireland Assembly election. The campaign expenditure return will be submitted within three months of the date of the election if our expenditure is less than £250,000 or within six months of the date of the election if our expenditure exceeds £250,000. We note that if our expenditure during the campaign exceeds £250,000 our return must be submitted with an auditor's certificate.

1.16 In order to ensure compliance with the legislation, [name of campaigns officer if registered, otherwise name of registered treasurer] will:

- ensure that campaign expenditure and claims payments are duly authorised, received and paid on time and that all relevant receipts and invoices are kept
- put in place budgeting and monitoring arrangements to ensure that campaign expenditure is within the statutory limits
- ensure the compilation, auditing (if necessary) and timely submission to the Commission of a campaign expenditure return within the statutory deadlines

Referendums

1.17 If the party participates in a referendum to which Part VII of the Act applies, Whitehill & Bordon Community Party will develop and put in place arrangements for complying with the controls on referendum expenditure. We will do this by adapting our arrangements for the control of campaign expenditure.

Grants

1.18 Whitehill & Bordon Community Party will ensure that any grants from the Commission to the party are spent in accordance with the conditions of grant imposed by the Commission. We agree to cooperate with any associated audit requirements specified by the Commission.

Changes to registered details

1.19 Whitehill & Bordon Community Party will ensure that the party's details that are registered with the Commission are kept up to date. We will inform the Commission of any changes to registered officers within 14 days of the change and any other changes within 28 days.

1.20 We will ensure that our RP8 annual confirmation of registered details and £25 fee are submitted to the Commission with the annual statement of accounts by 30 April of the following year (if our expenditure or income is less than £250,000) or by 7 July of the following year (if our expenditure or income exceeds £250,000).

1.21 We note that failure to submit our RP8 annual confirmation of registered details within the prescribed timescale will result in our statutory removal from the register of political parties. We understand that this would mean that the party would no longer be able to field candidates at elections under the party name.

Penalties and offences

1.22 Whitehill & Bordon Community Party understands that the Commission may impose civil penalties on parties that fail to comply with their legal obligations, including failures to submit statutory returns on time. The party also understands that failure to comply with certain legal requirements of being a registered political party is a criminal offence.

Role of other party officers

1.23 Should the appointment of the registered party treasurer terminate for any reason, then the registered party leader will, until a new treasurer is appointed, be treated as the party treasurer and will be responsible for ensuring that the party complies with its legal obligations.

1.24 Should the treasurer whose appointment is terminated also be party leader, then the nominating officer will, until a new treasurer is appointed, be treated as the party treasurer.

1.25 Should the treasurer whose appointment is terminated also be party leader and nominating officer, then the other registered officer will, until a new treasurer is appointed, be treated as the party treasurer.

Promoting compliance with the Act

1.26 The Party will have processes in place to ensure compliance with its legal obligations. The registered treasurer (who on the date of this document being adopted is named and has signed at end of this document) will ensure that the registered leader and all other officers and members of Whitehill & Bordon Community Party have sufficient knowledge of our financial obligations under the Act to ensure that the party as a whole complies with these obligations.

1.27 Amendments to the financial scheme

1.28 The registered treasurer, will ensure that any proposed amendments to this financial scheme are submitted to the Commission for approval.

Signed:

Andrew Kevin Tree
Leader



Date: 11/11/2020

Andrew Kevin Tree
Treasurer:



Date: 11/11/2020

Andrew Kevin Tree
Nominating officer:



Date: 11/11/2020

Tina Mary Strickland
Additional officer
(Deputy Leader):



Date: 11/11/2020