

Constitution

1 NAME AND PURPOSE

In accordance with Article 71 of the Constitution of the Conservative Party (“the Party Constitution”), Conservative Future (“CF”) shall be the Recognised Organisation of the Conservative and Unionist Party with specific responsibility for representing Party Members under the age of 30 and this Constitution shall take effect from the date determined by the Board.

2 DEFINITIONS AND SCOPE

- 2.1 Except that “this Constitution” means “this Constitution of CF”, words in this Constitution shall mean the same as they do in the Party Constitution and provisions in this Constitution and Schedules thereto shall be interpreted as they would were they contained in the Party Constitution.
- 2.2 This Constitution is subject to the Party Constitution as in force at the relevant time.
- 2.3 The Board may at any time amend this Constitution and/or intervene in and/or determine the affairs of CF.
- 2.4 For the purpose of determining eligibility to hold office within CF, a “year” means the period (or part thereof) between two annual elections for the National Management Executive, or relevant Area Chairmanship, or Organisational or Student Branch.
- 2.5 For the purpose of calculating the notice of any meetings of a Student Branch, a “day” means a day within the term time of the relevant institution. If fewer days remain in a term than the required period of notice, days between terms are disregarded and the balance of remaining days of notice left at the end of one term is carried over to the start of the following term.

3 OBJECTS OF CF

The Objects of CF are:-

- 3.1.1 to advance the principles and policies of the Party amongst people:-
 - under the age of 30; and/or
 - studying at institutions of higher and further education within the Nation;
- 3.1.2 to recruit members to the Party;
- 3.1.3 to advise and provide assistance to the Party on all matters where the particular expertise of CF may be of value;
- 3.1.4 to represent and promote the interests and profile of Party members under the age of 30;
- 3.1.5 to encourage and develop among its Members the formation, organisation and operation of branches;
- 3.1.6 to work for the election of Conservative Candidates in local, regional, national and European elections.

4 MEMBERSHIP

- 4.1 Any person under 30 who joins the Party shall also be a member of CF.

- 4.2 A Member of CF shall not be entitled to more than one vote in any election within CF and/or the Party.
- 4.3 Inclusion of a person on a list of Members of CF maintained by and under the control of the Party shall be proof of that person's membership of CF.
- 4.4 Subscriptions shall be paid in amounts as determined from time to time by the Board.
- 4.5 To cease to be a Member of the Party is to cease to be a Member of and/or to hold office in CF.
- 4.6 A Member of CF may exercise rights or interests in property or funds relating to CF only having first signed a declaration in the form required from time to time by the Board.

5 NATIONAL ORGANISATIONAL STRUCTURE

- 5.1 The National Management Executive (the "NME") shall be constituted in accordance with Article 6 below.
- 5.2 Honorary Officers:
 - 5.2.1 the Leader shall be entitled to be the Honorary Patron of CF;
 - 5.2.2 subject to the approval of the Board, the NME may appoint a President, Senior Vice-President and Vice-Presidents, such appointments being for renewable terms of three years;
 - 5.2.3 service as an Honorary Officer by virtue of 5.2.2 above does not constitute membership of CF but any Honorary Officer in post on 1 June 2003 may until 31 May 2005 exercise all rights of a Member of CF.

5.3 Appointed Officers

The Senior Appointed Officers of CF will be:-

- a Member of the Board appointed by the Board; and
- a Party Vice-Chairman appointed by the Leader.

The Appointed Officers of CF will be:-

employee(s) of the Party appointed by the Chairman of the Board including an employee who may be designated by the Chairman of the Board as National Organiser of CF.

6 NATIONAL MANAGEMENT EXECUTIVE ("NME")

- 6.1 The NME shall be responsible to the Board for carrying out the aims and objectives of CF and shall report to the Board on the conduct of CF's activities at such intervals as the Board may from time to time prescribe. As regards any disciplinary matter, expulsion/suspension and/or removal of a person from office within CF and/or disbanding of an Organisational/Student branch of CF, the NME shall in each case seek procedural guidance from the National Organiser and regard it as binding.
- 6.2 Composition of NME
 - 6.2.1 the Chairman and six other Members of the NME shall be elected annually in accordance with Schedule One to this Constitution;
 - 6.2.2 subject to 6.2.3. below, a person may serve as a Member of the NME (including service as Deputy Chairman) for no more than two consecutive years;
 - 6.2.3 a person may serve as Chairman for up to two years even if that person has already served two consecutive years on the NME;

- 6.2.4 at its first meeting following an annual election, the NME will elect one of its Members, not being the Chairman, as Deputy Chairman;
 - 6.2.5 the NME may co-opt up to three Members to serve until the following annual election;
 - 6.2.6 even if the NME has already co-opted three people, it may co-opt a person to fill a casual vacancy arising on the NME. However, a person may be co-opted to fill a casual vacancy as Chairman only if all elected Members of the NME have been offered and have declined this position;
 - 6.2.7 Honorary and Senior Appointed Officers shall be entitled to participate as non-voting Members at meetings of the NME.
- 6.3 Conduct of meetings
- 6.3.1 the Chairman shall chair meetings of the NME, or in the absence of the Chairman, the Deputy Chairman shall chair the meeting or in the absence of the Chairman and Deputy Chairman the NME shall appoint one of its Members to chair the meeting;
 - 6.3.2 the quorum for a meeting of the NME shall be half of those entitled to vote at the meeting;
 - 6.3.3 at least fourteen days before the date of the meeting, the National Organiser shall despatch notice of a meeting by electronic mail to all who are entitled to attend. At least seven days before the date of the meeting, Members of the NME may by electronic mail submit items for inclusion on the agenda to the National Organiser. At least four days before the date of the meeting, the National Organiser shall despatch an agenda by electronic mail to all who are entitled to attend. Failure by the National Organiser to comply with this Clause shall not prevent a meeting of the NME proceeding as though there had been compliance;
 - 6.3.4 the NME shall meet not less than three times a year. Additional meetings may be held at the discretion of the Chairman or request of a majority of members of the NME;
 - 6.3.5 business not specified in the agenda may be considered and dealt with only by leave of the Chairman provided that two-thirds of those present and entitled to vote agree to treat such business as urgent;
 - 6.3.6 votes at all meetings shall be taken by a show of hands but the Chairman may direct that a secret ballot be taken and shall so direct if requested to do so by at least one third of those members present and entitled to vote. If the voting is declared to be equal, the Chairman may then cast a second vote to settle the matter in issue.
- 6.4 CF Committees
- 6.4.1 the NME may with the agreement of the Senior Appointed Officers appoint CF Committees of which the Chairman and Deputy Chairman shall ex officio be Members;
 - 6.4.2 at the direction of the Senior Appointed Officers, the NME shall establish:-
 - a CF Finance & General Purposes Committee which shall be responsible to the NME and the Board for monitoring the finance, budget, and fundraising of CF;
 - a CF Constitutional Committee which shall keep this constitution under review and as necessary make recommendations to the Board; and/or
 - a CF Membership Committee which shall consider all matters relating to membership of CF and as necessary make recommendations to the Board

and each of these three CF Committees shall be chaired by a CF Honorary Officer and its membership shall also comprise the Senior Appointed Officers, the Chairman or Deputy Chairman, a further member of the NME and at least four additional Party Members with relevant knowledge. A meeting of any of these three CF Committees shall be quorate with an Honorary Officer in the chair and at least two other members of the Committee present. Unless the Honorary Officer chairing a Committee has decided that exceptional circumstances apply, the NME will receive reports from the Committee and be invited to comment on any communication from the Committee's Chairman to the Board.

7 NATIONAL ORGANISER

- 7.1 The National Organiser shall act as secretary to the NME and to all/any CF Committees and liaise between the NME and other employees of the Party.
- 7.2 Subject to the requirements of the Chairman of the Board, the National Organiser shall have responsibility for day-to-day operation of CF.

8 REGIONS

- 8.1 The NME shall in each Region appoint a CF Regional Coordinator responsible for:-
coordinating CF campaigning and political activities which cross Area boundaries;
assisting CF Area Chairmen in the organisation of activities which cross Area boundaries;
helping CF Area Chairmen to remain in close and regular contact with the NME.
- 8.2 The National Organiser will provide the Party's Regional Co-ordinating Chairman with the name and contact details of the CF Regional Coordinator in that Region.

9 AREAS

- 9.1 CF Area Chairmen
- 9.1.1 in each Area a CF Area Chairman shall be elected annually in accordance with the provisions of Schedule Two to this Constitution. A person may serve as a CF Area Chairman for no more than two consecutive years except that if no other candidate has been nominated for the position at the end of a CF Area Chairman's second consecutive year, the NME may allow that CF Area Chairman to serve for a third and final consecutive year;
- 9.1.2 the CF Area Chairman shall:
- co-ordinate, monitor and promote the establishment and activity of CF Branches, including recruitment of Members, in the Area;
 - promote the sharing of resources between CF Branches and Constituency Associations;
 - liaise with the relevant Area Management Executive and promote campaigning on behalf of the Party as guided by the Area Management Executive;
 - brief the National Organiser on the status of CF Branches and send the NME an annual report on CF's activities in the Area;
- 9.1.3 if a casual vacancy arises for a CF Area Chairman, the NME may appoint a new Area Chairman to serve until the next annual election;

- 9.2 With the agreement of the NME a CF Area Chairman may appoint additional CF Area Officers.
- 9.3 An Area shall be designated “[Name of Area] Area Conservative Future”.
- 9.4 The National Organiser will provide the Party’s Area Chairman with the name and contact details of the CF Area Chairman in that Area.

10 ORGANISATIONAL BRANCHES

- 10.1 A CF Organisational Branch may be recognised by the NME:
- 10.1.1 once it has adopted as its own rules the Mandatory Rules for CF Organisational Branches in Schedule Three hereto;
 - 10.1.2 where the National Organiser is satisfied that it has at least ten members and also has officers elected at an AGM held in the previous twelve months; and
 - 10.1.3 if it is to cover one Parliamentary Constituency, the National Organiser has received the approval of the Constituency Association Executive Council; or
if it is to cover a group of Parliamentary Constituencies, the National Organiser has received the approval of a majority of Constituency Association Executive Councils in the group and of the Area Management Executive(s).
- 10.2 A CF Organisational Branch covering one Parliamentary Constituency is a Constituency Branch and shall be known as “[Constituency Name] Conservative Future” while one covering a group of Constituencies is a Federation Branch which shall be known as “[Agreed Name] Conservative Future” where the Agreed Name is the name of the relevant city, county or other appropriate entity.
- 10.3 Changes to the rules of a CF Organisational Branch may take effect only when approved by the CF Constitutional Committee.

11 STUDENT BRANCHES

- 11.1 A CF Student Branch at an institution of higher and further education may be recognised by the NME:
- 11.1.1 once it has adopted as its own rules the Mandatory Rules for CF Student Branches in Schedule Four hereto;
 - 11.1.2 where the National Organiser is satisfied that it has at least ten members and also has officers elected at an AGM held in the previous twelve months;
 - 11.1.3 where the National Organiser has received and the NME has considered the views of relevant Constituency Association Executive Council(s) and Area Management Executive(s), such views to include proposals for extending membership of the Conservative Party to people recruited to CF Student Branches;
 - 11.1.4 the institution has indicated to the National Organiser that it recognises the prospective CF Student Branch as a bona fide society or the National Organiser has secured an explanation acceptable to the NME for the absence of such recognition.
- 11.2 A registered student at an institution of higher and further education will be confirmed as a member of a CF Student Branch once the application procedure for that Branch is complete. This procedure will include making such verification or processing of the


student's membership of the Conservative Party as the National Organiser may require. Once confirmed as a member of a CF Student Branch, a person will by virtue of that membership also be a member of the Constituency Association covering the main address of the institution and if the person is under 30 that person will also by virtue of that membership of a CF Student Branch also belong to the local CF Organisational Branch covering the main address of the institution.

- 11.3 A CF Student Branch shall be known as “[Name of Institution] Conservative Future” and may be additionally known as “[Name of institution] Conservative [Student] Association” or other suitable equivalent name acceptable to the NME.
- 11.4 Changes to the rules of a CF Student Branch may take effect only when approved by the CF Constitutional Committee.

12 AFFILIATION AND REPRESENTATION

- 12.1 Subject to the agreement of the Board, CF may affiliate to such organisations as the NME may from time to time consider appropriate.
- 12.2 The Chairman shall ex officio be CF's external representative and/or delegation leader but, with the agreement of the NME, may nominate other Members of CF to represent CF at affiliated bodies and at the National Conservative Convention.
- 12.3 Subject to the agreement of the Board and such procedural guidance as the National Organiser may provide, the NME may support Party Candidates for elected office in a national or international youth or student representative body where:-
- 12.3.1 the CF Membership Committee has been constituted;
- 12.3.2 the NME initiates the selection procedure by asking the National Organiser to invite applications from members of CF eligible to stand in the relevant election;
- 12.3.3 the CF Membership Committee prepares a shortlist from the applications received and interviews shortlisted candidates. After the interviews, the Committee may recommend to the NME that:-
- named applicant(s) be confirmed as the official Party Candidate(s) for the specified election;
- the process be re-opened to enable further applicants to emerge; or
- no official candidate be nominated on this occasion;
- and the NME shall either accept the Committee's decision or refer it back for further consideration. Acceptance by the NME of the named applicant(s) for the specified election shall constitute the adoption of those applicants as official Party Candidate(s) for the relevant election;
- 12.3.4 any Party Member who stands in an election against an official Party Candidate selected in accordance with this Clause will have his name removed from the National Membership List and be expelled from the Party forthwith unless the Party Member can demonstrate that, at such time as he was irrevocably committed by the rules of the relevant youth or student representative body to standing in the election, he did not know and could not reasonably be expected to have known that an official Party Candidate had been selected.
- 12.4 At any meeting of a national or international youth or student representative body where official Party Candidates are standing for election, a person present by virtue of membership of CF should support and vote for those Candidates to the extent allowed by the rules of the student representative body. Similarly, where issues of policy are to be debated, a person present by virtue of membership of CF should speak and vote in accordance with the current published policies of the Party or, in the absence of clear and relevant Party policy, the Chairman, National Organiser and

delegation leader shall determine the line to take. The CF Membership Committee may make appropriate recommendations to the Board regarding a CF member attending such a meeting and without due cause voting against Party Candidates or policy, undermining the Party's efforts at the meeting and/or engaging in conduct which brings or is likely to bring the Party into disrepute.



SCHEDULE ONE**RULES FOR THE ELECTION OF THE NATIONAL MANAGEMENT EXECUTIVE****1 ELECTION**

- 1.1 An annual election shall be held to elect the Chairman and a further six elected Members of the NME. This shall take place no more than fifteen months after the previous annual election, on the basis of a timetable agreed by the Board.
- 1.2 A Returning Officer appointed by the Chairman of the Board shall be responsible for the efficient running of the election and all matters relating thereto. In the absence of a specific appointment, the National Organiser will be deemed to have been appointed.
- 1.3 If the Returning Officer receives more nominations than the number of posts to be filled, a ballot will be held in accordance with Clause 3 of this Schedule.

2 NOMINATION

- 2.1 A person seeking nomination for chairmanship or membership of the NME must obtain an official nomination paper from the Returning Officer, complete this paper and then ensure the Returning Officer receives it before the date of close of nominations.
- 2.2 A person may only stand for election if at the date of the close of nominations that person is under the age of 30 and has been a Member of the Party for more than three months. A person may simultaneously seek nomination for the chairmanship and membership of the NME.
- 2.3 Nominations must be proposed and seconded by Members of CF who have been Members of the Party for at least three months prior to the date of the close of nominations and one of whom must be a serving member of the NME or a serving CF Area Chairman.
- 2.4 A Member cannot propose or second more than one candidate for the chairmanship or more than six candidates for membership of the NME.
- 2.5 After the close of nominations the Returning Officer will issue a list of valid nominations and within 24 hours of issuance of this list a candidate may communicate withdrawal from the election to the Returning Officer.
- 2.6 No later than 24 hours after the issuance of the list of valid nominations, each candidate may supply the Returning Officer with an election communication which must comply with the Returning Officer's specifications and will be subject to approval by the Returning Officer whose decision is final.

3 BALLOT

- 3.1 A person may only vote if at the date of the close of the ballot that person is under the age of 30 and has been a Member of the Party for more than three months.
- 3.2 The Returning Officer will issue each eligible member of CF whose name has been supplied to the National Organiser with a ballot paper (which may be in two separate parts if there is a ballot for both the chairmanship and membership of the NME) and a declaration of identity both of which must be completed and returned on the basis of directions given by the Returning Officer if the ballot paper is to be valid. Completing one ballot paper constitutes "one vote" within the meaning of Clause 4.2 of this Constitution.

- 3.3 Each valid vote for a candidate for membership of the NME will have equal weight except that where there is at least one nomination from a candidate who is a member of a Student Branch the candidate in this category who secures most votes will be among the six elected Members of the NME.
- 3.4 If no candidate from a CF Student Branch stood for election to the NME, the NME shall co-opt at least one member of a CF Student Branch at its first meeting after the election.

4 SCRUTINEERS

- 4.1 A candidate may be present when votes are counted.
- 4.2 A candidate may appoint no more than two scrutineers to attend the count with the candidate provided that the Returning Officer has been informed of the scrutineers' identity at least a week before the count.
- 4.3 Notwithstanding clauses 4.1-4.2 inclusive, the Returning Officer at his sole discretion may reject any nominated scrutineers. Candidates and scrutineers must comply with all directions given by the Returning Officer.

5 CONDUCT OF BALLOT / COUNT

- 5.1 Valid ballot papers will be returned for counting to the Returning Officer in compliance with the Returning Officer's directions. The Returning Officer will have full authority to determine the arrangements for the count.

SCHEDULE TWO

RULES FOR THE ELECTION OF CF AREA CHAIRMEN

1 ELECTION

- 1.1 Annual elections to elect CF Area Chairmen shall take place no more than fifteen months after the previous annual elections, on the basis of a timetable agreed by the Board.
- 1.2 A Returning Officer appointed by the Chairman of the Board shall be responsible for the efficient running of the elections and all matters relating thereto. In the absence of a specific appointment, the National Organiser will be deemed to have been appointed.
- 1.3 If the Returning Officer receives more than one nomination for the chairmanship of a CF Area, then a ballot will be held in that Area.

2 NOMINATION

- 2.1 A person seeking nomination for chairmanship of a CF Area must obtain an official nomination paper from the Returning Officer, complete this paper and then ensure the Returning Officer receives it before the date of close of nominations.
- 2.2 A person may only stand for election in an Area if at the date of the close of nominations that person is under the age of 30, has been a Member of the Party for more than three months and is a Member of CF within that Area.
- 2.3 Nominations must be proposed and seconded by Members of CF who have been Members of the Party within the Area in which the nominee seeks election for at least three months prior to the date of the close of nominations.

- 2.4 A Member cannot propose or second more than one candidate in a CF Area.
- 2.5 After the close of nominations the Returning Officer will issue a list of valid nominations and within 24 hours of issuance of this list a candidate may communicate withdrawal from the election to the Returning Officer.
- 2.6 No later than 24 hours after the issuance of the list of valid nominations, each candidate may supply the Returning Officer with an election communication which must comply with the Returning Officer's specifications and will be subject to approval by the Returning Officer whose decision is final.

3 **BALLOT**

- 3.1 A person may only vote if at the date of the close of the ballot that person is under the age of 30 and has been a Member of the Party within the Area for more than three months.
- 3.2 The Returning Officer will issue each eligible Member of CF whose name has been supplied to the National Organiser with a ballot paper for the election in the Member's Area and a declaration of identity both of which must be completed and returned on the basis of directions given by the Returning Officer if the ballot paper is to be valid. Completing one ballot paper constitutes "one vote" within the meaning of Clause 4.2 of this Constitution.

4 **SCRUTINEERS**

- 4.1 A candidate may be present when votes are counted.
- 4.2 A candidate unable to attend the count of the preliminary ballot may appoint a scrutineer provided that the Returning Officer has been informed of the scrutineer's identity at least a week before the count.
- 4.3 Notwithstanding clauses 4.1-4.2 inclusive, the Returning Officer at his sole discretion may reject any nominated scrutineers. Candidates and scrutineers must comply with all directions given by the Returning Officer.

5 **CONDUCT OF THE BALLOT / COUNT**

- 5.1 Valid ballot papers will be returned for counting to the Returning Officer in compliance with the Returning Officer's directions. The Returning Officer will have full authority to determine the arrangements for the count.

SCHEDULE THREE**MANDATORY RULES FOR ORGANISATIONAL BRANCHES OF CONSERVATIVE FUTURE****NAME**

- 1 The name of the CF Branch shall be “[...] Conservative Future” hereinafter referred to as “the Branch”.

FUNCTION

- 2 The function of the Branch shall be, in compliance with the Constitution of Conservative Future and Schedules thereto:-
to help implement at a local level the objects of CF as defined in Clause 3 of the Constitution of Conservative Future;
to liaise effectively with the CF Area Chairmen;
to support and work closely with the Party locally.

MEMBERSHIP

- 3 Any person under the age of 30 who:
joins [[any of]...] Constituency Association[s];
joins the Party as a National Member and lives within the area covered by the Branch; and/or
is a registered student and a Member of a recognised CF Student Branch formed at an institution of higher or further education the main address of which is within the area covered by the Branch
is a Member of the Branch and any conduct by that person as a member of the Branch may, as with any other conduct of that person, be taken into account in the context of the Party’s disciplinary procedures.
- 4 A person who has been a Member of the Branch for at least three months shall have the right to attend and vote at any General Meeting (including an Annual or Special General Meeting) of the Branch.
- 5 All Members of the Branch shall be bound by these rules and the Constitution of Conservative Future and the Party Constitution as in force at the relevant time. Subject to the agreement of the CF Constitutional Committee, these rules may be amended, to the extent that this is permitted by the Constitution of Conservative Future, at a General Meeting of the Branch.
- 6 The Secretary of the Branch (or such Officer of the branch who is responsible for membership within the Branch) shall maintain, and furnish to the National Organiser and the Executive Council[s] of the [...] Association[s] when requested, a full and up-to-date list of the names, addresses and email addresses of the members of the Branch.

CONSTITUTION

- 7 The Branch is formed with the authority of the National Management Executive of Conservative Future the [...] Constituency Association Executive Council[s] [and the [...] Area Management Executive[s] and is subject to the Constitution of Conservative Future, the Party Constitution and Schedules and Annexes thereto. If the Branch is a

- Constituency Branch it shall in local matters accept the authority of the [...] Constituency Association Executive Council and if it is a Federation Branch it shall in local matters accept the authority of the [...] Area Management Executive[s].
- 8 The Branch shall have power to raise funds and (subject to any direction of the [...] Constituency Association Executive Council / [...] Area Management Executive[s]), including a direction preventing a Branch from holding a bank account) to control funds so raised, but such funds shall belong to the Party.
 - 9 Any property other than cash or monies on current or deposit account at the bank shall be vested in the trustees of the [...] Constituency Association in accordance with the provisions of Paragraph 17.1 of the Association rules or, in the case of Federation Branches, as directed by the [...] Area Management Executive[s].
 - 10 All Branch accounts shall be submitted to audit or certification by a person or persons appointed by the [...] [Constituency/Area] Membership Deputy Chairman and a certified copy of the duly audited or certificated statement of accounts shall be sent to the Membership Deputy Chairman immediately following the Annual General Meeting of the Branch.
 - 11 The Branch Committee shall appoint not less than three signatories for Branch accounts, of whom any two shall be required to sign any necessary documents;
 - 12 Upon request from the Chairman of the [...] [Constituency Association / Area Management Executive] and/or the National Organiser, the Branch shall provide forthwith such information as is requested relating to the affairs of the Branch, including information relating to finances and membership.
 - 13 In order to comply with the Political Parties Elections and Referendums Act 2000, any individual donation of more than £200 shall be reported within 14 days of receipt to the National Organiser, who shall advise on any further action required.

OFFICERS OF THE BRANCH

- 14 The Branch shall consist of the following Officers:
 - 14.1 a Chairman who shall be responsible to the NME and the Party for the activities of the Branch;
 - 14.2 two Deputy Chairmen, one of whom shall have particular responsibility for co-ordinating the formulation and development of policy ideas and initiatives, and political campaigning within the Branch and the other who shall have particular responsibility for fund-raising and membership within the Branch and who may also be the Treasurer;
 - 14.3 a Treasurer, where the office is not combined into that of one of the Deputy Chairmen;
 - 14.4 a Secretary; and
 - 14.5 such other officers as the Committee decides to co-opt.
- 15 The Officers of the Branch shall be elected at the Annual General Meeting of the Branch in accordance with paragraph 19 below.
- 16 No Officer shall hold the same office for more than three consecutive years save that the Branch Committee may, upon a motion put and voted upon by secret ballot, (and subject to the approval of the [...] Constituency/Area Chairman) invite any member who has held the same office for three years to offer himself for re-election to that office for a fourth and final year.
- 17 If any Officer ceases to hold office, the Branch Committee shall have the power to elect a successor until the next Annual General Meeting of the Branch.

- 18 The Officers shall be ex-officio members of all sub-committees of the Branch Committee.

BRANCH COMMITTEE

- 19.1 There shall be a Branch Committee consisting of the Officers of the Branch and not more than six additional members co-opted by the Committee.
- 19.2 The Chairman of the Branch shall be Chairman of the Branch Committee.
- 19.3 The Branch Chairman shall have power to instruct the Secretary to convene a Committee meeting at any time, of which not less than seven days' notice shall be given in writing, specifying the business to be dealt with.
- 19.4 A special meeting of the Committee shall be held not less than a week before the Annual General Meeting of the Branch to approve the annual report and statement of accounts for presentation at the Annual General Meeting of the Branch.
- 19.5 Any member of the Branch Committee who is absent from three consecutive Committee meetings shall be deemed to have forfeited his position on the Committee unless the committee shall otherwise decide.
- 19.6 The quorum of the Committee shall be one-fifth of those entitled to attend and vote at such meetings except that the quorum shall in no instance be less than three.


ANNUAL GENERAL MEETING

- 20 The Annual General Meeting of the Branch shall be held on a date agreed with the [...] [Constituency / Area] Chairman for the following purposes:-
- 20.1 to receive and adopt the audited or certificated accounts of the Branch for the financial year ending [date] last;
- 20.2 to receive and adopt the report of the Branch Committee on the work of the Branch for the year ending [date] last;
- 20.3 to elect the Officers of the Branch;
- 20.4 to elect representatives to the [...] Constituency Association Executive Council[s];
- 20.5 to transact such other business as may be brought before it.
- 21 Notice of the Annual General Meeting shall be given to the membership at least twenty-one days before the date of the meeting and shall require nominations for Committee positions to be proposed and seconded not later than seven days before the meeting; provided that if no nomination for a particular office or vacancy is so received, nominations made for that office or vacancy at the meeting shall be valid.

SPECIAL GENERAL MEETING

- 22 A Special General Meeting of the Branch may be called at any time by the Branch Chairman or by any twenty members of the Branch (or, if less, 25% of the total membership of the Branch) acting together (by signing a petition), who shall authorise the holding of a Special General Meeting within twenty one days of the receipt of such petition.
- 23 The business of the meeting shall be stated in the notice convening it, and at least seven days notice shall be given for such meeting.

GENERAL MEETING PROCEDURE

- 24 The provisions of Paragraph 11 of the Rules of the Constituency Associations shall apply mutatis mutandis.
 - 25 For all General Meetings of the Branch the quorum shall be 25% of the membership, provided that at least three people are present at such meeting.
 - 26 In the event that a General Meeting is or becomes inquorate, another meeting shall be called not less than seven nor more than fourteen days from the date of the inquorate meeting. Any nominations for election submitted to the inquorate meeting shall stand as nominations for elections at the quorate meeting.
 - 27 The votes at all meetings may be taken by a show of hands but the Branch Chairman at his discretion may direct a secret ballot to be taken, and shall so direct if requested to do so by one-third of the members present. The Branch Chairman shall have a second or casting vote in all cases where the voting is declared to be equal.
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SCHEDULE FOUR**MANDATORY RULES FOR STUDENT BRANCHES OF CONSERVATIVE FUTURE****1 NAME**

The name of the CF Branch shall be the “[...] Conservative Future” [also known as [...] and] hereinafter referred to as “the Student Branch”.

2 INTRODUCTION

- 2.1 The Student Branch may adopt such additional rules in General Meeting as it shall think fit provided these are approved by the CF Constitutional Committee and do not conflict with these Mandatory Rules or the Constitution of Conservative Future or the Constitution of the Conservative Party. The Student Branch Chairman should send a copy of the Student Branch’s rules to the National Organiser once a year and additionally, when the Student Branch changes its rules, the Student Branch Chairman must immediately provide a copy of the revised rules to the National Organiser.
- 2.2 All Members of the Student Branch shall be bound by the Party Constitution and by the Constitution of Conservative Future as in force at the relevant time. These Constitutions and these Mandatory Rules take precedence over the constitution and rules of any other body, including Students' Unions or other bodies outside the Conservative Party to which the Student Branch may be affiliated. In the event of a conflict arising between the Party Constitution, the Constitution of Conservative Future, and/or the Mandatory Rules on the one hand and the rules of another body on the other, the Student Branch Chairman must take direction from the National Organiser.
- 2.3 These Mandatory Rules are part of the Constitution of Conservative Future and will be interpreted accordingly.

3 FUNCTION

The function of the Student Branch shall be, in compliance with the Constitution of Conservative Future and Schedules thereto:-

to help implement at a local level the objects of CF as defined in Clause 3 of the Constitution of Conservative Future;

to liaise effectively with the CF Area Chairmen;

to support and work closely with the local Party (including CF Organisational Branches).

4 MEMBERSHIP

- 4.1 A registered student at [...] who has applied for membership of the Student Branch will become a Member of the Student Branch on being accepted as a Member of the Constituency Association covering the main address of [...] and any conduct by that person as a member of the Student Branch may, as with any other conduct of that person, be taken into account in the context of the Party’s disciplinary procedures.
- 4.2 A Member of the Student Branch who is also under the age of 30 is additionally a Member of [...] Conservative Future, an Organisational Branch of CF.
- 4.3 All Members may attend and vote at any General Meeting (including an Annual or Special General Meeting) of the Student Branch. To the extent that this provision

provides an exemption from Paragraph 2 of Schedule 6 of the Party Constitution, it applies only to the Student Branch and is not extended to any other ballot held in the Party or CF.

- 4.4 To cease to be a Member of the Student Branch is to cease to have any rights or interest whatsoever in the property or funds of the Student Branch. In the event of dissolution of the Student Branch, its property or funds revert to the Party.

5 STUDENT BRANCH COMMITTEE

- 5.1 Each Student Branch shall elect in an Annual General Meeting a Committee which shall consist of the following:
- 5.1.1 a Chairman who shall be responsible to the NME and the Party for the activities of the Student Branch;
 - 5.1.2 two Deputy Chairmen, one of whom shall have particular responsibility for the political activities of the Student Branch including policy, publications and campaigning and the other who shall be responsible for all matters relating to recruitment, membership and social events and who may also be the Treasurer;
 - 5.1.3 a Treasurer, where the office is not combined into that of one of the deputy chairmen, who shall be responsible for the finances of the Student Branch;
 - 5.1.4 a Secretary;
 - 5.1.5 and other officers whom the Committee may decide to co-opt.
- 5.2 No Committee member shall hold the same office for more than two consecutive years.
- 5.3 The Committee shall be responsible for providing, at least once each academic term, the National Organiser with a list of their Members who are under the age of 30 with home and term time addresses and email addresses where available.
- 5.4 All Members of a Student Branch may attend any meeting of the Student Branch and have the right to inspect a copy of the rules of the Student Branch.
- 5.5 If any officer ceases to hold office, the Committee may co-opt a successor to serve until the next Annual General Meeting.
- 5.6 With the agreement of the NME, the Student Branch may elect its Committee to serve for period of one academic term instead of for one year: in this case the Committee will be elected at Special General Meetings as required (and any reference in these Rules to an Annual General Meeting will, as the context requires, be construed as a reference to a Special General Meeting).

6 FUNDS AND PROPERTY

- 6.1 The Committee shall have power to raise funds and to control funds so raised, but such funds shall belong to the Party.
- 6.2 Wherever possible, the Student Branch should affiliate to the Students' Union, or comparable body, which should be able to provide a bank account.
- Any property other than cash or monies deposited with a bank shall be vested in the trustees of the Students' Union, or comparable body, in accordance with its rules.
- All Student Branch accounts shall be submitted to audit or certification by a person or persons appointed by the relevant Students' Union (or other such body) and a certified copy of the duly audited or certificated statement of accounts shall be

provided to the National Organiser immediately following the Annual General Meeting of the Student Branch.

When it is not possible to comply with the entirety of the foregoing parts of 6.2, the Student Branch must ask the National Organiser for direction.

- 6.3 The Committee shall appoint not less than three signatories for Student Branch accounts, of whom any two shall be sufficient to sign any necessary documents;
- 6.4 A Student Branch shall promptly provide the NME with such information as it may require regarding the affairs of the Student Branch, including information relating to finances and membership.
- 6.5 In order to comply with the Political Parties Elections and Referendums Act 2000 any individual donation of more than £200 shall be reported within 14 days of receipt to the National Organiser, who shall advise on any further action required.

7 COMMITTEE MEETINGS, NOTICES AND BUSINESS

- 7.1 The Chairman shall have power to instruct the Secretary to convene a Committee meeting at any time, of which not less than seven days' notice shall be given in writing, specifying the business to be dealt with.
- 7.2 A special meeting of the Committee shall be held not less than a week before the Annual General Meeting of the Student Branch to approve the annual report and statement of accounts for presentation at the Annual General Meeting.
- 7.3 The Committee shall have the power to appoint sub-Committees and members of the Committee shall be ex-officio members of sub-Committees.
- 7.4 Unless the Committee decides otherwise, a sub-Committee shall have the power to elect its own Chairman.
- 7.5 Any member of the Committee who is absent from three consecutive Committee meetings shall be deemed to have forfeited his position on the Committee unless the Committee shall otherwise decide.
- 7.6 The quorum of the Committee and of its sub-committees shall be two-fifths of those entitled to attend and vote at such meetings except that the quorum shall in no instance be less than three.

8 ANNUAL GENERAL MEETINGS

- 8.1 The Annual General Meeting of the Student Branch shall be held on a date agreed by the Committee, notice of which has been given to the National Organiser;
- 8.2 The Annual General Meeting will:
 - 8.2.1 receive and adopt the audited or certificated accounts of the Student Branch for the last financial year;
 - 8.2.2 receive and adopt the report of the Committee on the work of the Student Branch for the last year;
 - 8.2.3 elect a new Committee;
 - 8.2.4 transact such other business as may be brought before it.
- 8.3 Notice of the Annual General Meeting shall be given to the membership and the National Organiser at least twenty-one days before the date of the meeting and shall require nominations for Committee positions to be proposed and seconded at least seven days before the meeting but if no nomination for a particular office or vacancy

is so received, nominations made for that office or vacancy at the meeting shall be valid.

9 SPECIAL GENERAL MEETINGS

- 9.1 A Special General Meeting of the Student Branch may be called at any time by the Chairman or upon a petition signed by not less than twenty members of the Student Branch or 25% of the total membership of the SB (whichever is less) in which case a Special General Meeting shall be held within twenty one days of the receipt of such petition.
- 9.2 The business of the meeting shall be stated in the notice convening it, and at least seven days notice, which should also be communicated to the National Organiser, shall be given for such meeting.

10 GENERAL MEETING PROCEDURE

- 10.1 The provisions of paragraph 11 of Schedule 7 of the Party Constitution shall mutatis mutandis apply.
- 10.2 For all General Meetings of the Student Branch the quorum shall be 25% of the membership, provided that at least three people are present at such meeting failing which the meeting shall be inquorate.
- 10.3 In the event that a General Meeting is or becomes inquorate, another meeting shall be called not less than seven nor more than fourteen days from the date of the inquorate meeting. Any nominations for election submitted to the inquorate meeting shall stand as nominations for elections at the quorate meeting.
- 10.4 The votes at all meetings may be taken by a show of hands but the Chairman at his discretion may direct a secret ballot to be taken, and shall so direct if requested to do so by one-third of the members present. The Chairman shall have a second or casting vote in all cases where the voting is declared to be equal.