

CMF **[insert name of branch]** Branch Constitution

CONSERVATIVE MUSLIM FORUM

[Insert name of branch]

BRANCH

CONSTITUTION

CMF **[insert name of branch]** Branch Constitution

A. Name and territory

The name of the branch is the **Conservative Muslim Forum [insert territorial name] Branch**, referred to in this document as “**the Branch**”.

B. Status of the Branch and territorial scope

The Branch is a locally administered branch of the Conservative Muslim Forum (henceforth abbreviated as “CMF”). This means that:

- (1) Only individuals eligible to be members of the CMF as set out in the CMF Constitution for the time being eligible to be members of the Branch.
- (2) All CMF members resident within the Branch’s territory are eligible to become members of the Branch on payment of the Branch’s subscription if there is a Branch subscription.
- (3) If there is no Branch subscription, all CMF members resident within the Branch’s territory are automatically members of the Branch.
- (4) The Branch is required to follow any directions given to it in writing by the CMF Executive.
- (5) The Chairman of the Branch for the time being is automatically a member of the CMF Executive.

The territory of the Branch comprises the following:

Specify the Branch’s territory in terms of county or metropolitan boundaries. If there is any overlap with another branch, the CMF will demarcate the territories if the branches cannot agree it between themselves.

C. Branch Objectives

The objectives of the Branch shall be the objectives of the CMF as set out in the CMF Constitution for the time being.

D. Branch Committee

- (1) Except where otherwise provided in the Constitution, all of the affairs of the Branch will be managed by the Branch Committee.
- (2) The Branch Committee will consist of the following elected members:
 - (a) Chairman
 - (b) Deputy Chairman

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(c) Secretary

(d) Treasurer

(d) Up to four other Committee Members

(3) All positions will be voluntary and elected members are to be elected every three years at an Annual General Meeting and shall as from the effective date carry out the activities of the Branch according to this Constitution.

(4) In addition the Branch Committee may co-opt other members from the Branch membership from time to time for the remaining term of the Branch Committee without any limitation upon the total size of the Branch Committee.

(5) The Branch Committee shall decide upon Portfolios and form Sub-Committees as necessary. The Branch Committee shall nominate Executive Committee Members to be responsible for and to lead such Portfolios and Sub-Committees as necessary.

(6) The Branch Committee may designate one or more of its members as ‘Vice Chairman’ or ‘Vice Chairmen.

E. All Members' Obligations

(1) Show the utmost good faith to all matters relating to the activities of the Branch and consult with the Branch Committee regarding all activities affecting its integrity.

(2) Conduct oneself in a proper and responsible manner and use one's best endeavours to further the interests of the Branch.

F. Executive Committee Members Responsibilities and Powers

(1) Branch Committee Members shall not, unless expressly authorised by the Executive Committee:

(a) Engage directly and/or indirectly with activities conflicting and competing directly with the activities of the Branch, the CMF and the Conservative Party

(b) Engage or dismiss any employee of the Branch

(c) Buy, order or contract for any goods or property or give any guarantee on behalf of the Branch, except as authorised by clause Q (4)

(d) Compromise or compound or release or discharge any debt due to the Branch

(e) Take any such action whereby the Branch's assets may become charged or put at risk.

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G. Branch Committee Meetings

- (1) The Branch Committee shall hold at least six ordinary meetings each calendar year which may be convened on reasonable notice by the Chairman or any three of the Branch Committee Members.
- (2) A Special Meeting of the Branch Committee may be called at any time by the Chairman or by any three members of the Branch Committee upon not less than four days' notice being given to the other members of the Branch Committee of the matters to be discussed but if the matters include an appointment of a co-opted member than not less than twenty one day's notice must be given.
- (3) The Chairman shall act as Chairman at meetings of the Branch Committee. If the Chairman is absent from any meeting the Deputy Chairman will deputise. If the Deputy Chairman is also absent and there are one or more Vice Chairmen present, the Vice Chairmen present will decide which of them is to chair the meeting. Otherwise the members of the Branch Committee present shall choose one of their number to be chairman of the meeting before any other business is transacted.
- (4) Members from the wider Party may be invited to attend Branch Committee meetings from time to time in the capacity of observers.

H. Annual General Meetings

- (1) An Annual General Meeting shall be held at least once by the end of March in each calendar year, not being more than fifteen months after the preceding Annual General Meeting and may be convened by twenty one days' notice being given by the Chairman and/or three members of the Branch Committee.
- (2) Members from the wider Party may be invited by the Branch Committee to attend from time to time in the capacity of observers.

I. Extraordinary General Meetings

- (1) An Extraordinary General Meeting may be called at any time by the Chairman or by any four members of the Branch Committee upon twenty one days' notice being given to the members of the Conservative Muslim Forum of the matters to be discussed.
- (2) The notice convening an Extraordinary General Meeting must contain the purpose for which the EGM was called and only that business will be transacted.

J. Attendance and Minutes

Records and minutes will be kept by the Secretary of the Branch Committee as may be necessary or useful for the prompt and efficient conduct of the activities.

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K. Voting

(1) At each meeting of the Branch Committee each member shall be entitled to one vote. All decisions at any meeting shall be decided by a majority vote of those present in person with the Chairman having a casting vote.

(2) At each General meeting each member shall be entitled to one vote. All decisions at any meeting regarding matters which are not Special Business shall be decided by a majority vote of those present in person with the Chairman having a casting vote.

L. Special Business

The following matters constitute Special Business and require a 75% majority of Members present and voting at a General Meeting in order for an effective resolution to be passed:

- Any amendment to this Constitution. Furthermore no amendment to this Branch Constitution shall take effect until it has been approved in writing by the Chairman for the time being of the CMF.
- Any decision to determine the existence of the Branch.

M. Proxies

No member may appoint another person as proxy to vote on his behalf at any meeting.

N. Quorum

The quorum required for ordinary and special meetings of the Branch Committee is four Branch Committee Members. No Branch Committee Member shall be counted in ascertaining whether a quorum is present unless he is present in person.

The quorum required for a General Meeting will be ten current members of the Branch.

O. Retirement

(1) By Notice

A Branch Committee Member shall be entitled to retire with immediate effect from the Committee by giving written notice to the Chairman.

(2) Due to Absence

If any Branch Committee Member shall be absent from 3 consecutive meetings of the Branch Committee without reasonable excuse, the Branch Committee may serve notice in writing inviting the retirement of that Branch Committee Member and the Member in question shall be deemed as retired on the expiration of one month from the date of service of the notice.

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P. Expulsion

(1) If any member:

(a) Shall commit any grave breach or persistent breaches of this Constitution or shall be guilty of any conduct likely to have serious adverse effect upon the activities, ethos and objectives of the Branch, the CMF or the Conservative Party

(b) Shall be in material breach of any agreed and minuted policy of the Branch and/or any obligations then in any such case the Branch Committee may on a resolution supported by three quarters of the Branch Committee present and eligible to vote give notice in writing to expel immediately the said person and the member in question shall accordingly be deemed to be retired from the Branch with effect from the date of service of such notice. The Branch Secretary shall promptly notify the CMF Chairman whenever such a notice has been given.

(2) If a member ceases to be a member of the Conservative Party, he shall cease to be a member of the Branch upon the Branch Committee becoming aware of this fact. The Branch Secretary shall promptly notify the CMF Chairman whenever such a situation has occurred.

Q. Finance

(1) The Branch Committee may collectively decide to set a fee for membership of the Branch, if this was felt necessary.

(2) The Branch Committee shall have collective power to raise funds for the Branch.

(3) The Bankers of the Branch shall be Lloyds Bank or such other bank that the Branch Committee may from time to time decide.

(4) All monies of the Branch not required for current expenditure and all cheques shall be paid promptly into the Branch's designated bank account and all securities for monies shall be deposited in the name of the Branch.

(5) Cheques drawn on the Branch's bank account under £200 shall be signed by the Treasurer or by another Approved Signatory.

(6) The Branch Committee shall approve a list of cheque signatories additional to the Treasurer. All cheques above £200 shall be signed by the Treasurer and one other Approved Signatory or by two Approved Signatories if the Treasurer is unavailable.

(7) All expenditure above £2,000 must be approved by the Branch Committee in advance

(8) The Treasurer shall prepare annual statements of account for the Branch for each calendar year to present at the Annual General Meeting for approval by members. The Treasurer will send such accounts once prepared to the Treasurer of the CMF so that the Branch results can be consolidated into the accounts of the CMF.

(9) The Branch shall maintain full, proper, accurate and up to date books of account; and such books shall be available at all times for inspection by the CMF Executive and the Conservative Party's Leadership.

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(10) Management accounts to be submitted as and when the Branch Committee so requires and not less frequently than once a year.

(11) The Branch will comply with any requirements of the Political Parties, Elections and Referendums Act 2000.

R. Determination of the Branch

(1) The Conservative Muslim Forum shall only be determined and this Constitution cease to apply without antecedent breach of liability if at least 75% of all members present at a General Meeting resolve that the Branch should be determined, in which event the Branch shall cease to exist and the Constitution will cease to apply.

(2) Upon determination of the Branch for any reason, a full and general account shall be taken of the assets, credits, debts and liabilities of the Branch. Such assets and credits shall with all reasonable speed be sold and the proceeds applied to discharge such debts, liabilities and expenses of an incidental to the winding up of the Branch's activities. Each member of the Executive Committee shall execute and do all necessary or proper deeds, documents, acts and things for effecting and or facilitating the directions contained in this covenant. Any surplus assets remaining after the discharge of liabilities shall be paid into the central funds of the CMF.