

CONSERVATIVE MUSLIM FORUM

CONSTITUTION

March 2008

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Conservative Muslim Forum Constitution

1. Name

The name of the Association is **The Conservative Muslim Forum**, abbreviated as **“the CMF”**.

2. Status of the CMF within the Conservative Party

The CMF is a wholly affiliated voluntary organisation of the Conservative Party (“the Party”) in the United Kingdom and as such it and all of its members are bound and governed by the Conservative Party’s rules and wider objectives. In the event of any contradiction between this Constitution and Conservative Party rules, the Conservative Party’s rules take precedence.

3. Objectives of the CMF:

- (1) Engage with Muslims of all persuasions and encourage them to participate in political life at all levels, from grassroots to Parliament.
- (2) Engage with Muslims and all other communities and encourage them to support and vote for the Conservative Party.
- (3) Undertake campaigning for the Conservative Party at elections and other times.
- (4) Encourage Muslims to make effective and positive contributions to the development of an inclusive and cohesive society in the United Kingdom.
- (5) Work to maintain and build bridges with all communities and religions within the United Kingdom.
- (6) Strive to maintain unity, brotherhood, tolerance and goodwill between all persuasions of Muslims and with the wider community and strengthen the UK’s social and cultural heritage.
- (7) Collate factual information on issues and circumstances relevant to Muslims of all persuasions in the UK.
- (8) Create an enabling environment to influence policy development from within the Conservative Party and safeguard the interests of Muslims.
- (9) Strive to improve the quality of life of all Muslims through addressing issues including health, education, women’s issues, disability, integration and mentoring of prospective Parliamentary and other candidates within the Conservative Party’s wider objectives.

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4. Executive Committee

(1) Except where otherwise provided in the Constitution, all of the affairs of the CMF will be managed by the Executive Committee.

(2) The CMF's Executive Committee will consist of the following elected members:

(a) Chairman

(b) Deputy Chairman

(c) Secretary

(d) Treasurer

(d) Up to nine other Executive Members

(3) All positions will be voluntary and elected members are to be elected every three years at an Annual General Meeting ("AGM") and shall as from the AGM date carry out the activities of Conservative Muslim Forum according to this Constitution and the strategic direction and management of the Executive Committee. Only members of the CMF are eligible to stand for election to the Executive Committee.

(4) At the AGM, individuals may only stand for election as Chairman, Deputy Chairman, Secretary and Treasurer if they have served as elected members of the CMF Executive Committee whose term ends at that Annual General Meeting.

(5) In addition the Executive Committee has the power to co-opt other members from the CMF's membership from time to time without any limitation upon the total size of the Executive Committee. Unless expressly provided otherwise in this constitution, co-opted Executive Committee members have the same powers and responsibilities as elected Executive Committee members. Subject to reconfirmation in accordance with sub-clause (6) below, co-opted Executive Committee members will serve until the expiry of the remaining term of the elected Executive Committee.

(6) Each Co-opted Executive Committee member requires reconfirmation by the Executive Committee on the first anniversary of their co-option.

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

(8) The Executive may designate one or more of its members as 'Vice Chairman' or 'Vice Chairmen.'

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5. All Members' Obligations

- (1) Show the utmost good faith on all matters relating to the activities of the CMF and consult with the Executive Committee regarding all activities affecting the CMF's integrity.
- (2) Conduct oneself in a proper and responsible manner and use one's best endeavours to further the interests of the CMF.

6. Executive Committee Members' Responsibilities and Powers

- (1) Executive 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 CMF and the Conservative Party.
 - (b) Engage or dismiss any employee of the CMF.
 - (c) Buy, order or contract for any goods or property or give any guarantee on behalf of the CMF, except as authorised by clause 21.
 - (d) Compromise or compound or release or discharge any debt due to the CMF.
 - (e) Take any such action whereby the CMF's assets may become charged or put at risk.

7. Membership

- (1) Any adult person who is already a member of the Conservative Party regardless of race, religion, sexual orientation or disability may apply to become a Member of the CMF. The Membership subscription shall be such amount as may be set from time to time by the Executive.
- (2) Any adult person who is not already a member of the Conservative Party but is eligible to vote in British general or local elections may apply to become a Member of the CMF regardless of race, religion, sexual orientation or disability. In such a case, the person must simultaneously apply to become a member of the Conservative Party and pay any prescribed amount set by the Party and any prescribed amount set by the CMF.

8. Registered Supporter

- (1) Registered Supporter – Any person may apply to become a Registered Supporter of the CMF. The subscription for a Registered Supporter shall be such amount as may be set from time to time by the Executive.

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9. Executive Committee Meetings

(1) The Executive Committee shall hold at least six ordinary meetings each calendar year which may be convened on reasonable notice by the Chairman or any four of the Executive Committee Members.

(2) A Special Meeting of the Executive Committee may be called at any time by the Chairman or by any four members of the Executive Committee upon not less than four days' notice being given to the other members of the Executive 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 Executive Committee. If the Chairman is absent from any meeting the Deputy Chairman will chair the meeting. 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 Executive 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 Executive Committee meetings from time to time in the capacity of observers.

10. Annual General Meetings

(1) An AGM shall be held at least once by the end of June in each calendar year, not being more than fifteen months after the preceding AGM and may be convened by twenty one days' notice being given by the Chairman and/or two members of the Executive Committee.

(2) Members from the wider Party may be invited by the Executive Committee to attend from time to time in the capacity of observers.

11. Extraordinary General Meetings

(1) An Extraordinary General Meeting ("EGM") may be called at any time by the Chairman or by any four members of the Executive Committee upon 21 days' notice being given to the members of the CMF of the matters to be discussed.

(2) The notice convening an EGM must contain the purpose for which the EGM was called and only that business may be transacted.

12. Attendance and Minutes

Records and minutes will be kept by the Secretary of the CMF in sufficient detail as may be necessary or useful for the prompt and efficient conduct of the activities.

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13. Voting

(1) At each meeting of the Executive 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 or by telephone with the Chairman having a casting vote.

(2) At each General meeting each member present in person shall be entitled to one vote. Members may not participate in General meetings by telephone. 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.

14. 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.
- Any decision to determine the existence of the CMF.

15. Proxies

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

16. Quorums

The quorum required for ordinary and special meetings of the Executive Committee is four Executive Committee Members present in person.

The quorum required for a General Meeting is fifteen members of the CMF.

17. Patrons

The Executive Committee may appoint a person or persons to be a Patron or Patrons to the CMF. Such person or persons shall possess commitment to the Conservative Party and its ethos and objectives. Patrons shall have the same voting rights as CMF members but only if such patrons are eligible to vote in general or local elections.

18. Presidents

The Executive Committee may appoint a person or persons to be a President or Presidents of the CMF. Such person or persons must be or become members of the

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CMF. Presidents shall be given notice of all Executive meetings and shall have the right to attend Executive meetings and speak if they wish to do so.

19. Retirement

(1) By Notice

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

20. Expulsion

(1) If any member or registered supporter either:

(a) commits any grave breach or persistent breaches of this Constitution or is guilty of any conduct likely to have serious adverse effect upon the activities, ethos and objectives of the CMF or the Conservative Party; or

(b) is in material breach of any agreed and minuted policy of the CMF and/or any obligations

then in any such case the Executive Committee may on a resolution supported by three quarters of the Executive Committee present in person 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 expelled from the CMF with effect from the date of service of such notice. If the expelled person is a member of the Executive Committee, that position will also terminate from the date of service of such notice.

(2) If a CMF member ceases to be a member of the Conservative Party, he shall cease to be a member of the CMF upon the Executive Committee becoming aware of this fact.

21. Finance

(1) The Executive Committee may collectively decide to set a fee for membership of the Forum, if it wishes.

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

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

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

(5) The Executive shall approve a list of cheque signatories additional to the Treasurer. All cheques 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 Executive in advance.

(8) The Treasurer shall prepare annual statements of account for the CMF to present at the Annual General Meeting for approval by members.

(9) The CMF 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 Conservative Party's Leadership.

(10) Management accounts to be submitted as and when the Executive Committee so requires.

(11) The CMF will comply with all applicable requirements of the Political Parties, Elections and Referendums Act 2000.

22. Determination of the CMF

(1) The CMF 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 CMF should be determined, in which event the CMF shall cease to exist and the Constitution will cease to apply.

(2) Upon determination of the CMF for any reason, a full and general account shall be taken of the assets, credits, debts and liabilities of the CMF. 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 CMF'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 Conservative Party.