

REFORM BRANCH BY-LAWS

as at December 2023

1. Goal of the Association

- 1.1. To further the interests of the ReformUK Party in the local area and generally.

2. Membership

2.1. Eligibility:

Membership is open to all individuals set out in clause 1.4 who:

- (i) are paid up members of Reform UK; and
- (ii) if of voting age, is registered in Westminster to vote in Council elections; and
- (iii) have agreed to subscribe to the Objects of the Association; and
- (iii) not members of any other political party or organization whose goals are incompatible with this Association; and
- (iv) are a "permissible donor" under the Political Parties, Elections and Referendums Act 2000 or successor legislation/guidance.

2.2. Classes of Membership

2.2.1. Full Member:

Over 18 years old and is entitled to attend all General Meetings, vote on motions, and stand for election to the Executive Committee

2.2.2. Candidate Member:

Entitled to attend all General Meetings, vote on motions, and stand for election to the Executive Committee and who is an elected member of Westminster Council or the House of Commons/Lords.

2.2.3. Associate Member:

Member: For those aged 16-18 ordinarily resident within the constituency of Westminster. They may attend meetings but have no voting rights.

2.2.4. Junior Member:

For those aged 12-16 ordinarily resident within the constituency of Westminster. They may attend meetings but have no voting rights.

2.3. Application

- 2.3.1. Every candidate for new membership shall submit a signed application form (or digital equivalent) including a declaration that they support the Association's principles. Existing members are deemed to have made this application.

2.4. Approval Authority

- 2.4.1. The Executive Committee shall have the absolute discretion to accept or reject any application for membership.
- 2.4.2. The Committee is not required to give reasons for a rejection, provided the decision is not based on grounds prohibited by the Equality Act 2010.

2.5. Subscription:

- 2.5.1. The annual membership fee (subscription) shall be determined at the AGM, and may not exceed 50% of the Membership fee for ReformUK Party.
- 2.5.2. Subscriptions are due on 1st August each year.
- 2.5.3. A member who joins after 1st May may pay a 50% subscription to expire on 31st July.
- 2.5.4. No refund of subscriptions shall be given upon suspension, resignation or termination..

2.6. Termination of Voting Rights when in arrears.

- 2.6.1. Voting rights are suspended immediately once they enter arrears.

3. Transparency & Data:

3.1. Member Register:

- 3.1.1. The Secretary shall maintain a register of members' names and contact details, which must be handled in compliance with the UK GDPR and the Data Protection Act 2018.
- 3.1.2. Membership shall be deemed to be consent to processing of all personal data for the purposes of this Association.

3.2. Minutes:

- 3.2.1. Minutes of all General Meetings shall be kept and made available for inspection by any member upon reasonable notice.
- 3.2.2. Minutes of Executive Committee shall be kept and at the Chair's discretion made available for inspection by any member upon reasonable notice. Released minutes may be subject to redaction where legally advised that this is prudent

- 3.2.3. Minutes of disciplinary hearings shall be kept and made available for inspection by any party being disciplined upon reasonable notice, but may be subject to redaction where legally advised that this is prudent.
- 3.2.4. Reform UK HQ may request the minutes of any Minutes created, but may be subject to redaction where legally advised that this is necessary to preserve confidentiality or legal privilege or is required by law.
- 3.2.5. Voting and Elections
 - 3.2.5.1. The Secretary must record all resolutions and the results of all elections.
 - 3.2.5.2. The Executive Committee may require a formal attendance log to be signed by all members entering the room to verify the quorum and voting eligibility.

4. Resignation and Termination

- 4.1. Suspension:
 - A member may be suspended without prior notice for:
 - (i) conduct "prejudicial to the interests of the Association" by a two-thirds majority vote of the Executive Committee;
 - (ii) arrears of fees in excess of 3 months;
 - (iii) serious breach of the Code of Conduct.
- 4.2. Termination:
 - 4.2.1. A member may terminate their membership at any time by giving written notice to the Secretary.
 - 4.2.2. A member may have membership terminated for conduct "prejudicial to the interests of the Association" by a two-thirds majority vote of the Executive Committee, following a hearing (written or oral, to be determined by the Chair or Deputy Chair, following legal advice).
 - 4.2.3. Members whose fees are more than six months in arrears shall be deemed to have resigned and their membership may be terminated.
 - 4.2.4. Automatic Termination: Membership shall automatically cease if the member joins a competing political organization or ceases to be a paid up Member of ReformUK or is convicted of a serious criminal offence that brings the Association into disrepute or an electoral offence debarring them from standing in any election.

5. Disciplinary Action:

- 5.1. Following suspension, the member must be given 14 days' notice of the charge of misconduct.
- 5.2. The member has the right to a hearing (paper or in personam) to defend themselves.
- 5.3. Any such hearing shall follow the Disciplinary Process, available upon request.

6. Rights and Obligations

- 6.1. Bound by Rules:
 - 6.1.1. Every member, by joining, agrees to be bound by the Reform UK Branch Rules, Constitution and By-Laws of the Association.
- 6.2. Code of Conduct
 - 6.2.1. The Executive Committee may at any time develop and/or amend a Code of Conduct and publish the same on the website when all members shall be bound by such code
- 6.3. Data Protection:
 - 6.3.1. Members agree to the Association holding their personal data for the purposes of administration and political campaigning, in accordance with the Information Commissioner's Office (ICO) guidelines for unincorporated members associations.
- 6.4. No Personal Gain:
 - 6.4.1. Membership does not confer any ownership of the Association's assets.
 - 6.4.2. No member shall receive any profit or salary from the Association, except for the reimbursement of authorized out-of-pocket expenses.

7. Executive Committee Structure

- 7.1. Officer Structure
 - 7.1.1. The Officer Structure for the Executive Committee is set out at Schedule 1 and may be amended at any time by a 2/3rd majority of the Executive Committee.
- 7.2. Quorum
 - 7.2.1. This shall be the Chair/Deputy Chair and 2 other officers
- 7.3. Casual Vacancies
 - 7.3.1. If an officer resigns mid-year, the Executive Committee has the power to co-opt a replacement. However, this person should only serve until the next AGM, at which point they must stand for a formal member election to continue in the role.

7.3.2. If an office is created, the Executive Committee has the power to co-opt a replacement. However, this person should only serve until the next AGM, at which point they must stand for a formal member election to continue in the role.

7.4. Powers:

7.4.1. The Executive Committee shall manage the day-to-day affairs, authorize expenditure within agreed limits, and may co-opt members to fill casual vacancies until the next AGM.

7.5. Meetings:

7.5.1. The Executive Committee shall meet at least once every quarter.

8. Financial Management & Compliance

8.1. The Treasurer:

The Treasurer must maintain accurate records of all income and expenditure and present an independently verified set of accounts at the AGM.

8.2. Permissible Donors:

In accordance with the Electoral Commission rules, the Treasurer shall ensure that the Association shall not accept donations that are not permitted under UK law.

8.3. Political Spending:

Any expenditure on "controlled expenditure" (campaigning) during a regulated period must be approved by the Treasurer to ensure compliance with statutory limits.

9. Annual General Meeting

9.1. The AGM shall be held in accordance with branch rules and at least once in every calendar year.

9.2. Notice must be given to all members at least 21 days in advance of the AGM

9.3. Nominations

All officers/nominations for officers shall follow the nomination process set out in Schedule 2 which the Executive Committee may amend at any time by a 2/3rd majority of the Executive Committee.

9.4. Default of AGM

Where no AGM has been held in a calendar year, the Executive Committee shall be deemed to have resigned and the only powers of the Association remaining, until after an AGM, shall be:

(i) to carry out necessary actions in relation to Westminster elections as is consistent with the goals of the Association (i.e. selecting and managing candidates, assisting candidate campaigning and fundraising;

(ii) for the Chair to call for an AGM and Association Elections; and

(iii) for 3 or more members to call for an AGM and Association Elections; and

9.5. Where any call for an AGM and Association Elections has been made, the AGM and elections shall be held within 8 weeks.

9.6. Quorum: The quorum for a General Meeting shall be 10% of the total membership or 15 members, whichever is lower.

9.7. EGM: An Extraordinary General Meeting may be called by the Committee or upon a written request signed by at least 20% of the membership.

9.8. Motions and Amendments for AGM

9.8.1. Written Notice: All formal motions must have been submitted to the Secretary in writing by the deadline stated in the notice (usually 14 days prior).

9.8.2. Emergency Motions: The Chair may allow an "Emergency Motion" only if it concerns a matter of genuine urgency that has arisen since the deadline and is seconded or approved by at least 50% of members at that meeting. Where rejected, the matter may be raised in Any Other Business.

9.8.3. Seconding: No motion or amendment shall be discussed until it has been seconded by another member.

9.8.4. Withdrawal: A motion may only be withdrawn by the proposer with the consent of the meeting.

9.9. Conduct and Points of Order

9.9.1. Points of Order: A member may interrupt a speaker to raise a "Point of Order" if they believe the rules of the association or the law are being breached. The Chair's ruling on a Point of Order is final and not subject to debate.

9.9.2. The chairman of the AGM shall have the discretion to limit the time for discussion on any matter raised in the AGM.

9.9.3. Suspension of Sitting: The Chair has the absolute power to suspend the meeting for a period of time if conduct becomes disorderly.

9.9.4. Removal: The Chair may direct any member whose conduct is consistently disruptive to leave the meeting.

10. Political Loyalty

10.1. Candidate Support:

It is a condition of membership that members shall not publicly support, campaign for, or act as an agent for any candidate standing in opposition to an officially endorsed candidate of this Association in any local or national election.

10.2. It is a condition of membership that members shall not publicly support, campaign for, or act as an agent for any political party other than ReformUK.

10.3. It is a condition of membership that members shall not publicly support, campaign for, or act as an agent for any proscribed organisation

10.4. Breach of this clause 10 is grounds for immediate summary expulsion with no right of hearing or appeal.

11. Amendments & Dissolution

11.1. Alterations:

11.1.1. These By-Laws may only be amended where 14 days notice of the proposed amendment has been given and where subsequently approved by 75% majority of members present and voting at an AGM or EGM.

11.2. Dissolution:

11.2.1. the Association is dissolved, any remaining assets—after all debts are paid—shall not be distributed among members but shall be transferred to ReformUK or their successor party.

SCHEDULE 1

Role	Responsibility
Chair	Presides over meetings, holds the casting vote, and acts as the political lead.
Deputy Chair	Support for the Chair, often specifically tasked with membership or fundraising. (Not elected by appointed immediately after election by the new Chair
Treasurer	Mandatory for financial reporting to the Electoral Commission.
Secretary	Responsible for meeting minutes, legal notices, and the membership register.
Fundraising Officer	Support Role, often specifically tasked with fundraising.
Membership Officer	Support Role, often specifically tasked with membership.
Policy & Electoral Compliance Support Officer	Does not vote in the AGM but acts as a nominations officer and Scrutineer / Returning Officer for the AGM votes. This person is also responsible for the policy wording and for providing electoral compliance Support and where appropriate legal advice to the Executive Committee.

Automatic Vacancy: Any officer who ceases to be a member of the association or the affiliated political party or changes their political party will automatically vacate their seat.

SCHEDULE 2

ELECTIONS TO THE ASSOCIATION

1. Annual Elections at each AGM:
 - 1.1. The election should ideally take place at the start of each Annual General Meeting (AGM), but following any officer reports.
 - 1.2. Following the presentation of the Officer reports, all officers except Policy & Electoral Compliance Support Officer shall be deemed to have stood down and the election shall then progress.
 - 1.3. There shall be Annual Elections once in every calendar years.
 - 1.4. Only those members who are Eligible Voters as defined below or who are Reform HQ Observers will be permitted to attend the AGM.
2. Elections
 - 2.1. Eligible Voters
 - 2.1.1. Only members who have paid their dues at least 1 month prior to the Notice of Election should be eligible to vote or stand for office.
 - 2.1.2. Where no dues are levied, only members who have been members of the Westminster branch for at least 1 month prior to the Notice of Election should be eligible to vote or stand for office.
 - 2.1.3. Where no formal register of membership has been in place, only members who have been members of Reform UK and registered in the ReformUK databases as eligible for the Westminster branch for at least 1 month prior to the Notice of Election should be eligible to vote or stand for office.
 - 2.2. Operation of Election
 - 2.2.1. Operation of the Elections shall be conducted by the Policy & Electoral Compliance Support Officer.
 - 2.2.2. If no Policy & Electoral Compliance Support Officer has been appointed or if appointment has lapsed, any legally qualified person or police officer may be co-opted to be Policy & Electoral Compliance Support Officer for the next AGM. The Policy & Electoral Compliance Support Officer, if co-opted, shall stand for election at the next AGM.
 - 2.2.3. The Policy & Electoral Compliance Support Officer decision about election matters shall be final.
 - 2.3. Secret Ballot
 - 2.3.1. Election shall be by secret in-person ballot for contested positions.
 - 2.3.2. Conduct of the Election shall fall to the Policy & Electoral Compliance Support Officer.
 - 2.3.3. A "Show of Hands" may be used for uncontested positions.

- 2.3.4. No proxy voting shall be permitted, save that the Policy & Electoral Compliance Support Officer may allow proxy voting for medical emergencies/funerals in exceptional circumstances and where supported by medical certificates/death & funeral certificates (Acceptability to be at his/her entire discretion).
- 2.3.5. No postal voting is permitted.
- 2.3.6. Voting shall be in person only.
- 2.4. Nominations:
 - 2.4.1. Candidates must be proposed and seconded by members in good standing.
 - 2.4.2. Election shall be by order laid out in the Executive Officer Structure
 - 2.4.3. Candidates shall stand for a maximum of two nominated offices.
 - 2.4.4. Proposers can only nominate one person per office.
 - 2.4.5. Seconders can only nominate one person per office.
 - 2.4.6. Proposers and Seconders nominating shall remain confidential.
 - 2.4.7. Candidates shall be elected to a maximum of one nominated office.
 - 2.4.8. Candidates shall not be permitted to share an office appointment (i.e no standing on a joint ticket).
 - 2.4.9. Only 1 member of any family shall be entitled to be elected for any Office. Election shall be by order laid out in the Executive Officer Structure and where a family member is elected, any other family member shall be deemed to have resigned from the election process.
 - 2.4.10. Term Limits are applied to officers. No officer shall serve in the same post for more than five consecutive years without a break of at least one year.
 - 2.4.11. Clause 2.4.10 shall not apply to
 - (i) Secretary and
 - (ii) Policy & & Electoral Compliance Support Officer.
 - 2.4.12. Following candidate nomination, the Policy & & Electoral Compliance Support Officer shall be permitted to contact the candidate to confirm their willingness to stand and their understanding of the role nominated for.
3. **Notice and Process of Election:**
 - 3.1. **Notice of Election (28 days prior to AGM):**
 - 3.1.1. The Secretary or Policy & Electoral Compliance Support Officer issues a formal notice to all members in good standing, announcing the date of the AGM and calling for nominations.
 - 3.2. **Nomination Period (Closes 21 days prior to AGM):**
 - 3.2.1. Candidates must submit their names, seconded by at least one other member. Each Candidate will be entitled to a Candidacy statement up to 1000 words and a photo.
 - 3.3. **Publication of Candidates (14 days prior to AGM):**
 - 3.3.1. A final list of candidates is published.
 - 3.4. **Publication of Candidates Statements (10 days prior to AGM):**
 - 3.4.1. A final list of candidate's statements is published – listed in alphabetic order – publication by e-mail or what's app [and included on the website (if any)].
 - 3.5. **The Vote:**
 - 3.5.1. Conducted at the AGM.
 - 3.5.2. The ballot box / polling box shall be sealed by the Chair and the Policy & Electoral Compliance Support Officer. Where the Chair is not available to seal the ballot box the ballot box / polling box shall be sealed by the Secretary (or other suitable person) and the Policy & Electoral Compliance Support Officer
 - 3.5.3. All votes must be in person.
 - 3.5.4. Secure Voting Sheets will be used.
 - 3.5.5. The Ballot box shall be unsealed the Policy & Electoral Compliance Support Officer.in front of the AGM.
 - 3.5.6. Voting will be open for a minimum of 4 hours.
 - 3.5.7. Votes will be counted immediately following the closing of the voting period and the Policy & Electoral Compliance Support Officer will declare the results and cause the results to be forthwith published on the website of the Association.
 - 3.5.8. The Policy & Electoral Compliance Support Officer will appoint any necessary counting assistants.
 - 3.6. **Oversight of Nominations & Voting:**
 - 3.6.1. The Policy & & Electoral Compliance Support Officer shall oversee Nominations & Voting.
 - 3.6.2. Where no officer is appointed, a Policy & & Electoral Compliance Support Officer shall be appointed for the election and shall conduct the Voting.

3.6.3. The Policy & & Electoral Compliance Support Officer may stand as nominee for Policy & Electoral Compliance Support Officer in any such election but may not stand for any other position or vote in the election.

3.7. Casting Vote:

3.7.1. In the event of a tie during the election, the Returning Officer may draw lots using a methodology determined by the R.O. after discussion with candidates.