

ALBA INTERNATIONAL BRANCH - CONSTITUTION

1.0 TITLE AND STATUS

1.1 The name of the unit shall be ALBA INTERNATIONAL BRANCH.

1.2 Alba International Branch is a constituent part of The ALBA Party and is subject to its rules, standing orders and constitution.

2.0 AIMS

2.1 The object of Alba International Branch is to promote the aims of the ALBA Party as stated in its Constitution:

- a) to assist in the organisation and campaigning to secure the election of ALBA Party Candidates at all levels of government in Scotland.
- b) to promote international membership of the ALBA Party, and to ensure that members are regularly informed regarding local activities.
- c) to organise any appropriate activity which will publicise and further these aims.

3.0 MEMBERS

3.1 The membership consists of all ALBA Party members furth of Scotland and those who wish direct membership of the Party from HQ.

4.0 OFFICERS AND MANAGEMENT OF ALBA INTERNATIONAL BRANCH

4.1 Alba International Branch shall elect its Officers at its inaugural meeting and thereafter at each AGM. These shall include a:

- Convener
- Secretary
- Treasurer
- Organiser
- Other positions are electable as deemed appropriate.

4.2 Nominations shall be proposed and seconded and won by a simple majority vote.

4.3 The AGM has the discretion not to fill posts if no seconded nominations are forthcoming, or to propose the merging of posts, or the creation of other posts with the agreement of a simple majority.

4.4 The Officers shall form the Branch Executive and shall manage the routine business of the branch. Additional members may be co-opted as deemed necessary.

4.5 The Branch Executive shall meet on a monthly basis, and meetings shall be conducted online.

4.6 A Branch Executive meeting shall be in quorum if 4 Officers are in attendance.

4.7 Attendance and business conducted shall be recorded in minutes to be approved by the next meeting.

4.8 In the event of a decision needing to be made before a Branch Executive Meeting, an emergency decision may be made by agreement of a simple majority of Officers of the Branch. This decision must be ratified by the next Branch Executive meeting.

4.9 Should any Officer fail to attend three consecutive meetings without good reason or apology, the Branch Executive may co-opt another person to act in their place.

4.10 In the event of a vacancy an Officer may be co-opted at the next ordinary branch meeting.

5.0 ALBA INTERNATIONAL BRANCH MEETINGS

5.1 Alba International Branch meetings shall be held at least on a quarterly basis and be open to all branch members: one such meeting being the Alba International Annual General Meeting. Such meetings shall be conducted online. Potential new members and or supporters may attend by invitation, but except at the discretion of the meeting chair, shall have no right to speak.

5.2 Notice of such meetings shall be issued, generally by email or a similar electronic medium, 1 week in advance.

5.3 The business of such meetings shall ordinarily be determined by the Branch Executive, but motions, duly proposed and seconded, may be submitted 2 weeks in advance of the date of the next meeting. Members should be specifically notified of any motions relating to policy at least 1 week before the meeting.

5.4 A draft agenda will be circulated in advance of each Branch meeting, together with the minutes of the previous meeting. Anyone can suggest additional items for the agenda in advance of or at the start of the meeting.

5.5 Motions and any other matters for decision shall be carried by a simple majority vote of members present.

5.6 Only members of the Alba International Branch will be entitled to vote. Those unable to attend may make their views known to the meeting, either in writing or through representation by another member, but only those in attendance will be entitled to vote.

5.7 A branch meeting will be deemed to be in quorum if there are two Officers and 5%, or more, of eligible members in attendance.

5.8 Attendance and business conducted at meetings shall be recorded in minutes to be approved by the next meeting.

5.9 Working groups may be set up to discuss specific issues, but any recommendations shall be considered by the following Executive meeting.

6.0 ANNUAL GENERAL MEETING (AGM)

6.1 Every year, by the end of February, an AGM shall be held for the purposes of:

(a) Presentation of Officer reports of work which has been carried out over the year;

(b) Presentation of a financial statement for the year;

(c) Election of the Officers;

(d) Reviewing strategy and setting goals for the following year and beyond;

(e) Any other business on the agenda.

6.2 For the purpose of electing Office Bearers the Chair shall be taken by a nominated person as prior to the AGM.

6.3 All members of the Branch who are present have one vote each, and resolutions must have the support of a simple majority.

6.4 Notice of the AGM shall be given at least 4 weeks prior to the meeting and any motions for consideration shall be submitted in writing to the Secretary at least 2 weeks prior to the meeting.

6.5 The Agenda will be circulated in advance at least 10 days prior to the meeting.

6.6 The Chair has the right to rule on the admissibility of any emergency motions put forward.

6.7 The quorum of an AGM shall be 5% of members of Branch.

6.8 An Extraordinary General Meeting (EGM) on a particular agenda item may be called on the request of a quarterly Branch meeting or at least 5% of the members of Branch. The same general rules apply to EGMs as to AGMs.

7.0 FINANCE

7.1 The Treasurer shall open an account with a bank (or similar with another banking organisation) in the name of Alba International Branch, and there shall be a minimum of 3 signatories to the account.

7.2 The Treasurer shall receive all monies due to the Branch and shall receive all donations to the Branch and shall be the custodian thereof.

7.3 The Treasurer will arrange payment of any bills incurred by the Branch.

7.4 All monies drawn from the Branch bank account shall be approved by 2 authorised persons from a list of 3, to be agreed at the Inaugural Executive Meeting or AGM. Provision for electronic payments will be implemented and meaningful controls applied.

7.5 Members and/or Working Groups may incur expenditure on behalf of the Branch provided prior approval is obtained from an ordinary Branch Executive Meeting, Branch Meeting, EGM or AGM.

7.6 Any affiliation fees to another organisation or donations to another group must have the approval of the Branch Executive Meeting.

8.0 AMENDING THE CONSTITUTION

8.1 This constitution can only be altered by an AGM or EGM of the Branch.

8.2 Amendments to this constitution require advance notice.

OFFICER ROLES

Convener:

The branch convener facilitates executive committee and branch meetings. This includes:

- Chairing all meetings of the executive committee and branch, agreeing the agenda for meetings with the executive committee and making sure that business is properly conducted in line with the Party's constitution;
- Advising branch officers and the executive committee on procedure and rules;
- Ensuring sure all functions of the branch are carried out; and
- Working closely with the branch officers to provide leadership to the branch.

Treasurer:

The branch treasurer is responsible for overseeing and maintaining the finances of the branch. This includes:

- Opening and maintaining a bank account, holding the cheque book, and paying in any receipts;
- Providing regular reports to the executive committee and the branch of the financial position;
- Advising the executive committee and the branch on matters relating to financial management and appropriate expenditure;
- Presenting and annual report to the branch AGM; and
- In consultation with the Party's treasurer, ensuring that any financial reporting requirements under the terms of the Political Parties Elections and Referendums Act 2000 are maintained and presented in accordance with the Act.

Secretary:

The branch secretary is the main contact person with the wider Party. They work with the branch convener and the executive committee to provide leadership to the branch. This includes:

- Acting as the point of contact for enquiries;
- Maintaining a schedule of executive committee and branch meetings and ensuring that meetings are called; and
- Responsible for taking and issuing minutes of meetings and ensuring their distribution.

Organiser:

The branch organiser plays a pivotal role in ensuring the smooth running of the branch and in maintaining clear lines of communication between the branch and the wider Party network. This includes:

- Developing and effective communications system for the branch which allows members to communicate freely and securely;
- Maintaining and reporting on the branch membership database;
- Ensuring that the branch takes all reason steps to conform to the requirements of GDPR and wider data protection policies; and
- Overseeing all the branch external facing media channels.