

CONSTITUTION OF
THE BEST FOR LUTON PARTY

CONTENTS

1 Interpretations 4

2 Name 4

3 Objectives..... 4

4 Activities 4

5 Membership 4

 5.1 Eligibility 4

 5.1.1 Membership Refusal..... 5

 5.2 General Conduct..... 5

 5.3 Termination of Membership..... 5

6 Candidates 5

7 Party Structure..... 6

 7.1 Executive Committee (EC)..... 6

 7.2 Party Officers..... 6

 7.2.1 Election and Terms 6

 7.2.2 Terminations of Terms..... 7

8 Meetings 7

 8.1 Meeting Attendance & Voting Criteria 7

 8.2 Rules of procedure 7

 8.3 Annual General Meeting (AGM) 7

 8.3.1 Meeting Provisions 8

 8.4 Extra-Ordinary General Meetings (EGM) 8

 8.5 General Meetings 8

 8.6 Executive Committee Meetings (ECM) 8

 8.6.1 Additonal Meeting provisions..... 8

9 Finances 8

10 Amendments to the constitution 9

 10.1 proposals procedure..... 9

 10.2 Voting..... 9

11 Party dissolution..... 9

12 Declaration 10

Appendix 1 11

Financial scheme 11

 The Best for Luton Party..... 11

 Introduction 11

 Constitution 11

 Accounting units..... 11

 Organisations within the party 11

Financial year	11
Role of the party treasurer	11
Annual accounts	11
Donations and Loans (regulated transactions)	12
Campaign expenditure.....	13
Referendums	14
Grants	14
Changes to registered details	14
Penalties and offences.....	14
Role of other party officers	14
Promoting compliance with the Act.....	15
Amendments to the financial scheme	15

1 INTERPRETATIONS

- For the avoidance of any doubt, any term stating a masculine gender implies a person of either (or any) gender.
- “EC”, means Executive Committee.
- “Rules”, means the rules as set out under this Constitution.
- Where context implies, the singular shall include the plural.
- “PPERA”, refers to the Political Parties, Elections and Referendums Act 2000.
- “UK”, means the “United Kingdom of Great Britain and Northern Ireland”.

2 NAME

The registered name, with the UK Electoral Commission, of the Party under the PERA shall be “The Best for Luton Party” (hereinafter referred to as “the Party”).

From time to time, The Party may also use such other names as may be registered with the Electoral Commission and/or use, informally, such other names as may be appropriate. Not exhaustively but including “B4L” and “Best4Luton”.

3 OBJECTIVES

The Party is a democratic, conservative libertarian party espousing policy which supports economic liberty and free expression whilst adopting our commitment to help and support those in need.

The Party is a National Party. Notwithstanding this, our policies and objectives are focussed to improve the economy, welfare, growth and safety for residents of Luton, Bedfordshire.

Within the borough of Luton, Bedfordshire we will espouse policies which promote our aims to: promote business growth, increase affordable housing stock for family ownership, improve safety and security for residents and businesses, create jobs within the borough of Luton, increase transparency from the council including financial affairs, generate community involvement in the future of the borough of Luton.

Our values and aims are published in the Manifesto, which will be published as necessary for the relevant elections by the EC.

4 ACTIVITIES

In furtherance of our above Objectives, the Party may undertake the following:

- Participate in any democratic electoral process within the UK or any other such place where it is lawful for the Party to stand for election, subject to approval and selection of candidates for such. In particular, the party may stand at all levels of elections to public office including: Borough Council, Parish Council, Parliamentary, Mayoral and Police and Crime Commissioner (PCC).
- The Party may campaign and participate in any referendum, including but not limited to national, regional and local referendums.

5 MEMBERSHIP

5.1 ELIGIBILITY

Membership of the Party, shall be open to any person who shares the objectives and core beliefs of the party, whom agrees to abide by this constitution and any rules which may be made by the Party.

Membership is open for any UK resident; subject to the following eligibility:

- “Full Membership” - Applicants must be over the age of 18 and listed in the Electoral Register.

- “Associate Membership” - Applicants must be over the age of 16.

5.1.1 MEMBERSHIP REFUSAL

The Party may refuse any application for membership whose admittance may be considered, in its opinion, inimical to its interests.

Any refusal of membership will be advised in writing (by post or email) to the applicant, and, where appropriate, brief reasons for any decision will be given.

5.2 GENERAL CONDUCT

All Members agree to support the aims and objectives of the Party.

Membership will begin as soon as the membership form and the first membership payment has been received, subject to approval.

There will be a membership fee which will be agreed at the Annual General Meeting (AGM) and will be payable by all members.

A list of all members will be held by the Party in accordance to its Privacy Policy.

Members are considered in “Good Standing”, if:

- Their Membership fees are up to date
- They are not subject to any suspension, restriction or exclusion imposed by the Party.

5.3 TERMINATION OF MEMBERSHIP

Members may rescind their membership at any point should they so wish. They must do so in writing to the Nominating Office or the Membership Secretary.

Any member who has not paid their membership fee up-on its expiry, the membership will be suspended with immediate effect. If the member renews it within 30 days, their voting/other benefits associated with the membership will be re-established. Should a renewal happen after 30 days, this will be treated as a new membership.

The Party reserves the right to withdraw any of the members’ membership if is deemed to be in the best interests of the party. The member will be notified in writing and have the right to appeal within 30 days to the EC. The EC will acknowledge and provision for a hearing (including date, time and venue), in writing, within 14 days of receipt of the

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be tolerated. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the party if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the EC, accompanied by a third party (e.g. litigation friend or otherwise), before a final decision is made.

6 CANDIDATES

Any member holding Full Membership and in good standing can apply to be put forward as an electoral candidate for the Party, providing they meet the criteria for the relevant election.

The prospective candidate must not be a member of any other Political Party.

The criteria will be established by the EC and provided in writing to all Full Members of the Party.

The member is required to complete an application form which can be requested from the Nominating Officer or Membership Secretary by email, phone or post.

The EC shall be solely responsible for the selection of candidates from the submitted applications.

The EC will publish guidelines on the application and selection process, for all elections which the Party wishes to put candidates forward, no more than 10 days following receipt of notice of an upcoming election.

The EC shall be solely responsible for selecting elections at which the Party desires to put candidates forward.

Candidacy selections will be confirmed in writing to all the members.

The EC shall be required to justify their selections. Notwithstanding, the EC shall not be required to justify why applicants were not selected.

7 PARTY STRUCTURE

7.1 EXECUTIVE COMMITTEE (EC)

The business of the party will be carried out by an Executive Committee. The Committee will meet as necessary and not less than four times a year.

The duties, powers and responsibilities of the EC shall include (but are not limited to):

- ensuring that the Party works towards the achievement of the objectives and activities, set out in sections 2 and 3, in an efficient and judicious manner;
- managing the Party's finances and structure;
- advising the Party Leader on political matters;
- setting out the Party's policies and manifestos;
- ensuring that the Constitution of the Party is in accordance with the law of the United Kingdom;
- managing and conducting the Party's disciplinary procedures;
- making or amending, from time to time, Rules of Procedure as it deems appropriate for the efficient conduct and administration of the party and delegation of its responsibilities under this article for the attainment of the Party's objectives;

The Executive Committee will comprise several Officers as per section 7.2

7.2 PARTY OFFICERS

The minimum composition of Officers of the EC is as follows:

- **Party Leader** (and **Chairman**) - responsible for chairing all meetings.
- **Deputy Party Leader** - acting Leader and chairman in the absence of the Party Leader.
- **Party Treasurer** - responsible for all accounting of the Party
- **Nominating Officer** - Responsible for the legal obligations of the Party for Electoral processes, acting as Candidates Agent at elections and responsible for the certificates associated with any electoral process.

The Party Officers will be elected under the guidelines in section 7.2.1

Additional Party Officers may be selected at the discretion and by the EC:

- **Secretary** - Responsible for the taking of minutes and distribution of all internal meetings.
- **Membership Secretary** - Responsible for the correct, secure and accurate records for all members.

7.2.1 EXTRA-ORDINARY PROVISIONS

In the event that the party membership numbers fall under 20 members, the minimum composition of Officers shall be as follows:

- **Party Leader (and Chairman)** - responsible for chairing all meetings whom will also be Nominating Officer, therefore, Responsible for the legal obligations of the Party for Electoral processes, acting as Candidates Agent at elections and responsible for the certificates associated with any electoral process.
- **Deputy Party Leader** - acting Leader, chairman in the absence of the Party Leader and shall be the Party Treasurer responsible for all accounting of the Party.

7.2.2 ELECTION AND TERMS

The Party Leader and Deputy Party Leader are to be elected by the members every 4 years.

The Party Leader and Deputy Party Leader shall remain in office for the period of 4 years from election unless there is a vote of no confidence, initiated by an EGM.

All remaining Officers of the EC will be elected annually.

7.2.3 TERMINATIONS OF TERMS

Any persons holding Office may stand down by providing two weeks' notice to the EC in writing. In the event of an officer standing down an EGM will be called within 6 weeks for selection of a replacement.

Any EC Officer not attending two or more meetings without a satisfactory reason will be deemed to have resigned their post.

The roles of any resigning officers will be temporarily allocated to another officer in accordance to guidelines as provided by the Electoral Commission. If more than 2 officers resign at any one time, an EGM shall be called within 6 weeks to re-elect the EC.

8 MEETINGS

8.1 MEETING ATTENDANCE & VOTING CRITERIA

Meetings are only open to members whom have held membership for 60 days and are in good standing.

Voting is only open to full members whom have held membership for 90 days.

The quorum for all meetings will be 10% of the membership. Whenever there are less than 20 members, meetings must have 60% of the members present.

Voting rights do not apply to EC meetings as these are exclusive to Party Officers.

8.2 RULES OF PROCEDURE

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members, which hold voting rights, present. If the number of votes cast on each side is equal, the chairman of the meeting shall have an additional casting vote.

Meeting minutes will be taken by one of the officers' present selected by the chairman of the meeting.

8.3 ANNUAL GENERAL MEETING (AGM)

An Annual General Meeting (AGM) will be held within eighteen months of the previous AGM.

All members will be notified in writing at least 4 weeks before the date of the meeting, giving the venue, date and time.

Nominations for the EC may be made to the Chair before the meeting, or at the meeting.

Attendees must have held membership for no less than 3 months. Exceptions can be made, subject to approval by the EC.

8.3.1 MEETING PROVISIONS

The EC will present a report of the work of The Best for Luton Party over the previous year.

The EC will present the accounts of The Best for Luton Party for the previous year.

The Officers of the EC for the next year will be elected.

Any proposals for matters to be discussed at the meeting, must be given to the Committee at least 7 days in advance of the meeting.

8.4 EXTRA-ORDINARY GENERAL MEETINGS (EGM)

The EC will call an EGM at the request of the majority of the committee or at least 25% of the members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within 30 days of the request.

All members will be given 7 days' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

8.5 GENERAL MEETINGS

General Meetings will be held at least once every 3 months, or more often if necessary, to discuss general party business.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

8.6 EXECUTIVE COMMITTEE MEETINGS (ECM)

ECM may be called by the Leader or Deputy Leader. EC members must receive notice of meetings at least 7 days before the meeting.

The quorum for EC meetings is 50% of the Committee members or 2 Party Officers, whichever is the greater number.

8.6.1 ADDITIONAL MEETING PROVISIONS

Members attending the committee meetings will have the right to speak but not vote.

The EC reserve the right to withdraw members' attendance, if such action is deemed to be in the best interests of the party.

9 FINANCES

An account will be maintained on behalf of the Party at a bank agreed by the committee. Two cheque signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household.

All payments will be signed by the two signatories.

For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by the two signatories and held by the treasurer.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.

All money raised by or on behalf of The Best for Luton Party is only to be used to further the aims of the party, as specified in item 3 & 4 of this constitution.

The Party will abide by its Financial Scheme (appendix 1) as required by the PPERA.

10 AMENDMENTS TO THE CONSTITUTION

Amendments to the constitution may only be made at the AGM, unless the EC or 25% of the members deem the amendment necessary and an EGM is called according to section 8.

Any proposal to amend the constitution must be submitted to the EC in writing, by any member in conjunction with evidence that 25% of the members support the motion.

Meeting notices will be waived until the proposal is approved for a vote.

Proposals must be submitted 8 weeks in advance of AGM meeting notices in order to be added to the meeting business in time.

10.1 PROPOSALS PROCEDURE

The EC will consider this proposal and ensure that it is in accordance with the law of the United Kingdom, as set out in section 7.1, within 14 days of its receipt.

If approved, the proposal must then be circulated with meeting notices.

If rejected, the EC will submit a response in writing to the submitter explaining the reasons why. The submitter will have 7 days to re-submit the proposal to which the committee will re-consider within 14 days.

The proposal may only be re-submitted once. If the re-submitted proposal is rejected, similar submissions will not be considered for 90 days from the rejection date.

10.2 VOTING

Amendments will require 70% of members eligible to vote to vote in favour.

11 PARTY DISSOLUTION

If a meeting, by simple majority, decides that it is necessary to close down the party it may call an EGM to do so. The sole business of this meeting will be to dissolve the party.

If it is agreed to dissolve the party, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.

12 DECLARATION

This constitution was passed by the founder of the Best for Luton Party on the 06th of February 2019

Signed:

John French

Party Leader and Founder

Joao Silva

Deputy Party Leader and Co-Founder

Appendix 1

Financial scheme

The Best for Luton Party

Introduction

1.1 This scheme sets out how The Best for Luton Party ('the party') will organise its financial affairs to comply with the Political Parties, Elections and Referendums Act 2000 ('the Act').

Constitution

1.2 A copy of The Best for Luton Party's constitution, setting out our structure and organisation, and how we take decisions about the management of the party, is attached to this scheme or has been provided separately to the Electoral Commission.

Accounting units

1.3 The The Best for Luton Party does not wish to register any separate accounting units with the Commission.

Organisations within the party

1.4 For the purpose of compliance with the Act, the financial affairs of any local branches or affiliated organisations of the party, whether currently existing or to be established in future, will be wholly controlled by the party treasurer.

Financial year

1.5 The party's financial year will run from 1 January to 31 December.

Role of the party treasurer

1.6 Joao Silva, the registered treasurer of The Best for Luton Party is responsible for the whole party's compliance with the requirements of the Act, including the following:

Annual accounts

1.7 The The Best for Luton Party will submit our annual statement of accounts to the Commission by the required date, being 30 April of the year following the end of the financial year if both our expenditure and income are under £250,000 in that year, or 7 July of the year following the end of our financial year if either our expenditure or income exceeds £250,000 in that year. We understand that if our

income or expenditure exceeds £250,000 our accounts must be submitted with an auditor's certificate.

1.8 In order to comply with this requirement, Joao Silva has:

- put in place arrangements for ensuring that annual statements of accounts for the party are prepared, approved, audited where necessary and submitted to the Commission by the prescribed deadline for each register the party is on
- put in place accounting processes capable of meeting the Act's accounting record keeping requirements and of any regulations made by the Commission about the format of statements of accounts

Donations and Loans (regulated transactions)

1.9 The Best for Luton Party will report the donations and loans it receives each quarter to the Commission, for each of the registers it is registered on, within the following timescales:

- quarter 1 (1 January – 31 March) by 30 April of that year
- quarter 2 (1 April – 30 June) by 30 July of that year
- quarter 3 (1 July – 30 September) by 30 October of that year
- quarter 4 (1 October – 31 December) by 30 January of the following year

1.10 In order to comply with this requirement, Joao Silva will:

For donations:

- record information for all donations of more than £500, including:
 - amount or value of the donation
 - full name of donor
 - registered address of donor
 - company registration number (if applicable)
 - date on which the donation was received
 - date on which the donation was accepted or returned
 - information about the trust (if applicable)¹
- check the permissibility of any donations over £500 within 30 days of receipt
- ensure that impermissible or unidentifiable donations of more than £500 to the party are recorded as outlined above and returned to the sender or financial institution that transferred the money or, if that is not possible, surrendered to the Commission
- ensure that a submission of quarterly donation reports covering donations exceeding £7,500 (including aggregates of donations and regulated transactions) and any impermissible or anonymous donations of more than £500 is made to the Commission within the above timescales; submitting a nil return if there are no reportable donations²

- provide weekly donation reports to the Commission during UK Parliamentary election campaigns if we are contesting the election

1.11 We understand that if we submit four consecutive quarterly nil donation returns, we will then be exempt from submitting further quarterly returns in respect of donations until we receive a reportable donation.

1.12 We also understand that separate quarterly donation returns must be submitted if we appear on the Northern Ireland register of political parties.

For loans (regulated transactions):

- record information about all regulated transactions (loans, credit facilities, etc.) of more than £500, including:
 - value of benefit of the transaction
 - name of all authorised participants
 - registered addresses of participants
 - company registration number (if applicable)
 - nature of the transaction
 - date agreement entered
 - the terms of the transaction
- ensure that the party does not enter into any regulated transactions over £500 with unauthorised participants
- ensure that a submission of quarterly transaction reports covering transactions exceeding £7,500 (including aggregates of donations and regulated transactions) and any void transactions or transactions of more than £500 entered into with an unauthorised participant is made to the Commission within the prescribed timescales; submit a nil return if there are no reportable transactions
- ensure weekly regulated transaction reports can be submitted during UK Parliamentary election periods if we are contesting the election

1.13 We understand that if the party has submitted four consecutive quarterly nil loans returns, we will then be exempt from submitting further quarterly returns until we enter into a reportable loan.

1.14 We also understand that separate quarterly loan returns must be submitted if we appear on the Northern Ireland register of political parties.

Campaign expenditure

1.15 The party will submit a campaign expenditure return if we have candidates contesting a UK Parliamentary election, European election, Scottish Parliamentary election, National Assembly of Wales election, or Northern Ireland Assembly election. The campaign expenditure return will be submitted within three months of the date of the election if our expenditure is less than £250,000 or within six months of the date of the election if our expenditure exceeds £250,000. We note that if our expenditure during the campaign exceeds £250,000 our return must be submitted with an auditor's certificate.

1.16 In order to ensure compliance with the legislation, Joao Silva will:

- ensure that campaign expenditure and claims payments are duly authorised, received and paid on time and that all relevant receipts and invoices are kept
- put in place budgeting and monitoring arrangements to ensure that campaign expenditure is within the statutory limits
- ensure the compilation, auditing (if necessary) and timely submission to the Commission of a campaign expenditure return within the statutory deadlines

Referendums

1.17 If the party participates in a referendum to which Part VII of the Act applies, The Best for Luton Party will develop and put in place arrangements for complying with the controls on referendum expenditure. We will do this by adapting our arrangements for the control of campaign expenditure.

Grants

1.18 The Best for Luton Party will ensure that any grants from the Commission to the party are spent in accordance with the conditions of grant imposed by the Commission. We agree to cooperate with any associated audit requirements specified by the Commission.

Changes to registered details

1.19 The Best for Luton Party will ensure that the party's details that are registered with the Commission are kept up to date. We will inform the Commission of any changes to registered officers within 14 days of the change and any other changes within 28 days.

1.20 We will ensure that our RP8 annual confirmation of registered details and £25 fee are submitted to the Commission with the annual statement of accounts by 30 April of the following year (if our expenditure or income is less than £250,000) or by 7 July of the following year (if our expenditure or income exceeds £250,000).

1.21 We note that failure to submit our RP8 annual confirmation of registered details within the prescribed timescale will result in our statutory removal from the register of political parties. We understand that this would mean that the party would no longer be able to field candidates at elections under the party name.

Penalties and offences

1.22 The Best for Luton Party understands that the Commission may impose civil penalties on parties that fail to comply with their legal obligations, including failures to submit statutory returns on time. The party also understands that failure to comply with certain legal requirements of being a registered political party is a criminal offence.

Role of other party officers

1.23 Should the appointment of the registered party treasurer terminate for any reason, then the registered party leader will, until a new treasurer is appointed, be treated as the party treasurer and will be responsible for ensuring that the party complies with its legal obligations.

1.24 Should the treasurer whose appointment is terminated also be party leader, then the nominating officer will, until a new treasurer is appointed, be treated as the party treasurer.

1.25 Should the treasurer whose appointment is terminated also be party leader and nominating officer, then the other registered officer will, until a new treasurer is appointed, be treated as the party treasurer.

Promoting compliance with the Act

1.26 The Party will have processes in place to ensure compliance with its legal obligations. The registered treasurer, Joao Silva, will ensure that the registered leader and all other officers and members of The Best for Luton Party have sufficient knowledge of our financial obligations under the Act to ensure that the party as a whole complies with these obligations.

Amendments to the financial scheme

1.27 The registered treasurer, Joao Silva, will ensure that any proposed amendments to this financial scheme are submitted to the Commission for approval.