

# Party Support Handbook

The Rule Book - Section R

The Scottish Co-operative Party

## The Scottish Co-operative Party

### Name

1. The Organisation shall be called The Scottish Co-operative Party.

### Functions of the Scottish Co-operative Party

2. The functions of the Scottish Co-operative Party shall be:
  - To secure the affiliation of Co-operative Societies to the Co-operative Party.
  - To encourage the formation of local Co-operative Party Organisations.
  - To secure direct Co-operative representation in Parliament.
  - To set up a Panel of Candidates to secure direct Co-operative representation in the Scottish Parliament.
  - To secure direct Co-operative representation on local and other Administrative Bodies in accordance with decisions of the Co-operative Congress.
  - To unify and co-ordinate the efforts of local Co-operative Party Organisations.
3. In furtherance of these objects, to undertake educational and propaganda work of a political character and maintain an adequate distribution of Co-operative Party literature for the purpose of instructing the Co-operative Movement and the general public on the policies, aims and objectives of the Co-operative Party.
4. Also to undertake any duties allocated to the Scottish Co-operative Party by the National Executive Committee of the Co-operative Party and to secure a proper observance of the decisions of the Annual Conference of the Co-operative Party.

### The Scottish Council

5. There shall be a Co-operative Party Scottish Council.
6. The Council shall consist of:
  - Two Scottish representatives from the National Executive Committee of the Co-operative Party.
  - One representative from each Board of Directors of Scottish Co-operative Societies which subscribe to the Co-operative Party National Fund and the Scottish Co-operative Party Fund and one representative from the CG Scottish Co-op Board.



- The Scottish representative on the Co-operative Party National Youth Committee
  - One representative from the Scottish Co-operative Party Local Government Network
  - One representative from the Scottish Co-operative Women’s Guild.
  - Six representatives from each Scottish Co-operative Society Party.
  - Two representatives from each Party Branch.
  - The Chairperson of the Scottish Co-operative Party Policy Forum.
  - The Co-operative Party National Official for Scotland shall be the Secretary/Financial Officer and shall be a non-voting member of the Council.
7. Travelling expenses of members will be met by the appointing Organisations.

### **Conditions of Membership**

8. Membership of the Council shall be confined to persons who have been members of the Co-operative Party for, at least two years, at the time of their appointment except members of a newly formed organisation where the NEC has temporarily waived this restriction.

### **The Executive Committee**

9. The Council shall be constituted annually and appointments and elections arranged so that representatives shall attend the first meeting of the Scottish Council held in the calendar year.
10. At this meeting there shall be elected a Chairperson and Vice-Chairperson of the Scottish Council and an Executive Committee.
11. The Executive Committee shall consist of:
- The Chairperson of the Scottish Council who shall chair the Executive Committee.
  - The Vice Chairperson of the Scottish Council.
  - Six members of the Scottish Council.
  - Society representatives on the Scottish Council.
  - One Society Party representative from each Society Party on the Scottish Council.
  - One member of the National Executive Committee
  - The Co-operative Party National Official for Scotland shall be Secretary of the Executive Committee and a non-voting member of the Executive Committee.



12. No person shall serve more than four years as Chairperson without there being an intervening period of at least two years.
13. The date, hour and place of meetings of the Scottish Council and the Executive Committee for the year shall be arranged at the first meeting each year of the Scottish Council, special meetings to be arranged by the Officers as and when circumstances warrant such action.

## Finance

14. The finances of the Scottish Co-operative Party shall be provided by:
  - Annual Subscriptions from Retail Societies on the basis of 3% of the sum paid by the Societies as the National Subscription to the Co-operative Party. When 3% of the National Subscription is less than £10.00 the subscription to the Scottish Co-operative Party shall be £10.00. When 3% of the National Subscription is more than £100.00 the Subscription to the Scottish Co-operative Party shall be £100.00.
  - For the purpose of this rule, each CG Retail Area will be treated as a Society.
15. Annual affiliation fees are as follows:
  - £20.00 from each Co-operative Regional Council.
  - £20.00 from each Society Party plus £10.00 for every Branch under its auspices.
  - £2.00 from each Branch of the Scottish Co-operative Women's Guild.
16. The Scottish Co-operative Party shall have the power to create a fund for the purpose of assisting local organisations seeking agreements to promote Co-operative Party candidates in Parliamentary Elections and, in general, advancing the policy of securing representation in Parliament, the European Parliament, the Scottish Parliament and on local government bodies.
17. The Scottish Co-operative Party shall also receive an Annual Grant from the National Executive Committee of the Co-operative Party.

## Audit

18. At least once every year, the Scottish Co-operative Party shall submit its accounts for audit, to such one of the approved auditors appointed under the Industrial and Provident Societies Act as may be elected by the Scottish Co-operative Party Annual Conference.

## Policy

19. The Scottish Co-operative Party shall be responsible for formulating policy, through its Annual Conference for purely Scottish political matters.
20. There shall be a Policy Forum where all members of the Scottish Co-operative Party shall be entitled to participate fully.



21. The business of the Policy Forum shall be managed by a Policy Committee consisting of four members appointed by the Scottish Executive Committee and five members appointed by the Policy Forum, one of whom shall be a Youth representative.

### **Scottish Co-operative Party Annual Conference**

22. The Scottish Co-operative Party shall convene an Annual Conference of affiliated Societies and Organisations, which shall be conducted in accordance with the provisions of Standing Orders, and shall be held, at such date, place and hour as the Executive Committee may determine.
23. There shall be submitted to the Annual Conference, reports on organisations and other cogent matters, and a financial statement. Consideration shall be given to any Resolutions from affiliated organisations on questions of Party policy and organisation.
24. The Policy Forum shall bring forward policy documents for consideration and agreement by Conference.
25. Representation at the Annual Conference shall be limited to six delegates from each affiliated Society, Society Party, Regional Council and Co-operative National Organisation in association with the Scottish Co-operative Party, and to four delegates from each affiliated Party Branch and two from Scottish Co-operative Women's Guild Branches.

### **Voting**

26. Affiliated Societies shall be allocated the same votes as allocated at Co-operative Party Annual Conference with the Boards retaining half the votes and any subsidiary bodies receiving the other half between them in such a manner as the proportion of votes allocated is distributed evenly between these subsidiary bodies. In the event of a Board not taking up its allocated votes, these votes shall be distributed between the subsidiary bodies equally.
27. Society Parties shall be given votes equivalent to half the votes allocated to their respective Societies with the Party Councils retaining half the votes while the remainder is distributed equally between the branches of each Society Party.
28. All Voting at the Annual Conference shall be conducted on this basis, either by card or by ballot.

### **Amendments to the Constitution**

29. Amendments or alterations to the Constitution can only be made at the Annual Conference of the Scottish Co-operative Party and only when such amendment or alteration has been received by the Secretary three calendar months before the date of the Annual Conference, with the Agenda of business.
30. No alteration or amendment to the Constitution shall be adopted unless it is supported by two-thirds of the members voting by Card Vote Ballot and is approved by the National Executive Committee of the Co-operative Party.



## National Organisation

31. The Scottish Co-operative Party shall register with the National Co-operative Party and accept the policy as agreed upon and as amended from time to time by the Annual Co-operative Party Conference and by the Co-operative Congress, and shall operate such regulations as may be approved or issued by the National Executive Committee of the Party, provided that any regulations issued as a general instruction shall be subject to confirmation by the Annual Conference of the Party.

## National Rules

32. It is hereby declared that the National Rules of the Co-operative Party are deemed to be incorporated into this Constitution. It is also made clear that if the National Rules are altered or amended in the future then such altered or amended National Rules shall be deemed to be incorporated into this Constitution as at the date of the alteration or amendment to the National Rules. For the avoidance of doubt it is made clear that such incorporation of the present National Rules and any future alteration or amendment to the same shall be deemed to be automatic and will not require any meeting of vote by members of this Scottish Co-operative Party as at the time of such amendment or alteration.
33. These Rules do not replace the registered Rules of Co-operative Party Ltd and shall at all times be consistent with the registered Rules. In the event of any inconsistency, the registered Rules of the Co-operative Party Ltd shall apply.