

# Democratic Accord Constitution

1. Preamble .....	2
2. Definitions .....	3
3. Objectives.....	4
4. Principles .....	5
5. Membership.....	7
6. Committees .....	12
6.1. Management Committee .....	12
6.2. Oversight Subcommittee .....	15
6.3. Membership Subcommittee .....	18
6.4. Appointments Subcommittee .....	19
7. Working Groups.....	21
7.1. Policy Working Groups .....	21
7.2. Electorate Working Groups .....	24
7.3. Dispute Resolution Working Groups.....	27
8. Meetings.....	28
9. Disputes and disciplinary action .....	34
10. Other matters.....	36



## 1. Preamble

- (1) The name of the association is “Democratic Accord Inc.”, referred to hereinafter as “the Party”.
- (2) The Party is a political party with the principal goal of reasserting democratic conduct to Australian politics. In developing, promoting and seeking to implement policies for the betterment of our nation, we intend to utilise wherever possible the knowledge and skills of our members, and of ordinary Australians.
- (3) This constitution lays out the principles and rules of the Party and the powers of its constituent bodies and office holders.

## 2. Definitions

In this constitution:

**Act** means the Associations Incorporation Act 1991 (ACT);

**by-laws** means the supplementary rules to this constitution;

**financial year** means each period of twelve (12) months ending on 30 June;

**full member** means a Party member who is not a provisional member;

**general meeting** means a meeting of the members of the Party, including an annual general meeting and a special general meeting;

**Management Committee** means the committee having management of the business of the Party under the Act;

**member** means a voting member;

**office** means any Party office, including membership of the Management Committee, or any Party subcommittee or working group;

**Party** means Democratic Accord Inc. (Democratic Accord);

**Party Agent**—as defined in the Commonwealth Electoral Act 2018;

**provisional member** means a member whose application to join the party has not been fully approved by the Membership Subcommittee;

**public office** means an elected position in the federal parliament, the ACT or other state and territory legislatures, or in local government;

**public officer** means the contact person with the Office of the ACT Registrar-General;

**registered officer**—as defined in the Commonwealth Electoral Act 2018 or ACT Electoral Act 1992, as appropriate;

**reporting agent**—as defined in the ACT Electoral Act 1992;

**rule** means a rule or by-law under this constitution;

**voting member** means a full member whose membership has not been suspended;

### 3. Objectives

The objectives of the Party are:

- (1) To be a political party:
  - (a) registered under the Commonwealth Electoral Act 1918, the ACT Electoral Act 1992, and other equivalent state and territory legislation; and
  - (b) having wide electoral support; and
  - (c) with a large and diverse membership fully engaged in the essential business and decisions of the Party, including:
    - (i) policy formulation; and
    - (ii) the selection of candidates for public office; and
    - (iii) self-governance; and
    - (iv) campaign and communication activities.
  - (d) with members elected to parliaments in multiple jurisdictions.
- (2) To develop and provide support for policies consistent with the Party's principles.
- (3) To ensure open and accountable operation of the Party, through practices intended to limit stagnation, corruption and cronyism, including:
  - (a) strictly limited terms for office holders and parliamentary and legislative representatives; and
  - (b) where reappointment or re-election is permitted, a mandatory period of ineligibility on term expiry; and
  - (c) free member votes on all issues, including for Party representatives in parliamentary votes; and
  - (d) the suppression of Party factions and other anti-democratic groupings; and
  - (e) the fullest possible disclosure of all donations, consultations, meetings and votes, and the reasons for and against decisions taken.
- (4) To promote like democratic practices within government, the public service, and private-sector workplaces.

## 4. Principles

The Party aims to improve wellbeing and opportunity for Australians by rebuilding our nation as a better and fairer place to raise our families, to work, and to be at leisure with one another. We seek to do this by developing fair and practical policies and enacting laws for the common good.

The Party's principles are:

- (1) To improve government, our public institutions and the public service.
  - (a) To ensure the highest standards of excellence in public administration and government service delivery.
  - (b) To support aggressive prosecution of corrupt conduct by governments, public officials, lobbyists and contractors.
  - (c) To end rampant managerialism in public institutions and the public service.
  - (d) To lower the costs of justice.
- (2) To maximise Australians' ability to contribute meaningfully to society through their talents and labour.
  - (a) To provide accessible high-quality healthcare and education—including public early childhood education—to all citizens, irrespective of income or geography.
  - (b) To support high-quality and accessible aged and disability care.
  - (c) To foster the development of efficient, extensive, and low-cost suburban, regional and intercity public transportation links.
- (3) To ensure the health of our citizens.
  - (a) To promote more effective preventative health measures.
  - (b) To emphatically address the causes of disadvantage for Indigenous Australians.
  - (c) To minimise domestic violence, drug and alcohol abuse, gambling, and other social ills.
  - (d) To ensure abundant opportunities for leisure and cultural enrichment are available to all.

- (4) To reduce wealth inequality.
  - (a) To effectively address housing unaffordability, homelessness, entrenched unemployment and poverty.
  - (b) To eliminate middle and upper-class welfare by directing government rebates, concessions and payments of all kinds to the neediest first—not merely the wealthiest.
- (5) To minimise the exploitation and manipulation of Australians via workplace abuses, violations of privacy, discrimination, misinformation, and fraud and anti-competitive business practices.
  - (a) To enable effective prosecution of exploitative business behaviour.
  - (b) To support and promote a viable public and independent investigative media.
  - (c) To universally respect diversity of religion, ethnicity, race, ability, age, sexuality and gender.
- (6) To develop an independent Australia, confident of its place in the world, and with a federal government acting in the national interest.
  - (a) To support an independent defence strategy aimed at reducing threats to Australia.
  - (b) To support diplomacy and global peace initiatives.
  - (c) To establish a fair and humane refugee resettlement programme.
- (7) To ensure Australia’s future prosperity.
  - (a) To urgently eliminate Australian contributions to global warming, and to work to ensure commensurate international action.
  - (b) To foster sustainability.
  - (c) To levy appropriate fees for extraction of mineral and other non-renewable natural resources.
  - (d) To reinvigorate public research and higher education institutions.
  - (e) To support socially beneficial emerging technologies and new manufacturing industries.

## 5. Membership

### 1. Membership—eligibility

- (1) Membership of the Party is open to any person who:
  - (a) is enrolled to vote with the Australian Electoral Commission; and
  - (b) agrees to comply with this constitution and the Party's objectives and principles; and
  - (c) has not been previously excluded from membership.
- (2) A person may not become a member or remain a member of the Party, while at the same time being a member of another political party.

### 2. Membership—application

- (1) To apply to become a member of the Party, a person must make an application in a manner determined by the Membership Subcommittee from time to time and compliant with the Act.
- (2) The application must confirm that the applicant:
  - (a) wishes to become a member of the Party; and
  - (b) supports the objectives and principles of the Party; and
  - (c) agrees to comply with this constitution.
- (3) The application must be accompanied by the annual membership fee.

### 3. Membership—provisional approval

- (1) Provisional membership is granted as soon as practicable after an application and associated annual membership fee is received.
- (2) The provisional membership period will not exceed a period of three (3) weeks.
- (3) Provisional members are ineligible to vote on Party business or be appointed to any office but may contribute to general discussions and proposal development in the same manner as full members.
- (4) The Membership Subcommittee reviews the applications of provisional members each week. If a review determines any such application unsuitable, the

Membership Subcommittee must reject the application in writing and return any paid annual membership fee to the applicant.

- (5) No reason need be given for the rejection of an application.
- (6) Notwithstanding rule 3 (5) above, in the review of a membership application no person will be discriminated against due to religion, ethnicity, race, ability, age, sexuality or gender.

#### **4. Membership—full approval**

- (1) An application is deemed to be fully approved by the Membership Subcommittee if it is not rejected pursuant to rule 3 (4).
- (2) As soon as practicable after the approval or deemed approval of membership, the Membership Secretary must enter the name and address of the new member, and the date of becoming a member, in the register of members.
- (3) A person is entitled to exercise their full membership rights from the date on which the Membership Subcommittee approves the person's membership.
- (4) Membership shall be for a period of 12 months and may be renewed by the member each year from the anniversary of the commencement of full membership.

#### **5. Membership—rights**

- (1) A member is entitled to vote if the member:
  - (a) is not a provisional member; and
  - (b) has not had their membership suspended for any reason.
- (2) A member who is entitled to vote has the right:
  - (a) to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by this constitution; and
  - (b) to submit items of business for consideration at a general meeting; and
  - (c) to attend and be heard at general meetings; and
  - (d) to access the minutes of Management Committee, subcommittee and working group meetings, general meetings, and other documents as provided for in this constitution; and



- (e) to inspect the books and records of the Party subject to any restrictions under the Act; and
  - (f) to participate in Party policy development; and
  - (g) to join Party groupings formed for members resident within local government areas and state, territory and federal electorates; and
  - (h) to be appointed to, or seek election for, a Party committee, subcommittee or working group; and
  - (i) to seek nomination for public office as a candidate for the Party; and
  - (j) to vote:
    - (i) at general meetings; and
    - (ii) on proposals and Party policies at other times.
- (3) Provisional members and members entitled to vote may:
- (a) participate in debate using such member tools as the Party develops; and
  - (b) comment on policy development activity.
- (4) Membership rights are not transferable and end when membership ceases.

## **6. Membership—fees**

- (1) Membership fees shall be:
- (a) determined each year by the Party at its Annual General Meeting; and
  - (b) payable annually from the anniversary of the commencement of full membership.
- (2) The rights of a member (including the right to vote) who has not paid the annual fee within three (3) months of the due date (rule 6 (1) (b)) are suspended until the fee is paid.

## **7. Membership—register of members**

- (1) The Membership Secretary shall ensure the maintenance of a register of members that includes:
- (a) for each current member:
    - (i) the member's name; and

- (ii) the residential address of the member; and
  - (iii) the date of becoming a member; and
  - (iv) any other information determined by the Membership Subcommittee.
- (b) for each former member, the date membership ceased.
- (2) Except for the Australian Electoral Commission and Elections ACT, or other equivalent state and territory authorities, individual membership details shall not be disclosed to any outside organisation without the written permission of the member.

## **8. Membership—cessation**

- (1) The membership of a person ceases on resignation, expulsion or death.
- (2) If a person ceases to be a member of the Party, the Membership Secretary must, as soon as practicable, enter the date the person ceased to be a member in the register of members.
- (3) A member may resign by notice in writing to the Party.
- (4) A member is assumed to have resigned if:
  - (a) the member's annual membership fee is more than six (6) months in arrears;  
or
  - (b) where no annual membership fee is payable, the Party Secretary has made a written request to the member to confirm that they wish to remain a member; and
  - (c) the member has not, within three (3) months of receiving that request, confirmed in writing that they wish to remain a member.
- (5) On the advice of a Dispute Resolution Working Group, the Management Committee may pass a resolution to expel a member only where that person:
  - (a) brings the Party into disrepute; or
  - (b) acts in a manner inconsistent with the objectives of the Party; or
  - (c) acts in a manner to otherwise prejudice the interests of the Party.
- (6) Prior to recommending a member be expelled, a Dispute Resolution Working Group shall provide the member with a fair opportunity to be heard in respect of

the alleged conduct (rule 8 (5) (a) - (c)), and shall investigate any such allegations as fully as it considers appropriate in all the circumstances.

## 6. Committees

### 6.1. Management Committee

#### 9. Management Committee—functions

- (1) The Management Committee is the Party's committee under the Act. It has the power to:
  - (a) establish subcommittees and working groups with delegated authority; and
  - (b) implement the recommendations of subcommittees and working groups; and
  - (c) in accordance with the recommendations of the Appointments Subcommittee or Oversight Subcommittee, or otherwise, appoint and dismiss members to and from subcommittees and working groups; and
  - (d) set and adjust the processes by which Party policies are developed; and
  - (e) call general meetings; and
  - (f) approve expenditure of Party funds; and
  - (g) employ and terminate staff; and
  - (h) promote the Party, its principles and policies; and
  - (i) authorise members to speak on behalf of the Party; and
  - (j) in accordance with the Commonwealth Electoral Act 1918:
    - (i) appoint a Party Agent and registered officer; and
    - (ii) manage other electoral matters and dealings with the Australian Electoral Commission.
  - (k) in accordance with the ACT Electoral Act 1992:
    - (i) appoint a reporting agent and registered officer; and
    - (ii) manage other electoral matters and dealings with Elections ACT;
  - (l) nominate members for election to federal parliament and the ACT Legislative Assembly.

#### 10. Management Committee—composition

- (1) Serving on the Management Committee are:

- (a) the Convenor;
  - (b) the Deputy Convenor;
  - (c) the Secretary;
  - (d) the Treasurer;
- (2) Additional members of the Management Committee include:
- (a) the Membership Secretary, representing the Membership Subcommittee;
  - (b) the Appointments Secretary, representing the Appointments Subcommittee;
  - (c) the Policy Director, responsible for managing Policy Working Groups;
  - (d) the Community Director, responsible for managing Electorate Working Groups;
- (3) The Convenor functions as the Party's president under the Act. The Convenor chairs meetings of the Management Committee and general meetings.
- (4) The Convenor, Deputy Convenor, Secretary and Treasurer may not also serve on a subcommittee or working group.
- (5) A member may only hold a single position on the Management Committee.

#### **11. Management Committee—election**

- (1) Appointees to the Management Committee are elected by a vote of Party members at the Party's annual general meeting, or at a special general meeting if required.
- (2) Members appointed to the Management Committee must ordinarily reside in Australia.
- (3) Appointments to the Management Committee are for a period of at most two (2) years.
- (4) Members are eligible for reappointment to the Management Committee no earlier than two (2) years after the end of their previous term.
- (5) Members may not serve on the Oversight Subcommittee any earlier than two (2) years after the end of their last appointment to the Management Committee.

## **12. Management Committee—vacation of office**

- (1) A member of the Management Committee may resign their position by written notice to the Management Committee, or, in accordance with the Act, to the Party's public officer.
- (2) A member of the Management Committee ceases to be a member of the committee if he or she:
  - (a) ceases to be a member of the Party according to rule 8 (1); or
  - (b) fails to attend three (3) consecutive meetings of the Management Committee; or
  - (c) becomes disqualified from office according to the Act.
- (3) The Management Committee may appoint an eligible member of the Party to fill a position on the Management Committee that:
  - (a) has become vacant under rule 12 (1) - (2); or
  - (b) was not filled at the last annual general meeting.
- (4) If the position of Secretary becomes vacant, the Management Committee must appoint a member to the position within fourteen (14) days of the vacancy arising.
- (5) The Management Committee may continue to act despite any vacancy in its membership.

## 6.2. Oversight Subcommittee

### 13. Oversight Subcommittee—functions

- (1) The Management Committee delegates to the Oversight Subcommittee authority to:
  - (a) assess the operation of subcommittees and working groups; and
  - (b) make governance recommendations to the Management Committee, and to other subcommittees and working groups; and
  - (c) recommend members to serve as Appointments Officers on the Appointments Subcommittee, with assessment criteria prioritizing previous contributions to the Party, namely:
    - (i) proposal, report and policy development; or
    - (ii) community outreach and campaign work; or
    - (iii) Party process and online tools development; or
    - (iv) other Party activities.
  - (d) recommend the dismissal of members from subcommittees or working groups for reasons including:
    - (i) misconduct; or
    - (ii) negligence; or
    - (iii) dereliction of duty; or
    - (iv) poor performance; or
    - (v) matters constituting disqualification from office according to the Act.
  - (e) establish a standing working group to develop and maintain the digital tools used by Party members; and
  - (f) establish such working groups as deemed necessary to properly review the functioning of Party subcommittees, or other working groups; and
  - (g) direct the functions of working groups so established.

### 14. Oversight Subcommittee—composition

- (1) The Oversight Subcommittee comprises five (5) Party members.

- (2) Oversight Subcommittee members may not sit on the Management Committee or another subcommittee or working group.
- (3) Members chair meetings of the Oversight Subcommittee in a round-robin fashion.

#### **15. Oversight Subcommittee—election**

- (1) Each appointee to the Oversight Subcommittee is elected by a vote of Party members at the Party's annual general meeting, or at a special general meeting if required.
- (2) Appointments to the Oversight Subcommittee are for a period of at most two (2) years.
- (3) Members are eligible for reappointment to the Oversight Subcommittee no earlier than two (2) years after the end of their previous term.
- (4) Members may not serve on the Management Committee any earlier than two (2) years after the end of their last appointment to the Oversight Subcommittee.
- (5) All members appointed to the Oversight Subcommittee must ordinarily reside in Australia.

#### **16. Oversight Subcommittee—vacation of office**

- (1) A member of the Oversight Subcommittee may resign their position by written notice to the Management Committee.
- (2) A member of the Oversight Subcommittee ceases to be a member of the subcommittee if he or she:
  - (a) ceases to be a member of the Party according to rule 8 (1); or
  - (b) fails to attend three (3) consecutive meetings of the Oversight Subcommittee; or
  - (c) becomes disqualified from office according to the Act.
- (3) The Management Committee may appoint an eligible member of the Party to fill a position on the Oversight Subcommittee that:
  - (a) has become vacant under rule 16 (1) - (2); or
  - (b) was not filled at the last annual general meeting.



- (4) The Oversight Subcommittee may continue to act despite any vacancy in its membership.

## 6.3. Membership Subcommittee

### **17. Membership Subcommittee—functions**

- (1) The Management Committee delegates to the Membership Subcommittee authority to:
  - (a) process membership applications and renewals; and
  - (b) approve and reject membership applications according to rules 3 and 4; and
  - (c) maintain the register of members according to rules 7 and 8; and
  - (d) make proposals concerning membership matters to the Management Committee; and
  - (e) manage the permissions assigned to members within the Party's digital tools.

### **18. Membership Subcommittee—composition**

- (1) The Membership Subcommittee comprises:
  - (a) the Membership Secretary;
  - (b) four (4) Membership Officers.
- (2) The Membership Secretary chairs meetings of the Membership Subcommittee and serves on the Management Committee.

### **19. Membership Subcommittee—election and appointment**

- (1) The Membership Secretary is elected by Party members according to rule 11.
- (2) Membership Officers are appointed by the Management Committee on the recommendation of the Appointments Subcommittee.
- (3) Membership Officers serve a maximum term of one year.
- (4) A Membership Officer must not have held the position of Membership Secretary within the previous two (2) years.
- (5) Membership Officers are eligible to again serve on the subcommittee no earlier than one (1) year after the end of their previous term.

## 6.4. Appointments Subcommittee

### 20. Appointments Subcommittee—functions

- (1) The Management Committee delegates to the Appointments Subcommittee authority to:
  - (a) recommend members to serve as Membership Officers on the Membership Subcommittee; and
  - (b) directly appoint members to Party working groups, including:
    - (i) Policy Working Groups; and
    - (ii) Electorate Working Groups; and
    - (iii) other standing or ad hoc working groups as established by the Party from time to time.
  - (c) publish monthly appointments bulletins listing changes to the composition of Party subcommittees and working groups.
- (2) In assessing member suitability for office, the Appointments Subcommittee must employ assessment criteria prioritizing member contributions to the Party, namely:
  - (a) proposal, report and policy development; or
  - (b) community outreach and campaign work; or
  - (c) process and online tools development; or
  - (d) other Party activities.
- (3) Notwithstanding rule 20 (2), above, the Appointments Subcommittee may, in exceptional circumstances, also consider members' external qualifications or experience in assessing candidates for office.
- (4) For each member appointment (or recommendation) made by the Appointments Subcommittee, the timely disclosure of the reasons for each appointment (or recommendation) must be made in monthly appointments bulletins.

### 21. Appointments Subcommittee—composition

- (1) The Appointments Subcommittee comprises:

- (a) the Appointments Secretary;
  - (b) four (4) Appointments Officers.
- (2) The Appointments Secretary chairs meetings of the Appointments Subcommittee and serves on the Management Committee.

**22. Appointments Subcommittee—election and appointment**

- (1) The Appointments Secretary is elected by Party members according to rule 11.
- (2) Appointments Officers are appointed by the Management Committee on the recommendation of the Oversight Subcommittee.
- (3) Appointments Officers serve a maximum term of one year.
- (4) An Appointments Officer must not have held the position of Appointments Secretary within the previous two (2) years.
- (5) Appointments Officers are eligible to again serve on the subcommittee no earlier than one (1) year after the end of their previous term.

## 7. Working Groups

### 7.1. Policy Working Groups

#### **23. Policy Working Groups—functions**

- (1) Policy Working Groups develop and publish the Party's policy documents. This requires Policy Working Groups to:
  - (a) plan a timetable for production of its reports and policy documents, including review periods in which member feedback is sought and addressed; and
  - (b) identify relevant member proposals, and existing Party and external reports; and
  - (c) review and comment on relevant member proposals; and
  - (d) combine elements of relevant proposals and existing reports in a series of new study reports, whereby:
    - (i) draft and final study reports are made available to members and feedback sought on these, including from proposal authors; and
    - (ii) appropriate responses are made to member feedback and comments.
  - (e) convert a final study report into a new policy document, ensuring proposed new policies are consistent with ratified policies, whereby:
    - (iii) draft policy documents are made available to members and feedback on these sought; and
    - (iv) appropriate responses are made to member feedback.
  - (f) submit final policy documents for member ratification.
- (2) A Policy Support Working Group, chaired by the Policy Director, supports all Policy Working Groups. The Policy Support Working Group seeks to ensure Policy Working Groups:
  - (a) are informed of best-practice policy drafting, editing and review processes; and
  - (b) have appropriate permissions to update Party documents and member discussion and proposal forums; and

- (c) correctly file reports and policy documents for member review and comment; and
  - (d) are paired with similar Policy Working Groups to share information; and
  - (e) regularly update members on Policy Working Group progress, including through publication of group meeting minutes.
- (3) The Policy Director:
- (a) may advise the Management Committee to establish new Policy Working Groups; and
  - (b) monitors the performance of Policy Working Groups; and
  - (c) may recommend to the Oversight Subcommittee that a Policy Working Group be disbanded or reconstituted for reasons including demonstrable poor performance.

#### **24. Policy Working Groups—composition and appointment**

- (1) Policy Working Groups comprise members directly appointed by the Appointments Subcommittee.
- (2) The authors of member proposals likely to be considered by a given Policy Working Group may not be appointed to the Policy Working Group.
- (3) The number of members appointed to a Policy Working Group shall be determined by the Policy Director at group formation, subject to:
  - (a) there being a minimum of three (3) members in any Policy Working Group; and
  - (b) additional appointments being made, if subsequently recommended by the Policy Director.
- (4) Appointed members chair meetings of Policy Working Groups in a round-robin fashion.
- (5) A member is appointed to a Policy Working Group for the duration of the Working Group's natural operation, or until:
  - (a) the member resigns their appointment or ceases to be a Party member; or
  - (b) the member's appointment is ended by the Management Committee; or

- (c) the Policy Working Group is disbanded or reconstituted on the recommendation of the Policy Director.
- (6) The Policy Support Working Group comprises:
  - (a) four (4) members appointed by the Appointments Subcommittee for a term not exceeding one (1) year, with reappointment possible no sooner than one (1) year after the end of a previous term;
  - (b) the Policy Director, who chairs Policy Support Working Group meetings and is elected according to rule 11.

## 7.2. Electorate Working Groups

### 25. Electorate Working Groups—functions

- (1) Electorate Working Groups may be established for parliamentary seats or local government areas in which the Management Committee determines:
  - (a) the number of Party members resident in the seat or government area exceeds a minimal number, to be set from time to time by the Management Committee; or
  - (b) the Party should nominate a candidate for public office in that seat or government area.
- (2) Electorate Working Groups are required to:
  - (a) conduct in-person meetings of local members; and
  - (b) seek nominations for public office from resident members; and
  - (c) at the direction of the Community Director:
    - (i) manage local area communication and matters related to the local conduct of election campaigns; and
    - (ii) promote the policies and activities of the Party in the local community.
- (3) An Electorate Support Working Group, chaired by the Community Director, supports all Electorate Working Groups. The Electorate Support Working Group seeks to ensure Electorate Working Groups:
  - (a) have sufficient training and resources to conduct effective local area election campaigns; and
  - (b) are informed of best-practice communication and campaign methods; and
  - (c) are matched with similar Electorate Working Groups to aid information sharing; and
  - (d) are mentored by members with prior experience of election and communication campaigns; and
  - (e) regularly update members on Electorate Working Group activities, including through publication of group meeting minutes.



- (4) The Community Director:
  - (a) monitors the performance of Electorate Working Groups; and
  - (b) may recommend to the Oversight Subcommittee that an Electorate Working Group be reconstituted for reasons including demonstrable poor performance.

## **26. Electorate Working Groups—composition and appointment**

- (1) Electorate Working Groups comprise members directly appointed by the Appointments Subcommittee.
- (2) Only members resident within the electorate or local government area, as applicable, may be appointed to an Electorate Working Group.
- (3) The number of members appointed to an Electorate Working Group shall be determined by the Community Director at group formation, subject to:
  - (a) there being a minimum of four (4) members in any Electorate Working Group; and
  - (b) additional appointments being made, if subsequently recommended by the Community Director.
- (4) Appointed members of an Electorate Working Group may elect one of their number to chair meetings of the working group. Otherwise, meetings should be chaired by members in a round-robin fashion.
- (5) Appointments to Electorate Working Groups are for a single conventional electoral cycle, or until:
  - (a) the member resigns their appointment or ceases to be a Party member; or
  - (b) the member's appointment is ended by the Management Committee.
- (6) Members are eligible for reappointment to an Electorate Working Group no earlier than one (1) year after the end of their previous term.
- (7) The Electorate Support Working Group comprises:
  - (a) four (4) members appointed by the Appointments Subcommittee for a nominal term not exceeding one (1) year, subject to the Appointments Subcommittee not extending a term due to an imminent election.

- (b) the Community Director, who chairs Electorate Support Working Group meetings and is elected according to rule 11.
- (8) Members other than the Community Director are eligible for reappointment to the Electorate Support Working Group no earlier than one (1) year after the end of their previous term.

### 7.3. Dispute Resolution Working Groups

#### **27. Dispute Resolution Working Groups—functions**

- (1) The Management Committee delegates to a Dispute Resolution Working Group authority to:
  - (a) investigate a dispute between members or between members and the Party;  
and
  - (b) recommend disciplinary action against members to the Management Committee, including the expulsion of Party members for reasons given in rule 8 (5), and subject to rule 8 (6).
- (2) A Dispute Resolution Working Group must conclude its investigation and report its findings to the Management Committee within fourteen (14) days of its establishment, unless a requested extension is approved by the Management Committee.

#### **28. Dispute Resolution Working Groups—composition and appointment**

- (1) Dispute Resolution Working Groups are convened by the Management Committee on receipt of a written notice of dispute.
- (2) Dispute Resolution Working Groups are comprised of three (3) members.
- (3) Appointments to a Dispute Resolution Working Group are via lottery, with a member deemed ineligible if the member:
  - (a) has been a Party member for fewer than six (6) months;
  - (b) is a current member of the Management Committee, a Party Subcommittee, or another working group; or
  - (c) has a bias for or against a member involved in the dispute, whether real or apprehended.
- (4) If randomly selected members are determined to be ineligible according to rule 28 (3), replacement members shall be selected via lottery until the working group is fully constituted.

## 8. Meetings

### 29. Meetings—Management Committee

- (1) The procedure to be followed at meetings of the Management Committee is determined from time to time by the Management Committee.
- (2) The Management Committee must meet:
  - (a) at least once a month at a date and time determined by the Management Committee; and
  - (b) within two (2) weeks of the Secretary receiving a request for a meeting by a majority of the members of the Management Committee.
- (3) At the discretion of the Convenor, meetings may be conducted in-person or via video conference.
- (4) Notice of meetings of the Management Committee must:
  - (a) be sent by the Secretary to all members of the Management Committee at least four (4) days before the meeting; and
  - (b) state the date, time, place (if appropriate) and nature of the business to be conducted; and
  - (c) be accompanied by requisite meeting papers.
- (5) Minutes of Management Committee meetings must:
  - (a) record the following:
    - (i) the names of members attending the meeting; and
    - (ii) the business considered at the meeting; and
    - (iii) a summary of any reports and recommendations received from subcommittees; and
    - (iv) a list of actions; and
    - (v) the results of any votes taken.
  - (b) be promptly drafted by the Secretary, or, in the absence of the Secretary, a committee member other than the Convenor; and
  - (c) be checked by the Convenor or meeting chair; and

- (d) be published to the Party's digital platform and made available to Party members as soon as practicable.
- (6) The quorum for a Management Committee meeting is a majority of its membership, and must include the Convenor or Deputy Convenor.
- (7) If a quorum for a Management Committee meeting is not present by fifteen (15) minutes past the notified commencement time, the meeting must:
  - (a) in the case of a regular meeting, be adjourned to a date no later than one (1) week henceforth, with notice of the new meeting given according to rule 29 (4), above; or
  - (b) in the case of a special meeting called according to rule 29 (2) (b), be declared dissolved.

### **30. Meetings—subcommittees and working groups**

- (1) The procedure to be followed at meetings of subcommittees and working groups is determined by:
  - (a) the Membership Secretary, for meetings of the Membership Subcommittee; or
  - (b) the Appointments Secretary, for meetings of the Appointments Subcommittee; or
  - (c) the Policy Director, for meetings of the Policy Support Working Group and Policy Working Groups; or
  - (d) the Community Director, for meetings of the Electorate Support Working Group and Electoral Working Groups; or
  - (e) for meetings of other subcommittees and working groups, the members of the relevant subcommittee or working group.
- (2) Meetings of Party subcommittees and working groups must occur:
  - (a) no more frequently than weekly, and no less frequently than monthly, in accordance with:
    - (i) other Party rules; or
    - (ii) a decision of the subcommittee or working group.
  - (b) at a date and time set by subcommittee or working group members.

- (3) Meetings must be held:
  - (a) for Electorate Working Groups, in-person or via video conference, at the discretion of the meeting chair; or
  - (b) for all other working groups and subcommittees, via video conference.
- (4) Notice of meetings of subcommittees and working groups must:
  - (a) be sent at least two (2) days before the meeting by a member of the subcommittee or working group other than the appointed meeting chair; and
  - (b) state the date, time, place (if appropriate) and nature of the business to be conducted; and
  - (c) be accompanied by requisite meeting papers.
- (5) Minutes of subcommittee or working group meetings must:
  - (a) record the following:
    - (i) the names of members attending the meeting; and
    - (ii) the business considered at the meeting; and
    - (iii) a list of actions; and
    - (iv) the results of any votes taken.
  - (b) be promptly drafted by a subcommittee or working group member other than the chair of the meeting; and
  - (c) be checked by the meeting chair; and
  - (d) be published to the Party's digital platform (or otherwise disseminated internally, if provided for in this constitution) and made available to Party members as soon as practicable.
- (6) The quorum for a subcommittee or working group meeting is a majority of its members.
- (7) If a quorum for a subcommittee or working group meeting is not present by ten (10) minutes past the notified commencement time, the meeting must be adjourned to a date no later than one (1) week henceforth, with notice of the new meeting given according to rule 30 (4), above.

### **31. Meetings—annual general meetings**

- (1) The ordinary business of an annual general meeting is:
  - (a) to confirm the minutes of the previous annual general meeting and any special general meetings held since then; and
  - (b) to receive and consider:
    - (i) the annual report of the Convenor on the activities of the Party, which must include a record of attendance at Management Committee meetings and a summary of the activities of the Oversight Subcommittee; and
    - (ii) the financial statements of the Party for the previous financial year submitted by the Treasurer; and
    - (iii) such other documents, reports or statements as required under the Act.
  - (c) to elect members to the Management Committee and Oversight Subcommittee as and if vacancies arise; and
  - (d) to possibly adjust the annual membership fee; and
  - (e) to set dollar amounts above which:
    - (i) public disclosure of donations must be made; and
    - (ii) donations must be refused.
  - (f) to appoint an auditor, if required; and
  - (g) to consider and vote on changes to the Party's constitution or by-laws.
- (2) An annual general meeting may also conduct any other business for which due notice has been given according to these rules.
- (3) An annual general meeting must be convened by the Management Committee and held within five (5) months following the end of each financial year.
- (4) The Secretary must give all Party members at least twenty-one (21) days' notice of an annual general meeting. Notice shall be given via email.
- (5) The notice of an annual general meeting must state:

- (a) the date, time, place (if appropriate) and nature of the business to be conducted; and
  - (b) motions to be considered, including any proposed special resolutions under the Act.
- (6) Annual general meetings are chaired by the Convenor, or, when absent, the Deputy Convenor.
  - (7) The quorum for an annual general meeting is 25 members.
  - (8) Members may vote by proxy at annual general meetings.

### **32. Meetings—special general meetings**

- (1) A special general meeting is any general meeting of the Party other than an annual general meeting.
- (2) A special general meeting may only consider business set out in the notice of a special general meeting (rule 32 (6)). Items for consideration can include:
  - (a) endorsement of candidates for public office; or
  - (b) election or dismissal of members to and from the Management Committee or Oversight Subcommittee; or
  - (c) endorsement or rejection of a decision of the Management Committee or Oversight Subcommittee; or
  - (d) any proposed special resolutions under the Act, including proposals to alter the Party's constitution or by-laws; or
  - (e) any other matters required to be put to a special general meeting.
- (3) A special general meeting may be convened by the Management Committee when:
  - (a) a written request signed by 10% of voting members, and compliant with other requirements of the Act, is sent to the Party Secretary; or
  - (b) the Management Committee sees fit to do so.
- (4) The Secretary must give all Party members:
  - (c) at least twenty-one (21) days' notice of a special general meeting if a special resolution is to be considered; or



- (d) at least fourteen (14) days' notice of a special general meeting otherwise.
- (5) Notice shall be given to members via email.
- (6) The notice of a special general meeting must state:
  - (e) the date, time, place (if appropriate) and nature of the business to be conducted; and
  - (f) motions to be considered, including any proposed special resolutions under the Act.
- (7) A special general meeting is chaired by the Convenor, or, when absent, the Deputy Convenor.
- (8) The quorum for a special general meeting is 25 members.
- (9) Members may vote by proxy at special general meetings.

## 9. Disputes and disciplinary action

### 33. Disputes

- (1) All disputes between members or between members and the Party are investigated by a Dispute Resolution Working Group.
- (2) Members of a Dispute Resolution Working Group must not be biased for or against members involved in the dispute.
- (3) Where a bias exists, or a reasonable perception of a possible bias is evident, a prospective member of the Dispute Resolution Working Group must recuse themselves from any consideration of the dispute.
- (4) For each recused member, the Management Committee must appoint another member to sit with remaining working group members to investigate the dispute.
- (5) In its investigation, a Dispute Resolution Working Group must:
  - (a) give each party every opportunity to be heard; and
  - (b) ensure that natural justice is accorded to the parties throughout; and
  - (c) promptly report its findings to the Management Committee, including any recommendation to:
    - (i) take disciplinary action against a party to the dispute; or
    - (ii) seek third-party mediation of the dispute; or
    - (iii) settle the dispute; or
    - (iv) undertake some other action, as considered appropriate and in accordance with the Act.

### 34. Disciplinary action

- (1) Disciplinary action may include reprimand, suspension or expulsion of a member.
- (2) If a Dispute Resolution Working Group intends to recommend disciplinary action, it must give the member written notice at least fourteen (14) days before the Management Committee meeting at which the recommendation is to be considered, including:
  - (a) details of the reasons and evidence for the proposed action; and

- (b) the right to appeal the Management Committee's decision.
- (3) If the Management Committee decides to take disciplinary action, the Secretary must tell the member in writing as soon as possible.
- (4) The member may appeal against the decision by giving written notice to the Secretary within fourteen (14) days after the decision is communicated to the member.
- (5) If the Secretary receives a notice of appeal, the Secretary must convene a special general meeting to appoint an Appeal Subcommittee of three (3) members to consider the appeal.
- (6) The Appeal Subcommittee must not include any members of the Management Committee, the Dispute Resolution Working Group associated with the appeal, or another working group or subcommittee, and must:
  - (a) meet within fourteen (14) days after the special general meeting; and
  - (b) decide whether to uphold, amend or revoke the disciplinary action; and
  - (c) prepare a summary report for the Management Committee.

## 10. Other matters

### 35. Party finances

- (1) The funds of the Party may be derived from membership fees, donations, grants, and interest.
- (2) The Party must not undertake any form of revenue raising or accept any donations or grants from groups or individuals likely to be opposed to the objectives, principles or policies of the Party.
- (3) For any single donor in a given financial year, donations must be:
  - (a) made public if they total more than an amount set at the Party's annual general meeting; and
  - (b) refused if they exceed a second amount set at an annual general meeting.
- (4) The funds and assets of the Party must be used solely for achieving the objectives of the Party and no portion shall be distributed directly or indirectly to members except as bona fide compensation for services rendered or expenses incurred on behalf of the Party.
- (5) The Party must have an account with a financial institution into which all of the Party's revenue is deposited and from which all expenditure is made.
- (6) The Management Committee may authorise the Treasurer to expend funds on behalf of the Party, including by electronic funds transfer, up to a specified limit and for a specified purpose, without requiring approval from the Management Committee for each item on which the funds are expended.
- (7) Cheques, electronic transfers and other financial transactions involving the expenditure of Party funds must be authorised by two members appointed by the Management Committee.

### 36. Members' liability

- (1) The liability of a member to contribute towards the payment of the debts and liabilities of the Party or the costs, charges and expenses of dissolving the Party is limited to the amount unpaid by the member for membership of the Party.

### 37. Dissolution

- (1) The Party may be dissolved only by a special resolution in which:

- (a) at least 75% of the votes cast are in favour of dissolution; and
  - (b) the count of votes in favour of dissolution is at least 20% of the total number of voting members.
- (2) In the event of the Party's dissolution, the surplus assets of the Party must not be distributed to any members or former members of the Party.
- (3) Surplus assets must be given to a body with similar objectives and principles to the Party.
- (4) The body to which surplus assets are to be given must:
- (a) be decided by special resolution; and
  - (b) not be carried on for the profit or gain of its members.