

Hemel Hempstead ReformUK Branch

Branch Standing Orders - May 2025 – Ratified



These are the first Standing Order for the Hemel Hempstead ReformUK Branch.

‘May 2025 is the formal formation of the first Hemel Hempstead ReformUK Branch’

‘ReformUK is a political party, and the first Branch Chair will be appointed by ReformUK Head-Office, and they will be the current Prospective Parliamentary Candidate (PPC), and the first Committee Members will be appointed by the PPC’

‘Future Branch Chairs may be appointed by ReformUK Head-Office, or elected by the Branch Committee, and/or the Branch Membership.’

1. BRANCH OFFICERS

All Hemel Hempstead Branch Officers should be members of the Hemel Hempstead Branch, but members of other branches will be accepted, by majority of Committee approval.

There will be 11 principle officers. These positions are held on merit.

Should a Branch Officers position become untenable, due to performance, failure to follow branch guidelines or disrepute, they can be replaced by a majority vote of the remaining Committee Members, or via a Special Meeting called by the Membership (See section 6)

Branch Chair

Duties - To steer the Branch, uphold the branch rules & standing orders, to preside over branch & committee meetings to ensure that the meetings are conducted in an orderly manner and counter sign all official documents.

Branch Vice-Chair

Duties - To assist and deputise for the Branch Chair, uphold the branch rules & standing orders, to preside over branch & committee meetings, to ensure that the meetings are conducted in an orderly manner and is able counter sign all official documents.

Branch Secretary

Duties - To assist the Branch Chair, keep membership records, minute all meetings, and deal with branch correspondence. Call all meetings, check only current ReformUK members attend meetings and counter sign all official documents. Submit performance reports quarterly to the branch.

Branch Treasurer

Duties - To keep records of all branch finances, procure donations, submit quarterly branch financial reports, and is able to counter sign all official documents.

Branch Campaign Co-ordinator

Duties - To develop and implement campaigns, connect with local communities to build support, recruit and organise the membership to assist in the promotion of the branch and all candidates. To procure donations.

Branch Media Relations Manager

Duties - To handle approved press releases, deal with media enquiries and use outreach to build relationships and increase the branch visibility.

Branch Communication Manager

Duties - To produce branch promotional material, maintain, and update all branch websites and email systems.

Branch Data Manager

Duties - To collect, manager and process all data that is beneficial to the Branch.

Branch Social Media Manager

Duties - To set-up, maintain and keep updated all branch social media sites.

Branch Election Manager

Duties - To organise the process of elections, procure donations, contact all relevant agencies for election paperwork, act as election agent, and support all prospective candidates, is able to sign official documents.

Branch Fundraiser

Duties - To raise funds for the Branch in anyway that is fitting.

A Member may hold more than one Branch Officer position.

Branch Officers to be elected every five years.

2. BRANCH COMMITTEE

The Committee shall be formed of the eleven officers.

The Committee can be expanded when it seems fitting, a proposer and seconder are required. The nominations will run to the end of the meeting, where after, the sitting committee will meet and whittle the nominations down to two, a vote will then be taken by a show of hands.

Should only one candidate be nominated they will be elected without a vote.

The Committee will meet monthly and run the branch on behalf of the Membership. A Committee meetings to be held one week before a Branch Meeting, Branch Meetings can be cancelled if previous meetings have been poorly attended.

Committee members will be elected every five years, by a members vote.

3. BRANCH MEETINGS

Branch Meetings shall be announced at least one week in advanced, meetings to be held monthly if possible, but at least four times a year as follows:-

February - General Meeting
May - General Meeting
August - General Meeting
November - Annual General Meeting (AGM)

Every five years an October meeting is to be held to nominate new officers, followed by a January meeting to greet and hand over to the new officers.

3a. At the November meeting two auditors will be elected to audit the accounts, these cannot be committee members.

The Officers and Committee shall report to the Membership at the Meetings and ask for any endorsement needed.

Changes to the Standing Orders can only be made at the AGM.

Inducements to attract members to attend meeting can be given, but meetings can be cancelled if previous meetings have been poorly attended.

QUORUM

Meetings shall start within fifteen minutes of the posted time. In order for the meeting to be held a quorum of eight need to be present, this quorum need to include at least four officers.

4. AGENDA FOR BRANCH MEETINGS

Members sign in with Membership card or number, Branch Secretary to check with current members list, any non members are not to be permitted entry.

New members may join at the branch meetings, on payment of the joining fee.

Meeting Chair appointed.
Apologies for absence.
Chairman presents minutes of previous meeting.
Matters arising.
Correspondence.
Chairs report.
Secretarys report.
Treasurers report.
Resolutions.
Any other business.

5. PROTOCOL OF MEETINGS

When a member wishes to speak they will raise their hand. The Chair will indicate which member has the floor. Only one member shall speak at a time. They will address the meeting through the Chair.

5a. RESOLUTIONS

They will have a proposer and a seconder.
The proposer will speak for the resolution.
The seconder will support the resolution either by speaking for the resolution or formerly.
The proposal will then be open for debate by the attending membership.
After reasonable debate the Committee will indicate their support or opposition to the proposal.
The proposer then has the right of reply.
A vote of the attending membership is then taken.
If the vote is tied the Branch Chair has the casting vote.

6. SPECIAL MEETINGS

In the event of important issues arising between general meetings, a special meeting can be called.

To call a special meeting, a signed proposal of at least 10% of the membership needs to be presented to the Branch Secretary.

For the meeting to open at least 80% of the signed proposal members must attend.

7. BRANCH ACCOUNT(S)

The branch shall hold accounts in line with the ReformUK recommendations.

At present, May 2025, this is a card account and the Branch Chair hold the account.

The account number is: ●●●● ●●●● ●●●● 6029

There are to be six members authorised to make payments these are:-

Branch Chair. - account holder.

Branch Treasurer. - main account controller.

Branch Secretary. - second account controller.

Branch Vice Chair.

Branch Election Manager.

Branch Fundraiser.

Payments may be made by any two of the six authorised members above, but the Branch Treasurer & Branch Secretary must be informed first.

Payments may NOT be authorised by the named payee.

All requests for payments must be made to the Branch Treasurer and accompanied by a receipt.

The Branch Treasurer shall submit yearly accounts, audited as above 3a.

PAYMENTS

Reasonable expenses maybe granted.

8. MISCELLANEOUS

The branch shall raise funds and increase membership in anyway it deems fit, by branch or committee meeting approval.

9. AMENDMENTS

The Standing Orders may only be amended by proposals from current members. Said proposals may be made at any branch meeting during the year. They will be then be debated as per section 5a.

RESOLUTIONS, if passed the amendments will be added at the Annual General Meeting.

These Standing Orders were ratified by a show of Members hands at the May 2025 Branch Meeting.