



Constitution (Branch Mandate) of the Sark Branch of the Commonwealth Parliamentary Association

1. Name

The organisation shall be known as the Sark Branch of the Commonwealth Parliamentary Association (hereinafter referred to as 'the Branch').

2. Description

The Branch is constituted as a Branch under Clause 5 of the Constitution of the Commonwealth Parliamentary Association ('the Association') and shall operate in accordance with the Constitution and Operation of Chief Pleas Committees.

3. Purpose & Aims

The Branch shall:

- (a) Act as the liaison between Chief Pleas and the Association.
- (b) Promote the Association's presence and activities in Sark.
- (c) Support the values of parliamentary democracy through knowledge exchange, cooperation with other parliamentary bodies, capacity building and international engagement.
- (d) Facilitate participation in Association conferences, seminars, and parliamentary strengthening activities.
- (e) Extend hospitality to visiting Association members and maintain links with other Association branches.

4. Membership

Members

- (a) The Branch shall consist of all Members of Chief Pleas during their term of service.
- (b) Associate Members
- (c) Former Members of Chief Pleas and Members of any other Branch permanently resident in Sark may be enrolled as Associate Members of the Branch on application to, and at the discretion of, the Executive Committee. Associate Members shall play no part in the management of the Branch.
- (d) Temporary Honorary Membership
- (e) Members or Associate Members of any other Branch of the Association on a visit to Sark may be admitted to Temporary Honorary Membership of the relevant category. For the purpose of this Rule 'a visit' shall mean a stay for a period of not more than three months, unless the Executive Committee determines otherwise.

5. Privileges

- (a) Members shall enjoy the privilege of attending meetings of the Branch, receiving publications of the Association, obtaining introductions and such transport or facilities overseas as may be available at the discretion of the Executive Committee, receiving invitations to serve on delegations and to attend conferences, and taking such part in the management of the Branch as is hereinafter specified.
- (b) Associate Members shall receive periodical publications of the Association and, at the discretion of the Honorary Secretary after consultation with the Executive Committee, may be permitted to attend Branch meetings other than for the transaction of business, and to receive introductions overseas.

6. Executive Committee

An Executive Committee shall be appointed from serving Members of Chief Pleas to manage the affairs of the Branch, comprising:

- (1) The Speaker of Chief Pleas (Chair of the Branch).
- (2) The Deputy Speaker of Chief Pleas (Vice-Chair of the Branch).
- (3) Honorary Secretary – appointed by the Branch from among its Members or the Greffier of Sark.
- (4) Honorary Treasurer – not required unless separate Branch accounts are maintained; if so, appointed by the Branch.
- (5) Three Members elected by Chief Pleas from its serving Members, including one Member elected from the Policy & Finance Committee, and two Members elected by Chief Pleas, at least one of whom shall not be a member of the Policy & Finance Committee.

7. Term of Office

- (a) All Members of the Executive Committee must be Members of Chief Pleas during their term of service.
- (b) Members of the Executive Committee elected by Chief Pleas shall normally serve a term aligned with their term in Chief Pleas, unless otherwise determined by Chief Pleas.
- (c) If a vacancy occurs on the Executive Committee, Chief Pleas shall elect a replacement at its next meeting.

8. Meetings

- (a) The Branch shall hold an Annual General Meeting before its Christmas meeting, for consideration of a report from the Executive Committee on the activities of the Branch during the past year, the Honorary Treasurer's statement of accounts (if applicable), and any other business of which written notice has been given to the Secretary by a Member at least 7 days in advance.
- (b) A Special General Meeting may be convened at any time by the Executive Committee and shall also be convened upon receipt by the Honorary Secretary of a requisition in writing signed by not fewer than 7 Members of the Branch. Such requisition shall state the business for which the meeting is to be summoned.
- (c) The quorum for a Branch meeting shall be 9 Members of Chief Pleas.
- (d) The Executive Committee shall meet as required to fulfil its responsibilities, with at least one formal meeting per quarter.
- (e) The quorum for the Executive Committee shall be three Members, including two of the elected Members of Chief Pleas.
- (f) Decisions at all meetings shall be made by a majority of Members present; the Chair shall have a casting vote in the event of a tie.
- (g) Summaries of all meetings shall be published on the Chief Pleas website.

9. Reporting

- (a) The Executive Committee shall provide regular updates to Chief Pleas, including an Annual Report submitted via the Policy & Finance Committee.
- (b) Reports shall include a summary of activities, participation in CPA events, and any recommendations for further engagement.

10. Delegations

The Executive Committee shall select delegates to attend CPA events, giving due regard to:

- The relevance of the event to Sark's parliamentary development.
- Fair opportunity for participation among Members.
- Budgetary considerations.

11. Finance

- (a) Any budget for the Branch shall be managed in accordance with Chief Pleas' financial procedures.
- (b) Members shall not be required to pay subscriptions.
- (c) Travel and associated costs for CPA events shall be subject to Chief Pleas approval and financial regulations.

12. Amendment of Constitution

This Constitution may be amended by Chief Pleas on the recommendation of the Branch, following the procedures in the Constitution and Operation of Chief Pleas Committees.

13. Dissolution

In the event of dissolution, any remaining Branch funds or assets shall be returned to the Chief Pleas general account or applied to purposes consistent with CPA objectives, as determined by Chief Pleas.