

CONSTITUTION OF THE SMALL BUSINESS PARTY

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Name of the Party

This is the constitution of the political party known as the 'The Small Business Party and may be referred to in this document as SBP.

The registered Party Name: The Small Business Party
The registered Abbreviation: SBP

All party documents are subordinate to this constitution.

Objectives of The Small Business Party

The objectives of The Small Business Party are to promote within NSW and Australia the interests and needs of small business, the families and communities they are a part of, and to:

- Operate as an independent political team.
- Undertake consultation with the small business community, relevant stakeholders and representative bodies and receive input prior to planning, policy and development decisions.
- Develop and implement a best practice approach to policy as it applies to all groups of small businesses within NSW and Australia.
- Develop strategies and advocate for improvement to the regulatory environment within which industry operates, including but not limited to the retail, education, hospitality, health care, power and utilities, manufacturing, professional services and property industries.
- Support small business growth and innovation in NSW and Australia.
- Work and collaborate with groups to ensure that small business has a voice across all levels of Government.

Membership

A person is qualified to be a member of The Small Business Party if the person is a natural person and the application for membership is in the form that meets the criteria prescribed by the Electoral Commission of NSW and or the Australian Electoral Commission

A person can cease being a member of The Small Business Party if that member:

- Dies
- Resigns
- Is expelled from The Small Business Party.

A person can resign from The Small Business Party by giving one month's written notice to the Executive Committee.

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Expulsion or suspension of Members:

- The Executive Committee shall within 14 days of making a decision to expel or suspend a Member notify the Secretary and supply a copy of the minutes of the meeting where such a decision was made.
- The Secretary shall within 7 days inform the Member that s/he has been expelled or suspended from The Small Business Party and that as a consequence her/his membership of The Small Business Party will be immediately terminated or suspended.
- The Secretary shall report any such termination or suspension of membership to the next Executive Committee meeting.
- The suspension of the Member from The Small Business Party shall cease immediately the Executive Committee is informed by the Secretary that the suspension has been lifted and supplies a copy of the minutes of the meeting lifting the suspension.
- The Secretary shall within 7 days inform the Member that her/his suspension from The Small Business Party has been lifted.

General Membership of The Small Business Party is free.

Only active Members are eligible to vote at the Annual General meeting. Active members are defined as:

- elected candidates and/or members of the Executive Committee and/or those appointed as representatives as part of the executive committee.

All members are bound by the Constitution or any code of Conduct approved by the Executive Committee.

Members shall not publicly criticise the Party and/or its office-bearers, including the Executive Committee or candidates.

Members have the right to be eligible to be elected as office bearers on the Executive Committee to participate in discussion, debate and decision-making and to participate in policy formation discussion according to the Constitution.

The Small Business Party Decision Making Process

The Executive Committee

The Small Business Party shall be governed by the Executive Committee. The Executive Committee shall consist of the Chairperson, Secretary, Treasurer and Appointed Representatives as required.

The initial Executive Committee shall be appointed by the Leader of The Small Business Party at the initial Formation Meeting. Subsequent committee elections shall take place at the annual general meeting.

The Executive Committee is to:

1. Control and manage the affairs of The Small Business Party.
2. Record all policies in a central register available to all members.

The Executive Committee shall meet a minimum of three times in a 12-month calendar year.

Oral or written notice of a meeting of the Executive Committee must be given by the Secretary to each member of the Executive Committee at least 48 hours (or such other period as may be unanimously

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agreed on by the members of the Executive Committee) before the time appointed for the holding of the meeting.

Any two (2) members including the Chairperson of the Executive Committee constitute a quorum for the transaction of the business of a meeting of the Executive Committee.

The Annual General Meeting

The Small Business Party Annual General Meeting:

- Must be held once in a calendar year.
- Will be held at a time and place the Executive Committee deems appropriate.
- Will be announced in writing to active members of The Small Business Party at least 7 days before the time appointed for the holding of the meeting.

An Extra-Ordinary General meeting can be called by any two (2) members including the Chairperson of the Executive Committee.

An Extra-Ordinary General Meeting:

- Will be held at a time and place the Executive Committee deems appropriate.
- Will be announced in writing to active members at least 7 days before the time appointed for the holding of the meeting.

Three (3) members of The Small Business Party constitutes a quorum for the purposes of the business of an Annual General Meeting or an Extra-Ordinary General meeting.

Office Bearers of The Small Business Party

List of Office Bearers

Chairperson

The duties and responsibilities of the Chairperson are to:

1. Lead The Small Business Party.
2. Chair the Executive Committee and meetings of the Executive Committee.
3. Develop policy and platform for The Small Business Party.
4. Be the lead candidate for The Small Business Party.
5. This position is not for a fixed-time period, but is determined at the discretion of the Leader of The Small Business Party.

Secretary

The duties and responsibilities of the Secretary are to:

1. Provide notice in advance to members of all official meetings and to the Executive Committee.

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2. Prepare a schedule, agenda and correspondence from members for submission to the meeting of the Executive Committee, and record attendance of persons present, and arrange for minutes to be recorded.
3. Co-ordinate official correspondence of the Executive Committee.
4. Maintain the party register.
5. Briefly minute, or delegate responsibility for minuting, listing the decisions of meetings of the Executive Committee and ensure publication at the earliest possible convenience.
6. Maintain custody of all documents, statements and records of The Small Business Party.

Treasurer

The duties and responsibilities of the Treasurer are to:

1. Manage the receipt of all monies paid to The Small Business Party, including issuing of all receipts and the deposit of such monies into accounts determined by the Executive Committee.
2. Develop and ensure security and accountability measures for all receipts and payments are followed.
3. Submit Financial Reports as required to the Executive Committee detailing balance sheets, financial statements and relevant particulars.
4. Maintain adequate controls over team finances and all financial records, documents, securities ensuring smooth transition when position is transferred.
5. Ensure that all book-keeping is conducted by an appropriately skilled person, and all documents conform to relevant legislation and regulations and this constitution.

Appointed Representatives

The responsibilities and position of Appointed Representatives will be determined and elected by the Executive Committee as required.

Election of Office Bearers

1. The position of Chairperson is to be automatically appointed, not elected, by the Leader of The Small Business Party. The Chairperson can be the current Leader of The Small Business Party. This position does not adhere to a fixed time period of appointment.
2. The positions of Secretary and Treasurer will be appointed by election through a vote of the Members at the Annual General Meeting for a term that shall begin at the Annual General Meeting at which they are elected, and will all end at the next Annual General Meeting, except where otherwise provided for in this constitution. The outgoing members of the Executive Committee must hand over and communicate as much relevant knowledge as is feasible.
3. No more than one Executive Committee position may be filled by one member, except in cases where a position is subject to a temporary vacancy and pending a permanent appointment. In the event a member of the Executive Committee is unable or unwilling to perform their duties, the remaining members of the Executive Committee may declare the position vacant and appoint an interim replacement. The next Executive Committee will then elect a Member to fill the vacant position.
4. Each member is only entitled to vote once in each election.

5. Candidates for any electable position or appointment within The Small Business Party must present a declaration of any potential conflicts of interest prior to the election or appointment taking place.

Party Accounts

The Treasurer is responsible for managing The Small Business Party finances.

Team funds are to be used solely for the operational, administrative and campaign purposes of The Small Business Party.

The Chairperson and/or the Treasurer can authorise expenditure.

Changing the Constitution

The constitution may only be amended by the Executive Committee. Amendments require a majority vote by a quorum. A quorum for the purposes of amendment to the constitution is three (3) members, and must include the Chairperson.

Commencement

This Constitution may be adopted by The Small Business Party inaugural Executive Committee meeting.

Interpretation

Term	Meaning
Executive Committee	The governing Executive Committee for The Small Business Party
Annual General Meeting	The meeting held once a year for all team members and Executive Committee members.
Formation Meeting	This meeting is the initial meeting where the Leader declares the inception Executive Committee.
Member	A registered member of The Small Business Party.
Active Member	A registered member of The Small Business Party who is eligible to vote at the annual general meeting.
Notice of Meeting	Written information detailing the time and place of the Annual General Meeting, Executive Committee meeting or Extra-Ordinary General Meeting.