

# Asia-Pacific Greens Federation Bylaws

Draft as of 11 May 2015

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# 1. CONSTITUENT GROUPS

## 1.1. *Annual Reports*

- a. The purpose of Annual Reports is to keep all Members and Constituent Groups updated on each other's developments
- a. may be submitted through the online form located on the APGF website or through a form provided by the APGF Secretariat and submitted to the APGF Secretary.
- b. Shall include, regarding the Green Party or Parties in the country, an update on:
  - i. major developments in the policy, goals, organisational structure, campaigns, elections, and learnings
  - ii. political opportunities and challenges for Greens
  - iii. the political landscape of the country including any changes in electoral laws
  - iv. the financial situation of the organisation
  - v. any other information that would be helpful for the development of other Green Parties
- c. Members and Constituent Groups will need to designate which parts need to be kept confidential and which may be published on the website.

## 1.2. *Fees*

- a. fees shall be decided at least 3 months in advance of the due date.
- b. failure to pay fees by the due date will result in suspension of participation rights at APGF and Global Greens meetings until the outstanding fees are paid
- c. Constituent Groups who have not paid their fees over the prior year by March 31 will be subject to Termination

# 3. APGF CONGRESS

## 3.1. *Delegate Representatives*

- a. Each country is entitled to a maximum of three delegates.
- b. If there is more than one Green Party in a country, they will negotiate among themselves how their entitlement is shared
- c. Delegates shall strive to have gender balance in their delegations
- d. Delegates may nominate proxies to participate and vote on their behalf

## 3.2. *Voting*

- a. Decision arising at any meeting of the Congress shall be decided primarily by consensus.
- b. If consensus is not achieved, questions put to a vote shall be decided by a majority of two-thirds of the votes cast by delegates participating either in person or by proxy and shall for all purposes be deemed a determination of the APGF Congress.

## 3.3. *Election Procedure*

- a. The APGF Secretariat will send out a call for candidates for any elections that will be held at the Congress. Candidates will be able to present themselves by internet and if the agenda allows to make personal presentations to the Congress.

- b. In case of an insufficient number of candidates, the Council may appoint the remaining individuals needed to fulfill the requirements of the elected body.

## **4. COUNCIL**

### ***4.1. Functions of the Council***

- a. adopting, amending and administering the Bylaws containing rules for the functioning, management and operations of the APGF
- b. the political representation of the APGF
- c. the execution of the Congress' decisions and the activities of the APGF Secretariat
- d. co-ordinating initiatives and activities consistent with the Global Greens Charter, agreed common policy and the Constitution of the APGF
- e. supporting and evaluating committee and action group activities
- f. approving the annual APGF action plan, budget, reports, and accounts
- g. Drawing up annual operational plans for the APGF consistent with the APGF Strategic Plan and to endorse such plans after consultation with the Green Parties

### ***4.2. Councillors***

- a. may be suspended or dismissed following a proposal made by at least one-third of the Councillors, followed by a debate where the Councillor is given adequate opportunity to present his/her case, and the Council decides by consensus.
- b. if inactive for three months and/or failed to attend two successive Council meetings without a satisfactory explanation provided within two weeks of a request to do so, can be deemed to have resigned by a consensus decision of the remaining Councillors.
- c. will strive to achieve geographic balance in the co-option of advisors. Advisors may be rotated according to appropriate term limits determined by the Council to ensure that the Council is informed by a balance of global perspectives.
- d. work as a collegial body. Deliberations and decisions are reached in a consensual way. The Council operates on a principle of collective responsibility in decision-making.
- e. shall use English as the working language of the Council. Other languages may be used if decided by the Council. All official documents shall be edited for clarity in English and shared with the Members and Constituent Groups.

## **5. OFFICE BEARERS AND EXECUTIVE**

### ***5.1. Convenor***

- a. The Convenor is the public representative of the APGF and ensures the political and strategic development of the organisation.
- b. The Convenor safe-guards & implements the Global Greens Charter by ensuring timely responses to issues relating to the Charter arising both within and external to the APGF community, including arranging negotiation and conflict management as directed by the Council.
- c. The Convenor develops common views and campaigns by overseeing the preparation of APGF statements and messages by spokespeople who must be endorsed by the Council.
- d. The Convenor encourages joint action by coordinating the implementation of resolutions passed by the APGF & Global Greens.
- e. The Convenor facilitates the exchange of skills and support by aligning the APGF services

provided to its Constituent Groups so that they develop coherently with APGF & Global Greens priorities.

- f. The Convenor promotes Green ideas and values by serving as an ambassador for the APGF by liaising with key organizations (research, business, philanthropic, and intergovernmental organisations) to increase mutually beneficial relationships with the APGF & Global Greens.
- g. The Convenor supports internal coordination by:
  - i. ensuring legal responsibilities are met by the Council, Executive, Secretariat and Treasurer
  - ii. facilitating Council and Executive meetings
  - iii. managing the Secretary's work
  - iv. ensuring meetings are held as required
  - v. ensuring the work of the APGF & Global Greens is communicated to the Members and Constituent Groups

### **5.2. Treasurer**

- a. Supervises the budget, accounts and exercises financial control of the APGF.
- b. Initiates and monitors financial protocols to ensure the transparency and accountability of APGF finances.
- a. Determine the annual fees and present this proposal to the Council
- b. Present expenses to the Executive for decision. Between committee meetings, decide on expenses together with the Convenor and any Constituent Groups concerned
- c. Where possible develop new sources of income for the APGF.

### **5.3. Executive Committee**

The Executive supports the APGF's internal coordination by:

- a. administering the APGF Secretariat, finances, staff and resources
- b. establishing and overseeing working groups as needed

### **5.4. Secretariat**

The basic tasks of the Secretariat include:

- Organisation and support
- Communication internal and external to the APGF
- Financial administration and management of staff and volunteers

Specifically, the Secretariat facilitates:

- a. Communication and collaboration by:
  - i. liaising regularly with Constituent Groups to inform and engage them in the activities of the APGF
  - ii. facilitating information exchange and networking
  - iii. keep accurate contact information of Members and Constituent Groups
  - iv. Managing the APGF website and database, keeping them updated with regular fresh material, increasing the use of social media, and acting as a clearing house for APGF information;
  - v. organising Congresses and other meetings
  - vi. organising fact finding missions to parties
  - vii. arranging the translation of information into key APGF languages.
- b. a coherent Green political agenda by:

- i. assisting in the preparation of APGF statements and a coherent political agenda
- ii. engaging individual supporters, activists and green minded citizens through campaigns, projects, working groups and networks of both the APGF and the Global Greens.
- c. joint action by:
  - i. co-ordinating the collaboration among the international secretariats of the APGF Green Parties
  - ii. assisting with the implementation of APGF & Global Green resolutions
  - iii. establishing and overseeing working groups to ensure Green Parties are involved in the regular operations of the APGF
- d. learning through the delivery of capacity-building programs for APGF Constituent Groups.
- e. Administration of the APGF, by:
  - i. liaising with the Convenor for the day-to-day management of the APGF
  - ii. reporting to the Council on the Secretariat's activities and on the political and organisational developments and policies of the APGF
  - iii. ensuring legal requirements are met by the APGF
  - iv. providing administrative and organisational assistance to the Council and Executive so that they function and communicate regularly.
- f. financial management by:
  - i. working with the Treasurer and the Executive on the fundraising programme planning and development
  - ii. maintaining an effective and transparent financial administration
  - iii. applying for and reporting on the Global Green funding grants.

## **6. MEMBERSHIP COMMITTEE**

### ***6.1. Composition***

- a. The Council will appoint a permanent Membership Committee of at least three people who will be responsible for managing the eligibility, admission, rights, responsibilities, monitoring and evaluation of APGF Members and Constituent Groups.
- b. Additional Membership Committee participants may be co-opted by the Council from the Constituent Groups. The Council will take into account equity of gender, geography and age distribution in appointing Membership Committee participants

### ***6.2. Decision making***

- c. The Membership Committee must reach decisions by consensus.
- d. Where consensus cannot be reached, the alternative recommendations and reasons will be referred to the Council for decision.
- e. The Membership Committee will submit its recommendations to the Council for ratification.

### ***6.3. Evaluation of Members & Constituent Groups***

- a. The Membership Committee is responsible for evaluating and assessing the annual reports.
- b. The Committee should make the reports available to all Members and Constituent Groups and signal to the Council significant developments in the policies, campaigns and organisation of the Green Parties
- c. One year prior to each congress, the Membership Committee shall set up a review process to ascertain if the status of existing Members and Constituent Groups has changed.

- d. Each Constituent Group will be asked to submit information explaining the current state of their organisation. Constituent Groups who do not respond to such a request within two months will be considered to have disaffiliated from the APGF unless an extension is granted.
- e. The Council may initiate a review of a Member and Constituent Groups' status at any time if there is reason to believe that the situation has significantly changed or that the Constituent Groups has acted contrary to its obligations to the APGF.
- f. Any Constituent Group may request the Membership Committee to change their category by means of a letter addressed to the Committee and sent to the Secretariat explaining the grounds for the proposed change. The Committee will then make a recommendation to the Council.
- g. Where there are multiple Green parties in one country or nation and potential for open electoral competition between Green Parties or their component local parties, the Membership Committee shall work with all Constituent Groups concerned to seek an agreed and equitable solution and shall report as soon as possible to the Council.
- h. If no agreement can be reached, the Membership Committee may consult the Conciliation Panel and will present recommendations to the Council for resolution of the issues.
- i. Constituent Groups failing to meet their eligibility criteria or other obligations or which act in a way that may bring the APGF into disrepute are subject to disciplinary measures until the situation is resolved
- j. The Membership Committee is responsible for evaluating any formal complaints about APGF Members and Constituent Groups which are submitted to the Secretariat according to the Complaint Submission Procedure

## **7. CONCILIATION PANEL**

### ***7.1. Appointment***

- a. The Council will convene a Conciliation Panel of between five and nine participants to assist in settling disputes
- b. The Panel may be convened as needed
- c. The Panel participants must be suitably qualified for the work and should to the extent possible be gender-balanced and include participants from different geographic regions.

### ***7.2. Operation***

- a. A request for convening the Panel shall be addressed to the Executive and sent to the Secretariat following the Complaint Submission Procedure.
- b. If the Executive determines that the dispute should be referred to the Panel this will be done expeditiously and within three months of the request being made.
- c. The Panel will determine its own procedures and mode of operation within the constraints of operating regionally and with limited resources.
- d. The Panel's deliberations will not normally be open to the public; the Panel may however decide on an open hearing with the consent of all concerned parties.
- e. The Panel will operate in accordance with principles of natural justice and give all parties equal opportunity to present their view.
- f. The Panel will complete its work on a dispute within six months unless otherwise decided by the Executive.
- g. The decisions of the Panel are binding on the parties to the dispute.

### **7.3. Decision**

- a. The Panel will report in writing to the Executive on its decisions and may make recommendations to the Council arising from its work.
- b. The report will be kept confidential to the Executive unless the Panel and the parties to the dispute agree otherwise.

## **8. NETWORKS AND WORKING GROUPS**

### **8.1. Definitions**

- a. A network is a set of individuals and groups that come together for a common purpose.
- b. A working group is a set of individuals and groups brought together to carry out a defined task.
- c. Terms of reference includes participants, structure, decision-making rules, resources required (if any), sources of support, methods of communication and the like.

### **8.2. Establishment**

- a. A network or working group must be authorised by the Council through the adoption of a written mandate setting out:
  - i. its name
  - ii. a clear purpose
  - iii. a terms of reference which is consistent with the Global Greens charter
  - iv. the names of persons or holders of positions who are responsible for communicating with the Council on the operation of the network or working group
  - v. agreed delegations such as for fundraising, public statements, use of the Global Greens or APGF name and logo, participation at Congresses, access databases, and the like

### **8.3. Operation**

- a. in accordance with their mandate
- b. report annually to the APGF Council, or as requested by the Council, on its activities, achievements, participants and annual plans.
- c. Each network or working group will be reviewed annually to determine whether it should continue.

## **9. GLOBAL GREENS REPRESENTATIVES**

APGF Representatives in the GGC shall abide by the roles and responsibilities set out in the Global Greens Statutes, Bylaws and related policy documents.

## **10. UPDATING THIS DOCUMENT**

This document is “owned” by the Council, and any changes are to be reviewed and approved by that body prior to updating.