

Asia-Pacific Greens Federation Bylaws

Updated as per APGF Council August 2020 decision

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Reference documents:

- Constitution: <https://www.asiapacificgreens.org/constitution>
- Membership Appointment Form: <https://www.asiapacificgreens.org/forms/member>
- Councillor Nomination form: <https://www.asiapacificgreens.org/forms/councillor>
- Convenor Nomination form: <https://www.asiapacificgreens.org/forms/convenor>
- [APGF Constituent Enrolment Procedure \(draft\)](#)
- Constituent application form: <https://www.asiapacificgreens.org/forms/Constituent>

1. MEMBERSHIP

- 1.1. The number of Members per country shall be determined by consensus decision at a Council Meeting
- 1.2. Changes of Membership must be submitted by written notice to the APGF Convenor and include the endorsement of each APGF Constituent Group of that country.

2. CONSTITUENT GROUPS

2.1. Eligibility

2.1.1 Partners shall:

- support the work of the APGF
- have a regional perspective
- be endorsed by at least two APGF full members

2.2. Enrollment Application

2.2.1 The Full Member application includes:

- constitution and ratification date
- rules and policies
- history of electoral participation and outcomes
- structure: how decisions are made and who's on the governing body
- membership description
- financial statement (most recent and preferably audited)
- referrals: three people from a current APGF Constituent Group who could be consulted about the applicant
- contact details: email, website, social media links, phone and postal address

- registration type: political party
- confirmation of consent to the Global Greens Charter, the APGF Statutes, Rules and Policies.

2.2.2 The Associate application includes:

- rules and policies
- history of group
- structure: how decisions are made and who's on the governing body
- membership description
- financial statement
- contact details: email, website, social media links, phone and postal address
- registration type: political party, non-profit, not registered, or other
- confirmation of consent to the Global Greens Charter, the APGF Statutes, Rules and Policies.

2.2.3 The Partner application includes:

- rules and policies if exists
- history of group
- structure: how decisions are made and who's on the governing body
- membership description
- financial statement if exists
- registration type: political party, non-profit, not registered, or other.

2.2.4 All documents need to be submitted with an English translation.

2.3. Enrollment Procedure

2.3.1 The Membership Committee reviews the application, may request further information and decides whether or not to proceed with the application.

2.3.2 If the Membership Committee decides to proceed with the application, a fact-finding visit may be organized to the country where meetings are held with the applicant party and with relevant organizations and bodies in order to get to know the applicant and the environment in which it works.

2.3.3 The fact-finding visit is conducted by at least two people including a:

- Council member
- Advisor who understands the applicant's local context

2.3.4 The fact-finding group will report to the Membership Committee on:

- a history of the party

- an overview of the political situation in the country
- description of the electoral system in the country (registration, thresholds and funding requirements, other electoral barriers)
- statistics of election results and description of any significant changes to the election rules
- key issues and campaigns of the party
- main political values in the applicant's program
- overview of financial situation
- media access and media coverage
- existence of youth wing
- report of meetings with advisory bodies
- A report from the visit will be sent to the Membership Committee within one month. The report should state whether the enrollment criteria are fulfilled and should make a clear recommendation for the Membership Committee's course of action. If the Committee is in favour of eventual membership it should contain an action plan on improvements (if any) to be made by the applicant as a pre-condition of membership.

- 2.3.5 After consideration of the report, the Membership Committee makes a recommendation on the application. If more information on the applicant party is required, the Membership Committee is authorised to establish a monitoring period before putting a recommendation to the Council.
- 2.3.6 The recommendation plus the supporting documentation including the applicant's constitution shall be sent to Council where a vote on the application will be held.
- 2.3.7 Where there is an existing Full or Associate Member in the same country or politico-geographic region as the applicant, that Member shall be consulted on the application and its views included in the supporting documentation.
- 2.3.8 Upon acceptance by the Council, the Member must pay their membership fee and the APGF Secretariat will add the organization's name to the Register of Members.

2.4. Constituent Group Fees

- 2.4.1 Shall be decided no later than 30 June for the following year
- 2.4.2 Invoices will be issued in the fourth quarter of the year and should be paid within three months. Reminder notices will be issued for fees remaining unpaid after this date warning of the possible loss of participation rights.
- 2.4.3 Constituent Groups who have not paid their fees by 31 December may have their participation rights with APGF suspended until the outstanding fees are paid
- 2.4.4 Constituent Groups who have not paid their fees for the prior year by 31 March may be subject to Termination as decided by Council
- 2.4.5 Annual Membership Fees:

The fees are aligned with the membership fees defined by the Global Greens and will be adjusted whenever they change their fees. The fees are converted to Australian dollars for the web site payments. There is no fee for the membership category of Partner.

The fees shown below cover both Global Greens and APGF membership.

	<i>Associate</i>	<i>Full</i>
<i>Small group</i>	€30	€60
<i>Medium group</i>	€300	€400
<i>Large group</i>	€750	€1,500

**fees as at January 2018*

2.5. Annual Reports

2.5.1 Each Constituent Group will submit an annual report

2.5.2 The purpose of annual reports is to keep all Members and Constituent Groups updated on each other's developments

2.5.3 Shall be submitted by each Constituent Group through the online form located on the APGF website or through a form provided by the APGF Secretariat and submitted to the APGF Secretary.

2.5.4 Shall include an update on:

- major developments in the policy, goals, organisational structure, campaigns, elections and learnings
- political opportunities and challenges for the Greens
- the political landscape of the country including any changes in electoral laws
- the financial situation of the organisation
- any other information that would be helpful for the development of other Green Parties

2.5.5 Must designate which parts need to be kept confidential

2.5.6 Must include an affirmation that the group continues to meet the eligibility requirements for their relevant membership category

2.5.7 Are due by 15 December of each year

2.6. Tithing

2.6.1 Unless otherwise agreed, each constituent group will pay tithing as follows:

- 1% of National and State (Regional) MP salaries

- 1% of national party income

Unless otherwise agreed, these funds will be split 50% to Global Greens and 50% to APGF.

Note: Included are membership, donations, bequests, etc. Not included are Government reimbursement of election expenditure.

3. APGF CONGRESS

3.1. Composition of Delegations

- 3.1.1 Each country with one or more Full Members is entitled to three voting delegates. If there is more than one Full member in a country, they will negotiate among themselves how their entitlement is shared
- 3.1.2 Each country with one or more Associates may have three delegates with speaking rights; if there is more than one Associate Member in a country, they will negotiate among themselves how their entitlement is shared
- 3.1.3 Each Partner may have three delegates with speaking rights
- 3.1.4 The APYGN may have three delegates with speaking rights
- 3.1.5 Delegations shall strive to have gender diversity in their delegations
- 3.1.6 Delegations may nominate proxies to participate on their behalf
- 3.1.7 If there are no members of the APGF Women's Network on the Council, they may nominate three delegates with speaking rights.

3.2. Voting Rights & Decision-making

- 3.2.1 Decisions arising at any meeting of the Congress shall be decided primarily by consensus
- 3.2.2 If consensus is not achieved, questions put to a vote shall be decided by a two-thirds majority of voting delegates (not including abstentions)

3.3. Procedures

- 3.3.1 The Council must publish draft Congress Procedures three months before each Congress. These must include a process by which the Procedures may be amended, including during the Congress.

4. COUNCIL

4.1. Functions of the Council

- 4.1.1 Adopts, amends and administers the Bylaws
- 4.1.2 Represents the APGF politically
- 4.1.3 Implements decisions made at Congress and General Meetings
- 4.1.4 Coordinates APGF activities
- 4.1.5 Supports and evaluates Networks and Working Groups

- 4.1.6 Makes membership decisions based on recommendations by the Membership Committee
- 4.1.7 Organises Annual General Meetings and Congress events

4.2. Councillors

- 4.2.1 The Women's Network appoints Councillors as required by the Constitution
- 4.2.2 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.
- 4.2.3 If a Councillor is unable to attend a Council meeting, that Councillor must notify the APGF Secretary and organise their temporary alternate Councillor to attend. The temporary alternate Councillor, where possible, should be of different gender identity to the Councillor, and must be able to represent the views of the party, and exercise the proxy vote on behalf of the Councillor.
- 4.2.4 If inactive for three months and/or failed to attend three 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.
- 4.2.5 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 perspectives.
- 4.2.6 Works 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.
- 4.2.7 Shall use English as the working language of the Council. Other languages may be used if decided by the Council.

5. OFFICE BEARERS

For any Office Bearer, if inactive for three months, and/or failed to attend three successive Council meetings without a satisfactory explanation provided within two weeks of a request to do so, the position may be declared vacant and the casual vacancy filled by Council until the next AGM.

5.1. Convenor

- 5.1.1 Is a public representative of the APGF and ensures a coherent political and strategic development of the APGF
- 5.1.2 Safeguards & 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 determined by the Council
- 5.1.3 Develops common views and campaigns by overseeing the preparation of APGF statements and messages by spokespeople endorsed by the Council

- 5.1.4 Encourages joint action by coordinating the implementation of resolutions passed by the APGF & Global Greens
- 5.1.5 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.
- 5.1.6 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 Green Parties, the APGF & Global Greens
- 5.1.7 Supports internal coordination by:
 - ensuring legal responsibilities are met by the Council, AGM, MAC and Secretariat
 - facilitating Council and MAC meetings
 - managing the Secretary's work
 - ensuring meetings are held as required
 - ensuring the work of the APGF & Global Greens is communicated to the Members and Constituent Groups

5.2. Treasurer

- 5.2.1 Supervises the budget, accounts and exercises financial control of the APGF
- 5.2.2 Initiates and monitors financial protocols to ensure the transparency and accountability of APGF finances
- 5.2.3 Determines the annual fees and presents this proposal to the Council
- 5.2.4 Presents expenses to the Council or MAC for decision. Between committee meetings, decides on expenses together with the Convenor and any Constituent Groups concerned
- 5.2.5 Where possible helps develop new sources of income for the APGF
- 5.2.6 Maintain details in the ASIC register

5.3. Secretariat

- 5.3.1 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
- 5.3.2 The Secretariat facilitates:
 - Communication and collaboration by:
 - liaising regularly with Constituent Groups to inform and engage them in the activities of the APGF
 - facilitating information exchange and networking
 - keeping accurate contact information of Members and Constituent Groups
 - Managing the APGF website and database, keeping them updated with regular fresh material, increasing the use of social media and acting as a resource center for APGF information
 - organising Congresses and other meetings
 - organising fact finding missions to parties
 - arranging the translation of information into key APGF languages as needed

- a coherent Green political agenda by:
 - assisting in the preparation of APGF statements
 - engaging individual supporters, activists and green minded citizens through campaigns, projects, working groups and networks of the APGF
- joint action by:
 - coordinating the collaboration among the international secretariats of the APGF Full Members.
 - assisting with the implementation of APGF & Global Green resolutions
- Administration of the APGF, by:
 - liaising with the Convenor for the day-to-day management of the APGF
 - reporting to the Council on the Secretariat's activities and on the political and organisational developments of the APGF
 - helping to ensure that legal requirements are met by the APGF
 - providing administrative and organisational assistance to the Council and MAC so that they function and communicate regularly and well
- financial management by:
 - helping the fundraising programme planning and development
 - maintaining an effective and transparent financial administration

5.3.3 The main position in the Secretariat is the General Secretary. The General Secretary is responsible for leading the organisation's operations and giving direction and clarity to the organisation's strategic and governance policy development.

6. MANAGEMENT AND COORDINATION COMMITTEE

- 6.1. Supports the APGF's internal coordination by:
- administering the APGF Secretariat, finances, staff and resources
 - establishing and overseeing working groups as needed
- 6.2. Council will determine the scope of work for this committee

7. MEMBERSHIP COMMITTEE

7.1. Composition

7.1.1 The Council will appoint a permanent Membership Committee of at least three people

7.2.2 Additional Membership Committee shall take into account equity of gender, geography and age distribution in appointing Membership Committee participants

7.2. Decision making

7.2.1 The Membership Committee shall reach decisions by consensus

7.2.2 Where consensus cannot be reached, the alternative recommendations and reasons will be referred to the Council for decision

7.2.3 The Membership Committee will submit its recommendations to the Council for ratification

7.3. Evaluation of Members & Constituent Groups

- 7.3.1 The Membership Committee is responsible for evaluating and assessing the annual reports
- 7.3.2 One year prior to APGF and Global Green congresses, the Membership Committee shall ascertain if the status of existing Members and Constituent Groups has changed
- 7.3.3 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
- 7.3.4 The Council may initiate a review of a Member or Constituent Group 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
- 7.3.5 Any Constituent Group may request the Membership Committee to change their category by means of a letter sent to the Secretariat explaining the grounds for the proposed change. The Committee will then make a recommendation to the Council
- 7.3.6 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
- 7.3.7 If no agreement can be reached, the Membership Committee may consult the Conciliation Committee and will present recommendations to the Council for resolution of the issues
- 7.3.8 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
- 7.3.9 A Constituent group may be suspended, demoted (changed from Full to Associate, or Associate to Partner) or expelled, if a serious violation of the Global Greens Charter is proven.

The member group must be advised of the allegations in as much detail as possible, and will be given an opportunity to present their case and to respond to arguments presented by the opposing side.

Those reviewing the case must be impartial and must make a decision based on a balanced and considered assessment of the information and evidence before them without favouring one party over another.

Administrative decisions must be based on logical proof or evidence rather than speculation or suspicion, or on assurances of what might be done at a future date. Evidence (arguments, allegations, documents, photos, etc) presented by one party must be disclosed to the other party, who may then subject it to scrutiny.

Taking into account the violation and the response from the member group, the Membership

Committee may then make a recommendation to Council on the action to be taken.

7.4. Evaluation of new groups wanting to join APGF

7.4.1 Refer to Section 2.3 for details of how this is achieved

8. CONCILIATION COMMITTEE

8.1. Appointment

8.1.1 The Council shall convene a Conciliation Committee of between five and nine participants to assist in settling disputes as needed

8.1.2 Committee members must be suitably qualified for the work and should to the extent possible be gender and regionally balanced

8.2. Operation

8.2.1 If the Executive determines that an issue should be referred to the Conciliation Committee this will be done expeditiously and within three months of the request being made

8.2.2 The Conciliation Committee will determine its own procedures and mode of operation within the constraints of operating regionally and with limited resources

8.2.3 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

8.2.4 The Conciliation Committee will operate in accordance with principles of natural justice and give all parties equal opportunity to present their view

8.2.5 The Conciliation Committee will complete its work on a dispute within six months unless otherwise decided by the Executive

8.3. Decision

8.3.1 The Conciliation Committee will report in writing to the MAC on its decisions and may make recommendations to the Council arising from its work

9. NETWORKS AND WORKING GROUPS

9.1. Definitions

9.1.1 A *network* is a number of individuals and groups that come together for a common purpose.

9.1.2 A *working group* is a nominated set of individuals and groups brought together to carry out a defined task.

9.1.3 *Mode of operation* includes membership, structure, decision-making rules, resources required (if any), sources of support, methods of communication and the like.

9.2. Establishment

- 9.2.1 An APGF network or working group must be authorised by the Council for a defined period of time.
- 9.2.2 A network or working group can only be authorised through the adoption of a written mandate setting out:
- name
 - purpose
 - a mode of operation that is consistent with the Global Greens charter and APGF statutes.
 - names of persons or holders of positions who are responsible for communicating with the Council on the operation of the network or working group
 - agreed delegations such as for fundraising, public statements, use of the APGF name and logo, participation at Congresses, access databases, and the like

9.3. Operation

- 9.3.1 APGF networks and working groups must operate in accordance with their mandate.
- 9.3.2 A network or working group must report annually to the APGF Council on its activities and achievements and at other times if requested.
- 9.3.3 Each network or working group will be reviewed at least every year to determine whether it should continue.

10. GLOBAL GREENS REPRESENTATIVES

- 10.1 APGF Representatives in the GGC shall abide by the roles and responsibilities set out in the Global Greens Statutes, Bylaws and related policy documents
- 10.2 Elections will be held according to the procedures established for each APGF AGM, if any
- 10.3 Three representatives and three substitute representatives will be determined. A Lead representative and a substitute Lead representative will also be determined at that time.
- 10.4 Representatives and substitute representatives of the GGC may serve up to two terms of three years. In exceptional individual circumstances, and only with the express approval of the GGC and the relevant Federation, a representative may serve a further three year term.
- 10.5 For any APGF Representatives in the GGC , if inactive for three months, and/or who have failed to provide monthly written reports to the Council and/or failed to attend three successive Council meetings without a satisfactory explanation provided within two weeks of a request to do so, the position may be declared vacant and the casual vacancy filled by Council until the next AGM. (agreed by Council 12 May 2018)
- 10.6 APGF Representatives to the GGC must be a member of a Full member group.

11. ANNUAL GENERAL MEETING

11.1 Nominations for Convenor must be received by the Secretariat at least a week before the AGM

11.2 We encourage a co-Convenor joint ticket with gender balance.

Gender balanced co-Convenors means two people standing together as a co-Convenor team and whose individual gender identity is different from each other.

A gender balanced co-Convenor team can choose to present as a joint gender balanced nomination or as individual nominees.

11.3 Each nominee will have an opportunity to make a 5 minute address to the AGM outlining what they intend to achieve in the role.

If a person is part of a joint gender balanced nomination they should describe how the team intends to work together

11.4 No nominations will be accepted from the floor of the AGM unless agreed by a majority of the members present at the AGM

11.5 If no Convenor or co-Convenors are elected the Council will, at its next meeting, determine the best course of action to find suitable co-Convenors.

11.6 Proposals to be put to the AGM must be received by the Secretariat at least two weeks before the AGM and circulated to members at least one week before the AGM