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THE CONSTITUTION OF THE SOCIAL DEMOCRATIC LIBERAL PARTY OF FIJI

(SODELPA)



Handed over and
Agreed to be true
Copy of the Amended
Party Constitution that was
passed at the SGA on 01/09/2018
and available at the Party Office,
Copy of which was sent to the KOPPI's office
on 22/05/2020

First Amendment: at the Special General Assembly meeting held at the Epworth Hall, on Thursday 10th September, 2015.

Second Amendment: at the Special General Meeting held at the Hall of the Imanuelli Methodist Church, Nawanawa, Nadera on Saturday 1st September 2018.

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CONSTITUTION OF THE SOCIAL DEMOCRATIC LIBERAL PARTY (SODELPA)

1.0 INTERPRETATION

In this Constitution, unless the context otherwise requires:

“Chapter”/Branch is the smallest grouping of people desirous of promoting and participating in the affairs of the Party and may be formed in any Tikina or Island or village, including village settlements or in a town or city and cannot be formed unless there are twenty (20) or more financial members or as decided by the Constituency Council;

“Constituency/Province” comprises of a number of Chapters/Branches in a geographical area such as a Province or clearly demarcated urban areas;

“Chapter/Branch member” refers to all members of the Party irrespective of whether or not they have paid their annual membership fee;

“Financial member” is a member who has paid his or her current yearly membership fee and is entitled to attend and vote at all meetings of the Party including the Annual Meeting of the General Assembly or the Special Meetings of the General Assembly;

“Gold Card Bearers” are members who contribute a sum determined by the Management Board from time to time and volunteer to carry out specific responsibilities as assigned by the Party;

“Leader of Opposition” means the person who is elected amongst the Opposition members of Parliament, (which may include Members of Parliament from other parties in opposition) in accordance with section 78 of the Constitution to be the Leader of Opposition;

Overseas members may establish Chapters in their country of residence, after consultations with the General Secretary and may register their Chapters/Branches in the laws of those countries and shall align and mirror their organisation to the Constitution of the Party;

“Party” means the **SOCIAL DEMOCRATIC LIBERAL PARTY (SODELPA)**;

“Party Leader” means the person elected to take the Party to election;

“Parliamentary Leader” means the Member of Parliament elected through secret ballot by the party Members of Parliament at a meeting chaired by the President of the Party;

“Voting member” has the same meaning as a Financial Member.

2.0 GUIDING PRINCIPLES AND VALUES

We the members of the Social Democratic Liberal Party seeking the blessings of God declare:

We are at the crossroads of history and determined to forge a strong, united and multicultural Fiji.

We recognize and respect the rule of law, good governance, transparency and social justice.

We believe in the equitable distribution of the fruits of economic development, with special recognition of the plight of the poor and disadvantaged.

We promise to represent the aspirations of the Party that will bring about a united, stable vibrant and prosperous Fiji.

We affirm that the strength of Fiji as a nation depends on the strength of the rich varieties of the traditions, languages and cultures of its various communities.

In hope and determination and with GOD AS OUR WITNESS, WE GIVE OURSELVES THIS CONSTITUTION.

3.0 NAME AND ABBREVIATION

The name of the Party shall be the Social Democratic Liberal Party and the abbreviation shall be SODELPA

4.0 ADDRESS

The Registered Office of the Party shall be in Suva or such other physical address as the Management Board shall determine from time to time. The Party's Postal Address shall be PO Box 17889 Suva and as determined by the Management Board from time to time.

5.0 PARTY SYMBOL AND COLOUR

The Party Symbol shall be the Fijian Mat Design. The Party colour shall be sky blue and white.

6.0 VISION AND MISSION

- (a) The Party is committed to the promotion of peace, stability and economic prosperity. The Party will, at all times, pursue a policy of dialogue and negotiation to achieve peaceful solutions to Fiji's challenges.
- (b) The Party totally rejects the notion that such solutions can be reached through acts of violence, force, intimidation and illegality.
- (c) Fiji's progress must be founded on the rule of law, parliamentary democracy, equity, and social justice for all our people.
- (d) The Party believes that the strength of the Nation comes from the strength of its component communities and individuals.

- 6.1 The Management Board will review the Vision and Mission Statements every two (2) years and the recommended changes will be put to the General Assembly for its consideration and approval.

7.0 AIMS & OBJECTIVES

The aims and objects of the Party shall be:

- (a) to secure the greatest number of Parliamentary seats in General Elections so that the Party forms the Government and provides exemplary political leadership for the Republic of the Fiji Islands which reflects the multiracial nature of Fiji society;
- (b) to establish a peaceful, caring and prosperous nation;
- (c) to unite the citizens of Fiji and to represent them and their interests fully and with integrity;
- (d) to uphold Christian values and principles and to respect the beliefs and values of other religious faiths;
- (e) to protect, enhance and promote the economic, social and human development of all communities and to secure their future in the Fiji Islands;
- (f) to associate with and /or collaborate with other Political Parties in order to create an association / alliance for national unity and to promote nation-building;
- (g) to protect, enhance and promote the environmental, cultural and human development of all communities and to secure their future in the Fiji Islands;
- (h) to vigorously promote parliamentary democracy including seeking the views of the people of Fiji through referendum on critical issues of the nation;
- (i) to recognise, value, nurture, and promote the essential elements of traditional leadership qualities/characteristics, including the history of Fiji;
- (j) to protect and promote the interests, aspirations and the rights of Indigenous Fijians and their group rights as stipulated under the United Nations Declaration on The Rights of Indigenous Peoples and the ILO Convention No. 169 on Indigenous and Tribal Peoples Rights and to ensure maximum benefits for current and future generations;
- (k) to protect the rights and aspirations of all citizens of Fiji which are covered in the United Nations and internationally-recognized conventions and or declarations;
- (l) to provide the nation with good, honest, dedicated, transparent and competent government and to serve it with devotion;
- (m) to provide policies that prevent all corrupt practices and behavior;

- (n) to facilitate and foster positive economic and social development, sustained economic growth and development of all our communities;
- (o) to pursue foreign policies through bilateral, multilateral and international relations which facilitate, foster and contribute to Fiji's economic, social and human development;
- (p) to consolidate the rule of law, an independent judiciary and protect the fundamental rights and freedom of every citizen, and
- (q) to select and support candidates for election to the Parliament of the Fiji Islands and the City and Town Councils throughout the Republic of the Fiji Islands.

8.0 MEMBERSHIP

Members may register directly with their Chapters/Branch or with the General Secretary by paying the current membership fee as determined from time to time by the Annual General Assembly.

8.1 General Membership

The membership of the party is open to all Fiji citizens including overseas members.

8.2 Financial Membership

- (a) "Financial member" is a member who has paid his or her current yearly membership fee and is entitled to attend and vote at all meetings of the Party including the Annual Meeting of the General Assembly or Special Meetings of the General Assembly
- (b) Financial members shall be issued with Membership Cards renewed annually under the authority of the General Secretary.

8.3 Overseas Membership

Overseas members may establish Chapters in their country of residence, after consultations with the General Secretary and may register their Chapters/Branches in the laws of those countries and shall align and mirror their organisation to the Constitution of the Party.

8.4 "Gold Card Bearers"

"Gold Card Bearers" are members who contribute a sum determined by the Management Board from time to time and volunteer to carry out specific responsibilities as assigned by the Party.

9.0 REGISTER OF MEMBERS

- (a) All individuals who join the Party and pay the minimum annual membership fee shall be duly registered in the register of members to be maintained and updated annually by the General Secretary.
- (b) Such register shall be made available to all Chapters/Branch and any financial member is entitled to view the Register at a time convenient to the General Secretary or the Chapter/Branch Secretary.

10.0 MEMBERSHIP FEE

- (a) The Party shall levy an annual minimum membership fee of \$2 for all members.
- (b) Membership fees paid at Chapters/Branch shall be paid by the end of the month following the month of receipt to the party head office for accountability purposes. Payments must be supported by full list of members.

11.0 RESIGNATION OF MEMBERS

A member may resign from the Party by written notice to the General Secretary and copied to the Registrar of Political Parties and it shall be effective within fourteen (14) days after the receipt of the resignation letter.

12.0 THE PARTY STRUCTURE

The Party structure shall consist of the following:

- 1. General Assembly;
- 2. Management Board;
- 4. Constituency/Province; and
- 5. Chapters/Branch.

See Annex A – Party Structure

12.1 General Assembly

The supreme authority of the Party is vested in the General Assembly which shall meet annually under the chairpersonship of the President of the Party or any of the Vice Presidents in the absence of the President.

12.2 Role of the General Assembly

The General Assembly shall determine the platform of the Party from time to time, but shall not have control over:

- (i) the day to day operation of the Party which shall be under the responsibility of the Management Board through the General Secretary.
- (ii) the internal affairs of the Parliamentary Caucus which is the responsibility of the Parliamentary Caucus.

12.3 Membership of General Assembly

The General Assembly shall comprise of all category of members outlined at Section 8 of this Constitution.

12.4 Quorum

The quorum for the meeting shall be one hundred (100) financial members.

12.5 Motions

- (a) At least four (4) months prior to each General Assembly, the General Secretary under the direction of the Management Board shall communicate formally to all Constituencies inviting motions for consideration at the General Assembly.
- (b) All motions shall be received by the Management Board at least two (2) months prior to the date of the General Assembly. Where appropriate, motions shall have supporting arguments attached.
- (c) The Management Board shall consolidate these motions and table them at the General Assembly.
- (d) Motions may still be tabled at the General Assembly meetings on the approval of the Chairperson only for urgent unforeseen matters.

12.6 Annual General Meeting of the General Assembly

- (a) The Annual Meeting of the General Assembly shall be held no later than 30th June every year.
- (b) The ordinary business of the Annual Meeting of the General Assembly shall be:
 - 1. Confirmation of the minutes of the previous Annual General Assembly;
 - 2. Matters Arising from the Minutes of the previous Annual General Meeting;

3. To receive and adopt the Report of the President, Party Leader and the General Secretary regarding the activities of the Party during the last preceding financial year;
4. To receive, discuss and adopt the Audited Financial Report;
5. To receive the Constituency Reports, Womens Forum and the Youth Forum;
6. To deal with Motions that must be received by the General Secretary;
7. Appointment of Auditor;
8. To appoint officers of the Party as and when necessary;
9. Other Business.

12.7 Notice for a meeting of the General Assembly

The General Secretary must, at least twenty one days (21) before the date of the General Assembly meeting, give a public notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.

12.8 Notice of Special Resolution

If the nature of the business proposed to be dealt with at a General Assembly meeting requires a special resolution of the party, the General Secretary must, at least twenty one days (21) before the date fixed for the holding of the General Assembly meeting, cause a public notice to be given to members specifying the intention to propose the resolution as a special resolution.

12.9 Decision making by the General Assembly

A question arising at a General Assembly of the Party is to be determined on a show of hands except for the election of Office Bearers which shall be by secret ballot.

12.10 Voting at General Assembly meetings

(a) On any question arising at a General Assembly or a special Meeting of the General Party, a financial member has one vote only.

(a) In the case of an equality of votes on a question at a General Assembly or a special meeting of the General Assembly, there shall be a recess of thirty (30) minutes before another vote is taken. In the event that there is another equality of votes the Chairperson of the meeting shall exercise a second or casting vote.

12.11 Special Meeting of the General Assembly

(a) Meetings of the General Assembly may be held from time to time as summoned by the Management Board. These meetings shall be called Special Meetings of the General Assembly or Special General Meeting (SGM).

- (b) The quorum for the special general meeting shall be one hundred (100) financial members.

13.0 MANAGEMENT BOARD

- (a) The Management Board shall be the governing body of the Party and shall be constituted as follows:

- i) The Party President;
- ii) Three (3) Vice – Presidents;
- iii) Party Leader;
- iv) Parliamentary Leader;
- v) Three (3) Parliamentarians appointed by the Parliamentary Caucus and who are members of the Joint Party and Parliamentary Committee;
- vi) Twenty Eight (28) representatives of the Constituency Councils as shown at Annex B;
- vii) Three (3) Women's Forum representatives;
- viii) Three (3) Youth Forum representatives.

- (b) The General Secretary shall be the Secretary to the Management Board.

- (c) The Board shall meet at least once quarterly. The quorum shall be fifty one percent (51%) of the total number of members of the Board and shall include one of the Vice-Presidents.

13.1 Responsibilities of the Management Board

- (a) Subject to the authority of the General Assembly the role of the Management Board is to set strategic direction and policy guidance for the work of the Party, provide oversight on the performance of the components of the Party as a whole and of the Committees, fulfill its fiduciary responsibilities to the Members of the Party and communicate the Party's objectives, policy and Programmes to all communities, Fiji and abroad;

- (b) It is responsible for conducting the business, administrative and organizational affairs of the Party in all aspects which responsibility, shall include but not limited to the following:

- (i) Ensure the Code of Conduct for Political Parties as stipulated in Decree No.4 & 11 of 2013 and other relevant legislations are upheld;
- (ii) Display Leadership Traits that reflect shared values for trust, friendship and collaboration that are necessary for strengthening solidarity and inter-personal bonds amongst all members of the Party;
- (iii) Extract Accountability from Party members and external stakeholders by visibly displaying exemplary custody of all assets and resources in its tenure;

- (iv) Approves the Financial Policy, Communication and Media Strategies and other Standard Operating procedures of the party;
- (v) Exercise Good Corporate Governance on behalf of the Party through compliance with all relevant legal and regulatory requirements in Fiji;
- (vi) Appoint Committees of the Management Board for specific purposes including formulating policies to be determined from time to time. In appointing committee members, it should ensure that no one must benefit financially or otherwise;
- (vii) To develop explicit Terms of Reference for each committee to avoid role duplication and ensure that there is a specific timeline for completion of the Terms of Reference;
- (viii) That following the General Election, it should ensure that the most appropriate organization structure and credible process of selection and recruitment of staff at the Party office as well as the Party Parliament office is carried out within the first two months of assuming the parliament office;
- (ix) Should ensure that Quarterly Reports of the Party's Parliament office is received by the General Secretary for tabling at the next meeting of the Board;
- (x) To receive the Monthly Reports of the Joint Party and Parliamentary Committee for tabling at the next meeting of the Board;
- (xi) Monitor, Review and Evaluate the Party performance and Parliamentary Office to determine its impact, quality and effectiveness;
- (xii) Shall establish and maintain Think Tanks through a database of resource personnel who are able to provide expert knowledge, advice, critical analysis via sound research methods to support the Party's strategic planning and decision making;
- (xiii) Shall be instrumental in organizing awareness programmes to facilitate all Chapters/Branches and Constituencies' understanding of the political environment;
- (xiv) Guiding the Party in every way possible including supporting the Party Leader in the planning and implementation of political campaigns, communications strategies, pre-selection procedures and programs, and preparation of all Party publications;
- (xv) Responsible for the party nomination rules and regulations with respect to selections of the Party candidates and guidelines for the preparation of the Party List;
- (xvi) Liaises closely with the Party Leader and provide the oversight on the preparation and compilation of the Party Manifesto which should be completed at least eighteen (18) months before the next General Elections and that the amendment(s) to suit the political climate and or specific interest groups are completed six (6) months before the General Elections;

- (xvii) Endorses the Party Parliamentary office's Annual Work Plan within three months after the General Election and to approve any amendments to such Work Plans;
- (xviii) Is empowered to institute a full investigation of any member who is accused of misconduct which has brought or is likely to bring the Party into disrepute or where the misconduct includes a breach of this Constitution or any of its rules as promulgated by the party from time to time.

13.2 Powers of Delegation of the Management Board

- (a) The Management Board may, where it deems appropriate, delegate, or revoke wholly or partly, in writing, to the General Secretary or to any of its Committees, or any person or entity such powers of the Management Board may decide.

13.3 Management Board members' travelling allowance

- (a) The Members of the Management Board shall only be paid travelling costs by the most economical means of travel.
- (b) All payments made to a member of the Board shall be paid out of the funds of the Party.

13.4 Declaration of interest

- (a) Every Member of the Board, or Committee or entity established under this Constitution, shall declare any interest in any matter to be discussed by the Board or Committee or entity established under this Constitution.
- (b) A declaration made in accordance with this provision shall be made at the first meeting of the Board or Committee or entity established under this Constitution, held after he or she becomes a member or (if already a member) after he or she commences to hold the office or to possess the property, and
- (c) The General Secretary shall record every declaration made in the minutes of the meeting at which it was made.

13.5 Interested Board, Committee or Council member shall not vote

A member of a Board, Council or Committee appointed under this Constitution shall not vote in respect of any matter that he or she has an interest in including a contract or proposed contract in which he or she is interested or any matter arising therefrom and, if he or she does vote, his or her vote shall not be counted.

13.6 Definition of Interested

- (a) A Management Board member or any other Council or Committee or entity otherwise constituted under this Constitution will be interested in a matter if the member of such constituted bodies established under this Constitution:
- (i) is a party to, or will derive a material financial benefit from that matter;
 - (ii) has a material financial interest in another party to the matter;
 - (iii) is the parent, child or spouse of another party to, or person who will or may derive a material financial benefit from the matter; or
 - (iv) is otherwise directly or indirectly interested in the matter.

13.7 No Private Pecuniary Profit

- (a) No private pecuniary profit may be made by any person from the Party.
- (b) The Management Board shall require that Clauses on No Private Pecuniary Profit of this Constitution be included in the constitution of every subsidiary of the Party.

13.8 Tenure of Management Board members

- (a) Members appointed under section 13.0 (a) (i) - (ii) shall hold office by virtue of the positions they hold in the party for a term of two years and this may be extended if re-elected.
- (b) Members appointed under section 13.0 (a) (iii) - (iv) shall hold office by virtue of the positions that they hold in the party.
- (c) Members appointed under section 13.0 (a) (v) are nominated by the Parliamentary Caucus and shall serve for two years and this may be extended for one further term if re-elected.
- (d) Members appointed under section 13.0 (a) (vi) - (viii) are nominated by the Constituency Councils, Women and Youth Forums respectively for consideration and decision of the General Assembly and members shall serve for a term of two (2) years and may be extended if re-elected.
- (e) Every member representing each Constituency Council shall ensure that the views tabled and or expressed to the Management Board are the expressed views of the Constituency Councils and not the personal views/opinions of their representatives.

13.8.1 Disqualification of Management Board Membership

- (a) No person shall be qualified as a member if he or she:

- (i) is employed by the Party or the Parliamentary office of the party; and include those who are employed under some arrangement of remuneration and or allowance; or
- (ii) is a person of unsound mind within the meaning of the Mental Health Decree, 2010 (Decree No. 54 of 2010);
- (iii) if, in the last five (5) years preceding the date of appointment, has been
 - (a) declared an undischarged bankrupt; or
 - (b) has been convicted of an offence and sentenced to imprisonment for a period not less than six (6) months.

13.8.2 Management Board members' – vacation of office.

- (a) The office of a member of the Management Board shall be vacated if the member:
 - (i) resigns his or her office by notice in writing to the Party;
 - (ii) is directly or indirectly interested in any contract with the Party and fails to declare the nature of his or her interest in the manner required by section 13.4 (a) and (b);
 - (iii) dies; or
 - (iv) becomes of unsound mind within the meaning of the Mental Health Decree, 2010 (Decree No. 54 of 2010);
 - (v) is absent without permission of the Management Board from two (2) consecutive meetings of the Management Board; or
 - (vi) is declared an undischarged bankrupt; or
 - (vii) has been convicted of an offence and sentenced to imprisonment for a period not less than six (6) months.

13.8.3 Procedures for disqualification from the Management Board

- (a) A member who becomes disqualified under clause 13.8.1 and 13.8.2 during his or her term of office shall cease to be a member from the date any of the circumstances leading to his or her disqualification takes place and the General Secretary shall inform the member in writing of his or her disqualification.

13.8.4 Replacement of Management Board members

- (a) The General Secretary shall maintain proper records of members' appointment and advise the Management Board, the Constituency Councils, the Parliamentary Caucus, Women Forum and the Youth Forum of the expiry of appointment and call for a replacement sixty (60) days before such membership is due to be renewed by the appointing authority.

- (b) The Management Board shall fill the casual vacancy arising on the position of the Party President from amongst the three (3) Vice Presidents and the position shall be permanently filled at the next General or Special General Assembly.
- (c) In the event of a casual vacancy of one of the Vice Presidents' position, the Management Board may appoint any person to fill such a casual vacancy and the position shall be permanently filled at the next General or Special General Assembly.
- (d) In the event of casual vacancies arising on the position of Party Leader or Parliamentary Leader the relevant provision at 16.1.1(a) shall apply.
- (e) The Management Board may appoint any person(s) to fill casual vacancy(ies) (from the constituency of the retiring member) or from the Women's and Youth Forum, only until the next General Assembly or Special General Assembly when substantive appointments shall be made.

13.8.5 The Working Committee

- (a) There is hereby established a Working Committee comprising of:
 - (i) The President;
 - (ii) One (1) of the Vice Presidents to be decided between the three (3) Vice Presidents;
 - (iii) Party Leader;
 - (iv) Four (4) members who shall be elected by the Management Board, two of whom to be Management Board members and two (2) external to the Management Board;
 - (v) The two (2) members appointed externally to the Management Board shall serve for two (2) years and may be extended if re-appointed;
 - (vi) Additional persons may be co-opted by the Working Committee from time to time but they shall have no voting rights.
 - (b) Duties of the Working Committee
- The Working Committee shall:
- (i) direct the affairs of the Party in between the Management Board meetings; and
 - (ii) give directions to the Secretariat of the Party.
- (c) A quorum of the Working Committee shall consist of at least fifty one percent (51%) its members.

- (d) Any member of the Working Committee who fails to attend three (3) consecutive meetings of the Board shall cease to be a member.

14.0 CONSTITUENCY COUNCILS

- (a) The Management Board through the General Secretary shall be responsible for the establishment of Constituency Councils. Each Constituency/Province or a clearly demarcated urban area will have a Council to look after the Party affairs in their respective constituency.
- (b) The Constituency Council shall comprise:
 - (i) President;
 - (ii) Vice – President;
 - (iii) Secretary;
 - (iv) Treasurer;
 - (v) One (1) member from every Chapter/Branch within the Constituency;
 - (vi) Three (3) women representatives;
 - (vii) Three (3) youth representatives.
- (c) The members of the Constituency Council shall serve for two (2) years and may be extended if re-elected.
- (d) A Constituency Council may, from time to time co-opt any person as a non- voting member.
- (e) All Constituency Councils shall hold their annual general meetings no later than April 30th each year.
- (f) Voting rights in the Constituency Councils is limited to financial members.
- (g) The Council shall meet at least two (2) times a year and the quorum shall include fifty percent (50%) of the office bearers and ten (10) financial members of the Council.

14.1 Role of the Constituency Councils

- (a) To mirror the role of the Management Board at the Constituency level:
 - (i) Impart the Vision and Mission of the Party through genuine consultation, engagement and consensus;
 - (ii) Support the implementation of the Party programmes in the Constituency;
 - (iii) Display Leadership Traits that reflect shared values for trust, friendship and collaboration that are necessary for strengthening solidarity and inter-personal bonds amongst all members of the Party;

- (iv) Extract Accountability from Party members and external stakeholders by visibly displaying exemplary custody of all assets and resources in its tenure;
- (v) Exercise Good Corporate Governance on behalf of the Party through compliance with all relevant legal and regulatory requirements in Fiji;
- (vi) Exercise Best Practice in prevailing financial discipline through compliance and prudence in all aspects of financial practice and management for the Party;
- (vii) Comply with Party Policies and Procedures;
- (viii) Appoint Sub-Committees for specific purposes as and when necessary, and in appointing committee members, should ensure that no one must benefit financially or otherwise and to minimise role duplicity through explicit Terms of Reference;
- (ix) Monitor, Review and Evaluate the Constituency performance and determine its impact, quality and effectiveness;
- (x) The Constituency Council shall be instrumental in organizing awareness programmes either with the support of the Party Secretariat or through their own initiative and only after consultation with the General Secretary to facilitate all Branches understanding of the political environment;
- (xi) Provide quarterly reports of the Constituency Council to the General Secretary for consideration of the Management Board;
- (xii) The Constituency Council shall elect their representative(s) to the Management Board from names nominated by Chapters/Branches within their demarcated geographical area and the Council shall ensure that the person(s) nominated shall:
 - (a) have extensive experience on administrative, financial and political matters; or
 - (b) must hold strong Vanua connection with broad understanding of political issues, and general knowledge on Fiji.

15.0 CHAPTERS/BRANCHES

15.1 Formation of Chapters/Branches

- (a) The formation of any Chapter/Branch shall have the recommendation of the relevant Constituency Council and the approval of the General Secretary who shall inform the Management Board.
- (b) A Chapter/Branch may be formed in any Tikina or Island or village including village settlements or in town or city and cannot be formed unless there are twenty (20) or more financial members or as decided by the Constituency Council.

- (c) Each Chapter/Branch will establish a Committee to look after the Party affairs in their Chapter/Branch.

15.2 Chapter/Branch Committee

- (a) The Committee shall comprise of the following:
 - (i) President;
 - (ii) Vice-President;
 - (iii) Secretary;
 - (iv) Treasurer;
 - (v) Two (2) Women representatives;
 - (vi) Two (2) Youth representative, and
 - (vii) Minimum of Six (6) Committee members.
- (b) The office bearers shall serve for two years and may be extended if re-elected.

15.3 Meetings, Quorums and Voting

- (a) The Chapter/Branch Committee shall hold meetings at least three (3) times a year.
- (b) The quorum shall be fifty percent (50%) of the office bearers above, and ten (10) financial members.
- (c) Voting shall be limited to financial members only.

15.4 Role of Chapters/Branches

- (a) Every Chapter/Branch shall mirror the role of its Constituency Council:
 - (i) Impart the Vision and Mission of the Party through genuine consultation, engagement and consensus;
 - (ii) Support the implementation of the Party programmes in the Chapter/Branch;
 - (iii) Display Leadership Traits that reflect shared values for trust, friendship and collaboration that are necessary for strengthening solidarity and inter-personal bonds amongst all members of the Party;
 - (iv) Extract Accountability from Party members and external stakeholders by visibly displaying exemplary custody of all assets and resources in its tenure;

- (v) Exercise Good Corporate Governance on behalf of the Party through compliance with all relevant legal and regulatory requirements in Fiji;
- (vi) Exercise Best Practice in prevailing financial discipline through compliance and prudence in all aspects of financial practice and management for the Party;
- (vii) Comply with Party Policies and Procedures;
- (viii) Appoint Sub-Committees for specific purposes as and when necessary, and in appointing committee members, should ensure that no one must benefit financially or otherwise and to minimise role duplication through explicit Terms of Reference;
- (ix) Monitor, Review and Evaluate the Chapter/Branch performance and determine its impact, quality and effectiveness;
- (x) The Chapter/Branch shall be instrumental in organizing awareness programmes either with the support of the Party Secretariat or through their own initiative and only after consultation with the General Secretary to facilitate all Chapters'/Branches' understanding of the political environment;
- (xi) Provide quarterly reports to the Constituency Council from which the Constituency Council shall compile its Quarterly Report for submission to the Management Board through the General Secretary;
- (xii) Nominate names of office bearers of the Constituency Council;
- (xiii) Nominate member(s) of the Management Board through the Constituency Council.

16.0 PARLIAMENTARY STRUCTURE

The Parliamentary Structure shall be as follows:

1. Party Leader/Parliamentary Leader;
2. Joint Party and Parliamentary Committee;
3. Parliamentary Whip;
4. Parliamentary Caucus, which consists of all Members of Parliament.

See Annex C - The Parliamentary Structure

16.1 THE PARTY LEADER

16.1.1 Selection of Party Leader

- (a) (i) The Party Leader is appointed by the Management Board through a competitive, transparent, nationally recognized selection process, before the second meeting of the General Assembly following the last General Election or at such time that the Management Board feels that the Party should be preparing for the next General Elections or when there is a temporary or casual vacancy either through retirement, resignation, death, or where the Party Leader is unable to carry out his or her duties temporarily or through the dissolution of Parliament following a vote of no confidence.
- (ii) If the position of Party Leader is vacated through retirement, resignation or death, or in the event that the Party Leader is temporarily unable to carry out his duties Party President shall act in the position for 7 days until the Management Board is convened to make a temporary acting appointment which ceases upon the substantive appointment of a new Party Leader in accordance with this Constitution. If the Management Board is unable to convene to make such temporary acting appointment due to an emergency or extraordinary circumstances, the Party President shall continue to act in the position, or the President may appoint a temporary acting Party Leader until a new Party Leader is appointed in accordance with this Constitution.
- (b) The Party Leader shall lead the Party to the General Elections.
- (c) The Party Leader may not necessarily be the Parliamentary Leader or vice versa.
- (d) When the Party wins the majority of seats in Parliament or forms government with the support of other parties.
 - (i) The Party Leader who successfully leads the Party to win the General Election with more than fifty percent (50%) of the seats in Parliament shall become the Prime Minister in accordance with section 93(2) of the Constitution of the Republic of Fiji and automatically assumes the position of Parliamentary Leader.
 - (ii) When there is an Acting Party Leader who has taken the Party to elections and the Party has won the majority of seats after elections, or forms government with the support of other political parties, the Management Board shall convene within 24 hours of the announcement of official election results to confirm the substantive appointment of the Acting Party Leader in the position and he or she shall become Prime Minister. If the Acting Party Leader who has taken the Party to elections does not win a seat in Parliament, the Management Board shall within 24 hours of the announcement of official election results, appoint a new substantive Party Leader who shall become the Prime Minister if the Party has won the majority of seats or forms government with the support of other parties.
- (e) The Party Leader normally forms Government with or without the support of other political parties and/or individual elected members, subject to him or her receiving the majority support of elected Party members in Parliament and he/she shall become the Prime Minister in accordance with section 93(2) of the Constitution of the Republic of Fiji and automatically assumes the position of Parliamentary Leader.

When the Party becomes the Majority Party in Opposition

(f) If the party fails to win the majority seats in the General Elections and becomes the major Party in Opposition, the Party Leader position is deemed to be vacant and the elected Members of Parliament shall elect a Parliamentary Leader from amongst themselves. The Leader of Opposition shall be elected in Parliament under the requirement of Section 78(1) – (6) of the Constitution of the Republic of Fiji.

When the Party becomes the Minority Party in Opposition

(g) When the Party becomes the minority party in Opposition, the Party Leader position is deemed vacant and the members of the Parliamentary Caucus shall elect a Parliamentary Leader.

16.2. Role of the Party Leader who takes the Party to the General Election.

- (a) The Party Leader reports to the Management Board and is accountable to the Management Board on parliamentary/political matters;
- (b) The Party Leader is a member of the Candidate Selection Committee for all candidates to the General Election, as well as the Municipality Elections;
- (c) The Party Leader shall take the lead role in preparing the Party for the General Election and shall consult the Management Board in the preparation of the following which shall be finalized and adopted by the Management Board:
 - (1) Party Manifesto;
 - (2) Selection of the Campaign Director and its secretariat staff;
 - (3) Campaign Strategies;
 - (4) Marketing Strategies including visibility, familiarity and relevance;
 - (5) Funding Strategies;
 - (6) Communication and Media strategies during the campaign period;
- (d) Any other task assigned by the Management Board.

16.3 Role of the Party Leader/Parliamentary Leader

- (a) The Party Leader/Parliamentary Leader receives the directives of the Party from the Management Board and ensures that this is communicated in writing to all Members of Parliament;
- (b) The Party Leader/Parliamentary Leader ensures that the annual parliamentary work plan is prepared in alignment to the Strategic Plan of the Party and the Party Manifesto;

- (c) The Party Leader/Parliamentary Leader provides quarterly reports to the Management Board and this report will entail the progress of the Parliamentary Work Plan with regards to the implementation of the Party Manifesto, the Annual Work Plan which has been aligned to the Strategic Plan of the Party;
- (d) The constituency visitations are the responsibility of the Party office. The Party Leader/Parliamentary Leader shall hold consultation with the General Secretary prior to the constituency visits;
- (e) The Party Leader/Parliamentary Leader ensures the proper management of the Parliamentary communication matters on parliamentary and political issues;
- (f) The Party Leader/Parliamentary Leader ensures that the Parliamentary office staff and funding is administered in accordance with Party directives, Government policies and procedures as well as the Political Parties Registration Decree or any other relevant decree and law.

16.4 Parliamentary Whip

- (a) There shall be a Parliamentary Whip who shall be elected from amongst the elected Members of Parliament in accordance with the Standing Orders of Parliament.

16.5 Parliamentary Caucus

The Parliamentary Caucus shall consist of Party members who won their seats in the House of Representatives.

16.6 Joint Party and Parliamentary Committee

- (a) There shall be a Joint Party and Parliamentary Committee consisting of three (3) members appointed by the Management Board with two (2) members from amongst the members of the Management Board and one (1) member to be drawn externally to the Management Board and three (3) members to be appointed by the Parliamentary Committee/Caucus;
- (b) The members of the Joint Party and Parliamentary Committee shall serve for a two (2) year term and may be re-appointed;
- (c) The Joint Party and Parliamentary Committee shall meet at least once a month and additionally before the beginning of every Parliament session;
- (d) The Joint Party and Parliamentary Committee shall be responsible for the effective linkage and harmonious relationship of the Party Office and the Parliamentary Office and that at all times ensure that the best interest of the Party is upheld in terms of the party Vision, Mission, Manifesto, Objectives and the commitment of the Members of Parliament to the Party Constitution;

- (e) The General Secretary shall be the Secretary of the Joint Party and Parliamentary Committee.

16.7 Deputy Party Leader

16.7.1 The Deputy Party Leader shall be subordinate to the Party Leader and shall at all times render his or her service to the Party Leader and shall assist the Party Leader in all matters in his function as Party Leader.

16.7.2 (i) The Deputy Party Leader is appointed by the Management Board through a competitive, nationally recognised and transparent selection process, at such time that the Management Board requires, or when there is a vacancy for the post either through retirement, resignation, removal or death.

(ii) The Management Board may appoint an Acting Deputy Party Leader if the position is vacated by the retirement, resignation, death or removal of the Deputy Party Leader, until such time as a Deputy Party Leader is appointed under this Constitution. If the Management Board is unable to convene to appoint an Acting Deputy Party Leader due to emergency or other extraordinary circumstance, the President may appoint a temporary Acting Deputy Party Leader. A temporary acting Deputy Party Leader appointment ceases when a substantive Deputy Party Leader is appointed in accordance with this Constitution.

17.0 CODE OF ALLEGIANCE, CONDUCT OF MEMBERS OF PARLIAMENT AND TOWN AND CITY COUNCILLORS

- (a) Members of the party elected to Parliament and to Town and City Councils shall sign the Pledge at Annex D;
- (b) Any Member of Parliament who crosses the floor or opposes the Party's agreed or expressed position on an issue in Parliament and who does not resign from the Party as a result of his/her actions shall be expelled from the Party by a decision of the Management Board;

17.1 Register of Code of Conduct, Allegiance & Discipline

- (a) The General Secretary shall prepare A Code of Conduct brochure clearly setting out the Code of Conduct, Code of Allegiance for members of Parliament, Town/City Councils together with rules and procedures on disciplinary measures;
- (b) The General Secretary shall also maintain a Register to be signed by every Member of Parliament and Town and City Councillors when issued with such brochure.

18.0 PARTY ORGANISATION STRUCTURE

(a) The Party Organization structure shall be as follows:

1. President
2. Three (3) Vice-Presidents;
3. Party Leader;
4. The General Secretary.

See Annex E - Party Organisation Structure.

18.1 The Party President

- (a) There shall be a President of the Party who shall be elected by a majority vote of the General Assembly;
- (b) He or she shall serve for two (2) years and may be re-elected;
- (c) The President shall be a person with extensive political background, an experienced and a well-grounded person at national and political landscape and has an exceptional knowledge of key sectors of the economy, is knowledgeable of the party machinery, constitution, and has the confidence of the party members.
- (d) Role of the President:
 - (i) He/She is the Chairperson of the supreme authority of the Party which is the Annual General Assembly;
 - (ii) He/She is the Chairperson of the governing body of the Party which is the Management Board;
 - (iii) He/She has the oversight of all Party matters including strategic governance;
 - (iv) He/She is responsible for the Public Relations/Community Relationship Building in all Fiji communities and abroad;
 - (v) He/She addresses the Media on key issues regarding the nation and the Party;
 - (vi) He/She works in consultation with the Party Leader on party issues including the preparation of the Party Manifesto.

18.2 The Three (3) Party Vice-Presidents

- (a) There shall be three (3) Vice-Presidents of the Party elected by a majority vote of the General Assembly;
- (b) They shall serve for a term of two (2) years and each may also be re-elected;

- (c) The three Vice Presidents must be influential people who are well-grounded, respected and, have good knowledge of the political environment as well as of the government machinery and have a continuing urge to be abreast of the political environment. Above all, they are capable of promoting the Party policies in all Constituencies;
- (d) Roles of the three (3) Vice Presidents
All three Vice Presidents shall be responsible for the Public Relations and Community Relationship Building for the party in all the Constituencies.

18.3 The General Secretary and Authorised Officer of the Party

- 18.3.1 The General Secretary shall be recruited under nationally recognized best practices on terms decided by the Management Board. He/she shall sign a Work Contract with the Management Board and shall deliver under a Performance Agreement to be signed with the Management Board;
- (a) The General Secretary of the Party is also the Authorised and Registered Officer of the Party. His/her primary role is to fully comply with all statutory requirements of the Political Parties Decree and other relevant legislations and shall also act as the Archival Officer and preserves historical information of the Party;
 - (b) The General Secretary shall be responsible to the Management Board, through the Party President, for the day to day operational management and conduct of the Party which shall include but not limited to the following:
 - (i) efficient operations of the Party's National Secretariat and any Constituency and Chapter/Branch offices established throughout Fiji;
 - (ii) efficient management and outcomes of the Management Board;
 - (iii) facilitate the right of members of the Party or the public to inspect the books or list of members in accordance with Schedule 1 of Decree 4, 2013;
 - (iv) facilitate the presentation of documents required by the Registrar including membership register, mergers and other reports;
 - (v) undertake the presentation of any report or document of the Party required under Decree No. 4 & No.11 of 2013 or any other written law;
 - (vi) is responsible for the nomination certificates for any nomination or election of a member of the Party;
 - (c) The General Secretary shall apart from the Party President or his delegated Vice President, be the spokesperson for the Party in the public arena and in the media in relation to all administrative and organizational matters subject to the guidelines and directions the Management Board may set from time to time;

- (d) The General Secretary shall be responsible for establishing and maintaining effective relationships and communications between the Management Board, Constituency Councils, and Chapters/Branches;
- (e) To diligently carry out any task or the role of the Management Board which it may delegate to the office of General Secretary and provide timely reports as required.

18.4 Assistant General Secretary

The Management Board shall appoint an **Assistant General Secretary** of the Party who shall be responsible for carrying out such duties assigned by the General Secretary which shall include but is not limited to:

- (i) The establishment and maintenance of accurate and current branch and member registers, administrative books and records, secretarial papers, files and other matters relating to the Party's membership and branch structure;
- (ii) Attendance at meetings of the Management Board, and at the Constituency Council, and Branch meetings as and when required for purposes of such secretarial functions from time to time including the recording of proceedings in a Party and Branch book; and
- (iii) Undertaking such administration and organizational tasks as are required from time to time including the planning and staffing of sub-committees, liaison with the Women's Council and the Youth Council of the Party.

18.5 The National Treasurer

- (a) There shall be a National Treasurer of the Party appointed under nationally recognized best practices on terms decided by the Management Board. The Management Board shall decide on whether the Treasurer should be paid a stipend or salary.
- (b) The National Treasurer reports directly to the Management Board **through the General Secretary** and is responsible for the following:
 - (i) The National Treasurer shall implement the Financial Policy approved by the Management Board including the financial control system in accordance with the Australian/ Fiji audit standards and good practices;
 - (ii) The timely preparation of the Party's annual budget for approval by the Management Board;
 - (iii) Managing the budget within the allocations approved by the Management Board;
 - (iv) Ensures the timely preparation of year end accounts and audit;

- (v) To diligently carry out any task or the role assigned by the Management Board through the General Secretary.

Secretariat Structure – Annex F

19.0 WOMEN'S FORUM

- (a) There is hereby established a Women's Forum comprising of all eligible women party members.
- (b) There shall be a Women's Council which shall be governing body of the Women's Forum and shall comprise:
1. President
 2. Two (2) Vice-Presidents;
 3. Secretary;
 4. Assistant Secretary;
 5. Treasurer;
 6. One (1) Member of Parliament;
 7. Immediate past President of the Women's Council; and
 8. Twenty Eight (28) Women's Council delegates each elected from the Constituency Councils as per Annex B.
- (c) The Council may, from time to time co-opt any person as a non- voting member.
- (d) The Council shall meet at least once a year. The quorum shall be fifty one percent (51%) of financial members and shall include the President, or Vice President, Secretary and Treasurer of the Council.

19.1 Role of the Women's Forum

- (a) The Women's Forum shall be responsible to the Annual General Assembly for formulating and implementing policies specifically on the promotion, protection and the advancement of women.
- (b) It will also be responsible for contributing to the social and development policies of the Party.

19.2 Annual General Meeting of the Women's Forum

- (a) The Women's Forum shall hold its annual general meeting no later than April 30th of each calendar year with 21 days' notice issued by the General Secretary and a quorum of 40 financial members of the Women's Forum.

19.3 President and Vice Presidents

(a) There shall be one President and two Vice Presidents of the Women's Forum who shall be elected by a majority vote during their Annual Women's Forum. The President and Vice Presidents shall serve for a term of two (2) years and may be elected for one further term.

19.4 Women Forum's Secretary

(a) There shall be a Secretary of the Women's Forum who shall be appointed from time to time by the Women's Annual Forum on such terms and conditions as it shall determine.

(b) The Secretary shall be responsible for the day to day operational management and conduct of the Forum which shall include but not limited to the following:

(i) operations of the Forum Secretariat;

(ii) efficient management and outcomes of the Forum's Secretariat;

(iii) assist the Campaign Director through the office of the General Secretary of the Party in the planning and implementation of political campaigns and communication strategies; and

(iv) establishing and maintaining effective relationships and communications.

19.4.1 Women Forum's Assistant Secretary

(a) There shall be an Assistant Secretary of the Women's Forum, who shall be appointed during the Annual Women's Forum and her duties shall include but shall not be limited to:

(i) establishment and maintenance of accurate and current member registers, administrative books and records, secretarial papers, files and other matters relating to the Council membership, and

(ii) undertake administration and organisational tasks as assigned by the Women Forum and or the President of the Women Forum from time to time.

(b) The Assistant Secretary of the Women's Forum is accountable to the Women's Secretary in all the Council duties she carries out.

19.5 Women Forum Treasurer

(a) There shall be a Treasurer of the Women's Forum appointed for a two year term by the Annual Women's Forum. The Treasurer in consultation with the National Treasurer shall set up a financial control system in accordance with the Australian/Fiji audit standards and good business practices as approved by the Management Board. This integrating framework will include processes listed below;

(i) prepare the Annual Budget of the Council;

(ii) ensure integrity in the operation of the bank accounts and finances of the Women's Forum;

- (iii) maintain accurate and current books of accounts including income and expenditure statements for submission to the Women's Council on a monthly basis;
- (iv) liaise with the National Treasurer of the Party to ensure annual accounts are available for auditing purposes; and
- (v) prepare monthly statements reflecting the financial resources of the Council and ensure the integrity and confidentiality of this information on an ongoing basis;
- (vi) The Treasurer shall be responsible for such other financial aspects of the Women Forum as shall be determined from time to time by the Council and may include assisting in the implementation of fund-raising activities which must be approved by the Management Board.

20.0 YOUTH FORUM

There shall be a Youth Forum whose membership shall be limited to youths from eighteen (18) years to thirty five (35) years of age.

20.1 Youth Council

(a) There shall be a Youth Council which shall be the governing body of the Youth Forum and shall comprise of:

1. President;
2. Two (2) Vice-Presidents;
3. Secretary;
4. Assistant Secretary;
5. Treasurer;
6. One (1) Member of Parliament;
7. Immediate past President of the Youth Council, and
8. Twenty Eight (28) Youth Council delegates from each of the Constituency Councils as per Annex B.

(b) The Council may, from time to time co-opt any person as non – voting member.

(c) The Youth Council shall meet at least once a year. The quorum shall be fifty one percent (51%) of the Council and shall include the President or Vice President, Secretary and Treasurer of the Council.

20.2 Role of the Youth Forum

(a) The Youth Forum shall be responsible to the Annual General Assembly for formulating and implementing policies specifically on the promotion, protection and the advancement of youths.

(b) It will also be responsible for contributing to the social and development policies of the Party.

20.3 Annual Youth Forum

The Forum shall hold its annual general meeting no later than April 30th in every calendar year with 21 days' notice issued by the General Secretary and a quorum of 40 financial members of the Youth's Forum.

20.4 Youth President and Vice President

(a) There shall be a President of the Youth Forum who shall be elected by a majority vote during the Annual Youth Forum. The President shall serve for a term of two (2) years, and who may be elected for a further term.

(b) There shall be two Vice Presidents of the Forum elected by a majority vote at the Annual Youth Forum and shall serve for a term of two (2) years, and may be elected for a further term.

20.5 Youth Forum Secretary

(a) There shall be a Secretary of the Youth Forum who shall be appointed from time to time by the Youth Annual Forum on such terms and conditions as it shall determine.

(b) The Secretary shall be responsible for the day to day operational management and conduct of the Council which shall include but not be limited to the following:

(i) responsible for the operations and efficient management of the Council's Secretariat; and

(ii) assist the Campaign Director through the General Secretary of the Party in the planning and implementation of political campaigns and communication strategies.

(c) The Secretary shall be responsible for establishing and maintaining effective relationships and communications.

20.6 Youth Forum Assistant Secretary

(a) There shall be an Assistant Secretary of the Youth Forum, who shall be appointed during the Annual Youth Forum whose duties shall include but shall not be limited to the following:

(i) establishment and maintenance of accurate and current member registers, administrative books and records, secretarial papers, files and other matters relating to the Councils membership; and

- (ii) undertake such administrative and organizational tasks as are required from time to time.

(b) The Assistant Secretary is accountable to the Secretary of the Youth Forum in all the duties he/she carries out.

20.7 Youth Forum Treasurer

(a) There shall be a Treasurer of the Youth Forum appointed for a two (2) year term by the Youth Forum. The Treasurer shall through the Party National Treasurer set up a financial control system in accordance with the Australian/Fiji audit standards and good business practices as approved by the Management Board. The Treasurer shall be responsible for the following:

- (i) preparation of the Annual Budget of the Forum;
 - (ii) ensuring integrity in the operation of the bank accounts and finances of the Youth Forum;
 - (iii) maintaining accurate and current books of accounts including income and expenditure statements for submission to the Forum on a monthly basis;
 - (iv) liaising with the National Treasurer to ensure the audited annual accounts of the Forum are available to the Party; and
 - (v) preparation of monthly statements reflecting the financial resources of the Forum ensuring the integrity of this information.
- (b) The Treasurer shall be responsible for such other financial aspects of the Youth Forum as shall be determined from time to time by the Council and may include assisting in the implementation of fund-raising activities which shall be approved by the Management Board.

21.0 ACCOUNTS AND AUDIT

- (a) The Party shall maintain only one Operating Bank Account and other Investment Accounts at such bank or banks including investment entities as the Management Board shall decide. Cheques, withdrawals and authorities shall be signed or endorsed, as the case may be, by such person or persons as the Management Board may decide.
- (b) The Management Board shall approve financial policies in accordance with internationally accepted practices.
- (c) The Management Board shall, as soon as practicable, but not later than six (6) months after the end of the financial year, submit to the General Assembly an annual report on its activities during the year, together with two certified copies of the audited financial statements of the Party and the Auditor's Report for that year for approval by the Annual Meeting of the General Assembly.
- (d) The Financial Year of the Party shall be the calendar year.

22.0 FINANCING THE PARTY

- (a) The funds of the Party shall be raised by all or any of the following means:
 - (i) membership fees;
 - (ii) voluntary contributions, donations, bequests and grants from lawful source;
 - (iii) organized fundraising events;
 - (iv) proceeds from any investment, project or undertaking in which the Party has an interest;
 - (v) the grant provided by Government pursuant to section 21(b) of the Political Parties Registration Decree, 2013;
 - (vi) levies deducted by Members of Parliament and City and Town Councils.
- (b) All fundraising events in the name of the Party shall be under the authority of the Management Board through the General Secretary and all funds raised shall be lodged into the operating account of the Party.

23.0 ASSOCIATION WITH OTHER PARTIES OR GROUPS

- (a) The Party may establish working relationship with other Parties for mutual benefits.
- (b) The Party may coalesce with any other Political Party or Parties, before or after the elections, to form a government or to form the Opposition, provided there is agreement on policies and programs to be thoroughly scrutinized and approved by the Management Board. Such coalition shall be agreed to in writing by the Party leadership and shall include the terms and conditions under which this shall take place.

24.0 CANDIDATE SELECTION

- (a) The Management Board shall decide the selection criteria and conditions for members vying as Party candidates at the General Election, or an election for membership of a City or Town Council and shall establish a Selection Committee to facilitate the selection process.
- (b) The Management Board shall determine the selection process, criteria and conditions to be adopted and shall further direct the Constituency Councils to receive the applications, screen and interview prospective candidates.
- (c) At the end of the first screening process, the Constituency Council shall submit a list of prospective candidates to the Secretary of the Selection Committee and such prospective candidates shall be subjected to further interviews of the Selection Committee of the Management Board
- (d) In appointing the Selection Committee, the Management Board must have regard to the following criteria as the basis for appointment:

- (i) have had more than 10 years of experience in Leadership and Management;
 - (ii) be representatives of the major groupings of races belonging to the Party, and
 - (iii) be well versed with the local communities and hold influential roles.
- (e) The list of provisional candidates made by the Selection Committee is tabled for the approval of the Management Board and the endorsement of the General Assembly.
 - (f) Prospective candidates shall pay a prescribed levy as determined by the Management Board and sign the pledge at Annex G.

25.0 GRIEVANCE PROCEDURE

Any aggrieved member in regards to the affairs of the Party or other matters shall put a notice of his grievances, to the Management Board who shall appoint an independent person as an Arbiter to discuss the case of the aggrieved member and make recommendations to the Management Board.

26.0 DISCIPLINARY PROCEDURES

- (a) The Management Board is empowered with the full authority of this Constitution to institute a full investigation of any member who is accused of misconduct which has brought or is likely to bring the Party into disrepute, or where the misconduct includes a breach of this Constitution or the Code of Conduct or any of its rules as promulgated by the Party from time to time.
- (b) An accusation against a member of the party is to be in writing, signed and addressed to the Chairperson of the Management Board through registered mail or hand delivered to the party secretariat.
- (c) No accusation that occurred over six months prior to the date on which the accusation is lodged shall be accepted by the Board unless there are reasonable grounds, at the Management Board's discretion, to accept the accusation.
- (d) The Board shall ensure that due process is observed when dealing with the accusation, the accused is allowed the right to be heard and to be represented by a person of his/her choice.
- (e) The person making the accusation has to provide information as to who the accusation is against, each and every matter giving rise to the accusation and action that the accuser had taken to address the matter before lodging the accusation.
- (f) The Chairperson of the Board shall table the accusation to the Management Board as soon as possible for decision. The Board, when deciding the course of action to take, may decide from either of the following options:
 - (i) refer the matter to the General Secretary to conduct a preliminary investigation and to file a report within fourteen (14) days from the date of the referral;

- (ii) appoint a Disciplinary Committee of at least two (2) members, one of whom to be person of a legal background, to investigate and submit a report to the Management Board within thirty (30) days from the date of appointment. The Board is empowered to extend the date if it is of the view that such is warranted after a request by the Disciplinary Committee.
- (g) When the Board decides to take one of the options under sub-section (f) (i) & (ii), the Board shall inform the accused of the decision as soon as possible and also provide the accused each and every detail of the accusation.
- (h) The Management Board, after the receipt of the General Secretary's report under subsection (f) (i), may decide to discontinue action on the accusation or to refer the accusation to the Disciplinary Committee as referred to in subsection (f) (ii).
- (i) The Disciplinary Committee has the full powers, when submitting its investigation report to the Board, to recommend that the Board takes one or more of the following options:
 - (i) dismiss the accusation;
 - (ii) reprimand the accused;
 - (iii) suspend the accused membership for a period of time;
 - (iv) expel the accused from the party; or
 - (v) take any other action that it considers appropriate.
- (j) The decision of the Management Board is final and conclusive. The accused and the accuser are to be handed the decision as soon as possible.

27.0 AMENDMENT OF THE CONSTITUTION

The General Assembly has the power to amend, revoke or add to the provisions of the Constitution provided that all requirements of a special resolution is complied with and such amendments are tabled and passed at an Annual General Assembly or Special General Assembly with two third (2/3) majority of those eligible to vote and present at a meeting called to consider the resolution.

28.0 DISSOLUTION OF THE PARTY

- (a) The Party may be dissolved only by a special resolution of the General Assembly supported by at least two third (2/3) majority of those eligible to vote and present at a meeting called to consider the resolution.
- (b) On dissolution, any surplus assets, after payment of all liabilities, shall be donated to a charitable institution nominated by the General Assembly.

29.0 OATH OF ALLEGIANCE

The Party Oath of Allegiance at Annex H shall be administered by elected Members of Parliament, and City and Town Councillors and all Party members, officials and candidates.

30.0 COMMENCEMENT AND TRANSITIONAL PROVISIONS

- 30.1 The approved amendments to the Social Democratic Liberal Party shall come into effect on the date of approval at the Special General Assembly held on Thursday 10th September 2015.
- 30.2 The members of the Management Board shall be appointed as outlined below to facilitate the coming into force of the constitutional amendments approved on Thursday 10th September 2015 and thereafter the procedure will follow the provisions of the constitution for the appointment of the next President, Vice Presidents and all office bearers:

Member appointed under section 13.0 (a) (i)

- (i) The Special General Assembly endorses that the President of the Party who was appointed at the Annual General Meeting on 27th June, 2015 with a three year term to continue in office but with a reduced term of 2 years effective from the date of adoption of the amendment to the Constitution on 10th September 2015.

Members appointed under Section 13.0 (a) (ii)

- (ii) The three Vice Presidents shall be elected under the provision of section 18.2 at the Special General Assembly where the amendments to the Constitution was adopted on 10th September 2015,

Member appointed under Section 13.0 (a) (iii)

- (iii) The Party Leader shall continue her membership as member of the Management Board,

Member appointed under Section 13.0 (a) (iv)

- (iv) That the Parliamentary Leader shall continue in her membership of the Management Board,

Members appointed under Section 13.0 (a) (v)

- (v) The members of the Joint Party and Parliamentary Committee shall be appointed under section 13.0 8(a) (v);

Members appointed under Section 13.0(a) (vi)

- (vi) The members of the Management Board nominated by the Constituency Councils shall be appointed at the Special General Assembly on 10th September, 2015. Where representatives of Constituency Councils are not appointed on 10th September 2015, these representatives are to be appointed by the relevant Constituency Councils who are to advise the General Secretary by October, 15, 2015.

Members appointed under Section 13.0 (a) (vii)

- (vii) The 3 Women representatives shall be appointed by the Women Forum,

Members appointed under Section 13.0 (a) (viii)

- (viii) The 3 Youth representatives shall be appointed by the Youth Forum.

30.3 Party and Parliament Office employees

- (i) The General Secretary shall continue in office until 31st January, 2016 when the Management Board shall complete the selection process, as per section 18.3.1
- (ii) The Treasurer shall continue in office until 31st January, 2016 when the Management Board shall complete the selection process, as per section 18.5(a)
- (iii) The assessment of the staff needs, job descriptions, salaries and organization structure of the Party Parliament Office is reviewed by the Management Board and the selection process shall be completed by 31st December, 2015 as per section 13.1 (a) (viii)

30.4 Committees

All existing party Committees shall cease to operate by 15 October, 2015 and the selection of new committees shall be carried out by the Management Board as per Section 13.1 (a) (vi)

Proper handing over of all assets, inventory/stocks, held by the Committees should be carried out by the Committee to the General Secretary.

- 30.5 The amendments to this Constitution shall come into effect when approved by the Special General Assembly on Saturday 1 September 2018. The Party Leader continues in office to complete his current term of office. Thereafter, the appointment procedure will follow the provision of the constitution for the appointment of the next Party Leader by the Management Board in a transparent, competitive, nationally recognised selection process.

- (i) The Party Leader appointed by the General Assembly on 24 June 2016 will continue in office until the expiry of his term of office. Thereafter, the appointment procedure will follow the provisions of the Constitution for the appointment of the Party Leader by the Management Board in a transparent, competitive, nationally recognised selection process.

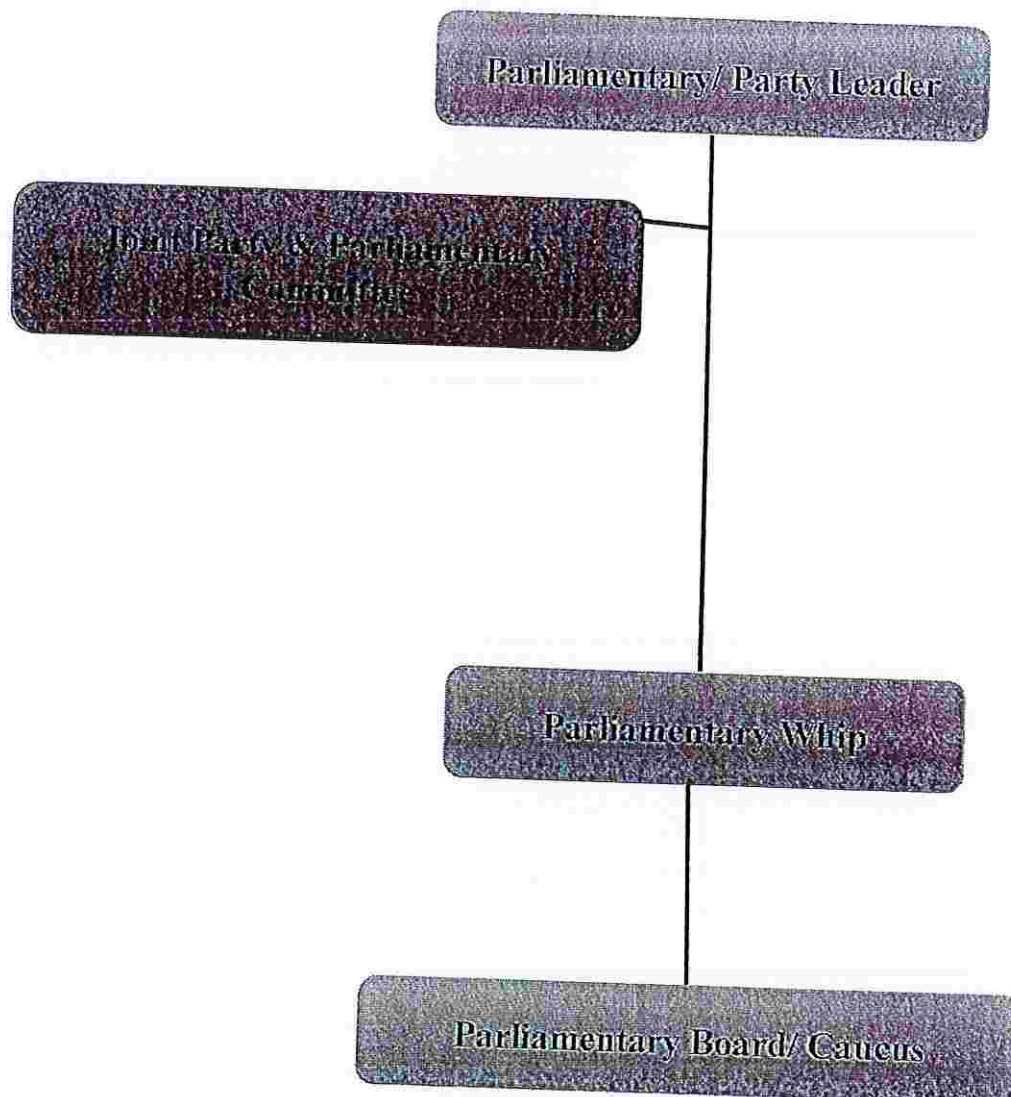
ANNEX A: PARTY STRUCTURE



ANNEX B: ALLOCATION OF CONSTITUENCY REPRESENTATIVES TO THE MANAGEMENT BOARD, WOMEN'S FORUM AND YOUTH FORUM.

Constituency	Allocated Number of representatives
Ba East	1
Ba West	1
Bua	1
Cakaudrove East	1
Cakaudrove West	1
Kadavu	1
Lau	1
Lomaiviti	1
Macuata	1
Nadroga/Navosa	2
Naitasiri South	1
Naitasiri North	1
Namosi	1
Ra (Nakorotubu, Nalawa)	1
Ra (Saivou, Rakiraki)	1
Rewa	1
Serua	1
Tailevu South	1
Tailevu North	1
Sub-Total	20
Urban:	
Lami	1
Nasinu	2
Suva	1
Nadi	1
Lautoka	1
Ba/Tavua/Vatukoula	1
Labasa/Savusavu	1
Sub Total	8

ANNEX C PARLIAMENTARY STRUCTURE



ANNEX D: PLEDGE BY MEMBERS OF PARLIAMENT AND MUNICIPALITY/CITY OFFICES

I.....of.....,

having been elected as a Member of Parliament or a Member of the Town/City, hereby declare:

- i. My commitment to the policies and procedures of the Party Parliamentary office or the Municipality/City Office as determined by the Party from time to time;
- ii. My commitment to abide by the rules of this Constitution;
- iii. My commitment to uphold the Code of Conduct for Political Parties as contained in the First Schedule of Decree No. 4 and No.11 of 2013;
- iv. My commitment to the Party Policy on Members crossing the floor or voting against the Party's agreed or expressed position on a particular issue in Parliament, that the Member shall resign from the Party, and
- v. To deduct a minimum stipulated amount of money from my salary per fortnight as the Management Board shall determine from time to time and this is to go towards the administration and finances of the Party's offices."

Name:

Designation:

Signature: Date:

Witness: Date:

ANNEX E: PARTY ORGANISATION STRUCTURE





**ANNEX G: PLEDGE TO BE SIGNED BY ALL PROSPECTIVE
CANDIDATES TO THE GENERAL ELECTION OF THE
TOWN/CITY COUNCILS ELECTIONS AND WITNESSED
BY TWO FINANCIAL MEMBERS OF THE PARTY:**

I
of
having been selected as a prospective Candidate for the General Elections to be held.....
or the Town/City Council Elections in accordance with the provisions of
..... hereby accept nomination and declare: –

- (i) I am not a member of any political party or any organization the membership of which is declared by the General Assembly or the Management Board to be incompatible with membership of the Social Democratic Liberal Party.
- (ii) I will wholeheartedly support the duly selected candidates of the Party.
- (iii) If selected as a candidate, I will not withdraw without the consent of the Party organization controlling the election.
- (iv) I will faithfully observe the Constitution and Policies of the Party.
- (v) If selected, I will vote in accordance with the party directives.

Name:

Designation:

Signature:

Witness:

Witness:

Date:

Date:

Date:

ANNEX H: OATH OF ALLEGIANCE

Oath or Affirmation to be conducted for all Party members, officials, Members of Parliament and elected Party members of City and Town Councils.

Oath

Ido swear that I shall well and truly serve the Party, in the office of
I shall at all times uphold the Party Constitution; and I shall do right to all manner of people in accordance with laws and usages of the Republic of the Fiji Islands, without fear or favour, affection or ill will. So help me God!

Name:

.....

Designation:

.....

Signature:

..... Date:

Witness:

..... Date: