



Constitution

2019

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Article 1 - NAME

The name of the Party shall be the Progressive Party, hereinafter referred to as the 'Party', with its shortened title and collective membership referred to as the Progressives.

Article 2 - SYMBOL

The symbol of the Party shall be referred to as the 'Guiding Flame', which takes the form of a blue and gold flame with a spiral base. To the left of the flame are the words 'Progressive Party' in bold and the colour blue. A specimen of the symbol is annexed as Appendix A.

Article 3 - MOTTO

The motto of the Party shall be "GUIDING A NATION FORWARD".

Article 4 - CONSTITUTIONAL AUTHORITY

This Constitution governs the affairs of the Party and is the final authority concerning any dispute or ambiguity within the Party. If there is any conflict between this Constitution and any ancillary Party document, or any Party document that impacts upon the affairs of the Party in any way whatsoever, this Constitution shall prevail.

Article 4 - HEADQUARTERS

The Headquarters of the Party shall be known as the 'Progressive Centre' and shall be established at any place in Trinidad and Tobago determined by the Board of Directors from time to time.

Article 5 - AIMS AND OBJECTIVES

The Party is built on the following Aims and Objectives: -

- (i) To uphold the tenets of democracy and the rule of law in the pursuit and delivery of good governance to the people of Trinidad and Tobago;
- (ii) To inculcate an abiding appreciation and respect for the racial, ethnic, cultural, religious and other forms of human diversity of our society in order to foster harmony, understanding, cooperation and togetherness and promote national unity, purpose and cohesion;
- (iii) To foster and actively promote unity among all the peoples of Trinidad and Tobago regardless of ethnicity, race, colour, religion,

- gender, physical or mental disability, age, sexual orientation, national origin, status in society or political affiliation;
- (iv) To ensure that all men and women and youth have a voice in decision-making, either directly or through legitimate intermediate institutions that represent their interests. Such broad participation is built on freedom of association and speech, as well as capacities to participate constructively;
 - (v) To mediate differing interests to reach a broad consensus on what is in the best interests of the country;
 - (vi) To be a political organisation of competent, enterprising and self-confident citizens, who are capable of taking responsibility for themselves, for their families, for their community and for the country;
 - (vii) To harness the full potential of the human and natural resources of the country and ensure the sustainable development of all regions of the country without discrimination;
 - (viii) To decentralise government as far as possible to ensure that each citizen has equitable access to the services of the state;
 - (ix) To protect the environment from degradation and repair the damage done to the environment by wasteful and improper exploitation of our land, forest, marine, and freshwater resources;
 - (x) To prevent animal cruelty, exploitation and neglect and to protect wild habitats and the entire community of life;
 - (xi) To manage the economy of the country with efficiency and prudence, guided by the consideration of the national interest;
 - (xii) To create a climate in which private enterprise will thrive and where investments can be made without fear and without unnecessary bureaucratic restrictions and impediments, in order to create wealth and prosperity for the citizens of this country;
 - (xiii) To provide a good system of education, both public and private, at all levels which responds to the developmental needs of the country as well as the individual and collective need for quality education;
 - (xiv) To address the issues of unemployment and underemployment and where possible to provide for all, who are capable, the opportunity

and means of earning a living, either by way of self-employment or as employees in various undertakings;

- (xv) To give priority attention to the health needs of the nation in order to establish and maintain an efficient system of public health, which is easily accessible by all citizens;
- (xvi) To foster and maintain freedom of the media, and open dissemination and interchange of ideas, subject only to the laws of libel and the legitimate claims of national security;
- (xvii) To give equal opportunities to women and ensure that all forms of discrimination against women end, so that they can contribute more effectively to the development of the nation;
- (xviii) To support and promote the struggle for the rights of children, the elderly and the disabled;
- (xix) To maintain, in all interest of national unity, harmonious relations with all other political parties, notwithstanding any differences in ideologies;
- (xx) To ensure that the country maintains friendly relations with all countries which respect our sovereignty and integrity as a nation, and supports measures that strengthen the Caribbean Community (CARICOM), the Organisation of American States (OAS), the Commonwealth, the United Nations (UN) and all other associations that the country is a member to, in pursuit of development, peace, freedom and just international order;
- (xxi) To advance a belief that responsible and accountable government is attentive to the people it represents and has representatives who at all times conduct themselves in an ethical manner and display integrity, honesty, transparency and concern for the best interest of all;
- (xxii) To ensure that all members, representatives, appointees and elected officials of the Party are allowed to vote conscientiously on all matters before them without fear or favour in the interest of the People of Trinidad and Tobago.

Article 6 - MEMBERSHIP

ELIGIBILITY

Membership of the Party is voluntary and open to all citizens of the Republic of Trinidad and Tobago irrespective of gender, race, colour, creed, social class and who:

- (i) Is thirteen (13) years or older;
- (ii) Does not have membership in other political parties or agrees to terminate such membership in other political parties prior to becoming a member of the Party;
- (iii) Accepts the Aims, Objectives and Principles of the Party and who agrees to abide by its Constitution, Rules, Policies and Programmes;
- (iv) Is prepared to work towards the achievement of the Party's goals and objectives.

RIGHTS

Each member of the Party shall enjoy the following rights:

- (i) To participate in the development and implementation of the Party's policies and decisions;
- (ii) To exercise his/her right to vote in the proceedings of the Party where such authority is given to that individual by this Constitution;
- (iii) To elect and be elected to the organs of the Party where such authority is given to that individual by this Constitution;
- (iv) To express or submit ideas, complaints and comments to all of the Party's organs and to be notified of the solution;
- (v) To receive support from the Party when threatened, persecuted, discredited or slandered because of political beliefs and actions that do not run against the law of the land, or the goals and the principles of the party;
- (vi) To be regularly informed on passed resolutions and political, organisational and other issues concerning the party;
- (vii) To appeal through the relevant body, decisions of the Party in matters of dispute which directly involves the member;

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- (viii) To take a full and active part in the discussion, formulation and implementation of the policies of the Party;
- (ix) To participate in all activities of the Party, subject to rules and regulations governing such activities;
- (x) To contest any position or office within the Party, in accordance with the rules and regulations governing elections.

OBLIGATIONS

Each member of the Party is obligated:

- (i) To adhere to the Party's statutes and to promote its programmes, principles and objectives;
- (ii) To respect the resolutions and decisions of the Party's bodies;
- (iii) To pay membership fees in the specified amount and in the specified periods;
- (iv) To immediately inform the Party of changes to personal data that are part of the membership records;
- (v) To refrain from publishing and/or distributing any media without authorisation, which purports to be the view of any organised grouping, faction or tendency within the Party;
- (vi) To ensure that he/she is registered as a voter in the electoral district in which he/she lives;
- (vii) To deepen his/her understanding of the social, cultural, political and economic problems of the country;
- (viii) To combat propaganda detrimental to the interests of the Party and defend the policies, aims and programmes of the Party;
- (ix) To protect and promote the good name of the Party;
- (x) To protect the unity of the Party;
- (xi) To be loyal and truthful to the Party;
- (xii) To carry out his/her duties faithfully and with honesty to the best of his/her ability;
- (xiii) To not initiate or commence any legal proceedings against the Party for any reason whatsoever, unless whatever grievance the Member may have against the Party has been put before the Party for investigation and decision.

TYPES OF MEMBERSHIP

Membership in the Party shall be offered in three kinds:

- (i) Regular Membership - Any person who meets the eligibility requirements set out in this Constitution and who has at least attained the age of voting in a national election in accordance with the laws of the Republic of Trinidad and Tobago.
- (ii) Youth Membership - Any person who meets the eligibility requirements set out in this Constitution and who is no less than thirteen years of age and who has not yet attained the age of voting in a national election in accordance with the laws of the Republic of Trinidad and Tobago.
- (iii) Life Membership - Awarded to a member of the Party by the Board of Directors for long and meritorious service to the Party.

Article 7 - ORGANS

- (A) The Organs of the Party shall comprise the following:
 - (A) Local Electoral Groups (LEGs)
 - (B) General Electoral Caucuses (GECs)
 - (C) Board of Directors (BOD)
 - (D) General Assembly (GA)
 - (E) Parliamentary Assembly (PA)
 - (F) Local Government Assembly (LGA)
 - (G) Youth Council (YC)

THE LOCAL ELECTORAL GROUPS (LEGs)

- (i) There shall be a Local Electoral Group (LEG) established and operated within each Local Government and Tobago House of Assembly Electoral District;
- (ii) Each LEG shall bear the name of the Local Government or Tobago House of Assembly Electoral District it represents as part of its title;

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- (iii) All members in good financial standing with the Party shall be a member of their respective LEG in their Electoral District and shall have the right to attend and participate in LEG meetings and vote in their respective LEG's elections;
- (iv) Each LEG shall, within its respective Electoral District: -
 - (a) Recruit members for the Party;
 - (b) Organise and assist in outreach and community activities;
 - (c) Provide information as may be required by the other Organs of the Party in relation to its operations;
 - (d) Raise funds to support its operations and those of the Party in accordance with the Party's Financial Code;
 - (e) support and make recommendations to the Party's elected representatives or designated representatives for the Electoral District;
 - (f) submit quarterly reports of activities of the LEG to the Board of Directors;
 - (g) Attend to any other responsibilities assigned to it by the Board of Directors.
- (v) The Officers of the Executive of the LEG shall be as follows:
 - (a) Chairperson;
 - (b) Vice Chairperson;
 - (c) Secretary;
 - (d) Assistant Secretary;
 - (e) Treasurer;
 - (f) Communications Officer;
 - (g) Outreach Officer;
 - (h) Youth Officer;
 - (i) Elections Officer
- (vi) The LEG Executive shall be elected in accordance with the Party's Electoral Code. Election procedures
- (vii) Each LEG Secretary shall within seven (7) days of the election of the officers of the Executive of the LEG, forward to the Secretary of the Party the names of the said successful officers;
- (viii) Each LEG Executive shall meet at least once every month to

- discuss operational matters relative to its respective Electoral District;
- (ix) Each LEG shall meet at least once every month so that Members may be engaged on planned activities and programmes and be informed about activities and decisions of the Party;
 - (x) Each LEG shall be represented at the Parliamentary Electoral District's General Electoral Caucus (GEC) by no more than three (3) LEG Executive Members including its Chairperson;
 - (xi) The quorum for meetings of a LEG Executive shall be not less than five (5) LEG Executive Members, except where the Executive membership is less than that;
 - (xii) The quorum for meetings of a LEG shall be not less than fifteen (15) LEG Members, except where the membership is less than that;
 - (xiii) Where after half an hour from the time appointed for commencing the meeting a quorum is not in attendance the meeting shall be adjourned to a fixed date and time at which the members present and in attendance shall constitute a quorum;
 - (xiv) Each LEG shall through its Secretary forward to the Party's Secretary a quarterly and an annual report on its activities for that period;
 - (xv) Each LEG shall, through its Treasurer, deposit in the Party's prescribed bank account all monies received in the Party's name and forward a copy of the receipt to the Chief Financial Officer;
 - (xvi) All expenditure of the LEG must be approved by the Chief Financial Officer;
 - (xvii) Each LEG must submit its monthly budget and request for funds by the 15th day of the preceding month.
 - (xviii) The Chief Financial Officer may consider urgent, unanticipated or late financial requests of a LEG at his / her discretion.
 - (xix) A LEG which fails to submit its Quarterly Report and/or contravenes any of the provisions of this Constitution may be subject to such disciplinary action including suspension or disbandment as the Board of Directors may in the circumstances deem fit;

- (xx) Any LEG which is suspended or deemed to be disbanded by the Board of Directors shall be without any entitlement in the Party provided however that it may be reconstituted or reinstated for good reason on such terms and conditions as the Board of Directors may decide;
- (xxi) No LEG shall enter into any affiliation or association with or give political or other support of any kind whatsoever to any other Party, Political Group, Organisation, individual or any candidate other than the Party's Candidate for elections without the prior written approval of the Board of Directors.
- (xxii) Each LEG may appoint such Sub-Committees as may be necessary for the discharge of its functions.

THE GENERAL ELECTORAL CAUCUSES (GECs)

- (A) There shall be a GEC for each Parliamentary Electoral District which shall comprise:
 - (i) A Chairperson appointed by the Board of Directors after consultation with the LEGs which fall within the Parliamentary Electoral District of the General Electoral Caucus, who shall chair the meetings of the GEC;
 - (ii) A Secretary appointed by the Board of Directors after consultation with the LEGs which fall within the Parliamentary Electoral District of the General Electoral Caucus, who shall record and keep minutes of the meetings of the GEC;
 - (iii) Three (3) representatives from each LEG Executive which falls within the Parliamentary Electoral District of the General Electoral Caucus;
- (B) The GEC shall undertake an advisory function on matters of the Constituency including, but not limited to:
 - (i) The operations of LEGs in the Constituency; and
 - (ii) Any other matters as prescribed by the Board of Directors.
- (C) The General Electoral Caucus shall: -
 - (i) Meet at least once every two months;

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- (ii) Appoint a Constituency Disciplinary Committee in accordance with the regulations set out in this Constitution;
- (iii) Recommend to the Board of Directors suitable persons for appointment to Boards of State Corporations, State Enterprises and Statutory Authorities;
- (iv) Assist the Party in community outreach programmes in pursuance of the development of the Constituency;
- (v) Assist the Party in hosting Constituency meetings;
- (vi) Discuss and refer to the Board of Directors any matter, including that of discipline, affecting the Party within the Constituency.

THE BOARD OF DIRECTORS

- (A) The Board of Directors shall comprise: -
- i. All Officers elected to the Board of Directors and confirmed at the General Assembly.
 - ii. The Officers to be elected by the General Assembly are as follows: -
 - a. Political Leader
 - b. Deputy Political Leader
 - c. Chairperson
 - d. Secretary
 - e. Chief Operating Officer
 - f. Chief Financial Officer
 - g. Chief Communications Officer
 - h. Chief Strategy Officer
 - i. Chief Policy Officer
 - j. Executive Director 1
 - k. Executive Director 2
 - iii. The Board of Directors shall meet at least once per month and the quorum for such meetings shall be SEVEN (7) members.

The Board of Directors shall: -

- (a) be responsible for the overall organisation of the Party.
Without prejudice to the generality of the foregoing the

Board of Directors shall:

- I. have oversight of the day to day administration of the Party;
 - II. implement the policies of the Party and ensure that the said policies are applied;
 - III. make recommendations to the General Assembly on general policy matters and strategic initiatives and seek ratification of urgent decisions taken of a fundamental nature.
- (b) To make and/or alter the Party's regulations by way of a four-fifths ($\frac{4}{5}$) vote and a subsequent sharing of the new/altered regulations among the organs and members of the Party.
- (c) prescribe all matters that require to be so prescribed whether by Regulations hereunder or otherwise and whether with respect to matters of a substantive or procedural nature including but not limited to quorums and time for meetings of any Organ of the Party.
- (d) establish and operate a Secretariat for the effective administration of the Party which shall consist of the General Secretary, Administrative Secretary, the Public Relations Officer, the Treasurer and such other persons as the Board of Directors may prescribe from time to time and it shall have the power to determine the nature and extent of the duties and/or functions to be performed by any of the officers of the Secretariat provided however that a member of Parliament shall not be eligible to be appointed to an office within the Secretariat.
- (e) supervise the establishment and functioning of LEGs, General Electoral Caucuses, Standing Committees and the election of their officers;
- (f) summon meetings of any institution or organ of the Party as may be necessary;
- (g) confirm/approve candidates to contest all National

- Elections recommended by the Elections Committee;
 - (h) investigate all appeal matters of discipline affecting the Party following initial disciplinary procedures and a determination on the matter by the Disciplinary Committee;
 - (i) summon and organise the General Assembly and report to the General Assembly at such time as it is convened;
 - (j) summon and organise the Special General Assembly where required;
 - (k) appoint Trustees, of the Party's property and undertaking, Tribunals, Committees, Chairpersons and Members of Standing and Special Committees and fill such vacancies therein as may be necessary from time to time.
 - (l) appoint such staff to the Secretariat on such terms and conditions as it considers necessary;
 - (m) have the power to determine the nature and extent of the functions and duties to be delegated to the Officers of the Secretariat;
 - (n) propose such levies or charges as it considers necessary upon members, organs of the Party, Members of Parliament and Municipal Corporation and Tobago House of Assembly representatives such decisions to be subject to approval by the General Assembly;
 - (o) propose to the General Assembly for its approval rules and regulations to attain the aims and objects of the Party and implement its constitution;
 - (p) do all such things as are necessary to promote the aims and objects of the Party and in the discharge of its functions and duties.
 - (q) may appoint such Sub-Committees as may be necessary for the discharge of its functions.
- (B) Subject only to the General Assembly, the Board of Directors may exercise all powers of the Party on its behalf without limitation, including in relation to the organs of the Party.

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- (C) The Board of Directors may meet by telephone and other electronic means provided each member who wishes to participate in the meeting is able to clearly and simultaneously communicate with every other such member
- (D) A resolution agreed to in writing by all voting members of the Board of Directors has the same effect as a resolution passed at a meeting of the Board of Directors. In this rule "writing" includes emails, faxes and other electronic means of representing or reproducing words in a visible form and must be submitted before or during the time of voting as prescribed by the Chairperson

THE GENERAL ASSEMBLY

- A. The General Assembly shall be the highest authority of the Party and shall:
 - a. comprise all financial members of the Party;
 - b. meet at least once every year on the third Sunday in May;
 - c. ratify the results of the party's internal elections;
 - d. amend the Party Constitution in accordance with...;
 - e. consider and if thought appropriate approve policies and programmes of the Party submitted to it by the Board of Directors;
 - f. consider and if thought appropriate ratify decisions of the Board of Directors to affiliate with other political parties or organizations.
- B. On matters before the General Assembly each LEG shall have one vote which shall be cast by its Chairperson or in his or her absence by the Deputy Chairperson.
- C. A SPECIAL General Assembly may be summoned in accordance with Article 11 (e) and it shall have all the powers of a General Assembly within the scope of the purpose for which the said Special General Assembly was convened. The Members present at the General Assembly and/or Special General Assembly shall constitute the quorum for such meetings.

THE PARLIAMENTARY ASSEMBLY

- (A) The Parliamentary Assembly shall comprise: -

- i. All members of the Party who are members of the House of Representatives and the Senate of the Parliament of the Republic of Trinidad and Tobago.
- (B) It shall meet as often as is required but at least once every month.
- (C) The quorum for such meeting shall be fifty (50) percent of the number of persons eligible to attend such meeting provided however that if at a duly constituted meeting after half an hour from the appointed time for commencing the meeting a quorum is not in attendance the meeting shall be adjourned to a fixed date at which date the members present shall constitute the required quorum for that meeting.
- (D) It shall submit a quarterly and an annual report of its activities to the Board of Directors.
- (E) Meetings of the Parliamentary Assembly shall be presided over by the Political Leader and in his or her absence by the Deputy Political Leader or in the absence of both by a person elected from those present.
- (F) It shall be the duty of the members of the Parliamentary Assembly to implement the policies of the Party in the discharge of their respective duties and functions.
- (G) May appoint such Sub-Committees as may be necessary for the discharge of its functions.

THE LOCAL GOVERNMENT ASSEMBLY

- (H) The Local Government Assembly shall comprise: -
 - i. All members of the Party who are members of Local Government bodies and the Tobago House of Assembly (THA)
- (I) It shall meet as often as is required but at least once every month.
- (J) The quorum for such meeting shall be FIFTY (50%) percent of the number of persons eligible to attend such meeting provided however that if at a duly constituted meeting after half an hour from the appointed time for commencing the meeting a quorum is not in attendance the meeting shall be adjourned to a fixed date at which date the members present shall constitute the required quorum for that

meeting.

- (K) It shall submit a quarterly and annual report of its activities to the Board of Directors.
- (L) Meetings of the Local Government Assembly shall be presided over by the Political Leader and in his absence by the Deputy Political Leader or in the absence of both by a person elected from those present.
- (M) It shall be the duty of the members of the Local Government Assembly to implement the policies of the Party in the discharge of their respective duties and functions.
- (N) May appoint such Sub-Committees as may be necessary for the discharge of its functions.

THE YOUTH COUNCIL

- (A) There shall be a Youth Council which all Youth Members shall be entitled to attend;
- (B) Youth members shall exercise voting rights only in respect of the Youth Council unless otherwise expressed in this constitution;
- (C) The Youth Council shall meet at least once every month;
- (D) It shall elect the following Officers: -
 - i. Chairperson
 - ii. Vice-Chairperson
 - iii. Secretary
 - iv. Assistant Secretary
 - v. Treasurer
 - vi. Public Relations Officer
- (E) It shall be accountable to the Board of Directors.
- (F) The Youth Council shall be responsible for coordinating and promoting the affairs of Youth in the Party.
- (G) The Board of Directors, after consultation with the executive officers of the Youth Council, may prescribe regulations from time to time in respect of the Youth Council.
- (H) May appoint such Sub-Committees as may be necessary for the discharge of its functions.

Article 8 - REGULATIONS

ELECTION AND REMOVAL OF OFFICERS

- A. The Party's internal election shall take place from 8:00am to 5:00pm on the first Sunday in May and ratified by the General Assembly on the third Sunday in May.
- B. All elected officers of the Party shall hold office for a period of three (3) years or until successors to their offices have been elected unless they resign or are removed from office prior to the expiry of their tenure or their offices otherwise become vacant for any cause.
- C. The Party's internal election shall be executed in accordance with the Party's Election Regulations.
- D. Any office of the party shall be rendered automatically vacant if the office holder is absent from THREE (3) consecutive meetings for which he/she is expected to attend, without reasonable excuse communicated in advance of the meeting.

VOTING AND ELIGIBILITY FOR OFFICE

- E. Voting at all elections within all organs of the Party shall be by secret ballot.
- F. Only members of the Party in good standing shall be eligible to vote in the Party's various elections.
- G. No person shall be elected to hold any office in the Party or to represent the Party at any level who: -
 - i. has not been a member of the Party for at least TWELVE (12) months except in the case of the Party's first internal elections;
 - ii. is not in good financial standing; and
 - iii. is the subject of any pending internal disciplinary charges except where the Board of Directors may, in its discretion and through written approval, allow such member to present him/her for election.

FUNDS OF THE PARTY

- A. The management of the Party's finances shall be in accordance with the Financial Code of the Party.

DISCIPLINE

1. Proceedings

- a. Disciplinary proceedings may be initiated by a complaint in writing delivered to the Constituency Disciplinary Committee, in so far as the complaint relates to the affairs of the Party.
- b. Proceeding of a Constituency Disciplinary Committee shall be held on camera and shall be conducted in accordance with the Rules of Natural Justice.
- c. A Constituency Disciplinary Committee shall, within twenty-one (21) days of the receipt of a complaint, conduct its deliberations on the matter, and make its recommendation thereon to the Executive Committee, except that the period of twenty-one (21) days may, in appropriate circumstances, be extended by the Executive Committee.
- d. The determination of any question or matter before a Disciplinary Committee shall be in accordance with the opinion of the majority of the members of the Committee.
- e. A Disciplinary Committee shall not be subject to the direction or control of any person in the performance of its function.

2. Appeals

- a. A member aggrieved by, or dissatisfied with, a recommendation of the LEG executive may, within fourteen (14) days of the receipt of the notice of the recommendation, appeal against the recommendation to the Constituency Disciplinary Committee by filing an appeal within twenty-one (21) days from the date of receipt of the appeal and submit its recommendations on the appeal to the Board of Directors for its decision.
- b. A Member aggrieved by or dissatisfied with a decision of the Board of Directors may, within seven (7) days of the receipt of

the notice of the decision, appeal against it to the National Council by filling an appeal in writing with the General Secretary. The National Council shall conclude its deliberations on the appeal within fourteen (14) days of receipt of the appeal and its decision shall be final and binding upon all affected parties.

3. Misconduct

- a. A complaint shall involve an allegation against a member that includes any of the following acts of misconduct:
 - i. Violation of the duties of a Member;
 - ii. Violent, dangerous or intimidatory conduct against another Member;
 - iii. Falsification of reports, accounts or expense claims or other fraudulent conduct;
 - iv. Willful damage to Party property;
 - v. Breach of the duty to uphold publicity Party policy;
 - vi. Creation of discord or factionalism within the Party;
 - vii. Defection to another party.
- b. These acts are not exhaustive or exclusive and acts of a similar nature will be dealt with as provided herein.

4. Grievance

1. A member who has a grievance against the Party may, in writing, petition the relevant organ of the Party, as the case may be for redress. A grievance shall involve an allegation of unjust or unfair treatment by the Party against the Member
2. An offending Party organ, in conjunction with other party organs, where appropriate, within twenty one (21) days from the receipt of the petition, investigate the grievance, conclude its deliberations thereon, and notify its decision to the Member.

NOTICES OF MEETINGS

At least SEVEN (7) days notice shall be given for the holding of any meeting of any institution other than the General Assembly and the Special General

Assembly. The Board of Directors may in an emergency waive this requirement and summon a meeting by shorter notice.

RESERVE POWERS AND INTERPRETATION

The Board of Directors shall have the power to determine all matters on which this Constitution and any Standing Orders or Rules or Regulations made thereunder are silent, or from which ambiguity or difficulty or interpretation or otherwise arises and its decision on any such matter shall be final.

CASUAL VACANCIES

Unless otherwise provided herein every organ of the Party shall be invested with and shall be entitled to exercise the prerogative of electing or appointing members to fill casual vacancies arising for any cause whatsoever in any office or post within it which tenure shall subsist for the same duration as the former incumbent would have subsisted and shall expire at the same time as that tenure would have expired in the normal course.

AMENDMENT OF THE CONSTITUTION

- (A) This Constitution may be amended at a General Assembly or Special General Assembly called for that purpose on the basis of written proposals duly submitted to it by any Organ of the Party.
- (B) Such proposals must be submitted to the Party's Secretary no less than three months prior to the General Assembly or Special General Assembly at which it is to be considered.
- (C) The Party's Secretary must circulate the proposed amendments to each organ of the Party no less than one month prior to the General Assembly or Special General Assembly at which it is to be considered.
- (D) A resolution to amend the Constitution must receive at least TWO-THIRDS (2/3) of the votes of the voting delegates present at the meeting.
- (E) Any amendment to this constitution shall become effective upon such amendment being approved by the General Assembly or special General Assembly as shall be the case and upon being published in

such manner as the Board of Directors shall determine.

SUSPENSION AND REPEAL OF CONSTITUTION

- (A) This Constitution and its operation may be suspended or upon such suspension restored or may be repealed by the resolution of a Special General Assembly summoned for that purpose by the Board of Directors and the resolution for such suspension or its restoration or such repeal shall require to be approved by a two-thirds (2/3) majority of all financial members of the Party present and voting.
- (B) Upon the repeal of the Constitution and the non-promulgation of any replacement thereof the Party shall be dissolved.
- (C) For the avoidance of doubt where the context so requires within the ambit of this Constitution the singular shall include the plural and words in the masculine gender shall include the feminine.

STANDING COMMITTEES

(A) THE DISCIPLINARY COMMITTEES

- i. Appointment of Disciplinary Committees
 - 1. Each constituency shall have a Constituency Disciplinary Committee which shall be appointed by the General Electoral Caucus;
 - 2. It shall comprise not less than three (3) and not more than five (5) members, and an additional two (2) reserve members, from among the LEGs within the Parliamentary Electoral District;
 - 3. The General Electoral Caucus shall, from among the members appointed, appoints the follow officers of the committee:
 - 1. Chairperson
 - 2. Vice Chairperson
 - 3. Secretary
 - 4. No Executive Member of a LEG shall be eligible to be appointed to the Constituency Disciplinary Committee.

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The term of members of a Disciplinary Committee shall be two (2) years, renewable for not more than one (1) consecutive term. Any member who is the subject of or party to the subject of disciplinary proceedings and who is a member of the Disciplinary Committee must recuse him/herself from adjudicating over the matter.

Jurisdiction

The Constituency Disciplinary Committee shall have jurisdiction in all matters affecting discipline within the constituency it serves.

Functions

1. A Disciplinary Committee shall:
 - a. Investigate complaints concerning the misconduct of a Member;
 - b. Make a full, and impartial inquiry into any complaint referred to it;
 - c. Report in writing the results of the inquiry and the reasons leading to conclusions reached;
 - d. Make recommendations to the GEC based on the results of the inquiry;
 - e. Through its Secretary forward to the Party's Secretary a quarterly and an annual report on its activities for that period;
2. The GEC shall, within fourteen (14) days of receipt of the recommendation of a Disciplinary Committee, adopt, modify or reject same and shall communicate its recommendation and the reasons leading thereto in writing to all affected parties and the BOD.
3. The GEC shall make any recommendation it deems fit to promote discipline within the Party, including the suspension and or expulsion of the Member.
4. The recommendation automatically comes into full force and effect where no appeal is lodged against it within fourteen (14) days of receipt of the decision.
5. An appeal to the decision may be made to the BOD which shall review the matter and return a decision within thirty-two (32) days.
6. The decision of the BOD is final.

(B) THE ELECTIONS COMMITTEE

i. MEMBERS AND OFFICERS:

The Elections Committee shall comprise:

- a. The Chief Strategy Officer who shall be Chairperson and four (4) other persons appointed by the Board of Directors for a period of three (3) years. The Ex Officio members of the Committee shall be:

1. The Political Leader
2. The Deputy Political Leader
3. The Party Chairperson
4. The Chief Policy Officer
5. Youth Council Chairperson

ii. OFFICERS:

The Committee shall elect annually, at its first meeting the following officers from among the four (4) members appointed by the Board of Directors:

- a. Vice Chairperson
- b. Secretary
- c. Assistant Secretary

iii. QUORUM AND TIME:

At the meetings of the Committee three (3) appointed members shall constitute a quorum provided that if at a duly constituted meeting after half an hour from the appointed time for commencing the meeting a quorum is not in attendance the meeting shall be adjourned to a fixed date at which date the members present shall constitute the required quorum for that meeting.

iv. POWERS AND DUTIES.

The Committee shall be: -

- a. Responsible for ensuring that the elections machinery of Constituencies are well organised.
- b. Ensuring that General Electoral Caucus and/or LEGs have the Party supporters in their respective Constituencies registered to vote well in advance of national and municipal Elections.
- c. To coordinate with the Board of Directors and/or Strategy

Committee in ensuring that all plans relating to public meetings, the Manifesto for elections, propaganda documents and statements are strategically and effectively distributed.

- d. To work with Constituency Elections Officers to ensure that suitable Election Campaign Managers for each Constituency are appointed.
- e. To submit a report to the Board of Directors on a quarterly and annual basis
- f. To set up ad hoc Committees to assist it in its duties and functions
- g. To keep proper records of all public address systems/media and to maintain in good repair and under proper supervision the elections apparatus and paraphernalia of the Party
- h. To work in association with the Public Relations Department of the Party.
- i. To prepare and manage the public address systems and platforms for meetings arranged by the Party.
- j. Through its Secretary forward to the Party's Secretary a quarterly and an annual report on its activities for that period;

(C) THE MEMBERSHIP COMMITTEE

i. MEMBERS

The Membership Committee shall comprise of:

- a. The Party's Secretary as Chairperson.
- b. The Chief Strategy Officer and the Youth Council Chairperson as ex officio members.
- c. Five (5) other members to be determined by the Board of Directors.

ii. OFFICERS:

The Committee shall elect annually, at its first meeting the following officers from among the five (5) members appointed by the Board of Directors:

- a. Vice Chairperson

- b. Secretary
- c. Assistant Secretary

iii. QUORUM AND TIME:

At meetings of the Committee FOUR (4) members shall comprise a quorum provided that if at a duly constituted meeting after half an hour from the appointed time for commencing the meeting a quorum is not in attendance the meeting shall be adjourned to a fixed date at which time the members present shall constitute the required quorum for that meeting.

iv. FUNCTIONS:

The functions of the Membership Committee shall be: -

- a. To increase the membership of the Party.
- b. To scrutinise all applications for membership in the Party and to make recommendations on same.
- c. To conduct investigations on all applicants as deemed necessary.
- d. To pay particular attention to and conduct such inquiries as may be necessary prior to recommending acceptance or rejection of applicants who are known to be members of organisations whose principles and programmes are contrary to or inconsistent with those of the Party.
- e. To, through its Secretary, forward to the Party's Secretary a quarterly and an annual report on its activities for that period;
- f. To appoint such Sub-Committees as may be necessary for the discharge of its functions.

v. VOTING:

- a. Decisions of the Committee shall be by simple majority except in respect of Life Membership nominations where there must be unanimous support for approval.
- b. Voting by the Committee on any matter shall be by secret ballot.

APPENDICES

APPENDIX A - LOGO



APPENDIX B - MEMBERSHIP PROCEDURE

PROCEDURE FOR MEMBERSHIP

The procedure for membership shall be as follows:

- I. Persons seeking membership shall make an application on the prescribed form(s) and submit same;
- II. In the case of youth membership, the applicant must obtain the written consent of his/her parent or guardian;
- III. Membership applications shall be reviewed by the Membership Committee which shall make a final determination;
- IV. The Membership Committee may seek further information from the applicant or request that the application be resubmitted in the case of details being omitted in the original application or errors discovered. In such cases the amended application would be considered at the next Membership Committee meeting following resubmission;
- V. Each applicant shall be informed of the Membership Committee's decision on his/her application within fourteen (14) days of the decision;
- VI. If successful, an applicant's membership in the Party shall be effective from the date of the positive decision via a Notice of Admission;
- VII. In the event of an unsuccessful application the Membership Committee shall inform the applicant in writing as to the reasons for rejection;
- VIII. The Membership Committee shall, in writing and with the details of the reviewed application, inform the Local Electoral Group (LEG) in the Polling Division in which the applicant is registered/resides of its decision within seven (7) days of admitting the applicant to the Party as a member;
- IX. A member shall be of good financial standing where he/she has paid in full and up to date all dues or levies.

APPEAL PROCEDURES FOR MEMBERSHIP

The following procedures shall be observed if an applicant wishes to appeal his/her unsuccessful application:

- I. The unsuccessful applicant may within twenty-eight (28) days from the receipt of the Membership Committee's decision appeal the decision by responding to the claims of the Membership Committee and providing further details/evidence on his/her suitability for membership;
- II. Each applicant shall be informed of the Membership Committee's decision on his/her appeal application within fourteen (14) days of the decision;
- III. Should the applicant's appeal still not satisfy the Membership Committee, the applicant would be restricted from applying for membership for a period of one (1) year from the date of receipt of the Membership Committee's decision. Any applications received during this period shall not be considered.

ADMISSION

- (i) On admission a member shall:-
 - (a) Receive a unique membership identification number;
 - (b) Pay the annual subscription fee as prescribed by the Party, within twenty-eight (28) days from the receipt of Notice of Admission, and thereby obtain good financial standing;
 - (c) Be included on the Party's register of members;
 - (d) Become liable to such additional impositions as may from time to time be required of him by the Party.

MEMBERSHIP TRANSFER

The following procedures shall apply to Youth Members who are eligible for Regular Membership:

- I. On attaining the age of eighteen (18) years Youth Members shall be entitled to Regular Membership of the Party;
- II. Eligible Youth Members must complete an application on the

prescribed form and submit same no later than twenty-eight (28) days prior to their eighteenth (18th) birthday;

- III. The Membership Committee shall consider all requests for transfer and inform each applicant of its decision in writing within fourteen (14) days of its decision;
- IV. Failure to submit an application on time will see a suspense in membership until such time that the Membership COmmittee receives and approves the transfer;
- V. The Regular Membership annual fee shall be applicable to the transferred member only when the period covered by the fees paid as a Youth Member has expired;

LIFE MEMBERSHIP

The following procedures shall be applicable for Life Membership:

- (a) Nominees for life membership must be longstanding members of the Party and have provided distinguished service to the Party;
- (b) Only the Board of Directors, LEGs and the Youth Council can make nominations for life membership;
- (c) The nominee must agree to being nominated by appending his/her signature on the prescribed nomination form;
- (d) Nominations for life membership may be forwarded to the Membership Committee on the prescribed form for consideration.
- (e) Nominations should describe the background and history of service of the nominee, particularly their contributions to the Party;
- (f) The Membership Committee shall inform the nominating organ of the Party of its decision within thirty-five (35) days;
- (g) Life membership shall only be awarded with the unanimous support of the Membership Committee and confirmed at the General Assembly;
- (h) Once confirmed, the nominee shall be informed of the approved change in status by the Membership Committee in writing within fourteen (14) days of the confirmation.

APPENDIX C - ORGANISATIONAL CHART

APPENDIX D - TERMS OF REFERENCE

Role and Responsibilities of Directors of the Board of Directors:

Political Leader

Subject to the provisions of this Constitution the Political Leader shall be responsible to the Party for the execution of its political affairs and in the discharge of those responsibilities he/she shall in his/her discretion act in consultation with such officers and/or institutions of the Party as he/she considers necessary.

Deputy Political Leader

The Deputy Political Leader shall assist the Political Leader in the execution of his/her duties and responsibilities in his/her relations with the Party and in matters affecting the relations of the Party with the electorate. He/she shall perform the functions of the Political Leader of the Party whenever the Political Leader is out of the country and/or whenever required to do so by the Political Leader or otherwise if for any reason the Political Leader is incapacitated.

Chairperson

The principal role of the Chairperson of the Board is to manage and to provide leadership to the Board of Directors of the Party. The Chairperson is accountable to the Board and oversees the general management of the Party. The Chairperson acts as the communicator for Board decisions where appropriate.

The duties and responsibilities of the Chairperson are as follows:

- I. to keep abreast generally of the activities of the Party and its management;
- II. to ensure that the Directors are properly informed and that sufficient information is provided to enable the Directors to form appropriate judgments;
- III. in concert with the Secretary, to develop and set the agendas for

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- meetings of the Board;
- IV. to act as Chairperson at meetings of the Board;
- V. to recommend an annual schedule of the date, time and location of Board meetings;
- VI. to review and sign minutes of Board meetings;
- VII. to sit on other Committees of the Board where appropriate as determined by the Board;
- VIII. to call special meetings of the Board where appropriate;
- IX. to act as Chairperson at the General Assembly and Special General Assembly;
- X. to oversee the implementation of decisions of the Board through the Director's whose responsibility it is to implement the various decisions; and
- XI. to assess and make recommendations to the Board annually regarding the effectiveness of the Board as a whole, the Committees of the Board and individual Directors.
- XII. Any other roles and responsibilities assigned to the Chairperson by the BOD

Secretary

The secretary of the board of directors has overall responsibility to create and maintain Party records and other important organisational documents. Other duties include:

- I. Provide clarity to all members of the board in connection to their roles as directors.
- II. Support the Chairperson in all aspects of his/her job
- III. Compilation and management of Party documents
- IV. Compilation and periodic update of a meetings folder for board meetings, containing all the necessary documents enabling members of the board to effectively carry out their duties
- V. Assist with the preparation and amendment of Party regulations
- VI. Preparation of invitations to Board meetings and Board sanctioned meetings, General Assemblies and Special General Assemblies in

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- consultation with the Chairperson of the board
- VII. Timely delivery of the necessary documents for board meetings and General Assemblies and Special General Assemblies
- VIII. Reservation and organisation of premises, technical facilities for board meetings, the General Assembly and Special General Assembly and other Board sanctioned meetings in consultation with the Chairperson
- IX. Recording minutes at board meetings, the General Assembly and Special General Assembly and other Board sanctioned meetings and the delivery of final minutes within the time constituted timeframe to all individuals on the distribution list
- X. Oversee the compilation and delivery of the Annual Executive Report
- XI. Oversee the verification, selection, involvement and operation of external lawyers
- XII. Manage the drafting of contracts, review of contracts, terms and conditions and other legal obligations to the extent required by the board of directors
- XIII. Any other roles and responsibilities assigned to the Secretary by the BOD

Chief Operating Officer

The Chief Operation Officer shall have the primary responsibility of leading the day-to-day operations of the Party in accordance with the strategic plan and operating and capital budgets.

- I. oversee the day-to-day operations of the business of Party;
- II. develop an annual operating plan that supports the Party's long term operations strategy;
- III. keep the Board fully informed in a timely and candid manner of the conduct of the day-to-day operations of the Party towards the achievement of its established goals and of all material deviations from the goals or objectives and policies established by the Board;
- IV. with respect to operational matters, ensure communication, resolution of issues and project development;
- V. ensure the development of health and safety practices for the Party

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- and oversee compliance with those practices;
- VI. foster a organisational culture that promotes ethical practices, a people focussed approach, efficient service and encourages individual integrity;
- VII. maintain a positive and ethical work climate that is conducive to attracting, retaining and motivating a diverse group of top-quality professionals at all levels;
- VIII. coordinate the sustainability strategies of the Party;
- IX. ensure that there is an effective succession plan in place for the Party;
and
- X. perform other functions related to the office of the COO or as may be requested by the Board.
- XI. Any other roles and responsibilities assigned to the Chief Operating Officer by the BOD

Chief Financial Officer

The Chief Financial Officer takes full responsibility on matters of accounting, finances and asset management of the Party and ensures the full operationalisation of the Party's financial strategic plan. Other duties include:

- I. Develop and execute the financial strategy of the Party following Board approval
- II. Manage financial controls and accounting procedures
- III. Ensure full transparency over the financial performance of the Party
- IV. Provide advice to the Board on how to increase revenue and reduce costs
- V. Propose action plans to ensure that annual financial objectives are attained
- VI. Oversee the preparation of monthly and annual financial plans
- VII. Ensure that all financial obligations of the Party are met
- VIII. Ensure proper acquisition, maintenance and disposal of Party assets
- IX. Any other roles and responsibilities assigned to the Chief Financial Officer by the BOD

Chief Communications Officer

The Chief Communications Officer is responsible for the overall success of the Marketing and Communications operations of the Party and shall publicly speak on behalf of the Party on matters directed by the Board. Other responsibilities include:

- I. Develop and execute the Party's marketing and communications and media strategies following approval of the Board.
- II. Develop and implement executive communications plans, both external and internal using traditional and new media platforms.
- III. Manage organisational brand strategy, including refining and tracking brand success metrics and integration of the brand into all communications.
- IV. Manage crisis communications when and if necessary.
- V. Any other roles and responsibilities assigned to the Chief Communications Officer by the BOD

Chief Strategy Officer

The Chief Strategy Officer is responsible for overseeing the execution of the Party's strategic plans and policies as well as stakeholder engagement that encourages public buy-in and support. Other duties include:

- I. To ensure that all events of the Party are inline with the Party's strategic plan.
- II. To identify and engage in Partnerships which stand to benefit the Party.
- III. To develop the Party's campaigning strategy at all national elections.
- IV. To ensure that there is a consistent interaction between the Party and its stakeholders.
- V. To receive reports from the Local Electoral Committees and General Electoral Caucuses.
- VI. To develop programmes to aid members of the Party with key positions in the execution of the Party's strategic plan.
- VII. Any other roles and responsibilities assigned to the Chief Strategy Officer by the BOD

Chief Policy Officer

The Chief Policy Officer is responsible for information gathering and the development of the Party's policies and positions on matter of national interest. The duties include:

- I. To ensure that the Party's policies are developed and adhered to with consideration for minority groups and best practices.
- II. Develop specific, practical policy proposals based on research findings;
- III. Produce policy submissions and research papers in support of the Party's policy objectives;
- IV. Co-ordinate the Party's research programme, including conducting and commissioning original research;
- V. Monitoring and analysing trends to ensure the Party's content remains relevant and progressive;
- VI. Organise seminars, workshops and other policy related events;
- VII. Ensure that all official speeches are developed with relevant information and statistics.
- VIII. Any other roles and responsibilities assigned to the Chief Policy Officer by the BOD

Executive Director 1 and Executive Director 2

- I. Shall be voting members of the Board of Directors
- II. Shall aid other Board members in the execution of their duties
- III. Shall carry out any functions assigned by the Board of Directors
- IV. Any other roles and responsibilities assigned to the Executive Directors by the BOD

APPENDIX E - CODE OF CONDUCT

This should address more than the illegal actions of fraud, bribery and corruption.

Members and supporters of the Party must agree to:

- I. Uphold the Constitution and the spirit and letter of the laws relating to the holding of public activities and election campaigns.
- II. Maintain the highest moral principles and ethical standards with respect to their conduct during the campaign, the elections and the post-election period.
- III. Cooperate with the police in maintaining law and order during election campaigns.
- IV. Promote and Enforce respect, tolerance, harmony and peace amongst their supporters and the general public during the campaign, the elections and in the post-election period by being positive role models.
- V. Nominate a representative who will be responsible for all matters related to this Code and who will liaise with the council for Responsible Political Behaviour as established under this Code of Ethical Political Conduct.
- VI. Refrain from practices that promote divisiveness in the Society and commit to the removal of any structures (behavioural, cultural, social or organizational) which reinforce divisiveness.
- VII. Take deliberate steps to publicly disassociate themselves from criminal elements and criminal activity.
- VIII. Confine their criticism of other political parties to the policies and programmes, past record and work.
- IX. Ensure that meeting organizers seek the assistance of police or other state assigned organizations on duty, to deal with persons disturbing or

disrupting a meeting. Organizers should not take action against such persons.

- X. Commit, while acknowledging each others past and present errors and prejudices, to supporting one another in a common effort to overcome selfishness and arrogance, hatred and violence; to learn from the past that peace without justice is no true peace; to ensure the peaceful conduct of this and future elections.
- XI. Make this code known to supporters and uphold its adherence.
- XII. Uphold the integrity of the electoral process.
- XIII. Ensure that their conduct is above reproach.

Members and supporters of the party must refrain from:

- I. Offering any inducement or reward, for example money, groceries or other benefits, to another person to –
 - A. Join or not to join a party;
 - B. Attend or not to attend a public meeting, march, demonstration, rally or other public political event;
 - C. Vote or not to vote, or to vote or not to vote in any particular way; or
 - D. Refuse a nomination as a candidate or to withdraw as a candidate.
- II. Discriminating on the grounds of race, ethnicity, sex, gender, class, religion or belief, or seek to mobilise support by reference to race, sex, gender, religion or class
- III. Making false or defamatory allegations in print or speech in connection with an election in respect of a party, its candidates, representatives or members;
- IV. Using language or acts in a way that may –
 - A. Provoke violence; or
 - B. Intimidate candidates, members of parties, representatives or supporters of parties or candidates, or voters; or
 - C. Invite, encourage or foster hatred, resentment or any form of violence;

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- V. Seeking to assassinate the character of or making defamatory comments about any individual, family, professional group or section of the community;
- VI. Defacing, or inducing anyone to unlawfully remove or destroy, or deface the billboards, placards, posters or any other election materials of a party or candidate;
- VII. Unreasonably preventing any other person access to voters for the purpose of voter education, collecting signatures, recruiting members, raising funds or canvassing support for a party or candidates;
- VIII. Abusing a position of power, privilege or influence, including parental, patriarchal, traditional or employment authority to influence the conduct or outcome of an election;
- IX. Engaging, recruiting, or deploying any individual(s) for the purpose of violence, intimidation or harassment, including intimidation by congregating in groups wearing similar identifiable colours at or near to election stations on election day;
- X. Deface public or private property and structures;
- XI. Permitting the inappropriate or unauthorised use or abuse of minors or animals in the campaign process;
- XII. Plagiarising or disparaging the symbols, colours or acronyms of others parties;
- XIII. Permitting the use and abuse of State resources for political campaigns;
- XIV. Indulging in negative campaigning or advertising or any action which would bring the political process into disrepute;
- XV. Using funds derived from any source, public or private, to improperly influence electoral choices;
- XVI. Knowingly associating with persons in their pursuit of illegal activities and or any kind of violence but rather actively cooperate with the security forces to bring such persons before the law;
- XVII. Criticising aspects of the private lives of Candidates, their families, not connected with the public activities of the leaders or candidates of other parties;

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- XVIII. Issue advertisements or other marketing material the cost of which is borne out of public funds;
- XIX. Encouraging or permitting alcohol or other drugs to be used in public during campaign activities on Election Day;
- XX. Threatening or causing any persons to be threatened with loss of their jobs if they support or refuse to support a political party by attending or failing to attend political meetings.

The members of the party and supporters must agree to:

- I. Respect the right of the media to fairly present balanced reports and information before, during and after an election;
- II. Respect the right of all parties and candidates to equity in access to the media.
- III. Permit access by members of the media to public political meetings, marches, demonstrations and rallies of which they have control;
- IV. Take all reasonable steps to ensure that journalists are not subjected to harassment, intimidation, hazard, threat or physical assault by any of their representatives or supporters;
- V. Refrain from using State advertising to induce media houses to support or degrade a particular party;

APPENDIX F - FINANCIAL CODE

- A. The Funds of the Party shall consist of such dues, levies, subscriptions, donations and other contributions as may be received from time to time, whether anticipated or unanticipated.
- B. Dues, levies and subscriptions shall be determined by the Board of Directors from time to time.
- C. A receipt is to be issued upon receipt of any and all funds of the Party.
- D. All monies and property of the Party shall be vested in the name of the Party.
- E. It shall be the duty of the Board of Directors, through the Chief Financial Officer, to make proper arrangements for the raising, collection, maintenance and control of the funds of the Party.
- F. All donations in cash or kind are accepted based on a “know your donor” principle where due diligence measures should be undertaken so as to protect against ‘dirty money’ contaminating the process
- G. The Board of Directors, on the recommendation of the Chief Financial Officer, shall determine the financial institution(s) at which funds of the Party shall be held.
- H. Signatories to the accounts of the Party shall be the Chief Financial Officer, Secretary and Chairperson unless otherwise approved by the Board of Directors.
- I. Each of the several organs of the Party, through its Treasurer or Financial Officer, shall be responsible for such of the funds and property of the Party that may for the time being come under its particular control and shall account for such funds and property to the Board of Directors.
- J. The Chief Financial Officer, with the approval of the Board of Directors, may in respect of financial matters, delegate such powers and functions to the Treasurer as may be necessary to assist in managing the financial affairs of the Party.
- K. The Chief Financial Officer shall be subject to the direction of the Board of Directors and be accountable to it.
- L. The Chief Financial Officer shall be invested with responsibility for

inspection and audit of all books and records of the Party and all Organs thereof and shall furnish a statement of affairs, balance sheet and statement of accounts of the Party and/or the said Organs as the Board of Directors shall direct from time to time.

- M. In the event of dissolution of the Party the assets of the Party shall be applied in discharge of all subsisting obligations for its account and the residue thereof if any distributed among reputable charitable organisations in Trinidad and Tobago.
- N. All other matters not covered shall be determined by the Board of Directors.

APPENDIX G - ELECTION REGULATIONS

Executive Internal Elections

- A. Regular Executive Internal Elections for Officers of the Board of Directors shall take place every three (3) years.
- B. The Board of Directors shall appoint a Returning Officer on or before 27th February who may appoint Deputies and clerks as necessary to assist in the efficient execution of the Party's Executive Internal Election.
- C. Officers of the Board of Directors shall be elected at the General Assembly on the basis of confirmation as a candidate by the Elections Committee.
- D. In an election year the Party's Secretary shall issue a call for nominations on or before 1st March.
- E. A person seeking election to the Board of Directors must hold Regular Membership for at least one (1) year at the time of the submission of his/her nomination.
- F. All nominations must be completed on the prescribed form, proposed by a member of the Party and endorsed by four (4) other members of the party, signed by the nominee and submitted to the Party's Secretary.

- G. All nominations shall be collated by the Party's Secretary and presented to the Elections Committee on or before 31st March.
- H. Where no nominations are received for any Office the Secretary shall, within twenty-four (24) hours, reissue a call for nominations for the particular office that will remain open for seven (7) days.
- I. Following the closure of the reissued nominating period, all nominations shall be collated by the Party's Secretary and presented to the Elections Committee within three (3) days.
- J. Members of the Elections Committee who are seeking election to the Board of Directors shall recuse themselves from any deliberations on the nominations for the position the member is seeking to contest.
- K. The Elections Committee shall review each nomination, interview each nominee and present a list of confirmed candidates to the Returning Officer.
- L. The list of all the candidates shall be circulated to all voting members of the General Assembly on or before 15th April by the Returning Officer.
- M. A Ballot shall be taken in respect of each Office of the Board of Directors and the Returning Officer shall cause a Ballot Paper to be issued to each member entitled to vote at the General Assembly.
- N. Where only one (1) candidate is contesting any Office there shall be a vote of confidence.
- O. Where the only candidate contesting any Office receives a vote of no confidence the incumbent shall hold on in the position and an election shall take place at the next General Assembly or at a Special General Assembly in accordance with dates decided upon by the Board of Directors.
- P. The Returning Officer shall cause to be recorded publicly at the General Assembly the votes cast in respect of each ballot.
- Q. It shall be the responsibility of the Returning Officer to arrange for the collection and counting of all ballots cast.
- R. The new Executive shall take up office no more than one (1) month following the holding of elections and posting of results.
- S. All other matters not covered shall be determined by the Board of Directors.

Organ Executive Internal Elections

- A. Regular Organ Executive Internal Elections for Local Electoral Groups and the Youth Council shall take place every two (2) years.
- B. The election of Officers to the Organ's Executive shall take place through a secret ballot vote by members of the respective organ.
- C. The Election's Officer of the Organ shall appoint a Returning Officer who may appoint deputies as may be necessary.
- D. The Elections Officer of the Respective Group shall inform the respective Group's Secretary of the date of the Election not less than two (2) months ahead of the Election.
- E. The respective Group's Secretary shall issue a call for nominations not less than forty-five (45) days ahead of the Election.
- F. A person seeking election to the respective Organ must be a member of the Organ for at least six (6) months at the time of the submission of his/her nomination.
- G. All nominations must be completed on the prescribed form, proposed by a member of the Organ and endorsed by four (4) other members of the Organ, signed by the nominee and submitted to the Organ's Secretary.
- H. All nominations shall be collated by the Organ's Secretary and presented to the Organ's Elections Committee chaired by the Organ's Election Officer no less than thirty (30) days ahead of the Election.
- I. Where no nominations are received for any Office the Secretary shall, within twenty-four (24) hours, reissue a call for nominations for the particular office that will remain open for three (3) days.
- J. Following the closure of the reissued nominating period, all nominations shall be collated by the Party's Secretary and presented to the Elections Committee within three (2) days.
- K. Members of the Elections Committee of the Organ who are seeking election to the Organ's Executive shall recuse themselves from any deliberations on the nominations for the position the member is seeking to contest.

- L. The Elections Committee of the Organ shall review each nomination, interview each nominee and present a list of confirmed candidates to the Organ's Returning Officer.
- M. The list of all the candidates shall be circulated to all voting members of the Organ no later than fifteen (15) days ahead of the Election by the Returning Officer.
- N. A Ballot shall be taken in respect of each Office of the Organ's Executive and the Returning Officer shall cause a Ballot Paper to be issued to each member entitled to vote at the Election.
- O. Where only one (1) candidate is contesting any Office there shall be a vote of confidence.
- P. Where the only candidate contesting any Office receives a vote of no confidence the incumbent shall hold on in the position and an election shall take place at the second subsequent regular monthly meeting of the Organ in accordance with dates decided upon by the Organ's incumbent Executive.
- Q. The Returning Officer shall cause to be recorded publicly at the venue where the ballot was taken in respect of the Local Electoral Group's Executive Election, following the counting of the ballot at the same venue, the votes cast in respect of each ballot.
- R. The Returning Officer shall cause to be recorded publicly at a predetermined venue in respect of the Youth Council's Executive Election, following the counting of the ballot which may have taken place simultaneously at a venue in each Constituency, the votes cast in respect of each ballot.
- S. It shall be the responsibility of the Returning Officer to arrange for the collection and counting of all ballots cast.
- T. The new Executive shall take up office no more than one (1) month following the holding of elections and posting of results.
- U. All other matters not covered shall be determined by the Board of Directors.

APPENDIX H - NOMINATION REGULATION FOR NATIONAL ELECTIONS

National External Elections

- A. The Party shall offer candidates for all National Elections and shall ensure that in any election there is no more than one (1) official candidate representing the Party.
- B. The Party's Secretary shall issue a call for nominations not less than one (1) year before a National Election is due in Trinidad and Tobago.
- C. Any member of the Party seeking to represent the Party at a National Election must fulfil the following basic requirements:
 - a. is qualified under the laws of Trinidad and Tobago
 - b. has been a member of the Party for at least twelve (12) months;
 - c. is in good financial standing in respect of Party obligations.
 - d. is not the subject of any disciplinary investigation
- D. All nominations must be completed on the prescribed form, proposed by a member of the Party and endorsed by four (4) other members of the party, signed by the nominee and submitted to the Party's Secretary.
- E. In respect of Local Government Elections and Tobago House of Assembly Elections fifty (50) signatures of persons who are registered to vote in the electoral district the nominee is seeking to stand for election must be attached to the nomination form.
- F. In respect of General Elections and one hundred (100) signatures of persons who are registered to vote in the electoral district the nominee is seeking to stand for election must be attached to the nomination form.
- G. All nominations shall be collated by the Party's Secretary and presented to the Elections Committee no later than one (1) month after the call for nominations was issued.
- H. Where no nominations are received for any Office the Secretary shall, within twenty-four (24) hours, reissue a call for nominations for the particular office that will remain open for seven (7) days.

- I. Following the closure of the reissued nominating period, all nominations shall be collated by the Party's Secretary and presented to the Elections Committee within three (3) days.
- J. Members of the Elections Committee who are seeking election to the Board of Directors shall recuse themselves from any deliberations on the nominations for the position the member is seeking to contest.
- K. The Elections Committee shall review each nomination, interview each nominee and present a list of recommended candidates to the Board of Directors for confirmation.
- L. In respect of Local Government Elections and Tobago House of Assembly Elections, two (2) representatives from the Local Electoral Group for the Electoral District in which the nominee falls shall assist the Elections Committee in selecting a candidate to represent the Party in that Electoral District election.
- M. Nominees for National Elections shall give the following undertaking in writing before their presentation to the public:
 - a. serve in whatever capacity the Political Leader may decide;
 - b. make such financial contributions to the Party as the Board of Directors may impose,
 - c. carry out the directives of the Party.
 - d. pledge loyalty to the Party and its programme;
 - e. resign forthwith their seat if they cannot accept any Party Policy decision.
- N. Persons to be appointed to Legislative Bodies, Local Government Bodies and State Agencies as a result of authority so given to the party or any of its agents must be determined by the Board of Directors after the Elections Committee has vetted the names of the proposed individuals who may or may not be members of the Party.
- O. All other matters not covered shall be determined by the Board of Directors.

**APPENDIX I - STANDING ORDERS FOR GENERAL ASSEMBLY
AND SPECIAL GENERAL ASSEMBLY**

CREDENTIALS

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Each member or Observer attending the General Assembly or a Special General Assembly shall present his/her duly authenticated credentials to the registration team or other persons authorised to view them in order to gain access and thereafter, whenever so required.

PROCEDURE

The Chairperson of the Party shall take the Chair at Conventions and in his/her absence the Executive Director 1 or Executive Director 2 in that order. In the absence of all of the foregoing, the delegates present shall elect a Chairperson from among their number.

The Chairperson shall have the power to appoint Committees for the furtherance of business of the General Assembly or Special General Assembly and these Committees may sit during the hours of the General Assembly or Special General Assembly, if necessary.

Each member present shall rise to address the chair and shall otherwise conform to the rules and requirements of the General Assembly or Special General Assembly.

SPEAKING TIME:

No member shall speak on any subject before the General Assembly or Special General Assembly for more than five (5) minutes on any occasion except that—

(a) the mover of a motion be allowed to speak for ten (10) minutes in introducing his/her motion, and a further five (5) minutes in exercising the right to reply. (b) any speaker, including the mover, may, by the approval of the Convention, be given one extension of no more than five (5) minutes on any occasion. (c) the asking or answering of a question by permission of the Chairperson, or the taking of a point of order shall not be considered a speech.

DISCIPLINE

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The ruling of the Chairperson on all matters shall be final. Any person wishing to leave the Convention shall obtain the permission of the Chairperson.

AGENDA

The General Assembly or Special General Assembly Agenda shall be issued to each member of the Party no less than fourteen (14) days before the General Assembly or Special General Assembly and shall be strictly adhered to unless a resolution to suspend the Standing Orders be made and carried by a majority of not less than two-thirds (2/3) of those voting.

No business which does not arise from motions or resolutions or subjects on the Agenda shall be considered at the General Assembly or Special General Assembly unless a motion to that effect is moved and passed by two-thirds (2/3) majority of those voting.

RESOLUTIONS

Notice in writing of all resolutions for consideration by the General Assembly or Special General Assembly shall be sent to the Party's Secretary no later than twenty-eight (28) days before the start of the General Assembly or Special General Assembly for consideration by the Board of Directors which alone shall have the power to decide whether such Resolutions will be included on the Agenda of the General Assembly or Special General Assembly.

VOTING:

Voting at the Annual Convention shall be on the basis of one vote per member and shall, except for elections to any office, be by show of hands or call and response.

Observers shall not have the right to vote nor without the express permission of the Chairperson be permitted to speak on any question before the General Assembly or Special General Assembly.

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The Chairperson shall have an original and casting vote.

OBSERVANCE OF PARLIAMENTARY PRACTICE:

In any matter on which the Standing Orders are silent, the Chairperson shall determine the procedure to be followed, and in the exercise of his/her discretion he/she shall be guided by generally accepted rules of parliamentary practice.