



# Scottish Young Greens Internal Policies

Implemented on 09/07/2022 at the Scottish Young Greens 2022 AGM

<b>Membership Policy</b>	<b>1</b>
<b>Standing Orders for National Council</b>	<b>2</b>
<b>Gender Balancing Policy</b>	<b>4</b>
<b>Standing Orders for General Meetings</b>	<b>5</b>
<b>Regional &amp; Student Group Policy</b>	<b>7</b>
<b>Finance Policy</b>	<b>10</b>
<b>SYG/SGP Working Relationship Policy</b>	<b>10</b>
<b>Conduct &amp; Complaints Procedure</b>	<b>11</b>

## Membership Policy

1. There are two avenues to being a member of the SYG;
  - 1.2 By signing up to be a member of SYG. Membership of the Scottish Green Party is not required for this.
  - 1.2 By being a member of the SGP and: aged 12-30 inclusive, or a student of any age. SGP members can opt out of SYG membership.
2. An individual's membership of SYG can be terminated or suspended by a two-thirds majority vote of SYG National Council if;
  - 2.1. Their membership is considered to be in violation of the SYG Code of Conduct.  
*and*
  - 2.2. Appropriate action has already been taken in line with the SYG Conduct and Complaints Procedure.
3. A fee may be charged for membership of the SYG. Those who are members of the SGP are exempt from these charges.
4. This Membership Policy may only be amended by a simple majority at a General Meeting.

## Standing Orders for National Council

### 1. Responsibilities

- 1.1. SYG National National Council will be responsible for the efficient running of SYG as a whole,
- 1.2. Coordination between Area Groups,
- 1.3. Acting as a central point of contact for SGP and the wider public,
- 1.4. Fulfilling the working programme.
- 1.5 Ensuring all SYG meetings adhere to the SYG Safer Spaces Policy

### 2. Membership

2.1. Membership of SYG National National Council will comprise Elected Officers, Area Organisers nominated by Area Groups to represent them on National National Council, and student group members nominated by their society. Current Elected Officers and their responsibilities are encouraged to be recorded and publicly available on the SYG website. In particular, Co-convenors are encouraged to be publicly named on and contactable from the website.

2.2. SYG National National Council shall be convened by two co-convenors and should represent regional diversity. A maximum of one co-convenor shall be a man. The role of the co-convenors is to:

2.2.1 to act as chairs of SYG

2.2.2 to represent the views of SYG within SGP, to other organisations, and externally.

2.3. SYG National Council Clerk shall carry out the administrative duties of SYG. These may include taking minutes, organising the storage of minutes, organising meetings.

2.4. SYG Elections & Campaigns Officer shall coordinate SYG action in support of SGP Election Campaigns, and represent SYG on SGP's Elections and Campaigns Committee (ECC).

2.5. Other National National Council Officer positions may be created as desired subject to a vote by SYG National National Council. These positions shall not have voting rights unless they have been confirmed and elected by SYG AGM.

2.6. There shall also be an SYG Welfare Officer. The Welfare Officer shall act as a point of contact for members who have concerns about any part of SYG. The SYG Welfare Officer may not vote on any recommendation they have put to SYG National National Council following a complaints procedure.

2.7. Should one individual hold more than one National National Council position, they shall have only one vote. The quorum for SYG National National Council decisions will be four voting National National Council members, from at least two different area groups.

2.8. We will strive to ensure gender balance on National National Council. Mechanisms shall be put in place for elections to ensure that, so long as there are enough candidates to achieve this goal, at least 40% of Elected Officers shall be women or not of the gender binary. Non-voting members will count towards this figure.

2.9. Should two individuals hold a single role as part of a job-share agreement, they shall be entitled to one vote. In the event that both individuals attend a meeting of SYG National National Council, only one shall vote. Upon election as part of a job-share agreement, they should publish a Joint Working Statement to SYG National Council no later than one calendar month after election, detailing the division and sharing of responsibilities between them.

3. Where there is a vacancy on SYG National Council, National Council may choose to co-opt someone to the position. Co-opted members of National Council must, as with elected members, be SGP members.

4. A National Council member can be removed from their post if there is a vote of no confidence in that person that is passed by a two-thirds majority of all voting National Council members at a quorate meeting.

## Gender Balancing Policy

1. Gender Balancing rules should apply to all SYG groups, including National Council, Regional Area Groups, Student Groups and Working Groups. Regional Area Groups should include Gender Balancing rules in their constitution.
  - 1.1. “Man” means any person (trans, cis, non-binary, binary, intersex, endosex, or otherwise) who is a man or boy (regardless of age, pronouns, or gender expression).
  - 1.2. “Non-binary” refers to any person (trans, cis, non-binary, intersex, endosex, or otherwise) who is nonbinary (regardless of age, pronouns, or gender expression).
  - 1.3. “Woman” means any person (trans, cis, non-binary, binary, intersex, endosex, or otherwise) who is a woman or girl (regardless of age, pronouns, or gender expression).
2. Co-convenor posts should be led by two people, no more than one of whom should be a man.
3. At least 40% of members of any National Council, Committee, Board, or Working Group must be women to be considered gender balanced.
4. No non-binary person should be denied the opportunity to hold an SYG position due to their gender.
  - 4.1. In the event where a non-binary person having a role would cause less than 40% of any group’s membership to be women, additional posts should be added that are exclusively available to women to balance this.
5. Gender balancing rules apply only at the time of election. A National Council, Committee, Board, or Working Group that is made gender-unbalanced only because of a person transitioning should not be considered unbalanced.
6. In recognition of the multiple axes of oppression, a man can be exempt from gender balancing upon their request if they believe that this will unfairly disadvantage them based on another form or forms of oppression that they face (including, but not limited to, transphobia and racism.) This exemption will be granted by the SYG National Council overseeing the election and it will be at their discretion.

## Standing Orders for General Meetings

1. An Annual General Meeting (AGM) must be held at least once each calendar year. SYG National Council may choose the date and venue for an AGM, but consideration should be given to holding the AGM as part of a national SGP event such as conference, subject to adequate support from the party.

2. At least four weeks' notice of the date and venue for the AGM must be given, along with a note of posts up for election and associated job descriptions.

3. Amendments to the Constitution and other internal governing documents may be submitted to any general meeting in line with the Constitution.

3.1. Amendments submitted by SYG Council, Local Area Groups and Green Student Groups, or by any group of four SYG members, will be prioritised at AGM over amendments submitted by individual members.

4. Outgoing SYG National Council should make reports available in advance of AGM. Members at AGM must have the opportunity to ask questions, however, no votes will ordinarily be held on these reports.

5. Elections to SYG National Council

5.1. To be eligible for election to SYG National Council, a prospective member must also be a member of the SGP.

5.2. Each candidate will be afforded an opportunity to make a spoken statement to and answer questions from attendees at the AGM. If a candidate cannot attend the AGM or does not wish to speak they may submit a written statement to be made available to attendees. If there is more than one person standing for a post, candidates will be elected by alternative vote. Where there is only one candidate for a post, they must achieve support from a simple majority of attendees.

5.3. All SYG members shall have one vote. SYG members unable to attend SYG AGM may submit votes for Elected Officers and Constitutional Amendments via email to SYG National Council until 48 hours before AGM. SYG National Council will be responsible for ensuring the validity of such online votes.

5.4. We will strive to ensure gender balance on National Council. Mechanisms shall be put in place for elections to ensure National Council is gender balanced.

6. Extraordinary General Meeting (EGM)

6.1. If SYG National Council has failed to meet, or has failed to hold quorate meetings, for two quarters, an EGM may be called for by a Regional Areagroup. This Regional Area Group should work with appropriate SGP bodies and other Regional Area Groups to confirm the need for an EGM and arrange a date and venue.

6.2. The EGM will take a similar form to the AGM, with elections held for all national Elected Officers. However, all mandated timescales except for constitutional amendments may be reduced to one week to allow for a timely resolution.

6.3. If SYG has secured the agreement of SGP to hold SYG AGM as part of SGP Conference, Elected Officers elected at the EGM shall hold office only until the next AGM.

7. These Standing Orders may only be amended by a simple majority at a general meeting.

## Regional & Student Group Policy

### 1. Regional Area Groups

1.1. SYG Area Groups must have autonomy to decide which purposes and issues to priorities. As part of the Green commitment to localism, SYG recognises that one size will not fit all.

#### 1.2. Formation

1.2.1. A group of five or more SYG members in a particular geographical area can make a formal request to SYG National Council to be constituted as a Regional Area Group. SYG National Council shall, where requested, facilitate the foundation of a Regional Area Group by contacting members in the proposed coverage area to gauge support for such a group.

1.2.2. If SYG National Council by simple majority vote agrees to the foundation of the area group they shall provide SYG members in the prospective coverage area with at least two weeks' notice for receipt of nominations for the position of two gender balanced Regional Area Organisers.

1.2.3. There shall then be a further two-week period to allow SYG National Council to circulate candidate statements to the membership and conduct elections.

1.2.4. Upon successful election of at least one Regional AreaOrganiser, the Regional Area Group shall be officially constituted.

1.2.5. If a Regional Area Group has become inactive, or more than a year has passed since it last notified SYG National Council of internal election results, SYG National Council shall in the first instance attempt to communicate with the last known office bearers and members and aid in revitalising the Regional Area Group.

1.2.6. If the preceding action does not result in full re-activation of the Regional Area Group, SYG National Council shall seek to carry out new elections on behalf of the group. Should this also fail, the group shall be officially regarded as defunct.

#### 1.3. Regional Area Organisers



1.3.1. The Regional Area Organisers shall act as the point of contact between SYG nationally and the Regional Area Group, as well as between the Regional Area Group and the Local SGP branch.

1.3.2. The Regional Area Organisers shall be entitled to one vote on SYG National Council. In the event that both organisers attend a meeting of SYG National Council, only one may vote. At National Council, Regional Area Organisers should represent the views of their Regional Area Group, not their own individual views.

#### 1.4. Structure & Elections

1.4.1. The structure of Regional Area Groups is a matter for that group to decide for themselves. The only constitutional requirements are to have at least one Regional Area organiser and that decisions on structure are taken democratically by the membership.

1.4.2. Once a Regional Area Group has been officially constituted, it shall then be responsible for carrying out elections for Regional Area Organisers and any other positions that it should choose to create on an annual basis.

1.4.3. SYG National Council shall be notified of the results of these elections, and the list of positions made publicly available on the SYG Website.

#### 1.5. Relationship with SGP Branches

1.5.1. Regional Area Groups should seek representation in the decision-making structures of the branch or branches with which they overlap.

1.5.2. It is up to each SYG Regional Area Group and SGP Branch to come to an agreement as to what representation entails, but the preference of SYG is that voting rights will be conferred on a representative.

1.5.3. Where such representation has not been achieved, SYG National Council in their capacity as the governing body of the representative group shall enter into dialogue with the relevant SGP Branches and office bearers with a view to granting representation.

1.6. SYG National Council shall be required to keep Regional Area Groups, through their Regional Area Organisers, informed of SYG National Council

Meeting Agendas to enable the groups to agree their position on the issues expected to arise.

1.7. By agreeing to constitute itself as an SYG Area Group, Regional Area Groups agree to accept the philosophical basis of the SGP, and to abide by the terms of the SYG Constitution.

1.8. Regional Area Groups can be wound up by the decision of their own local membership and then SYG National Council must be informed in writing and give their approval. SYG National Council can decide a Regional Area Group should be wound up if it has been defunct for a significant period (for example, a year) and has no named Regional Area Organiser.

1.9. Disassociation.

1.9.1. SYG National Council can decide to remove the status of a Regional Area Group by a two-thirds majority vote, if it decides that the Group has not abided by the terms above. In such a case the matter must be discussed at the next AGM.

1.9.2. If SYG National Council considers that the events leading to disassociation of a Regional Area Group are particularly severe and may bring the SYG or the SGP into disrepute it may, by a two-thirds majority vote, choose to seek action by the SGP to resolve the problem.

## 2. Green Student Groups

2.1. Green Student Groups at universities and colleges are not subject to the provisions of SYG constitution, as each institution has its own rules regarding such groups. However, they may seek affiliation with the SYG.

2.2. If the institution the Green Student Group is registered with is within the boundaries of an existing Regional Area Group of the SYG, they may affiliate with that Regional Area Group per the rules of each group.

2.3. They may affiliate with national SYG. Such nationally affiliated student groups may send a representative to attend SYG National Council, and this representative will have voting rights.

## Finance Policy

1. SYG Funds will be kept as a separate line in SGP main bank account or in a dedicated SYG bank account.
2. SYG will negotiate annually with SGP operations Committee for funds to be allocated for SYG activity.
3. A separate Managing Funds document can be created to lay out in greater detail the procedures for managing finances.
4. Any funds raised by SYG shall be used for official SYG purposes only.
5. An SYG bank account shall have three signatories selected by SYG National Council. Any two signatories shall be required for amending account details or accessing funds.

## SYG/SGP Working Relationship Policy

1. SYG has the right to nominate a member to sit on SGP's Elections and Campaigns Committee. This person shall be whoever is elected to the SYG Elections Officer role at AGM.
2. SYG can nominate a member to sit on SGP Executive and this member will by default be the Convenor, or one of the Co-Convenors. Another representative from SYG who is also a member of SGP can be nominated by National Council to represent SYG at SGP Executive if the Convenor is unable to attend.
3. SYG can nominate 2 members to sit on SGP National Council and these members will by default be the Co-Convenors. Another representative from SYG who is also a member of SGP can be nominated by National Council to represent SYG at SGP National Council if a Co-Convenor is unable to attend.
4. SYG shall strive to send representatives to all SGP committees, and who these representatives are will be decided by SYG National Council.

## Conduct & Complaints Procedure

### 1. Foreword

Our ideals guide our actions, both in the policies we make and in the way we conduct ourselves. Our principles are enshrined within our Constitution, and are inspired by the principles of the Scottish Green Party. This Conduct and Complaints Procedure is based on the premise that all members abide by these principles, which are elaborated on in our Code of Conduct. Where possible, disputes will be handled informally, but there may be occasions where such resolution is inappropriate or otherwise unsuitable. In these instances, this formal procedure will be followed.

### 2. Procedure

In the first instance, all complaints should be directed to the SYG Welfare and Conduct Officer (WCO), who will determine if the complaint is about a member of the Scottish Green Party, and if the complaint may be covered by the SGP Conduct and Complaints Committee. Where this is the case, the WCO should forward the complaint to the SGP Conduct & Complaints Committee (CCC). No further action shall be taken by SYG unless recommended by CCC.

Where the complaint is about a member of SYG who is not a member of SGP, or where the complaint may be covered by the SYG Code of Conduct, but not the SGP Code of Conduct, the WCO should aim to resolve the matter informally. Where this is not possible, the WCO may form a temporary working group, consisting of the WCO and two SYG Council members who have no previous connection to the complaint, to investigate.

Where the WCO encounters a conflict of interest due to their involvement in this procedure, one of the SYG Co-Conveners should take on the role of WCO for the purposes of the complaint the conflict of interest relates to.

Where the working group has reached a conclusion, they can determine to:

- Dismiss the complaint;
- Formally caution a member;
- Recommend that SYG Council suspends an individual's membership for a specified period of time;
- Recommend that SYG Council terminates an individual's membership of SYG.

Where SYG Council votes to suspend or terminate an individual's membership of SYG, this will require a two-thirds majority vote of SYG Council members.

### 3. Appeals

Where a member believes they have been treated unfairly and wishes to appeal a ruling by a working group, they shall have the right to appeal. They should contact the SYG Co-Conveners, who will form another temporary working group, consisting of an SYG Co-Convener and two SYG Council members who have no previous connection to the complaint or the previous working group.

Once the working group has reached a conclusion, they can determine to:

- Uphold the appeal;
- Reject the appeal.

This working group's decision is final and no further appeals may be made.