



BRANCH SYSTEM MANUAL

FEB 2018



THE CONSTITUTION
OF PARTI LEPEP

ARTICLE 13: THE BRANCH

(xiv) The functions of the Party Branches, Zones and Sections shall be guided by the Branch Systems Manual.



1.0 PARTI LEPEP BRANCH

1.1 The Parti Lepep Branch shall be set up in accordance with the Parti Lepep Constitution.

1.2 The duties of the Parti Lepep Branch Executive Committee as stipulated in the PartiLepep Constitution shall be:

- (a) To carry out propaganda and organisational work amongst the People.
- (b) To recruit new members.
- (c) To pay constant attention to the wishes and feelings of the people; take the lead in organising, politicising and motivating the people in the locality in which the Branch operates; encourage the spirit of initiative among the masses and defend the principles and programmes of the Party.
- (d) To lead and orientate the functioning of the Party Structure at Branch level .
- (e) To collect funds membership fee and to organise fund raising activities.

2.0 STRATEGY, METHOD AND GUIDELINES OF BRANCH PARTY WORK.

2.1 The Parti Lepep Central Committee shall formulate and approve the strategy, method and guidelines of Branch Party Work which shall be implemented by all Parti Lepep Branches.

2.2 The strategy, method and guidelines of Branch Party Work shall consist of the political, mobilisation and organisational work to be carried out by the Parti Lepep Branches during the year.

3.0 PARTI LEPEP CENTRAL COMMITTEE DECISIONS

Decisions of the Parti Lepep Central Committee shall be binding upon all Branches and members.

4.0 CENTRAL COMMITTEE MEMBER

The Central Committee member shall be responsible for the political orientation of his/her respective District Branch.

5.0 ROLE OF THE PARTI LEPEP SECRETARIAT VIS-À-VIS PARTI LEPEP BRANCHES

The Parti Lepep Secretariat has the overall responsibility to direct and supervise the running of the Parti Lepep Branches.

6.0 ANNUAL PLAN OF BRANCH PARTY WORK

- 6.1 The Parti Lepep Secretariat shall at the beginning of the last quarter organise its Party Forum to review the year programme and discuss on the formulation of the programme or Action Plan for the upcoming year.
- 6.2 The Party Forum shall be composed of Secretaries of the Central Committee, Branch Chairperson, Chairperson and Secretaries of each mass organisation, Party school and any relevant resource person as may be identified by the Secretariat.
- 6.3 The recommended Plan of Action from the Party Forum shall be submitted to the Central Committee Meeting for approval
- 6.4 The Branch reports submitted to the Central Committee as required by the Manuel shall consist reviews of the Plan of Action as being implemented by the Branches.

7.0 BRANCH EXECUTIVE COMMITTEE

- 7.1 The Branch Executive Committee shall consist of a Chairperson, a Treasurer, a Political Education Secretary and two (2) other ordinary members, appointed for a period of 3 years.
- 7.2 In event that the directly elected Parti Lepep Member of the National Assembly is not the Chairperson, he / she is co-opted on the Branch Executive Committee.
- 7.3 The Chairperson of the Youth, Women and Veteran organisations at Branch level shall be co-opted on the Branch Executive committee.

7.4 In the event an office of the Executive becomes vacant during the first half of the term, new election shall be called for that vacant position.

7.5 Should the vacancy occur during the second term, a Branch member shall be appointed to serve for the remaining period.

8.0 BRANCH MEETINGS

8.1 Branch Meetings shall be held in accordance with the Parti Lepep constitution

8.2 Branch meetings are held to discuss issues regarding Branch, Zone, Party Section, activities in the district, implementation of the Central Committee decisions and Parti Lepep policies.

8.3 Minutes of Branch meetings shall be copied to the Parti Lepep Secretariat within a week after it is confirmed.

9.0 BRANCH MOBILISATION FORUM

The Branch Committee shall call for a meeting with all Zone Mobilisers, all Mass Organisation Zone Mobilisers and Party Section Secretaries at least every quater.

10.0 CO-OPTED MEMBERS

10.1 The Chairpersons of the Lazenes Parti Lepep, PartiLepep Women's League and Veteran shall attend all Branch Executive Meetings.

10.2 The member of the National Assembly who does not form part of the Branch Executive Committee shall also be co-opted as a member.

10.3 The Branch shall co-opt other Members as deemed necessary for the functioning of their respective Branch.

11.0 BRANCH ANNUAL GENERAL MEETINGS

11.1 Branch Annual General Meetings shall be held in accordance with the Parti Lepep Constitution.

11.2 The Annual General Meetings shall be held at the end of each calendar year.

11.3 The Branch General Meetings shall be presided by the Chairperson of the Parti Lepep Branch.

11.4 As a norm, the Agenda shall consist of the following:

(a) Review of Party work.

(b) Financial Statement – Treasurer

(c) Plan of Activities for the forthcoming years

11.5 Copies of Branch Annual Report shall be forwarded to the Parti Lepep Secretariat within two weeks after the Branch General meeting for the information and consideration of the Part Lepep Central Committee.

12.0 ZONE MEETINGS

12.1 The Branch Committee shall organise zone meeting to be attended by members and supporters in accordance with the Parti Lepep Constitution.

13.0 PARTY SECTION MEETINGS

13.1 Party Section meetings shall be held in accordance with the Parti Lepep Constitution.

13.2 The functions of Party Zones and Party Sections shall be in accordance with the Parti Lepep Constitution and Operational Manual approved by the Central Committee.

14.0 BRANCH REPORT

14.1 The Branch Chairperson shall submit to the Secretariat a monthly report of his/her respective Branch.

14.2 The Central Committee Member shall submit a quarterly report to the Central Committee through the Parti Lepep Secretariat.

15.0 RECORD OF MEMBERSHIP.

15.1 The Branch shall have an update record of its Members .

15.2 The Branch shall keep record of all First Time Voters (FTVs) on a yearly basis.

16.0 RECRUITMENT DRIVE

16.1 The Branch Executive Committee shall undertake to recruit prospective members, especially from F.T.Vs

16.2 The Branch Chairperson shall submit to the Central Committee for endorsement all new recruits.

17.0 TRANSFER OF A MEMBER

17.1 A Parti Lepep member shall inform both the Chairperson of the Parti Lepep Branch and the Party Section Secretary of his/her change of district.

17.2 The Chairperson of the Parti Lepep Branch shall forward the letter of transfer of the member to the Parti Lepep Secretariat.

17.3 The Parti Lepep Secretariat shall communicate in writing to the Chairperson of the Parti Lepep Branch of the district to which the Member is to be transferred

17.4 The Chairperson of the Parti Lepep Branch shall write a letter to the Parti Lepep member who has been transferred to his district, informing him / her that his/ her name has been registered in the Parti Lepep Membership register. A copy of the letter shall be sent to the Parti Lepep Secretariat and the Party Section Secretary of the Section to which the transferred member is to belong.

18.0 USE OF PARTY FLAG

The Party Flag shall be used in Political activities organised by the Parti Lepep Branch, Zones and Party Sections.

19.0 COMMUNICATION

19.1 Parti Lepep Branches shall communicate to Parti Lepep Mass Organisations and amongst themselves through Parti Lepep Secretariat.

19.2 All requests for Police permissions for the purpose of holding Zone meetings, Annual General Meeting, Fancy Fairs and Sponsored Walks shall be submitted to the PartiLepep Secretariat 10 days in advance.

- The Parti Lepep Secretariat shall there after request for Police Permission on behalf of the Branch.
- After request has been granted/refused, the Part Lepep Secretariat shall notify the Branch concerned.

20.0 BRANCH OFFICE

20.1 The Parti Lepep Branch shall operate in a Branch Office at district level.

20.2 Each respective Parti Lepep Branch Office shall consist of the following basic equipment facilities :- sign board, flag pole, a reception, meeting offices, flags, computer, fax machine, internet connection, phone and furnitures

20.3 Each Branch shall maintain such good standard to reflect the image of the Party.

20.4 Each respective Branch Chairperson shall ensure that an up-to-date inventory register record is kept on all District's assets, such as: Office equipment's, Furniture, etc...

20.5 Each Branch shall keep record of all transaction and correspondences.

21.0 ACCESS TO PARTI LEPEP'S DOCUMENTS AND MATERIALS

No one shall have access to Parti Lepep's documents and materials unless he/she is authorised by the Chairperson of the Parti Lepep Branch.

22.0 SAFETY OF PARTI EPEP'S DOCUMENTS AND MATERIALS

All Parti Lepep documents and materials shall be kept in a safe place.

23.0 VOLUNTARY DONATIONS

23.1 A Parti Lepep member shall make voluntary donations of any amount if he/she wishes to, in accordance with the Parti Lepep Constitution.

23.2 Non-Parti Lepep members who sympathise with the Party's cause may make donations provided that they are free from any conditions that might undermine the aims and objects of the Party in accordance with the Party's constitution.

23.3 All donations and contributions to the Branch shall be formally acknowledged by the Branch Chairperson or Treasurer and copied to the Parti Lepep Secretariat.

24.0 DISCIPLINARY ACTIONS

24.1 A Parti Lepep leader who does not perform the obligation of a leadership shall himself have created the condition for his own dismissal from leadership in accordance with the Parti Lepep Constitution.

24.2 A member who is expelled from the Party may re-apply for membership in accordance with the PartiLepep constitution.

25.0 OVERSEAS MISSION/HOLIDAY

- (a) All members of the Branch Committee travelling on overseas mission/holiday shall inform the Parti Lepep Secretariat.
- (b) All Party Section Secretaries and Party Mobilisers travelling on overseas mission/holiday shall inform their respective Branch Chairperson.

26.0 RELATIONSHIP WITH PUBLIC AND PRIVATE PARTNERS

- 26.1 Recognising that the Parti Lepep is seen as an essential point of reference at District level, it is recommended that all Parti Branches endeavours to establish a good working relationship with all Public and Private partners at district level.