

## OPERATIONAL GUIDELINES

### GREEN PARTY PHILIPPINES

#### Guidelines in Forming Local Party Chapters

1. A Local Chapter is the basic unit in the organizational structure of Green Party Philippines. A certified Local Chapter is considered autonomous, meaning, it can conduct its own affairs independent from the higher bodies of the party, provided it observes all its duties and responsibilities and the constitution and by-laws of party and all provision of this chapter building & development guidelines.
2. All local Chapters shall be headed by a local Party Coordinator duly authorized by the National Directorate of the party through the Secretary-General.
3. Local Chapters are organized along bio-geographic areas defined along ecosystems (e.g. watershed, airshed, riverbasins, etc)
4. A core group in forming Local Chapters shall constitute at least five (5) members. From the core group they need to designate a Coordinator, Secretary and Treasurer
5. All Local Chapters shall have the following working committees: (a) Membership & Organization, (b) Finance & Economic Affairs, (c) Advocacy, (d) Governance
6. Creation of all Local Chapters of the party require the prior, written approval of the Party National Directorate after submission of the following requirements
  - 1.1. Chapter Affiliation Form
  - 1.2. Individual Membership Form of all members of the Local Party Organization core group
  - 1.3. An initial set of target activities and schedules of activities leading to inauguration/launch of the local Party organization
  - 1.4. An initial 1-year action plan for the local Party organization duly approved by all its membership
7. All Local Chapters are required to submit annual audited financial report to the National Party treasurer as requirement for maintaining their affiliation status
8. 40% of all membership fees collected by the Local Chapters through their membership shall be remitted to the national treasurer every month. The remaining 60% shall be used for the operation of the Local Chapters. The 40% from the membership fees from all the Local Chapters shall be allocated by the National Directorate solely to provide services to the Local Party Organizations.

9. All Local Chapters are authorized to conduct their own fund raising activities provided it does not violate any of the provision of the party constitution & by-laws and principles of unity. Also, all income generated by the Local Chapters through these fund raising activities shall be properly reported in the annual financial report of the Local Chapters.
10. The Party National Directorate shall authorize the National Secretariat to create subsidiary bank account from its main party account for all Local Chapters under their respective local Chapter names. The signatories of these Local Chapters bank accounts shall be any two of the three core group members with the coordinator being the final signatory.
11. While the National Directorate shall promulgate all membership guidelines and policies from the recommendation of the National Membership Committee, the Local Chapter membership committees shall be the ones tasked to fully implement these guidelines. The Local Chapter membership committees shall be properly consulted by the National Membership Committee before making any policy recommendation on matters relating to membership to the National Directorate.
12. At the initial stages of building the Local Chapter, the final membership screening committee of all Local Chapters shall be their respective core group members. As the Local Local Chapters develop, this role will be given to the Local Chapter Directorate.
13. The national membership committee shall also consult all the Local Chapter coordinators and the head of the Local Chapter membership committee in any membership policy and guidelines that they will proposed for adoption by the National Directorate.
14. All Local Chapters shall designate their own respective campaign spokespersons.
15. The Local Chapters shall be named “ Green Party Philippines – [name of bio-geographic area]
16. While all Local Chapters are authorized to enter into any local coalitions they see necessary, this must be reported to the National Directorate immediately.
17. The National Directorate may at any time and after due process withdraw the affiliation of any Chapter to the party on the following grounds: (a) gross violation of any party policies or directives, (b) actions performed and decisions made that are inimical to the interest of the party.
18. Local Chapters can organize smaller operational groups to promote party building and consolidation. These can be in the forms of CLUSTERS or CAUCUSES. CLUSTERS are basic geographic groupings including people living in the same

street, subdivision, barangay, etc. CAUCUSES on the other hand refers to groups coming together from the same school, work places (offices) or organizations. At least 3 persons can constitute a CLUSTER or CAUCUS.

19. Each cluster or caucus will ensure continuous discussions of issues that the party is involved in and are authorized to organize individual political actions. However, while clusters or caucuses can recommend positions on issues or internal policies for the party, the process for making decisions on these and similar concerns remains with the Local Chapter main structure and mechanisms.

*\* This guideline on local chapter formation was adopted by a resolution of the Party's National Membership Committee and a subsequent resolution of the Executive Committee (ExeCom) of the Party*