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No.

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SWATANTRA
ORGANISATION
SERIES



*Structure of
Party
Organisation*

Swatantra Organisation Series No. 1

STRUCTURE
of
PARTY ORGANISATION



A Swatantra Party Publication

Swatantra Organisation Series

With this pamphlet, the Central Office launches the "Swatantra Organisation Series". Appropriately, it starts with the description of the structure of Party organisation outlining the Party's organisational Pyramid.

Among the issues dealt with are the issue of membership cards, their renewal, procedure for enrolment, renewal of subscriptions, formation of units at the primary, district and State levels, etc.

The series are particularly intended for the benefit of Workers and Life Workers of the Party entrusted with the responsibility of developing the Party's organisation at the various levels. Other pamphlets to follow in this series will include such topics as "The Party Worker—His Duties and Responsibilities", "The Training of Party Cadres", "The Processing of Public Grievances", "Public Relations", etc.

It has been stated that the Swatantra Party is strong on ideology and weak on organisation. It has further been said that a Party which follows sober, liberal policies cannot enthuse its cadres to give of their best.

The Central Office hopes to prove the above assumptions wrong and trusts that this series will assist in providing the know-how to our men and women in the field to fill this organisational gap.

Structure of Party Organisation

I. Types and classes of members: Enrolment forms

*How membership cards are issued and renewed;
how membership fees are allocated.*

1. There are two categories of members in the Swatantra Party.

- (i) Workers/Life Workers;
- (ii) Ordinary Members.

(i) (a) *Workers*: Anyone (above the age of 18) who expresses in writing (in the prescribed enrolment form) his agreement with the principles of the Party and his willingness to work for the Party in any one or more ways prescribed in the Party's Constitution and pays in advance a combined entrance fee and subscription of Rs. 3.00 is eligible to be enrolled as a Worker. Thereafter in respect of each Calendar Year following his enrolment, he shall pay an annual renewal subscription of Re. 1.00 on or before 31st March each year. If the annual renewal subscription is not so paid he shall cease to be a Worker of the Party but shall be eligible to enrol afresh on payment of Rs. 3.00.

As regards Workers belonging to Scheduled Castes or Tribes or other Backward Classes* the combined entrance fee and subscription is Rs. 1.50 and the renewal fee Rs. 0.50 p.

All Workers have the right to vote in Party elections and to stand for election to Party Committees, and as Office-Bearers in the Party.

* "Scheduled Castes" means those so notified under Article 341 of the Constitution of India.

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(b) *Life Workers*: Anyone (above the age of 18) who expresses in writing (in the prescribed enrolment form) his agreement with the principles of the Party and his willingness to work for the Party in any one or more ways prescribed in the Party's Constitution and pays in advance Rs. 100.00 is eligible to be enrolled as a Life Worker. He will enjoy the same rights as a Worker.

(ii) *Ordinary Members*: Anyone (above the age of 18) who subscribes in writing to the Party's principles but is not able to actively work for the Party, can become a sympathiser member of the Party on payment of an annual subscription of Rs. 0.10p. State/Regional Units of the Party are however free to collect such subscriptions *in advance* for more than one year at a time, up to Rs. 0.50p. for a period of 5 years. Such members (being "sympathisers" as distinguished from "Workers") will not however have the right to vote in Party elections or to stand for election to Party Committees or as Office-Bearers in the Party. However, meetings of such members may be convened from time to time by the District or Primary Units concerned so as afford them opportunities to be associated with the work of the Party.

2. Procedure for Enrolment

(a) The State/Regional Office will distribute to various District and Primary Units enrolment forms for Workers/Life Workers; (or where no such units have yet been organised, to such persons in the District or Primary Unit areas who are party Workers/Life Workers). [Section II on page 8 deals with the formation of Primary Units and Section III on page 9 deals with the formation of District Units.]

(b) An applicant wanting to join the Party as a Worker/Life Worker will have to fill in the enrolment form and hand it over to the Unit or the person concerned along with his entrance fee and subscription. The Unit or the person concerned will then issue him a temporary receipt without any *commitment* that his application will be automatically accepted.

(c) The Unit or the person concerned will forward such forms to the State/Regional office along with the entrance fee and subscription (less postal charges, e.g. money order fees or postal order charges). The allocation of subscription moneys is shown in para 5 on page 8.

(d) Decisions regarding the enrolment forms shall be taken by a Sub-committee of the State/Regional Executive (with the General Secretary as its Convenor). This Committee will meet periodically and scrutinise such forms as are received from the Primary/District Units (or the persons concerned) as well as those that might have been received direct at the State/Regional office itself and take necessary decisions.

(e) When an enrolment form is accepted an entry should be made in a register maintained at the State/Regional Office.

(f) Separate registers should be maintained for Workers/Life Workers. A register in respect of Ordinary Members should be maintained at the Primary Unit level.

(g) The State/Regional Office will then issue a Worker/Life Worker card, either handing it over personally to the Worker/Life Worker concerned (if he has applied directly to the State/Regional Office) or forwarding it under Certificate of Posting to the worker each year at the address mentioned by him/her in the enrolment form. [See para 3 regarding supply of Workers' Cards.]

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(i) The right to refuse enrolment as a Worker/Life Worker to an applicant rests only with the National Executive *vide* Clause 4(e) of the Party's Constitution which states:

"Whenever the State Executive has doubts as to the desirability of enrolling a Worker it shall forward the application with its comments to the National Executive, which shall, after considering the application and the comments directly or through an appropriate body,

decide whether or not the Worker should be enrolled, and such decision shall be final."

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(b) Workers'/Life Workers' cards can be issued to Workers/Life Workers *only* by the State/Regional Office.

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(d) As regards the "time-validity" of the Worker's membership and card the Party's Constitution provides that it shall be valid for the Calendar Year that it is issued for and should be renewed thereafter yearly on payment of a renewal subscription of Re. 1.00. In case of Workers belonging to Scheduled Castes/Tribes and other Backward Classes the renewal fee is Rs. 0.50p.

(e) The first or initial supply of cards will be made by the Central Office upon an indent made by the State/Regional Office. Thereafter further supply of cards by the Central Office will be made to the State/Regional Units from time to time, but only after:

- (1) 75% of the cards already supplied have been used up;
- (2) the 5% "Central Quota" of the subscription money thereon has been remitted to the Central Office; and
- (3) copies of the entries in the register of Workers/Life Workers so enrolled have been furnished to the Central Office.

4. *Renewal of Workers' Subscription*

While no rigid procedures for renewal of subscription have been laid down, the Central Office suggested the following

procedure in a circular to State/Regional Units in June 1965 (General Secretary's Letter No. 105 of 19th June 1965):

- (i) Wherever Primary Unit Committees are functioning they should be authorised (by the concerned State/Regional Unit) to renew the Card;
- (ii) Every Primary Unit Committee should, through a postcard or otherwise, inform a Worker whose subscription is due for renewal of this fact;
- (iii) The Treasurer or a duly authorised officer of a Primary Unit should be authorised to sign in the column "Signature of Receiving Authority" under the tabulation entitled "Subscription Record" in the Workers' Cards after receiving the subscription;
- (iv) The Primary Unit Committee should then, after retaining its quota of the subscription, remit to the District Unit Office the balance of the amount;
- (v) The District Unit will retain its share of the subscription and remit the balance to the State/Regional Office;
- (vi) The State/Regional Office will in turn retain its share of the subscription and remit the balance to the Central Office;
- (vii) In any Primary Unit area where there is no Primary Unit Committee but there is a District Committee, the latter should arrange for the renewal of subscriptions in such areas;
- (viii) In any District where there is no District Committee the State/Regional Office should arrange for the renewal of subscriptions in such Districts.

However, apart from the remittance of the Centre's quota, all other arrangements, between the State/Regional Unit on the one hand and the District and Primary Units on the other, can be worked out by the State/Regional Unit concerned to suit the needs and the requirement of local conditions.

5. *Allocation of Subscription*

Clause 5(d) of the Party's Constitution lays down the

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Primary Unit	20%
District Unit	50%
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Centre	5%

But the clause permits State/Regional Councils to modify the proportion in which the subscription is to be distributed among the Units *within* the State or Region.

II. Formation of Primary Units

What constitutes a Primary Unit? When and how a Committee and Office-Bearers for the Primary Unit are appointed or elected? etc.

1. Primary Units

What constitutes a Primary Unit is clearly stated in Clause 6 (a) of the Party's Constitution which reads as under:

"A Primary Unit of the Party shall be formed in respect of every Legislative Assembly constituency in the State or Region. Provided that the Executive Committee of the State/Region may for more effective and convenient organising of the Party's work, authorise the formation of a primary unit for an area comprising more than one Legislative Assembly Constituency or for an area smaller than a Legislative Assembly Constituency."

Where there are not less than 20 Workers in a Primary Unit Clause 6(b) of the Party's Constitution provides for the setting up of a Primary Unit Committee and states as follows:

"Every such Primary Unit shall elect a Primary Unit Committee provided there are not less than 20 Workers in that Primary Unit."

The Primary Unit Committees can elect their own office bearers.

2. Primary Unit Committees

Normally, Primary Unit Committees in all States are constituted by Party Elections held simultaneously throughout the country. The next such elections will be held later this year. Meanwhile, in regard to new Primary Units formed in between two such elections, Primary Unit Committees can be constituted on an *ad hoc* basis by nomination in all those primary areas where a minimum number of 20 Workers/Life Workers have been enrolled. The nominating authority would normally be the District Committee. In the absence of a District Committee, the State or Regional Committee can nominate such a Primary Unit Committee.

III. Formation of District Units

What constitutes a District? How many Primary Units should there be to form a District Unit with a Committee and Office-Bearers? How and when are they to be appointed or elected? etc.

1. District Units

What constitutes a District Unit is clearly stated in Clause 7(a) of the Party's Constitution which reads as under:

"For every Revenue District of the State, there shall be a District Committee constituted of such number as may be prescribed by the Executive Committee of the State or Region. Provided however that the Executive Committee of the State or Region may, for more efficient and convenient discharge of the Party's work, designate a Lok Sabha Constituency as a 'District' for this purpose."

2. District Committees

While there are no specific rules prescribing the minimum number of organised Primary Units (within a district) required to form a District Committee, Clause 7(b) of the Constitution suggests that no District Committee should be constituted for any district until a majority of the (potential) Primary Units in that district have first been organised.

3. District Working Committees

Where the strength of the District Committee exceeds twenty-five, Clause 7(d) of the Party's Constitution provides for the setting up of a District Working Committee and states as follows:

"Where the strength of a District Committee exceeds twenty-five, it may elect a District Working Committee in such manner and constituted of such number as the Executive Committee of the State or Region may prescribe *provided*, however, that there shall be at least one representative on such Working Committee from each Primary Unit in the District."

Normally, District Committees in all States are constituted by Party Elections held simultaneously throughout the country. The next such election will be held later this year. Meanwhile, in regard to new District Units (if any) to be constituted in between two such elections, the District Committees for them can be constituted on an *ad hoc* basis by the State/Regional Committee.

IV. Party Elections

1. General

These are held simultaneously throughout the country once in two years. The last such election for the election of Primary Unit Committees and Office-Bearers, District Committees and Office-Bearers, State/Regional Councils and State/Regional Committees and Office-Bearers was held in 1967; and the next such election will be held later this year.

2. What happens to Workers/Life Workers in unorganised areas: i.e.

- (a) in areas where there is not a sufficient number of Workers/Life Workers to form Primary Units? and
- (b) in Districts in which there is not a sufficient number of organised Primary Units to form a District Unit?

This is a problem that normally crops up only during Party elections. The procedure for Party Elections* has provided for

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such a contingency. In respect of (a) the Procedure states as follows (para 29, Annexure F):

"In respect of Primary Unit areas where a Primary Unit Committee cannot be formed because the minimum enrolment of 20 Workers at the Primary level has not taken place, the individual Workers/Life Workers/Life Members in such areas will be grouped together so as to constitute a separate 'Special Primary Constituency' for electing its proportionate number of representatives on the District Committee subject to a minimum of one and a maximum of three."

In respect of (b), the Procedure states as follows (para 33, Annexure F):

"In regard to Districts where it has not been found possible to have elected Committees of Workers/Life Workers/Life Members because of paucity of members at the Primary area level these should be lumped together to constitute a 'Special District Constituency' so that they may be able to elect a proportionate number of representatives on the State Council, subject to a minimum of one and maximum of ten."

A similar procedure for constituting *ad hoc* Primary Unit Committees and District Committees by nomination can be followed in respect of newly constituted Primary Units and District Units in between two elections.

3. Elections (or Appointment) of

State/Regional Executive Committee;

State/Regional Council;

State/Regional Office-Bearers

The whole country is divided into States or Regions. [For example, in Maharashtra the "Bombay Region" is separate from the "Maharashtra Region" comprising the rest of the State]. Each State/Region has normally an elected Council, and an Executive Committee and Office-Bearers elected by the Council.

In respect of States or Regions where the Party organisation is set up for the first time in between any two elections, there will be no Council but only an *ad hoc* State/Regional Committee and Office-Bearers nominated by the National Executive of the Party.

4. Election or Cooption to

The General Council of the Party, at the all-India level;

The National Executive of the Party, at the all-India level;

The Office-Bearers of the Party, at the all-India level.

The procedure for election of these National bodies of the Party have been set out in the Procedure. There is also a Central Parliamentary Board of the Party elected by the National Executive. [Similarly, there are State Parliamentary Boards in all organised State/Regional Units.]

The General Council normally coopts its own members as provided for in Clause 11(a) of the Constitution, unless (as at present) the Council delegates its authority to the National Executive. Such cooptions are made generally, though not necessarily, on the recommendation of State/Regional Units, it being open to the General Council to coopt members on its own initiative if it is in the Party's interest to do so. There is no provision for cooption to the National Executive. Vacancies that may arise can only be filled by the General Council.

[This note should be read along with the Party's Constitution especially in regard to matters like Quorum at meetings, rule-making powers, the holding of Conventions and so on.]

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What constitutes a Primary Unit? When and how a Committee and Office-Bearers for the Primary Unit are appointed or elected? etc.

1. Primary Units

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"A Primary Unit of the Party shall be formed in respect of every Legislative Assembly constituency in the State or Region. Provided that the Executive Committee of the State/Region may for more effective and convenient organising of the Party's work, authorise the formation of a primary unit for an area comprising more than one Legislative Assembly Constituency or for an area smaller than a Legislative Assembly Constituency."

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III. Formation of District Units

What constitutes a District? How many Primary Units should there be to form a District Unit with a Committee and Office-Bearers? How and when are they to be appointed or elected? etc.

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What constitutes a District Unit is clearly stated in Clause 7(a) of the Party's Constitution which reads as under:

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State/Regional Council;

State/Regional Office-Bearers

The whole country is divided into States or Regions. [For example, in Maharashtra the "Bombay Region" is separate from the "Maharashtra Region" comprising the rest of the State]. Each State/Region has normally an elected Council, and an Executive Committee and Office-Bearers elected by the Council.

In respect of States or Regions where the Party organisation is set up for the first time in between any two elections, there will be no Council but only an *ad hoc* State/Regional Committee and Office-Bearers nominated by the National Executive of the Party.

4. *Election or Cooption to*

The General Council of the Party, at the all-India level;

The National Executive of the Party, at the all-India level;

The Office-Bearers of the Party, at the all-India level.

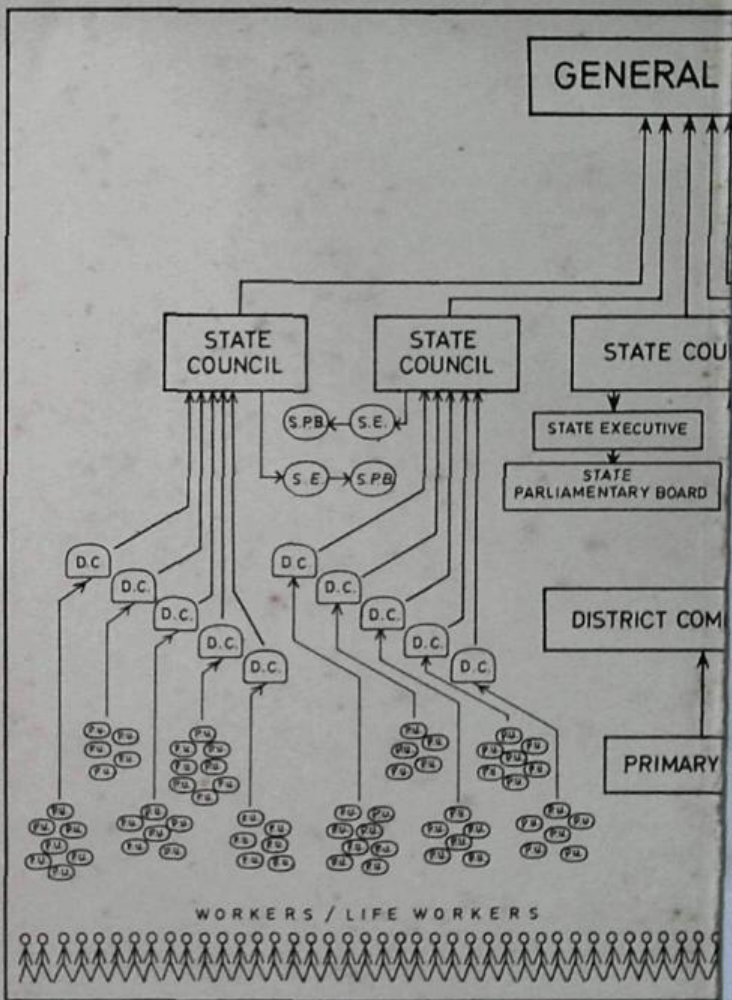
The procedure for election of these National bodies of the Party have been set out in the Procedure. There is also a Central Parliamentary Board of the Party elected by the National Executive. [Similarly, there are State Parliamentary Boards in all organised State/Regional Units.]

The General Council normally coopts its own members as provided for in Clause 11(a) of the Constitution, unless (as at present) the Council delegates its authority to the National Executive. Such cooptions are made generally, though not necessarily, on the recommendation of State/Regional Units, it being open to the General Council to coopt members on its own initiative if it is in the Party's interest to do so. There is no provision for cooption to the National Executive. Vacancies that may arise can only be filled by the General Council.

[This note should be read along with the Party's Constitution especially in regard to matters like Quorum at meetings, rule-making powers, the holding of Conventions and so on.]

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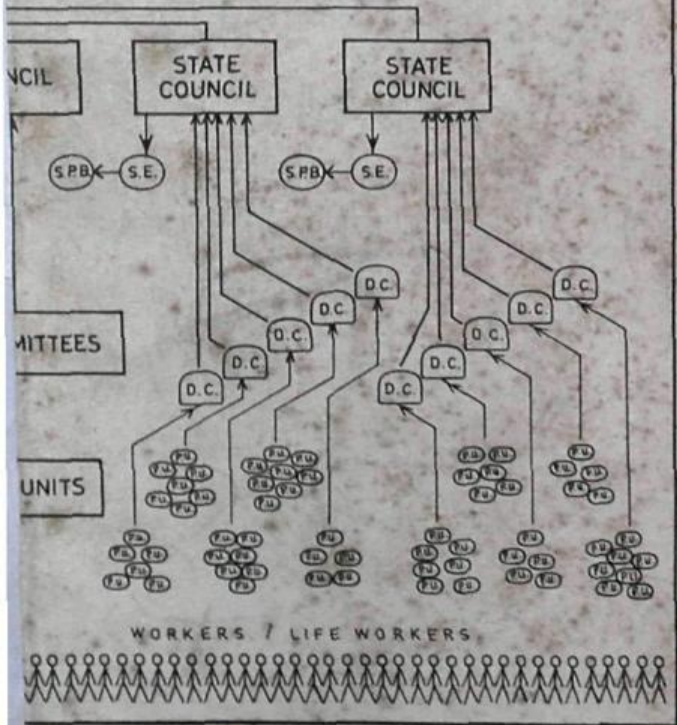
COUNCIL



NATIONAL EXECUTIVE



CENTRAL PARLIAMENTARY BOARD



STRUCTURE
of
PARTY ORGANISATION



A Swatantra Party Publication

Swatantra Organisation Series

With this pamphlet, the Central Office launches the "Swatantra Organisation Series". Appropriately, it starts with the description of the structure of Party organisation outlining the Party's organisational Pyramid.

Among the issues dealt with are the issue of membership cards, their renewal, procedure for enrolment, renewal of subscriptions, formation of units at the primary, district and State levels, etc.

The series are particularly intended for the benefit of Workers and Life Workers of the Party entrusted with the responsibility of developing the Party's organisation at the various levels. Other pamphlets to follow in this series will include such topics as "The Party Worker—His Duties and Responsibilities", "The Training of Party Cadres", "The Processing of Public Grievances", "Public Relations", etc.

It has been stated that the Swatantra Party is strong on ideology and weak on organisation. It has further been said that a Party which follows sober, liberal policies cannot enthuse its cadres to give of their best.

The Central Office hopes to prove the above assumptions wrong and trusts that this series will assist in providing the know-how to our men and women in the field to fill this organisational gap.

Structure of Party Organisation

I. Types and classes of members: Enrolment forms

*How membership cards are issued and renewed;
how membership fees are allocated.*

1. There are two categories of members in the Swatantra Party.

- (i) Workers/Life Workers;*
- (ii) Ordinary Members.*

(i) (a) Workers: Anyone (above the age of 18) who expresses in writing (in the prescribed enrolment form) his agreement with the principles of the Party and his willingness to work for the Party in any one or more ways prescribed in the Party's Constitution and pays in advance a combined entrance fee and subscription of Rs. 3.00 is eligible to be enrolled as a Worker. Thereafter in respect of each Calendar Year following his enrolment, he shall pay an annual renewal subscription of Re. 1.00 on or before 31st March each year. If the annual renewal subscription is not so paid he shall cease to be a Worker of the Party but shall be eligible to enrol afresh on payment of Rs. 3.00.

As regards Workers belonging to Scheduled Castes or Tribes or other Backward Classes the combined entrance fee and subscription is Rs. 1.50 and the renewal fee Rs. 0.50 p.*

All Workers have the right to vote in Party elections and to stand for election to Party Committees, and as Office-Bearers in the Party.

** "Scheduled Castes" means those so notified under Article 341 of the Constitution of India.*

"Scheduled Tribes" means those so notified under Article 342 of the Constitution of India.

"Backward Classes" means those so classified by an Order of the Government of the State or Union Territory concerned.

(b) *Life Workers*: Anyone (above the age of 18) who expresses in writing (in the prescribed enrolment form) his agreement with the principles of the Party and his willingness to work for the Party in any one or more ways prescribed in the Party's Constitution and pays in advance Rs. 100.00 is eligible to be enrolled as a Life Worker. He will enjoy the same rights as a Worker.

(ii) *Ordinary Members*: Anyone (above the age of 18) who subscribes in writing to the Party's principles but is not able to actively work for the Party, can become a sympathiser member of the Party on payment of an annual subscription of Rs. 0.10p. State/Regional Units of the Party are however free to collect such subscriptions in advance for more than one year at a time, up to Rs. 0.50p. for a period of 5 years. Such members (being "sympathisers" as distinguished from "Workers") will not however have the right to vote in Party elections or to stand for election to Party Committees or as Office-Bearers in the Party. However, meetings of such members may be convened from time to time by the District or Primary Units concerned so as afford them opportunities to be associated with the work of the Party.

2. *Procedure for Enrolment*

(a) The State/Regional Office will distribute to various District and Primary Units enrolment forms for Workers/Life Workers; (or where no such units have yet been organised, to such persons in the District or Primary Unit areas who are party Workers/Life Workers). [Section II on page 8 deals with the formation of Primary Units and Section III on page 9 deals with the formation of District Units.]

(b) An applicant wanting to join the Party as a Worker/Life Worker will have to fill in the enrolment form and hand it over to the Unit or the person concerned along with his entrance fee and subscription. The Unit or the person concerned will then issue him a temporary receipt without any commitment that his application will be automatically accepted.

(c) The Unit or the person concerned will forward such forms to the State/Regional office along with the entrance fee and subscription (*less* postal charges, e.g. money order fees or postal order charges). The allocation of subscription moneys is shown in para 5 on page 8.

(d) Decisions regarding the enrolment forms shall be taken by a Sub-committee of the State/Regional Executive (with the General Secretary as its Convenor). This Committee will meet periodically and scrutinise such forms as are received from the Primary/District Units (or the persons concerned) as well as those that might have been received direct at the State/Regional office itself and take necessary decisions.

(e) When an enrolment form is accepted an entry should be made in a register maintained at the State/Regional Office.

(f) Separate registers should be maintained for Workers/Life Workers. A register in respect of Ordinary Members should be maintained at the Primary Unit level.

(g) The State/Regional Office will then issue a Worker/Life Worker card, either handing it over personally to the Worker/Life Worker concerned (if he has applied directly to the State/Regional Office) or forwarding it under Certificate of Posting to the worker each year at the address mentioned by him/her in the enrolment form. [See para 3 regarding supply of Workers' Cards.]

(h) The fact of a Worker's enrolment will be communicated by the State/Regional office to the District and the Primary Unit offices giving details of name, card number, etc.

(i) The right to refuse enrolment as a Worker/Life Worker to an applicant rests only with the National Executive *vide* Clause 4(e) of the Party's Constitution which states:

"Whenever the State Executive has doubts as to the desirability of enrolling a Worker it shall forward the application with its comments to the National Executive, which shall, after considering the application and the comments directly or through an appropriate body,

decide whether or not the Worker should be enrolled, and such decision shall be final."

3. *Workers'/Life Workers' Cards*

(a) All Workers'/Life Workers' cards will be printed and supplied *only* by the Central Office. Local printing of these cards is not allowed.

(b) Workers'/Life Workers' cards can be issued to Workers/Life Workers *only* by the State/Regional Office.

(c) The cards should in no case leave the State/Regional Office excepting when they are issued to Workers/Life Workers whose enrolment has been approved by the Subcommittee of the State/Regional Executive formed for this purpose and an entry made in the enrolment register. Blank cards should be kept under lock and key. State/Regional offices will be held accountable for the cards issued to them from the Central Office of the Party.

(d) As regards the "time-validity" of the Worker's membership and card the Party's Constitution provides that it shall be valid for the Calendar Year that it is issued for and should be renewed thereafter yearly on payment of a renewal subscription of Re. 1.00. In case of Workers belonging to Scheduled Castes/Tribes and other Backward Classes the renewal fee is Rs. 0.50p.

(e) The first or initial supply of cards will be made by the Central Office upon an indent made by the State/Regional Office. Thereafter further supply of cards by the Central Office will be made to the State/Regional Units from time to time, but only after:

- (1) 75% of the cards already supplied have been used up;
- (2) the 5% "Central Quota" of the subscription money thereon has been remitted to the Central Office; and
- (3) copies of the entries in the register of Workers/Life Workers so enrolled have been furnished to the Central Office.

4. *Renewal of Workers' Subscription*

While no rigid procedures for renewal of subscription have been laid down, the Central Office suggested the following