## **Form 1: Application for an appeal**

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| You should use this form if you wish to appeal against the decisions made by the Executive Committee, where you believe the:* Decision was in significant breach of procedure;
* Decision-maker has made an error in the application of the Constitution or relevant rules or has wrongly interpreted the Constitution or rules;
* Decision appealed against is one that no reasonable decision-maker could have made
 | Before you submit your appeal pleasemake sure you have read theFollowing:* Appeals procedure rules
* Guidance on appeals
* Article 10 of the Constitution
 |

**You may email this form directly to** **appeals@womensequality.org.uk** **or mail the appeal to:**

Appeals Body – Confidential

Women's Equality Party

Kemp House,

152-160 City Road,

London ECIV 2NX

If you post it to this address, please also alert the Appeals Panel by email to the email address above to alert us to expect it.

**Please note**

We will acknowledge receipt of your appeal by email. Our acknowledgement of receipt of your application does not mean your appeal is eligible to be heard by the Appeals Body.

Should the Appeals Body agree to hear your appeal, we will send you a separate Convening Notice in due course. This will tell you the date the appeal will be considered and the names of the appeal panel members.

After that we will send you a copy of Form 2 from the decision-maker and any representations (Form 3) made by any respondent to the appeal.

If the Appeals Body consider that your Appeal is not eligible we will write to you to inform you.

If you require any specific adjustments in communication or for attending an “in-person” appeal, e.g. information in large print, please contact the Appeals Body at the above email address so that the necessary arrangements can be made.

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| **CONTACT DETAILS** |
| **Contact Name** |   |
| **Correspondence Address**  |  |
| **Telephone/Mobile Number** |  |
| **Email Address** |  |
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### **Grounds for appeal**

**Please tell us what you are appealing against and why.**

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| **Please describe the Decision you are appealing against. Please try not to go over 500 words. Please give dates of meetings or correspondence you refer to. You may attach relevant documentation if you wish – for example minutes of relevant meetings or relevant correspondence. The text in the boxes will be copied to the decision maker and any other respondents in seeking comments about your Appeal.**  |
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| **If your original complaint or dispute was about a Party member or Party Organisation please name them here. The Appeals Body may approach them as respondents** |
| **Name** | **Email address** |
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| **On what grounds are you appealing the decision** | **Tick (✓)** | **Please explain why this ground for appeal applies** |
| Decision was in significant breach of procedure |   |  |
| Decision-maker has made an error in the application of the Constitution or relevant rules or has wrongly interpreted the Constitution or rules |  |  |
| Decision appealed against is one that no reasonable decision-maker could have made |  |  |
| Date of Decision by the Executive Committee |  |
| Date of initial decision by other parties which led to your invoking the complaints procedure |  |
| Under which section of the Constitution are you appealing -  | 10.3.1/ 10.3.2 ( Delete One)  |
| **The text in this boxes in this block will be copied to the decision maker and any other respondents in seeking comments about your Appeal** |

### **Exchange of documents**

All documents you seek to rely upon for the appeal must be submitted with this form. Please list attached documents on a separate page. Additional documents will not be shared with the decision maker and respondent, though please take note of 1.3 in the Part One of the Procedure, Procedure Rules.

### **Appeal Eligibility**

The Appeals Body will refuse to hear an appeal which is outside of the time limit, as described within the Constitution.

The Appeals Body will aim to determine eligibility within 4 weeks of receipt of an application. Where that is not possible, the Appeals Body will inform the appellant of the reason. An appeal will be eligible if the appointed Appeals Body member is satisfied that the appeal concerns a disputed matter falling within Article 10.3.1 and/or Article 10.3.2 of the Constitution. Any decision on eligibility of an appeal will be final and is not subject to appeal. The appellant will told of any decision on eligibility of an appeal.

**Please type your name and date below**

|  |  |
| --- | --- |
| **Name** |  |
| **Date** |  |