



Civil Service Pensioners' Alliance

Scotland Branch

CONSTITUTION & RULES

Adopted 21 March 1991
Revised 21 March 2002
Revised 20 March 2008
Revised 17 March 2011
Revised 12 March 2015
Revised 10 March 2016
Revised 9 March 2017
Revised 8th March 2018
Updated 8th November 2018

1. NAME

The name shall be the CIVIL SERVICE PENSIONERS' ALLIANCE (SCOTLAND)

2. OBJECTS

The objects of the Scottish Branch shall be:

- a. As in the CIVIL SERVICE PENSIONERS' ALLIANCE – Rules and Constitution.
- b. Liaise with the Scottish Parliament.

3. MEMBERSHIP

Membership of the CSPA (SCOTLAND) shall be open to any member, as defined in CSPA – Rules and Constitution, and normally living in Scotland.

4. ADMINISTRATION

- (a) The affairs of the ALLIANCE (SCOTLAND) shall be administered by an Executive Committee of not more than twelve members, comprising four Officers, not more than four other members and a nominated representative from each approved Group. A part time Administrator and Minute Secretary will be appointed by the Executive Committee to carry out functions as directed. The part time Administrator Secretary and Minute Secretary will have no voting rights, unless they are Group Officers.
- (b) The officers shall be the Chairman, Vice Chairman, Treasurer and Membership Secretary. These positions will not incur Honoraria except for the Treasurer and Minute Secretary.
- (c) Officers and not more than four members of the Executive Committee shall be elected at the Annual General Meeting.
- (d) The Chairman will attend meetings of the National Executive Council and the National AGM. Should Chairman not be able to attend the National AGM, then another nominated Branch Committee Member may attend. Prior notice being given to the National Executive Council.
- (e) Officers and members of the Executive Committee shall hold office till the close of the Annual General Meeting following their election. All officers and members of the Executive Committee shall be eligible for re-election.
- (f) The Executive Committee shall have the power to fill an interim vacancy.
- (g) Four members of the Executive Committee, of whom at least two shall be officers, shall constitute a quorum.
- (h) The Executive Committee shall meet at least three times a year.
- (i) The Executive Committee may appoint sub-committees as it deems necessary.
- (j) The Executive Committee shall have the power to nominate for election at a General Meeting an Hon. President and an Hon. Vice-President who shall be entitled to attend meetings of the Executive Committee and General Meetings, but with no voting rights.
- (k) The Executive Committee shall have a working knowledge of ICT. Officers working directly with National Alliance Database will abide by the strict rules of this Constitution and the Data Protection Act Scotland 1998 and the Principles therein.

5. DISCIPLINARY PROCEDURES

The National Executive Council shall have the power to investigate any occurrence involving a member or members affecting the wellbeing of the Alliance or which brings the Alliance into disrepute or in any other way damages or causes harm to the Alliances officials, members or property. An Officer of the National Executive Council (excluding the Chairman, Vice-Chairman or Treasurer, but including the General Secretary, Deputy General Secretary or Assistant General Secretary) shall be appointed by the National Executive Council to investigate any such complaint or allegation arising under this Rule and will provide a written report and make recommendations within 28 days to the Vice-Chairman and Treasurer on what actions or steps should be taken. The member or members involved shall have the right to put their versions of events both in writing and orally to the Vice-Chairman and Treasurer before any decisions are reached or recommendations are made with regard to any further action. The Vice-Chairman and Treasurer shall, upon making a finding on the complaint or allegation, have the right to suspend for such period as they shall determine or terminate the Membership of any Member. In the event that the member or members involved in the alleged incident or activity that has led to the invoking of the procedure set out above, wish to disagree the decisions made by the Vice-Chairman and Treasurer, then the member or members will have the right to make a written appeal to the next scheduled meeting of the National Executive Council, from whose relevant deliberations any Officer or other member of the National Executive Council, who had previously been involved with investigations conducted or decisions made at earlier stage in the process, will be excluded. Any decision reached by a simple majority of voting members of the National Executive Council present at the meeting shall be regarded as final and binding with regard to the internal aspects of the Alliance's Disciplinary Procedures.

6. GROUPS

- (a) Members may gather together and with the consent of the Executive Committee, be constituted a Group. Any Member of the CSPA is entitled to attend any Group Meeting should they wish to do so.
- (b) The functions of a Group shall be:-
 - (i) to assist in attracting new members
 - (ii) to make the objects, policy and aims of the Alliance known to potential members, to the public in each Group area, to local branches of Civil Service organisations and Members of Parliament and members of the Scottish Parliament within each Group area and to establish liaison with other organisations representing pensioners.
 - (iii) to make local representations on behalf of members.
- (c) A copy of audited accounts showing all expenses(e.g. outings) and any related costs should be sent to the Scottish Treasurer as soon as possible (preferably the third week of January) in order that the assessment of the Group Grant can be carried out.

7. WEBSITE

The CIVIL SERVICE PENSIONERS ALLIANCE (SCOTLAND) shall have a website. It will be updated timeously by a Webmaster appointed by the Executive Committee.

All Groups shall submit details of their activities, photographs and Reports, as a matter of course.

8 GENERAL MEETINGS

- (a) The CIVIL SERVICE PENSIONER' ALLIANCE (SCOTLAND) shall be governed by General Meetings
- (b) The Annual General Meeting shall be held before the end of May.
- (c) Motions to be moved at the Annual General Meeting and Nominations for the Executive Committee must be notified, in writing, to the Administrator and received not later than the February Executive Committee Meeting.
- (d) A Special General Meeting shall be convened at any time on application made in writing to the Administrator and signed by not less than forty members. Any such application shall state the precise purpose for which the meeting is desired and will be specified in the notice convening such a Meeting.
- (e) The Executive Committee may, at their discretion, call an Extraordinary General Meeting at any time.
- (f) Notice of all General Meetings together with the Agenda shall be sent to members at least ten days before the date of the meeting.
- (g) To preserve topicality and expedite matters of urgency the Office-Bearers and committee, if appropriate, is authorized to proceed with matters deemed urgent by a majority of Office-Bearers between meetings, with the proviso that all such action be reported back to the next appropriate meeting(s) for approval/further consideration.

9 FINANCE

- (a). The Financial Year shall run from 1 January to 31 December and the Executive Committee shall present to each AGM an audited statement of income and expenditure. The Executive Committee shall be responsible for the collection, investment and administration of funds.
- (b). The Chairman, the Administrator and the Hon Treasurer, shall be the trustees of all funds and property including those held by Groups. For the purpose of this rule, the property in all Group funds collected in the name of the Alliance and Constitutionally retained in Group accounts shall be deemed to be vested in the Trustees and the Group Treasurer shall have possession of such Group funds on behalf of the Trustees for the purpose of Group expenditure save that, on dissolution of the Group, such Treasurer, after meeting all financial liabilities and following a duly constituted meeting, shall forward the balance of the funds to the Treasurer to be held in trust for five years after which the amount held shall be added to Branch funds. The Trustees shall not be responsible for any debts incurred so long as the Trustees have adhered to the purposes and conditions of their Trust.
- (c). The annual accounts shall be audited by a professional auditor, or a firm of auditors. Such auditors shall be chosen by the Treasurer to suit location and be approved by the EC.

10. SUBSCRIPTIONS

- (a) Life and annual subscriptions payable by members shall conform with those of the CIVIL SERVICE PENSIONERS' ALLIANCE

- (b) The first annual subscription shall be payable on admission and subsequent annual subscriptions on the first day of January each year unless the initial subscription was paid after 30 September of the previous year.
- (c) Any member who is more than six (6) months in arrears shall be deemed to have resigned their membership except where the Executive Committee decide otherwise. Names of members calling for special treatment should be brought to the notice of the EC

11. AMENDMENT OF RULES

Any of these rules may be altered, amended, or added to or rescinded by an Annual or General meeting provided that the alterations are specified in the normal manner and submitted in accordance with the rules of such meetings and that the resolution approving such alteration has been passed by a majority of not less than two-thirds of those attending the meeting.