



**Civil Service Pensioners' Alliance
Rules and Constitution
(With effect from 11 October 2024)**

1. Name

The name of the Association shall be the Civil Service Pensioners' Alliance, hereinafter referred to as the CSPA.

2. Objects

The objects of the CSPA shall be:

- (a)** To maintain and improve the purchasing power of all pensions from Civil Service and related schemes;
- (b)** To initiate and participate in action which will benefit pensioners;
- (c)** To promote the economic and social well-being of pensioners.

Such objects may be pursued in collaboration with other organisations of public service pensioners or by affiliation to, or accepting affiliation of any organisation whose objects include any related to those of the CSPA .

In pursuance of these objects the CSPA will seek by political campaigning to persuade the Government and other authorities to accept its policies but it shall not affiliate to any political party to assist it in that process.

3. Membership

Full membership of the CSPA shall be open to:

- (a)** pensioners who are in receipt of benefits or are entitled to receive deferred benefits from:
 - (i) the Principal Civil Service Pension Scheme (PCSPS) and its successors, or
 - (ii) pension schemes analogous to the PCSPS and its successors operated by fringe bodies such as Research Councils, or by other Non-Departmental Public Bodies, or
 - (iii) a pension scheme operated by a Civil Service Trade Union;
- (b)** active members of such pension schemes as defined in Rule 3 (a) above who remain entitled to benefits;
- (c)** the spouse or partner of a member as defined in Rule 3 (a) or (b) above;
- (d)** the surviving spouse or surviving partner of a member as defined in Rule 3 (a) or (b) above;

Any person within the above categories who has applied to join the CSPA and has met the subscription provisions shall be considered to be a member of the CSPA.

Associate Membership shall be open to those who do not qualify for full membership under Sub-Paragraphs 3 (a) to 3 (d): acceptance of applications shall be at the discretion of the Executive Council.

4. Officers

- (a)** The Elected Officers of the CSPA shall be the Chair and Vice-Chair. They shall be elected as in Rule 7 (f).
- (b)** The Appointed Officers of the CSPA shall be the General Secretary and Treasurer. They shall be appointed by the Executive Council.
- (c)** The Executive Council shall be responsible for authorising the appointment of other personnel as necessary on such terms and conditions as they may deem fit.
- (d)** All Officers and the General Secretary shall be subject to the direction and control of the Executive Council.

5. Executive Council

- (a)** Subject to the control of policy determined by the Annual or Special General Meetings the business of the CSPA shall be administered by the Executive Council.
- (b)** The Executive Council shall consist of the Elected Officers as defined in Rule 4 (a), the Appointed Officers as defined in Rule 4 (b), and not more than seventeen members, nine of whom will represent the CSPA's nine regions in England and Wales. All except the Appointed Officers can vote at Executive Council meetings and any sub-committees. The Quorum shall be nine, excluding the Appointed Officers.
- (c)** The Executive Council shall have power to co-opt to its meetings persons to act in an advisory capacity in respect of matters concerning which such persons possess special knowledge or competence. Such persons shall be without voting rights. They shall not speak on any matter other than that for which they have been co-opted, except with the express permission of the Chair.
- (d)** The Executive Council shall meet as often as necessary but not less than three times each year.
- (e)** The Executive Council may appoint sub-committees, which may contain persons not of its number (who nevertheless are CSPA members), and may delegate to any sub-committee any of its own powers, provided that none other than advisory powers may be delegated unless a majority of the members of the sub-committee are members of the Executive Council.
- (f)** Representatives on any other body shall be appointed by the Executive Council.

6. Branches and Groups

(a) Branches

- (i)** Malta, Northern Ireland and Scotland shall comprise separate and autonomous organisations within the CSPA. These organisations to be known as Branches, shall

operate under separate Constitutions, copies of which, and of any subsequent amendments thereto, shall be forwarded to the Executive Council.

- (ii) The Executive Council shall retain responsibility for the co-ordination of policy throughout the CSPA as a whole and may, to that end, from time to time request reports from Branches.
- (iii) The functions of Branches shall be to recruit all people qualifying under Rule 3, and to maintain effective liaison with the Executive Council in promoting the policies and activities of the CSPA; to this end, Scotland may appoint two members and Northern Ireland one member to the Executive Council. Northern Ireland, Scotland and Malta may appoint representatives to General Meetings. Where the Executive Council is to consider policy issues of concern to the Malta Branch the Executive Council may invite a representative from the Malta Branch to attend the meeting at which the issue is to be discussed.
- (iv) Branches shall retain subscriptions collected and, so far as is possible, meet all their own administrative costs. Within the limit of their resources they are encouraged to make donations to the main funds of the CSPA.

(b) Groups in England and Wales

- (i) The aim of the CSPA shall be to set up a network of Groups, covering the whole of England and Wales, with areas defined in terms of postcodes. Each Group shall publish its meeting arrangements in the CSPA periodical once every six months and, in addition, may at its discretion, communicate with each member resident within its area, the costs of four communications per year being borne by national funds. Apart from this, the functions of a Group shall be:
 - (a) to assist in attracting new members;
 - (b) to make the objects, policy and aims of the CSPA known to potential members, to the public in the Group area, to local branches of Civil Service organisations and Members of Parliament within the Group area, and to establish liaison with other organisations representing pensioners;
 - (c) in suitable cases to act as the agents of the Executive Council in enrolling members and collecting subscriptions payable to the CSPA and donations to central funds;
 - (d) to make local representations on behalf of Group members.
- (ii) Groups in England will be organised into eight Regions as determined by the Executive Council in consultation with Groups. Groups in Wales will be organised into a Wales Region.

(c) Group Membership and Organisation

- (i) Every CSPA member living within the stated area of a Group shall be considered as coming within the purview of that Group. Exceptionally, however, members may opt to join a Group not covered by their designated postcode.
- (ii) It shall be for each individual member living within the defined area of a Group to decide whether or not to take advantage of the services provided by that Group, but for card voting and similar purposes the Group shall count all such members as Group

members. If any members living in the defined area of one Group decide that they would prefer to seek membership of another Group, they shall send to the CSPA Head Office notification to that effect, when they shall count for all purposes as members of that second Group.

- (iii)** Groups shall remit in full to the National Treasurer any annual national subscriptions collected on behalf of members. Groups may invite members as defined in Rule 6 (c) (i) and (iv) to contribute a subscription to help to maintain the Group, provided the rate, and any subsequent change thereto, is approved by due notice having been given to members and adopted at a constitutionally convened Annual or Special Meeting.
- (iv)** Groups may also admit as an associate member any person who, whilst ineligible to join the CSPA under any of the provisions of Rule 3 as a Full or Associate Member at a National Level, can bring benefit to the Group.
- (v)** Apart from the costs mentioned in Rule 6 (b) (i) above, Groups shall seek to be financially self-supporting.
- (vi)** A copy of the audited statement of the accounts of a Group and any related reports shall be sent to the National Treasurer as soon as possible, and not later than two months after the Group AGM which ratifies the documents.
- (vii)** Groups shall meet not less than four times a year and one such meeting shall be the Annual Meeting which shall elect a Chair, Secretary, Treasurer, such other Officers as may be necessary, and a Committee, and appoint Auditors/Scrutineers. The Treasurer and the holder of any Group post with access to CSPA membership details must be members of the CSPA as defined in Rule 3. At Group discretion, a Group associate member may be elected to any other Officer post or position within the Group.
- (viii)** The names and addresses of a newly elected Chair, Secretary, and Treasurer, shall be notified to the General Secretary within fourteen days of the election.
- (ix)** Constitutions and/or Standing Orders should be adopted by Groups within the terms of this Rule provided that such Constitutions and/or Standing Orders and any subsequent amendments thereto, have been adopted by the affirmative vote of two-thirds of those Group and Associate Group members attending and voting at a constitutionally convened Annual or Special Meeting of members and approved by the Executive Council.
- (x)** Groups may hold Inter-Group Meetings consisting of representatives from local Groups for the purpose of interchange of information on Group activities and problems, and for the discussion of general topics.
- (xi)** An Inter-Group Meeting shall elect one of its number as Chair and a member of the Executive Council may attend in a consultative capacity.

7. General Meetings.

(a) Composition

- (i)** General Meetings shall consist of the Officers and Members of the Executive Council, the Standing Orders Committee, Members, appointed representatives from Branches and elected representatives comprising one from each Group. A quorum at a General

Meeting shall be 50%+1 of all Group and Branch representatives, plus members not covered by a Group or Branch, who have registered their attendance at the venue.

- (ii) Branches sending representatives and individual members attending shall bear any costs incurred. Where necessary Branches may be given financial assistance by the Executive Council for this purpose. Reasonable expenses of the representative from each Group shall be met from central funds.

(b) Annual General Meeting

- (i) The Annual General Meeting shall be held not later than 15 October. At least three months' notice of an Annual General Meeting shall be given to members.
- (ii) The Annual Report, Financial Statement, and the Audited Accounts shall be provided to members timed to coincide with the circulation date of the June issue of the CSPA periodical..
- (iii) Motions and all nominations must be received by the General Secretary on or before first Friday in July. Motions of urgency may only be accepted by the Standing Orders Committee if it is satisfied that the subject matter is of such recent origin that it could not possibly have been submitted by the scheduled date.
- (iv) Copies of the Agenda and the list of names and locations of all nominations for President, Vice-President, Officers, the Executive Council, and Standing Orders Committee shall be made available to all members from the issue date of the September issue of the CSPA periodical.
- (v) The agenda for the Annual General Meeting shall be arranged by the Standing Orders Committee, having regard to the contents of motions submitted in accordance with the Constitution.
- (vi) The Annual General Meeting shall not close ahead of the time stated in the timetable unless all business listed in the agenda has been properly completed. Any guillotined motions shall be considered at the end of the agenda if time remains.

(c) Special General Meetings

- (i) These shall be called at the discretion of the Executive Council or upon a requisition specifying the business to be dealt with and signed by Officers of a number of Branches and Groups representing between them no less than 20% of the total CSPA membership, when the meeting shall be convened within 42 days of the receipt of the requisition by the General Secretary.
- (ii) The notice of such meetings together with details of the specified and any related business shall be issued to members not less than 14 days before the date of the meeting.
- (iii) If the despatch or delivery of the documents referred to in Rules 7 (b) or (c) is delayed by circumstances outside the control of the CSPA (such as a trade dispute or mechanical failure) that fact shall not of itself invalidate the holding of the meeting.

(d) Standing Orders Committee

- (i) For the purpose of considering motions and other business submitted and for the efficient despatch of business of a General Meeting there shall be elected a Standing Orders Committee of three members, whose report shall be laid before an Annual or Special General Meeting for approval.
- (ii) They shall elect from their number a Chair and the General Secretary shall be their Secretary. They shall attend and their Chair shall report to a General Meeting and speak on any item of business affecting the Agenda or order of business.
- (iii) The Standing Orders Committee shall for Annual General Meetings allocate to each motion a prefix as follows:

‘A’ indicating that the motion requires a decision.

‘B’ indicating that the motion is in line with existing CSPA policy and is accepted without debate.

‘C’ indicating that the motion would reverse a decision made at the previous year’s Annual Meeting or Special Meeting in that year and is not for debate.

‘D’ indicating that the motion could be dealt with by correspondence and is not for debate.

‘X’ indicating that the motion is out of order.

(e) Motions and Nominations

- (i) Motions may proceed from the Executive Council, Branches, Groups, and members not covered by Branches or Groups.
- (ii) Nominations may be submitted by Branches and Groups and members not covered by Branches or Groups, in respect of the Elected Officers, five ordinary members of the Executive Council, and Standing Orders Committee. Additionally, Groups and members not covered by a Group within each of the CSPA’s nine Regions of England and Wales may nominate any CSPA member belonging to a Group within their Region to stand for election to their Regional Executive Council seat. Two of the seats for ordinary members of the Executive Council shall be reserved for women.
- (iii) Motions and nominations proceeding from Branches and Groups must have been passed at a duly convened meeting of the Branch or Group concerned and when forwarded to the General Secretary be signed by the Branch or Group Chair and Secretary. Motions and nominations submitted by members not covered by Branches or Groups must be seconded by another member.

(f) Elections

- (i) All elections shall be conducted by ballot on a card vote basis, see Rule 7 (g)(i).
- (ii) Those for the Elected Officers) five ordinary members of the Executive Council and Standing Orders Committee shall be voted upon by representatives from Branches, representatives from Groups and members attending not covered by Branches or Groups.

- (iii) The nine Regional seats on the Executive Council shall be filled as a result of votes cast by representatives from Groups and members in attendance not covered by Groups.
- (iv) Two of the remaining three members of the Executive Council shall be appointed by Scotland Branch and one by Northern Ireland Branch.

(g) Voting

- (i) Voting shall be by show of hands or, where either the Chair shall so decide or at least 20 or more of those present so demand, by card vote. In this event accredited representatives from Branches and Groups shall be entitled to use voting cards representing the total members of their Branch or Group, this to be determined on the basis of the number of members shown by the CSPA's membership records to be resident in the stated area of the Branch or Group on 30 June of the current year.
- (ii) The decision regarding a card vote may be taken either before a vote is taken, or upon the declaration of the result of a vote by show of hands.

8. Presidential Offices.

- (a) A President and Vice-Presidents of the CSPA may be appointed by the Annual General Meeting.
- (b) Their nomination may be made by the Executive Council from members who have given outstanding service to the CSPA. They shall hold office for life or until they resign or they are removed from office by a General Meeting. They shall be entitled to attend all General Meetings, and ex-officio, all meetings of the Executive Council.

9. Finance.

(a) Financial Year

The financial year of the CSPA shall be the calendar year 1 January to 31 December.

(b) Subscriptions

- (i) Unless a General Meeting otherwise determines, all annual subscriptions shall become due on 1 January each year.
- (ii) There shall be subscription rates for individual membership and for joint membership (member with spouse or partner). Annual subscriptions, or deductions from pension shall be at rates, both individual and joint, determined in a card vote at a General Meeting.
- (iii) A member who is more than 6 months in arrears shall be deemed to have resigned their membership except where the Executive Council decides otherwise.
- (iv) In the case of joint membership, on the death of a spouse or partner the surviving member must pay the normal individual subscription rate to continue in membership, unless a joint life subscription was paid originally.

(c) Administrative Expenses

- (i) Except where otherwise prescribed under Rules 6 and 7, the administrative expenses of the CSPA shall be met from central funds.
- (ii) The President, Vice-Presidents, members of elected committees or committees appointed by the Executive Council, and others, who with the authority of the Executive Council incur them, shall be paid their reasonable expenses when attending meetings or whilst acting in a representative capacity on behalf of the CSPA.

(d) Funds

- (i) The Chair, Vice-Chair and Treasurer shall be the trustees of all CSPA funds and property including those held by Groups.
- (ii) For the purpose of this rule, the property in all Group funds collected in the name of the CSPA, and constitutionally retained in Group accounts shall be deemed to be vested in the Trustees of the CSPA and the Group Treasurer shall have possession of such Group funds on behalf of the Trustees for the purpose of Group expenditure in the interests of the CSPA save that, on dissolution of a Group such Treasurer after meeting all financial liabilities and following a duly constituted meeting shall forward the balance of the funds to the Treasurer of the CSPA to be held in Trust for five years after which the amount shall be added to the general CSPA funds.
- (iii) The Trustees shall not be responsible for any debts incurred by the CSPA so long as the Trustees have adhered to the purposes and conditions of their Trust.
- (iv) So much of the funds as the Trustees, after consulting the Executive Council shall decide, shall be invested.
- (v) The Treasurer shall provide details in the Annual Statement of Accounts of all such investments showing the nominal value, purchase price and the value at the Balance Sheet date.
- (vi) The Treasurer shall take charge of the funds of the CSPA which are not invested and shall pay all demands as laid down by the Executive Council. The Treasurer shall render a full and clear account of the finances at the end of each financial year and whenever required by the Executive Council. The Treasurer shall pay to the CSPA bank account all monies which are received and belong to the CSPA.
- (vii) Cheques on the CSPA bank account shall be signed by any two of the following: Chair, General Secretary, Treasurer; except that cheques for small sums, up to an amount determined by the Executive Council, may be signed by one only of these signatories.
- (viii) The Treasurer shall regularly enter the accounts in a manner acceptable to the Executive Council and the Professional Accountant appointed as Auditor by the Executive Council, and shall as soon as possible in each calendar year submit to assurance review and each fourth year to audit, by the Professional Accountant appointed as Auditor by the Executive Council, the accounts up to the previous 31 December.
- (ix) The Professional Accountant appointed as Auditor by the Executive Council shall have access to all the books and accounts of the CSPA and the relevant records and documents. They shall examine the accounts and verify the same and any discrepancies shall be reported to the Chair and General Secretary.

10. Procedure

- (a) Only full members of the CSPA may be elected or appointed to any national Office or Committee or to the Executive Council.
- (b) All elected Officers and Members of the Executive Council shall hold office until the close of the Annual General Meeting following appointment, unless a Special General Meeting decides otherwise, or unless such persons resign or are deemed to have resigned by virtue of having failed to attend three consecutive Executive Council Meetings, or unless such persons have been declared as suspended from office or membership of the CSPA.
- (c) All such persons shall be eligible for re-election. Any office or seat subject to annual election and not filled at the Annual General Meeting and any vacancy arising during a year, may be filled by the Executive Council.
- (d) The Chair and Vice Chair if in attendance at any General Meeting, or meeting of the Executive Council or any meeting convened by those bodies, shall decide between themselves who will formally chair a meeting or if both are absent, by a person appointed by the meeting.
- (e) The observance of these rules and any interpretation arising from them shall be vested in the Chair and in the absence thereof the Vice-Chair.
- (f) Any member shall be considered as accepting these Rules and Constitution upon payment of the required subscription. Copies of these Rules and Constitution will be issued to members on enrolment and notice of any amendments made shall be given in such a way and at such a time as the Executive Council may decide. Copies will be made available by the General Secretary at General Meetings.
- (g) It may, in exceptional circumstances, be decided that a matter is of such great importance that it can be determined only by a ballot of the whole membership. The decision to do so shall be taken by an Annual or a Special General Meeting, or, in circumstances of great urgency only, by the Executive Council. The next available issue of the CSPA periodical shall carry a full exposition of all arguments, and shall include a voting card, addressed to Scrutineers appointed as in SO 27.
- (h) A General Meeting convened according to these rules may, by three-quarters of the votes cast in a card vote, pass a resolution to dissolve the CSPA and if such resolution is carried, a further resolution shall be taken as to the disposition by the Trustees of all monies and other assets of the CSPA after all liabilities of the CSPA have been met. These decisions shall be binding on all members whether or not they, or their delegated representatives voted with the majority on either or both the said occasions.

11. Disciplinary Procedures

11.1 The Executive Council shall have the power to investigate any occurrence involving a member or members affecting the wellbeing of the CSPA or which brings the CSPA into disrepute or in any other way damages or causes harm to the CSPA's officials, members or property.

11.2 Where a complaint or allegation is referred to the Executive Council, it shall appoint an Investigator(s) from a Panel to investigate any such complaint or allegation arising under this

Rule. The Panel of Investigators will consist of the Ordinary members of the Executive Council elected under Rule 7 (f) (iii) and senior members of staff (excluding the General Secretary and Treasurer). The investigator(s) will provide a written report and make recommendations within 28 days to the Vice-Chair and Treasurer on what actions or steps should be taken.

11.3 The member or members involved shall have the right to put their versions of events both in writing and orally to the Vice-Chair and Treasurer before any decisions are reached or recommendations are made with regard to any further action.

11.4 The Vice-Chair 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.

11.5 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-Chair and Treasurer, then the member or members will have the right to make a written appeal to the next scheduled meeting of the Executive Council, from whose relevant deliberations any Officer or other member of the Executive Council, who had previously been involved with investigations conducted or decisions made at earlier stage in the process, will be excluded.

11.6 Any decision reached by a simple majority of voting members of the Executive Council present at the meeting shall be regarded as final and binding with regard to the internal aspects of the CSPA's Disciplinary Procedures.

12. Rules Revision

No new rules or standing orders shall be made nor shall any rules or standing orders be amended or rescinded except by a resolution approving such alteration passed by the affirmative vote of two-thirds of those present and entitled to vote at an Annual or Special General Meeting. Any proposed alteration must be specified in a formal motion submitted in accordance with Rule 7.

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Appendix 1 - Standing Orders

Order of Business

1. The business of the Annual General Meeting shall be dealt with in accordance with the Agenda and with the timetable included in the report of the Standing Orders Committee.

Motions

2. A motion must be in the affirmative and refer to only one subject.
3. Amendments to motions tabled shall not be accepted.
4. Motions shall be given the prefix A, B, C, D or X which will determine whether a debate is required, as follows:-
 - 'A' indicating that the motion requires a decision.
 - 'B' indicating that the motion is in line with existing Alliance policy and is accepted without debate.
 - 'C' indicating that the motion would reverse a decision made at the previous year's Annual Meeting or Special Meeting in that year and is not for debate.
 - 'D' indicating that the motion could be dealt with by correspondence and is not for debate.
 - 'X' indicating that the motion is out of order.
5. Motions shall be taken in the order recommended by the Standing Orders Committee.
6. Any motion not moved when it is called shall be considered to be lost and may not be carried forward.
7. A motion must be seconded immediately after the mover's speech. If there is no seconder, the motion falls.
8. Speakers shall confine their remarks to supporting or opposing the proposition under discussion.
9. A motion once lost may not be moved again during the same Annual General Meeting.
10. No speaker may speak more than once on any motion except in the following circumstances:-
 - (a) The seconder of a motion may reserve their speech until later in the discussion, provided the seconding is purely formal, and they declare this reservation.
 - (b) The mover of the original motion shall be entitled to reply at the end of the discussion, before the motion is put to the vote.
 - (c) A speaker who considers that they have been misunderstood shall be allowed, at the discretion of the Chair, to make an explanation.
 - (d) A member who has already spoken may rise on a point of order.
11. A motion may, with the consent of the meeting, be remitted to the Executive Council, or withdrawn.
12. Any motion which cannot be taken because of time constraints shall automatically be referred to the Executive Council.

Emergency Motions

13. An emergency motion, which must be in writing, shall deal with urgent business which had arisen since the final date for submission of motions to the Annual General Meeting, which shall be on or before first Friday in July. Such motions must be in the hands of the General Secretary not less than 3 working days before the time set for the meeting.

Composite Motions

14. The Standing Orders Committee shall have power to composite motions, in order to expedite discussion. Any composite motion on the Agenda shall be regarded as comprising all motions within the composite.

15. A composite motion shall be moved by the representative from the Branch or Group first named in the Standing Orders Committee Report as sponsor of the motion.

16. Only the mover of the composite motion shall have the right of reply to the debate.

Comprehensive Motions

17. Where a number of Motions are similar but not close enough to warrant their incorporation into a Composite Motion, the SOC shall construct a suitable Comprehensive Motion, designed to embody the main points of the constituent Motions.

18. In such circumstances, the Comprehensive Motion will be the substantive Motion and will be moved by the representative of the Branch or Group first named in the SOC Report behind the Comprehensive Motion.

19. Only the mover of the Comprehensive Motion shall have the right of reply to the debate.'

Speeches

20. The following time limits on speeches shall be observed. The mover of a motion, and the Officer or Executive Council member commenting on it, may speak for not more than five minutes. All other speeches, including that made by the mover on their right of reply to the debate, shall be limited to not more than two minutes.

Other Matters

21. The following shall be treated as amendments, the mover of which shall have no right of reply:

- (a) that consideration of the question be postponed or adjourned;
- (b) that the question be referred to a committee or sub-committee;
- (c) that the debate be adjourned;
- (d) that the question be now put;
- (e) that the meeting do now adjourn;
- (f) references back of any part or section of the Annual Report or of the report of the Standing Orders Committee.

22. Next business, if moved and seconded, shall be put to the meeting forthwith.

23. Any CSPA member may raise a point of order at any time. If a point of order is raised, the business in progress at the time shall be proceeded with until the Chair has given a ruling. The

Chair may first consult the Standing Orders Committee. The Chair's ruling shall be final and not open to discussion.

24. The Chair may refuse a motion 'That the question be now put'. This motion may not be discussed but the mover of the original motion shall be entitled to reply.

25. Any member who desires to challenge the Chair's ruling may move 'That the Chair now vacate the Chair'. This must be supported by six members and, to be passed, shall require the affirmative vote of two-thirds of the members present.

Voting

26. (a) Voting at an AGM for the positions of Elected Officers, EC members and SOC shall follow the provisions of Rule 7 (f) (i) and 7 (g) (i) and shall be by Card Vote.

(b) In view of the disturbance which takes place immediately before the time limit for election votes is announced; a period shall be set aside for the casting of the votes to be completed, during which no debate takes place.

(c) Voting by Postal Ballot for the positions of Elected Officers, EC members and SOC shall follow the provisions of Rule 7 (f) (i) and 7 (g) (i) but shall be by Card Vote, with sufficient time for notification of any vacancy and subsequent nomination to take place, followed by sufficient time for notification of nominations and a ballot to take place.

(d) Voting on a Motion shall follow the Rules as set down in 7 (g) (i) and 7 (g) (ii). Voting on a Constitutional amendment shall follow the procedures as set out in Rule 12 and voting shall be as set down in 7 (g) (i) and 7 (g) (ii), with all votes requiring a two-thirds majority in the affirmative.

Appointment of Chief Scrutineer/Chief Teller and Scrutineers/Tellers

27 The Standing Orders Committee will be responsible for nominating persons of good standing to the AGM to act as Chief Scrutineer, Assistant Scrutineer, Chief Teller and the necessary Tellers to assist them.

- a) Such appointments will be published as part of an SOC report and be put to the AGM for agreement by a simple show of hands,
- b) As it may be necessary for CSPA to hold a postal ballot on an issue during the period up to the following AGM such Scrutineers and Tellers will remain in post until the start of that AGM.
- c) The duties of the Scrutineers and Tellers are described in the guidelines attached to these Standing Orders

Standing Orders

28. These Standing Orders or the appropriate part of these Standing Orders shall be suspended if a motion 'That Standing Orders (excepting Standing Order Rule 22) be suspended to permit...' be carried by the affirmative vote of two-thirds of accredited Branch and Group representatives present and entitled to vote.

29. No amendment to these Standing Orders shall be valid unless passed by the affirmative vote of two-thirds of the votes cast at a General Meeting.

Appendix 2 - Disciplinary Administrative Procedures Associated with the Operation of Rule 11 Disciplinary Procedures

Introduction

Although it is anticipated that the use of the disciplinary procedures allowed for under Rule 11 of the CSPA National Rules and Constitution are likely to be very small in number, the Executive Council (EC) believes it is necessary to set out some basic administrative arrangements. Members are expected to cooperate with the provisions of Rule 11 and the arrangements contained in this Appendix, a failure to do so could be viewed as matter to be dealt with under these arrangements.

Complaints or Allegations

Complaints or allegations concerning an occurrence must be made in writing to the General Secretary at CSPA head office and must be signed and dated along with the contact details of the member or members making such a complaint or allegation along with the necessary information to enable those members against who such an allegation or complaint is being made to be contacted by the Investigator(s) appointed to undertake an investigation. Failure to provide this information may lead to the EC being unable to conduct the necessary investigations to establish the validity of such a complaint or allegation. The detail of any complaint or allegation will be advised in writing to the member(s) against whom the complaint or allegation has been made.

Investigator(s)

The EC shall appoint an Investigator(s) to investigate any complaint received or allegation arising under the terms of Rule 11.1. The Investigator(s) appointed shall not have previously been involved with the issue and will not have any other role in the process. The appointed Investigator(s) will be requested to investigate the complaint or allegation within 28 days of being requested to undertake the investigation and will provide a written report with recommendations to the Vice-Chair and Treasurer as required under Rule 11.2. The Investigator(s) will be expected to be available for the hearing and any appeal to the EC to answer any questions the EC may have arising from their report. In the event there are problems associated with obtaining the necessary information to enable a report with recommendations to be completed within this period, the investigating officer will be expected to advise the Vice-Chair and Treasurer as necessary of the problems encountered. It will be for the Vice Chair and Treasurer to determine what further steps should be taken in this event. A copy of the Investigator(s) report will be made available to the member(s) subject to an allegation or complaint at the same time or just after the Vice Chair and Treasurer receive the report.

Assistance to member(s) the subject of a complaint or allegation

Members have the right under Rule 11.3 to put their versions of events both in writing and orally to the Vice-Chair and Treasurer. Any member the subject of an allegation or complaint may be assisted by a friend who may be another member or friend, however this procedure does not allow for the involvement of a legal professional in providing such assistance. A member or members wishing to make oral representations to the Vice-Chair and Treasurer will be expected to attend a meeting at a mutually agreed date, time and venue and members attending such a meeting will be able to claim reasonable expenses in accordance with the EC's current expenses claims limits.

Decisions of the Vice-Chair and Treasurer

Decisions reached by the Vice-Chair and Treasurer involving the suspension of a member or the termination of membership of the CSPA shall be made available in writing. A copy of the decision

along with an explanation for the decision being reached will be provided to any affected member along with information regarding the right to disagree the decision and to raise this with the EC as set out in Rule 11.5.

The Vice-Chair and Treasurer may be required to attend an appeal hearing to provide answers to any questions the EC may have regarding their decision but they will not be expected to be present at the appeal at the stage a decision is made by the EC regarding the appeal.

Confidentiality

Any investigation or case considered by the Vice-Chair and Treasurer or in the event a member disagrees such a decision and raises it with the EC, will remain a matter confidential to those directly involved. The matter will continue to remain confidential until the affected member(s) has accepted a decision by the Vice-Chair and Treasurer or in the event a disagreed decision is pursued with the EC, the matter will remain confidential until the EC has made a decision.

Appendix 3 – CSPA Code of Conduct

CSPA values the contribution of our HQ staff, members, volunteers, visitors, and other external partners, who support our work and enjoy our activities, benefits, and services. We all have a right to enjoy a safe, mutually respectful, and supportive environment.

Everyone at CSPA is expected to:

- Adopt a fair, inclusive approach, founded on mutual respect and rejecting bullying behaviour. Discrimination, or harassment of any group or individual on the grounds of gender, race, disability, age, marital status, pregnancy, religion or belief or sexual orientation will not be tolerated. This includes verbal, written or physical behaviour.
- Reject violent, indecent, disorderly, threatening, abusive or offensive behaviour and language (verbal or written, including via social media)
- Report any concerns for the health and safety or welfare of CSPA members. Avoid any action likely to cause injury or impair safety on CSPA premises or at hired venues, events or activities organised by, or on behalf of the CSPA.
- Reject behaviour which could bring the CSPA into disrepute, including at meetings and on social media.
- Abide by CSPA rules and procedures, particularly those which govern the conduct of meetings and elections, the use of personal data, and the use of funds.

Dealing with unacceptable behaviour

If anyone acts in a way that is not in keeping with the standards of conduct expected by the CSPA, early intervention is key. Mediation is the preferred method of solving disputes. Everyone involved should be reminded of the guidance contained in this code. Where appropriate the person(s) concerned may be asked to leave a meeting or event.

Everyone should bear in mind possible behavioral issues caused by cognitive impairment and, if necessary, seek advice from Dementia Connect Support line at Alzheimer's Society on 0333 150 3456, www.alzheimers.org.uk/get-support/dementia-connect

Instances of alleged serious misconduct, including those that result in removal from a meeting, should be reported to the Deputy General Secretary. The Deputy General Secretary will consider all the supporting information provided and will decide on the appropriate response, including giving advice to the parties involved. In more serious cases, the Disciplinary Procedures in Para 11 and Appendix 2 of CSPA National Rules and Constitution will be followed.

CSPA Staff

All CSPA staff are expected to follow the same principles set out in this Code, but any complaint about their conduct will be dealt with in accordance with the ACAS codes of practice on Disciplinary and Grievance Procedures. <https://www.acas.org.uk/acas-code-of-practice-on-disciplinary-and-grievance-procedures>.

Complaints against the conduct of CSPA staff should be sent to the General Secretary, or if concerned with the General Secretary, to the Chair.

The ACAS website also provides the appropriate definitions of bullying, discrimination and harassment should HQ staff wish to make a complaint about their treatment/experience whilst working for CSPA.

Publication

This Code of Conduct will be available to members upon joining the CSPA. It will also be shared on the CSPA website www.cspa.co.uk, The Pensioner Magazine, the Guidance for Groups in England and Wales, and CSPA Rules and Constitution. It will be reviewed annually, by the Executive Council.

Appendix 4 – Guidelines for the appointment and duties of Chief Scrutineer, Assistant Scrutineer, Chief Teller and Tellers (see SO27)

1 The nominees to the positions of Chief Scrutineer, Assistant Scrutineer, Chief Teller and Tellers must be persons entitled to attend the AGM as set out in Rule 7 (a) of the Constitution, but must not be an Officer or member of the Executive Council.

2 The Chief Scrutineer, Assistant Scrutineer, Chief Teller and Tellers shall be nominated by the Standing Orders Committee to take up this role at the AGM and for any postal ballots up to the next AGM.

3 The Chief Scrutineer and Assistant Scrutineer shall be responsible for overseeing the conducting of all votes, whether at an AGM or by a postal ballot, and for certifying the result. The Chief Teller and Tellers shall be responsible for the counting of all votes.

4. The nominations of Chief Scrutineer, Assistant Scrutineer, Chief Teller and Tellers must be approved by a simple majority of a show of hands at the AGM. All post holders will remain in their appointment until the start of the following AGM,

5 At an AGM, the responsibility of the Chief Scrutineer and Assistant Scrutineer will be to ensure that all voting conducted is carried out correctly, this being-

- a) Confirmation of the total possible vote by representatives who have registered at the AGM and been issued with a card vote.
- b) an accurate count and record of all votes cast. The Chief Scrutineer will certify the result and pass it to the Chair or Vice-Chair. If a two-thirds majority is required, it will be confirmed whether this has been achieved.
- c) In the case of elections the Chief Scrutineer shall ensure that any ballots are counted in the following order: Chair, Vice-Chair, Secretaries, Regional Representatives, Ordinary members of the EC, SOC. One person cannot be elected to two posts. Once elected, they will be excluded from any subsequent election, even if unopposed. When the election is complete, the details will be inserted on Ballot Count Certificates, giving details as required including any spoiled papers, sign and date the Certificate and pass it to the Chair or Vice-Chair.

6 In the event of a requirement for a Postal Ballot between AGMs, the Chief Scrutineer and Assistant Scrutineer will arrange a venue for an accurate count, will supervise the count and record all votes cast, including spoiled Ballot Papers. The details will be recorded on Ballot Count Certificates, giving details as required, signing and dating the Certificate, and passing the completed Certificate to the General Secretary

7 If an error, omission or some other factor, whether it affects the result or not, is identified at a later date, it must immediately be reported to the Chair or Vice-Chair.