

Framework for the Governance of Local Groups in England & Wales

1. Purpose and Aims of Groups

The purpose and aims of local Groups shall be to:

- bring together CSPA members, and their spouses and partners, resident in the Group's area of coverage (defined by Post Codes), and communicate with members in the Group;
- assist in attracting new members to CSPA ;
- provide a means of focussing local support for CSPA's aims, policies, and campaigns, and make local representations on behalf of members as appropriate ;
- provide a local hub for members for CSPA activities and social events as may be agreed by the Group.

2. Associate Group membership

Any individual who does not qualify to join CSPA but who may be deemed to be of benefit to the local Group may also be considered for 'associate Group membership' but associate Group members do not have any national voting rights since they are not members of CSPA, and cannot have responsibility for local funds or membership data as they are not members.

3. Group Officers and Committee

(i) Each Group should aim to meet at least four times a year, and one such meeting shall be the Annual General Meeting which shall seek to elect a Chair, Secretary, Treasurer, and and other such officers / helpers as may be necessary (such as a Membership Secretary).

(ii) The names, addresses, email addresses where held, and telephone numbers of newly elected Chair, Secretary, and Treasurer shall be notified to the General Secretary within 14 days of the election.

(iii) The Group may decide to have a committee. The committee may fill any vacancies that arise during their term of office subject to endorsement at the following Group meeting.

4. Meetings

- (i) The Group shall aim to meet four times a year, (which may include virtual video meetings if necessary) . The Annual General Meeting (AGM) should elect the Group Officers and, where applicable, the Committee; and appoint an accounts Examiner who should not be an officer or other position in the Group.
- (ii) The AGM should be held on a convenient date not later than mid-April each year and members should be given reasonable notice of the date of the meeting.
- (iii) Motions and nominations for the CSPA national AGM should be considered at the Group AGM, or any convenient Group meeting after the AGM for which due notice has been given, for submission by the Group Secretary (or other Group officer in the absence of a Secretary) to the General Secretary no later than the first Friday in July.

5. Communications with Group members

Each Group shall notify the Editor of the National magazine (The Pensioner) of its meeting arrangements once every six months. In addition, Groups are encouraged to communicate with its Group members by email and Newsletter. The costs of upto four Newsletter communications per year are paid for from national funds. Groups are also encouraged to use the Groups page of the CSPA website to post notification of Group meetings.

6. Financial Arrangements

- (i) The Group's financial year shall run from 1 January to 31 December.
- (ii) An accounts Examiner, who must not hold any other position within the group, shall be appointed at the group AGM.
- (iii) The Treasurer, who must be a member of CSPA, shall take charge of the Group's funds. The Treasurer shall report to each Group meeting on all income and expenditure. At the end of each financial year the accounts of the Group shall be examined and put to the Group AGM for ratification. A copy of the Group accounts, signed by the Treasurer and the Examiner, shall be sent to the National Treasurer of CSPA not later than 2 months after the Group AGM.
- (iv) Groups should set up a bank account for the administration of Group funds. In the event difficulties are experienced in finding a suitable

bank or building society then advice should be sought from the National Treasurer as necessary.

- (v) There shall be three signatories on the Group's bank account, approved by the Group AGM. One of the three shall be the Treasurer. Changes in the bank mandate shall be approved by any two of the signatories. In the event the group encounters difficulties in finding three volunteers to be signatories, the Regional Representative could be made an authorised signatory.

7. Advice or help in running local Groups

This Framework is intended to help Groups in the running of their Group, and comply with the National Rules and Constitution of CSPA (which can be downloaded from the CSPA website Members area www.cspa.co.uk). Any help or advice required by Group officers can be sought from the Regional Representative; or the Deputy General Secretary: jonathan.safir@cspa.co.uk

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