Civil Service Pensioners' Alliance
Rules and Constitution
(With effect from INSERT DATE)

These rules and regulations (**Rules**) are referred to in the Articles of Association (**Articles**) of the Civil Service Pensioners' Alliance, a company limited by guarantee incorporated and registered in England and Wales with company number INSERT CRN (**CSPA**).

1 Name

The name of the Association is the Civil Service Pensioners' Alliance.

2 Standing Orders Committee

2.1 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 General Meeting or a special general meeting for approval.

2.2 The Standing Orders Committee shall elect from their number a chair and the General Secretary shall be its secretary. Its chair shall attend and shall report to a general meeting and speak on any item of business affecting the agenda or order of business.

2.3 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 General Meeting or special general 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.

2.4 The standing orders set out in Appendix 1 as amended from time to time (**Standing Orders**) shall have effect and references to a numbered Standing Order shall be read as a reference to the paragraph of the Standing Orders so numbered.

3 Motions and Nominations

3.1 Motions may proceed from the Executive Council, Branches, Groups, and Individual Members.

3.2 Nominations may be submitted by Branches and Groups and Individual Members, in respect of the Elected Officers, five ordinary members of the Executive Council, and Standing Orders Committee. Additionally, Groups and Individual Members 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 that Region's Executive Council seat**.** Two of the seats for ordinary members of the Executive Council shall be reserved for women.

3.3 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 chair and secretary of the Branch or Group (as the case may be). Motions and nominations submitted by Individual Members must be seconded by another Member.

4 Presidential Offices

4.1 A President and Vice-Presidents of the CSPA may be appointed by the Annual General Meeting.

4.2 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, attend and speak but not vote at all meetings of the Executive Council.

5 Finance

5.1 Financial year

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

5.2 Subscriptions

5.2.1 Membership shall commence, and subscriptions become payable, when eligibility for Membership under Article 33 has been confirmed and either a direct debit mandate verified or a deduction from pension arrangement confirmed.

5.2.2 Subscriptions shall be paid monthly in advance by direct debit or deduction from pension at a rate determined in a card vote at a General Meeting, except as in (iv) below.

5.2.3 There shall be subscription rates for single Membership and for joint Membership (member with spouse or partner).

5.2.4 Members as at 1 January 2026 who are paying their subscription annually by cheque or direct debit may continue to do so provided the direct debit payment or cheque payment (as the case may be) is not received by 30 June in the relevant year. In either case, membership shall then cease immediately.

5.2.5 In the case of joint membership, on the death of a spouse or partner the surviving member must pay the normal single subscription rate to continue in membership, unless a joint life subscription was paid originally.

5.3 Administrative Expenses

5.3.1 Except where otherwise prescribed under the Articles, the administrative expenses of the CSPA shall be met from national funds.

5.3.2 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.

5.4 **Funds**

5.4.1 Subject to the remaining provisions of this Rule 5.4, the Executive Council shall have control of all CSPA funds and property including those held by Groups.

5.4.2 The property in all funds collected by each Group in the name of the CSPA and constitutionally held in bank accounts maintained by that Group in accordance with these Rules and the Articles shall be deemed to be vested in the CSPA but the Group shall have possession of and may use such for the purpose of Group expenditure in the interests of the CSPA and in accordance with its constitution, these Rules and the Articles save that, on dissolution of a Group, the treasurer of the Group, after all financial liabilities of the Group have been met and following a duly constituted meeting of the Group, shall forward the balance of the funds to the Treasurer to be held in trust for five years after which the amount shall be added to the general CSPA funds.

5.4.3 The officers of a Group shall not be responsible for any debts incurred by the CSPA so long as they have adhered to the provisions of these Rules and the Articles.

5.4.4 So much of the funds as each Group, after consulting the Executive Council, shall decide shall be invested.

5.4.5 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.

5.4.6 The Treasurer shall maintain oversight of the national 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 appropriate CSPA bank account all monies (other than those received by a Branch or Group) which are received and belong to the CSPA.

5.4.7 Cheques on any national 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 from time to time, may be signed by one only of these signatories.

5.4.8 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 (**Professional Accountant**), and shall as soon as possible in each calendar year submit to assurance review and each fourth year to audit, by the Professional Accountant, the accounts up to the previous 31 December.

5.4.9 The Professional Accountant 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.

6 Group membership and organisation

6.1 Every Member living within the defined 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 residential postcode. 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, following which they shall count for all purposes as members of that second Group.

6.2 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 with the exception of Members who have chosen to join a Group not covered by their residential postcode.

6.3 Groups shall remit in full to the National Treasurer any annual national subscriptions collected on behalf of Members. Groups may invite its members as determined in accordance with article 6.1 and article 6.2 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 those members and adopted at a constitutionally convened annual or special meeting of the Group.

6.4 Each Group shall meet not less than four times a year and one such meeting shall be the annual meeting of the Group which shall:

6.4.1 elect a chair, secretary, treasurer, such other officers as may be necessary or desirable;

6.4.2 elect a committee; and

6.4.3 appoint auditors and scrutineers.

The treasurer and the holder of any other position within the Group with access to the CSPA membership details must be Members. At the discretion of the Group, a Group Supporter may be elected to any other post or position within the Group.

6.5 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.

6.6 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 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 Article 41 or Article 42.

8 General

8.1 If there is an inconsistency between any of the provisions of these Rules and the provisions of the Articles, the provisions of the Articles shall prevail.

8.2 Unless the context otherwise requires, words and expressions defined in the Articles shall have the same meaning when used in these Rules and references to a numbered Article shall be read as a reference to the paragraph of the Articles so numbered.

8.3 Save as otherwise specifically provided in these Rules, words and expressions defined in the Articles shall have the same meaning when used in these Rules.

8.4 The Chair or, in the absence of the Chair, the Vice-Chair shall be responsible for interpreting these Rules and the decision of the Chair or the Vice-Chair (as the case may be) upon any question of interpretation of these Rules is final and binding on the Members.

8.5 Any Member shall be considered as accepting these Rules upon payment of the required subscription. Copies of these Rules 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.

8.6 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 all Members. The decision to do so shall be taken by an Annual General Meeting 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 Standing Order 27.

Appendix 1 - Standing Orders

Order of Business

1. The business of the Annual General Meeting (**AGM**) shall be dealt with in accordance with the agenda for that meeting (**Agenda**) and with the timetable included in the report of the Standing Orders Committee (**SOC**).

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 AGM or special general 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 AGM.

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 AGM, which shall be the first Friday in July of the year of the relevant AGM. Such motions must be in the hands of the General Secretary not less than 3 working days (being any day other than a Saturday, Sunday or public holiday in England) 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 (**Composite Motion**) 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 Composite 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 (**Comprehensive Motion**).

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 as sponsor of 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 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 of the meeting (**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 in relation to election to each Region's representative on the Executive Council (**Regional Representatives**) and to the SOC shall follow the provisions of Article 40.1, Article 40.3 and Article 43.1 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 election to the positions of Regional Representatives and to the SOC shall follow the provisions of Article 40.1, Article 40.3 and Article 43.1 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 Article 40.1, Article 40.3 and Article 45. Voting on an amendment to these Rules shall follow the procedures as set out in Rule 12 and voting shall be as set down in Article 40.1, Article 40.3 and Article 45, 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 (**Scrutineers and Tellers**).

(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 the 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 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 Article 35 Disciplinary Procedures

Introduction

Although it is anticipated that the use of the disciplinary procedures allowed for under Article 35 of the Articles 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 Article 35 and the arrangements contained in this Appendix and 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 (**Investigator(s)**). 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 or Members against whom the complaint or allegation has been made.

Investigator(s)

The EC shall appoint one or more Investigator(s) to investigate any complaint received or allegation arising under the terms of Article 35.1. 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 Article 35.2. 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 Investigator(s) 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 or Members subject to an allegation or complaint at the same time or just after the Vice Chair and Treasurer receive the report.

Assistance to Members the subject of a complaint or allegation

Members have the right under Article 35.3 to put their versions of events both in writing and orally to the Vice-Chair and Treasurer. Any Member who is 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 Article 35.5.

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 present at the appeal at the stage a decision is discussed or 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 or all the affected Members has or have (as the case may be) 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 Article 38.1, 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 except for those conducted by an independent provider.

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.

6 In the event of a requirement for a Postal Ballot between AGMs to elect a Regional Representative or member of the SOC, 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.