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Belfast, BT9 6DP

**NORTHERN IRELAND BRANCH
CONSTITUTION
Ref Draft 1/2025**

1. Name and Definition

- a) The name of the Association shall be the Civil Service Pensioners' Alliance, hereinafter referred to as the CSPA.
- b) The name of the Branch shall be "The Civil Service Pensioners' Alliance (Northern Ireland Branch)" hereinafter referred to as "the Branch".

2. The objectives of the Branch shall be: -

- a) To support the CSPA in promoting and safeguarding the general pension and other interests of retired civil servants and other members as set out in the Constitution of the CSPA.
- b) To take such further action as it may consider necessary to promote or safeguard the interests of its members.
- c) To co-operate where it is mutually beneficial with other pensioner organisations.

3.1 Full Membership shall be open to: -

- a) pensioners who are in receipt of benefits or are entitled to receive deferred benefits from:
 - I. the Northern Ireland Civil Service Pension Scheme (NICSPS) and its successors.
 - II. Other pensioners in receipt of Civil Service Pensions from UK funds and resident in Northern Ireland.
 - III. A pension scheme operated by a Civil Service Trade Union.
- b) A spouse or partner of the aforementioned.

3.2 Associate Membership shall be open to: -

- a) Pensioners in receipt of Pensions from other Government Funded bodies in Northern Ireland. Such a member shall enjoy rights and responsibilities similar to those of other members on the understanding that the CSPA does not have representational rights in respect of pension schemes other than those mentioned in Rule 3.1 (a(i)) and may attend Annual General Meetings or Special General Meetings but will not have a vote.
- b) Any person who in the opinion of the Executive Committee of the Northern Ireland Branch of the CSPA, can bring benefit to the Alliance. Such member shall enjoy rights and responsibilities similar to those of other members on the understanding that the CSPA does not have representational rights in respect of pension schemes other than those mentioned in Rule 3.1 (a(i)) and may attend Annual General Meetings or Special General Meetings but will not have a vote.

4. Control

Subject to the control of policy by Annual or Special General Meetings, the business of the Branch shall be administered by its Executive Committee.

5. Status and Group

a) Branch Status

- (i) The status of the Branch shall be as set out in the Constitution of the CSPA.
- (ii) The Branch is entitled to appoint one member to the **National Executive Council** of the CSPA and to appoint representatives to the general meetings of the CSPA.
- (iii) The Branch shall retain subscriptions collected and meet all its own administrative costs but may make such donations to the funds of the

National CSPA towards the costs of central administration as may be agreed by the Executive Committee of the Branch.

(iv) The Branch Executive Committee may make such donations from its funds to mutual, charity or campaigning organisations that support Civil Servants and their Pensioners.

b) Groups

The Executive Committee of the Branch may arrange or encourage the formation of local members' groups in accordance with the procedure set out in the Constitution of the CSPA.

6. General Meetings

a) Annual General Meetings

The Annual General Meeting (AGM) shall be held in April or May in each year. Its business shall include:-

- (i) Approval of minutes of the previous Annual General Meeting and of any Special General Meeting held since then.
- (ii) Consideration of the Annual Report and the audited Financial Statement for the previous year and any other reports from the Executive Committee and the Auditors.
- (iii) Election for the ensuing year of: -
 - a. Officers of the Branch **from full members** consisting of:-
 - **President** who shall be entitled to preside at all General Meetings and to be a member of the Executive Committee,
 - **Chair** of the Executive Committee,
 - **Vice-Chair** of the Executive Committee.
 - **Secretary and Treasurer/Membership Secretary** who shall be ex officio members of the Executive Committee. If the Annual General Meeting or Committee so decides both

offices may be filled by persons who are not members of the Branch.

b. Seven other members of the Executive Committee.

c. Two Auditors.

(iv) Consideration of any notice of motion, signed by a proposer and seconder and sent to the Secretary **four weeks in advance of the AGM.**

b) Special General Meeting – A Special General Meeting may be convened: -

(i) **At the discretion of the Executive Committee: or**

(ii) Within thirty days of the receipt by the Secretary of a requisition signed by **forty** members and stating the purpose of the meeting. Only such business as is detailed in the notice convening a Special meeting may be transacted thereat.

c) Notice of Meetings

(i) Notice concerning any Special General Meeting shall be posted **on the Branch website** at least fourteen (14) days in advance.

(ii) Notice of the Annual General Meeting shall be published in the Spring issue of "The Pensioner", **The Branch Newsletter and the Branch Website** immediately preceding the date of the meeting.

d) Quorum

The quorum for an Annual or Special Meeting shall be **twenty-one.**

e) Standing Orders

(i) In the conduct of an Annual or Special Meeting the Standing Orders of the CSPA as published from time to time shall be adopted as guidelines in relevant circumstances.

(ii) An indication to this effect shall be included in the Notice of the Meeting.

7. Executive Committee

a) Executive Committee's Responsibilities

The Executive Committee shall be responsible for the current administrative work of the Branch and shall meet at least four times a year. At its discretion it may appoint from its membership sub-committees (which exceptionally may include other Branch members) to undertake specific duties. The Committee shall have the power to determine and pay Honoraria to such Officers of the Branch as it may decide and to make such payments at such times as it may determine within the current or subsequent financial year. The Committee may also award Honoraria to the Branch Auditors after completion of the audit in any year.

b) Executive Committee's Powers of Filling Vacancies and of Dealing with Exceptional Circumstances -

The Committee shall have powers to fill, until the next Annual General Meeting, and vacancy that may arise in its membership or amongst the officers. It shall also have the power to deal with any matter related to the objects of the Branch which is not specifically provided for in the Rules and shall report accordingly at the next Annual General Meeting.

c) Quorum

The quorum for an Executive Committee Meeting shall be five of whom at least two shall be officers.

8. Finance

a) Financial Year – The Financial Year shall be from 1 January to 31 December.

b) Subscriptions

The rates of subscription and arrangements for payment shall be as determined at an Annual or Special General Meeting. Save where the Executive Committee decides otherwise in a particular case, any member who is more than six months in arrears shall be deemed to have resigned their membership.

c) Funds

All monies received on behalf of the Branch shall be lodged in a Bank Account in the name of the Branch. The signature of two of a panel of four members of the Executive Committee shall be required to obtain withdrawals from the Account. The panel shall consist of the Chair, the Treasurer and two other members authorised by the Committee.

9. Disciplinary Procedures

- a) The Branch Executive Committee shall have the power to investigate any occurrence involving a member or members affecting the wellbeing of the Branch or the CSPA which brings them into disrepute or in any other way damages or causes harm to the officials or property.
- b) An Officer (any one of Secretary or Treasurer/Membership Secretary) appointed by the Branch Executive Committee shall investigate any such complaint or allegation arising under this rule and will provide a written report and make recommendations within 28 days to the Chair or Vice-Chair on what steps should be taken.
- c) The member or members involved shall have the right to put their versions of events both in writing and orally to the Chair or Vice Chair before any decisions are reached or recommendations are made with regard to any further action.
- d) The Chair or Vice-Chair 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.
- e) In the event that the member or members involved in the alleged incident or activity that has lead to the invoking of the procedure set out above, wish to disagree with the decisions made by the Chair or Vice-Chairr, then the member or members will have the right to make a written appeal to the next scheduled meeting of the Branch Executive Committee, from whose relevant deliberations any Officer or other member of the Branch Executive Committee, who had

previously been involved with investigations conducted or decisions made at an earlier stage in the process, will be excluded.

- f) Any decision reached by a simple majority of voting members of the Branch Executive Committee present at the meeting shall be regarded as final and binding with regard to the internal aspects of **this** Disciplinary Procedures.

10. Amendments

- a) No alteration shall be made in this Constitution without the consent of at least two thirds of the members present and voting at a General Meeting.
- b) A copy of this Constitution and of any subsequent amendments thereto shall be forwarded to the Executive **Council** of the CSPA.

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