

CONSTITUTION FOR CSSC NORTH FYLDE AREA

*Based on the National model for Areas without facilities
Accepted at AGM 2004*

** as amended for and by North Fylde*

GENERAL NOTES

- (a) No change shall be made to this document without the prior approval of the CSSC head office
- (b) Where a Registered Members Club is involved, a combined constitution being an 'An Area incorporating a Registered club' will be needed
- (c) Associate and Family members join the Area Association as such and do not simply join any section. As members of the Area Association, Ordinary and Family members are entitled to join any section or club. However, Associate members of the Area Association are restricted to *30% Ordinary membership of the activity sections of the Area Association

Guidance notes do not form part of the constitution and can be found at the end of this document.

1. TITLE

The Association shall be known as 'The CSSC North Fylde Area Association'. (Hereinafter referred to as the 'Area Association') and shall be affiliated to the Civil Service Sports council Ltd (CSSC Ltd).

2. OBJECTS

The Area Association is a non-profit making body whose objects are :

- (a) To carry out the policy of the CSSC
- (b) To encourage and co-ordinate the pursuit of all forms of sport and recreation among CSSC members and to assist in the promotion of local representative competitions.
- (c) To assist in the provision of or hiring of suitable facilities for sport, recreational and leisure activities.
- (d) To use all profits and surpluses to fulfil these objects.

3. MEMBERSHIP

(a) Ordinary members (see note 1)

(i) All Shareholders of the CSSC resident or employed within the Association boundary shall be members of the Area Association.

(ii) Any person eligible to be an Ordinary member in their own right must join as such and will not be allowed to join as a Family or Associate member.

(b) Family members (see notes 2 ~ 3)

(i) Family membership shall be granted on election to the wives or husbands of ordinary members and/or to their children up to the age of sixteen or whilst they are in full time education up to the age of 26, on payment of the necessary annual fee.

(ii) Family members shall not be entitled to vote or take part in the management of the Area Association.

(iii) Family membership shall cease on the cessation of the CSSC membership of the related Ordinary member

(iv) Family members may, at the discretion of the Area Committee, participate in Area competitions but will not be eligible to compete in national or regional CSSC competitions.

(c) **Associate Membership** (See note 4).

- (i) The Area Association, after careful vetting, may accept persons other than those in (a) or (b) above who wish to participate in affiliated sections up to a maximum of *30% of the Ordinary membership of such section (See rule 3(c)(ii) below)
- (ii) Each affiliated section of the Area Association may allow up to *30% Associate membership. A comprehensive record of Associate membership must be maintained by each section and by the Area Membership Secretary.
- (iii) An Associate member shall not be entitled to vote or take part in the proceedings of the Area Council or its Executive Committee (see note 5).
- (iv) An Associate member may be admitted into Associate membership for one year only but shall be eligible for re-admission (see note 6).
- (v) The Area Council shall make such regulations as they consider necessary for the acceptance, continuance and cancellation of the subscription fees payable by Associate members. The subscription paid by such members shall not be less than the sum specified by the CSSC. In the event of resignation or dismissal no part of the subscription paid will be refunded.
- (vi) An Associate member whose subscription is in arrears shall be notified by the Area Secretary in writing of this fact and if the amount is not paid within four weeks from the date of such notification he/she will cease to be a member of the Area Association and hence of any affiliated section. Such notice to be served not later than one month after the commencement of the subscription year. The Area Secretary is to notify appropriate section secretaries of any non-renewal.
- (vii) Associate members may, at the discretion of the Area Committee participate in Area events and competitions but will not be eligible to compete in National or Regional CSSC competitions (see note 7).

(d) **Life Members**

The Area Council may recommend to the Annual General Meeting (AGM) any member who has rendered exceptional service to the Area Association, for the award of Life Membership.

(e) **Honorary Members**

- (i) Members of visiting Teams, club officials, supporters and match officials including persons providing emergency support, attending events organised by the Area Association shall be deemed Honorary Members for the day(s) of their visit.
- (ii) Visiting shareholders of the CSSC.

4. **MANAGEMENT**

(a) **Area Council** (see note 8)

- (i) The Area Association shall be governed by an Area Council consisting of a President, Vice Presidents and the following:
 - Officers ~ Chairperson, Vice Chairperson, Hon General Secretary, Hon. Assistant Secretary, Hon. Treasurer and Hon. Assistant Treasurer.
 - Two Ordinary members from each affiliated Departmental Office
 - One Ordinary member from each affiliated sports or social section.
 - The secretary of each sub-committee if not already a member of the Area Council provided he/she is an Ordinary member of the Association.
 - The Chief Executive of the CSSC or his/her nominee and the CSSC Business Development Officer of the Region who shall be ex-officio members.
- (ii) The Area Council shall:
 - Nominate a Representative to the Regional Council of the CSSC

- Nominate a Representative to the National Council of the CSSC
- (iii) The Area Council shall appoint sub-committees from its members and from Ordinary members of the Area Association for the purpose of carrying out specific functions of the Area Association.
- (iv) Banking Account(s) shall be kept in the name of the Area Association and cheques shall be signed by any two of the four following officers:
- Chairperson
 - Secretary
 - Treasurer
 - Assistant Treasurer
- (v) The honorary treasurer shall present a written statement of income & expenditure to each meeting of the Area Council and the Management Committee.
- (vi) The Administrative and Financial year of the Area Association shall date from the first day of January each year.
- (vii) Any member of the Area Council who absents him/herself from three consecutive meetings without good reason shall forfeit membership of the Area Council. For such vacancies, and others, the Council may co-opt an Ordinary member to fill the vacancy but without voting rights.

(b) Executive Committee

- (i) The Area Council shall appoint the Officers of the Executive Committee to deal with the day-to-day business of the Area Associations as follows:
- (Vice) chairperson of the Area Council to serve as chairperson
 - Hon. (assistant) Secretary of the Area Council to serve as Hon. Secretary.
 - Hon. (assistant) Treasurer of the Area Council to serve as Hon. Treasurer.

These officers together with (one) elected Ordinary members of the Association will form the Executive Committee of the Area Council and one of these members shall be elected vice Chairperson.

Other officers of the Area Council shall be ex-officio members of the Executive Committee.

(ii) The Executive Committee may appoint sub-committees additional to those in Rule (4),(c) as is considered necessary to conduct special business of the Association.

(iii) The Executive committee have the power to co-opt members in an advisory capacity. Members co-opted shall not have the power to vote.

(iv) The Executive Committee may co-opt members to fill vacancies arising during its term of office. Members co-opted shall not have the power to vote.

(v) Any member of the Executive Committee who exempts him/herself from (three) consecutive meetings without good reason shall forfeit membership of the committee.

(vi) An inventory book shall be maintained by the Executive Committee. The items shown therein shall be checked at least once each year.

(vii) The Executive Committee acting upon request by the chairperson, Hon Secretary and Hon treasurer or such committee may, when authorised thereto by such committee and by the Area Council, obtain advances of money for the purposes of the Area Association upon the security of the Agreements or promissory notes, upon such terms as to interest and as to the time and manner of repayments of principal and upon such other terms as the Executive Committee and the Area Council may determine subject to the approval of the CSSC (See note 10).

- (c) **Sub-Committees of the Executive committee** (See note 11)
- (i) **Sports and Social Committee**
The Sports and Social committee shall consist of at least (two) members of the Executive Committee and (four) other ordinary members of the Association and shall generally arrange the Sports and Social programme of the Association in the best interests of its members. The Sports and Social Committee shall exercise control over and where necessary, liaise with sub committee set up to run particular functions.
- (ii) **Finance Committee**
The Finance Committee shall consist of the treasurer of the Area Council together with (one) member of the Executive Committee plus (one) Ordinary member of the Association. The Finance Committee shall generally keep the financial affairs of the Association under surveillance and shall present a written report to the Executive Committee monthly. The Finance Committee shall also be responsible for ensuring that correct accounts and books are kept showing the financial affairs of the Association.
- (iii) All sub committees of the Executive Committee must prepare and submit monthly reports to the Executive Committee.
- (d) Officers and the Chief Executive or his/her nominee of the CSSC Ltd and the Business Development Officer for the Region shall be ex-officio members of the Executive Committee.

5. **MEETINGS**

- (a) **Area Council**
The Area Council shall meet not less frequently than twice a year. The Hon General Secretary shall convene all meetings of the Area Council.
- (b) **Executive Committee**
The Executive Committee may meet (monthly) and present the minutes of each meeting to the Area Council. The Hon Secretary shall convene all meetings of the Executive Committee.
- (c) **Sub Committees of the Executive Committee**
Each sub committee shall meet (monthly) and present a report to each meeting of the Executive Committee. The appointed secretary of the sub committee shall convene the meeting.
- (d) **Annual General Meeting (AGM)**
- (i) The AGM of the Area Association shall be held before the end of March each year at a date and time decided by the Area Council and of which (21) days notice shall have been given to its members.
- (ii) The purpose of the AGM shall be to:
- Receive the Annual Report and Financial Statement of the Area Council and the Auditor's Report.
 - Elect the officers and members of the Area Council, members of the Executive Committee and its representative(s) on sub committees. (Election details follow in Rule 7).
 - Appoint professional auditors. (See note 12).
- (iii) Items for the agenda shall be submitted to the Hon Secretary in writing not less than (14) days before the AGM. Such items must be signed by two Ordinary members who are prepared to propose and second them.

(e) **Special General Meetings (SGM)**

(i) A SGM of the Area Council may be called at the discretion of the chairperson and shall in any event be called upon receipt of a written request from not less than (ten) members of the Area Council. A SGM may be called within 14 days, not less than 7 days notice being given to, members of the Area Council.

(ii) A SGM of the Area Association may be called by the officers of the Area Council or on written request of (twenty) Ordinary members of the Association stating the business to be transacted. Notice of a SGM shall be given at least 14 days beforehand.

(iii) A Special meeting of the Executive committee may be called at the discretion of the chairperson with not less than 7 days notice given to its members/

(iv) No business other than that for which a SGM has been called may be transacted.

(f) At all meetings a vote may be taken by a show of hands and, unless where specified otherwise, e.g. conduct and rule changes, a simple majority will be sufficient. In the event of a tie the presiding officer of the meeting shall have a second (casting) vote.

6. **QUORUMS**

(a) The quorum of the Area Council shall be (two) officers and (seven) of the members.

(b) The quorum of the Executive Committee shall be (two) officers and (four) members. *There is an anomaly here in that 4(b) (i) and 7 (c) (i) only show four people in total on this committee – typist).*

(c) The quorum at an AGM or SGM shall be (twelve) ordinary members. Business may proceed if (twenty) Ordinary members are present within one hour after the fixed time for the meeting otherwise the meeting, if convened on the requisition of the members shall be dissolved, but if the meeting is convened by order of the Area Council it shall stand adjourned to the week following at the same time and the meeting so adjourned may proceed to business whatever the number of members present.

(There seems to be an anomaly in the numbers here – typist)

(d) The quorum of a sub-committee shall be (two thirds) of the members of that sub committee.

(e) No meeting shall become incompetent to transact business for want of a quorum arising after the Chair has been taken. *(? what does this mean – typist)*

7. **ELECTIONS**

(a) The President and Vice President shall be appointed by the Area Council .

(b) The officers of the Area Council shall be elected annually at the AGM of the Association. Every officer-ship shall be vacated at each AGM but retiring officers shall be eligible for re-election.

(c) (i) The (one) elected Ordinary members of the Executive Committee shall be elected annually at the AGM of the Association. (See Rule (b)(i)).

(ii) The Executive Committee members of each sub committee shall be

elected at the first meeting of the Executive Committee following the AGM of the Association.

(iii) Other members of the Executive sub-committees shall be elected annually at the AGM of the Association. For this purpose, these elections may take place at the close of Association business. The name of any person proposed for election must for not less than 7 days be prominently displayed on the club premises in a part frequented by all members. *(we have no such premises – typist)*

- (d) (i) The Representatives required under Rule 4(a)(ii) shall be nominated at the first Area Council meeting after the AGM of the Area Association.
(ii) Nominations must be forwarded in writing to the Hon Secretary at least (14) days before the AGM. They must be proposed and seconded and the nominees consent must have been obtained.
- (e) The names of the Representatives allowed under Rule 4(a)(ii) shall be forwarded to the Hon Secretary at least 14 days before the AGM. Any representative unable to attend may nominate a deputy.

8. **AFILIATION** (See note 13)

- (a) Any activity section or organisation consisting of at least *three Ordinary members to every one associate member shall be eligible for affiliation to the Area Association provided that its rules are approved by the Area Council. 'Family' members do not fall within this ratio and the number of 'family' members in any one section or organisation may be limited at the Area Council's discretion.
- (b) The Area Council shall have the power to allow and revoke any affiliation.
- (c) Each affiliated section or organisation shall pay to the Area Association such annual affiliation fee as shall be determined by the Area Council.
- (d) Amendments to the rules of the affiliated section of organisation shall be subject to the approval of the Area Council.
- (e) All Affiliated sections of organisations are required to submit a list of members, a copy of their AGM minutes a financial statement to the Area Council annually.

9. **GENERAL**

- (a) **Subscriptions** ~ Individual subscriptions additional to that paid to the CSSC Ltd may be charged by affiliated sections or organisations.
- (b) **Conduct** (i) The Executive Committee shall have the power to settle any dispute or difference between members of the Area Association on matters affecting the Association or its premises.
(ii) The Executive Committee shall have the power to reprimand, suspend, or expel from the Area Council or any affiliated section or organisation, any member who shall infringe any rule or whose conduct has in their opinion been detrimental to the interests of the CSSC Ltd, the Association or its members. However, no member shall be so dealt with without first being requested to appear before the Executive Committee and afforded an opportunity to explain their conduct and unless two thirds majority of the Executive Committee present shall vote for their reprimand, suspension or expulsion.
(iii) If the member fails to appear before the committee on the due date and time without good reason for absence, then the committee may make a decision without the member being present.

(iv) members suspended or expelled will have no right to the return of any subscription paid. They may apply for reinstatement at the next AGM,

(v) If the suspended member is a member of the Area Council or a committee of the Association, that member is also suspended from office.

(vi) A suspended member may not stand for election to any committee until after the suspension is lifted or time served.

(vii) The Area Council may expel or suspend from privileges of Association membership for such period as they may decide any Associate member who in their opinion has acted in a manner detrimental to the interests of the Area Association. Such members shall have the right of appeal to the next AGM. (see note 14).

(c) **Use of title and address**

No member shall use the CSSC name or logo of the Association on any circular letter, document of a business character or as a standing address for business purposes, unless on authorised business of the Area Association.

(d) **Accounts and Audit**

The books and accounts of the Area Association shall be closed on the 31 December in each year and shall be duly audited. A copy shall be rendered to the CSSC Ltd immediately after adoption at the AGM.

(e) **Rules and Regulations**

The Area Council may from time to time introduce rules and/or regulations for the information and guidance of members provided that such changes are not in conflict with the constitution or any part thereof or the policies of the CSSC. A two thirds majority of the Council members attending the meeting called for this purpose shall be necessary to approve any proposal.

(f) **Alteration of the Constitution**

(i) The constitution of the Area Association shall not be altered or annulled except by a majority of two thirds or the members present and voting at a General Meeting and shall be subject to the prior approval of the CSSC.

(ii) On any matter not covered by this constitution, the Area Council shall have the power to make a decision, if necessary, in consultation with the CSSC.

(iii) Any question as to the interpretation of this constitution shall be decided by the Executive Committee in consultation with the Area Council.

(g) **Distributions**

(i) No profits or surpluses will be distributed other than to CSSC Ltd or its affiliated bodies.

(ii) In the event of dissolution of the Association, all monies, accounts, assets, fixtures and fittings without exception shall be vested in the CSSC Ltd.

(iii) In the event of any section of the Area Association disbanding or being disbanded by either the Section or the Area Council, then any monies, accounts, stocks, fixtures and fittings, except the private property of the section or an individual, shall be vested in the Area Association

GUIDANCE NOTES RELATING TO THE CONSTITUTION FOR CSSC AREA ASSOCIATIONS WITHOUT FACILITIES

1. It must be remembered that a member may be employed or residing in the Area Association although the Association only receives a grant for those members employed within the Association boundary
2. The range of family membership may vary by age of children.
3. 'Family' membership is to be construed as meaning 'family' membership of the Area Association and not solely family membership of the registered club (*We do not have a registered club at North Fylde*).
4. There being sufficient ordinary members in the Area Association the need for Associate members may not arise. (Should the need be considered then the Associates membership limitations and payments must apply).
5. Associate members may be nominated for election to a sub-committee.
6. Associate members who do not renew their Areas Associate membership within the specified period [See 3(c) (iv)] will not be eligible to rejoin or renew membership of any section.
7. Associate membership does not accord any special privileges with regard to a member's family or friends. Wives / husbands / children etc of Associates may join in their own right as Associates, i.e. 'Family' membership cannot apply.
8. The rules as laid out are a guide but it is requested that the format as laid down be followed as closely as possible. In some cases the exact wording must be followed. However, in rules 4, 5 , 6 and 7 local terminology and committee composition may differ.
9. Numbers as required.
10. This rule has been drawn up under legal guidance to enable the Area Associations to borrow money from Brewers, Banks etc. Guarantees or mortgages cannot be given on CSSC property. All such borrowings must receive the prior approval of CSSC Head office.
11. Whether these sub-committees are formed in this way will depend on local circumstances but the duties themselves will still need to be undertaken.
12. The auditor(s) may be member(s) of the Area Association that he/she is a qualified accountant or holds appropriate professional qualifications. Auditors may not be committee members. Advice on appropriate qualifications can be obtained from Head office.
13. The Area Association should pay regard to the possibility of excessive numbers of 'family' members in any one affiliated section or organisation.
14. Only CSSC Ltd can withdraw CSSC membership

*Typed from the model ~ 6 March 2005 (Graham Schofield)
Further references at paragraph 10 of the 2004 AGM*