



REGULATIONS OF THE CIVIL SERVICE SPORTS COUNCIL LIMITED

Regulations of the Civil Service Sports Council Ltd

Index

1. Introduction and interpretation
2. Affiliated organisations
3. Membership of the Society
4. The ballot
5. Board Committee membership
6. The Resources Committee
7. The Sports and Leisure Committee
8. The Audit Committee
9. The Appointments Committee
10. Other Committees
11. Copies of the Rules and regulations

1. Introduction and interpretation

- 1.1** These regulations are made under rule 28 of the Rules of the Civil Service Sports Council Ltd ('the Society').
- 1.2** Unless the context otherwise requires, words or expressions contained in these regulations shall have the same meaning as in the Rules. References in these regulations to 'the Rules' or to numbered rules are to those Rules.

2. Affiliated organisations

- 2.1** This regulation applies to organisations of the Society who are, or who apply to be, affiliated to the Society under rule 3.4 ('affiliated organisations').
- 2.2** The Board shall draw up and agree model constitutions for different types of affiliated organisations. In particular the constitution shall make provision for the conduct of members, the management of the organisation, finance and the holding of general meetings.
- 2.3** An organisation shall be affiliated to the Society by the Board under rule 3.4(a) (organisations of members) only if the organisation adopts the model constitution applicable to that type of organisation or a constitution which is approved by the Board and which may or may not be a variation of the model constitution. Amendments to the constitution may subsequently be made but only with the agreement of the Board.

3. Membership of the Society

- 3.1** Any person who falls within the categories set out in rule 5.2 (membership connected with employment) and who is interested in joining the Society may apply to the Board to become a member of the Society by completing an application for admission in such form, in hard copy or by electronic means, as the Board shall prescribe or approve.
- 3.2** Any member who is a member of the Society by virtue of rule 5.2 may sponsor up to six persons who are not otherwise eligible to become members, in accordance with rule 5.4 (linked membership).
- 3.3** Any person who is so sponsored may apply to the Board to become a member of the Society by completing the application form referred to in regulation 3.1 above, quoting the membership number of the sponsoring member.
- 3.4** The names of applicants admitted to membership shall be entered in the Register of Members.

4. The ballot

- 4.1** In this regulation -
- ‘the ballot’ means the ballot required to be held under rule 15 (elections to the Board), the conduct of which is set out in this regulation;
 - ‘Conference’ and ‘the AGM’ mean the Society’s annual Conference and AGM held in the year in which the ballot in question is taking place;
 - ‘election details’ means the details of candidates standing for election that year and of the means by which the ballot shall be conducted;

- ‘the electorate’ means the members of the Society and the representatives of organisations eligible to vote by virtue of rule 15.2 (categories eligible to vote), and ‘members of the electorate’ shall be construed accordingly;
- ‘representative’ means the secretary of an affiliated organisation or regional board as specified in rule 15.3.

- 4.2** The ballot shall be conducted by post, electronically, and in person at Conference (the combined ballot). ‘Electronically’ means that a vote may be exercised online, by telephone or by text message, or as otherwise specified in the election details.
- 4.3** At least 30 days before the AGM, the Chief Executive shall cause the election details to be distributed to the electorate, and only members of the electorate eligible at the date of the issue of the election details shall be entitled to receive them and shall be entitled to vote.
- 4.4** The accidental omission to issue election details to, or the non-receipt of elections details by, any member of the electorate entitled to them shall not invalidate any ballot or the result of any election on the basis of such ballot.
- 4.5** Each member of the electorate shall have one vote in respect of each vacancy. Exceptionally, a member of the electorate may qualify to vote more than once under rule 15(2) and shall have one vote for each vacancy in respect of each qualifying category.
- 4.6** The electorate may vote either -
- (a) in advance of Conference, by returning their votes either electronically or by post by the date specified, and in the manner specified, in the election details; or

(b) in person at Conference, by completing a ballot paper in the manner specified in the election details,

in this regulation referred to as ‘the combined ballot’.

- 4.7** Each member of the electorate must complete their ballot either in advance or in person. If in the exercise of any one vote any member attempts to vote in advance electronically and by post, then only the vote cast electronically shall be counted. If in the exercise of any one vote any member attempts to vote in advance and in person, then only the vote cast in advance shall be counted.
- 4.8** Subject to the preceding paragraph, any person who is qualified under rule 15.2 to vote more than once in the combined ballot may choose to exercise further votes either in advance or in person.
- 4.9** Those elected to the Board by the combined ballot shall in turn be those who received respectively the greatest number of votes, the next greatest number, and so on in descending order until the number of vacancies has been filled.
- 4.10** If the number of candidates standing for election be less than the number of vacancies on the Board, then the Board shall agree an alternative procedure.
- 4.11** The results of any combined ballot shall be declared by the Chief Executive at Conference, and that declaration shall be conclusive. Each person so elected shall take office immediately upon the conclusion of that Conference. Any member of the Board whose term of office ends at the conclusion of the AGM shall be deemed to continue in office until the conclusion of the Conference.
- 4.12** If an equal number of votes is cast for two or more candidates the matter shall be dealt with at the discretion of the Board.

4.13 If Conference is not held in any one year, references to Conference in this regulation shall be read as references to the occasion of the joint AGM and Awards Ceremony which takes place in its stead, and voting in person under regulation 4.6(b) above shall take place before the start of the AGM. Any person elected that year shall take office at the conclusion of the Awards Ceremony.

5. Board Committee membership

5.1 Membership of Board Committees shall be as follows:

- (a)** in the case of the Discipline and Complaints Committee, in accordance with rule 7.2;
- (b)** in the case of the Appointments Committee, in accordance with rule 17.1;
- (c)** in the case all other Board Committees, in accordance with the following provisions.

5.2 Appointments shall be for such periods as the Board or the Committee or, as the case may be, the Honorary Treasurer with the approval of the Board shall specify.

5.3 Any person who, before the coming into effect of the Rules, was a member of a Board Committee established in the Rules but in operation before that time shall continue to be a member of that Committee until the end of the term of his appointment, and he shall be eligible to be reappointed.

5.4 Following the first ballot held in accordance with rule 15 (elections to the Board) and referred to in rule 31 (transitional provisions), the appointment of Board members to the Resources Committee and the Sports and Leisure Committee shall be by the Board and not in that instance by the relevant Committee as specified in regulations 6.2 and 7.2 below.

6. The Resources Committee

- 6.1** The Resources Committee established under rule 16 shall be chaired by a Vice Chairman appointed by the Board under rule 13.2(b).
- 6.2** The other members of the Committee shall be appointed by the Committee with the approval of the Board, and shall comprise:
- (a)** the Honorary Treasurer;
 - (b)** six elected members of the Board;
 - (c)** up to two other persons who are not members of the Board.
- 6.3** The Committee shall be responsible for the management, allocation and disposal of the Society's assets, its income and its expenditure.

7. The Sports and Leisure Committee

- 7.1** The Sports and Leisure Committee established under rule 16 shall be chaired by a Vice Chairman appointed by the Board under rule 13.2(b).
- 7.2** The other members of the Committee shall be appointed by the Committee with the approval of the Board, and shall comprise:
- (a)** one other Officer;

- (b) six elected members of the Board
- (c) up to two other persons who are not members of the Board.

7.3 The Committee shall be responsible for sports and leisure activities organised or facilitated by the Society.

8. The Audit Committee

8.1 The Audit Committee established under rule 16 shall be chaired by the Honorary Treasurer appointed by the Board under rule 13.2(b).

8.2 The other members of the Committee shall be appointed by the Honorary Treasurer with the approval of the Board and shall include at least one member of the Resources Committee and at least one member who is not a member of the Board or any Committee of the Board.

8.3 The Audit Committee shall be responsible for audit, accounts and internal control of all companies which are consolidated in the Society's statutory accounts, and shall report to the Resources Committee.

9. The Appointments Committee

9.1 The Appointments Committee established under rule 17 shall elect its own chairman from its members.

9.2 In addition to the Committee's responsibilities set out in rule 17.2 the Board may from time to time ask the Committee to undertake other tasks.

10. Other Committees

- 10.1** Under rule 16.3 the Board may establish other committees for specific purposes.
- 10.2** The Board may appoint any of its members, or any members of its other Committees, or any member of the Society, or any other person, to such committees.

11. General meetings

For the purposes of rule 10.3 (notice of general meetings) newsletters containing notice of general meetings may be given by electronic means. Notice shall be deemed to be served at the expiration of 48 hours after the newsletter has been posted on the website.

12. Copies of the Rules and regulations

- 12.** Any person may apply for a copy of the Rules and these regulations and the fee charged by the Society shall be £5.

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