*In preparation for the 2020 AGM, the Standing Orders Committee has corrected some minor typos and omissions and has standardised the use of AGM and Annual General Meeting in the Rules.  The result of that exercise is the Rules as printed below.  To avoid any future issues, the Rules in their entirety, along with any amendments proposed and passed at the AGM, will be put to Members at the 2020 AGM in due course.*

**RETIRED CIVIL AND PUBLIC SERVANT’S ASSOCIATION**

***Established 1945***

**RULES**

**(as at March 2020)**

**NAME OF ASSOCIATION**

1. The name of the Association shall be “The Retired Civil and Public Servants’ Association”.

**OBJECTS OF ASSOCIATION**

1. The objects of the Association shall be –
2. To promote, safeguard and protect the interests of members;
3. To advise and help members in regard to matters arising in the areas of superannuation and related matters.

**MEMBERSHIP OF ASSOCIATION**

1. Membership of the Association shall be open to persons in receipt of Civil Service pensions and to pensioners of such other public service or related organisations as may be nominated by the Association from time to time.

**ASSOCIATE MEMBERSHIP**

1. Associate Membership of the Association is open to retired staff of the civil service or of such other public service or related organisations as may be nominated by the Council of the Association from time to time under Rule 3 and who are not in receipt of a pension. Associate members have all the rights of membership but do not have voting rights at Association meetings or in ballots of the Association.

**SUBSCRIPTIONS**

1. The subscription for full membership shall be €20 per annum or such other amount as may be determined by the Annual General Meeting (AGM) of the Association, payable direct to the Honorary Treasurer of the Association in January (or on the date of joining the Association and subsequently in January) of each year, or by deduction from pension under arrangements made between the Association and the paying authority. The subscription for associate membership shall be €5 per annum payable direct to the Honorary Treasurer of the Association in January (or on the date of joining the Association and subsequently in January) or by direct debit from a bank or similar account.

**FINANCE**

1. (a) The Council shall have overall responsibility for the financial affairs of the

 Association.

1. The financial year of the Association shall end on the 31st December of each year.
2. The accounts of the Association shall be audited annually by the auditor appointed by the Trustees.
3. The subscription of an ordinary member shall be deducted from pension by authorisation of the member or paid otherwise in a manner agreed by the Council.
4. All monies received as subscriptions or otherwise by the Association shall be lodged to a Bank Account or to Bank Accounts opened in the name of the Association as approved by the Council.
5. All disbursements on account of the Association shall be drawn on such bank or banks and authorised by any two of the following, i.e. President, Vice President, Honorary Treasurer, and Honorary Secretary.
6. The surplus funds of the Association shall be invested in the joint names of the Trustees in such trusts or securities including real property as the Council may from time to time decide.

**COUNCIL**

1. (a) The management of the Association shall be vested in a Council consisting of a

President, a Vice President, an Honorary Secretary, an Honorary Treasurer, and not fewer than ten and not more than twenty-four other members.

1. The Council shall be assisted by an Executive Assistant/Secretary whose duties will be as prescribed by the Council.

1. The President, Vice President, Honorary Secretary, Honorary Treasurer, and up to fifteen other Council members shall be elected by the members of the Association at the AGM. Candidates for election must be nominated and seconded and must signify their willingness to act if elected. All officers and all members of the Council shall retire at the AGM and shall be eligible for re-election.

1. The Council may, at its discretion, co-opt members in addition to those elected at the AGM but not so as to exceed a total membership of twenty-eight. It may also appoint officers to fill vacancies arising.
2. The Council shall normally meet once each month, or at such other interval as the President, or the Vice-President in the absence of the President, may direct. The quorum for a Council meeting shall be eight, one of whom must be an officer. Council members who miss 3 consecutive meetings without an acceptable reason will be deemed to have resigned.
3. The Council shall be empowered to pay all expenses incurred in conducting the affairs of the Association and to fix and pay honoraria.
4. The Council may appoint such other staff as may be necessary for the conduct of the Council’s business and shall be responsible for setting their remuneration and other conditions of employment.

**ANNUAL GENERAL MEETING**

1. (a) The AGM shall be the supreme policy making instrument of the Association. The

policy of the Association shall be determined by the AGM, which shall have the power to rescind or vary any decision taken previously by the Association.

1. For the purpose of these Rules the term “AGM” includes, Annual and Extraordinary General Meetings.
2. The AGM shall consist of the Council, the Standing Orders Committee and members.
3. Such other persons as the Council invite may attend an AGM but may not vote thereat.
4. The AGM shall be held before 31st May each year on a date and time and at a venue to be decided by the Council.
5. The Honorary Secretary, not later than fifteen weeks prior to the date of the AGM, shall advise members and Branch Secretaries of the date time and venue of the AGM and invite Branches/members to submit nominations and motions to form part of the agenda. A Branch/member may make nominations for the offices of President, Vice President, Honorary Secretary, Honorary Treasurer, for membership of the Council, the Standing Orders Committee, and the Trustees to be elected at the AGM.
6. Proposed rule changes, nominations and motions shall be submitted to and received by the Honorary Secretary, in the case of a rule change by 1st March and for other motions and nominations by 1st April.
7. The Council shall have the power to make nominations and shall have power to put down motions.
8. All motions received by the Honorary Secretary by the due dates shall be circulated to members with the notice of the AGM.
9. The President, with the advice of the Standing Orders Committee may accept other motions from members, other than those proposing a change in Rules including an alteration in the amount of annual subscription, provided the motions are given, in writing, to the Honorary Secretary before the commencement of the AGM.

1. Motions may be proposed by the Council, Branch Committees and by individual members of the Association. (A motion proposed by an individual member must be formally seconded by another member of the Association.)
2. A final agenda, together with the recommendations of the Standing Orders Committee and a copy of the annual report, shall be issued by the Honorary Secretary to all members not later than two weeks prior to the meeting.
3. Once the meeting has commenced, additions to the final agenda may be accepted by the Standing Orders Committee only when it receives a motion deemed by it to be of such extreme urgency and importance to the interest of the members that the matter warrants inclusion on the agenda for the AGM.

**EXTRAORDINARY GENERAL MEETING**

1. (a) An Extraordinary General Meeting of the Association may be convened by the

Council at any time at its discretion.

1. An Extraordinary General Meeting of the Association shall be convened by the Council at any time on receipt of a request signed by not fewer than fifty members, who are drawn from at least five branches, stating clearly the purpose for which the meeting is being requested. Discussion at an Extraordinary General Meeting shall be confined to the purpose for which the meeting is sought. At least ten days’ notice of an Extraordinary General Meeting shall be given to members.

**CONDUCT OF ANNUAL GENERAL MEETING**

1. The business of the AGM shall include:
2. Adoption of Standing Orders and Standing Orders Committee Reports;
3. Consideration of Annual Report and accounts of the Association;
4. Election of officers;
5. Election of 15 ordinary members of Council;
6. Election of Standing Orders Committee;
7. Consideration of motions including rule change motions and amendments thereto;
8. Consideration of any other business as may be submitted by the Council and allowed by Standing Orders Committee;
9. Ballot papers for elections shall be issued to each member and to each of the members of the Council;
10. A candidate for any elective office at an AGM may not be appointed a teller at that meeting;
11. Ordinary members attending including members of the Council shall have the right to vote;
12. (a) Save as may otherwise be provided for in these rules voting at an AGM shall be decided by a simple majority;

(b) Decisions at an AGM to amend the rules shall be decided by a two-thirds majority;

1. The order of business at the AGM shall be determined by the Standing Orders Committee.

**BRANCHES**

1. (a) Members residing within convenient reach of each other may be constituted a

Branch of the Association by the Council, on receipt of a request signed by not fewer than ten such members. Council may also constitute a Branch of the Association of not less than 10 members where it considers it appropriate.

1. Each Branch shall elect annually a Chairperson, Vice Chairperson, an Honorary Secretary, an Honorary Treasurer (or alternatively, an Honorary Secretary/Treasurer) and a Branch Committee, and shall notify their contact details to the Council.
2. The Honorary Secretary/Treasurer shall maintain liaison with the Council on behalf of the members of the Branch.
3. The Council shall meet Branch expenses within limits laid down by the Council from time to time.
4. The frequency of and the procedure at Branch meetings shall be a matter for arrangement by each Branch.
5. A Branch may not communicate on Association business with any Government Minister or Minister of State, Public Representative, Government Department, or with the media, without prior agreement of the Council.
6. The main function of the Branch shall be to recruit, within its area, new members for the Association, to keep its members informed of Association activities and to report to the Council on Branch activities.
7. The Council shall keep the Branch informed at regular intervals regarding the activities of the Association.
8. A Branch may organize Social functions for members within limits set out by Council.

**CONSULTATIVE FORUM**

1. A Consultative Forum meeting will take place each year between 1st September and 31st December, the date to be decided by Council. Members of Council and Branch Chairpersons and Secretaries will be entitled to attend the Consultative Forum. In the event that either or both Branch Officers are unable to attend, the Branch Committee may nominate one of its members to attend in their place. The Honorary Secretary will issue notification of the date, time and venue of the Consultative Forum meetings to each Branch Secretary 14 days in advance of the meeting. Where Council deems it necessary a Special Consultative Forum meeting may be called. In the case of a special meeting of the Consultative Forum the notice to be given is reduced to 7 days.

**STANDING ORDERS COMMITTEE**

1. (a) A Standing Orders Committee which shall consist of not more than three members

shall be elected at the AGM.

1. Members of the Standing Orders Committee shall hold office until the end of the AGM at which their successors are elected. Any vacancy arising between meetings shall be filled by a member of the Association appointed by the Council.
2. A member of the Council may not at the same time be a member of the Standing Orders Committee.
3. The Standing Orders Committee shall elect a Chairperson from among its members and shall regulate its own procedures. Two shall constitute a quorum at meetings of the Standing Orders Committee.
4. The Standing Orders Committee shall meet with the President prior to each AGM on a day to be decided by its Chairperson and the President to consider the business proposed for the AGM.
5. The Standing Orders Committee shall make recommendations, as it deems necessary in accordance with the Rules and Standing Orders of the Association as to the order in which the business of each meeting should be taken for the purpose of the efficient conduct of the meeting. The Standing Orders Committee may with the consent of a Branch, member or Council if the proposer, make composite motions on similar topics. The acceptance or otherwise of any such proposed composite motion for discussion will be subject to the approval of the AGM.
6. The Standing Orders Committee may also meet during each AGM and make such recommendations, as it deems necessary from time to time to facilitate the business of the meeting.
7. The Standing Orders Committee may also recommend procedures for the better conduct of AGMs generally. Its recommendation shall be considered by the AGM and decided on by a simple majority of the members voting at the meeting. If adopted they shall become part of the Standing Orders of the Association.
8. The order of business at the AGM shall be determined by the Standing Orders Committee.
9. The Standing Orders Committee shall also recommend to the AGM the procedure for holding elections to any office at the AGM. Such procedure shall include the arrangements for the distribution of the ballot papers, the arrangement for the collection of the ballot papers, the arrangements for the counting of the ballot papers and the arrangements for the announcement of the results of the elections.

**TRUSTEES**

1. (a) There shall be four Trustees of the Association who shall be elected at the Annual

General Meeting. The Trustees shall hold office from the AGM at which they are elected until the conclusion of the following AGM.

1. All property of the Association will be vested in the Trustees.
2. The Trustees will meet with the Treasurer at least twice a year to exchange information.
3. The Trustees will meet with the officers at least once a year.
4. The Trustees will appoint the Auditor.
5. Where a vacancy arises for a Trustee before an AGM, Council will appoint a person to fill the vacancy.
6. A Trustee may not be a member of Council or Auditor to the Association.

**RULE CHANGE**

1. The Rules of the Association may be amended only by a motion tabled in accordance with the rules for motions at general meetings, and passed by not less than a two-thirds vote of the attendees voting at a general meeting.