

# CONSTITUTION OF HASSRA YORKSHIRE AND THE HUMBER

## **Title**

1. The title of the Association is HASSRA Yorkshire and the Humber (hereunder termed the Association).

## **Membership**

- 2 Full membership of HASSRA is open to all serving, casual and retired staff employed by the Department of Health, the Department for Work and Pensions and the Food Standards Agency and their Executive Agencies and may be open to such other persons, as the National HASSRA Board of Management shall determine from time to time. Members of HASSRA shall be allocated to the Association based on its catchment area as provided for at article 4.

## **Objectives**

3. The objectives of the Association shall be:
  - a) To encourage, support and co-ordinate the pursuit of sport, recreation and leisure opportunities for and among HASSRA members.
  - b) To co-operate and collaborate with the Civil Service Sports Council for the purposes of encouraging and co-ordinating the pursuit of sport, leisure and recreation among staff of the Departments and their Executive Agencies.

## **Regional Catchment**

4. The Association's catchment area shall cover all parts of the Government Office Region for the Yorkshire and the Humber.

## **Affiliation**

5. The Association shall be affiliated to National HASSRA and shall be governed by the rules and policies of HASSRA as determined by the National Council.

## **Affiliated Clubs**

6. Members of the Association may form Local, District or Activity clubs and such clubs must apply for affiliation to the Association. The rules of Affiliated Clubs shall be subject to approval of the Board of Management of the Association.

## **The Council**

7. The governing body of the Association shall be a Council comprising the Officers of the Association, the Board of Management (appointed under Article 9 (b) (iv)) and one representative from each affiliated club.

## **Officers**

8.
  - a) The Officers of the Association shall be: President(s), Vice-President(s) and Life Vice-President(s), Chairperson, Vice-Chairperson, Regional Manager and Regional Finance Manager.
  - b) The President(s), Vice-President(s) and Life Vice-President(s) shall be ex-officio non-voting members of the Council.
  - c) The posts of Regional Manager and Regional Finance Manager shall be salaried positions within the Department for Work and Pensions normally graded at Executive Officer level. Selection for these posts shall be made by reference to the prevailing personnel rules and procedures of that Department.

## **Annual General Meeting**

9.
  - a) An Annual General Meeting of the Council shall be held within three months of the close of each calendar year, at a date and time of which no less than twenty-eight days notice shall be given. Copies of the Agenda, draft Annual Report and audited Financial Statement shall be sent to HASSRA Central Support, the National HASSRA Finance Director and all affiliated clubs no less than seven days before the date of the Annual General Meeting.

- b) At the Annual General Meeting:
- (i) The President(s) and the Vice-President(s) of the Association for the ensuing year shall be elected. Any nomination for Life Vice-President shall also be considered and voted upon.
  - (ii) The Chairperson shall be appointed by the business sponsor of the Association (normally the President) from within the Yorkshire and the Humber Constituency, in consultation with a small selection of other senior managers representative of the business units from which membership of the Association is drawn. The meeting shall be invited to endorse this appointment.
  - (iii) The Vice-Chairperson shall be elected but only permanent or retired staff of the Department of Health, the Department for Work and Pensions and the Food Standards Agency and their Executive Agencies within the catchment area of the Association who are members of HASSRA shall be eligible for election. This appointment will be subject to the approval of the Association business sponsor, normally the President of the Association.
  - (iv) A Board of Management consisting of the Officers and 16 other members of the Association shall be elected.
  - (v) The Annual Report and audited financial statement for the preceding financial year shall be received, considered and, if approved, passed.
  - (vi) An auditor, who shall not be a member of the Board of Management, shall be appointed, subject to the approval of the regional Association business sponsor who will normally be the President of the Association.

- (vii) A representative of the Association to the Civil Service Sports Council shall be appointed for the ensuing year.
- (viii) Any item of business can be raised at the Annual General Meeting by the Officers, the Board of Management or an affiliated club provided that in each case not less than 14 days formal notice shall have been given to the Regional Manager. The Regional Manager shall then give Council members at least seven days notice of the business to be discussed.

### **Further General Meetings**

- 10. Further General Meetings shall be called at any time upon twenty-eight day's notice at the instigation of the President or of the Chairperson or on the written request of club representatives whose votes account for at least one fifth of all eligible votes within the Council.

### **Voting at General Meetings**

- 11. a) Voting shall be limited to one vote from each of the Chairperson, Vice-Chairperson, Regional Manager and Regional Finance Manager. In addition the nominated representatives from each affiliated club will be permitted to vote as per article 11 b), provided however, that in the event of a tied vote the Chairman has an additional or casting vote as stipulated in Article 19.
- b) Affiliated Clubs are allocated the following number of votes.
  - One vote for affiliated clubs with up to 149 members
  - Three votes for affiliated clubs with between 150 and 499 members
  - Five votes for affiliated clubs with between 500 and 999 members
  - Seven votes for affiliated clubs with 1000 and members

c) In determining the number of votes allocated to representatives of affiliated clubs, membership numbers will be taken from the most recent quarter ending membership rebate summary distributed by National HASSRA.

### **Board of Management**

12. a) The Board of Management shall meet no less than four times each year unless the Chairperson and Regional Manager consider that a meeting should be dispensed with.
- b) The Board of Management shall be responsible for the management of current business of the Association between General meetings of the Council.
- c) The Board of Management shall have the power to fill vacancies on the Board, which arise during its term of office, and to co-opt such other members as may from time to time be necessary. Co-opted members shall have voting powers unless it is otherwise decided at the time of their appointment.

### **Other Committees and Sub-Committees**

13. The Board of Management shall have the power to appoint sub-committees to deal with specific matters. Unless otherwise directed by the Council, such committees or sub-committees shall report to the Board of Management. All such committees or sub-committees in being at the time of the Annual General Meeting shall continue in office until discharged or re-appointed.

### **Regional Manager**

14. The Regional Manager shall cause adequate records to be kept of all proceedings of the Council, the Board of Management and any additional committees appointed by the Council. The Board of Management shall ensure that adequate records of the meetings of any committees or sub-committees are also retained either by the Regional Manager or by some other appointed person.

### **Regional Finance Manager**

15. The Regional Finance Manager shall be responsible for the funds of the Association and shall maintain accounts of all sums received and expended in a form approved by the Council. The Regional Finance Manager shall also be responsible for safe custody and production of the Association's securities and assets.

### **Line Management**

16. The Regional Manager and Regional Finance Manager shall on all occasions in the execution of their office act under the superintendence and direction of National HASSRA. They shall also, in consultation with National HASSRA, be responsible to the Chairperson and Board of Management for the conduct of the day-to-day business of the Association.

### **Appointment of Voluntary Assistants**

17. The Council or the Board of Management may appoint voluntary assistants to the Regional Manager, Regional Finance Manager or other officers as may be required. The holders of these appointments may attend meetings of the Board of Management and General Meetings but shall have no voting rights.

### **Quorum of the Council, Board of Management, Committees and Sub-Committees**

18. A Quorum of the Council shall be one third of its members. A Quorum of the Board of Management or any committee or sub-committee shall be one-half of its members for which purpose the President(s), Vice-President(s) and Life Vice-President(s) shall not be counted as members.

### **Casting Vote of Chairperson**

19. The chairperson at any General Meeting of the Council or at any meeting of the Board of Management or of any committee or sub-committee shall, in the event of an equality of votes, have an additional or casting vote.

## Finance

20. a) The financial year of the Association shall end on 31st December of each year.
- b) All monies received for or on account of the Association shall be paid to the credit of the Association's banking account.
- c). Cheques drawn on the Association's banking account shall be signed by two members of the Board of Management one of whom must be either the Chairperson, Vice-Chairperson, Regional Finance Manager, Regional Manager or her/his nominated deputy.
- d) The accounts of the Association shall be audited by the approved auditor in accordance with Article 9 (b) (vi).
- e) The Board of Management shall have the power to fix the amount of the regional levy on HASSRA subscriptions and CSSC grant receipts to be retained by the Association.
- f) The Board of Management shall have the power to borrow money and to purchase, dispose of or lease property.
- g) The income and property of the Association whencesoever derived shall be applied solely towards the promotion of the objects of the Association as set forth at Article 3 of the Constitution, and no portion thereof shall be paid or transferred directly or indirectly by way of dividend or bonus or otherwise howsoever by way of profit to the members of the Association. Provide that nothing herein contained shall prevent the payment in good faith of remuneration to any officers or servants of the Association, or to any member of the Association, or other person in return for any service actually rendered to the Association.

## **Amendment of the Constitution**

21. This Constitution may be amended by resolution at a General Meeting provided that:

- a) the resolution shall not be held to be passed unless carried by a majority of at least two thirds of the members present at the meeting and entitled to vote therein.
- b) any amendment to the Constitution shall be subject to the approval of National HASSRA Board of Management.

## **Bye-Laws**

22. The Council shall have the power to make such bye-laws as are not inconsistent with the Constitution to cover and facilitate any matters arising in the day to day management of the Association or in relation to any specific matter.

## **Notice**

23. Notice of any matter shall be deemed to have been delivered to any member of the Council, Board of Management, committee, sub-committee or to any club representative provided that such notice has been posted to the member's last known official address or to the last known official address of the Secretary of the appropriate affiliated club.

## **Interpretation**

24. In any question as to the interpretation of this Constitution, the decision of the Chairperson shall be final.

## **Dissolution of the Association**

25. (a) The Association may be dissolved by a resolution of the General Meeting provided that:
- (i) notice of the motion has been given in writing to all members of the Board of Management, the Chairman and Operations Director of National HASSRA and all affiliated clubs at least four weeks prior to the meeting and that,
  - (ii) such a motion shall not be held to be passed unless carried by a majority of at least two thirds of the members present at the meeting and entitled to vote therein.
- (b) The Permanent Secretary of the Department for Work and Pensions shall, in conjunction with the Permanent Secretary of the Department of Health and Chief Executive of the Food Standards Agency, have the power to instruct the Association to dissolve should at any time she/he deem the continuance of the Association unnecessary or undesirable and the Association shall comply with such instructions within such period as the Permanent Secretary may stipulate.
- (c) In all cases of dissolutionment, if after the payment of all debts any funds or property remain, such assets shall be transferred to National HASSRA and dealt with in agreement with that organisation.

Adopted at the HASSRA Yorkshire and the Humber Special General Meeting

Wednesday 6 July 2005