

## **Isle of Man Government Officers' Association**

### **Rules**

#### **1. Name**

The organisation shall be called the Isle of Man Government Officers' Association Branch (hereinafter referred to as "the Association") of the Union Prospect.

#### **2. Objectives**

The objectives of the Association shall be the Objects laid down in Rules 1.2 to 1.5 of Prospect as amended from time to time as far as they are appropriate to the Association.

#### **3. Membership**

(1) The following classes of persons are eligible for membership -

(a) Any person holding an appointment in any Department or organisation of Government, as defined in the Civil Service Act, 1990;

(b) any person holding an appointment in any Department or organisation of Government whose pay and terms of conditions of employment are analogous to that of the Civil Service.

(2) An application for membership from a person who was appointed to the Service more than three months prior to making the application may be accepted, but the member will not be entitled to representation on any matter that the Executive reasonably believes arose before the application was made.

(3) Persons who are in receipt of a Civil Service Pension shall be eligible for membership of the retired members section of the Association.

#### **4. Subscription and Finance**

(1) The annual subscription to the Association shall be determined by Prospect.

(2) A member who joins or leaves the Association during any year shall be liable only for a subscription which is proportionate to that person's period of membership for the year.

(3) A member who falls in arrears with the subscription dues for three months or more shall cease to be a member of the Association.

(4) Subscriptions will be debited from members salaries and remitted to Prospect Headquarters by the Treasury Department within 4 weeks of receipt. All monies received by the Association shall be paid into a bank account in the name of the Association.

## 5. Annual General Meeting

- (1) The Annual General Meeting at which 5 percent of the members shall constitute a quorum, shall be held not later than 30<sup>th</sup> November in each year.
- (2) Notice of an Annual General Meeting shall be circulated to members not less than eight weeks before the date of such meeting, but non-receipt of a notice by a member shall not invalidate the proceedings of the Meeting.
- (3) The Annual General Meeting shall among other things consider the report and balance sheet, elect the officers and committee as provided in the rules, consider motions and amendments to rules.
- (4) The Notice of the Annual General Meeting shall:
  - (a) give the date, time and venue for the meeting;
  - (b) Request nominations for the 'Chair' and membership of the Executive Council who are to be elected at the Annual General Meeting. These shall be submitted in writing to the Secretary by the proposer and the seconder of the nominee. Nominations may include a brief introductory election address of the nominee. Should the number of written nominations be fewer than the number of seats on the Executive Council to be filled, the 'Chair' may accept nominations from the floor at the Annual General Meeting. In the event of there being insufficient written or oral nominations for seats on the Executive Council, the resultant vacancy or vacancies may be filled by co-option;
  - (c) call for motions and/or rule amendments for consideration to be submitted to the Secretary by the proposer and seconder; and
  - (d) State the closing date for nominations, addresses, motions or rule amendments which shall be not less than four weeks before the date of the Annual General Meeting.
- (5) Not less than two weeks before the date of the Annual General Meeting, an Agenda shall be sent to all members. The Agenda shall detail the order of business and shall give:
  - (a) a list of nominations for membership of the Executive Council received by the closing date, together with any election address;
  - (b) any motion and/or rule amendments received before the closing date;
  - (c) the Annual Report of the Executive Council; and
  - (d) the Annual Statement of the Audited Accounts and Balance Sheet of the Association for the past accounting year.
- (6) The Annual General Meeting shall:
  - (a) receive the Executive Report and the Audited Accounts and Balance Sheet of the Association for the past accounting year;
  - (b) elect an Executive Council;

- (c) consider motions and/or rule amendments put forward by the Executive Council or members;
- (d) Appoint an auditor; and
- (e) any other business which in the opinion of the 'Chair' it is appropriate to discuss.

## **6. Special General Meetings**

- (1) Special General Meetings may be convened at any time by the Executive Council, or shall be convened at the written request of no less than twenty members. A quorum shall be 5 percent of the membership.
- (2) A Special General Meeting shall be no later than two weeks from the receipt of the request for such a meeting being received by the Secretary.
- (3) The Agenda for a Special General Meeting shall be issued at least seven days before the meeting.
- (4) The business of any Special General Meeting shall be limited to that stated on the Agenda.

## **7. Voting**

Except in relation to the election of members of the Executive Council, voting at general meetings shall be by show of hands of persons entitled to vote but, if called for, immediately following the announcement of the result of a show of hands, a ballot of the members present shall be taken. In the event of a tied vote the 'Chair' shall have the casting vote.

## **8. Election of Executive Council**

- (1) The business of the Association shall be conducted by an Executive Council normally consisting of the 'Chair' and ten members.
- (2) Only members of the Association as defined in Rule 3 (1) shall be eligible for election to the Executive Council.
- (3) The 'Chair' will serve for a period of one year. Executive Council members will serve for a period of two years. There will be a minimum of five vacancies on the Executive Council each year. Year one commenced after the Annual General Meeting of 1994. In the event of an early retirement from the Executive Council, a replacement may be co-opted to serve until the next Annual General Meeting. If their early retirement occurs in year one, nominations will be sought at the Annual General Meeting for the remaining year.
- (4) If more than one member is nominated for the 'Chair', the election shall be by ballot of the members present at the Annual General Meeting.
- (5) If there are more nominations than vacancies for membership of the Executive Council, the election shall be by ballot of the members present at the Annual General Meeting. The members thus elected shall select a Vice-'Chair' of the Executive Council from among themselves, as soon as possible after their election.

- (6) A retiring member of the Executive Council shall be eligible for re-election.
- (7) Should the number of written nominations be fewer than the number of seats on the Executive Council to be filled, the 'Chair' may accept nominations from the floor at an Annual General Meeting. Any remaining vacancies may be filled by co-option.
- (8) Only fully paid up members of the Association as defined in Rule 3 (1) are entitled to vote.
- (9) Any voting paper for the election of members to the Executive Council which does not clearly record the same number of votes as there are vacancies shall be invalid.

#### **9. Ex-officio membership of the Executive Council**

- (1) Any officer of Prospect appointed by the General Secretary shall be entitled to attend any meeting of the Executive Council.
- (2) Any member of the Association who is serving as a member of the National Executive Committee of Prospect, who is not an elected member of the Executive Council, shall be a non-voting ex-officio member of the Executive Council.

#### **10. Meetings of the Executive Council**

- (1) The Executive Council shall meet to deal with the ordinary business of the Association at least once in every quarter of the year and at such other times as may, in the opinion of the 'Chair' or any three of its members, be deemed necessary.
- (2) Notice of meetings shall be given to members of the Executive Council by the Secretary.
- (3) Five members of the Executive Council shall form a quorum.
- (4) In the event of equality of voting, the 'Chair' of the meeting shall have a casting vote.

#### **11. Duties of the Executive Council**

The Executive Council shall-

- (1) be responsible for conducting the affairs of the Association and giving effect to the policy of Prospect as determined by the Annual General Meeting of the Association and in accordance with Rule 2;
- (2) consider, and take suitable action upon, any matter that is referred to it by a member, by the National Executive Committee, or by any body with which it is associated;
- (3) submit an Annual Report and audited Balance Sheet to each Association Annual General Meeting and, within fourteen days of approval, to the National Executive Committee;

- (4) authorise the payment to members from Association funds of expenses reasonably incurred on Association business;
- (5) appoint or nominate members to represent the Association at Prospect Conferences, appropriate Committees of Prospect and any other appropriate body;
- (6) keep members regularly informed by whatever means of communication is deemed suitable, not less than quarterly;
- (7) submit to Prospect a copy of its minutes;
- (8) notify Prospect of any changes in membership;
- (9) recommend to the Association's Annual General Meeting any alteration of the organisation and the rules of the Association as necessary;
- (10) if necessary assist the Treasurer in collecting outstanding subscriptions;
- (11) review the membership position at regular intervals and where necessary assist in recruiting new members; and
- (12) appoint where it considers appropriate non-voting co-opted members to assist the Executive Council in its duties.

## **12. Appointment of Secretary**

The Secretary, who shall not be a full member of Prospect, shall be appointed by and hold office at the pleasure of the Executive Council and shall be paid such salaries and perform such duties as the Executive Council shall from time to time decide as ratified by the National Executive Committee of Prospect.

## **13. Treasurer**

The Treasurer who shall be a full member of the Association, shall be appointed by and hold office at the pleasure of the Executive Council. The Treasurer shall receive an honorarium in consideration of the performance of such duties as the Executive Council from time to time decide as ratified by the National Executive Committee.

## **14. Honorary Auditor**

A person who shall not be a member of the Executive Council shall be appointed Honorary Auditor at the Annual General Meeting.

## **15. Funds of the Association**

- (1) The funds and assets of the Association (other than monies collected by the Executive Council of the Association and allocated to funds to be used for welfare, benevolent and social purposes to the benefit of its members or their families, and known as the Welfare Fund and the Social Fund) shall be the property of Prospect, which shall provide by agreement with the Association such funds as are needed to discharge the functions of the Association. The funds of the Association shall be banked in the name of the Association at such bank as Prospect may approve.

- (2) All payments to be made by the Association shall be approved by the Executive Council.
- (3) Cheques drawn by the Association shall be signed by any two of the following:
  - (a) the 'Chair';
  - (b) the Vice-'Chair'; and
  - (c) the Treasurer.
- (4) The Welfare and Social Funds shall be controlled and managed by the 'Chair' and the Treasurer of the Association with the approval of the Executive Council.

#### **16. Amendment of Rules**

An amendment of or addition to these Rules -

- (1) shall not be considered unless the terms of the amendment or the addition have been circulated to members prior to a general meeting in accordance with Rules 5 or 6;
- (2) shall not be made unless it is supported by at least two-thirds of the number of members present and voting at the general meeting; and
- (3) shall be subject to the approval of the National Executive Committee of Prospect and shall not be operative until such approval has been received.

#### **17. General**

When necessary, these Rules shall be interpreted by the Executive Council of the Association, subject to the approval of the National Executive Committee of Prospect.

The membership of the Association at a Special General Meeting held on 14<sup>th</sup> November 2002 agreed these Rules be submitted to the National Executive Committee of Prospect, who approved them on 18<sup>th</sup> November 2002 and they came into force 14<sup>th</sup> November 2002.

Where there is a conflict between the Government Officers' Association rules and the overall rules of Prospect, or there is a silence within the Government Officers' Association rules on any given subject, the overall Prospect rules shall prevail.