

**Customs & Excise  
Preventive Staff  
Association**



**Membership  
Card**



**Constitution and Rules**

**Customs and Excise  
Preventive Staff Association**

**32, Gt. Ormond Street,  
London, W.C.1.**

**Telephone - - - - Chancery 6162**

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**President :**

**W. E. STANDRING**

**General Secretary :**

**A. E. FARMER**

**Assistant Secretary :**

**C. H. DICKINSON**

**Organising Secretary and Treasurer :**

**J. C. GRANT**

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*Member's Name* .....

*Becher*

*District* .....

*Liverpool*

**CUSTOMS AND EXCISE  
PREVENTIVE STAFF  
ASSOCIATION.**

**CONSTITUTION**

(as amended by the Council, 1948).

**RULE 1—Name.**

The name of the Association shall be the Customs and Excise Preventive Staff Association, hereinafter referred to as the Association.

**RULE 2—Objects.**

The objects of the Association are:

- (a) To protect and promote the interests of its members, to regulate their conditions of employment, their relations to the employing body and other groups of Civil Servants.
- (b) To maintain funds for these purposes.

In pursuance of these objects the Association may:

- (1) co-operate with other Civil Service societies or federations, the primary object of which is

to promote the interests of Civil Servants;

- (2) take any other lawful action or adopt any other lawful method which may be decided upon.

**RULE 3—Membership.**

1. Membership of the Association shall be open to all established grades in the Preventive Service.

2. Applications for membership shall be made on a duly prescribed form, which shall be completed by the applicant and forwarded through the District Organiser to the Organising Secretary and Treasurer for consideration by the Executive Committee.

3. (a) Any Association member ceasing to pay his proper subscription to the Association may be declared by the Executive Committee to be a non-member, and before he can be re-admitted to membership he will be expected to pay all arrears of subscriptions.

(b) The case of any member twelve months in arrears with his subscriptions must be examined by the Executive Committee.

(c) The Executive Committee may lay down any reasonable condi-

tions for repayment, or for otherwise dealing with arrears, but are not empowered to admit to membership any person who refuses to acknowledge his arrears as declared by the Committee. Any person refusing to make such acknowledgment automatically becomes a non-member.

(d) Any person who is more than one quarter in arrears with his subscription will not be eligible for election to any official position in the Association.

(e) Any action taken by the Executive Committee under these provisions may be the subject of appeal to the Council by the individuals concerned, current subscriptions to be paid pending any such appeal.

#### **RULE 4—Organisation and Management.**

1. Management.—The management of the Association shall be vested in a Council and Executive Committee, and the Officers.

2. (a) The Council shall comprise thirty members together with the following Officers:—President, General Secretary, Organising Secretary and Treasurer, two Assistant Secretaries,

who shall be members ex-officio.

The Editor of the "Customs Journal" shall attend Council meetings.

(b) Thirty Councillors, i.e., eight from the C.P.O. grade, eleven from the P.O. grade and eleven from the A.P.O. grade shall be elected.

(c) **C.P.O. Areas.**

One C.P.O. Councillor shall be elected from and by the C.P.O. grade in each of the following Areas:

**LONDON:** comprising Dover, Gravesend, Harwich, London, and London Airport Districts.

**LIVERPOOL:** comprising Liverpool, Manchester, and Holyhead Districts.

**SOUTHAMPTON:** comprising Southampton and Plymouth Districts.

**NORTH-WESTERN:** comprising Glasgow and Belfast Districts.

**TYNE:** comprising Tyne and Hartlepool Districts.

**NORTH-EAST:** comprising Leith and Aberdeen Districts.

**HULL:** comprising Hull and Grimsby Districts.

**SOUTH WALES:** comprising Swansea, Cardiff, and Bristol Districts.

The Councillors of the first four Areas above and those of the remaining four Areas shall retire in alternate years after the annual meeting.

**(d) P.O. and A.P.O. Electoral Areas.**

**LONDON:** comprising London Airport and London Districts.

**SOUTH-EAST:** comprising Gravesend and Harwich Districts.

**SOUTH-WEST:** comprising PLYMOUTH and Bristol Districts.

**SOUTHERN:** comprising Dover and Southampton Districts.

**SOUTH WALES:** comprising Swansea and Cardiff Districts.

**WESTERN:** comprising Holyhead and Manchester Districts.

**LIVERPOOL:** comprising Liverpool District.

**HULL:** comprising Grimsby and Hull Districts.

**TYNE:** comprising Tyne and Hartlepool Districts.

**NORTH-EASTERN:** comprising Leith and Aberdeen Districts.

**NORTH-WESTERN:** comprising Belfast and Glasgow Districts.

A P.O. and an A.P.O. Councillor shall be elected for each of the above Areas on the basis of one Councillor from each District in the Area. The right to elect a P.O. or A.P.O. Grade Councillor for the Area to alternate at Election times between each District in the Area unless both Districts in the Area agree not to exercise such a right.

The Councillors of the first five Areas above and those in the remaining six Areas as above shall retire in alternate years after the Council's annual meeting, but they shall be eligible for re-election.

Election shall be by ballot of the combined P.O. and A.P.O. membership in the Area under the control of the Organising Secretary.

Casual vacancies shall be filled by ballot of the A.P.O. and P.O. grades in the Area concerned.

(e) The Council shall meet in October of each year at places and at such other times as the Executive Committee may decide.

(f) Voting shall ordinarily be by a show of hands. Questions of policy

affecting the common interests of the grades shall be decided by a majority vote of the Council. Questions affecting the interests of one grade only may be referred to a committee, comprising the representatives of the grade concerned, for consideration and report. Voting at Conferences shall be confined to Councillors duly elected under Rule 4, paragraph 2 (b), and to Officers.

(g) Special meetings of the Council may be summoned at any time on the request of a majority of the Council. Only business detailed in the notice paper convening a special Council meeting shall be dealt with, but other business of an urgent nature may be dealt with at the discretion of the Chairman.

3. Referendum. — A referendum shall be taken on any question at any time at the discretion of the Council, or at the request of the majority of the branches.

4. Executive Committee.—(a) The Executive Committee shall be composed of the office bearers and five other members elected by and from the Council at the Annual Conference.

The Executive Committee shall meet when necessary, but not less frequently than once per quarter. A report of each meeting shall be circulated to all districts.

(b) The Executive Committee shall have power to co-opt additional members in an advisory capacity, to appoint such standing or other sub-committees as may be deemed necessary, and to fill any casual vacancies on the Executive Committee other than those caused by the resignation of Officers.

(c) The Executive Committee shall conduct the business of the Association in conformity with the policy from time to time determined by the Council.

The Committee shall render to each Council meeting a report of progress. An audited annual statement of accounts shall be rendered to the Annual Meeting.

5. Officers—The Officers of the Association (i.e., President, General Secretary, Organising Secretary and Treasurer, Assistant Secretaries, and the Editor of the "Customs Journal" shall be elected at the Annual Meeting of the Council.

## **RULE 5—Finance.**

(a) The financial year of the Association shall be from April 1st to March 31st.

(b) The subscription shall be fixed by the Council, shall include the cost of the free supply of the "Customs Journal," and shall be payable in advance in such instalments as the Council may decide. When a member is on continuous sick leave, he may, at the discretion of the Executive Committee, be excused the payment of his subscription to the Association for the whole period of his sickness.

(c) The Council shall have power to make levies in addition to the subscription if, and when, deemed necessary.

(d) All moneys of the Association shall be banked in the name of the Association, and held in the names of the President, General Secretary, and Organising Secretary and Treasurer, any two of them being authorised to sign cheques, acting under the instructions of the Executive Committee.

(e) The accounts of the Association shall be audited annually by two

members appointed by the Council, but such auditors shall not be members of the Council.

(f) No portion of the funds shall be spent on objects not falling within the terms of the constitution without a referendum of the members first having been taken under Rule 4 (3).

(g) Expenses incurred by any of the individual Officers in respect of their Association work shall be reimbursed to them, within the discretion of the Council.

#### **RULE 6—District and Local Organisation.**

(a) District Organisation:

1. The electoral areas may be divided into districts.

2. A Chairman and Vice-Chairman shall be elected at the annual meeting held in the port where the District Secretary and District Organiser are stationed.

3. A District Secretary and a District Organiser shall be elected annually by ballot at the first annual meeting after the close of the financial year.

4. The District Secretary shall be responsible for dealing with matters

of policy for convened meetings; for taking minutes of the same, and for transmitting a copy to the General Secretary, and Editor of the "Customs Journal"; and shall generally assist the Executive Committee in carrying out the policy of the Association.

5. The District Organiser shall be responsible for the recruitment and maintenance of the membership; the collection of and accounting for subscriptions, and for the preparation and despatch of such returns and accounts as may be required by the Council or Executive Committee. He shall present an audited annual statement of accounts to the first District meeting subsequent to audit.

6. The acceptance of an office as District Organiser or District Secretary implies agreement by such officeholder that he shall not voluntarily leave his district for lengthy spells on special duty without appointment of a deputy during his absence.

7. The District has power to create such sub-committees and additional officerships as may be deemed necessary.

**(b) Local Organisation :**

1. A Chairman, a Local Secretary and a Local Organiser shall be appointed where necessary, at the annual meeting of the Branch.

2. Local Secretaries shall be responsible to the District Secretaries for the performance of the duties laid down in Rule 6 (a) 4, as far as these apply to the Branch.

3. Local Organisers shall be responsible to the District Organisers for the performance of the duties laid down in Rule 6 (a) 5, as far as these relate to the Branch.

**(c) Subscriptions and Expenses :**

1. Subscriptions are to be collected promptly, and are to be transmitted, subject to the payment of necessary expenses, and the retention by the Local Organisers of a sum not exceeding £1, to the District Organiser, who, after payment of necessary expenses and the retention of a reasonable amount in hand, shall transmit them to the Organising Secretary and Treasurer.

2. The Executive Committee shall have power to limit expenses of the Districts and Branches.

(d) Meetings :

1. Special District Meetings may be called at any time on request of 25 per cent. of the members. Only business detailed in the paper convening a special meeting shall be dealt with, but other business of an urgent nature may be dealt with at the discretion of the Chairman.

2. Voting at meetings shall ordinarily be by show of hands. Questions of policy affecting common interests shall be decided by a majority vote of the meeting. Questions affecting one grade shall, on motion being made, be referred to a committee comprising members of the grade concerned for consideration and report.

3. Meetings of the grades may be held to discuss purely grade matters, but any matter concerning general policy of the P.S.A. must be submitted to Headquarters through the District meeting.

**RULE 7—Dissolution and Amalgamation.**

The Association may not be dissolved nor its funds be divided except

with consent of not less than three-fourths of the total number of members voting in a ballot. Amalgamation with, or affiliation to, another organization shall be subject to the agreement of a majority of the total number of members voting in a ballot.

#### **RULE 8—Amendment of Rules.**

The rules may not be altered or amended except by a majority of the votes cast at a Council meeting. Any alterations or amendments proposed and adopted at a duly convened District or Branch meeting, or by a member of the Council, shall be sent to the General Secretary at least six weeks before the Council meeting at which they are to be considered. The General Secretary shall circulate to the members of the Council the suggested alterations or amendments one month before such meeting.

#### **RULE 9—Expenses Incurred on Association Business.**

When on authorized Association business, Officers and members shall be entitled to travelling expenses (first class by steam boat and third class by rail), and such subsistence expenses as may be determined by the Council.

Members necessarily taking ordinary or special leave shall receive compensation at the rate of the minimum of the salary scale of their class plus cost of substitution (if any).

**RULE 10.**—The Chairman's decision on any matter not provided for by the Constitution or Standing Orders shall be final.

## **STANDING ORDERS**

### **1. Chairman.**

The President of the Association shall be the Chairman at meetings of the Council and Executive Committee.

### **2. Quorum.**

The quorum of any meeting of the Council, or at any meeting of the committees, shall be a majority of its membership.

### **3. Suspension of Standing Orders.**

Any Standing Order may be suspended in case of emergency, or on motion made, provided that a two-thirds majority of members present shall so decide.

### **4. Order of Business.**

The order of business at Council meetings shall be as follows:

- 1. Minutes of last Council meet-**

ing and business arising therefrom.

2. Correspondence or other business directed to be brought forward by the Chairman.
3. Motions of urgency.
4. Reports :
  - (a) General Secretary.
  - (b) Organising Secretary and Treasurer.
  - (c) Other reports.
5. Proposals for the alteration or the amendment of the Constitution or Standing Orders.
6. Resolution.
7. Election of Officers and Executive Committee.
8. Election of representatives on other bodies.
9. Other business.





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