

**Customs & Excise
Preventive Staff
Association**

**Membership
Card**

**CONSTITUTION
and
SUBSCRIPTION RECORD**

CUSTOMS & EXCISE
PREVENTIVE STAFF ASSOCIATION

Killarney House,
47-49 Monument Street, E.C.3
Telephone: MAN 5070

—

This is to CERTIFY that

Mr. DCM JONES.....
NEWRY
of London sup District
is a member of the Customs and
Excise Preventive Staff Association.

Membership No. 2761.....

S.B. Membership No. 1588.....

Signature [Signature].....

CUSTOMS AND EXCISE PREVENTIVE STAFF ASSOCIATION

THE CONSTITUTION

December, 1957

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 other lawful methods which may be decided upon.

Rule 3—MEMBERSHIP

1. Membership of the Association shall be open to all grades of the Preventive Service who are or who have been members of the A.P.O., P.O., and C.P.O. grades.

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 must after examination by a District meeting (see Rule 6:5) be reported to the Executive Committee.

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

(d) The Executive Committee may lay down any reasonable conditions 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.

(e) 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.

(f) 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 31 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-one Councillors, i.e., nine from the C.P.O. grade and twenty-two from the P.O. and A.P.O. grades 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 London and London Airports Districts.

SOUTH-EASTERN: Comprising Dover, Gravesend and Harwich Districts.

LIVERPOOL: Comprising Liverpool, Manchester and Holyhead Districts.

SOUTHAMPTON: Comprising Southampton and Plymouth Districts.

TYNE: Comprising Tyne and Hartlepool Districts.

NORTH-EASTERN: Comprising Leith and Aberdeen Districts.

HULL: Comprising Hull and Grimsby Districts.

SOUTH WALES: Comprising Swansea, Cardiff and Bristol Districts.

NORTH-WESTERN: Comprising Glasgow and Belfast Districts.

The Councillors of the first five 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 Districts.

London, London Airports, Gravesend, Harwich, Plymouth, Bristol, Dover, Southampton, Swansea, Cardiff, Holyhead, Manchester, Liverpool, Grimsby, Hull, Leith, Aberdeen, Belfast, Northern Ireland Land Boundary, Glasgow, Tyne, Middlesbrough.

A Councillor either from the P.O. or A.P.O. grade shall be elected from each of the above Districts.

Election shall be by ballot of the combined P.O. and A.P.O. membership in the District under the control of the Organising Secretary. Casual vacancies shall be filled by ballot of the P.O. and

A.P.O. grades in the District concerned. In the event of an emergency whereby a District has insufficient time to conduct a ballot amongst its members, the District Officers are empowered to appoint a representative having the full rights of a Councillor.

Councillors shall retire each year after the results are known of the District Elections, which will take place in July.

(e) The Council shall meet in May 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. ELECTIONS PROCEDURE will be under the control of the Organising Secretary.

4. 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.

5. 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 Com-

mittee 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 tender to each Council meeting a report of progress. An audited annual statement of Accounts shall be rendered to the Annual Meeting.

6. 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 General Meeting of the Council.

Rule 5—FINANCE

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

(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

SUBSCRIPTION
RECORD

P.S.A. SUBS. £2 10 0 per annum

S.B. SUBS. £1 10 0 per annum

1788 SUBSCRIPTION RECORD

POSITION AT 31/12/57:

P.S.A. ✓

S.B. ✓

| YEAR | | QUARTER ENDING | | | |
|------|--------|--|-----------|---------------------|---------------|
| | | 31st March | 30th June | 30th September | 31st December |
| 1958 | P.S.A. | ✓ | ✓ | ✓ | ✓ |
| | S.B. | | | | |
| 1959 | P.S.A. | ✓ | ✓ | ✓ | ✓ |
| | S.B. | | | | |
| 1960 | P.S.A. | fully paid up to 31.3.60. Pfb. → B888 12/6 | | ← B1488 25/- → | |
| | S.B. | < B11035 10/- → | | < 30/- Paid → | |
| 1961 | P.S.A. | 12/6 B1253 ✓ | NIL | NIL | |
| | S.B. | | | < B21252 : 30/- Pfb | |
| 1962 | P.S.A. | | | | |
| | S.B. | | | < £1.17.6 → | |

paid £2-10-0 - B11460 - Q3 E 31st December 1963 - R.N. n

NOTES TO DISTRICT ORGANISERS

1.—If member is fully paid up, enter “tick” in appropriate box.

2.—If member is in “advance,” enter amount in “blue” in appropriate box.

3.—If member is in arrears, enter amount in “red” in appropriate box.

4.—Receipt numbers may be entered.

Executive Committee, be excused the payment of his subscriptions to the Association for the whole period of his sickness.

(c) The Council shall have the 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. 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.

2. 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.

3. 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.

4.—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 and all arrears of subscriptions to a District meeting to be held within six weeks of the close of the financial year.

5. The acceptance of an office as District Organiser or District Secretary implies agreement by such office holder that when proceeding on leave or detached duty of more than seven days duration, he shall report to Headquarters the Deputy acting in his absence.

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

Rule 8—AMENDMENT OF RULES

(a) The Rules may not be altered except by a majority of the votes cast at a Council meeting. Written proposals which have been adopted at a duly convened District or Branch meeting, or by a member of the Council, should indicate

to the Council the general nature of the alteration desired. Such proposals should be forwarded to the General Secretary six weeks before the Council meeting at which they are to be considered. The General Secretary shall circulate the proposals to the members of the Council one month before such meeting.

It shall be the obligation of the Council to decide the final wording of the Rule.

(b) Any proposed amendment or alteration to the Rules of the P.S.A. section of the Provident Reliance Society Sickness Benefit Fund shall be circulated to the membership at least 28 days before the Annual Council.

Rule 9—EXPENSES INCURRED ON ASSOCIATION BUSINESS

When on authorised Association business, officers and members shall be entitled to travelling expenses (first-class by steamboat 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 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 the last Council meeting 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. Resolutions.

7. Election of Officers and Executive Committee.

8. Election of representatives on other bodies.

9. Other business.

CUSTOMS & EXCISE
PREVENTIVE STAFF ASSOCIATION

OFFICERS

President

K. SUTHERLAND

Gen. Secretary

G. H. PEARCE

Organising Secretary

~~J. W. HEATH~~; COMLEY.

Assistant Secretaries

~~R. W. GREGORY~~ J. BAMFORD,
F. W. SMALLWOOD

Journal Editor

R. C. ROBERTS

PRINTED BY
H. H. GREAVES LTD.
EAST DULWICH
LONDON