

**Rules of the**

**Co-operative  
Funeral Service  
Managers'  
Association**

**Incorporating  
Standing Orders for  
Annual General Meetings**



**Revised 2006**

## **Co-operative Funeral Service Managers' Association**

### **RULE 1 – TITLE**

The Association is a Constituent Association of the National Association of Co-operative Officials. It shall be called the “Co-operative Funeral Service Managers’ Association”, the short title of which shall be “CFSMA”.

### **RULE 2 – OBJECTS**

The objects of the Association shall be: -

- a) To provide for the organisation of members as a Constituent Association of the National Association of Co-operative Officials.
- b) To maintain the status of management
- c) To promote and improve the high standards of efficiency and conduct
- d) To protect and promote the professional interests of members
- e) To promote equality for all in organisation, representation, structure, education and training, organising and recruitment, the provision of services and benefits and in all other activities
- f) To oppose actively all forms of harassment, prejudice and unfair discrimination whether on the grounds of sex, sexuality, race, ethnic or national origin, religion, colour, caring responsibilities, marital status, civil partnership, disability or age.
- g) To seek the representation of the Association on any bodies or committees which are in any way concerned directly or indirectly with the professional status or functions or efficiency of members.

### **RULE 3 – CONSTITUTION**

The Association shall be divided into six Divisions as follows: -

Scotland & Northern Ireland  
Northern  
North West/North East  
Midland  
Southern  
West/South West

Members shall be allocated to the Division in accordance with the geographical location in which they reside or work or any other Division by agreement between the member and that Division and ratified by the National Executive Council.

Each Division shall nominate and elect representatives to the National Executive Council in accordance with Rule 8.

## **RULE 4 – MEMBERSHIP**

- a) Craft Membership – shall be available to all managers who are solely employed in the provision of Co-operative Funeral Services and are members of the National Association of Co-operative Officials.
- b) Affiliate Membership – shall be available to members of the National Association of Co-operative Officials who are employed in the Co-operative Funeral Service but who have their principal membership through another Constituent Association.
- c) Associate Membership – shall be available to Associate Members of the National Association of Co-operative Officials who have retired from employment or, for any reason other than misconduct, become unemployed; and to Affiliate Members of the National Association of Co-operative Officials who work within the Co-operative Movement worldwide or have an interest in furthering the Co-operative ideals and principles through education, research or mutual interest groups.
- d) Honorary Membership – the National Executive Council shall have the power to confer Honorary Membership of the CFSMA to any retired member of the National Association of Co-operative Officials in recognition of outstanding service and contribution to CFSMA.

Nominations for such membership shall be submitted by Divisions to the National Executive Council for consideration.

- e) Applications for membership to the National Association of Co-operative Officials shall be made to the General Secretary.
- g) Members qualifying for CFSMA membership shall complete the appropriate official application form and submit this for approval of the membership of the Division in which the applicant resides or such other Division as agreed between the individual and that Division. If accepted by the membership of the Division, the application shall be forwarded to the National Secretary for confirmation and ratification by the National Executive Council.
- h) Affiliate Members, Associate Members and Honorary Members shall be entitled to participate in all the activities of the Association including attending Divisional Meetings and Annual General Meetings, but shall not be entitled to vote.

## **RULE 5 – SUBSCRIPTIONS**

Subscriptions shall be those determined at the Annual General Meeting of the National Association of Co-operative Officials and shall be collected by direct remittance to the Registered Office of the National Association of Co-operative Officials.

## **RULE 6 – LEVY**

- a) The levy shall be determined at the Annual General Meeting of the Co-operative Funeral Service Managers' Association.
- b) The levy shall be paid directly to the National Association of Co-operative Officials.
- c) Affiliate Members shall pay a levy at the rate of 50% of Craft Members.
- d) Associate Members shall not pay a levy to CFSMA but shall be required to pay the appropriate subscription to the National Association of Co-operative Officials.
- e) Honorary Members shall not pay a levy to CFSMA but shall be required to pay the appropriate subscription to the National Association of Co-operative Officials.

## **RULE 7 – ARREARS**

- a) Members shall cease to be members when their levies are nine months in arrears, or when they have ceased to be members of the National Association of Co-operative Officials.
- b) Notwithstanding anything herein to the contrary, the General Council may, at its discretion, suspend the operation of this rule in cases of a special nature proposed by the National Executive Council

## **RULE 8 – MANAGEMENT**

- a) The Management of the Association shall be vested in and administered by a National Executive Council.
- b) The National Executive Council shall comprise voting members as follows:-
  - National President
  - First Vice President
  - Second Vice President
  - Immediate Past President
  - Executive Representative – Scotland & Northern Ireland Division
  - Executive Representative – Northern Division
  - Executive Representative – North West/North East Division
  - Executive Representative – Midland Division
  - Executive Representative – Southern Division
  - Executive Representative – West/South West Division
- c) There shall be a **non-voting** National Secretary appointed to the National Executive Council.

- d) There shall be **non-voting** co-opted members to the National Executive Council as deemed necessary by the National Executive Council.
- e) The National Executive Council shall meet at least four times each year, or more often if necessary, at such time and place as may be determined.
- f) Members of the National Executive Council shall, when attending meetings or deputations on behalf of the CFSMA, receive "out of pocket" expenses in accordance with the rules of the National Association of Co-operative Officials.

## **RULE 9 – EXECUTIVE OFFICERS**

### **National President, Vice Presidents and Immediate Past President**

- a) The National Executive Council shall nominate for election at the CFSMA Annual General Meeting the National President and Vice Presidents annually. Nominations for election should be forwarded to the National Secretary at least 28 days prior to the National Executive Council meeting preceding the CFSMA Annual General Meeting.
- b) The office of National President, Vice Presidents and Immediate Past President are to be ex-officio and shall not be considered as Divisional Delegates to the National Executive Council.
- c) The National President shall be installed at the Annual General Meeting or at such function as the National Executive Council may determine.
- d) The National President shall take the Chair at all National Executive Council meetings and shall give her/his decision on all questions of order or interpretation of the Rules of the CFSMA.
- e) At the termination of her/his year of office, the National President shall hold the office of Immediate Past President for the ensuing year and shall deputise for the National President in the event of her/his being absent from any meeting.

### **National Secretary**

- f) The appointment of the National Secretary shall be vested in the National Executive Council and shall be appointed annually at the meeting of the National Executive Council immediately prior to the Annual General Meeting.
- g) The National Secretary shall convene all meetings of the National Executive Council and keep minutes of the meetings.

- h) Together with the National President, the National Secretary shall sign all cheques drawn on the CFSMA General Bank Account and countersign all cheques drawn upon any other CFSMA bank accounts administered by the National Executive as may be operative from time to time. She/he shall be responsible for receiving contributions and any other income of the CFSMA and shall make all payments from the General Bank Account on the authority of the National Executive Council. She/he shall be responsible for paying all monies received into the bank, except insofar as the National executive Council may authorise the retention of a balance for petty cash.
- i) The National Secretary shall be ex-officio and not counted as a Divisional Delegate to the National Executive Council.

**Auditor**

- j) An Auditor shall be appointed from the members at the Annual General Meeting for the purpose of checking all books immediately after the last Saturday prior to the Conference but no later than 30<sup>th</sup> September annually.
- k) The Auditor shall have the power to call for and examine any papers and documents belonging to the CFSMA and every balance sheet signed by her/him and approved by the Annual General Meeting shall be binding upon all members of the CFSMA.

**Divisional Representatives**

- l) Representatives on the National Executive Council from the Divisions shall be elected annually by members of their Division.
- m) Should any Divisional Representative vacancies occur on the National Executive Council, the appropriate Division shall appoint a successor to complete the term of office of the retired member.

**RULE 10 - QUORUM & VOTING AT MEETINGS  
OF THE NATIONAL EXECUTIVE**

- a) A quorum shall comprise not less than one third of the delegates at National Executive Meetings.
- b) Voting shall be in relation to the membership of the Divisions on the following basis of Craft Members:
 

up to 10 members	one vote
11 to 20 members	two votes

21 plus members      three votes

- c) Should the voting be equal, the National President shall have a casting vote.
- d) Any co-opted members to the National Executive Council shall not have the power to vote.

### **RULE 11 - DIVISIONAL COUNCILS**

- a) Each Divisional Council shall formulate and adopt rules for the conduct of its own affairs, which must be in conformity with the Rules of the National Association of Co-operative Officials and shall be subject to the approval of the National Executive Council.
- b) Each Divisional Council shall appoint annually a Chairman and Secretary from its own membership
- c) Each Divisional Council shall appoint from its own members a representative to the National Executive Council on the basis set out in Rule 9 (l) and (m).
- d) The Secretary of each Divisional Council shall keep records of the meetings, submitting to the National Secretary and each other Divisional Secretary copies of the reports.

### **RULE 12 - ANNUAL GENERAL MEETING**

The Annual General Meeting shall be held at such place and time as the National Executive Council may determine and shall consist of members from all Divisions of the Co-operative Funeral Service Managers' Association. The conduct of the meeting shall be in conformity with the rules of the National Association of Co-operative Officials insofar as they may be applicable.

### **RULE 13 – SPECIAL GENERAL MEETING**

A Special General Meeting may be convened by the National Executive Council at any time by giving 14 days' clear notice to members. Such notice shall be posted to the address of members, and shall state the time and place of the Special General Meeting and the business to be transacted. The procedure and voting at Special General Meetings shall be in conformity with the rules of the National Association of Co-operative Officials insofar as they may be applicable.

## **RULE 14 – LONG SERVICE & RETIREMENT AWARDS**

- a) Divisions shall nominate individuals to the National Executive to receive Long Service and/or Retirement awards.
- b) Long Service awards can be awarded to individuals who have served the Co-operative Funeral Service Managers' Association for 20 years.
- c) Retirement awards can be awarded to former members of the Co-operative Funeral Service Managers' Association who have retired from the Co-operative Movement and are not employed in meaningful work elsewhere
- d) Any award shall be subject to the ultimate sanction of the National Executive

## **RULE 15 – ALTERATION OF RULES**

- a) No rule shall be made, nor shall any of the rules herein contained or hereafter made, be amended, altered or rescinded unless with the consent of a majority of not less than two-thirds of the members voting at the Annual General Meeting of the Co-operative Funeral Service Managers' Association.
- b) All proposed alterations of rules must be submitted through Divisions to the National Secretary for the consideration of the National Executive Council. Such proposals to be submitted must have received a two-thirds majority recommendation of the members voting at the Divisional Council Meeting submitting the proposal. The amendment must be received by the National Secretary in time for presentation to the National Executive Council by the summer meeting.
- c) The National Executive Council may also propose alterations to the rules subject to any such proposal receiving a two-thirds majority recommendation of the members voting at the National Executive Council Meeting.
- d) Any alteration to the rules approved by the Annual General Meeting shall not be operative until approved by the General Council of the National Association of Co-operative Officials.

## **STANDING ORDERS FOR ANNUAL GENERAL MEETINGS**

All meetings will commence at the time stated on the conference programme, unless otherwise agreed in open meeting.

- 1) No Annual General Meeting shall proceed to business unless 20 members are present within half an hour after the time the meeting is called for, but business shall not be stopped for want of a quorum after the meeting has commenced.
- 2) Voting on any question shall be by show of hands or secret ballot if demanded by

two thirds of members present. The National President shall be entitled to a casting vote. The National President shall declare the results of all voting, whether on a show of hands or a ballot.

- 3) During debate, speakers must announce their name and Division when addressing the Chair.
- 4) The motion “to proceed to next business” shall take priority over all amendments and if carried by a majority vote, shall allow the meeting to proceed immediately with the next item on the Agenda.
- 5) The mover of an original motion shall have a right of reply when discussion has been closed. No new matter may be introduced or further discussion permitted before the vote is taken.
- 6) Discussion shall cease if the motion “that the question is now put” is proposed by a member not having previously taken part in the discussion is seconded and carried by a majority vote. The mover of the original motion shall have a right to reply.
- 7) A member shall only speak once in a discussion on a motion or amendment, except by the permission of the National President, who must allow other members a similar privilege.
- 8) All amendments shall be dealt with separately. When an amendment is proposed and seconded, discussion shall be confined to that amendment and a vote taken. If carried, the original motion will be put to the meeting in its amended form, as the substantive motion, when it is open for discussion and any further amendment. If lost, the original motion stands and discussion shall proceed.
- 9) The National President shall have the power to adjourn the meeting to settle points of discussion not otherwise covered in the standing orders, the National President’s interpretation of the Rules shall be final.
- 10) No motion shall be considered an emergency motion if there has been an opportunity for its inclusion in the Agenda. Such motions shall be submitted to the National Secretary at least three days prior to the Pre-Conference National Executive Meeting. The National Executive shall recommend whether the motion shall be discussed.
- 11) Resolutions for inclusion in the Agenda shall be submitted to the National Secretary by the Summer National Executive Council Meeting.
- 12) These Standing Orders may be amended at any Annual General Meeting by the submission of a motion to the National Executive providing the submission of such a motion is dealt with at their meeting to provide for the amendment being included in the printed Agenda for the Annual General Meeting (vide Standing Order 11).
- 13) Two or more members shall be nominated by the National Executive Council to act as tellers, subject to the approval of the Annual General Meeting. They shall be responsible for counting the votes on any matter which is the subject of a division.