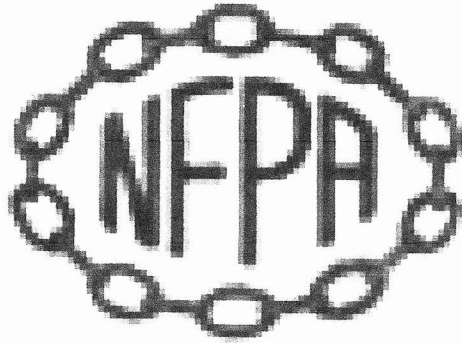


**NATIONAL FEDERATION OF  
PENSIONERS' ASSOCIATIONS**



**FOUNDED 1976**

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## Constitution

### **The National Federation of Pensioners Association – Established 1976**

#### Rules of the Constitution

**Rule 1**     **The name of the organisation:** - shall be “The National Federation of Pensioners Associations” hereinafter referred to in these rules as the ‘Federation.’

**Rule 2**     **Aims and Objectives of the Federation**

- (a)           Shall be to protect, support, promote and advance the interest of the associations affiliated to it in matters of general application and of common concern to these members as pensioners.
- (b)           The Federation shall do all such things and shall be lawfully conducive to the attainment of its aims and objectives.

**Rule 3**     **Membership of the Federation**

- (a)           Shall be composed of Associations, duly affiliated on application and at the discretion of the Executive Committee, whose membership consists of retired persons in receipt of a pension from a common employer or employment and whose objective is the welfare of those retired pensioners.
- (b)           The Federation shall be an autonomous, independent body and shall not subscribe to, support or be affiliated to any political party.
- (c)           Subject to (B), the Federation shall, as appropriate and at its discretion, cooperate with other organisations with similar aims and objectives.
- (d)           The annual subscription payable by an affiliated association shall be based on membership at the rate of €0.20 per person, subject to the minimum annual subscription of €40.00.
- (e)           Subscriptions of affiliated associations shall be due for pay to the Honorary Treasurer, (1) on the 1<sup>st</sup> January each year and (2) on joining the Federation.
- (f)           The delegates of any affiliated Association which has not paid its annual subscription in any year shall not be entitled to Vote at the Annual Delegate Conference of the following year.

**Rule 4      Management of the Federation**

- (a)      The Management of the Federation shall be vested in an Executive Committee, consisting of a President, Vice-President, Honorary Secretary, Honorary Treasurer and not fewer than ten and not more than seventeen other members.

**Rule 5      Executive Officers of the Federation**

Are the President, Vice President, Honorary Secretary and Honorary Treasurer.

**Rule 6      Duties of Executive Officers**

**(A)      President**

- (i)      The duties of the President shall be to act as Chief Officer of the Federation and to ensure that the aims and objectives of the Federation are being observed and advanced.
- (ii)      The President shall conduct the business of the Federation on behalf of the Executive Committee; chair all meetings of the Federation including Annual Delegate Meetings and/or Special Delegate Meetings.
- (iii)      Any person who has filled the office of President for a period of two consecutive terms shall not be eligible for re-election to that position until a further term has expired.

**(B)      Vice-President**

- (i)      The duties of the Vice-President shall be to act as Chief Officer of the Federation in the absence of the President.
- (ii)      Any person, who has filled the office of Vice-President for a period of one or two consecutive terms, shall not be eligible for re-election to that position until a further term has expired.

**(C)      Honorary Secretary**

- (i)      He/she shall be responsible for the safety and keeping of all records and property of the Federation.
- (ii)      He/she shall be responsible for the recording of the business of all meetings and circulating such recordings to the officers and other Executive members, or as directed by the Executive Committee.
- (iii)      He/she shall be responsible for the notification of all meetings to the Executive Committee Members. In the case of an Annual Delegate or Special Delegate Conference, the delegates will be supplied with the appropriate documentation and information, or as requested by the Executive Committee.

(iv) An Assistant Honorary Secretary may be appointed from amongst members of the Executive Committee, if required.

**(D) Honorary Treasurer**

(i) The Treasurer shall ensure that receipts and custody of all monies and the keeping of all financial accounts are carried out in such a manner as the Executive Committee directs.

(ii) He/she shall inspect the financial records of the Federation and ensure that the correct accounts of receipts and payments are kept and available at Executive Committee meetings. Accounts shall be prepared for Audit by the Auditors.

(iii) The accounts of the Federation shall be audited annually by a firm of Accountants appointed by the Executive Auditors Committee, and an Auditor shall not be a member of the Executive Committee.

(iv) The Annual Accounts shall form part of the Agenda of Annual Delegate Meeting.

(v) Cheques should be signed by the Hon. Treasurer, and counter-signed by one of two nominated officers.

(vi) The financial year of the Federation shall end on the 31<sup>st</sup> December.

**Rule 7 Election of Officers and Executive Committee**

(a) The officers and others members of the Executive Committee shall be elected at the Annual Delegate Conference, having been duly nominated by affiliated associations or by the outgoing Executive Committee and having signified their willingness to act if elected. Members of the outgoing committee shall be eligible for re-election to Executive Committee, if duly nominated.

(i) No one may be nominated for more than one Officership.

(b) The officer and other members of the Executive Committee shall remain in office from the Annual Delegate Conference at which elected until the conclusion of the following Annual Delegate Conference.

(c) The Executive Committee may, at its discretion, co-opt additional member where vacancies exists, up to a maximum number of members as defined in Rule 4 (a). Persons co-opted shall remain in office until the conclusion of the ensuing Annual Delegate Conference.

(d) The Executive Committee may appoint an Executive Officer on appropriate terms, if the Committee considers such an appointment feasible and necessary.

(e) Should the office of President become vacant, the Vice-President shall automatically become President for the unexpired portion of term of office.

- (f) The Executive Committee shall fill any other vacancy for an officer arising during the year.
- (g) Term of office in the role of (e) above shall be at the end of a term.

**Rule 8 Executive Committee Meetings**

- (a) The Executive Committee shall normally meet once per month or at such other interval as the Committee shall decide. The quorum for a meeting shall be eight, one of which shall be an Officer.
- (b) Any member of the Executive who is absent from three consecutive meetings without reasonable explanation, shall be deemed to have resigned from the Committee.
- (c) The Honorary Secretary shall advise an Executive Committee Member on the absence without reasonable explanation from two consecutive meetings.
- (d) Should there be a tie in voting at a meeting of the executive, the presiding officer shall have a casting vote.

**Rule 9 Annual Delegate Conference**

- (a) The Executive Committee shall decide on the date and venue of the Annual Delegate Conference, which shall be held not later than 30<sup>th</sup> April each year.
- (b) The agenda of the Conference shall include an Annual Report, an Audited Financial Statement, nominations for Officership and the Executive Committee, Resolutions and any amendments to Policy and to the Constitutional Rules.
- (c) Every affiliated Association shall receive at least six weeks notice of the date of the Annual Delegate Conference. In this connection every Association shall make arrangements as may be necessary and shall submit to the Honorary Secretary, within the time prescribed in the notice (i) the names of delegates, (ii) nomination for the Officership and the Executive Committee and (iii) resolutions and any proposed changes to the Constitutional Rules.
- (d) The final Agenda of the Conference shall be sent to affiliated Associations at least fourteen days before the Conference.
- (e) Affiliated Associations shall be entitled to representation at Delegate Conference or at Special Delegate Conference based on the membership as follows:
 

Less than 250 members	= 2 Delegates
250 and less than 750 members	= 3 Delegates
750 members and over	= 4 Delegates
- (f) In addition, the Elected Officer and other members of Executive Committee shall be ex-officio delegates.

- (g) Should there be a tie in voting at an Annual Delegate Conference or Special Delegate Conference; the President Officer shall have a casting vote.
- (h) A branch of the Federation shall not be formed without formal approval of an Annual Delegate Conference.

**Rule 10 Consultative Council of Federation**

- (a) The Consultative Council of the Federation shall meet at least once a year, on a date or dates to be decided by the Executive Committee.
- (b) A Seminar may be held in lieu of a Consultative Council Meeting, at the discretion of the Executive Committee.
- (c) Due notice of Council meetings and Seminars shall be given to each affiliate Association.
- (d) Members of the Executive Committee including its Officers shall be entitled to attend Consultative Council Meetings and Seminars.

**Rule 11 Authority and Discretion of Executive Committee**

- (a) The Executive Committee shall be empowered to accept subscriptions, grants and donations towards the expenses of the Federation.
- (b) The Executive Committee shall be empowered to pay all expenses incurred in the conducting the affairs of the Federation.
- (c) All subscriptions, grants, donations received on behalf of the Federation shall be lodged in a bank or other financial institution selected by the Executive Committee.
- (d) Approved payments in excess of an amount determined by the Executive Committee, shall be paid by cheque drawn on a bank or other financial institution and signed by any two of three nominated officers.
- (e) The Officers and other members of the Executive Committee shall be indemnified by the Federation in respect of any claim against them arising out of the performance of duties on behalf of the Federation.
- (f) A special Delegate Conference shall be held at any time for a specific purpose at the discretion of the Executive Committee or on receipt by the Honorary Secretary of a written request from at least four affiliated associations.
- (g) The Executive Committee shall have discretion in regard to any matter concerning the Federation, which is not specifically covered in these Rules.

- (i) In any dispute in regard to the interpretation of these rules, the Executive Committee shall be the final arbitrator. (ii) Committee may approve regulations for the management of the business of the Federation.

**Rule 12**     **Trustees**

- (a) Whenever the Executive Committee deems it necessary to appoint Trustees, it shall place a resolution to that effect before an Annual Delegate Conference.
- (b) There shall be three Trustees who shall be elected by Annual Delegate Conference from amongst its delegates.
- (c) Trustee's shall hold office for a period not exceeding three (3) years unless re-elected at a future Annual Delegate Conference.
- (d) All real and personal property whatever belonging to the Federation shall be vested in the Trustee's.
- (e) The Trustee's shall be indemnified by the Federation for any claim against them arising from honest exercise of their duties as Trustees.
- (f) Members of the Executive Committee and employees of the Federation shall be disqualified from being Trustees.

**Rule 13**     **Standing Orders**

- (a) All Delegate Meetings of the Federation shall be conducted in accordance with Standing Orders.
- (b) A copy of standing orders shall be included in the Agenda for the Annual Delegate Conference and/or Special Delegate Conference of the Federation, to be approved by the Delegates prior to the commencement of any such meeting.
- (c) Two thirds majority to suspend standing orders.

**Rule 14**     **Validity**

- (a) These rules shall rescind all previous rules of the Federation.
- (b) These rules shall not be amended without the consent of at least two thirds of the Delegates present and voting at an Annual or Special Delegate Conference.



These Rules were formally approved at the Annual Delegate Conference held in Wynn's Hotel,  
Abbey Street, Dublin 1 on the 14<sup>th</sup> April 2016.

Signed: \_\_\_\_\_

(Harry Rose) President

Signed: \_\_\_\_\_

(Michael Casey) Hon. Secretary

Date: 14<sup>th</sup> April 2016.