



Regulations of the Civil Service Sports Council Ltd

Amended Board Meeting 25.10.2023

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1. Introduction & Interpretation

- 1.1 These regulations are made under rule 28 of the Rules of the Civil Service Sports Council Ltd ('the Society').
- 1.2 Unless the context otherwise requires, words or expressions contained in these regulations shall have the same meaning as in the Rules. References in these regulations to 'the Rules' or to numbered rules are to those Rules.

2. Affiliated organisations

- 2.1 This regulation applies to organisations of the Society who are, or who apply to be, affiliated to the Society under rule 3.4 ('affiliated organisations').
- 2.2 The Board shall draw up and agree model constitutions for different types of affiliated organisations. In particular the constitution shall make provision for the conduct of members, the management of the organisation, finance and the holding of general meetings.
- 2.3 An organisation shall be affiliated to the Society by the Board under rule 3.4(a) (organisations of members) only if the organisation adopts the model constitution applicable to that type of organisation or a constitution which is approved by the Board and which may or may not be a variation of the model constitution. Amendments to the constitution may subsequently be made but only with the agreement of the Board.
- 2.4 The Board may dis-affiliate an affiliated organisation where its continued affiliation would, in the reasonable opinion of the Board, be in breach of the relevant model constitution and/or bring the Society into disrepute. The Board should put the affiliated organisation on notice of proposed disaffiliation and give it an opportunity to respond, and (where possible) to remedy the breach(es), before taking any decision to disaffiliate. An organisation that has been disaffiliated may appeal within 28 days on the basis that there has been a procedural irregularity and/or that new evidence has come to light. The Board shall set up a committee of at least three individuals to hear such an appeal who were not involved in the first decision. Any decision of the Board can take effect subject to the outcome of any appeal.

3. Membership of the Society

- 3.1 Any person who falls within the categories set out in rule 5.2 (membership connected with employment) and who is interested in joining the Society may apply to the Board to become a member of the Society by completing an application for admission in such form, in hard copy or by electronic means, as the Board shall prescribe or approve.

- 3.2 Any member who is a member of the Society by virtue of rule 5.2 may sponsor up to six persons who are not otherwise eligible to become members, in accordance with rule 5.4 (linked membership).
- 3.3 Any person who is so sponsored may apply to the Board to become a member of the Society by completing the application form referred to in regulation 3.1 above, quoting the membership number of the sponsoring member.
- 3.4 The names of applicants admitted to membership shall be entered in the Register of Members.

4. Board Committee membership

- 4.1 Membership of Board Committees shall be decided in accordance with the regulations below.
- 4.2 Appointments shall be for such periods as the Board or the Committee with the approval of the Board shall specify.

5. The Audit and Risk Management Resources Committee

- 5.1 The Audit and Risk Management Resources Committee established under rule 16 shall be chaired by an individual appointed by the Board
- 5.2 The other members of the Committee shall be appointed by the Board, including if appropriate a vice-chair.
- 5.3 The Committee shall be responsible for:
 - a. Providing independent oversight and assurance regarding the financial reporting, financial management, risk management, internal control systems and compliance framework for all companies which are consolidated in the Society's accounts; and
 - b. Overseeing all financial and risk management function across the Society, supporting sound governance and effective stewardship of the Society's resources.

5.3.4 The Committee shall report to the Board.

6. The Sports and Volunteer Committee

- 6.1 The Sports and Volunteer Committee established under rule 16 shall be chaired by an individual appointed by the Board.
- 6.2 The other members of the Committee shall be appointed by the Board, including if appropriate a vice-chair.
- 6.3 The Committee shall be responsible for
 - a. providing strategic direction, oversight and governance for all aspects of the

Society's sports and volunteer activities organised or facilitated by the Society.

- b. overseeing the delivery of affordable and accessible recreation and wellbeing opportunities that align with the Society's vision and mission.

6.4 The Committee shall report to the Board.

7. The Nomination and Remuneration Committee

7.1 The Nomination and Remuneration Committee established under rule 17 shall be appointed by the Board and may include the Chief Executive. The Committee may elect its own chair from its members.

7.2 In addition to the Committee's responsibilities set out in rule 17.2 the Board may from time to time ask the Committee to undertake other tasks.

7.3 The Committee shall report to the Board.

8. The Discipline and Complaints Committee (DCC)

8.1 The DCC established under rule 7.2, shall be appointed when required by the Nomination and Remuneration Committee and shall be chaired by an individual appointed by the Nomination and Remuneration Committee.

8.2 In addition to the Committee's responsibilities set out in rule 7 the Board may from time to time ask the Committee to undertake other tasks.

9. Advisory Groups

9.1 The Board hereby establishes two Advisory Groups:

- The Member Experience Advisory Group.
- The Transformation Advisory Group.

9.2 The Advisory Groups will have a fixed term mandate to focus on specific initiatives. They have no executive powers other than those specifically delegated by the Board.

9.3 Each Advisory Group will be chaired by an individual appointed by the Board.

9.4 The Advisory Groups shall report to the Board.

9.5 The Member Experience Advisory Group shall be responsible for providing insight, feedback and recommendations from a member perspective on the Society's offerings, strategies and initiatives.

9.6 The Transformation Advisory Group shall be responsible for providing strategic oversight, guidance and assurance of the Society's transformation initiatives.

10. Other Committees

- 10.1 Under rule 16.2 the Board may establish other committees for specific purposes and agree their composition.

11. General meetings

- 11.1 For the purposes of rule 10.3 (notice of general meetings) newsletters containing notice of general meetings may be given by electronic means. Notice shall be deemed to be served at the expiration of 48 hours after the newsletter has been posted on the website.

12. Copies of the Rules and regulations

- 12.1 Any person may apply for a copy of the Rules and these regulations and the fee charged by the Society shall be £5.





REGISTERED UNDER THE CO-OPERATIVE AND COMMUNITY BENEFIT SOCIETIES ACT 2014
REGISTERED NO. 9685 R.