



## **CONSTITUTION OF THE JUSTICE RECREATION ASSOCIATION (JURA)**

### **Introduction**

The Justice Recreation Association (JURA) is run by volunteers who organise leisure and recreational interests for all staff who work for the Ministry of Justice (MoJ), or have worked for the Department of Constitutional Affairs or Lord Chancellors Department.

JURA is funded by the Civil Service Sports Council (CSSC) from membership subscriptions. In partnership with CSSC, JURA sets out to help staff improve:

- Work-life-balance
- Physical health
- Emotional well-being
- Social harmony

JURA focuses on the leisure and recreational interests of its members by organising events, clubs, trips, clubs and sporting events etc. It also promotes green issues, supports fundraising efforts and life-long learning in staff. JURA also sets out to build capability among staff across its Regions to deliver local leisure and recreational events.

### **Title, status and interpretation**

**1.1** The Justice Recreation Association shall be known as 'JURA'.

**1.2** The Justice Recreation Association (JURA) is affiliated to the Civil Service Sports Council Ltd ('CSSC') by the CSSC Management Board ('the Board') and is subject to any terms which the Board may determine under the Rules of the CSSC. If at any time the Board terminates that affiliation, the Association shall be wound up.

**1.3** Expressions in this constitution have the same meaning as in the Rules of the CSSC.

**1.4** This document may be amended or revoked only with the approval of the JURA National Executive Committee in consultation with the active JURA Regional Committees, followed by a two thirds majority vote of the members present at an Annual General Meeting or Extraordinary General meeting of the Association and entitled to vote.

**1.5** Any question as to the interpretation of this constitution shall be decided by the JURA National Executive Committee in consultation with the JURA Regions and CSSC.

**1.6** This constitution supersedes the previous constitution of the Association.

## **Functions**

**2. 1** The Justice Recreation Association is a non-profit making body whose functions are –

- (a) to organise and to facilitate a range of sports and leisure activities for all JURA members, CSSC Linked members, their families and friends;
- (b) to keep regional and local JURA members, groups and clubs informed about relevant activities;
- (c) to raise local awareness of the JURA and CSSC, to encourage membership of the CSSC and to encourage participation in local, regional and national JURA and CSSC activities;
- (d) to provide support, training and encouragement to JURA volunteers;
- (e) to work closely with the Regional Committees, other Departmental Associations, National Sports bodies and the head office of CSSC;
- (f) to use all available funds for the benefit of JURA (CSSC) members, CSSC Linked members, their families and friends;

**2.2** The Justice Recreation Association is managed by the JURA National Executive Committee and the active JURA Regional Executive Committees who are responsible for carrying out the functions set out above in accordance with JURA policies and guidelines.

## **Membership**

**3.1** All Ministry of Justice (MoJ), ex Lord Chancery's Department (LCD) and Department of Constitutional Affairs (DCA) employees, HMP, Probation Service, LAA staff or any other organisation within the MoJ shall be members of JURA.

The CSSC shall make available to the National Executive Committee lists of those members.

**3.2** The JURA National Executive Committee may apply to the Board of the CSSC for consent to admit as associate members any persons who are not eligible to be members of the CSSC and who wish to participate in area activities. If the Board gives its consent, the Association may admit associate members only in accordance with the Regulations made under the CSSC's Rules and associate members will be subject to the provisions of those Regulations.

**3.3** The terms of associate membership shall be determined by the JURA National Executive Committee in consultation with the Regional Committees and CSSC.

**3.4** The JURA National Executive Committee is responsible for ensuring that members who take part in any JURA activity are subscribing members of CSSC, (that is to say they have paid either the relevant CSSC subscription or associate membership fee) to be able to receive a JURA Subsidy as per the JURA Funding and Subsidy Policy.

**3.5** In the following paragraphs, a "membership unit" comprises a member who qualifies for membership of the CSSC under rule 3(1)(a), (b), (c) or (d) of the CSSC Rules and any

member sponsored by him under rule 3(1)(e) of those Rules (or the equivalent provisions in any Rules which supersede them).

## **Conduct of members**

**4.1** The JURA National Executive Committee may settle any dispute or difference between members of the Association on matters affecting the Association.

**4.2** Where the conduct of a member may have been detrimental to the interests of JURA or CSSC, the JURA National Executive committee shall investigate the matter and afford the member an opportunity to explain their conduct. The committee will either –

- (a) Form a sub-committee of the Committee established for the purposes of investigating such matters in accordance with CSSC guidelines; or
- (b) Allow a Regional Executive Committee to investigate the matter.

**4.3** The relevant committee may in respect of any member -

- (a) find that the conduct in question has not been detrimental to the interests of the JURA or CSSC; or
- (b) either–
  - (i) find that the conduct in question was detrimental to the interests of the JURA and either issue a reprimand, or suspend the member from participation in Association activities and/or benefits for a specific period, subject to the member's right of appeal to the JURA National Executive Committee where the matter has been decided by a sub-committee or, in any other case, to the CSSC, or
  - (ii) if they consider the matter to be sufficiently serious, refer the matter to the JURA National Executive or CSSC Disciplinary Committee with or without making any findings;

**4.4** The relevant committee shall ensure that in dealing with these matters they act fairly and seek advice from CSSC where appropriate. Any member of the relevant committee (or, on appeal, member of the Committee) who is directly or indirectly interested in the matter being investigated shall withdraw from the investigation (or appeal).

**4.5** No member may use the JURA name or logo, or the name of the Association, other than on authorised business of JURA or the Association.

**4.6** The usage, control and disposal of any personal data relating to members shall follow JURA and CSSC guidelines.

## **Management**

### **The Committee**

**5.1** The Committee shall comprise six honorary officers of Chairman, Vice-Chairman, Secretary, Treasurer, Events Manager and Communications (Website) Officer ('officers'), all of whom shall be members, and as many other members as the Committee may determine.

**5.2** The officers shall be elected annually at the Annual General Meeting ('AGM') of the Association and each shall hold office for a period no longer than 2 years or until the next AGM; retiring officers are eligible for re-election.

**5.3** Any other members of the JURA National Executive Committee shall be elected annually at the National AGM and each shall hold office until the next AGM; retiring members are eligible for re-election.

**5.4** The Chief Executive of the CSSC (or his or her nominee) and the CSSC Business Development Executive for the Region have the right to attend, participate in and vote at Committee meetings.

**5.5** The JURA National Executive Committee may co-opt a member to fill any casual vacancy on the Committee; the co-optee shall hold office until the next AGM.

**5.6** The Committee shall meet at least three times a year. Minutes of meetings shall be kept by the Secretary who is also responsible for arranging the meetings. The quorum of the Committee shall be one third of its membership including at least two officers.

**5.7** The Committee may establish sub-committees on such terms as it sees fit to assist in the transaction of business.

**5.8** On any matter not covered by this constitution, the Committee may make a decision, if necessary in consultation with the CSSC.

**5.9** The Committee shall maintain a record of assets and shall carry out an annual audit of its contents.

### **Finance**

**6.1** The Committee shall open and operate such bank accounts as it sees fit in the name of the Association. The following (and no other persons) shall be signatories of any Association accounts:

- Treasurer;
- Chairman
- one other designated committee member;

and all payments must be agreed by at least two of these signatories.

- 6.2** The Treasurer shall present a written statement of income and expenditure to every meeting of the Committee.
- 6.3** The financial year of the Association shall start on 1<sup>st</sup> January of each year.
- 6.4** The Treasurer shall prepare accounts to 31<sup>st</sup> December and arrange for them to be audited and submitted to the AGM for approval.
- 6.5** A copy shall be sent to the CSSC immediately after adoption at the AGM.
- 6.6** Any surpluses shall be used by the JURA National Executive Committee to fulfil the functions of the Association or shall be passed to Regional Committees.
- 6.7** In the event of dissolution of the JURA, any funds, accounts or assets belonging to the Association shall, without exception, revert to the CSSC.
- 6.8** In the event of any section of the Regional Committees of JURA being disbanded, any funds, accounts, or assets belonging to the section shall revert to the JURA National Executive Committee.

## **General meetings**

**7.1** The Association shall each year hold an AGM at a date and time decided by the Committee. Notice of the AGM shall be given by the Secretary to the members of the Association at least 21 days in advance.

**7.2** The AGM shall -

- (a) receive a report from the Chairman of the Association activities and the audited accounts of the Association;
- (b) elect the officers and members of the Committee.
- (c) appoint an independent auditor who has suitable experience, in line with CSSC guidelines.

**7.3** Motions for the agenda of the AGM shall be submitted to the Secretary in writing not less than 14 days before the AGM. Such motions must be signed by two members.

**7.4** An extraordinary general meeting of the Association may be called by the officers, or on the written request of 20 members of the Association stating the business to be transacted. Notice of a extraordinary general meeting shall be given by the Secretary to members of the Association at least 14 days in advance. No

business other than that for which the special general meeting has been called may be transacted.

**7.5** At any general meeting a vote of members may be taken by a show of hands and, unless where specified otherwise, e.g. changes to this constitution, a simple majority shall be sufficient. In the event of a tie the Chairman of the meeting shall have a casting vote.

**7.6** The quorum at any general meeting shall be 6 ordinary members. If there is no quorum within half an hour of the time fixed for the meeting, the meeting, if called at the request of members, shall be dissolved; in any other case it shall stand adjourned to the same day in the next week at the same time and place, and the members present shall constitute a quorum.

Passed by the AGM/SGM of JURA National Executive Committee

on... 17<sup>th</sup> January 2018.....

Signature of National Chairman

.....*J P Warburn*.....

Dated .....17<sup>th</sup> January 2018.....