

Branch Constitution, Rules and Procedures

1. Name

The organisation will be known as the National Health Service Retirement Fellowship
(Name of Branch) Branch.

2. Objectives

- 2.1 To promote the wellbeing of members
- 2.2 To encourage the establishment and maintenance of friendly contact and support for members and to assist in the alleviation of loneliness.
- 2.3 To provide opportunities for volunteering and participation in public benefit activities
- 2.4 To provide a visiting and support service either directly or through the telephone or internet for members who might need or welcome assistance.
- 2.5 To provide social, leisure and educational activities for members.
- 2.6 To act on behalf of branch members, collectively and individually, in obtaining advice or making representations to appropriate bodies.
- 2.7 To participate in regional and national NHSRF activities.
- 2.8 To collaborate and co-operate with the relevant organisations, particularly the NHS and social care employing authorities, in promoting the objectives of the branch and for the benefit of members.

3. Membership

Membership is open to:

- 3.1 any individual who is retired, is eligible to retire or shortly to retire and has worked in health or social care services in the United Kingdom, Channel Islands or Isle of Man;
- 3.2 a spouse or partner of an individual eligible for membership as above
- 3.3 other individuals as the executive committee of the branch may for special reasons admit to membership, always provided that the majority of members of the branch are individuals who meet the criteria specified above

Associate membership of the charity is open to

- 3.4 any individual who is working within health or social care services in the United Kingdom, Channel Islands or Isle of Man
- 3.5 a spouse or partner of an individual eligible for membership in 3.4

An associate member is not entitled to vote on resolutions of the charity at the national AGM of the Fellowship but will enjoy all other benefits of membership.

An associate member of the branch is entitled to vote on any resolution of the branch at the branch AGM and can hold office on the branch executive committee.

4. Honorary Membership

The branch executive committee may award honorary membership to any member in recognition of long service or their exceptional and dedicated contribution to the branch. This category of membership will be entirely at the discretion of the branch, that will continue to pay the subscription of the honorary member.

5. Approval of Membership

The branch or membership secretary will endorse applications for membership from those identified in section 3.1, 3.2, 3.4 and 3.5.

Applications for membership from people identified under section 3.3, will be considered by the branch executive committee

Appeals against decisions, where applications for membership have been turned down, will be heard by the branch executive committee who will allow representations by members in support of an application for membership as detailed in section 5.4 of the national constitution of the NHS Retirement Fellowship.

6. Termination of Membership

The executive committee can terminate the membership or associate membership of any member by resolution of at least seventy-five percent of the executive committee on the grounds that, in their reasonable opinion, the behaviour of a member is prejudicial to the reputation, management or objectives of the branch or where the behaviour or actions of a member is in contravention of the constitution, bylaws or policies of the charity.

The executive committee of the branch may only pass such a resolution after notifying the member in writing and considering the matter in the light of any written representations which the member puts forward within fourteen clear days after receiving notice.

Any member whose membership or associate membership is terminated has a right to appeal to the executive committee or the central office of the charity.

The branch executive committee or the central office must consider any written appeal the applicant may make about the decision. Following any such written representations, the decision of the executive committee of the branch or the central office must be notified to the applicant in writing but shall be final.

7. Branch Officers

The branch executive officers should comprise, as a minimum, the posts of Chairman, Vice Chairman, Branch Secretary and Branch Treasurer. The branch will decide on other officers/members who will form the branch executive committee.

7.1 Chairman

The chairman represents the branch in dealings with the local NHS, social care and other external organisations and is responsible to the membership for promoting the efficient working of the branch. The chairman should be a retired NHS or social care employee

7.2 Vice Chairman

The vice chairman will deputise in the absence of the chairman and may undertake other roles and responsibilities as agreed.

7.3 Branch Secretary

The branch secretary acts as the executive officer for the branch and with the assistance of other officers will normally: -

- 7.3.1 compile the agenda and minutes of all meetings of the branch executive committee and the branch AGM.
- 7.3.2 convene meetings of the branch, including the Annual General Meeting.
- 7.3.3 inform members of information and advice received from Central Office
- 7.3.4 maintain a register of members and ensure that up to date membership information is held by Central Office
- 7.3.5 communicate with Central Office staff and the Regional/Country Representative.

7.4 Branch Treasurer

The branch treasurer will keep a record of all monies received and all payments made on behalf of the branch and will normally: -

- 7.4.1 prepare the annual financial statement for submission to Central Office. The annual financial statement will have to be completed in accordance with Charity Commission's "Standard of Recommended Practice", advice on which will be given by Central Office. Central Office will supply a form to branch treasurers to facilitate submission of the annual financial statement in a simplified and standard format.
- 7.4.2 arrange for the branch's annual financial statement to be audited or examined before it is submitted to the branch AGM and then to Central Office. It is preferable, but not mandatory, that the auditor is qualified as such. Where it is not possible to appoint a qualified auditor, an independent examiner may be appointed at the AGM. This person must not be a member of the branch executive committee.
- 7.4.3 ensure that branch accounts are in line with the charity's financial year i.e. 1st April – 31st March.
- 7.4.4 manage the funds as agreed by the branch, including maintaining a bank/building society account with a minimum of three authorised signatories

Two signatures must be used on cheques and records kept of all financial transactions in accordance with normal accounting practices.

- 7.4.5 ensure that the branch capitation subscription is sent to Central Office each year for the previous financial year within the timescale determined by Central Office.
- 7.4.6 encourage members who pay tax to complete a Gift Aid declaration
- 7.4.7 identify spending requirements for the coming year and recommend the necessary branch subscription to the executive committee
- 7.4.8 determine the mechanism for, and monitor the payment of executive committee members' expenses

7.5 Other Officers

The executive committee will determine additional posts that are required to run the branch efficiently and effectively and will arrange for election to these positions. These officers may undertake specific functions such as welfare, social and leisure activities organisation, publicity etc. or they will act as assistant to the branch secretary, treasurer or other committee member, to cover in the absence of the post holder and to spread the workload.

8. Status of Branch Executive Officers

Branch officer posts will be filled by members who are, where possible, retirees or current staff from the NHS or social care services. In the event of any doubt about the validity of making an appointment, Central Office will be asked for a ruling.

Where the conduct of a member of the branch executive committee is, or has the potential for, being prejudicial to the reputation of the branch or is in breach of the national constitution, a bylaw or a policy or procedure of the NHSRF, their membership of the executive committee will be terminated following a majority vote by the members of committee.

9. Frequency of Branch and Branch Executive Committee Meetings

The branch will normally meet monthly but frequency of meetings and any annual holidays will be determined by the branch executive.

The branch executive committee will determine the frequency of their meetings. These will be held as necessary to ensure compliance with their responsibilities.

10. Responsibilities of the Branch Executive Committee

The branch executive committee has responsibility to: -

- 10.1 ensure that the objectives of the branch are met.
- 10.2 administer the financial affairs of the branch.
- 10.3 approve the establishment of sub committees aimed at improving the efficiency of the

organisation of the branch.

- 10.4 approve the setting up of special interest groups and activities, which reflect the interests or add to the benefits for members.
- 10.5 appoint a suitable person to fill an ad hoc vacancy on the committee.
- 10.6 co-opt a member onto the branch executive committee for a specific purpose or to deal with a matter of concern to the committee.
- 10.7 make decisions concerning the management and organisation of the branch and its activities
- 10.8 determine and approve any fund raising activities
- 10.9 approve events and activities organised for branch members
- 10.10 propose the intended annual branch subscription
- 10.11 by agreement with members, to seek and collect information in order to build a membership profile of the branch. (the executive committee must comply with the requirements of the Data Protection Act).
- 10.12 ensure that all personal information concerning members is secure and is submitted confidentially to Central Office for central database purposes only, and otherwise not divulged either internally within the branch or to external bodies.
- 10.13 participate in the nomination and election of the Regional or Country Representatives

11. Sub Committees/Special Interest Groups

The branch executive committee may set up a subcommittee or subcommittees or special interest groups who will report back on specific issues. A member of the branch executive committee should chair sub committees.

12. Quorum

A quorum of 50% should be set for meetings of the branch executive committee or any of its sub committees.

13. Election of Officers

The branch shall elect officers for a term determined by the branch executive committee. The period of office should not exceed three years. Posts are renewable subject to a vote at the end of each period of office. Election of officers will take place at the Annual General Meeting. It is suggested that officers retire on rotation to ensure continuity within the executive committee.

14. Annual General Meeting

The branch will hold an Annual General Meeting each year. The AGM will be organised by the Branch Executive Committee and will be open to all branch members. Proposals made at the meeting will be voted on by a show of hands or by voting slips and decisions taken on a simple majority. Tellers can be appointed from within the membership.

A copy of the previous year's minutes and copies of the current audited branch annual accounts will be available at the AGM.

The AGM will normally be held in a fixed month each year with the actual date, time and venue notified to members 28 days beforehand.

15. President and Vice President

The branch executive committee may nominate persons to hold the post of President and Vice President of the branch, which can be ratified at the AGM. The posts may be held for a period determined by the executive committee. The Founder President will hold the post for life.

16. Use of the name or title of the Fellowship or Branch

With the exception of the branch executive committee no member of the branch shall be empowered to represent the branch or the Fellowship without first seeking the permission of the chairman or secretary of the branch.

17. Branch Constitution, Rules and Procedures

A copy of the branch constitution, rules and procedures and any subsequent approved versions will be sent to the Central Office.

Any alterations to the branch constitution must only be approved at the branch AGM or in a case of urgency at an Extraordinary General Meeting convened by the branch executive committee or in response to a request by not less than two thirds of the membership of the branch. Alterations to the constitution, rules and procedures require a vote with a two-thirds majority. The branch executive committee shall be the authority for the interpretation of the constitution, rules and procedures. A decision on any matter of interpretation or any matter affecting the branch, not provided for by the constitution, shall be final and binding on all parties.

18. Dissolution of a Branch

A branch may only be dissolved by a resolution to this effect, supported by no less than two thirds of members present at an Extraordinary Meeting of the branch called for this purpose. If the resolution is adopted, any unspent balance and the final accounts should be remitted to Central Office.

Date policy adopted:.....

Signed:
Chairman