



Making your retirement work for you.

## **CONSTITUTION FOR THE NHS RETIREMENT FELLOWSHIP BENEVOLENT FUND**

### **1. NAME**

The Fund shall be known as the National Health Service Retirement Fellowship Benevolent Fund. In this constitution it is also called the “Fund”

### **2. AIMS & OBJECTIVES**

The aims and objectives of the fund are to provide help to Fellowship members in cases of need, hardship or distress, through monetary grants

### **3. BENEFICIARIES**

All members of the NHS Retirement Fellowship are eligible to apply for a grant, after one full year of membership.

### **4. BENEVOLENT FUND COMMITTEE**

- 4.1 The Benevolent Fund Committee is the body that manages the fund on behalf of the Board of Trustees. It is responsible for considering and concluding all applications for awards of grants
- 4.2 The trustees of the Fellowship shall appoint a chairman and at least one committee member to serve on the Benevolent Fund Committee from the trustees of the Fellowship.
- 4.3 The National Council will nominate to the Board of Trustees, two members of National Council to serve on the Benevolent Fund Committee.
- 4.4 The term of office for a member of the committee shall be three years and shall be subject to their remaining a trustee or a Regional or Country Representative of the Fellowship. A committee member may be re-elected for one further term or for an agreed shorter period to ensure the retention of experience and continuity within the committee.
- 4.5 The Chief Executive of the charity shall seek nominations for election to the committee and will organize a ballot as necessary prior to the Annual General Meeting of the Fellowship to elect or re-elect the chairman and the committee members
- 4.6 Any decision of the Benevolent Fund Committee must be made by a minimum of three members of the committee, one of whom must be a trustee. The chairman of the committee is entitled to a casting vote.

- 4.7 In the event of a resignation of a member of the committee, the trustees will elect a trustee or National Council will be asked to nominate a member to replace that member for the remainder of the period of office

## **5. BUSINESS OF THE BENEVOLENT FUND COMMITTEE**

- 5.1 The Benevolent Fund Committee is responsible for the management of the fund, setting out guidance for the application process and the awarding of grants
- 5.2 Consideration of grant applications is led by the chairman of the Benevolent Fund Committee and carried out by any suitable postal, electronic or telephonic means agreed by the Benevolent Fund Committee.
- 5.3 The financial statements of the fund will be included in the audit of the Fellowship's financial accounts.
- 5.4 The Benevolent Fund Committee will prepare and approve the annual Benevolent Fund report and the financial statements for the Annual General Meeting of the Fellowship.
- 5.5 The Benevolent Fund Committee will provide reports on its business and activities for the Board of Trustees and the National Council
- 5.6 The Benevolent Fund Committee will be supported in the administration of the claims and process by the Central Office.

## **6. APPLICATIONS**

- 6.1 Applications for grants must be made on the official Benevolent Fund application form to the Central Office.
- 6.2 Application forms can be downloaded from the NHS Retirement Fellowship national website or obtained from the Central Office of the Fellowship.
- 6.3 Confidentiality concerning the identity of any applicant will be maintained by committee members and any staff members processing the application form.

## **7. FINANCE**

The Board of Trustees will set the maximum level of grants based on the advice of the Benevolent Fund Committee. Any award recommended for approval above the maximum delegated level will require approval by the chairman and one other trustee, or due to expediency, by chairman's action

## **8. AMENDMENTS TO THE CONSTITUTION OF THE FUND**

This Constitution can only be changed by agreement by a majority vote of the trustees of the NHS Retirement Fellowship

Date policy adopted:.....

Signed: .....  
Chairman of the Board of Trustees