

**CIVIL NUCLEAR CONSTABULARY WELFARE FUND LIMITED
("THE COMPANY")**

BYLAWS FOR THE CONDUCT OF THE AFFAIRS OF THE COMPANY

1. INTRODUCTION

- 1.1 These Bylaws are issued to provide guidance to the members of the Board, specialist advisors and members in the conduct and daily running of the Company.
- 1.2 The contents of these Bylaws are subservient to the Articles of Association ("Articles"). In the event of any conflict the terms of the Articles shall prevail.

2. MANAGEMENT OF THE FUND

- 2.1 The authority and responsibility for the transaction of the business of the Company, and for its management, is vested in the Board of Directors constituted in accordance with the Articles.

3. EXTRAORDINARY BUSINESS OF THE BOARD

- 3.1 Any matter arising between Board meetings requiring prompt attention, but not requiring the calling of an extraordinary meeting of the Board, may be acted upon by the Board on a majority vote conducted by mail, e-mail, telephone, or telephone conference call.
- 3.2 Record of such discussion is to be maintained by the Company Secretary. A resolution passed by such process shall be minuted and presented again, as an agenda item, to the Board for ratification at its next meeting.

4. OFFICE HOLDERS AND SPECIALIST ADVISORS

- 4.1 The Board may appoint a number of specialist advisors to assist the Board in the running the Company. Such nominated members may attend Board meetings by invitation, but shall have no voting rights. Their roles and responsibilities shall be determined by the Board from time to time.
- 4.2 The Board may form committees and sub committees with such roles and responsibilities as the Board shall determine from time to time. Examples of such committees are detailed at point 13.
- 4.3 Any of the above committees may be terminated at the discretion of the Board at any time.

5. ELECTION AND APPOINTMENT OF OFFICERS AND ADVISORS

- 5.1 Chairman and Vice Chairman.

The Chairman and Vice Chairman shall be appointed by consensus of the Board.

The other Directors shall be employees of the Civil Nuclear Constabulary holding the positions of Police Officer or Police Staff.

- 5.2 Company Secretary and Treasurer

The posts of Company Secretary and Treasurer may be filled by a single person or by separate appointments made by the Board.

6. MEMBERSHIP

- 6.1 Each member will be entitled to see a copy of these rules.
- 6.2 Membership fees are deducted from salary each month.
- 6.3 Membership fees for the Civil Nuclear Constabulary Welfare Fund Limited are referenced in Annex 1.
- 6.4 If any Member wishes to withdraw from the Company, his/her decision must be in writing and forwarded to the Company Secretary.
- 6.5 Members who allow subscriptions to lapse for more than one month will be deemed to have resigned.
- 6.6 Members wishing to rejoin the Company will submit their application in writing to the Secretary. This application must contain an agreement to payment of all back dues or subscription monies and will be subject to approval of the Board.
- 6.7 The Board shall have the power to expel or debar any Member of the Company.

7. BENEFITS

- 7.1 All benefits are subject to funds being available.

8. GRANTS

- 8.1 On the death of a Member a grant of the value referenced in Annex 1 will be paid. Members will nominate the person to receive this benefit and the nomination must bear the signature of an independent witness;
- 8.2 On the death of a Member's nominee a grant of the value referenced in Annex 1 will be paid; or
- 8.3 To assist with the funeral expenses of a member's child a grant up to the value referenced in Annex 1 will be paid. The definition of child is a dependant under the age of 16 who the member has responsibility for, or under the age of 20 provided that they are in education or training.
- 8.4 On the compulsory retirement from the Constabulary of a Member on medical grounds, supported by a medical recommendation from a CNC Medical Officer, a grant of the value referenced in Annex 1 and relevant to the terms of pension scheme will be paid.
- 8.5 The Committee will also give consideration to applications made for grants under the following circumstances: -
 - 8.5.1 to assist a Member or retired Member to be sent to a convalescent home or health resort on the written recommendation of a doctor; or
 - 8.5.2 to any Member or retired Member in genuine unforeseen financial difficulty or at risk of financial hardship and not falling within the circumstances set out above.
- 8.6 Discretionary payments may be made by the Directors providing there is full agreement to do so.
- 8.7 The Board's ruling on all applications for grants is final.

9. LOANS

- 9.1 Applications for loans must be made in writing to the Company Secretary.
- 9.2 Applications will be administered by the Treasurer and if he/she is satisfied that the application is in accordance with the rules of the Company he/she will issue the loan, reporting the facts to the Board at their next meeting.
- 9.3 All applications are treated in strict confidence.
- 9.4 Loan repayments and any charges will be repaid by deductions from salary.
- 9.5 The following conditions will be in force for all loans:
 - 9.5.1 Sanction will normally be granted for a loan not exceeding the value referenced in Annex 1.
 - 9.5.2 Any loan must be repaid within an agreed period (normally twelve months) from the date of the original advance; Directors may increase the length of the repayment period. Directors may defer the start date of the loan by up to 12 months.
 - 9.5.3 No Member may obtain a fresh loan until any previous loan is repaid in full;
 - 9.5.4 A one-off administration charge as referenced in Annex 1 will be made and is payable on all loans.
 - 9.5.5 Repayments must be made at the rate agreed upon prior to advancement of the loan, the only exceptions being that no objection will be made should a Member desire to increase the amount of repayment, or upon that Member leaving the Force;
 - 9.5.6 Loans in excess of the sanctioned amount (see para 9.5.1) must be approved by the Board.
 - 9.5.7 The first repayment, with interest, will be paid at the agreed start repayment date of the loan. Any Member leaving the Force will repay the loan in full, prior to leaving. This will be recovered direct from final salary payment.

10. LOTTERY

- 10.1 Participation in the Lottery run by the Company will be open to all Members. No-one may participate who is not a Member of the Company.
- 10.2 The maximum number of tickets each Member may hold and cost per unit is referenced in Annex 1.
- 10.3 Prizes will be drawn during each month and details of winners will be circulated throughout the Force. The Company Secretary will arrange the payment of prizes during the following month.
- 10.4 No prize will be paid until the Company Secretary has confirmed that the recipient is a fully paid up member.
- 10.5 A Bonus draw will also take place during June and December in addition to the monthly draw.

- 10.6 A percentage, as referenced in Annex 1, of the income from the Lottery will be allocated as prizes. The prize values and allocation will be determined from time to time by the Directors.

11. FINANCIAL CONTROL

- 11.1 Financial control of the Company affairs shall be vested in the Board which the Board may delegate to the Company Treasurer. Annually, at a full Board meeting, the Board shall prepare an itemised proposed budget for the following financial year.
- 11.2 No member of the Board may incur expenditure that is in excess of a budgeted cost plus an additional value referenced in Annex 1 without prior approval of the Board.
- 11.3 No member of the Board shall approve expenditure in excess of a value referenced in Annex 1 per item on non-budgeted expenditure without prior approval of the full Board.
- 11.4 The Treasurer will provide an analysis of general ledger and membership statistics on a regular basis not less than once per annum.

12. BANKING

- 12.1 All monies of the Company shall be placed to an account in the name of the Company.
- 12.2 Cheques must be made payable to the Company.
- 12.3 Drawings on the account may only be made jointly by two authorised officials who shall be drawn from the Chairman, Vice Chairman, Treasurer or Company Secretary or other board nominated members.

13. COMMITTEES AND RESPONSIBILITIES

- 13.1 The following paragraphs provide examples of committees which may be formed by the Board in accordance with 4.2

Membership Committee

The Membership Committee shall comprise a minimum of three members. Members shall elect two members to act as the officers of the Membership Committee and the third member shall be a Director.

Finance Committee

The Finance Committee shall comprise a minimum of three members. Members shall elect two members to act as the officers of the Finance Committee and the third member of the committee shall be a Director.

- 13.2 Management of Committees: Each committee shall meet not less than once per annum. The quorum for the committees shall be two members of that committee.

14. SUBSCRIPTIONS

- 14.1 The subscription year shall run from the date of joining and reviewed annually. Subscriptions are payable monthly from the date of joining.
- 14.2 Subscription rates shall be determined by the Board and reviewed annually.

15. FINANCE

- 15.1 The financial year will be from 1st January to 31st December of each year.
- 15.2 The Treasurer will recommend the investment of surplus monies in accordance with recommendations received from an independent financial adviser. All investments must be confirmed by the Board's approval.
- 15.3 Honorariums, as approved by the Board, will be paid to the Company Secretary and Treasurer.
- 15.4 Reasonable travelling and other expenses incurred by Directors attending meetings will be paid out of the Company.

16. ALTERATION TO THESE BYLAWS

- 16.1 The Bylaws may be modified or changed by the Board by agreement at a Board meeting. Any member proposing an alteration or addition to these Bylaws must submit a proposal to the Company Secretary in writing at least 60 days before the next Board meeting.
 - 16.2 The proposal is to be circulated by the Secretary to all members of the Board not less than 30 days in advance of the meeting at which the Board shall give consideration to any changes proposed under a fixed agenda item.
 - 16.3 The Board may agree or disagree with the proposal as appropriate. The Board need not give reasons to the said proposer for rejection of the alteration or addition.
-

ANNEX 1

CIVIL NUCLEAR CONSTABULARY WELFARE FUND LIMITED

Table of agreed values, percentages and limitations

Paragraph Reference	Description	Value / %
6.3	Membership fees paid monthly by salary deduction	£4.00
8.1	Grant on the death of a Member	£4,000
8.2	Grant on the death of a Member's nominee	£4,000
8.3	Grant to assist with funeral expenses in the event of the death of a Member's child	Up to £4,000
8.4	Grant on the medical retirement of a Member under the Combined Pension Scheme (CPS) or under the alpha pension scheme upper tier	£2,000
8.4	Grant on the medical retirement of a Member under the alpha pension scheme lower tier	Nil
9.5.1	Sanctioned loan value	£500
9.5.4	Loan administration charge percentage	5%
10.2	Lottery ticket holding will be a maximum of xx	20 tickets
10.2	Lottery ticket cost (per ticket per month)	£1
10.6	Percentage of lottery income to be allocated as prizes	70%
11.2	Budgeted expenditure may not exceed the budget amount per item plus £xx without prior approval of the Board	plus £300
11.3	Non-budgeted expenditure may not exceed £xx without prior approval of the full Board	£1,000