

GAS RETIRED EMPLOYEES ASSOCIATION – LONDON HQ BRANCH

CONSTITUTION AND RULES

1. NAME

The name of the Association shall be GAS RETIRED EMPLOYEES ASSOCIATION (LONDON HQ BRANCH).

2. OBJECTIVES

- (a) To provide former employees of British Gas plc and widows/widowers of former employees in receipt of a National Grid UK Pension Scheme (DB) with an opportunity to remain in contact with each other. The London HQ Branch has the discretion to allow former employees of British Gas and its successors e.g Centrica, to join as an Associate member (see section 3, membership below).
- (b) To help maintain contact with and between retired National Grid employees and to act as a link between the Company and Pensioners.
- (c) To provide social and recreational events.
- (d) To provide support and welfare for the Branch membership where possible.

3. MEMBERSHIP

- (a) Any person who is in receipt of a National Grid UK Pension Scheme (DB) shall be eligible to become a Funded Member of the Association. Other persons deemed to be appropriate may be admitted as Associate Members at the discretion of the Committee.
- (b) A member has the right to vote at full meetings of the Association and participate in organised events.
- (c) A member may resign at any time, if all dues are fully paid.
- (d) A member may be excluded by the Committee, if that member's behaviour or actions are deemed to bring the Association into disrepute. Any such exclusion shall be confirmed or lifted by members voting at a full meeting.
- (e) For an explanation of meetings see Section 6 Meetings.

4. NOMINAL ROLL

A register of the names and addresses of all Members of the London HQ Branch shall be maintained by the Secretary of the Association. The Secretary has the right to delegate this responsibility.

5. MANAGEMENT COMMITTEE

The affairs of the London HQ Branch shall be managed by a Committee comprising a Chairman, Vice Chairman, Secretary, Treasurer and up to six other Members, all of whom shall be elected at the Annual General Meeting. The period of office, up to a maximum of three years, shall be decided by the Association. Any Officer may be eligible for re-election. The Committee may co-opt members to serve until the next Annual General Meeting.

6. MEETINGS

- a) An Annual General Meeting of the Association must be held within three months of the end of each financial year (which runs from Jan 1 to Dec 31).
- b) Other General Meetings may be called by the Secretary from time to time.

An Extraordinary General Meeting may be called by the Chairman, Secretary or Treasurer, giving a minimum of 21 days notice, upon receipt of a written request, signed by not less than 10% of the Membership or a minimum of 20 members (whichever is the lesser), stating the purpose for the meeting.

- c) The Chairman or other person presiding at any meeting of the Association (including Committee Meetings) shall have a second or casting vote.
- d) The Quorum of any General Meeting shall be a minimum of 20 members or 25% of the Membership, whichever is the least.
- e) Minutes to be kept of all meetings.

7. BRANCH CLOSURE

It is recognised that at some point the Branch is likely to become non-viable. The procedures to be followed in such cases shall be as set out in the Appendix to this Constitution.

8. FINANCE

- a) The financial year shall be from 1st January to 31st December each year.
- b) To become and remain a Member of the Association a minimum subscription of £1 shall be paid annually. National Grid contributes an additional sum annually for each full member. Associate member subscriptions will be set by the Committee at a rate not less than the combined rate received for a full member.
- c) The Treasurer shall keep full and proper records of all receipts and expenditure.

- d) The balance of monies held by the Association as at the end of the financial year shall be shown in the Annual Accounts of the Association.
- e) The annual accounts will be prepared to a standard format.
- f) The accounts of the Association shall be independently examined annually by one individual who is not a member of the Committee.
- g) The Accounts will be submitted to the UK Pensions Operations (UKPO), the administrator of the National Grid UK Pension Scheme (DB), or its successor within one month of the AGM.

9. LIAISON

The Branch shall maintain liaison with the UK Pensions Operations or its successor.

It is recognised that National Grid reserves the right to withdraw its support from the Branch if it breaches these rules or brings National Grid into disrepute.

10. CHANGES TO THE CONSTITUTION

Any changes to this constitution shall be agreed with the National Grid Corporate Pensions Team or its successor and be approved by a majority of the members voting at a full meeting of the Association.

APPENDIX

PROCEDURES FOR CLOSING A BRANCH

Branch closures usually occur when there are no members prepared to take on key offices such as Chairman or Treasurer. The steps to follow if closing the branch are as follows:

1. Call an EGM advising the members of the intention to close the branch unless, for example, members can fill the vacant places of Chairman and Treasurer on the committee.
2. If at the EGM a majority of members present agree to the closure of the branch, write to all the branch members giving them the option of no longer being a member of an REA or transferring to another branch. They should be given a copy of the list of other branches available and a transfer form. Allow them 3 weeks to respond, by returning the transfer form and state in the letter that, if they do not respond, it will be assumed that they do not wish to transfer to another branch.
3. If members wish to transfer, send the new branch the funds (e.g. the unspent remainder of the current year's subscription or funding and a pro rata proportion of any accumulated reserves) relating to that member.
4. At the EGM, the members should agree a Charity that will receive the surplus branch funds once all member transfers to other branches have taken place.
5. Once the surplus has been paid to the chosen charity, forward to the UK Pensions Operations or its successor a copy of the final accounts showing that the payment to charity has been made.

Hopefully the HQ Branch will not be in this position for many years to come but, when it does arise, UK Pensions Operations or its successor will send a set of address labels to use when writing to members.