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CIVIL NUCLEAR POLICE FEDERATION RULES

Rule 1 - Name

The name of the Federation shall be THE CIVIL NUCLEAR POLICE FEDERATION, hereinafter referred to in these rules as the Federation

Rule 2 - Connections with other Associations

The Federation shall be entirely independent of and un associated with any person or Persons outside the Civil Nuclear Constabulary except as provided in rule 3e and rule 3f.

Rule 3 - Objects of the Federation

The objects of the Federation shall be to:-

- a. protect and improve the welfare and the conditions of employment of its members. To enhance the efficiency and raise the status of the Civil Nuclear Constabulary by all legitimate means.
- b. Maintain and administer a benevolent fund.
- c. Secure for members access to any group insurance/medical schemes approved by the Executive Committee.
- d. Provide legal advice and assistance to members on matters arising from their employment, including disciplinary proceedings., and to provide legal advice only on matters not connected with the member's employment. Provision of the legal advice and/or assistance shall be at the absolute discretion of the Executive Committee.
- e. Co-operate with police representative bodies from time to time when such cooperation appears to the Executive Committee to be in the interests of the members.
- f. Generate or maintain funds for these purposes.
- g. Take any action which is incidental to the foregoing objects or which will promote the attainment of those objects.

Rule 4 - Membership

- a. Membership shall be open to all ranks of the Civil Nuclear Constabulary up to and including Chief Inspector ranks, upon payment of the Federation membership subscription.
- b. Membership of the Federation shall cease when a member ceases to be employed by the Civil Nuclear Constabulary save only as provided in sub rule c.
- c. A member who has been dismissed or obliged to resign from the Civil Nuclear Constabulary shall retain conditional membership of the Federation until the expiry of the period permitted to appeal against the dismissal or requirement to resign and thereafter for so long as that person remains subject to disciplinary or legal proceedings adjudicating upon that matter which the Executive Committee in its absolute discretion has decided to support. Such conditional membership shall exist only for the purpose of receiving such support and shall give rise to no other rights or benefits under these rules. Conditional membership shall cease when the disciplinary or legal proceedings are concluded, or when the Executive Committee in its absolute discretion, decides that it can no longer support that person in such proceedings. A person holding conditional membership shall continue to make membership contributions as required by these rules.
- d. A member who is on long term sick leave and is placed on to a pensionable rate of sick pay, or who goes on unpaid maternity leave, and whose subscriptions to the Federation cease will be treated as having membership suspended until such time as subscriptions recommence, subject only to the absolute discretion of the Executive Committee to allow that member such rights and benefits of membership as the Executive Committee shall consider appropriate, for such period as it shall consider appropriate.
- e. Application for membership shall be made to and considered by the appropriate Branch Committee. If the Branch Committee refuses the application for membership the individual may appeal to the Executive Committee which shall make a decision upon the application for membership in its absolute discretion after affording the applicant and the Branch Committee a reasonable opportunity of making representations. The Executive Committee may in its discretion make arrangements for new entrants into the Civil Nuclear Constabulary to be enrolled into the Federation during the initial training course otherwise than through a branch committee.
- f. A Branch Committee which considers that any member of the Branch should be expelled from membership shall make a report to that effect to the General Secretary whereupon the provisions of Rule 14 shall have effect.
- g. A former member who has been expelled may apply to rejoin the Federation through their former Branch. The Branch Committee will make a recommendation to the Executive Committee whether or not to accept the application. The Executive Committee shall make a decision upon the application to rejoin in its absolute decision after affording the applicant and the Branch Committee a reasonable opportunity of making representations.

If the applicant is accepted the member rejoining shall be required to pay at the time of rejoining a re-admission fee equal to 12 months subscriptions.

h. All other ex members rejoining the Federation will be required to pay a re-admission fee equal to 3 months subscriptions.

I. Members who have rejoined whether under Rules 4g./4h. or otherwise will not be able to take advantage of legal advice or assistance or benevolent grants for a period of 3 months from the date upon which they rejoin the Federation, save that the Executive Committee in its absolute discretion may waive this sub rule if it considers it would be in the interests of the membership as a whole to do so.

j. Members will be provided with a copy of these rules.

Rule 5 - Responsibility of Members

It shall be the responsibility of a member of the Federation to:-

a. Assist in maintaining the integrity of the Federation and to work for the unity and harmony of the membership as a whole. In furtherance of this end they will ensure that any complaint they may have against any member, officer, or committee of the Federation or any disagreement on policy are duly registered through the proper channels and in no other way. Should they wish to dispute the decision or action of an officer of the Federation they will make a written report to their Branch Committee who will forward it to the Executive Committee for investigation.

b. Ensure that their contributions are paid regularly and in full.

c. Attend their branch meetings and to keep themselves versed in the current policies of the Federation.

d. Abide by the Rules of the Federation.

Rule 6 - Organisation and Membership

a. The supreme authority of the Federation is the **Biennial General Meeting (BGM)**.

b. The management of the Federation shall be vested in the Executive Committee.

The Executive Committee shall consist of six members, where possible of the Federation, being the General Secretary, the Finance Officer and four ordinary members.

c. The Executive Committee shall have power to call a Special Delegates Conference where it is considered imperative in the interests of the Federation that such a Conference be held. A Special Delegates Conference shall have all the powers of the **BGM**.

d. The **CEO**, Treasurer, Chairman and Vice Chairman shall be termed the Executive Officers.

Rule 7 - Executive Committee

- a. From the four ordinary members of the Executive Committee there shall be elected a Chairman and Vice Chairman of the Federation
- b. The Executive Committee is elected at the **Biennial General Meeting (BGM)** by ballot for a period of four years on a staggered basis, two members retiring every two years **or at the discretion of the executive if there is a shortfall on the current executive committee, The continued effective function of the CNPF should take absolute priority.**

The process for this election is:-The two forthcoming vacancies are announced in the minutes of the July Executive Committee meeting. Nominations are to be sent to the **CEO** prior to the November Executive Committee meeting. The minutes of that meeting will contain a list of the candidates. Branch Secretaries are to arrange for each member to vote for two of the candidates and to mandate their Conference Delegate accordingly. Elections for the two positions at Annual Delegates Conference to be by ballot from the list submitted in November.

Branch Secretaries must furnish, prior to Elections, minuted evidence that the procedure laid down in Rule 7b has been strictly adhered to. Any Branch failing to supply such evidence may find themselves disenfranchised. This also applies to Annual Conference propositions.

A member who is elected to fill a casual vacancy on the Executive Committee and/or a casual vacancy to the Chair/Vice Chair position, shall only serve for the unexpired period of the vacancy, and will be eligible for re-election, if nominated, at the end of that period.

- c. The retiring members may be re-elected if nominated.
 - d. The Chairman and Vice-Chairman shall be elected as outlined in Rule 8b and 8c.
 - e. The **CEO** and Treasurer shall be appointed as outlined in Rule 9.
 - f. A member of the Executive Committee shall remain in office even in the case of promotion or transfer as long as that person remains eligible for membership of the Federation.
 - g. Any member absent from an Executive Committee meeting shall furnish an explanation to the **CEO** in writing.
 - h. Any member absent from two meetings without adequate reason in the view of the Executive Committee shall be considered to have resigned from office.
 - i. Subject to these Rules and decision of Annual Delegates Conference the affairs of the Federation shall be administered by the Executive Committee who shall take action as considered necessary to be in the interests of the Federation.
 - j. The Committee may meet not less than twice per year.
 - k. The **CEO** in consultation with the Chairman may call additional meetings if necessary.
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- l. The Executive Committee acting by a majority of at least 4 votes to 1 shall have the power to remove from office any member if it considers it necessary in the best interests of the Federation. The member concerned shall be informed at least 7 days in advance that the Executive Committee will be considering their removal, that they will be entitled to attend that meeting and the grounds upon which the Executive Committee is considering their removal from office. That member shall be given the opportunity to make representations to the Executive Committee before a decision is taken.
- m. Any member so removed shall have the right to appeal to the **BGM** but this right shall not have the effect of making removal ineffective in the meantime.
- n. The Executive Committee shall have power to appoint such other sub-committees as may be appropriate and may co-opt onto such sub-committees additional members of the Federation in an advisory capacity. These sub-committees to be chaired by a member of the Executive Committee.
- o. The Executive Committee shall ensure that timely and adequate reports on its deliberations are provided to the membership.
- p. The Executive Committee has the power to call branch meetings from time to time and to seek guidance of such meetings in carrying out the work of the Federation. The Executive Committee may issue such instructions to members as it considers appropriate from time to time in the interests of the Federation.
- q. The Executive Committee shall appoint from itself a negotiating team of three, one of whom shall always be the **CEO**. A deputy shall also be appointed to fill vacancies that may occur. This deputy will attend meetings as a silent member.
- r. The negotiating team will report back to the Executive Committee before agreement can be made on any matter subject to negotiations.

Rule 8 - Duties of Chairman and Vice-Chairman

- a. The Executive Officers of the Federation shall collectively be responsible for the administration of the Federation's affairs and for the pursuit of Federation policy in periods between meetings of the Executive Committee.
- b. The Chairman shall serve for 4 years and once his/her nomination has been proposed and seconded he/she shall be elected from the ordinary members of the Executive Committee by the annual Delegates Conference. He/She shall preside at the Annual Delegates Conference, at meetings of the Executive Committee and at such other meetings of the Federation as directed by the Executive Committee.
- c. The completion of a term of office by the Chairman shall not prevent him/her being re-elected for a further term of office.
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d. On relinquishing his/her position at the end of his/her term of office the retiring Chairman may be required to assist in the induction of his/her successor into the office.

e. The Vice Chairman shall serve for 4 years and once his/her nomination has been proposed and seconded he/she shall be elected from the ordinary members of the Executive Committee by the Annual Delegates Conference. In addition to his/her responsibilities under Rule 8a in the absence of the Chairman he/she shall act in the Chairman's place under Rule 8b

f. The completion of the term of office by the Vice-Chairman shall not prevent him/her being re-elected for a further term of office.

Rule 9 Appointment and Duties of Chief Executive Officer and Treasurer

a(i) The Executive Committee shall have the power to appoint a **CEO** and honorary Treasurer from amongst the members of the Federation.

The procedure to be followed and the conditions of appointment attached to the post shall be at the discretion of the Executive Committee who shall have due regard to the responsibilities and duties of the members holding these posts as set out in Rule 9b and 9c.

a(ii) These appointments shall be for a period of 12 years with the proviso that their Services can be terminated at any time by giving six months' notice on either side. (Rule 14c applies for appeals against this decision).

a(iii) If more than one members should apply for the position of either **CEO** or Treasurer the decision of the Executive Committee should be presented to the **BGM** for approval and endorsement by a simple majority vote. If the **BGM** does not approve and endorse the decision of the Executive Committee, the Executive Committee shall conduct a secret postal ballot of the membership, and the candidate for the relevant post receiving the most votes shall be appointed

b. Duties of CEO

In addition to his/her responsibilities under Rule 8a the CEO shall be responsible for the administration of the Federation. With the Chairman he/she shall be responsible for convening meetings of the Executive Committee.

In the discharge of his/her duties he/she shall be provided with such assistance as the Executive Committee may determine.

c. Duties of the Treasurer

c(i) In addition to the responsibilities under Rule 8a the Treasurer will maintain the Books of Accounts, ensure that all monies paid to the Federation are banked to the

credit of the Federation and present each year to the BGM a duly audited Statement of Accounts.

c(ii) He/she shall keep an up-to-date record of the members contributions and present a report of the financial standing of members to the meetings of the Executive Committee for appropriate action under Rule 11(i).

RULE 10 - Biennial General Meeting (BGM)

- a. **Biennial General Meeting (BGM)** shall be held at such time and place as the Executive Committee shall decide.
- b. Each branch shall elect a delegate to the Annual Delegates Conference.
- c. Voting at **the BGM** shall be by a show of hands (the Executive Committee will be allowed to speak on propositions but not to vote) *they will have one collective vote under Rule 7b*).
- d. The Annual audited Statement of Accounts shall be published and circulated at least one month before the **Biennial General Meeting (BGM)**.
- e. Propositions for the Annual Delegates Conference must proceed either from a branch or from the Executive Committee.
- f. Propositions from branches must have been passed at a duly convened meeting (or by a branch ballot when the branch experiences difficulty in holding such a meeting) of the branch submitting the motion and shall, when being forwarded to the **CEO**, be signed by the Branch Chairman and Secretary.
- g. The Executive Committee will present to Conference a report of its activities during the previous year.

Rule 11 - Branch Organisation

- a. Branches of the Federation shall be formed in each station where the Civil Nuclear Constabulary is employed. Or on such other basis as the Executive Committee thinks fit, subject always to the proviso that no individual member may be a member of more than one branch at any one time.
Officers of Inspector to Chief Inspector rank, shall form a separate Senior Officers Branch.
- b. Branch Officers shall consist of Chairman, Secretary and a Committee member from each duty section. Branch Officers of the Senior Officers Branch to consist of Chairman and Secretary.
 - b(i) Officers of the Federation under Rule 6c cannot hold a Branch position of Chairman or Secretary unless the Executive Committee at the request of the Branch has decided to waive this rule.
- c. The branch committee shall have direct responsibility for the protection and promotion of the interests of the members of the branch. When a disagreement on such a matter exists between the branch committee and the appropriate Operational Unit Commander, the matter may be referred to the Executive Committee through the **CEO**.

- d. Further duties of the branch officers shall be to furnish timely returns of information as the Executive Committee requires; to recruit and maintain membership and generally to assist the Executive Committee in carrying out the rules and objects of the Federation. Senior Officers Branch shall be responsible for advising the Executive Committee on matters appertaining to the Senior Officers.
- e. A general meeting may be called at the request of one-third of the members, or at the discretion of the Branch Committee. Meetings of the Branch must be held once in every three months. The Senior Officers Branch to meet twice per year as agreed with the Executive Committee.
- f. The branch Chairman and/or the branch Secretary must be present at all branch meetings.
- g. It shall be the responsibility of the branch to elect each year a delegate to attend the Annual Delegates Conference. The Senior Officers Delegate to be elected by postal ballot as agreed with the Executive Committee. The expenses of the delegates, when not payable by the Civil Nuclear Police Federation will be met by the *Civil Nuclear Constabulary*
- h. Branches may frame rules for the conduct of branch business as may be deemed necessary. Such rules shall not be binding until they have been approved by the Executive Committee.
- i. Members of the Federation who are in arrears with their subscriptions shall receive notice from the Treasurer. A report will be made at the time to the members Branch Committee. In the absence of a satisfactory explanation he/she will be deemed to have resigned his/her membership.
- j. Elections of officers of the branch shall be carried out **biennially**. Senior Officers Branch to use postal ballot as agreed with the Executive Committee. The year of office shall be from January to December **biennially**. The Committee shall invite nominations for all positions at least three weeks prior to the Branch Annual General Meeting. The election will be conducted separately at the Annual General Meeting for a) Chairman, b) Branch Secretary, and c) the Committee. The General Secretary will be notified of the results of such elections immediately.
- k. Non-members of the Federation shall be debarred from attending meetings of the branch and shall not be permitted to take part in the election of branch officers.
- l. A quorum of 5 (five) is required before a branch meeting can be held.

Rule 12 - Finance and Membership Contributions

- a. The financial year of the Federation shall be from the 1st January to the 31st December.
- b. The accounts of the Federation shall be examined annually by a person eligible to accept appointment as auditor, as defined by section 30 of the Companies

Act 1989, such person to be chosen by the Executive Committee

- c. The funds of the Federation not immediately required for the purposes of the Federation may be invested by the Executive Committee upon such terms, and upon such securities as may be from time to time be determined by them or as suggested by the Federation's financial advisors.
- d. Federation property and funds shall be invested in not more than **4** Trustees appointed in such manner as may be determined by the Executive Committee.
- e. The Executive Committee may amend, revoke or vary all or any of the provisions of the trust.
- f. Rules made by the Executive Committee may prescribe the term of office of Trustees appointed.
- g. Where the Federation funds are invested in Trustees in accordance with these rules those Trustees shall not invest the funds or vary any investment except in pursuance of the powers of investment conferred on Trustees generally by the Trustee Investment Act 1963 or in accordance with the directions of the Executive Committee upon such terms and upon such securities as may be from time to time determined by the Executive Committee.
- h. Every cheque drawn by the Federation shall be signed by two of the following signatures - Chairman, **CEO**, Treasurer, one of whom must be the **CEO**.
- i. The Executive Committee shall have power to make levies on the membership, in exceptional circumstances, to keep the funds solvent.
- j. The subscriptions shall be increased annually as the same percentage as the salary increase. The Executive may recommend to Conference to postpone an annual increase***
- k. The Executive Committee may award Honoraria for services rendered.
- l. No gift in excess of **£150 (one hundred and fifty pounds)** shall be made from the Federation funds without the proposal being approved by the Executive. (This does not apply to grants authorised under Benevolent Fund rules).
- m. The funds of the Federation shall be applied towards the objects of the Federation as defined in and subject to the provisions of these rules for the purposes reasonably incidental to those objects or intended to promote the attainment of these objects.
- n. The funds of the Federation shall not be used:**
To support a political party or to promote directly or indirectly a person's candidature in a parliamentary, European Assembly or local government election; or,

To contribute to the funds of a political party or trade union or of any body or organisation not connected with the Police Service or its welfare or with the carrying out of charitable work for the welfare of others.

Subject to the aforesaid and to any provisions contained in the Rules, the funds of the Federation may be used for any purpose which the Executive Committee may determine to be necessary or expedient in the interests of the Federation, its members or its former members.

Rule 13 - Legal Assistance and Advice

(Refer to Policy on Legal Assistance)

a. Any member requiring legal assistance or advice in relation to any matter arising in the course of, or affecting his employment as a member of the Civil Nuclear Police Federation may make application through his Branch Secretary to the Executive Committee which may grant such assistance or advice. Such application must be accompanied by a signed statement under a confidential cover from the member concerned, setting out the full facts. A member's case taken up and lost in consequence of any false statement by the member may result in the member being required to refund to the Federation the whole cost of the proceedings.

b. If a member having been granted legal assistance or advice refuses to follow the advice of the Executive Committee and/or the Solicitor appointed by the Executive Committee, or makes any arrangements independent of the Federation, legal assistance or further advice may be withdrawn. The Federation shall have no liability whatever in respect of cases where a member has taken proceedings on his own account, independently of the Federation, nor in respect of any incident arising prior to his/her date of membership.

c. It shall be wholly within the absolute discretion of the Executive Committee to assist members to obtain legal advice on matters not connected with the member's employment and under what conditions.

d. In the event that legal action is successful in recovering compensation or damages for a member, the Executive Committee in its absolute discretion shall have the right to call for that member to contribute in whole or in part to the legal costs incurred but not recovered by the Federation.

Rule 14 - Breach of Federation Rules

a. No member shall act in a way which in the opinion of the Executive Committee:

(i) brings the Federation into disrepute, or

- (ii) is contrary to the interests of the Federation, or
 - (iii) is a breach of these rules, or
 - (iv) is contrary to an instruction from the Executive Committee;
- b. The Executive Committee may resolve to investigate the conduct of any member who appears to have acted contrary to sub rule a, and shall instruct the **CEO** to carry out that investigation. The **CEO** shall similarly investigate the conduct of any member in respect of whom a Branch Committee has made a report under rule 4f.
- c. Having investigated the matter the **CEO** shall report to the Executive Committee stating whether a charge is laid against the member.
- d. If a charge is laid by the **CEO** the following procedure will apply:
- (i) At least 7 days before the disciplinary hearing the member will be informed in writing by the **CEO** of the charge against him, his/her right to attend the disciplinary hearing before the Executive Committee, and the date of the hearing.
 - (ii) The disciplinary hearing will be before the Executive Committee sitting without the General Secretary.
 - (iii) The **CEO** shall present the case against the member.
 - (iv) The member shall have the right to respond.
 - (v) In all other respects the procedure at the disciplinary hearing shall be determined by the Executive Committee sitting without the **CEO**.
- e. If the Executive Committee, sitting without the **CEO**, and acting by a majority, find the charge proven it shall decide which of the following punishments is appropriate:
- (i) reprimand
 - (ii) suspension from holding any office or representative position within the Federation for a stated period
 - (iii) suspension from the rights and benefits of membership of the Federation for a stated period during which time the member shall remain liable to pay subscriptions
 - (iv) expulsion from the membership with immediate effect

f. The Executive Committee shall confirm its decision in writing to the member. The member shall have right of appeal by notice in writing to the Chairman within 14 days of receiving the notification from the Executive Committee. The appeal may be against the finding that the charge was proven or against punishment or both. The appeal shall be heard by the next **BGM** at which the issue shall be determined by majority vote after the member has had the opportunity of addressing the meeting in accordance with standing orders. The decision of **BGM** is final. If meeting allows an appeal by the member against expulsion his/her membership shall be reinstated and upon payment by him/her of arrears of subscription shall be treated for all purposes as continuous from the date of expulsion.

Rule 15 - General

- a. It shall be open to any member to inspect the books of the Federation at a time agreed between the member and the **CEO**. Application to be made in writing to the **CEO**.
- b. When on Federation business officers and members shall be entitled to expenses and subsistence allowance subject to the maximum laid down by the Executive Committee.
- c. Interpretation of these rules or resolution of a point upon which these rules are silent is invested in the **BGM**. When that **BGM** is not sitting the issue shall be determined by the Executive Committee. When the Executive Committee is not sitting the issue shall be determined by the **CEO**.
- d. A quorum of any meeting of the Federation (other than branch meetings) shall consist of the majority of those eligible to attend the meeting.
- e. A referendum shall be taken on any question at any time at the request of the majority of branches or at the discretion of the Executive Committee.
- f. Where it is necessary for the Executive Committee or the **CEO** to invite a member of the Federation to attend a meeting allowances shall be paid, as in Rule 14b. Members must first receive a written invitation to attend.
- g. No member of the Executive Committee shall incur any expense to the Federation funds, including travel or subsistence, without prior permission of the **CEO** or Chairman. Any expense so incurred will be reported to the Executive Committee at its next meeting.

Rule 16 - Amendments to Rules

- a. These Rules shall not be altered or amended except by two-thirds majority of votes cast at the **BGM**. Branches should have prior notification of any such amendments or alterations except in exceptional circumstances.
- b. Provision shall be made at every third Annual Delegates Conference for consideration to amendments or alteration to these Rules. The Executive Committee may submit

amendments or alterations to any **BGM**.

Rule 17 - Dissolution

a. The Federation may not be dissolved or its funds divided except with the consent of five-sixths of its members voting in ballot.

b. In the event of dissolution the Executive Committee shall decide upon the method of division of the Federation funds between its members and shall put its proposed method of division to the membership which shall vote upon the proposal by secret postal ballot. The proposal shall become binding if more than 50% of those voting approve it. In the event that the proposal is not so approved, the Executive Committee shall reconsider the division of funds and make a different proposal.

DELEGATES CONFERENCE STANDING ORDERS

Approved by the Biennial Delegates Conference held on 17th July 1957. These orders are to be observed by all meetings of the Civil Nuclear Police Federation (as amended by the April, 1981 Annual Delegates Conference).

1. Speaking

- a. Only one person may speak at any one time. He/She shall be upstanding and address the Chair.
 - b. No member shall be allowed to speak more than once on the same question unless they are permitted to give an explanation or the attention of the Chair is called to a point of order.
 - c. The mover of a motion, or amendments, shall not be allowed to speak for more than 10 (ten) minutes and subsequent speakers for 5 (five) minutes. The mover of the motion or amendment shall have 5 (five) minutes to reply but shall not introduce any new or irrelevant matter into the debate.
 - d. Any complaints, or other questions, directly within the jurisdiction of the Executive Committee shall be previously submitted, in writing, so as to enable enquiries to be made.
 - e. Questions referring to the Report and Balance Sheet may be asked without notice and will be answered as far as possible.
 - f. The Chairman may call attention to irrelevancies tedious repetition or any break of order on the part of a delegate and may direct such delegate to discontinue his speech.
- Note:** Clause c of Standing Order No. 1 may be suspended with the consent of not less than two-thirds of those present and voting.

2. Question of Order

Whenever the Chairman rises during a debate, or when a question of order is raised, any member then speaking or offering to speak, must immediately resume his seat.

3. Closure of Debate

'That the question be now put' may be moved by any delegate who has not taken part in the question under debate and if seconded by another delegate similarly placed, shall at once be put to the vote without further delay. If this is carried the question under debate will be put before the meeting and decided on without further delay.

4. Duties and Rulings of the Chairman

The rulings of the Chairman on points of order, matters arising in debate and interpretation of Standing Orders shall be accepted as final.

5. Notice of Propositions - Delegates Conference

- a. All propositions shall be given in writing to the Committee and must be forwarded to the **CEO** eight weeks before the meeting.
 - b. The preliminary agenda shall be available six weeks prior to the **BGM**.
 - c. Amendments to propositions on the preliminary agenda must be received by the **CEO** not less than three weeks previous to the **BGM**.
 - d. The final agenda, including all amendments to propositions on the preliminary agenda, shall be published fourteen days before **BGM**.
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CIVIL NUCLEAR POLICE FEDERATION BENEVOLENT FUND

I The Fund shall be called the Civil Nuclear Police Federation Benevolent Fund (“the Fund”)

II. The rules of the Fund shall be called The Fund Rules

III Objects of the Fund

A. To make payments on the death of a member (“Death Benefits”) of £5,000 or such other other amount greater than £5,000 as shall be determined from time to time by the Executive Committee to contribute towards funeral and mourning expenses.

B. To make such ex-gratia payments as the Executive Committee may decide in its absolute discretion (“Discretionary Benefits”) to assist a Member

1. suffering from ill-health: or
2. misfortune: or
3. who has been ordered convalescent home treatment: or
4. in such circumstances as the Executive Committee deem appropriate.

C. The maximum sum payable by way of Discretionary Benefit shall be determined by the **BGM**.

IV. Membership

A. Payments under the Fund will be made only to Members who have paid all such subscriptions as are due and payable and are accepted as Members pursuant to Rule 4 of the Federation Rules.

B. No payment shall be made to or on behalf of a Member who has forfeited his rights under the Federation rules unless it can be shown to the satisfaction of the Executive Committee that the forfeiture of those rights arose through no fault of the Member.

C. In the case of Death benefits payment shall be made in the absolute discretion of the Executive Committee to one or more of the following

1. the spouse of the deceased Member
2. a child of the deceased Member
3. a parent or other relative of the deceased person

4. any person who in the absolute discretion of the Executive Committee was living with the deceased Member as husband or wife or in a homosexual relationship with the deceased Member.

5. Such person who in the absolute discretion of the Executive Committee had responsibility for organising the funeral of the deceased Member and paying the expenses and costs so incurred.

In exercising this power the Executive Committee may at their absolute discretion give effect to any nomination the Member may have lodged with them in writing but they are in no way bound to do so.

V Administration of the Fund

A. The Executive Committee shall vote such sums as may be necessary to meet the claims against the Fund from the General Fund.

B. In the event of abnormal claims against the Fund priority will be given to Death Benefits and the Executive Committee may suspend payments of Discretionary Benefits for such period as it in its absolute discretion shall determine.

C. Application for Death Benefits may be made in the first instance by telephone call from the branch representative to the Treasurer.

D. Applications for Discretionary Benefits must be made in writing to the Treasurer

E. Discretionary Benefits will only be paid following recommendation to the Executive Committee from the local Branch Committee.

VI. Amendment to the Fund Rules

A. The Fund Rules may only be amended by the vote of the majority of those present at **the BGM**

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Rules revised **2014**