

# ROYAL SOCIETY FORMER STAFF ASSOCIATION

*(formerly The Royal Society Pensioners' Association)*

## Rules

(6 June 1986, with subsequent amendments approved by the Annual General Meetings on 31 May 1989, 16 May 1994, 15 May 1995, 18 May 1998, 18 May 2009, 16 May 2011, 20 May 2013, 16 May 2016, 21 May 2018 and 17 May 2021)

### 1. Title

The Association shall be called: "The Royal Society Former Staff Association".

### 2. Membership

Membership shall be open to all pensioners, deferred pensioners and other former staff who have been confirmed in post at The Royal Society. Change of criteria for membership shall not be applied to any current member of the Association.

### 3. Objects

The objects of the Association are:

- (i) To offer activities and services to enable those who have worked at the Royal Society to maintain contact with each other for social and professional purposes.
- (ii) To support members in need and provide welfare and assistance as appropriate.
- (iii) To support the purposes of The Royal Society, acting as an ambassador and holder of historical knowledge.

### 4. The Committee

The business of the Association shall be managed by a Committee consisting of:

- a Chairman
- an Honorary Secretary
- an Honorary Treasurer
- up to four Members with Defined Responsibilities as may be agreed from time to time by the Annual General Meeting
- one Ordinary Member elected at the Annual General Meeting
- up to three Co-opted Members.

The responsibilities of any unfilled post may be fulfilled by any other member of the Committee.

Terms of service of members of the Committee (except Co-opted Members) commence on the day of announcement of the result of the Annual Elections in which they were elected. Committee Members (except Ordinary and Co-opted Members) shall each be appointed for a term of three years and shall be eligible for re-election for a further term of three years. Ordinary Members shall be appointed for a term of three years and shall not normally be eligible for re-election in the same capacity except after an interval of one year. Co-opted Members may be appointed by the Committee at any time; they may serve only until the next announcement of the results of the Annual Elections and may be re-appointed.

Nominations for Committee Members shall be sought at least three weeks before the date of the Annual General Meeting and delivered to the Honorary Secretary not less than seven days before the Annual General Meeting. If no nominations are forthcoming for vacancies on the Committee the Annual General Meeting may, by a majority decision of those participating, appoint any willing members to fill those posts to serve until the announcement of the results of the Annual Elections following the next Annual General Meeting.

Results of Annual Elections shall be announced to all members no later than 28 days after the date of the respective Annual General Meeting.

### 5. General Meetings

An Annual General Meeting shall be held in May or June each year and at least three weeks' notice of time, date and place shall be given. At such meetings the following business shall take place: receipt of

reports from the Chairman and Treasurer, receipt of the annual accounts for year just ended, necessary Annual Elections of Officers and members of the Committee, appointment of the Accounts Examiner and Scrutineers.

The Honorary Secretary shall call a Special General Meeting on the written request of not less than six members, or of the Committee, giving members at least three weeks' notice of the time, date, place, method and business to be conducted.

Every member shall have the right to attend any General Meeting in person or remotely. The quorum at a General Meeting shall be one fifth of the total membership of the Association.

Every member shall be informed of and have the right to vote on motions and recommendations at a General Meeting, whether present or not. The Committee will determine the most practicable options for the conduct of the voting process to accommodate both members who are in attendance and those unable to attend.

The outcome of voting on motions at General Meetings shall normally be determined by a simple majority of votes cast. In the case of equal numbers for and against a motion the Chairman shall be entitled to a casting vote.

Votes shall be counted by two Scrutineers, one appointed by the Committee and one who is not a member of the Committee and who shall be appointed by the membership at an Annual General Meeting. The results of the voting shall be announced to all members no later than 28 days after the General Meeting to which the voting relates.

#### **6. Subscriptions**

Members shall pay an annual subscription to be determined by a two-thirds majority of votes cast at an Annual General Meeting.

The annual subscription should be paid no later than fourteen days after the date of the Annual General Meeting in each year. If a subscription has not been received by the next Annual General Meeting, the membership will normally be deemed to have lapsed.

#### **7. Accounts**

The Honorary Treasurer, or in his/her absence the Chairman or Honorary Secretary, shall be responsible for all payments from the Association's bank account(s). The Committee shall draw up Regulations for the commitment of expenditure and other financial matters.

The Honorary Treasurer shall prepare an annual Receipts and Payments Account and Welfare Fund Account for the year ending 31 March, showing corresponding figures for the previous year, for examination by the Accounts Examiner and shall present the accounts to the Annual General Meeting for approval.

The funds belonging to the Association shall be applied only to further the aims of the Association.

#### **8. Regulations**

The Committee shall from time to time formulate and amend such Regulations as it considers appropriate for the proper conduct of the Association's affairs. Such Regulations shall be notified to the Annual General Meeting and made available to all members. If any Regulation is inconsistent with the provisions of these Rules the latter shall prevail.

#### **9. Dissolution**

The Association may be dissolved by a two-third majority of members voting at a General Meeting. The assets of the Association, less any debts owing, shall be donated to the Royal Society or some other charitable purpose(s) as the General Meeting may decide.

#### **10. Alterations to the Rules**

No variations to the above shall be made other than by members voting at an Annual General Meeting or Special General Meeting.

# Regulations

(22 May 2017, amended 21 May 2018, 18 May 2020 and 17 May 2021)

## 1. *The conduct of General Meetings*

- (a) The Committee will make such reasonable arrangements as will allow as many members as possible to hear and/or see the business conducted and to submit questions at General Meetings, in person or remotely, through the use of audio and video conferencing software or such other methods as the Committee may consider suitable.
- (b) The Hon. Secretary will seek nominations from the membership for the position of Scrutineer at the same time as seeking nominations for vacancies on the Committee.
- (c) In advance of a General Meeting, the Hon. Secretary will inform all members of the motions and recommendations to be considered at the Meeting, including if applicable nominations for the Committee, Accounts Examiner and Scrutineers. The Hon. Secretary will inform all members of the form in which members may express their views and record their votes, and the means of communication members may use to return them. To allow for the casting of votes by members unable to be present, votes may be returned in a form as determined by the Committee no later than 14 days after the date of the General Meeting.
- (d) The two Scrutineers will be responsible for the count of votes at the Annual General Meeting at which they are appointed and at any other General Meeting held in the succeeding year.
- (e) The Scrutineers and the Chairman will agree the means to be used to check and verify the votes cast; the Scrutineers must provide the Chairman, Hon. Secretary and Hon. Treasurer with a report containing the results, together with any report they may wish to make on the process, no later than 10 days after the deadline for the return of votes after a General Meeting.
- (f) The Chairman and Hon. Secretary or Hon. Treasurer will inform the membership of the results and any report from the Scrutineers in accordance with the Rules.

## 2. *Subscriptions*

- (a) The subscription year follows the Association's financial year starting 1 April, with subscriptions being due no later than 14 days after the date of the AGM following the start of the subscription year.
- (b) A single subscription is payable where two members are living at the same address.
- (c) Partners of deceased former staff members of the Royal Society are eligible to join as members in their own right at a rate of 50% of the full subscription.
- (d) The Committee may, on the recommendation of the Treasurer, waive the subscription of a member whose health or finances warranted it.

## 3. *Budgeting.*

- (a) Annually, before 1 April, the Committee will approve a provisional budget for the following year based on opening bank balances and the expected income and expenditure. The budget, once approved by the Committee, will set the sum expected to be spent on each area of activities, for instance, committee expenditure, preparation of the newsletter, social events, etc. but not expenditure from the Welfare Fund (see 1(d)). The budget may indicate where costs are being met by gifts in kind.
- (b) When setting the budget the Committee may set principles for certain types of activity, for instance that they must be cost-neutral, with income from participants (or other sources) matching costs, but recognising that the timing of expenditure (deposit on a visit, for instance) may precede receiving the income.
- (c) The Committee may revise its budget during the year, including adding new activities and expenditures.
- (d) No budget is set for the Welfare Fund as expenditure is responsive to members' and their families' needs.

## 4. *Expenditure*

- (a) Committee members may commit expenditure (e.g. booking a visit, printing the newsletter) provided the costs are within the budget approved by the Committee.

- (c) Requests for exceptional expenditure must be approved by the Treasurer and Chairman or Secretary before any payment is made, and reported to the next Committee meeting.
- (c) The Committee member who has committed expenditure is responsible for obtaining an invoice, receipt or equivalent and for checking that the sum to be paid is correct, and that the goods or services have been received. The invoice, receipt or equivalent is passed to the Treasurer for payment.
- (d) The Treasurer, when content, will make payment, by cheque or electronic bank transfer. In the absence of the Treasurer two members of the Committee including at least one Officer may do so.
- (e) The Treasurer will report all expenditure made at the next Committee meeting.

#### 5. *Expenditure (Welfare Fund)*

- (a) The Welfare Fund is a separate fund to provide support and assistance to members in need, including (but not limited to) sending cards and flowers to those who are ill or bereaved, assisting in the additional cost for those who need to use taxis from London terminals to attend the Association's events, and contributing to members' costs when visiting other ill or house-bound members.
- (b) Expenditure from the Welfare Fund will be by request by the Welfare Secretary to the Treasurer and Chairman or Secretary, stating the amount and reasons for the expenditure.
- (c) Approved expenditure may be paid by the Welfare Secretary or Treasurer (or other Committee member authorised by the Treasurer). If the expenditure is not made by the Treasurer the Committee member making the payment must pass the Treasurer a receipt or equivalent to be recompensed.
- (d) The Treasurer, when content, will make payment, by cheque or electronic bank transfer. In the absence of the Treasurer two members of the Committee including at least one Officer may do so.
- (e) The Welfare Secretary or Treasurer will report expenditure from the Welfare Fund at the next Committee meeting.

#### 6. *Committee members' expenses*

- (a) Committee members may reclaim costs incurred directly in the furtherance of their duties on the Committee.
- (b) Normally, Committee members will not be reimbursed for travel costs to Committee meetings that coincide with other Association events that they can attend as members
- (c) Claims for expenses must be sent to the Treasurer for approval and payment, accompanied by receipts or equivalent evidence of expenditure.
- (d) The Treasurer's expense claims must be approved by the Chairman or Secretary.
- (e) The Treasurer, when content, will make payment, by cheque or electronic bank transfer. In the absence of the Treasurer two members of the Committee including at least one Officer may do so (but may not approve or pay their own expenses).

#### 7. *Income*

- (a) All income must be passed to the Treasurer for banking with details of what the income relates to.
- (b) The Treasurer must be informed if the income, especially gifts and donations, is to be acknowledged with full details of to whom that acknowledgement should be sent.
- (c) The Treasurer will report income received at the next Committee meeting.

#### 8. *Reserves Policy*

The Association's Reserves exist to ensure the continuation of the Association's activities in the event of a drop in income or a rise in the charges that it incurs in pursuit of its activities; the level of the Reserves shall be reviewed annually at the AGM.

#### 9. *Examination and approval of the Accounts*

- (a) The Treasurer and Chairman (or other Officer if the Chairman is unavailable) shall approve the accounts after the year-end for examination by the Accounts Examiner.
- (b) The role of the Accounts Examiner is to act on behalf of the membership to check, as far as he/she is able, the financial position and financial governance of the Association:

- (i) that the accounts presented at the AGM are a fair record of the Association's finances; and
  - (ii) that the accounts accord with underlying records including evidence of receipts and payments and the bank statements; and
  - (iii) that the financial procedures followed by the Committee seem appropriate to protect the Association's finances.
- (c) The AGM shall be invited to adopt the accounts with any advice necessary from the Accounts Examiner.

10. *Communications guidelines:*

- (a) The official mechanisms for communication between the Association and its members, including for members to contact the Officers on Association business, are by post and email. The Secretary holds the official list of post and email addresses of members for such communications.
- (b) Officers and Committee members are authorised to speak on behalf of the Association in their formal communications to members or to external organisations.
- (c) The newsletter, *Beyond The Terrace*, is produced for the private use of Association members. Views expressed in it are those of the named individual authors and do not necessarily reflect the views of the Editor or Association except if stated.
- (d) Social networks can enhance interaction between members about RSFSA matters and provide supplementary publicity for the RSFSA and its activities. Such networks are optional and provide additional, not primary, communication for members – accordingly, the network manager should normally ensure that information put onto social networks that is relevant to members who are not a part of the social network is incorporated into a subsequent *BTT*.
- (e) All participants on social networks must actively opt in, and have the right to opt out at any time. The network must include at least one current member of the Committee. A network may be open to non-members who are former RS staff (at those individuals' request), if group managers wish, subject to the Committee's approval. The group manager may remove without notice any person from the network who is in breach of these guidelines.
- (f) All communications associated with the Association – official and on social media – must uphold and maintain the objectives of the Association and must not bring the Association into disrepute, damage its integrity or undermine the aims and values represented by it.
- (g) Contributions to social networks should be respectful of all others and avoid abusive, offensive or confrontational content. No personal data or sensitive information may be imparted, nor should the network be used to distribute member benefits.