

GAS RETIRED EMPLOYEES' ASSOCIATION – LONDON HQ BRANCH  
CONSTITUTION AND RULES  
Approved at AGM 9th. March2023

#### 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 pension from a pension scheme of a BG plc's successor company with an opportunity to remain in contact with each other. The Branch has the discretion to allow former employees of British Gas and its successors e.g., National Grid, Centrica etc. to join as a Full or Associate Member
- (b) To help maintain contact with and between retired British Gas plc and successor companies' employees as noted above and to act as a link between them and pension providers if needed.
- (c) To provide social and recreational events for Members.

#### 3. MEMBERSHIP

- (a) Any person who is in receipt of BG plc's successor companies pension scheme shall be eligible to become a Full Member of the Association. Other persons deemed to be appropriate may be admitted as Associate Members at the discretion of the Committee.
- (b) A Full Member has the right to vote at meetings of the Association and participate in organised events.
- (c) An Associate Member is any former employees of British Gas and its successors who is not in receipt of a pension from a pension scheme of a BG plc's successor company or is a member of another Gas Retired Employees' Association. Associate Members may participate in organised events and have the right to attend meetings of the Association but not to vote at such meetings.
- (d) A Member may resign at any time.
- (e) 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 General Meeting.

#### 4. MEMBERSHIP LIST

A register of the names and addresses of all Members of the Branch shall be maintained by the Secretary of the Association in whatever format deemed appropriate by the Secretary for the time being. The Secretary has the right to delegate this responsibility.

#### 5. THE COMMITTEE

- (a) The affairs of the Branch shall be managed by a Committee comprising the four Officers, Chairman, Vice Chairman, Secretary, Treasurer and up to six other members, all of whom shall be elected for one year at the Annual General Meeting.
- (b) Any member of the Committee shall be eligible for re-election.

(c) The Committee may co-opt members to serve until the next Annual General Meeting in the event of vacancies and may at its sole discretion appoint additional Committee members who shall have no vote.

(d) The quorum for the Committee shall be four including at least one Officer. An Officer shall be chairman of any Committee meeting.

(e) Minutes shall be kept of all meetings.

(f) All papers for discussion or decision must normally be sent out by email to all Committee members at least one week prior to the Committee meeting.

## 6. MEETINGS

a) An Annual General Meeting (AGM) 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 Committee from time to time.

(c) An Extraordinary General Meeting (EGM) 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.

(d) The Chairman or other person presiding at any meeting of the Association (including Committee Meetings) shall have a second casting vote. In the event that the Chairman is not available for a General Meeting the chairman for that meeting shall be selected by the Committee.

(e) The quorum of any General Meeting including the AGM shall be a minimum of 20 members or 25% of the Membership, whichever is the lesser provided that if the number of members of the Association as certified by the Secretary is less than 300 then the quorum of any General Meeting including the AGM shall be a minimum of 10 members or 10% of the Membership, whichever is the lesser

(f) Minutes to be kept of all General 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 which shall be a full part of this Constitution and Rules.

## 8. FINANCE

(a) The financial year shall be from 1<sup>st</sup> January to 31<sup>st</sup> December each year.

(b) For as long as the Association receives sufficient funding from any successor company to British Gas plc for a Member then that Member shall not make any payment. However, if such funding is inadequate such Member will pay a subscription set by the Committee.

(c) Subscriptions for members not supported as in 8(b) by any successor company to British Gas plc and for Associate Members will be set by the Committee.

(d) The Treasurer shall keep full and proper records of all receipts and expenditure.

(e) 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.

(f) The Annual Accounts will be prepared in a standard format.

(g) The Annual Accounts of the Association shall be independently examined annually by one individual (the Independent Examiner) who is not a member of the Committee.

(h) The Annual Accounts and the statement from the Independent Examiner shall be presented at the AGM

## 9. LIAISON

The Committee shall maintain where possible appropriate liaison with the UK Pensions Operations of National Grid, Cadent or operations of any other successor company of British Gas plc.

## 10. CHANGES TO THE CONSTITUTION

Any changes to this constitution shall be subject to the approval by a majority of the Members present and voting at an Annual General Meeting of the Association.

### **APPENDIX**

#### **PROCEDURES FOR CLOSING A BRANCH**

Branch closure may occur when the number of Members falls below a viable level in the view of the Committee or 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. The Committee shall call an EGM advising the members of the intention to close the branch.
2. The Committee shall set up a postal voting system for such a meeting. If at the time of EGM a majority of members voting agree to the closure of the Branch then the following shall apply
3. The Secretary or other member of the Committee shall, if practical, 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 willing to accept new members and a transfer form.
4. At the EGM, the members shall agree a Charity that will receive the surplus branch funds. The committee shall nominate one or more such charities for the EGM.
5. If an AGM should be called in accordance with section 6 above then such AGM shall be delayed until the processes in line with the EGM are complete and a final AGM called with no quorum but all members must be sent the final Accounts and statement of the closure process.
6. The Committee shall remain in post during this process.