

Rules of the Association

1. Name and Objectives.

1.1. The name of the Association is the Industrial Training Boards (ITB) Pensioners' Association (hereinafter called The Association).

1.2 The Objectives of the Association are:

1.2.1. To work collectively to safeguard and promote the interests of its members and their widows, widowers and dependants in matters relating to or affecting their ITB pensions.

1.2.2. To support the election of persons, who are members of the Association and supported by the Executive Committee, as the pensioners' trustees.

1.2.3. To foster and to maintain cordial relations with the Director, Officers and Trustees of the ITB Pension Funds in the general interest of members of the Association.

1.2.4. To keep members of the Association informed on ITB pensions issues which may affect their interests.

2. Relations with the ITB Pension Funds.

2.1.1 The Executive Committee of the Association will consult with the Director of the ITB Pension Funds so as to confirm the accuracy of any reference to the Trustees, the Funds, to pensions legislation or to any other area of technical information which it intends to include in the Association Rules, or in any communication with members of the Association.

2.1.2 In consideration of the ITB Pension Funds circulating to all new pensioners details of, and the invitation to join the ITB Pensioners' Association, the Association will agree with the Director of the ITB Pension Funds the wording of such invitations.

2.1.3. The Executive Committee of the Association will not support any member in pursuing any matter with the ITB Pension Funds unless the member has first submitted the matter to the Committee for its consideration, and the Committee has agreed that pursuance of the matter by the Association would be appropriate.

3. Membership.

3.1. Membership of the Association is open to any person who is a pensioner of, or who has a preserved pension within the ITB Pension Funds.

3.2. 'Special' Membership may be conferred by the Executive Committee on any member who, for reasons of illness or infirmity, is not able to participate in the affairs of the Association.

4. Management of the Association.

4.1 The Executive Committee

4.1.1. The management of the Association shall be exercised by an Executive Committee elected by the members of the Association and consisting of not less than four and not more than twelve members. The quorum shall be four members, at least two of whom must be officers of the Association. Any vacancies occurring during the year may be filled by persons nominated by the Executive Committee pending the next Annual General Meeting.

4.1.2. Additional members may be co-opted to serve on the Executive Committee from time to time at the Committee's discretion. This may include a former member of the Executive Committee, for a specific purpose, who has served a term of office. The number of co-opted members at any meeting shall at no time exceed half the number of elected members present.

4.1.3. The Pensioners' Trustees shall be invited to the meetings of the Executive Committee during their period of office.

4.2. Election of Executive Committee.

4.2.1. One third of the Executive Committee shall retire annually and shall be eligible for re-election for one further term of office of three years. The members who retire shall be those who have completed one term of office of three years.

4.2.2. Persons who have served for two terms of office (and who are disqualified from further terms by the above provision) are entitled to offer themselves for election again after one year has elapsed after the expiry of their two terms of office.

4.2.3. Nominations, signed by the candidate and by the proposer and seconder, (all of whom must be members of the Association), shall be submitted to the Secretary not later than 1st of May each year. In the event of more nominations being received than there are vacancies, a ballot shall be held at the Annual General Meeting for which proxies may be given by members unable to attend in person.

4.2.4. If, by the 1st of May, there are insufficient nominations to fill the vacancies, nominations may be accepted at the discretion of the Executive

Committee at, or at any time before their meeting prior to the Annual General Meeting.

4.3. Officers of the Association.

4.3.1. The Officers of the Association shall be elected by the Executive Committee at their first meeting following the Annual General Meeting. They shall consist of a Chairman, Vice-Chairman, Secretary, Treasurer and Membership Secretary.

4.3.2. The Chairman, or in their absence, the Vice-Chairman shall preside at all General Meetings and Executive Committee Meetings. In the absence of both these Officers, the remaining members of the Executive Committee present shall elect a Chairman to preside.

5. ITB Pension Fund, Pensioners' Trustees.

5.1. The Executive Committee shall seek to promote the election of members of the Association as the Pensioners' Trustees when such vacancies occur within the ITB Pension Funds. Members of the Association who wish to stand for election shall be invited to apply to the Committee for support.

6. Meetings of the Association.

6.1. The Annual General Meeting.

6.1.1. The Annual General Meeting shall be held not later than 15 months after the date of the previous Annual General Meeting. Notice of the meeting shall be sent by the Secretary to all members of the Association not less than three weeks before the date of the meeting. Such notice shall be sent by post except where individual members have elected to receive notices via e-mail. In either event mailing to the last known address shall be deemed to have complied with this requirement. The notice shall state the date, time and place of the meeting and the business to be transacted. This shall include the Report of the Executive Committee for the previous calendar year, the Accounts for that year and nominations for election to the Executive Committee.

6.1.2. Any member of the Association who wishes to move a resolution at the Annual General Meeting shall give the Secretary notice in writing before 1st March and shall give the name of the member who will second the motion.

6.2. Extraordinary General Meeting.

6.2.1. At the request in writing, signed by not less than twenty members of the Association, the Executive Committee shall call an Extraordinary General

Meeting by notifying all members of the Association of the date, time and place of the meeting and the business specified in the requisition of the members requiring such a meeting. The meeting shall be held not more than three months after the receipt of the requisition and not less than three week's notice shall be given.

6.2.2. The Executive Committee may at any time call an Extraordinary General Meeting.

6.2.3. The Executive Committee shall meet at such times as it considers necessary and appropriate.

6.3. Proxy Voting and Postal Voting.

6.3.1. The Executive Committee may arrange for any proxy or postal voting that it considers appropriate for any General Meeting or Annual General Meeting of the Association.

7. Rules.

7.1.1. Subject to approval at the next Annual General Meeting, the Executive Committee may alter, modify or add to all or to any of the rules of the Association.

7.1.2. A simple majority of those present at the Annual General Meeting and eligible to vote, including any proxy votes which have been received by the Secretary prior to the meeting shall be required for the approval of such alteration, modification or addition. In the event of a tied vote the Chair shall have a casting vote.

8. Finance.

8.1. Subscriptions.

8.1.1. The Executive Committee may from time to time propose subscriptions, which may include entry and life subscription, for ratification or alteration by members at the Annual General Meeting and such subscription shall then be payable by members until altered. Members who have failed to pay their annual subscription six months after the due date shall be deemed to have resigned.

8.1.2. On the death of a paid-up member, his or her spouse, and/or adult dependants, in receipt of the member's pension, shall automatically become non-voting members of the Association, without payment of further subscriptions. 'Special' members will not be required to pay further subscriptions.

8.2. Accounts and Balance Sheet.

8.2.1. The financial year of the Association shall be the calendar year. The Executive Committee shall cause to be kept in such form as it may prescribe proper accounts of income and expenditure of the Association and a balance sheet showing the financial position of the Association at the close of business on 31st December each year.

8.2.2. The Executive Committee shall appoint a suitable qualified person to validate and certify that the accounts are a true and correct record of the financial activities of the association. A copy of the report shall be sent to members with the accounts and balance sheet.

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