

## **COLLEAGUE SUPPORT FUND**

### **RULES**

#### **Name**

1. The Fund will be known as the Colleague Support Fund (the 'Fund').

#### **Membership**

2. Membership is open to colleagues of The Midcounties Co-operative Limited. Membership shall cease on termination of employment from the Society.

#### **Objectives**

3. To pay Benefits to members of the Fund who have paid their contributions in full in accordance with the Schedule of Benefits.

#### **Constitution**

4. The Fund shall be administered by a Committee made up of the Chair and three members of the Fund chosen by ballot if sufficient interest from among members of the Fund, otherwise, as agreed by the Executive.
5. The term of office for Colleague Member shall be three years or continual if no other colleagues put themselves forward
6. A quorum shall consist of three Committee Members; the Chair shall have a casting vote
7. The Committee shall have full autonomy

#### **Chair & Vice-Chair**

8. A Chair will be appointed by the Society's Executive.
9. The Committee shall agree a vice-chair at its annual meeting, who shall serve for a one year term.

### **Auditor**

10. The Auditor of the Fund shall be from the Finance Department and agreed by the Chair.

### **Secretary**

11. A Secretary without power to vote, shall be appointed by the Committee.
12. The Secretary's honorarium shall be determined on the recommendation of the Committee.

### **Meetings**

13. The Committee shall hold an Annual Meeting by the end of June each year and shall meet at such other times as necessary. The Committee may meet by phone conference.

### **Contributions**

14. The annual rate of contributions to the Fund will be set by the Committee at the Annual Meeting and formally reviewed at least once every three years.

### **Reporting**

15. The Committee shall prepare a financial statement for the previous year. This will be available on the Society's intranet and on request through the Secretary.

### **Amendments**

16. Members can make recommendations to improve the Fund by contacting the Committee or the Secretary.

### **Claims**

17. One year's (52 weeks) contributions are required before any claim can be made.
18. Claims can only be claimed for the member of the Fund.

- 19. Copy of receipts are required in order to make a claim.
- 20. Maternity/paternity/adoption benefit can only be paid once per member per two years.
- 21. There are no circumstances where a member will receive a refund of their contributions.

**Schedule of Benefits**

- 22. The Schedule of Benefits will be published on the Society’s intranet and available from the Secretary on request.
- 23. The Schedule will be formally reviewed by the Committee at least once every three years.

**Decisions**

- 24. The decision of the Committee will be final and binding and there will be no right of appeal.

**All information received will be treated in the utmost confidence.**

On behalf of the Committee

.Linda Freeman . . . . .  
Secretary

. . . . . 2017