

# CONSTITUTION OF THE PENSIONS UK HERTFORDSHIRE LOCAL GROUP

Adopted by a simple resolution passed on 9 September 2025

## 1. Name and Definitions

- (a) The group shall be known as the Pensions UK Hertfordshire Local Group (hereinafter called "the **Group**"), being a local group of Pensions UK (hereinafter called "Pensions UK").
- (b) In this document, unless the context otherwise requires:
  - (i) "Chairman" means the person appointed to chair the Committee;
  - (ii) "Committee" has the definition set out in Rule 5(b);
  - (iii) "Constitution" means the constitution of the Group;
  - (iv) "Honorary Treasurer" means the person appointed to act as the honorary treasurer of the Committee;
  - (v) "Honorary Secretary" means the person appointed to act as the honorary secretary of the Committee;
  - (vi) "Local Group" means any local group of Pensions UK;
  - (vii) "Member" means any person who is a member of the Group;

## 2. Objects

The objects of the Group are to hold meetings in convenient locations for the benefit of Members' representatives and to support and promote the objects of Pensions UK.

## 3. Membership

- (a) Membership of the Group is open to members of Pensions UK particularly in Bedfordshire, Buckinghamshire and Hertfordshire for whom or for whose representatives the Group meetings are convenient by virtue of their place in business.
- (b) Membership is in the name of organisations. When voting is referred to in the Constitution, each Member is entitled to one vote cast by a representative of that organisation and any such representative is eligible for election to or co-option by the Committee. Attendance at meetings of the Group is open to any representatives of a Member.
- (c) In order to further contribute to the objects as described in Rule 2, membership is also open (except where the Committee decides otherwise) to companies not in membership of Pensions UK and to individuals who do not belong to an organisation. When voting is referred to in the Constitution, each such company or individual Member is entitled to one vote cast by a representative of that company, by the individual in person or by any representative of the Member.

Any individual Member or representative of such a company Member is eligible for election to or co-option by the Committee.

#### 4. **Annual Subscription**

The membership subscription shall be determined by the Committee each year. Renewal subscriptions are due on 1<sup>st</sup> September 1993 and annually thereafter; new Member subscriptions are due on joining, unless suspended. The Committee can choose to require or suspend subscription payments from Members and, where subscriptions are required, Members whose subscriptions remain unpaid at 1<sup>st</sup> November each year will be deemed to have resigned.

#### 5. **Management**

- (a) Voting at General Meetings and Annual General Meetings shall, subject to (f) below, be by show of hands, unless a secret ballot is demanded by 50% or more of the Members present. Each Member present shall be entitled to one vote, and the decision of the Chairman as to the result of a vote shall be final.
- (b) The Group shall be administered by an elected committee (the "**Committee**") consisting of not less than four, nor more than eight persons, any three to form a quorum.
- (c) Each member of the Committee shall be elected for a two year term.
- (d) At every Annual General Meeting:
  - (i) up to and including the Annual General Meeting in 2002, the whole Committee shall retire but at every subsequent Annual General Meeting only one half of the Committee shall retire by rotation or if their number is not a multiple of two, the number nearest to one half (either above or below as decided by the Committee) shall retire, and
  - (ii) except for Committee members filling casual vacancies, the Committee members to retire by rotation shall be those who have been longest on the Committee, since their last appointment or reappointment, but as between persons who were or became last appointed Committee members on the same day, those to retire shall (unless they otherwise agree among themselves) be determined by lot.
- (e) The Committee shall have the power to replace casual vacancies in their number. Persons so appointed shall retire at the next Annual General Meeting, but shall be eligible for re-election.
- (f) If the number of persons offering themselves for election to the Committee shall exceed the number of vacancies, election shall be by secret ballot at the Annual General Meeting.
- (g) The officers, consisting of Chairman, Honorary Treasurer, Honorary Secretary and individuals serving such other roles as may be deemed necessary (together, the "**Officers**"), shall be appointed from among their number by the Committee annually at the first meeting of the Committee after election.

- (h) The Committee shall have the power to co-opt additional members not exceeding three. Such persons shall retire at the next Annual General Meeting.

6. **Accounts**

Accounts for the Group (the "**Accounts**") shall be prepared at 31 August 1993 and annually thereafter by the Honorary Treasurer and submitted for examination by the Honorary Accountant (as defined below). The examination of the Accounts shall be completed by the following 30 November and copies shall be made available for inspection at the next meeting of the Group after the examination has been completed or on request in writing by any Member.

7. **Honorary Accountant**

At the Annual General Meeting an honorary accountant shall be appointed (the "**Honorary Accountant**"), who may or may not be a member of the Group but who shall not be a member of the Committee, who shall be responsible for providing an opinion as to whether the Accounts for the financial year in which the Annual General Meeting is held have been accurately extracted from the underlying books and records. If the Honorary Accountant refuses or is unable to act, the Committee shall appoint an alternative.

8. **Meeting**

- (a) The Committee shall call an Annual General Meeting to be held not later than 30<sup>th</sup> November in each year. All Members are eligible to attend and vote at Annual General Meetings, and the quorum for an Annual General Meeting shall be three Members present.
- (b) General Meetings (other than the Annual General Meeting) may be called by the Chairman when considered appropriate. Members, unless they are members of the Committee, shall not be eligible to attend and vote at General Meetings. Three Committee members present shall form a quorum at a General Meeting.
- (c) Each Member may bring to the Annual General Meeting or any Group meeting one or more individuals as guests.

9. **Annual Report**

Commencing in 1993, the Honorary Secretary shall send to all Members a copy of the Chairman's report for the previous year before the Annual General Meeting.

10. **Representation Council**

If, under the Constitution, the Group is nominated on its own or with another Local Group or Local Groups, to elect a representative as a member of the council of Pensions UK, that person, being a representative of an ordinary member of Pensions UK, shall be nominated by the Committee for appointment by the chairman of the groups concerned.

11. **Amendment to Constitution**

The Constitution may be amended by simple resolution at a General Meeting provided that not less than 14 days' notice of the proposed change has been given to all Members.

12. **Funds**

In the event of the discontinuance of the Group, the disposal of any surplus funds shall be determined by the Committee in accordance with the objects of the Group.

13. **Disputes**

The decision of the Committee on any matter shall be final.