

ROYAL NAVAL ENGINEERS' BENEVOLENT SOCIETY

Established 1872



HANDBOOK - 2020

Approved by the RNEBS Management Committee

ROYAL NAVAL ENGINEERS' BENEVOLENT SOCIETY

Name: _____

Membership No: _____

Service No: _____

**Please remember to inform the General Manager
whenever you change your Address or Nominee.**

For further details, members can contact the General Manager at the Society's Office or via the Society's Website:

The RNEBS Office
The Shearsby Suite
113 North Hill
Plymouth
Devon
PL4 8JY

www.rnebs.co.uk

ROYAL NAVAL ENGINEERS' BENEVOLENT SOCIETY

PREFACE

This is an update of the Royal Naval Engineers' Benevolent Society (RNEBS) Handbook and replaces all previous editions.

The Management Committee have concluded that an update was necessary to reflect the changes that have taken place within the Society.

Though working conditions and terms of service have improved since the Society was founded in 1872, the Society remains committed to working with its Members and the Royal Navy to address pertinent issues.

The ethos of the Society is one of organised benevolence. Benefits payable are based upon Membership numbers and subscriptions paid.

The aim of the Society is to promote engineering excellence and professional development. It follows that all Members will benefit if they share their knowledge and experience with each other.

The Society asks that Members attend Management Committee Meetings whenever possible and take an active role in the running of the Society.

To help the Society achieve its aims, regular feedback from Members is sought, ideally by attendance at Management Committee Meetings or by correspondence to the General Manager.

It is important that all Members keep the General Manager updated with their address and nominee details, as failure to do so may result in any future benefit not being paid to the intended nominee.

Please remember that the Handbook is private and confidential and is for the exclusive use of the Members of the Society.

Members should fully acquaint themselves with the Handbook, particularly those pages concerning subscriptions and benefits.

All proposed changes to the Handbook are to be in writing and communicated to the General Manager.

No changes or amendments to the Handbook will be made unless approved at the Management Committee Annual Meeting.

CONTENTS

CONTENTS	4
1. Society Name, Objectives and Title Descriptions	5
2. Gender	5
3. Organisational Structure	6
4. Membership Application	6
5. Subscriptions.....	7
6. Free Life Membership of the Society.....	7
7. Officers of the Society.....	8
8. Society Trustees	8
9. President of the RNEBS.....	9
10. General Manager	10
11. Webmaster	11
12. Society Auditors	12
13. Editor.....	12
14. Management Committee Members	13
15. Co-opted Management Committee Members	13
16. Management Committee Chair	14
17. Management Committee Meetings	14
18. Management Committee Annual Meeting.....	15
19. Expenses	16
20. Misappropriation of Funds	16
21. Death Benefit.....	16
22. Invaliding Benefit	17
23. Supplementary Rules for a Large Number of Claims.....	17
24. Unauthorised Communication.....	18

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1. Society Name, Objectives and Title Descriptions

The name of the Society is the Royal Naval Engineers' Benevolent Society and can be abbreviated to RNEBS.

Objectives of the Society are:

- a. Promotion of the social, intellectual and general welfare of Members.
- b. Provision of support in times of need at the discretion of the Society Trustees.
- c. Provision of Death Benefits for Members.

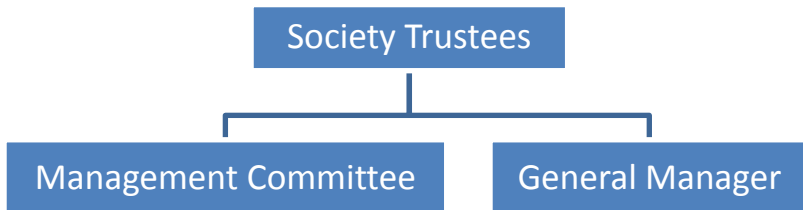
Where appropriate, title descriptions are abbreviated:

- Society (Royal Naval Engineers' Benevolent Society).
- Trustee (Society Trustee).
- President (President of the RNEBS).
- Webmaster (Society Webmaster).
- Editor (Editor of the Society Members Bulletin).

2. Gender

The Handbook is written in gender-neutral language.

3. Organisational Structure



4. Membership Application

Any serving member of the Engineering Branch of the Royal Navy may apply to join the Society.

Membership application forms are obtainable from the General Manager.

Applications will be considered at the next Management Committee Meeting.

On leaving the Royal Navy, Society Membership may be retained.

If discharged from the Royal Navy on medical grounds and the member does not claim the Society's Invaliding Benefit, membership may still be retained.

Society Members are entitled to all benefits according to the Handbook and to vote at all Management Committee Meetings and be eligible to hold any office within the Society.

5. Subscriptions

Subscriptions are based on an annual flat rate, to be paid in advance on joining and on each anniversary.

The Subscription Rate is determined and reviewed at the Management Committee Annual Meeting.

This subscription entitles a member to receive publications, reports and Benefits at rates appropriate to the level of subscriptions paid.

Subscriptions should be paid directly to the designated Society account, proof of payment being the entry on the statement for that account. The reference accompanying each payment should include the member's surname, initials and Membership number.

The date upon which a payment is received shall be valid for operation of Benefit Rules.

Any member whose due subscription remains unpaid beyond 12 months will be suspended from membership. They will not receive publications, nor be allowed to attend meetings, nor be eligible for benefit.

Members can re-join, at the Trustees' discretion, providing they pay their arrears in full.

Once payments have been made, members are required to wait one year before being again entitled to all benefits in full.

Note: If a member falls into arrears for a second time, they will not be able to re-join and all benefits will cease.

6. Free Life Membership of the Society

Application for Free Life Membership was withdrawn from 1st April 2017.

Benefits for existing Free Life Members will remain.

7. Officers of the Society

- a. Society Trustees.
- b. President of the RNEBS.
- c. General Manager.
- d. Webmaster.
- e. Auditors.
- f. Editor.

8. Society Trustees

Trustees are to hold assets, properties and funds, in trust, on behalf of the Society Membership.

Trustees are by law deemed to be the legal owners of all such assets, properties and funds, who then hold title to those assets, properties and funds in trust for the benefit of the Society Membership.

Trustees may, by general consensus, empower other Society Members to take responsibility for certain actions.

Trustees may take representations or advice from Society or Management Committee Members if and when required.

Responsibilities

To delegate the day to day management of Society assets to the General Manager.

Maintaining all assets, properties and funds to the advantage of the Society.

Meetings of the Trustees

Trustees shall hold regular minuted meetings.

Minutes may be made available on request.

The Trustees shall call a Special Meeting at any time where the business of the Society or the welfare of its members warrants it.

Election of the Trustees

The number of Trustees (whenever possible), should be a minimum of three.

Prospective Trustees may be recommended or proposed by Society Members.

They shall only be elected by the serving Trustees. In the event of there being no Trustees, prospective Trustees will be elected by the Management Committee.

A Trustee shall be in post normally for life unless the Trustees agree some other term of office.

9. President of the RNEBS

The President is elected at the Management Committee Annual Meeting and will hold office for a year.

The President is to ensure that all resolutions passed at the Management Committee Annual Meeting, are carried out within the agreed timescale.

10. General Manager

The General Manager is elected at the Management Committee Annual Meeting and will hold office for a year.

The General Manager should be a member who has completed active service.

Applications for the post of General Manager may be recommended by Society members.

Duties

- a. Day to day running of the Society, payment of all expenses and bills, maintaining accounts and managing property and investments.
- b. To maintain Quarterly and Annual Accounts and present them to the Auditors for examination and confirmation.
- c. To maintain the Membership Database.
- d. To be the Data Protection Officer.
- e. To advise the Trustees and communicate any circumstances that may affect the general welfare of the membership.
- f. To provide a brief report at the Management Committee Meetings, including details of any members who have died since the last meeting.
- g. To provide a detailed report at the Management Committee Annual Meeting, including a statement of accounts, an outline of business carried out during the period, details of all members who have died since the previous report and the updated Membership numbers and status thereof.
- h. To produce the Agenda and Minutes for the Management Committee Meetings and the Management Committee Annual Meeting.

Salary

A salary will be paid, as determined at the Management Committee Annual Meeting and approved by the Trustees.

Expenses incurred on Society business will be met by the Society.

Terms of Employment

Should the post become vacant or notice be given, the Management Committee are to seek a likely successor before the Management Committee Annual Meeting.

Except for reasons of health, the General Manager is to give a minimum of 12 month notice to resign.

The Society is to give the same notice for dismissal, unless it is for any serious misdemeanour.

In the event of such dismissal, the Society Trustees shall assume the duties until a successor is appointed to the post of General Manager.

11. Webmaster

The Webmaster is to be appointed by the Management Committee and will be confirmed in the post annually.

The Webmaster is to manage and maintain the website and keep the site up to date for communication with and for the benefit of Society Members.

12. Society Auditors

Two Society Members are to be appointed by the Management Committee and will be confirmed in the post annually.

They are to examine all Quarterly and Annual Accounts as presented by the General Manager to confirm that they are a true record of income and expenditure.

Verify the Asset Register.

The Auditors findings will be included in the General Manager's Report for the Management Committee Annual Meeting.

Auditors shall receive a fee per audit as determined at the Management Committee Annual Meeting.

13. Editor

Publication

The aim is to publish and distribute the Society Members Bulletin every year to all members in accordance with a list supplied by the General Manager.

The Bulletin content is to be upon strictly non-political lines.

Terms of Employment

The Editor is to be appointed by the Management Committee and will be confirmed in the post annually.

For preparing and editing each issue the Bulletin Editor shall receive an honorarium as determined by the Management Committee Annual Meeting and approved by the Trustees.

The Bulletin Editor is required to attend the Management Committee Annual Meeting and should submit a full report for inclusion in the Meeting minutes.

Cost

Costs and expenses for publishing each issue are to be approved by the General Manager.

Publication Prior Approval

The Editor is to send a draft copy to members of the Management Committee, where a minimum of two Management Committee Members are to review the Bulletin and formally approve the draft prior to publication.

Articles for Publication

If a member wishes to present an article for publication, they should submit the article to the Editor for consideration.

The Editors decision to publish or not will be final.

14. Management Committee Members

Members of the Management Committee shall be:

- a. All Officers of the Society.
- b. Co-opted Committee Members.

15. Co-opted Management Committee Members

A Co-opted Committee Member is a member who has demonstrated a good working knowledge and has regularly supported the Society.

Co-opted Committee Members of the Society shall be invited to attend the Management Committee Annual Meeting.

16. Management Committee Chair

The General Manager shall chair all Management Committee Meetings and preserve order.

The General Manager shall have a vote as an ordinary member and a casting vote as required.

The General Manager is to sign the approved minutes of the Management Committee Meeting.

In the absence of the General Manager, an Officer of the Society is to chair the meeting and act as the Minute Secretary.

17. Management Committee Meetings

Management Committee Meetings are to be scheduled periodically and notification published on the Society Website.

The Meetings are normally held on the Top Floor of 113 North Hill, Plymouth.

These meetings are open to all members.

A minimum of three Management Committee Members, one of whom must be an Officer of the Society, can form a quorum.

Order of Business

- a. Report of Benefit Claims.
- b. Approve the minutes of the previous meeting.
- c. Matters arising.
- d. Correspondence.
- e. General Manager's Report.
- f. Any Other Business.
- g. Date, time and venue of the next Meeting.

18. Management Committee Annual Meeting

Members of the Management Committee Annual Meeting:

All Officers of the Society, plus Co-opted Committee Members.

Order of Business

- a. Elect the President from among the members of the Management Committee Annual Meeting.
- b. Election / confirmation of Society Officers.
- c. Approve the minutes of the previous meeting.
- d. Matter arising.
- e. General Manager's Report.
- f. Presentation and adoption of Society Accounts.
- g. Proceed with previously agreed Agenda items / reports.
- h. Any Other Business.
- i. Provisional Date, time and venue of the next Annual Meeting.

General Instructions and Powers

The President is to chair the meeting.

The President shall have a vote as an ordinary member and a casting vote as required.

Members shall be empowered to undertake any business having as its prime objective the welfare of its members and enhancement of the Society.

19. Expenses

Members who incur costs whilst undertaking authorised Society business, may claim reasonable expenses from the General Manager.

20. Misappropriation of Funds

Any Officer or member misappropriating the funds of the Society or withholding any money paid to them shall be called upon by the Management Committee for an explanation.

If such an explanation is considered unsatisfactory the Officer or member is to refund the money and will be excluded from the Society and lose all rights to their benefit.

21. Death Benefit

A Death Benefit will be paid to the Member's nominee on receiving 'Proof of Death' in respect of any Member who is 'In Benefit'.

Proof of Death is to be a copy of the Death Certificate or the Entry on the Register.

The rate of Death Benefit will be reviewed and determined annually.

In the event of there being any doubt or dispute regarding the Nominee of a Deceased Member the Trustees shall have the power to direct that the Benefit be paid to the Estate of the Deceased or their Next of Kin.

Please note that it is a Society requirement that nominees must be over the age of 18.

All claims should be submitted within 12 months from the date of death.

Late claims may be accepted at the discretion of the Trustees.

22. Invaliding Benefit

Any member 'In Benefit' who is invalidated from the RN or seeks re-engagement for further naval service but is found to be medically unfit and is discharged from the RN, shall be eligible to receive an Invaliding Benefit.

The rate of Invaliding Benefit will be reviewed and determined at the Management Committee Annual Meeting.

All claims should be made within 6 months of the date of invaliding and must be supported by a Medical Certificate that states the date and cause of invaliding.

Should any invalidated member receive the benefit and subsequently become reinstated in the RN, they may re-join the Society on the understanding that in the event of their death, the amount paid to them as an Invaliding Benefit shall be deducted from the Death Benefit paid to their nominee.

No additional benefit will be paid to them if they again become invalidated.

If on re-joining the Society, they elect to repay the Invaliding Benefit, they shall be considered as a member in full benefit and their former time as a member will count towards any subsequent benefit.

23. Supplementary Rules for a Large Number of Claims

If there are a large number of claims that would prevent the Society from paying all claims in full immediately, the Trustees will make an informed decision to make partial payments until funds are available from termed investments.

Claims received will be assessed after the Trustees have carried out an assessment of the Society's financial position. After this assessment and availability of termed investments, all outstanding claims will be dealt with proportionately and equitably.

24. Unauthorised Communication

Society Meetings are restricted to Members and business transacted is private.

It is not to be disclosed to anybody who is not a member unless authority to do so has been given by the President of the Society.

Any unauthorised disclosure of information is to be reported to the General Manager or in his absence to Society Trustees.

If such an explanation is considered unsatisfactory the Officer or member is to be excluded from the Society and lose all rights to their benefit.

Designed, typeset and published by the RNEBS

