

Revised rules of H.M. Stationery Office Sick and Dividing Club.

Contributors

Great Britain. His Majesty's Stationery Office. Sick and Dividing Club

Publication/Creation

London : H.M. Stationery Office Sick and Dividing Club, 1939.

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1939.

REVISED RULES

OF

H.M. STATIONERY OFFICE

SICK and DIVIDING CLUB.

OFFICIAL TRUSTEES—
ESTABLISHMENT OFFICER,
DEP. DIR. OF ACCOUNTS.

CLUB TRUSTEES—
A. T. LEAT. T. L. DAVISON.

TREASURER— SECRETARY—
W. A. GOBBETT. S. M. POTTER.

BANKERS—G.P.O.

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RULES



TITLE AND OBJECT.

1. That this Society shall be called "H.M. STATIONERY OFFICE SICK AND DIVIDING CLUB," and shall have for its object the raising of funds by contributions and fines of members, for the purpose of rendering assistance to members when bodily sick and unable to follow their usual employment.

MEMBERSHIP.

2. The Society shall be open to all males and females, other than Civil Servants, employed by H.M. Stationery Office, London, who, subject to the approval of the Committee of Management, may become members at the beginning of each quarter of the year upon the payment of one shilling entrance fee. New members will not be accepted unless they are under the age of 45 years at the time of their acceptance by the Committee.

Members transferred to a branch outside London will be allowed to continue their membership for that year, providing they are willing to pay the cost of their correspondence.

Members leaving the office or desiring to withdraw from the Society shall receive the full amount of their contributions less percentage of sickness liabilities and incidental expenses upon seven days' notice being given in writing to the Secretary.

Members called up on mobilisation, or transferred to other employment on grounds of national importance in time of emergency shall be regarded as "members leaving the office" under paragraph 3 of this rule but will be permitted to rejoin irrespective of age on resuming their employment without the payment of a further entrance fee and shall be eligible for benefit immediately upon rejoining.

Members joining on and after the 1st January, 1922, will be required to fill in a membership form supplied for that purpose.

The Society shall be open for enrolment of new members during the first week of each quarter.

The year commences December 1st, and terminates November 30th.

CONTRIBUTIONS AND FINES.

3. The contributions shall be ninepence each week, payable every Saturday morning, to a representative nominated by the committee, who shall give a receipt to each member, and receive a receipt for the whole sum each week from the Secretary.

Members four weeks in arrears shall be fined twopence; for five weeks fourpence; and six weeks sixpence, after which benefits shall be suspended until both fines and contributions are paid in full. When a fine is due no contributions will be accepted by the collector until the fine is paid.

All payments due must be paid to the Secretary by the end of each quarter, in default of which sixpence will be fined for the 1st, 2nd, 3rd, and one shilling for the final quarter. Members seven weeks in arrears must clear their card on the eighth week, or become lapsed.

Membership will cease after eight weeks, upon due notice being given in writing by the Secretary, all contributions will be forfeited.

Contributions shall not be due during the time a member is sick.

The Committee of Management will not be accountable for any alleged payments unless entered on the member's card and attested by the initials of the person appointed in accordance with the rule to receive the same.

The Secretary has power to appoint a member of the committee to collect contributions in the event of a collector being unable to carry out his duties through illness or otherwise.

Members' excuse of not being able to comply with this rule as they were employed outside the office on a Saturday will not in any case be accepted by the committee.

COMMITTEE OF MANAGEMENT.

4. A committee of eight members shall be elected annually (five to form a quorum), who shall have full power to superintend and conduct the business of the Society. They shall cause the accounts of the Society to be properly kept and entered in books, and shall cause a statement of accounts to be made up to the end of each financial year.

They shall elect one of their number as chairman to preside at all committee meetings and special meetings, and on their behalf examine all claims on the Society, and, if satisfactory, shall in conjunction with the Secretary sign an order authorising the Treasurer to pay such claims. In the absence of the Chairman the committee shall appoint a deputy to act in his stead.

The committee shall have full power to impose a levy not exceeding 1/- per member per week to relieve any possible financial stress of the Society, to rescind fines, to enforce and interpret the rules of the Society.

Members dissatisfied with any decision of the committee may, upon obtaining the signatures of twenty members, appeal to a special general meeting called for that purpose, to discuss their grievances.

The committee shall have power during the year, and at the end of the financial year to reject any member, the retention of whose name on the books of the Society is deemed by them to be detrimental.

The committee shall cause the books and accounts of the Society to be kept open to the inspection of any member or person having an interest in the funds of the Society at all reasonable times, at the place where the same are kept, and it shall be the duty of the Secretary to produce same accordingly.

OFFICIAL TRUSTEES.

5. The Committee of Management will give full financial control to the Official Trustees in accordance with the Controller's minute, dated 17th March, 1919. All books and documents of the Society shall be open for inspection by them or their appointed auditor at any time, and shall be produced for such inspection (at intervals of not less than one month) as they may direct. Any payment proposed by the Society or its officers that is not covered by the rules shall be submitted for the prior approval of the official trustees.

CLUB TRUSTEES.

6. Two members shall be elected as Club Trustees, who shall remain in office during the pleasure of the Society, and be only removable by a majority vote of a special meeting called for that purpose, and in case any vacancy arises from death, removal or other circumstances, of one or more of the trustees, the Secretary shall at once call a special meeting for the purpose of electing a new trustee or trustees as may be required.

The trustees shall stand possessed of all monies in the treasurer's hand or in the savings bank.

Any trustee after being removed from office who may refuse or neglect to assign or transfer any property belonging to the Society, as the Society may direct, shall be expelled from the Society, and forfeit all claims on its funds, without prejudice to any liability to prosecution.

They shall invest jointly all monies received by them in the Post Office Savings Bank, and withdraw such sums of money as may be required on written authority of the Chairman of the committee and the Secretary, and upon such authority only.

TREASURER.

7. A member shall be elected as Treasurer who shall remain in office during the pleasure of the Society. He shall receive and be responsible for such sums of money as may from time to time be paid into his hands by the Secretary, or by any person on account of this Society, and give a receipt for each amount received.

He shall pay out sums of money on written authority of the Chairman of the committee and the Secretary, and upon such authority only.

In the absence of the Treasurer the 'Committee of Management shall appoint a deputy to act in his stead.

All cash received shall be paid into the bank on the day of receipt, or if that is impossible on the day following receipt; with the exception of a sum not to exceed £7 10s. which shall remain in the hands of the Treasurer to meet current claims and expenses. The sum of £3 shall be paid to the Treasurer yearly for his services.

SECRETARY.

8. A Secretary shall be elected annually. He shall

attend all meetings of the Society and of the Committee of Management. He shall record correctly the names of the officers, members of the Committee of Management, Trustees and other members there present, and the minutes of the proceedings, which he shall transcribe into a book to be authenticated by the signature of the Chairman as the proceedings of the evening; he shall receive proposals for admission to the Society, and demands for benefits and allowances of every description granted by the rules he shall at the close of every meeting, or in case of receipts at other times, forthwith, hand over all monies received by him to the Treasurer. He shall also pay over all monies and give up all books,, documents and property belonging to the Society, when order to do so by a resolution thereof, or of the committee, or by the trustees.

He shall summon all meetings of the Society and of the Committee of Management, and keep the accounts, documents and papers of the Society in such a manner, and for such purposes as the committee may appoint, and shall prepare all returns and other documents required by the Society.

He shall receive all contributions and other monies paid to the Society, which must be regularly entered in the proper books, and shall pay to the Treasurer each week all amounts received by him on behalf of the Society, for which he must obtain a receipt.

The Secretary shall duly examine all claims for the payment of monies from the Society, and shall prepare a balance sheet at the close of each financial year.

The sum of one shilling for each member on the books of the Society during any part of the financial year shall be paid for secretarial duties.

The Secretary shall on all occasions, in the execution of his office, act under the superintendence, control and direction of the Committee of Management.

AUDITORS.

9. Two members shall be elected annually as Auditors, they shall examine all books, vouchers and documents of the Society and if they are correct sign a balance sheet showing the receipts and expenditure of the Society to the end of each financial year and report thereon to the members of the Society.

The sum of ten shillings shall be paid to each auditor yearly. Members refusing to serve after being duly elected will be fined sixpence.

COLLECTORS.

10. Collectors must on no account delay any work in the Stationery Office for the purpose of collecting contributions.

Collectors must on no account accept contributions without the member produces his card for signature.

The Secretary has power to examine any member's card to ensure that this rule is carried out.

All collector's books and contributions to be forwarded to the Secretary not later than Monday evenings.

SICK BENEFIT.

11. No member shall be entitled to any benefits until the expiration of the first three months' membership. No member shall receive sick benefit while in receipt of full pay from the office.

The sum of 18/- (eighteen shillings) per week, for six weeks, and 9/- (nine shillings) per week, for a further six weeks, will be paid by the Committee of Management to any member who shall be sick and unable to follow his usual employment upon being notified and satisfied thereof.

No member shall receive more than twelve weeks' sick benefits (£8 2s.) in all during the financial year.

The Secretary shall be empowered to deduct all arrears from the first payment to members declaring on the funds, and shall deduct from any further payments such sum as shall keep the member clear on the books.

All sick benefits shall be paid so as to reach the member not later than Saturday midday.

No member shall be entitled to sick benefits should his illness be the result of his own misconduct.

No member shall receive sick benefit while convalescent, unless the Doctor's recommendation has been first received by the Secretary and acknowledged by him.

Any member receiving accident compensation excepting under the "Workmen's Compensation Act" shall refund all sick benefits received from the Society.

SICK MEMBERS' REGULATIONS.

12. All Certificates of Sickness must be received by the Secretary within two days of going sick, failing same, one day's sick pay will be forfeited for every one day's delay.

All Certificates must be sent direct to the Secretary, who will forward them to the Head Office immediately.

Members detained in hospital will not be expected to send a doctor's certificate, but shall notify the Secretary in writing, the hospital he is in, as soon as possible, and within twenty-four hours of dismissal shall notify the Secretary of the same.

Members will only be required to furnish a certificate when declaring on the club.

Any member neglecting to send in his declaration form when declaring off the club, shall be suspended from all benefits until such declaration has been received by the Secretary.

When a member shall declare on the funds, the Secretary shall appoint one member residing in his immediate neighbourhood to visit him. It shall be the duty of the visitor

to visit at least once in each week between the hours of 9 a.m. and 9 p.m. He shall report to the Secretary any breach of these rules on the part of any sick member.

For neglecting to visit, a fine of sixpence shall be imposed for each omission.

If the case be contagious or infectious, no sick visitor shall be appointed, but the medical attendant's signature shall be sufficient.

The committee may at their discretion, allow reasonable expenses for visitors to members residing beyond a radius of two miles from their homes.

No sick member receiving sick pay must be away from home after 6 p.m. from October to March, nor after 9 p.m. (summer time) from April to September inclusive.

Penalty—for the first offence, fine of one shilling; for second offence, one shilling and sixpence; and for the third offence, expulsion from the Society.

DISTRIBUTION OF SURPLUS.

13. At the close of each year the divisible balance shall be declared and divided amongst the members.

CORRESPONDENCE.

14. Any member corresponding with the Society through the post shall pay all postal charges on such correspondence, and shall, in every case, enclose a stamped addressed envelope for reply, or his communication may be disregarded, except in case of illness. Every communication must state the member's name, address, and should be accompanied by the membership card.

COPIES OF RULES.

15. It shall be the duty of the Committee of Management to provide the Secretary with a sufficient number of

copies of the rules to enable him to deliver to every *member* on demand a copy of such rules on payment of a sum, not exceeding sixpence.

All duplicate contribution cards to be paid for.

AMENDMENT OF RULES.

16. No amendment or addition shall be made to the rules of the Society, save at a special or general meeting of the members, and any member wishing to propose any amendment of the rules of the Society, or bring any matter forward for discussion thereat shall give notice thereof in writing to the Secretary, at least one month before such special or general meeting is held. The Secretary shall give due notice to the members of such proposed amendment or addition. No proposal, though duly proposed and seconded, shall become a rule of the Society unless supported by two-thirds of the members voting. And such amendment shall be binding upon all members of the Society, whether in receipt of benefit at the time and personally affected by any such alteration or not.

17. The roll shall be called at all Special and General Meetings, any member absent when the roll is called (except through illness, leave, or official business) in which case the Secretary must be notified in writing, will be fined one shilling, all refusals to pay the above fine shall be dealt with by the Committee of Management.

DEATH LEVY AND BENEFITS.

18. The Committee of Management shall have power to make a levy of one shilling on each member, when the death of a member occurs. Members are eligible for death benefits immediately they join the Society. The levy must be paid within seven days after notice being given in writing by the Secretary. Any member neglecting or refusing to pay the levy will be dealt with by the Com-

mittee of Management. Every member must nominate a person or persons to receive any sum of money payable on his or her death. Nominations may be altered by notice in writing to the Secretary.

On the death of a member, notice in writing shall be sent to the Secretary, at his residence, accompanied by the certificate of death, and if married, the marriage certificate. The Secretary shall have power to authorise the Treasurer to advance the amount payable only to the person or persons nominated by the deceased provided that in the case of two or more persons being nominated the receipt signed by one of them shall be a full and final discharge of the liability, if the certificate aforesaid shall be supplied, and providing that such members be not over eight weeks in arrears at the date of such death; but if he be over eight weeks in arrears, all claims shall be forfeited. The production of the receipt for such payment shall be deemed a discharge to the Committee. No claims shall be entertained unless made within one month of the date of death.

No money shall be paid by the Society (except as provided for by the rules of the Society) upon the death of a member whose death is or ought to be entered in any register of deaths, except on the production of a certificate of such death under the hand of the Registrar of Deaths in which such death is or ought to be entered.

S. M. POTTER,
Secretary.

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PRINTED BY
THE CROWDALE PRESS (I.U.)
174, LONDON ROAD,
MITCHAM. SURREY.



