

# Honoric Appointments Policy

<b>Policy Title</b>	<b>Honoric Appointments Policy</b>
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<b>Policy Owner</b>	Board of Trustees

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## 1.0 Purpose and Legal Basis

This Honoric Appointments Policy establishes a transparent framework for recognising individuals who have provided exceptional service to the charity or its beneficiary community. The creation of these non-governance roles aims to retain experience, honour commitment, and maintain the heritage of the charity while protecting its legal structure.

### 1.1 Purpose

The core objectives of this policy are:

- To formally define the criteria and procedures for appointment to the non-voting honorific roles of Honorary Life Member, Honorary Fellow, and Honorary Life President.
- To ensure that these appointments and the roles performed are fully compliant with UK charity law and the charity constitution, particularly regarding legal membership, voting rights, and the management of conflicts of interest.
- To establish clear procedures for expense claims and termination of the appointments, safeguarding the charity's assets and reputation.

### 1.2 Legal and Constitutional Basis

This policy is grounded in the legal framework governing charities in the United Kingdom:

- **The Charities Act 2011:** Governs the overarching duties of trustees, the proper application of charitable funds, and the reimbursement of expenses.

- **Charity Constitution (Clauses 7, 17, and 30):** This policy is implemented under **Clause 17** (Associate membership), confirming that appointees are non-voting members of the CIO. It reinforces **Clause 7**, which outlines the duty to manage conflicts of interest.
  - **Charity Constitution (Clause 27):** This policy acknowledges and formalises the specific governance function of the Honorary Life President in internal dispute resolution.
  - **The Equality Act 2010:** All selection and termination procedures must be conducted without discrimination.
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## 2.0 Scope

This policy applies to the nomination, appointment, roles, responsibilities, and termination of all honorific positions established by the charity.

### 2.1 Applicability

This policy applies to:

- The **Board of Trustees**, who hold the ultimate responsibility for considering and approving all appointments and removals.
- All **Honorific Appointees** (Honorary Life Member, Honorary Fellow, Honorary Life President).
- The **Chairman**, regarding their specific duties in receiving nominations, managing the HLP role, and executing removal decisions.

#### 2.2 Status of Honorific Appointees

All Honorific Appointees hold the status of **Associate Members (Non-Voting)** of the CIO, as permitted by **Clause 17** of the Constitution. They are explicitly **not** Charity Trustees and are not legal members of the charity for the purposes of statutory resolutions.

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## 3.0 Policy Statement

The Charity is committed to formally recognising exceptional dedication and contribution to the charity and the Beneficiary Community through its Honorific Appointments. These positions are conferred based on merit, character, and service, ensuring the charity benefits from ongoing counsel and expertise while strictly upholding the principle that governance responsibility and voting power remain exclusively with the serving Charity Trustees.

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## 4.0 Definitions

Term	Definition
<b>Honorary Life Member (HLM)</b>	An honorific role for individuals who have served as a Trustee for a period of not less than three years, retiring or resigning in good order, and without recorded breaches of the Code of Conduct.
<b>Honorary Fellow (HF)</b>	An honorific role for individuals who were not Trustees but provided great service or made a great contribution to the charity or the Beneficiary Community, and are persons of good standing.
<b>Honorary Life President (HLP)</b>	The single, most senior honorific position, held by an appointed Honorary Life Member who, ideally, served as charity Chairman for a minimum of one year.
<b>Code of Conduct</b>	The 'Code of Conduct for Trustees and Appointed Persons', which all honorific appointees must adhere to.
<b>Seniority (HLP Ascendency)</b>	Defined by having held the charity Chairman position for a minimum of one year, or, failing that, the longest serving Honorary Life Member.

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## 5.0 Procedures

### 5.1 Nomination and Appointment (HLM and HF)

1. **Nomination:** A nomination must be made in writing by a serving Trustee to the Board of Trustees.
2. **Documentation:** The nomination must include a record of the nominee's service and achievements.
3. **Vetting:** The Board must verify that the candidate meets the prerequisite conditions (e.g., three years' service for HLM, good standing for HF) and confirm there are no recorded breaches of the Code of Conduct.

4. **Decision:** The decision to approve an appointment will be made by a **simple majority vote** of the Board of Trustees at a properly convened meeting. The approval must be formally recorded in the minutes, detailing the justification for the appointment.

5. **Notification and Inauguration:** Successful nominees will be granted their position immediately upon agreement and will be formally inaugurated at the following General Meeting.

## 5.2 Appointment of Honorary Life President (HLP)

1. **Vacancy:** The HLP position must be vacant (due to passing, voluntary resignation, or termination).

2. **Ascendency:** The position is automatically conferred upon the most senior Honorary Life Member meeting the following ascendency criteria:

- **Priority 1:** The Honorary Life Member who has held the charity Chairman position for a minimum of one year and has the greatest seniority amongst that group.
- **Priority 2:** If no former Chairman is available, the position passes to the Honorary Life Member who has the greatest seniority based on the date of their HLM appointment.

3. **Tenure:** The appointment is for the extent of the natural life of the appointee unless they voluntarily cede their tenure or their tenure is terminated by the Board.

## 5.3 Roles and Expectations

1. **Attendance:** Appointees are expected to attend the Annual General Meeting Award Session and Chairman's Banquet. They may attend the AGM in an **observatory role**.

2. **HLP Attendance at Board Meetings:** The HLP may be invited to attend any other meeting of the Board of Trustees, discussion group, or subcommittee at the discretion of the Chairman.

3. **Contribution to Debate:** The HLP may contribute to debate at meetings (including the AGM) but will **not** have any voting rights.

4. **Conflict Management:** The HLP must absent themselves from any discussions of the charity trustees in which a conflict of interest may arise, as mandated by **Clause 7** of the Constitution and the **Conflict of Interest Policy**.

5. **External Representation:** The HLP shall represent the Chairman and Board of Trustees in any external forum, meeting, or event as decided by the Board of Trustees.

6. **Dispute Resolution:** In the event of a dispute between members (Trustees), the Hon. Life President is the designated contact for initial internal mediation efforts, as per Clause 27 of the charity's constitution.

## 5.4 Expenses

The HLP is entitled to claim reimbursement for reasonable, properly incurred expenses related to their role, in line with the rates available to the Charity Trustees. All claims must be submitted, reviewed, and authorised in accordance with the procedures set out in the **Internal Financial Controls Policy** and **Trustee Payment Policy**.

## 5.5 Termination of Honorific Appointment

1. **Resignation/Ceding:** An appointee may resign their position at any time by submitting a request in writing to the Chairman.
  2. **Breach of Conduct:** If an honorific appointee is found in breach of the 'Code of Conduct for Trustees and Appointed Persons', the holding of their position will be formally considered by the Board of Trustees in accordance with that code.
  3. **Removal:** Should the Board require the appointee to resign as a result of these proceedings and their resignation is not forthcoming within five days of the request, the Chairman is authorised to remove them from the position, acting on the resolution of the Board.
  4. **Cessation:** The appointment ceases automatically upon the passing of the incumbent.
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## 6.0 Roles and Responsibilities

Role	Responsibility
<b>Board of Trustees</b>	Holds ultimate responsibility for the policy. Approves all nominations by a simple majority vote and formally ratifies termination decisions. Ensures the HLP's access to sensitive information is compliant with data security policies.
<b>The Chairman</b>	Acts as the primary recipient of nominations, resignations, and concerns regarding breaches of conduct. Manages the HLP's participation in meetings and coordinates the HLP's external representation duties.
<b>Honorary Life President</b>	Must comply with the Code of Conduct and Conflict of Interest Policy. Acts as the designated internal mediator for member disputes (Clause 27)—responsible for submitting prompt and properly documented expense claims.
<b>Individual Trustees</b>	Responsible for proposing nominations to the Board, ensuring that nominees meet the prerequisite conditions.

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## 7.0 Implementation

This policy is effective immediately upon formal adoption by a resolution of the Board of Trustees.

- **Communication:** A copy of this policy will be provided to all Trustees and existing Honorific Appointees. It will be provided to all future appointees upon acceptance of their position.
  - **Training:** The Board of Trustees will receive a briefing on this policy, particularly concerning the HLP's specific roles in governance debate and dispute resolution, to ensure consistent management.
  - **Documentation:** All appointments, resignations, and terminations will be formally recorded and minuted.
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## 8.0 Monitoring and Review

Ongoing monitoring is essential to ensure this policy remains effective and aligned with the charity's governance needs.

- **Reporting:** The outcomes of all Honorific Appointment decisions, changes in tenure (including resignations or removals), and any expense claims will be formally reviewed and minuted by the full Board of Trustees.
  - **Compliance Audit:** Compliance with the appointment criteria and termination procedures will be subject to internal review.
  - **Review Schedule:** This policy will be formally reviewed by the Board of Trustees on an annual basis to ensure its continued fitness for purpose, aligning with the review schedule of other governance policies.
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## 9.0 Related Policies and Documents

This policy forms part of an integrated suite of governance documents and must be read in conjunction with the following:

- Charity Constitution.
- Conflict of Interest Policy.
- Trustee Payment Policy.
- Internal Financial Controls Policy.
- Whistleblowing Policy.
- Overall Data Protection Policy.