

The Worshipful Company of Security Professionals

(Founded 1999)



ORDINANCES

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1. Scope of this Document

- 1.1. This document lays out rules and processes to be observed by the Worshipful Company of Security Professionals [hereinafter called “the Company”] and those who have been admitted into membership of the Company.
- 1.2. This document exists by virtue of the power granted by Articles 18 and 19 of the Bye-Laws of the Company.
- 1.3. Power to amend this document rests with the Court of the Company (see also Section 29 below).

2. Qualification for Membership

- 2.1. **Members.** With the exception of Apprentices, and those persons granted Honorary or Companion status, no person will be accepted as a member unless:
 - a. he satisfies the requirement for Membership of the Company as laid down in Article 2 of the Bye-Laws;
 - b. he is of the full age of twenty-one years;
 - c. he has applied in writing for membership, using a form prescribed by the Court;
 - d. he has agreed to be bound by the Charter, Bye-Laws and Ordinances of the Company;
 - e. he has signed and submitted a direct debit agreement with the Company;
 - f. he has paid an appropriate joining fee and quarterage;
 - g. his application has been proposed and seconded by a Liveryman or a Freeman of the Company in writing and,
 - h. his application has been considered and approved by the Membership Committee and recognised by the Court.
- 2.2. It is intended that the Membership shall at all times reflect a reasonable balance between all sections of the security profession. This should be kept in mind by the Membership Committee and refusal or deferment of membership may be made on the grounds of reasonable balance notwithstanding that other membership qualifications are met.
- 2.3. The Company will not exceed 475 members without the consideration of the Court. That figure does not include Honorary Liverymen, Honorary Freemen, the Honorary Chaplain, or Companions.
- 2.4. Membership of the Company is for life, subject to but not limited by payment of annual quarterage and acceptable conduct. However, Membership is regarded as the preliminary

stage to becoming a Freeman, and this should be impressed upon applicants for Membership by their sponsor.

3. The Process for Membership of the Company

3.1.

- a. Application forms for Membership will be held by the Clerk. On being informed that a person wishes to apply for Membership, the Clerk will forward an application form to the nominated Sponsor.
- b. If Applicants do not have sponsors, they must identify potential sponsors from a list of members provided by the Clerk. If an applicant cannot find suitable sponsors within three months, then they can withdraw their application or, exceptionally, request a formal interview.
- c. A selection panel drawn from the Membership Committee, and including at least one member of Court, will meet on a quarterly basis to interview applicants who are unable to find sponsors and request a formal interview. If refused, the applicant will be sent a formal letter of explanation within 30 days of the interview.

3.2. It is the duty and responsibility of the Sponsor to ensure that the candidate:

- a. understands and appreciates the nature of a Livery Company;
- b. understands the Objects and charitable aims of the Worshipful Company of Security Professionals;
- c. understands the structure of the Company and the manner in which it conducts its affairs;
- d. satisfies the requirement for Membership of the Company as laid down in these Ordinances;
- e. is a suitable person for admission into the Company;
- f. is willing to abide by the rules and regulations as laid down in the Bye-Laws and Ordinances;
- g. has properly completed and signed the application form;
- h. has attached a short curriculum vitae to the application form;

3.3. Fully completed application forms, together with the curriculum vitae and appropriate fee will be forwarded to the Clerk. The Clerk will forward the completed application form and curriculum vitae to the Secretary of the Membership Committee.

3.4. The Membership Committee [a Standing Committee] will scrutinise the application to determine whether the membership criteria are met, and whether the candidate is of

suitable character to become a Freeman of the Company. The Committee in their determination may defer further consideration whilst they seek clarification of detail from the applicant via his Sponsor.

- 3.5. The Secretary of the Membership Committee will inform the Clerk of the outcome of the application. The Clerk will inform the applicant and his sponsor and, if the application has been successful, will add the applicant's name to the membership roll.
- 3.6. Once a candidate has been approved by vote of the Membership Committee, the person is considered as accepted into the Company (subject to payment of Fee). The approval date is the date the final approval is received by the Membership Secretary. That approval will be reported to and formally recognised by the Court at the next Court meeting.
- 3.7. The Membership Committee will monitor the progress of each application to ensure that no undue delay takes place in completing and processing it.

4. Freedom by Redemption

- 4.1. Any Member shall be eligible to be nominated, elected and admitted a Freeman of the Company by Redemption, provided that:
 - a. he has been a member of the Company for at least 12 months;
 - b. he has attended a New Members' briefing;
 - c. he has attended at least 2 of the Company's City of London events; and
 - d. there are no outstanding monies due either to the Company or to its Charitable Trust.
- 4.2. The Court shall have the exclusive power to elect and admit Freemen of the Company by Redemption. Every candidate for the Freedom of the Company otherwise than by patrimony or servitude must be supported by the Court.
- 4.3. The Clerk shall give notice of each proposal for admission as a Freeman to the Court with the agenda for the meeting at which the election is to take place.
- 4.4. The election of Freemen can either be taken individually or collectively and may be conducted on a show of hands or by ballot.
- 4.5. The Clerk shall notify the result of the election to the candidate in writing within twenty-eight days of the meeting of the Court at which it was conducted.
- 4.6. The granting of Freedom of the Company is a privilege for life, subject to the prompt payment of quarterage, fines and dues, and acceptable conduct.

5. Freedom by Patrimony

5.1. According to the Custom of London, when it shall happen that the child of a Freeman of the Company and of the City of London, born after such Freeman shall have obtained his Freedom of the City of London, or a person lawfully adopted by a Freeman of the City of London, being a person whose date of birth is after that adopter has been admitted to the Freedom, or one or both of whose parents is a Freeman of the City of London at the date of his birth, who has been legitimated in accordance with the law relating to legitimisation currently applicable in the United Kingdom, shall have arrived at the age of not less than twenty one years, and in the opinion of the Court complies with the requirement of Article 2 of the Bye-Laws, and desires to take up his or her Freedom of the Company and of the City of London, the Court shall admit him or her to the Freedom of the Company and present him or her to the Chamber of London to be made a Freeman by Patrimony.

6. Freedom by Servitude

6.1. According to the Custom of London, when it shall happen that a person is apprenticed to a member of the Company being a Freeman of the Company and of the City of London (hereinafter referred to as the Master of such Apprentice), the Company shall cause a record of the Indentures of such an apprentice to be entered in the books of the Company. The Master of such Apprentice shall cause the Indentures to be entered in the Books of the Chamber of London to the intent that such apprentice having served the term of his apprenticeship shall on proof of faithful service, and having attained the age of 21 years, be admitted to the Freedom of the Company and be presented to the Chamber of London to be made a Freeman by Servitude.

7. Livery

7.1. The Court shall and may call, nominate, choose, elect and shall then admit into the Livery of the Company such and so many persons being Freemen of the Company and of the City of London as it shall think meet and able to be of the same Livery, subject nevertheless to the Order of the Court of the Mayor and Aldermen dated the 19th day of February 2008 which limited the number of Liverymen to 350, and to such other Orders of the said Court of the Mayor and Aldermen as may hereafter be made.

7.2. Livery will be granted to a Freeman of the Company, provided that:

- a. the Freeman is also a Freeman of the City of London;
- b. the Freeman has been free of the Company for at least two years;

- c. the Freeman is and has been an active member of the Company, having attended at least four of the Company's City of London events as listed on the present Marketing and Fundraising Events Schedule (see Appendix F to these Ordinances);
- d. the Freeman's conduct is and has been acceptable;
- e. the cap of 350 has not been reached;
- f. an appropriate Livery fine has been paid; and
- g. there are no outstanding monies due either to the Company or to its Charitable Trust.

7.3. When the cap on Liverymen has been reached, vacancies arising will be allocated on the basis of the date of application for Livery with the earliest having priority unless the Court, in its absolute discretion, determines otherwise.

7.4. The granting of Liveryman status is a privilege for life, subject to the prompt payment of quarterage, fines and dues, and acceptable conduct. Failure to pay quarterage, fines and other dues within 90 days may put the 'privilege for life' at risk and could lead to suspension and, ultimately, expulsion.

7.5. A Liveryman may surrender the grant of Livery to him or her and shall thereafter remain a Freeman of the Company.

8. This section is 'not used'

9. Apprentices

9.1. The Court may from time to time create Apprenticeships for skilled and promising young people who, it is hoped, will develop an active interest in the Company. A well-structured programme, with an enjoyable social dimension, will provide each Apprentice with an introduction to the objects and powers of the Company as well as an understanding of the history of the City of London, its Livery and its customs. An apprenticeship shall last for not less than four and not more than six years and it is anticipated that a successful Apprentice will seek Freedom by Servitude by the age of 25 years.

9.2. Apprentices will be nominated individuals in the age range of 17 to 20 years at the time of binding. Each will be bound to an appointed Apprentice Master – a Liveryman or Freeman of the Company for whom the Worshipful Company of Security Professionals is their first or 'mother' Company – who will act as their personal Sponsor throughout the apprenticeship. Apprentice Masters may take on more than one Apprentice at any one time should they wish to do so. Upon being bound an apprentice will be admitted to the membership of the

Company and will be subject to the same code of conduct and disciplinary process as the rest of the Company membership (see these Ordinances section 20).

- 9.3. Apprentices shall not pay annual quarterage during their apprenticeship (see paragraph 22.16). It is anticipated that Apprentice Masters will materially assist with the related incidental costs incurred by the Apprentice and the Company will provide funds for the Apprentice Programme. A member of the Court shall be appointed to oversee the Apprentice Programme.

10. Honorary Chaplain

- 10.1. The Court may appoint an Honorary Chaplain.

11. The Court

- 11.1. The Master and Wardens shall be elected annually by and from the Court. To proceed to such Office, the person must:
- a. be a current member of the Court;
 - b. not have served as Master within the previous five years; and
 - c. be elected to the office by the Court.
- 11.2. It will be normal practice and custom for Officers to progress in the order of Junior Warden, Middle Warden, Senior Warden, and then Master, subject to the agreement of the Court. However, in exceptional circumstances, the Court may appoint a qualified person to any such Office regardless of the progressive principle stated above.
- 11.3. Upon election, an Officer of the Company will serve in the designated office for a period of one year from the date of their appointment. At the end of that year, the Master will automatically become the Immediate Past Master, and a Warden will either progress to the next office or revert to the status of Court Assistant or Liveryman of the Company.
- 11.4. The Immediate Past Master is an Officer of the Court by right.
- 11.5. The Assistants will be elected from Liverymen of the Company, by the Liverymen and Freemen of the Company, as detailed in these Ordinances. A Court Assistant must have served as a Standing Committee Member, a Member of an Ad-Hoc Group created by Court that becomes a Standing Committee or as a Trustee of the Charitable Trust for a minimum of two years, but such service does not have to be current.
- 11.6. Upon election, Court Assistants may serve a maximum continuous period of twelve years from the date of their initial appointment. Each year the Court Succession Advisory Group will review the attendance record and intentions of Court Assistants

who have not been elected to Office and make recommendations to the Court as to whether they should be permitted to remain as Court Assistants or be asked to stand down.

- 11.7. A Past Master of the Company may remain a member of the Court for a period not exceeding four years from the date of installation of their successor. After that period, a Past Master is eligible for re-election as a Court Assistant.
- 11.8. A Past Master of the Company at any time after the period of four years from the date of installation of his successor may, by application to the Court, be appointed Emeritus honoris causa in recognition of his services to the Company. Past Masters Emeriti may receive Court papers, and may attend Court and speak, but may not vote or be counted towards a quorum. They may also chair or serve on committees, sub-committees and ad hoc groups as voting members if invited to do so. They may not however become Chairman of Standing Committees.
- 11.9. Notwithstanding 11.7 above, the Founding Master of the originating Guild is a permanent honorary member of the Court.
- 11.10. The Court shall appoint a Liveryman or some other suitable person within the Company as Treasurer. That person should be a qualified accountant or such person as the Court considers suited to the task.
- 11.11. Honorary Court Assistants may be appointed by the Court where such Liverymen have served the Company in such excellent and consistent manner that the Court feels it is right to appoint them to active office in the Court and not subject them to an election process.
- 11.12. Officers, Court Assistants and Honorary Court Assistants will, ordinarily, be admitted to office or appointment at the installation meeting of the Court held in the month of June.

12. Temporary Appointments to Court

- 12.1. In the event of the death, retirement or removal of a Master, Warden, or any other member of the Court, the Court shall have the power to make a temporary appointment for the remainder of the term of office of the person or persons so dying, retiring or being removed. A person so appointed will take up office immediately.
- 12.2. No person may be so appointed to a temporary appointment unless they fulfil the requirements for appointment to Court as detailed above, subject to the qualification at 12.3 below.

- 12.3. In the event of no qualified person being available to take a temporary Office or position, a Past Master may be appointed to that Office or position on a temporary basis notwithstanding the date on which that Past Master occupied the Master's chair.
- 12.4. Any period of temporary appointment as a Court Assistant shall not count as a term served for the purposes of 11.6 above, and those so appointed must submit themselves for election in the election year if they wish to continue as a Court Assistant.

13. Meetings of the Court

- 13.1. The Court shall hold its meetings in the City of London and shall meet not less than four times a year. One such meeting shall be known as the Election Court and the meeting held in the month of June as the Installation Court.
- 13.2. The Master may, and the Clerk shall at the request of three members of the Court, summon an extraordinary meeting of the Court.
- 13.3. The Master, or in his absence the Immediate Past Master, or in his absence the Senior Warden, or in his absence the Middle Warden, or in his absence the Junior Warden shall preside as Chairman over all meetings of the Court at which at least six of the members of the Court shall constitute a quorum, but no meeting shall be held unless the Master, Immediate Past Master or a Warden is present.

14. Committees

- 14.1. The Company may create any number of Standing Committees, provided that each has a specific title and a specific remit, and each operates under Terms of Reference approved by the Court and stated in the Annexes of these Ordinances. The Company must have Standing Committees which deal with:
 - a. Finance, Audit and other General Purposes;
 - b. Membership [The process of becoming a member];
 - c. Marketing and Fund Raising;
 - d. Services [Managing the link with Military and Security Affiliates].
 - e. Young Members [but not Apprentices].
- 14.2. Each Standing Committee will have a Chairman, who must be a Court Assistant and appointed by the Court. Officers cannot be Chairmen of Standing Committees but may be ex-officio members without a vote.
- 14.3. The members of a Standing Committee will be appointed by its Chairman, who will consult any current members of his Committee before making any appointment.

Equally, members of a Standing Committees may be dismissed by the Chairman who will have consulted the Committee. Failure to pay the annual quarterage within 90 days will be grounds for the removal of a member of a committee.

- 14.4. Members of a Standing Committee should be actively engaged in the Company and ideally be Liverymen. Freemen may be appointed to a standing committee, but it is expected that any Freeman so appointed will take action to become a Liveryman at the earliest opportunity.
- 14.5. Each Standing Committee shall, in consultation with the Court Succession Advisory Group, appoint a Deputy Chairman, to act in the absence of the Chairman.
- 14.6. Each Standing Committee will itself appoint from its members a Secretary/Minute Taker, who will record and keep minutes of each meeting and deliver a copy thereof to the Clerk.
- 14.7. Standing Committees will meet formally at least twice in every master's year, and on other occasions as directed by their Chairmen. Where appropriate, there is no objection to a Standing Committee conducting routine business by electronic mail or conference calls between its membership.
- 14.8. The Company should limit the numbers appointed to any Standing Committee to the absolute minimum to achieve its objectives. However, it should be kept in mind that participation in a Standing Committee is a requirement for election to Court and numbers may be increased for this purpose. It will be the job of the Chairman of each Standing Committee to review numbers and create a Standing Committee of optimum size for the task(s) assigned.
- 14.9. The Chairman of each Standing Committee should take every opportunity to introduce "new blood" and thus persons with new ideas to their Committee, with the intention of keeping the Company progressive.
- 14.10. The Chairman of a Standing Committee may set up a Sub-Committee to focus on and deal with particular issues that arise within the remit of that Standing Committee. The Chairman of the Standing Committee will appoint a Sub-Committee Chairman, and the reporting line will be through the Chairman of the Standing Committee to the Court.
- 14.11. When setting up any Sub-Committee, the Standing Committee Chairman will state its terms of reference and supply a copy of those terms to the Clerk.

15. Ad Hoc Groups, Working Parties and Sub-committees

- 15.1. The Court may set up Ad Hoc Groups, Working Parties and Sub-committees to focus on and manage specific functions and issues. In doing so the Court will appoint a Chairman, and a Court Assistant who will act as a reporting line to the Court if the Chairman of the Working Party or Ad Hoc Group is not already a member of the Court. Such Ad Hoc Groups, Working Parties and Sub-committees will be listed in the Ordinances and the Court will review annually the need to keep them in existence.
- 15.2. Ad Hoc Groups, Working Parties and Sub-committees that the Court has established are:
 - a. The Sheriffs' Award Working Group;
 - b. The Chartered Security Professional Liaison Group;
 - c. The Dog Award Group
 - d. The Court Succession Advisory Group
 - e. The Apprentice Management Group
 - f. The Young Members Group (now the Young Members Committee)
- 15.3. When setting up any Ad Hoc Groups, Working Parties and Sub-committees, the Court will approve its terms of reference.
- 15.4. Such bodies shall not disburse any monies belonging to the Company except by express sanction of the Court.
- 15.5. Any member of the Company may serve on Ad Hoc Groups, Working Parties and Sub-committees and the appointment of its membership is a matter for the chairman as defined in the Terms of Reference of that body.
- 15.6. The membership of Ad Hoc Groups, Working Parties and Sub-committees may be changed by the Chairman of the body in line with the Terms of Reference for the body without the need for a reason being given.
- 15.7. Time as a member of an Ad-Hoc Group that becomes a Standing Committee will qualify towards the time served on a Standing Committee required for qualification for election as a Court Assistant.

16. The Conduct of Business at Court and by Committees

- 16.1. The decision of the Master, Immediate Past Master or Warden presiding at Court shall be conclusive on all points of order. Similarly, the decision of the chairman of a Committee, Working Party or Ad-hoc Group shall be conclusive on all points of order arising at that meeting.

- 16.2. Questions arising at any meeting shall be decided by a majority of votes, unless otherwise specified in these Ordinances.
- 16.3. In the case of equality of votes, the chairman of the meeting shall have a second or casting vote.
- 16.4. Any proposal put must be seconded before the matter can be put to a vote.
- 16.5. On any issue arising at Court, any two members of the Court may demand a ballot.
- 16.6. The Court may invite specific Liverymen and Freemen of the Company to attend a Court meeting where the presence of such Liverymen and Freemen will assist the business of the Company. The Court may also invite professional or technical advisors to attend such Court meetings as the Court deems appropriate. Apprentices may also attend and observe the Court by invitation.
- 16.7. A Committee may also invite professional or technical advisors to attend such Committee meetings as the Committee deems appropriate.
- 16.8. Any Liveryman, Freeman or Apprentice of the Company may attend a Committee meeting as an observer.

17. Special Responsibilities

- 17.1. The Court may nominate a Liveryman or Freeman of the Company to have a special responsibility within the Company and provide a title for that special responsibility; the terms of reference – which should be annexed to these Ordinances; the initial tenure of the appointment; and the process by which any re-appointment will be agreed.
- 17.2. In so doing, the Court must allocate that special responsibility to the jurisdiction of the Chairman of an appropriate Standing Committee, who will oversee the work done and provide a communication link to Court.
- 17.3. The appointment of a Liveryman or Freeman of the Company to have a special responsibility must not compromise, undermine, or cut across the work done by a Standing Committee under its laid down terms of reference. If any such conflict of function arises, the Standing Committee must have supremacy.
- 17.4. One such special responsibility will be a Welfare Officer, who will be appointed by the Court and attached to the Membership Committee. The Welfare Officer Terms of Reference are listed at Appendix K.
- 17.5. Notwithstanding what is said in 17.1 to 17.4 above, the Court may select and appoint Liverymen or Freemen to be Stewards on an annual basis (to coincide with the Master's year). Such Stewards will assist the Master, Wardens and the Court at Company

functions. They will also provide aid and help to the Beadle and come under his jurisdiction whilst so appointed. The Stewards Terms of Reference are listed at Appendix L. A Steward may be re-appointed at the end of a years' term but may not serve more than three years in total. Stewards should be elected on the basis of:

- a. showing promise for advancement within the Company; or
- b. serious commitment to the Company but not wishing to engage in the management of it.

18. Elections

- 18.1. Elections are required for appointment as Master and Wardens and for appointment as a Court Assistant. Such an election can only be held in the Company year preceding the intended appointment.
- 18.2. The Master, Senior Warden and Middle Warden will be elected by a vote of the Court. Such a vote does not need to be a secret ballot unless the Court, on the application of 3 or more Court Assistants, decides otherwise. The Junior Warden shall be elected by a secret ballot of the Court unless the Court, on the application of 3 or more Court Assistants, decides otherwise.
- 18.3. Court Assistants will be elected by ballot of the Liverymen and Freemen of the Company. This will be a ballot using electronic or surface mail, or a mixture of both as appropriate. Any Liveryman or Freeman whose subscription is more than 90 days in arrears will not be permitted to vote.
- 18.4. For either election, a simple majority in favour of a candidate or candidates will decide the result. Any tied vote will be decided by the casting vote of the current Master, irrespective of whether he has already cast a personal vote.
- 18.5. The election process for Officers, and for Court assistants required to fill vacancies on the Court, will take place annually.
- 18.6. The election process for Court Assistants will be as follows:
 - a. at the first meeting of the Court in the calendar year, the Court will agree the number of Court Assistant positions required for the forthcoming Company year, as allowed by Bye Laws 15(iv);
 - b. thereafter, the Clerk will invite nominations from those who meet the qualifications set out in paragraph 11.5, to be received by him within one calendar month of the invitation;
 - c. a qualified person may nominate themselves;

- d. each and every nomination must include a declaration by the nominee that they understand the duties and responsibilities of the position and that they are prepared to invest the necessary time and effort;
- e. the nomination, declaration and any supporting statement will be in writing on a form prescribed by the Clerk for the purpose. The form must be signed by the nominee. The signature must be accompanied by the name in bold print to enable the signature to be easily identified;
- f. on receipt of a nomination form, the Clerk will check and certify the eligibility of the nominee, and forward his name to the Court Succession Advisory Group;
- g. The Court Succession Advisory Group will arrange interviews with all candidates to confirm they understand the duties and responsibilities of the position and ascertain whether it is their intention to put themselves forward for progression to Master;
- h. Following interviews at paragraph g above the Court Succession Advisory Group will confirm the names of the nominees to be entered on the voting paper prepared by the Clerk for that purpose;
- i. as soon as practicable after receiving confirmation of the nominees from the Court Succession Advisory Group the Clerk will send out a voting paper containing the names and a brief biography of each of the nominees to all eligible Liveryman and Freeman of the Company. Eligibility will be determined by reference to paragraph 18.3;
- j. The Clerk will set a closing date for receipt of voting papers which will be no later than two weeks prior to the Installation Court papers being sent out. That closing date will be clearly shown on the voting papers;
- k. The Clerk will nominate a return email and surface mail address, and papers must be received at that return address by the due date to be valid;
- l. Each voter will be able to apply one vote in favour of a nominee for each vacancy.
- m. Proxy voting is not permitted in the election of Court Assistants;
- n. The vote will close at 5p.m. on the day set by the Clerk;
- o. When the vote has closed, the Clerk will count the votes, collate the result, and complete that task within seven days;
- p. the Clerk has absolute discretion to accept or discount a vote if a voting paper has not been correctly completed or if it contains some irregularity or additional material;

- q. having counted and collated the vote, the Clerk will deliver the result and all ballot papers to the Immediate Past Master who will audit and certify the result. The Immediate Past Master cannot overturn a decision made by the Clerk under p above;
 - r. the Immediate Past Master will then inform the Master of the result (who may have to use a casting vote or votes as at 18.4 above), and instruct the Clerk to notify the result to the Court and all Liverymen, Freemen and Members of the Company;
 - s. the Immediate Past Master will return all ballot papers to the Clerk who will retain them for six months, and then dispose of them as confidential waste.
- 18.7. If, due to illness, incapacity, or other good reason, the Clerk is unable to fulfil his duties for the election process, the Court may nominate a Liveryman or Freeman of the Company to fulfil the role. In this instant, all references to the Clerk in 18.6 above or 18.11 below apply to the nominated person.
- 18.8. The Court has the power, and the option, to appoint an independent person, partnership, or company to conduct the election to the Court. Such appointee should be a solicitor, accountant, or like person. In such a case, all references to the Clerk in 18.6 above or 18.11 below apply to the appointed person, partnership, or company.
- 18.9. Once the result of the election has been announced to the membership, the result may be acted upon.
- 18.10. Any challenge to the validity of the count, or the veracity of the process will be referred to the Master, who will consult with Past Masters currently serving on the Court and then decide what action, if any, to take. No challenge will be entertained if made more than six months after the result is declared to the membership.
- 18.11. An election need not be held if valid nominations for Court Assistant do not exceed the number of positions open for election. In such an event, the Clerk will inform the Immediate Past Master on close of nominations and the Immediate Past Master will declare the nominees elected without ballot, having satisfied himself that there is no requirement for a ballot. The Master will be notified, and the result declared to the membership of the Company.

19. Discharge from Office and Appointment

- 19.1. All Liverymen of the Company elected to Office, appointed as Court Assistants, or serving as a Past Master on the Court are expected to carry out their duties with

enthusiasm, decorum, and ability. Members of the Court may be removed from their position if they:

- a. act or have acted in a manner likely to bring discredit on themselves, the Court, or the Company;
- b. fail, without good and reasonable cause, to carry out a duty, task, or obligation assigned to them;
- c. fail, without good reason, to attend meetings of the Court;
- d. demonstrate that they are not prepared to invest the time and effort required for the position;
- e. are more than 90 days in arrears with their quarterage.

19.2. Court and Committee members who settle their quarterage following the issue of a 90 days' letter (see paragraphs 20.5 and 20.6) may not re-join the Court or Committee without having sought re-election or re-appointment, as appropriate, in accordance with the prevailing Ordinances.

19.3. A Member of the Court who brings discredit on themselves, the Court or the Company or who appears to fail in their responsibilities may be asked by the Court to resign from Office or appointment. If the person refuses to resign when so requested, the Court may institute a formal process for removal.

19.4. That formal process for removal will include:

- a. provision to the Court Member concerned of twenty-eight days' notice in writing of the intention to discuss the subject of his removal from the Court at the next meeting of the Court;
- b. placing the matter of the member's removal from the Court on the formal agenda of a regular meeting of the Court;
- c. circulating the agenda of the relevant meeting in writing to all members of the Court at least ten days prior to the date of the next Court meeting;
- d. a vote for removal by the Court.

19.5. There is no requirement for the subject of the proposal to be present at Court when the matter is discussed and voted upon. If, however, the subject of the proposal does attend the meeting, that person must be given the opportunity to speak on their own behalf.

19.6. There is no appeal against a vote in favour of removal from Court. The person so removed by a vote of the Court must absent themselves immediately from the Court.

20. Conduct and Termination of Membership

- 20.1. All Liverymen, Freemen, Members and Apprentices shall conduct themselves in a manner which is not injurious to the character and interests of the Company.
- 20.2. A Liveryman, Freeman, Member or Apprentice who has acted in a manner deemed to be injurious to the character and interests of the Company (hereinafter referred to as 'injurious conduct'), or fails to pay his quarterage and/or fines within 90 days of the date of the invoice, or fails to pay any other monies due to the Company within 90 days of the date of the invoice may be subject to a process for exclusion from membership of the Company.
- 20.3. Exclusion from membership of the Company is a matter for the Court. No decision to exclude will be valid unless the procedure laid out in these Ordinances is followed.
- 20.4. Injurious Conduct
- a. The Court has the power, on reasonable grounds, to exclude any Liveryman, Freeman, Member or Apprentice from active participation in the affairs, benefits and amenities of the Company either permanently, i.e. expulsion, or for any specified period of time.
 - b. Upon receipt of an allegation of injurious conduct by any Liveryman, Freeman, Member or Apprentice the Clerk will place a proposal to exclude on the order of business at the next, or an appropriate, meeting of the Court specifying the injurious conduct. In considering the allegation, the Court will cause such enquiries to be made as they deem necessary and instruct the Clerk to notify the accused person the details of the allegation.
 - c. When the Court has been informed that the enquiries have been completed they will take a view on whether a warning letter would be appropriate in the first instance or whether to set a date for a hearing and consider whether suspension from the membership of the Company is appropriate prior to the hearing.
 - d. The Court will instruct the Clerk to notify the accused person of the date of the hearing and send him details of the evidence.
 - e. When the Court considers the proposal to exclude, Past Masters will withdraw and take no part.
 - f. The Court must give the accused person the opportunity of being heard in person. The person also has a right to hear the proposal put and to hear the evidence and argument in support of it before responding. If the accused person declines to attend the hearing the Court will consider the allegation in his absence and will take into account any written submission received from the accused person.

- g. Where the accused person is present he may not remain in Court whilst the matter is debated, and a vote taken. The result will not be communicated directly by the Court but relayed via the Clerk or nominated Court Assistant.
 - h. An accused person may not delegate his personal right to speak on his own behalf to any other person. Neither is this process appropriate for legal representation.
 - i. The Court may however, at its discretion, permit the accused person to be accompanied at Court by another Liveryman or Freeman of the Company.
- 20.5. Any Liveryman, Freeman, Member or Apprentice of the Company who is more than 90 days in arrears of payments of his quarterage, fines and/or other payments due to the Company may be subject to a process for exclusion from membership of the Company. At a time when all reasonable steps have been taken to secure payment of the arrears the Treasurer will seek an order from the Court for the Clerk to send a notice of exclusion to the person's last known address. Unless there is a satisfactory response from the debtor within 30 days that person shall be excluded from the Company.
- 20.6. Any Liveryman, Freeman, Member or Apprentice of the Company who is more than 90 days in arrears of his quarterage, fines or other debts may not purchase any ticket(s) for a Company event until all the outstanding amount has been paid.
- 20.7. Any Liveryman, Freeman, Member or Apprentice who has failed to settle his debt with the Company in 90 days but who has settled that debt within the next 30 days must agree to sign and maintain a direct debit agreement with the Company.
- 20.8. 'All reasonable steps' referred to in paragraphs 20.5 above must include contact with the Member's original Sponsor (where there was a Sponsor) who has a duty to assist the Company with the Member's current whereabouts to secure monies owed by the Member to the Company - providing the Sponsor is still a member of the Company.
- 20.9. A Liveryman, Freeman, Member or Apprentice who has been excluded by decision of the Court may appeal by giving written notice to the Clerk within 14 days of the Court meeting at which the exclusion order was made. On receiving notice of appeal within the specified period the Clerk will inform the Master who will appoint an Appeal Panel in accordance with 20.11 below.
- 20.10. A notice of appeal against exclusion will not suspend the exclusion order pending an appeal hearing.
- 20.11. An appeal will be heard by a panel of three Past Masters appointed by the Master for that purpose. It is not necessary that all three members of the Appeal Panel are current Court Members, but the Chairman of the Panel should be.

- 20.12. That appeal panel will meet and come to a decision as soon as practicable and in any case within three months of the original decision to exclude or the appeal will automatically succeed. The appeal panel will consider all evidence and procedures appertaining to the exclusion order. The appeal panel must give the person concerned the opportunity to speak in person on his own behalf before coming to a decision. The decision of the Appeal Panel is final.
- 20.13. A person who has been excluded from the membership of the Company for non-payment of quarterage, fines and/or other monies may be re-admitted, provided that all outstanding quarterage, fines and other monies have been paid and the Membership Committee approves the re-admittance.
- 20.14. A person who is excluded from membership forfeits all rights to any monies paid to the Company, regardless of the nature of such payments.
- 20.15. A person who resigns from the Company is not entitled to any pro-rata refund for any period of membership for which he has already paid.

21. Declarations

- 21.1. All Liverymen, Freemen and Apprentices upon admission to the Company shall make and sign such Declarations as the Court shall from time to time determine.
- 21.2. Such declarations will be made before one or more of the Master, Immediate Past Master, or Warden of the Company.
- 21.3. The Master, Wardens, Treasurer, Honorary Court Assistants, Court Assistants and Stewards shall upon admission make and sign such Declarations as the Court shall from time to time determine.
- 21.4. Upon taking office, the Clerk, Beadle and other appropriate persons shall make such declaration as the Court may from time to time determine.

22. Financial Matters

- 22.1. The Company will regulate and manage its financial affairs according to the incorporated status granted by Royal Charter.
- 22.2. The Treasurer will be a member of the Finance and General Purposes Committee, the Marketing and Fundraising Committee and the Young Members' Committee. The Court will also put the Treasurer forward for consideration of the Trustees of the Charitable Trust when a vacancy for a Court Trustee of the Charitable Trust becomes available.

- 22.3. The Treasurer will present regular reports and accounts to the Court, as directed by the Court.
- 22.4. The Treasurer will present regular reports and accounts to the meetings of the Court and the Finance and General Purposes Committee.
- 22.5. The Treasurer will be responsible for liaison with the Bank of the Company and for negotiating such terms, as may be required, with the Bank to maintain the Banking facilities required by the Company. The Treasurer may also from time to time, if felt appropriate, make recommendations to the Court to change the Bank of the Company.
- 22.6. The Treasurer will be responsible for the Insurances of the Company and maintaining such Insurance Policies as the Court or Charitable Trustees deem to be appropriate.
- 22.7. The Treasurer will:
 - a. maintain accurate accounts of the income and expenditure in the Company;
 - b. oversee the banking of all monies paid to the Company;
 - c. effect payment of all liabilities incurred by the Company;
 - d. be a joint signatory on all cheques and monetary transactions made on behalf of the Company;
 - e. liaise on a regular basis with the Company's accountants;
 - f. draft the Company's annual accounts;
 - g. present the annual accounts for approval by the Court on the due date;
 - h. submit an annual report to the Finance and General Purposes Committee;
 - i. offer annual recommendations in respect of the level of fines and membership fees;
 - j. tender advice of a financial nature to the Court on any item under discussion which has financial implications for the Company;
 - k. submit to Court in due time any item, of which he becomes aware, with financial implications for the Company, so that it may be discussed and dealt with by the appropriate Committee(s) or the Court;
 - l. take on any reasonable task, other than the direct management or involvement in the running of an event or function of the Company, involving the finances of the Company that the Court shall request;
 - m. arrange for the payroll of the Company to be operated by a suitably qualified person or company and for such records that are required to be produced and maintained;
 - n. agree the remuneration with the person or company tasked to perform the payroll function;

- o. manage the financial investments of the Company in line with the investment criteria defined by the Court and offer advice on alternative investment options that may be available to the Company.
- 22.8. The Court, at its discretion, may appoint a qualified accountant (or a firm of accountants) who is (are) not a member(s) of the Company to manage all or some of the financial affairs of the Company. The Treasurer retains overall responsibility for the financial duties so carried out. Where the appointment is outside the Company, this may be a paid position.
- 22.9. Joining Fees and Freedom Fines shall be paid into the Charitable Trust. Quarterage and other fines shall be paid into the Company account.
- 22.10. The Treasurer will calculate at the end of each financial year the amount of working capital the Company requires for the following financial year. The Treasurer will then advise the Court of the details of the calculation so that any funds in excess of the fixed asset value and the working capital requirements can be agreed by the Court and, save for any other consideration, donated to the Charitable Trust before the end of the financial year. The Court reserves the right to invest money surplus to requirements in any reasonable way that it sees fit.
- 22.11. Any income raised by the Company may be reinvested in the Company with no portion to be distributed or transferred in any way directly or indirectly to any member of the Company except payment made in good faith to any member for services rendered to the Company.
- 22.12. Accounts shall be prepared each year for the Company and be presented at the next meeting of the Court to be held after the Company year end.
- 22.13. The Court in its absolute discretion may waive or reduce the quarterage, fines or dues payable by Liverymen, Freemen and Members who have retired from practice or in any other appropriate circumstances.
- 22.14. A Liveryman, Freeman or Member who has attained the age of 65 years, who is no longer in receipt of any income from practice in the security profession, and who has been a fully paid up member of the Company (or Guild prior) for at least 7 years, may, on application, have their quarterage reduced by 50%. Application to be registered on the membership roll as a retired person must first be made to the Membership Committee, who will ask the Welfare Officer to report on the circumstances of the applicant. The Membership Committee may then recommend to the Court that retired status be granted from the first day of the next new Company year. It is for the Court to

decide if retired status will be granted. A person granted retired status will suffer no loss of privilege. It will be the responsibility of the member claiming retired status to immediately inform the Clerk should the conditions of that status no longer apply.

- 22.15. Any Liverymen, Freemen or Members who, on the first day of the new Company Year, are employed and living overseas or are permanently living overseas may apply to have their quarterage for that year reduced by 50% providing the application is received prior to the commencement of that Company year. It will be the responsibility of each qualifying Liveryman, Freeman or Member to claim the reduction annually by notifying the Clerk at least 30 days prior to the beginning of the Company year.
- 22.16. The Court shall from time to time determine the appropriate scale of charges applicable to Court Assistants, Liverymen, Freemen, Members and Apprentices. The current scale of charges shall at all times be stated in an Appendix to these Ordinances:
- a. Joining Fee – payable to the Charitable Trust by persons seeking membership of the Company. Those aged between 31 and under 41 years will pay 67% of the current rate and those aged between 21 and under 31 years will pay 33% at the date they are admitted to the membership. This fee will not be applied to applicants for Apprenticeship;
 - b. Apprentices – there shall be a Binding Fee payable on inrolement, and a Fine upon being admitted to the Freedom (by Servitude) of the Company;
 - c. Freedom – there shall be a Fine upon being admitted to the Freedom (by Redemption or Patrimony) of the Company. Those aged between 31 and under 41 years will pay 67% of the current rate and those aged between 21 and under 31 years will pay 35%;
 - d. Livery – there shall be a Fine for all Freemen being clothed in the Livery of the Company;
 - e. Court Assistants – there shall be a Fine for those Liverymen elected to the Court as an Assistant for the first time. Subsequent elections to the Court will not attract a Fine;
 - f. Annual Quarterage – Liverymen, Freemen and Members will be invoiced each June for their annual quarterage which is due for payment on or before 1st July. Those who are aged between 31 and under 41 years will pay 67% of the current rate and those aged between 21 and under 31 years will pay 33%. Age qualification will be taken as at 1st July at the start of each Company year. Overseas Members (see paragraph 22.15 above) shall pay 50% of the current rate as will those to whom the

Court has granted Retired Member status (see paragraph 22.14 above).

Apprentices shall not pay annual quarterage during their apprenticeship.

23. Audit of Accounts

- 23.1. There is a requirement for annual auditing of Company accounts.
- 23.2. For this purpose, the Court will appoint a qualified person, partnership, or company to conduct a thorough and comprehensive audit of the Company accounts. The person, partnership, or company chosen must be of recognised standing and reputation, and totally independent of the Company.
- 23.3. It is the responsibility of every Officer of the Company to ensure that all relevant material of which they have knowledge is declared and made freely available to the auditor(s).
- 23.4. A copy of either the accounts of the Company or of the Charitable Trust shall be made available from the Clerk to any Liveryman, Freeman or Member of the Company requiring them and who has provided to the Clerk a sufficiently stamped self-addressed envelope for that purpose.
- 23.5. The audited accounts of the Company will be filed appropriately with any relevant body in a timely manner.

24. Paid Officials of the Company

- 24.1. Article 23 of the Bye-Laws decrees that there shall be a Clerk to the Company. The Court, if it thinks fit, may appoint one or more persons to be Assistant Clerk or Clerks. All such appointments are to be governed by the terms of an appropriate contract.
- 24.2. The Clerk to the Company must be a Freeman of the City of London. The Clerk may also be a member of the Company, but there is no absolute requirement for this.
- 24.3. The duties of the Clerk will include:
 - a. maintaining the membership roll of Liverymen, Freemen, Members and Apprentices;
 - b. recording and keeping minutes of all Court Meetings;
 - c. issuing summonses to all meetings of the Court, subject to the direction of the Master;
 - d. being the custodian of all minutes of Standing Committees of the Company;
 - e. overseeing the election process as laid down in Section 18 above;
 - f. further reasonable duties as the Court may from time to time direct.

- 24.4. The Court shall appoint one fit and proper person to serve as Beadle to the Company and, if it thinks fit, may appoint one or more persons to be Assistant Beadle or Beadles. The positions will be reviewed periodically.
- 24.5. The Court may appoint other paid staff to assist in the management and administration of the Company. Such appointments are to be governed by the terms of an appropriate contract.

25. Custodial Trustees

- 25.1. The Court shall from time to time appoint Trustees to be the custodians of property owned by, or loaned to, the Company.
- 25.2. The books and records of the Company shall be kept in such custody as the Court shall from time to time determine.

26. Military Affiliations

- 26.1. The Court may approve affiliation to one or more military bodies provided such bodies have some tangible link to the provision of security, in its widest sense.
- 26.2. The Court may approve the provision of merit awards to individuals within such affiliated military bodies and may invite selected individuals to join the Company at a social event in order to make such awards and honour the recipient.

27. Activities and Events

- 27.1. The Company may arrange meetings, functions and events. Such meetings, functions and events may be either restricted to Liverymen, Freemen, Members and Apprentices of the Company, or additionally open to guests of such Liverymen, Freemen, Members and Apprentices.
- 27.2. Any meeting, function or event so organised will have a Liveryman, Freeman or Clerk of the Company appointed as the organiser. That person will have responsibility for producing an event outline and budget statement to the Marketing and Fundraising Committee for approval prior to any expense being incurred or committed, and then, once the event has been approved and organised, for managing the meeting, function or event. Once the activity has taken place, the organiser must produce a report for the next meeting of the Marketing and Fundraising Committee.

- 27.3. The organiser is also responsible for ensuring that all monies due to the Company from the meeting, function or event are promptly paid to the Company. Persons attending a meeting, function or event should be encouraged to pay invoices prior to attending.
- 27.4. No meeting, function or event may be promoted by a Liveryman, Freeman or Member of the Company as a Company meeting, function or event unless prior authority for the meeting, function or event has been granted by the Court or a Standing Committee having delegated power under 27.5 below.
- 27.5. The Court may delegate the granting of authority for the holding of a Company meeting, function or event to a Standing Committee. Such delegation of authority may be without limit of time.
- 27.6. The Company will not be liable for any costs, expenses, debts, or other liabilities of any nature incurred by a Liveryman, Freeman, Member or Apprentice of the Company who organises, promotes, supports, or participates in any meeting, function, event or other activity which has not been sanctioned by the Court or a Standing Committee with delegated authority.

28. Master's Biannual Report

- 28.1. During his year of office, the Master should present two half-yearly reports on the state of the Company, any changes or developments, achievements, aims for the future, and progress towards those aims.
- 28.2. The reports should be made to the Court and then published to the membership.
- 28.3. The reports should also be an opportunity to thank Liverymen, Freemen and Members who have contributed significantly to the aims and objectives of the Company by provision of their time and expertise.

29. Amendment of the Ordinances

- 29.1. These Ordinances may be amended and/or added to by a vote at Court, provided that the amendment and/or addition has been fully specified in the summons, and is not inconsistent with, or affects or repeals, anything contained in the Royal Charter and Bye Laws. A two thirds majority of those in attendance at Court is required.

30. Publication of the Charter, Bye-Laws and Ordinances

- 30.1. The Company will operate a website for the benefit of members and for the information of the public.

- 30.2. The Charter, Bye-Laws and Ordinances of the Company will be posted on the Company Website.
- 30.3. Any amendment to those documents will be posted on the Company Website.
- 30.4. Any Liveryman, Freeman, Member or Apprentice of the Company may obtain a written copy of such documents by sending a request with a suitably stamped self-addressed envelope to the Clerk.

31. Commencement

- 31.1. These Ordinances come into force on the date that Charter status is granted to the Company.

32. Interpretation

- 32.1. Words importing the singular number only shall include the plural number and vice versa and words importing the masculine gender only shall include the feminine gender.

Emendations

Paragraphs 7.2, 14.1, 17.5, 22.1 amended, and paragraph 17.5 added, by decision of the Court on 31 March 2010

Paragraph 22.18A added by decision of the Court on 7 June 2011

Paragraphs 11.5 and 11.8 amended by decision of the Court on 7 September 2011

Paragraph 7.2(c) amended by decision of the Court on 8 February 2012

Paragraphs 2.1, 4.1, 9.1-9.3, 14.4 (typo), 22.9, 22.15-22.16 amended by decision of the Court on 7 June 2012

Paragraph 2.3, 2.4, 3.2, 3.6, 4.4, 7.1, 7.3, 11.6, 11.7, 11.8, 11.9, 13.3, 14.2, 14.7, 15.1, 16.1, 16.6, 16.8, 17.1, 18.1, 18.2, 18.3, 18.5, 18.6, 21.1, 21.3, 21.4, 22.2, 22.4, 22.7, 22.9, 22.10, 22.14, 22.15, 22.16, 23.7, 24.2, 24.3, and 27.2 amended, section 20 re-written, and 3.7, section 8, 18.12, 23.3 and 23.6 deleted by decision of the Court on 26 November 2014 and 11 February 2015.

Paragraph 18.2 amended by Court decision on 15 April 2015

Appendix D amended by Court decision on 25 November 2015

Paragraphs 2.1(e) inserted, and paragraphs 14.1 and 14.3 amended by Court decisions on 13 April 2016.

Paragraphs 7.4, and 14.5 amended, and paragraphs 19.1(e), 19.2, 20.5(b) and 20.6(b) inserted by Court decisions on 8 June 2016.

Appendix D inserted following a decision of the Court on 28 September 2016 with the result that the Current Scale of Charges now becomes Appendix E and the Company's City of London Events now becomes Appendix F.

Paragraphs 2.1(f) and 20.5 amended and a new paragraph 20.6 inserted resulting in the renumbering of paragraphs 20.7 to 20.15 following a decision of the Court on 12 April 2017.

Appendix E, Current Scale of Charges, amended following the decision to increase rates of quarterage at the 7 June 2017 Court.

Paragraphs 2.1.g, 3.1 and Appendix C amended following a decision of the Court on 14 February 2018.

Paragraphs 11.5, 14.1, 14.4, 15, 15.1, 15.2, 15.3, 15.4, 15.5, 15.6, 15.7, 17.4, 17.5, 18.6.n. (typo), 22.2 amended and paragraph 15.2 added and a new Appendixes E-N following a decision of the Court on 16 May 2019.

Paragraphs 22.16 a, c, f and Appendix M following the decision to increase rates of quarterage from 1st July 2019 at the 16 May 2019 Court.

LIST OF APPENDIXES

- A. The Finance and General Purposes Committee Terms of Reference
- B. The Marketing and Fundraising Committee Terms of Reference
- C. The Membership Committee Terms of Reference
- D. The Services Committee Terms of Reference
- E. The Young Members' Committee Terms of Reference
- F. The Sheriffs Award Committee Terms of Reference (To be Inserted)
- G. The Chartered Security Professional Liaison Group Terms of Reference (To be Inserted)
- H. The Dog Award Group Terms of Reference (To be Inserted)
- I. The Court Succession Advisory Group Terms of Reference (To be Inserted)
- J. The Apprentice Management Group Terms of Reference
- K. Welfare Officer Terms of Reference (To be Inserted)
- L. Stewards Terms of Reference (To be Inserted)
- M. The Current Scale of Charges
- N. The Company's City of London Events

APPENDIX A**THE FINANCE AND GENERAL PURPOSES COMMITTEE TERMS OF REFERENCE**

(As amended by the Court on 7 June 2011)

1. Mission

1.1. To examine and advise on the finances and other general matters of the Worshipful Company of Security Professionals (hereinafter referred to as 'the Company') so that the Court can take decisions with the benefit of sound advice. To carry out all such examinations in an efficient, effective and ethical manner that complies with the requirements of law and the best traditions of the City of London.

2. Function

- 2.1. It is the function of the Finance and General Purposes Committee (hereinafter referred to as 'the Committee'):
- a. to receive and consider information about anticipated income and expenditure in relation to future events being organised by the Company;
 - b. to receive and consider information about all other likely sources of anticipated income and expenditure;
 - c. to consider recommendations from the Treasurer on the levels of Membership subscription, annual quarterage and other personal fees/fines;
 - d. to receive reports from the Treasurer about any unpaid invoices relating to subscription, quarterage or fees/fines, or any other payment default, and to consider appropriate action;
 - e. to make recommendations to the Court on requests for expenditure and on changes to income streams;
 - f. to receive and consider information about matters of a more general purpose – not necessarily having immediate financial implications – and make such recommendation or determinations as are appropriate;
 - g. to assist the Treasurer in compiling a draft annual budget;
 - h. to receive and discuss drafts of the annual budget prepared by the Treasurer and, when content, to recommend its adoption by the Court of Assistants prior to the commencement of the Company Year;

- i. to receive and consider the Annual Financial Report (for the preceding year) prepared by the Treasurer and, when content, to recommend its acceptance by the Court;
- j. to receive regular reports from other Committees of the Company on the progress and financial outcome of individual events and other areas of approved expenditure;
- k. exceptionally, to receive and consider requests for non-budgeted expenditure PRIOR TO commitment of that expenditure;
- l. to discuss and, if appropriate, recommend retrospective authority where very urgent applications have been provisionally approved by the Chairman who will have consulted the Treasurer, and to report that to the Court;
- m. to receive and consider at each meeting a report from the Treasurer about the finances of the Company, including a Statement of Financial Activity and Balance Sheet and make such recommendations as are necessary for that report to be placed before the Court;
- n. to identify and recommend to the Court, when required, one or more suitably qualified individuals from whom the Court can select a Treasurer. It is expected that the Chairman of the Committee and the Chairman of the Audit sub-committee will be involved in any selection procedure;
- o. to receive and consider reports from the Audit sub-committee;
- p. To provide advice and guidance to the Master and to the Court on all financial matters relating to the Company.

3. Committee Structure:

3.1. The structure of the Committee is as follows:

- a. it is a Standing Committee of the Company under the prevailing Ordinances, paragraph 14.1(a), and it is bound by the prevailing Charter, Bye Laws and Ordinances of the Company;
- b. membership of the Committee shall comprise no less than EIGHT Liverymen and/or Freemen of the Company in addition to the Chairman, the Treasurer, and ex-officio members. There is no upper limit but the Chairman should be mindful to keep numbers to a minimum to achieve the Committee's objectives (Ordinances, paragraph 14.8), and take every opportunity to introduce new members (Ordinances paragraph 14.9);

- c. the Treasurer is a permanent member of the Committee, with full voting rights, but cannot be or act as Chairman;
- d. the Chairman must be a member of, and be appointed by, the Court of Assistants. The appointment shall be reviewed by the Court every THREE years;
- e. Committee members shall be appointed by the Chairman, after consultation with current members of the Committee. It is anticipated that appointed members will serve a minimum of TWO years and make every effort to attend all formal meetings. Appointments shall be reviewed by the Chairman every TWO years. The Chairman may remove any appointed member from the Committee;
- f. the Committee will appoint from amongst its members a Deputy Chairman to act in the absence of the Chairman;
- g. the Committee will appoint from amongst its members a Minute Taker who will record and keep minutes of the proceedings of each meeting and will deliver a copy of the agreed minutes to the Clerk;
- h. the Master and Wardens may be ex-officio members of the Committee but they may not chair any of its meetings, nor vote if one is called for;
- i. the Chairmen of other Standing Committees shall be ex-officio members of the Committee and, in the event that they are unable to attend meetings of this Committee, they may send a representative of their Committee to act in their stead.
- j. the Committee may nominate individual members to liaise directly with those individual members of the Marketing & Fundraising Committee responsible for the specific events.

4. Committee Process:

4.1. The Committee will conduct itself in the following manner:

- a. the Committee shall meet formally FIVE times in every Master's year – on a date prior to every Court meeting which will allow sufficient time to produce such minutes and reports as are necessary for the Court. Preferably, meetings will be held in the City of London;
- b. formal meetings of the Committee shall require a quorum of not less than FIVE voting members, one of whom must be the Chairman or, in his absence, the Deputy Chairman or other Committee member nominated by those present to specifically Chair that meeting;

- c. provided that a quorum is reached, any decision taken at a formal meeting shall be binding upon the whole Committee. If there is an equal split in the voting at such a meeting, the Chairman of that meeting shall have a second and deciding vote;
- d. the Chairman will ensure that minutes of and reports from the Committee, as are required by the Court, are completed and forwarded to the Clerk for circulation to members of the Court in a timely manner.

5. The Audit Sub-Committee:

- 5.1. The Committee will create an Audit Sub-Committee comprising a Chairman and no less than two and no more than five other members. Three members, including its Chairman, will be current members of, and be appointed by, the Committee; other members may be selected from the membership of the Company as the Audit sub-committee Chairman deems appropriate. At least one member shall have significant, recent and relevant financial experience.
- 5.2. It is expected that the Treasurer will work closely with the Audit sub-committee, but he/she shall not be a member.
- 5.3. The Committee will review the appointment of the Chairman of the Audit sub-committee every THREE years and the appointment of its members every TWO years. The Audit sub-committee Chairman will review the appointment of other members every TWO years.
- 5.4. The Audit sub-committee will:
 - a. monitor the integrity of the financial statements of the Company, reviewing significant financial reporting judgements;
 - b. receive and review regular reports on the Company's internal financial controls and risk management;
 - c. take the lead in compiling a Company Risk Register and identify the appropriate allocation of individual risks;
 - d. in association with the Treasurer, make recommendations to the Court, through the Committee, on the appointment, remuneration and terms of engagement of the external auditor;
 - e. monitor and review the external auditor's independence, objectivity and effectiveness, taking account of current and relevant UK professional and regulatory requirements;
 - f. develop and implement policy on the engagement of the external auditor to supply non-audit services taking account of relevant ethical guidance regarding the provision of non-audit services by the external auditor;

- g. consider, with the Treasurer, the content of the management letter from the Company's auditors; draft a response to the letter for consideration of the Committee; and monitor the progress of actions being taken to address any issues raised in the letter.
- 5.5. The Audit sub-committee will meet formally at least twice in any master's year - and more often as its Chairman deems necessary.
 - 5.6. The Audit sub-committee Chairman may invite, as required, the services of qualified non-members provided that, if there is a cost, such expenditure has been previously agreed by the main committee.
 - 5.7. The Audit sub-committee will be accountable to the Committee and will provide a report of its meetings to the next Committee meeting.
 - 5.8. The Audit sub-committee will provide a minute taker from amongst its members who will ensure that such minutes are available for the next meeting of the Committee.

APPENDIX B**THE MARKETING & FUNDRAISING COMMITTEE TERMS OF REFERENCE****1. Mission**

1.1. Our mission is to serve The Worshipful Company of Security Professionals (hereinafter referred to as 'the Company') on all things of a marketing and fundraising nature. As a Standing Committee we will act in an ethical manner, mindful of the Charter, Bye Laws, Ordinances and guidance of the Court.

2. Objectives / Functions

2.1. Our future objectives moving forward are to:

- a. raise awareness of the Company within the Livery movement;
- b. communicate effectively to our membership, the security industry, police, armed forces and the general public;
- c. attract key personnel within the industry who will both join the Company and actively contribute to the Company's activities;
- d. raise money for charitable concerns governed by Trustee Committee;
- e. establish and maintain a strong brand, agreeing styles and imaging with the guidance and agreement from the Court;
- f. manage press and PR statements and relationships;
- g. target new members;
- h. plan, arrange and manage all fundraising events;
- i. maintain a website to market the Company's activities, a calendar of recent and planned events, support the membership with E-commerce in the sale of event tickets / merchandise and document the master's year.

3. Committee Structure

3.1. The structure of the Marketing & Fundraising Committee (hereinafter referred to as 'the Committee') is as follows:

- a. it is a Standing Committee under the Charter Ordinances;
- b. the Committee will comprise no less than 9 members of the Company who are duly qualified in accordance with the Charter Ordinances;
- c. there is no upper limit of Committee members, but the Chair should be ever mindful of the Charter Ordinances;

- d. the Chair shall be a member of and be appointed by the Court of Assistants and shall also be an ex-officio member of the Finance and General Purposes Committee;
- e. the members of the Committee will be appointed by the Chair, who may also remove any members through due process;
- f. the Committee shall elect a Deputy Chair and / or a Secretary from amongst its members;
- g. officers of the Court may be ex-officio members of this Committee;
- h. committing members who champion / manage events will link with (partner) proposed member from F & GP Committee (selected by their Chairman) to support and financially advise on the events;
- i. the Treasurer will attend the Committee meetings and support the Chairman on the Financial Business Plan;
- j. the Clerk will attend the Committee meetings and support the Chairman on matters arising from general Company business.

4. Committee Process

4.1. The Committee will conduct itself in the following manner:

- a. the Committee shall meet formally at least four times in every master's year;
- b. such formal meeting shall require a quantity of not less than six Committee members, one of whom shall be the appointed Chair in the absence of the Chair;
- c. an Agenda will be issued prior to each Committee meeting covering all matters to be discussed with regards to Marketing & Fundraising;
- d. the Committee meetings will be minuted as a point of good record and these minutes, once accepted as a true record, will be submitted to the Court for the Company records;
- e. the Chairman in consultation with the Treasurer will produce an annual Business Plan detailing fundraising events for distribution to all Committee Members and inclusion within the Company accounts;
- f. productions of a Company yearly newsletter to be circulated to all Company members and affiliates;
- g. the Committee will review all recent and planned events to consider why to improve both the marketing and funds raised process;
- h. the Committee will actively pursue and or collect all articles and photography associated to the Company's business for inclusion as appropriate into Company newsletter / website;

- i. the Committee will support and assist the Company historian with regards to the collections of all the Company's business through bygone years.

APPENDIX C**THE MEMBERSHIP COMMITTEE TERMS OF REFERENCE****1. Mission**

- 1.1. "To serve the Worshipful Company of Security Professionals by considering the merits of applicants for membership in a fair, open and independent manner, and subsequently approving or rejecting such applicants. Paramount to the decision to accept or reject any candidate is the requirement to consider the high ethical standards on which the Worshipful Company is based."

2. Function

- 2.1. It is the function of the Membership Committee to:
- a. be a screening body for access to membership of the Worshipful Company by considering and deciding upon applications for membership using the criteria for membership laid down in the Charter Bye-Laws, and the guidance approved by the Court;
 - b. conduct a review of each membership application without bias, and to make a decision impartially and fairly on the merits;
 - c. draw up application processes in respect of potential new members;
 - d. provide advice and information on the membership application process to the Court;
 - e. receive and consider applications for "retired member status" or other special status allowed under the Charter Ordinances and to make recommendations to the Court;
 - f. through its Chair and Welfare officer and in conjunction with the Clerk and the Treasurer, consider and determine individual cases of hardship as they relate to payment of quarterage;
 - g. via the Welfare Officer deal with welfare cases arising within the membership;
 - h. assist the Treasurer in respect of payment defaulters;
 - i. conduct exit surveys of those members resigning or otherwise leaving the Worshipful Company.
- 2.2. It is NOT the function of the Membership Committee to be involved in the recruitment process or the issues surrounding recruitment, as this would create a conflict of interest with the screening function.

- 2.3. It is NOT the function of the Membership Committee to be involved in the creation of honorary membership status.

3. Committee Structure

- 3.1. The structure of the Membership Committee is as follows:

- a. It is a Standing Committee under the Charter Ordinances;
- b. It comprises not less than 9 members of the Worshipful Company who are duly qualified in accordance with the Charter Ordinances;
- c. there is no upper limit of Committee members, but the Chair should be ever mindful of the Charter Ordinances, particularly 14.8 (keep numbers to the minimum needed to achieve the Committee's objectives) and 14.9 (take every opportunity to introduce new members);
- d. the Chair shall be a member of, and be appointed by, the Court of Assistants, and shall also be an ex-officio member of the Finance and General Purposes Committee;
- e. the members of the Committee will be appointed by the Chair, who may also remove any member;
- f. the Committee shall elect a Deputy Chair and a Secretary from amongst its members;
- g. the Welfare Officer shall be a member of the Committee;
- h. Officers of the Court may be ex-officio members of the Committee.

4. Committee Process

- 4.1. The Membership Committee will conduct itself in the following manner:

- a. the Committee shall meet formally at least twice in every master's year, to discuss procedures and processes and any policy changes;
- b. such formal meeting shall require a quorum of not less than six members, one of whom shall be the appointed Chair or, in his/her absence the Deputy Chair or other member specifically appointed by Chair for that meeting;
- c. in a vote at a formal meeting, if there is a split decision then the Chair for that meeting will have the deciding vote;
- d. provided that a quorum is reached at a formal meeting, any decision taken will be binding on the whole Membership Committee;
- e. the Chair will provide a written report on the work of the Committee for each Court Meeting, which will include a list of processed applicants and the results of the Committee's decisions on admission, and such report will be provided to the Clerk

in sufficient time to allow circulation to Members of the Court prior to their meetings;

- f. normal Committee business (i.e. dealing with membership applications) will be conducted by e-mail or other appropriate means, on an immediate real-time basis;
- g. on receipt of a correctly completed application from the Clerk, the Secretary will circulate details to members of the Committee;
- h. the Welfare Officer and any ex-officio member will not consider the merits of an application, but other available Committee Members will so consider and make a decision which will be communicated to the Secretary;
- i. a member of the Committee who has sponsored or seconded an applicant may not take part in the approval process;
- j. using the criteria for membership laid down in the Charter Bye-Laws, the guidance approved by the Court, and the over-riding requirement for high ethical standards implicit for membership, a member may decide to approve, reject, or request that the application is sent back to the Sponsor for further information;
- k. the Secretary can declare that a decision has been made on an applicant when a minimum of six members have made a determination;
- l. in the event of an evenly split vote by the members, the Secretary will refer the matter to the Chair who will make a binding decision;
- m. once the Secretary has declared that a decision has been made on an applicant, that decision is binding on the whole Committee;
- n. a determination of an application should be conducted by the Membership Committee within one calendar month of the date that a correctly completed application was received by the Secretary;
- o. when a decision on an applicant has been made by the Committee, the Secretary will inform the Clerk, who will action it.

5. Additional Provision

- 5.1. If Applicants do not have sponsors, they must identify potential sponsors from a list of members provided by the Clerk. If an applicant cannot find suitable sponsors within three months, then they can withdraw their application or, exceptionally, request a formal interview.
- 5.2. A selection panel drawn from the Membership Committee, and including at least one member of Court, will meet on a quarterly basis to interview applicants who are unable to

find sponsors and request a formal interview. If refused, the applicant will be sent a formal letter of explanation within 30 days of the interview.

APPENDIX D**THE SERVICES COMMITTEE TERMS OF REFERENCE**

1. The Services Committee is a Standing Committee of the Worshipful Company of Security Professionals within the meaning of the prevailing Ordinances.
2. **Mission**
 - 2.1. "To serve the Worshipful Company of Security Professionals by creating, maintaining and enriching Service Affiliations across the Security Sector in order to enhance the profile and values of our Worshipful Company to current and former members of The Services."
3. **Definitions**
 - 3.1. "The Company" – The Worshipful Company of Security Professionals.
 - 3.2. "The Services" – The Armed Services, Civil Police and other Security Agencies.
4. **Function**
 - 4.1. It is the function of The Services Committee to:
 - a. Establish and maintain good and cordial relationships with our Service Affiliates (as laid down in the prevailing Ordinances) with guidance and approval by the Court;
 - b. Appoint members of the committee to have special responsibility for an individual affiliate;
 - c. Appoint a member of the committee to have special responsibility for Public Relations matters pertaining to activities with our Affiliates;
 - d. Conduct an annual review of each Affiliation and make a plan to promote and enhance the two-way relationship and benefits to both parties;
 - e. Draw up an annual plan for each Service Affiliate;
 - f. Provide information, advice and recommendations to Court;
 - g. Receive and consider applications for further affiliations and make recommendations to The Court;
 - h. Form a sub-committee to consider any application from a current or former member of The Services for advice in resettling into The Security Sector;
 - i. Coordinate with the Marketing and Fundraising Committee to conduct an appropriate annual Service Affiliations event at which awards may be presented.
5. **Committee Structure**
 - 5.1. The structure of The Services Committee is as follows:
 - a. It is a Standing Committee under the prevailing Ordinances;

- b. It comprises not less than 8 members of the Worshipful Company who are duly qualified in accordance with the prevailing Ordinances;
- c. There is no upper limit of Committee members, but the Chair should be ever mindful of the prevailing Ordinances, particularly 14.8 (keep numbers to the minimum needed to achieve the Committee's objectives) and 14.9 (take every opportunity to introduce new members);
- d. The Chair shall be a member of, and be appointed by, the Court of Assistants, and shall also be an ex-officio member of the Marketing and Fundraising Committee;
- e. The members of the Committee will be appointed by the Chair, who may also remove any member;
- f. The Committee shall, in consultation with The Court Succession Advisory Group, appoint a Deputy Chair to act in the absence of The Chair;
- g. The Master and Wardens may be ex-officio members of the Committee, but they may not chair any of its meetings, nor vote if one is called for.

6. Committee Process

6.1. The Services Committee will conduct itself in the following manner:

- a. The Committee shall meet formally at least twice in every master's year, to discuss procedures and processes and any policy changes;
- b. Such formal meeting shall require a quorum of not less than four members, one of whom shall be the appointed Chair or, in his/her absence the Deputy Chair, or any other qualified member specifically appointed by The Chair for that meeting;
- c. In a vote at a formal meeting, if there is a split decision then the Chair for that meeting will have the deciding vote;
- d. Provided that a quorum is reached at a formal meeting, any decision taken will be binding on the whole Services Committee;
- e. The Chair will provide a report on the work of the Committee for each Court Meeting;
- f. Normal Committee business (i.e. dealing with advice requests) will be conducted by e-mail or other appropriate means, on an immediate real-time basis.

APPENDIX E**THE YOUNG MEMBERS' COMMITTEE TERMS OF REFERENCE****1. Mission**

“To serve the Worshipful Company of Security Professionals by creating, maintaining and enriching the participation of Members, who are under the age of 41 on the 1st July each membership year, in both the Company and in the workings of the City and the Livery in general”

2. Objectives/Functions

2.1. It is the function of The Young Members' Committee to:

- a. Raise awareness of the Company and Livery Movement within the Young Members;
- b. Arrange and manage low cost events for Young Members, the participation at which will be open to all Company Members;
- c. Coordinate with the Marketing and Fundraising Committee on any event the Committee is organising. The Committee may nominate individual members to liaise directly with those individual members of the Marketing & Fundraising Committee responsible for the specific events;
- d. Manage and staff the annual Whittington Course;
- e. Support Company initiatives at Harris Garrard Academy and Kings College London;
- f. Provide role models and a steppingstone for Apprentices in their progression through the Company;
- g. Support the WCoSP Charitable Trust;
- h. Prepare and get approval for an annual Budget and Business Plan for The Young Members' Committee;
- i. Assist the Treasurer in compiling the Company Annual Budget and Business Plan;
- j. Provide information, advice and recommendations to Court;
- k. Provide a conduit to grow the overall Company Membership;
- l. Promote the Young Membership activity of the Company on the Company website and use the website to market the Young Members' activities including a calendar of events;
- m. Liaise with young members of other City Livery Companies

3. Committee Structure

3.1. The structure of The Young Members' Committee is as follows:

- a. It is a Standing Committee under the prevailing Ordinances and is bound by the prevailing Charter, Bye Laws and Ordinances of the Company;
- b. Membership of the Committee shall comprise no less than 6 members of the Worshipful Company who are duly qualified in accordance with the prevailing Ordinances;
- c. There is no upper limit of Committee members, but the Chair should be ever mindful of the prevailing Ordinances, particularly 14.8 (keep numbers to the minimum needed to achieve the Committee's objectives) and 14.9 (take every opportunity to introduce new members);
- d. The Chair shall be a member of, and be appointed by, the Court of Assistants, and shall also be an ex-officio member of the Marketing and Fundraising Committee, the Finance & General Purposes Committee and the Services Committee. (The Chair may nominate alternates to represent the Committee at these other Committee meetings);
- e. The Appointment shall be reviewed by the Court every two years.
- f. The members of the Committee will be appointed by the Chair, after consultation with current members of the Committee. It is anticipated that appointed members will serve a minimum of two years and make every effort to attend all formal meetings. Appointments shall be reviewed by the Chairman every two years.
- g. The Chair may remove any member of the Committee after consultation with other members of the Committee;
- h. The Committee shall, in consultation with The Court Succession Advisory Group, appoint a Deputy Chair to act in the absence of The Chair;
- i. The Committee will appoint from amongst its members a Minute Taker who will record and keep minutes of the proceedings of each meeting and will deliver a copy of the agreed minutes to the Clerk for circulation to members of the Court in a timely manner;
- j. The Master and Wardens may be ex-officio members of the Committee, but they may not chair any of its meetings, nor vote if one is called for;
- k. The Treasurer shall be a member of the Committee;
- l. The Clerk will attend the Committee meetings and support the Chairman on matters arising from general Company business;
- m. Chairmen of other Standing Committees shall be ex-officio members of the Committee and, in the event that they are unable to attend meetings of this

Committee, they may send a representative of their Committee to act in their stead;

- n. The Committee may invite specific Liverymen, Freemen and Members of the Company to attend a meeting where the presence of such Liverymen, Freemen and Members will assist the business of the Committee;
- o. With the agreement of the Chair any Liveryman, Freeman, Member or Apprentice of the Company may attend a Committee meeting as an observer;

4. Committee Process

4.1. The Young Members' Committee will conduct itself in the following manner:

- a. The Committee shall meet formally at least twice in every Master's year, to discuss procedures and processes and any policy changes;
- b. In addition to the formal meetings the Committee may meet by electronic means as frequently as required. Such electronic meetings will be conducted and subject to the same rules as if they were formal meetings.
- c. Meetings shall require a quorum of not less than four members, one of whom shall be the appointed Chair or, in his/her absence the Deputy Chair, or any other qualified member specifically appointed by The Chair for that meeting;
- d. In a vote at a formal meeting, if there is a split decision then the Chair for that meeting will have the deciding vote;
- f. Provided that a quorum is reached at a formal meeting, any decision taken will be binding on the whole Young Members' Committee;
- f. The Chair will provide a report on the work of the Committee for each Court Meeting;
- g. Normal Committee business may be conducted by e-mail or other appropriate means, on an immediate real-time basis.

APPENDIX F

THE SHERIFFS AWARD WORKING GROUP TERMS OF REFERENCE (TO BE INSERTED)

APPENDIX G

THE CHARTERED SECURITY PROFESSIONALS LIAISON GROUP TERMS OF REFERENCE (TO BE INSERTED)

APPENDIX H

THE DOG AWARD GROUP TERMS OF REFERENCE (TO BE INSERTED)

APPENDIX I

THE COURT SUCCESSION ADVISORY GROUP TERMS OF REFERENCE (TO BE INSERTED)

APPENDIX J**THE APPRENTICE MANAGEMENT GROUP TERMS OF REFERENCE**

1. The Apprentice Management Group (AMG) is an “Ad-Hoc” Group of the Worshipful Company of Security Professionals (The Company) within the meaning of the prevailing Ordinances, 15.1.
2. 9.3 of the Ordinances state that “A member of the Court shall be appointed to oversee the Apprentice Programme”. This Court Member is therefore the De-facto Chair of the Ad-Hoc Group
3. The Chair will invite a small number of willing and committed members of the Company to be members of the AMG who will meet to implement and maintain the Company’s current policy on the Admission of Apprentices–WCoSP/95/16, 3rd Nov 2016.
4. Minutes will record the details of each meeting which should be available for Court meetings.

5. Mission

To successfully run the Company Apprentice Programme within the current policy defined by the Court so that Apprentices graduate after four to six years and become Freemen of the Company. The programme is intended to give young people an introduction to the Company, the customs and traditions of the City of London, and the London Livery. It is aimed at individuals in the age range of 17 to 20 years who demonstrate a broad interest in the field of security and have potential for future advancement in their chosen profession. It is not designed to be a professional training scheme for the security industry.

6. Function

- 6.1 To control and manage the Company Apprentice Programme;
- 6.2 To maintain the application processes, for Apprenticeship, laid down in the Charter Bye-Laws, and the guidance approved by the Court, “The Policy on the Recruitment of Apprentices”, WCoSP/95/16, 3rd Nov 2016, agreed by Court, in respect of potential new Apprentices and to propose amendments and changes to Court when they are required;
- 6.3 To provide a well-structured programme, lasting four to six years, with an enjoyable social dimension, with the aim of enabling apprentices to begin developing career skills whilst also obtaining an understanding of the City of London, the London Livery, their history and traditions;
- 6.4 To organise and run a series of Apprentice Events in each Master’s Year;
- 6.5 To recruit, in accordance with the recruitment policy, Apprentices annually from schools and universities associated with the Company and from cadets and children and grandchildren of members;
- 6.6 To achieve a rolling programme of up to 30 Apprentices at any one time;
- 6.7 Where practical, to conduct leaving/feedback surveys of those Apprentices resigning or otherwise leaving or completing the Apprentice Programme;

- 6.8 To recruit Apprentice Masters and to ensure that there is an Apprentice Master for each new Apprentice;
- 6.9 The Chair will provide a report to each Court meeting on the AMG;
- 6.10 The Chair will provide information to the Treasurer on spending requirements in the financial year and information on projected financial requirements for the Budget and Business Plan;
- 6.11 The Chair will produce an annual Business Plan detailing Apprentice numbers and events for distribution to all Committee Members;
- 6.12 Through its Chair, The Clerk and Company Welfare officer consider and determine individual cases of hardship as they relate to an Apprentice;

7. Apprentice Management Group Structure

7.1. The structure of the Apprentice Management Group is as follows:

- 7.1.1 It is an Ad-Hoc Group under the Charter Ordinances;
- 7.1.2 The Chair must be a member of, and be appointed by, the Court of Assistants. The appointment shall be reviewed by the Court every THREE years;
- 7.1.3 The Group will comprise not less than 6 members of the Worshipful Company who are duly qualified in accordance with the Charter Ordinances;
- 7.1.4 The quorum for a meeting will be three members;
- 7.1.5 The Master will be an Ex-Officio member of the AMG during his year in office;
- 7.1.6 All Apprentice Masters have a standing invitation to attend an AMG meeting or to submit a report for consideration at an AMG meeting;
- 7.1.7 The Chairs of Marketing and Fundraising, Finance and General Purposes, Membership and Services committees have a standing invitation to attend AMG meetings when appropriate;
- 7.1.8 the Clerk will attend the AMG meetings and support the Chairman on matters arising from general Company business;

8. Apprentice Management Group Process

8.1 The Apprentice Management Group will conduct itself in the following manner:

- 8.1.1 the Group shall meet formally at least twice in every Master's year, to discuss procedures and processes and any policy changes;
- 8.1.2 an Agenda will be issued prior to each AMG meeting covering all matters to be discussed with a request for comments to be submitted for discussion at The Apprentice Management Group meeting;
- 8.1.3 in a vote at a formal meeting, if there is a split decision then the Chair for that meeting will have the deciding vote;
- 8.1.4 the decision of the Chair shall be conclusive on all points of order arising at that meeting.

- 8.1.5 the Chair may invite specific Liverymen and Freemen of the Company to attend a meeting where the presence of such Liverymen and Freemen will assist the business of the Apprentice Management Group;
- 8.1.6 the Chair may also invite professional or technical advisors to attend such AMG meetings as the AMG deems appropriate;
- 8.1.7 any Liveryman, Freeman or Apprentice of the Company may attend a meeting as an observer;

APPENDIX K

THE WELFARE OFFICER TERMS OF REFERENCE (TO BE INSERTED)

APPENDIX L

STEWARDS TERMS OF REFERENCE (TO BE INSERTED)

APPENDIX M**THE CURRENT SCALE OF CHARGES**

Effective from 1 July 2019 (Numbers in brackets refer to the Notes below)

Fines

Joining Fees and Freedom Fines are paid to the Charitable Trust which does not charge VAT.

Joining Fees

Member Category	Joining Fee
Members aged 41 and over	£330.00
Members aged 31-40	£221.10
Members aged 21-30	£108.90
Overseas Members (Note 5)	£165.00

Joining Fee for Apprentices Nil

Apprentices' Binding Fee £30 (Note 3)

Apprentices' Freedom (By Servitude) Fine £73.50

Freedom Fines

Member Category	Freedom Fine
Members aged 41 and over	£231.00
Members aged 31-40	£155.00
Members aged 21-30	£ 81.00
Overseas Members (Note 5)	£231.00

Livery Fine £500

From 1 July 2019 the Livery Fine may be paid over the 12 months prior to taking Livery in 12 equal instalments of £50 (Inc VAT) but must have been paid in full before Livery can be taken.

Court Assistants' Fine £250

Annual Quarterage

Member Category	Direct Debit Rate	No Direct Debit Rate
Aged 41 and over	£247.00	£272.00
Aged 31-40	£165.50	£190.50
Aged 21-30	£81.50	£103.50
Retired (Note 4)	£123.50	£148.50
Overseas (Note 5)	£123.50	£148.50

Quarterage for Members joining after the start of the Company Year is charged according to the date of joining as follows:

July to September 100% of the Annual Rate i.e.:

	Via Direct Debit	No Direct Debit
Aged 41 and over	£247.00	£272.00
Aged 31-40	£165.50	£190.50
Aged 21-30	£ 81.50	£106.50
Overseas	£123.50	£148.50

October to December 75% of Annual Rate

	Via Direct Debit	No Direct Debit
Aged 41 and over	£185.25	£210.25
Aged 31-40	£124.12	£149.12
Aged 21-30	£ 61.13	£ 86.13
Overseas	£ 92.63	£117.63

January to March 50% of Annual Rate

	Via Direct Debit	No Direct Debit
Aged 41 and over	£123.50	£148.50
Aged 31-40	£ 82.75	£107.75
Aged 21-30	£ 40.75	£ 65.75
Overseas	£ 61.75	£ 86.75

April to June 25% of Annual Rate

	Via Direct Debit	No Direct Debit
Aged 41 and over	£ 61.75	£ 86.75
Aged 31-40	£ 41.38	£ 66.38
Aged 21-30	£ 20.38	£ 45.38
Overseas	£ 30.88	£ 55.88

Notes:

1. Apart from the Joining Fee and Freedom Fine VAT must be added to the above rates.
2. The decision date for all levels of membership is 1 July.
3. Expected to be paid by the Apprentice Master.
4. See Ordinances 22.14.
5. See Ordinances 22.15.
6. Applicants for membership who are Honorary Liverymen or Honorary Freemen of the Company admitted directly to the Freedom of the Company will not be liable to pay the Joining Fee. (Court decision 12 April 2017)

APPENDIX N

THE COMPANY'S CITY OF LONDON EVENTS

- Affiliates Lunch
- Commissioner's Dinner
- Annual Dinner
- Lord Mayor's Show
- Common Hall
- Christmas Lunch
- Carol Service
- Founders' Service
- Spring Dance
- Annual Security Lecture
- United Guilds Service
- Whittington Course
- Master's Installation Lunch