

Motion No. 1 NEC





NARPO - the voice of retired police officers
'To safeguard the rights of members and to promote measures for their welfare, with particular regards to pensions'

Southport Conference 2015

Motion No 1 - RULES OF THE ASSOCIATION - NEC
AND AMENDMENTS

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Part 1 – Definitions, objects and powers

1 Definitions

In these Rules:

- 1.1 Branch means a branch of the Association.
- 1.2 Branch Assets means all property, funds and assets held by a Branch and books, records and accounts of that Branch.
- 1.3 Branch Committee in relation to a Branch, means the committee from time to time of that Branch.
- 1.4 Branch Secretary in relation to a Branch, means the secretary from time to time of that Branch.
- 1.5 Chief Executive Officer means the chief executive officer from time to time of the Association.
- 1.6 Clear Days in relation to the period of a notice means that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect.
- 1.7 Conference means an Annual Conference or an Extraordinary Conference.
- 1.8 Disbanding Branch has the meaning set out in Rule 23.3.
- 1.9 Extraordinary Conference means a conference called in accordance with the provisions of Rule 46.
- 1.10 Financial Year means the financial year of the Association being 1st January to 31st December.
- 1.11 Members of the Association includes members of any Branch irrespective of the category of membership and Member of the Association means any one of the Members of the Association.
- 1.12 The National Executive Committee means the national executive committee from time to time of the Association.
- 1.13 Officers of a Branch shall be the Chairman, Vice Chairman, Secretary and Treasurer.
- 1.14 Police Force means a police force within the meaning of the Police Act 1996 (as amended), the Isle of Man Police Act 1993, the Police (Scotland) Act 1967, the Police Service (Northern Ireland) Act 2000 or any other statute or statutes defining a police force.
- 1.15 Regions means the eight regions of the Association, details of which are set out in Rule 24.1.
- 1.16 Relevant Loss means any loss or liability which has been or may be incurred by a Relevant Officer in connection with that Relevant Officer's duties or powers in relation to the Association.
- 1.17 Relevant Officer means any officer or other member or former officer or member of the National Executive Committee, but excluding in each case any person engaged by the Association as auditor, to the extent he/she acts in his/her capacity as auditor.

Merseyside Branch

Renumber Rule 1.18 to read Rule 1.19 - Transferring Members

Renumber Rule 1.19 to read Rule 1.20 - Widows.....

Rule 1.18 Insert the following text as the new Rule 1.18 Spouses means any spouse, civil partner or partner of a retired police officer.

Explanatory Note: *In the light of other amendments it will be necessary to define 'Spouses'.*

1.18 Transferring Members means persons who were reported as full members in the last Annual Return of the Disbanding Branch and who remained full members of that Branch as at the date of giving notice to the National Executive Committee pursuant to Rule 23.3.

1.19 Widows means any widow, widower, civil partner or partner of a deceased former police officer.



Norfolk Branch

Rule 1.19 Widows We propose the wording of the definition of widows is amended by adding the words ..

“ eligible for full membership as defined in rule 6.2.1 & 6.2.2. “ at the end and following the words ‘former police officer’

Rule 1.19 would then read: -

Rule 1.19 Widows means any widow, widower, civil partner or partner of a deceased former police officer eligible for full membership as defined in rule 6.2.1 & 6.2.2

Explanatory Note: The definition as written would mean any widow, widower, civil partner or partner of anyone who had served as a police officer could be a member even when the actual police officer was not eligible to be a member under Rule 6.

For example if a probationary constable served for 6 months and decided that he or she was not cut out to be a police officer and resigned his future widow etc would be eligible to be a widow member of NARPO.

We do not believe this is intended and the amendment would ensure only widows etc of former officers who themselves were eligible to be a member of NARPO were covered by these Rules.

Suffolk Branch

Rule 1.20 insert “1.20 Spouse/Partner means any wife, husband or partner of a Full member of the Association.”

Explanatory Note: Under the existing rules and those before them, spouses/partners of Full members have been considered to be Full members and in most cases without paying a separate subscription. The new rules propose to change this and in doing so will effectively disenfranchise spouses/partners. Many spouses/partners play an active role in one form or another within our organisation and under the current proposals this ability will be lost. It is acknowledged that such people can become Associate members but to do so they would have to pay a separate subscription. The concern we have is that many spouses/partners will not take that option and as a result not only will branches lose those members but their Full member spouses/partners will resign in protest. Our proposal

would be that all spouses/partners should remain members of the Association as Associate members and registered as such but without paying a separate subscription (see amendment at Part 3, paragraph 11.2). We further acknowledge the current anomaly under the existing rule 11 (ii) where the spouse/partner is also a retired police officer and required to pay a separate subscription. However, our proposal would give such people a choice. If they wish to be a Full member, with the additional benefits that brings – i.e. can be an officer of a Branch and attend Conference as a delegate – they would pay a separate subscription. Where they do not chose that option, they would be Associate members and treated the same as any other spouse/partner.

NEC

Rule 1.20 insert ‘1.20 Spouse means any wife, husband, civil partner or partner of a Full member of the Association.’

Explanatory Note: both Merseyside and Suffolk Branches have submitted amendments to include a definition of ‘Spouse’ in Part 1 of the Rules. This is to cover the situation should later amendments proposed by these branches and specifically referring to ‘Spouses’ be carried.

The NEC are proposing the above comprehensive definition of ‘Spouse’ to included not only wives, husbands and civil partners but permanent partners of members of either sex whether they have gone through binding ceremony or not. This is a better reflection of our current interpretation of ‘spouse’.

The fact that the NEC propose this definition is in no way intended to reflect support for any of the proposed amendments referring to ‘Spouse’ and will not be required should the Rules go through Conference without amendment.



Part 1 – Definitions, objects and powers continued...

2 Name

2.1 Name

2.1 The Association is called the “National Association of Retired Police Officers”. The short title shall be “NARPO”.

2.2 The names “National Association of Retired Police Officers” and “NARPO” together with the logo and coat of arms of the Association are registered trademarks of the Association and shall not be used without the prior authority of the National Executive Committee (The National Executive Committee).

2.3 No member may give any address of the Association in any advertisement or use any address of the Association for business purposes without the prior authority of the National Executive Committee.

2.4 The headquarters of the Association shall be NARPO House, 38 Bond Street, Wakefield WF1 2QP or such other place as may be from time to time determined by the National Executive Committee.

3 Objects

3.1 The objective for which the Association was formed is to safeguard the rights of members and promote measures for their welfare with particular regard to pensions.

3.2 To enable the Association to achieve its objective the Association shall:

3.2.1 protect, promote and represent the interests of its members and provide a channel whereby they can express their opinion;

3.2.2 assist in the solution of problems of members;

3.2.3 promote the efficiency and status of the Association;

3.2.4 provide opportunities for contact between the National Executive Committee and Branches (Branch), between members (whether or not members of the same Branch) and between the National Executive Committee and members. Branches may, if mutually agreed by the members, combine to form area committees or area groups to enable the implementation of this objective;

3.2.5 co-ordinate the work of the National Executive Committee and Branches for the mutual benefit of the members;

3.2.6 establish liaison with other bodies on matters of common interest where this is consistent with the objects of the Association set out in this Rule 3;

3.2.7 make representations to Police representative bodies, authorities, government and ministerial departments;

3.2.8 promote or assist in securing legislation in the interests of pensions, welfare and care of members; and

3.2.9 negotiate with, and become affiliated to or associated with, societies or other pensioner bodies, where this is consistent with the objects of the Association set out in this Rule 3.

Suffolk Branch

Rule 3.2, new sub paragraph 3.2.1 insert “3.2.1 operate ethically and in a climate of integrity, fairness equality and transparency;” Re-number appropriately all subsequent sub paragraphs under paragraph 3.2.

Explanatory Note: We believe that the organisation should make clear that it will operate in the manner as shown in the amendment and that it is so fundamental that it should be the first of the 10 sub paragraphs. The importance of identifying these as required qualities can be recognised from the expectations of our modern society, with many organisations adopting the 7 Nolan Principles of Public Life.



4 Powers

In furtherance of the objects of the Association set out in Rule 3 but not otherwise the Association shall have the following powers:

- 4.1 To make charitable and benevolent donations;
- 4.2 To purchase or acquire any property and any rights of any kind over any property and/or other assets in accordance with the furtherance of the objects of the Association;
- 4.3 To sell, improve, manage, develop, lease, mortgage, dispose of, turn to account or otherwise deal with all or any part of the property or rights of the Association;
- 4.4 To invest and deal with the funds and assets of the Association not immediately required in such manner as may from time to time be determined by the relevant Branch Committee (Branch Committee) in the case of Branch Assets (Branch Assets) and by the National Executive Committee in any other case and to hold or otherwise deal with any investment made;
- 4.5 To raise money where appropriate and secure the repayment of any money lent, raised or owing in such manner as may be determined by the National Executive Committee;
- 4.6 To ensure the provision of public liability insurance to indemnify the members and/or officers of the Association against losses, damages, costs and demands made against them in respect of any acts or omissions done by them in the course of their official duties for the Association to the extent that such indemnity is not prohibited by law;
- 4.7 To do all such things and carry out such other activities for the benefit of the members as the National Executive Committee may decide; and
- 4.8 To do all such other lawful things as are incidental or conducive to the pursuit or attainment of any of the objects of the Association.

5 No discrimination

There shall be no discrimination against any member or person wishing to become a Member of the Association (Member of the Association) on grounds of age, disability, gender re-assignment, marriage or civil partnership, political affiliation, pregnancy or maternity, race, religion or belief, sex or sexual orientation.





Part 2 – Membership

6 Categories of membership

6.1 General

6.1 Membership of the Association shall not be open to police officers who have been dismissed or required to resign from a Police Force by reason of misconduct.

Suffolk Branch

Rule 6.1, new sub paragraph 6.1. insert “6.1.1.All applicants for membership are required to declare any previous convictions/cautions recorded against them for which the offence(s) are punishable by imprisonment.”

Explanatory Note: Currently, and as the new rules stand, applicants are not required to declare any previous convictions recorded against them, which we believe is in need of change. We are not suggesting that such convictions would preclude people from applying for membership but we firmly believe that information is something a Branch Secretary (and a Branch committee) should be aware of in carrying out the responsibilities placed upon them at rules 7.1 and 7.2. This would also allow greater transparency at the stage of application whereby a decision can be reached that shows that full account has been taken of any convictions disclosed. We recognise that this does not prevent an applicant from being dishonest and withholding such information – in the event of this happening and membership being granted, action might then be necessary using misconduct procedures.

6.2 Full Membership

6.2 Subject to rule 6.1, full membership of the Association shall be open to:

6.2.1 former police officers who have served in a Police Force (Police Force) and have met the minimum service or age requirements to be entitled to a police pension under current or previous police pension schemes or who have retired from the Serious Organised Crime Agency (SOCA), the National Crime Agency or any similar national agency who have been members of a Police Force at any time prior to their employment with such agency;

6.2.2 former police officers who have retired from a Police Force on medical grounds;

Merseyside Branch

Insert new Rule 6.2.3 after rule 6.2.2 to read as follows:

Rule 6.2.3 Spouses (SPOUSES) of such former police officers

Merseyside Branch

Insert new Rule 6.2.4

Rule 6.2.4 Widows (WIDOWS) of such former deceased police officers

Explanatory Note: This amendment is designed to extend who can be full members of the organisation by adding ‘Spouses’ and ‘Widows’ to those eligible.

6.2.3 a Branch may apply to confer life membership on any full member who, in the opinion of that Branch, has given outstanding service to the Association either at branch or national level. A full member on whom life membership has been conferred shall continue to be a full member of that Branch and shall be entitled to all the rights and privileges of full membership for life unless he/she ceases to be a member under the provisions of Rule 9 or is expelled under Rule 64.

Suffolk Branch

Rule 6.2.3 In line 1, delete the words “apply to”.

Explanatory Note: There is a subtle difference between the wording of this paragraph from the existing rule 4 (ii). The existing rule says “Branches may confer Life membership on approval of the NEC” etc, whereas the new proposed rule says that “a Branch may apply.....” etc. In the case of the existing rule,



it is the Branch which makes the decision to confer Life membership, whereas the new rule suggests it has to be made to another unnamed body – there is no reference to the NEC or any other decision making body in rule 6.2.3. We see no reason for the existing practice to be changed.

Humberside Branch

Rule 6.2 Subject to rule 6.1, full membership of the Association shall be open to:

Rule 6.2.1 former police officers who have served in a Police Force (Police Force) and have met the minimum service or age requirements to be entitled to a police pension under current or previous police pension schemes or who have retired from the Serious Organised Crime Agency (SOCA), the National Crime Agency or any similar national agency who have been members of a Police Force at any time prior to their employment with such agency;

Rule 6.2.2 Former police officers who have retired from a Police Force on medical grounds;

Rule 6.2.3 Spouses and partners of such former Police Officers

Rule 6.2.4 Widows, widowers and partners of such deceased former Police Officers.

Rule 6.2.5 Widows, widowers and partners of Police Officers who died in service.

Rule 6.2.6 A Branch may apply to confer life membership on any full member who, in the opinion of that Branch, has given outstanding service to the Association either at branch or national level. A full member on whom life membership has been conferred shall continue to be a full member of that Branch and shall be entitled to all the rights and privileges of full membership for life unless he/she ceases to be a member under the provisions of Rule, or is expelled under Rule 64.

Explanatory Note: Clearly the rule has been written to achieve the NECs agenda which is to have only former Police Officers as delegates to Conference despite the fact that for a large number of years spouses have been authorised by the NEC through the CEO of NARPO to be full time members. Humberside branch believe these actions to remove spouses within these new rules amount to indirect sex discrimination as they have a genuine expectation that through their spouse/partners subscription they are included as full members. There

is no indication that an Equality Impact Assessment has been done on these new rules compared to the old rules to indicate if there is any adverse impact on anyone with a protected characteristic which the Humberside Branch believe there will be.

Under the new rules there is no facility for the spouse or widow/ers of deceased officers to be a full member. Taking this amendment jointly with Humberside's second amendment to motion 1 it will enable spouses/widows etc to be credited as full members. Humberside Branch have had a number of comments from both their Branches widows and spouses who feel NARPO are now letting them down and excluding them from the Association, treating them as second class citizens. This is despite the facts that some have cared for and some in fact still caring for colleagues who are ill after being injured or widowed due to a death on duty. There is no legitimate justification for this change now.

The amended rule allows for that group of people to be included within the organisation in their own right and removes any suggestion of indirect sex discrimination.

6.3 Associate Membership

6.3 Subject to rule 6.1, associate membership may be granted by a Branch Committee to any person who is not eligible to join the Branch as a full member.

6.3.1 no associate member shall:

6.3.1.1 be an Officer of a Branch (Officers of a Branch)

Suffolk Branch

Rule 6.3.1.1 Delete this sentence and insert "be Chairman or Vice Chairman of a Branch;"

Explanatory Note: This proposed change is also linked to rule 18.3. At a time when the number of sworn police officers is shrinking and few, if any, are now engaged in administrative or financial roles it is likely to become frequently more difficult to fill the roles of secretary and treasurer from Full members. Some branches have Associate members who are retired civilian support officers or spouses/partners who have the skills and expertise to carry out these two functions. There is no disagreement that the chairman and vice chairman should be Full members but to insist that the other two executive roles must also be within that category is considered to be an opportunity lost. This would not affect the NEC as we fully support the view.



Part 2 – Membership continued...

that only Full members should be eligible to be elected to the NEC.

Cumberland Branch

Rule 6.3.1.1 Add – Unless that member was in post prior to Conference 2015, they should remain in post.

Explanatory Note: *There are seven branches, who, have officers who do not fall under the new criteria for a Full Member. These persons were elected quite properly under the rule at that time, and are doing an excellent job for their branch. Surely as a Welfare organisation we are not in the business of making people redundant, and in some cases the branch ceasing to exist. Any future vacancies would take place under the new rules.*

- 6.3.1.2 be eligible to attend Conference as a Delegate; or
- 6.3.1.3 be entitled or eligible for election to the National Executive Committee.
- 6.3.2 Any full member may apply to join another branch as an Associate member but may not be a full member of more than one branch.

7 Admission of members

- 7.1 Applicants for membership (whether full or associate membership) shall be made to the relevant Branch Secretary (Branch Secretary) who shall, subject to rule 6.1, decide whether to accept or refuse the application.
- 7.2 Any person whose application for membership is refused shall be notified of that refusal and the reason for it and may, within 14 days of such notification, appeal to the Branch Committee whose decision shall be final and binding on the applicant.

8 Membership obligations

- 8.1 Application for membership of the Association shall constitute acceptance by the applicant that the rules of the Association are binding on him/her with effect from acceptance into membership.
- 8.2 Continued membership of the Association shall be subject to payment of the relevant subscription(s).

Suffolk Branch

Rule 8, new sub paragraph 8.3 insert “ 8.3Any member who is convicted of any criminal offence which is punishable by imprisonment, whether or not a term of imprisonment is actually served, or admits their guilt to such an offence, must declare this fact to the Branch Secretary within 21 clear days of the conclusion of the court proceedings or other due process.

Explanatory Note: *There is nothing within paragraph 8 (or elsewhere) that requires a member to declare a criminal conviction (after becoming a member). This could have a bearing on whether ‘misconduct’ proceedings are instigated and whether a member should retain their membership. It is acknowledged that a member may not chose to declare such a conviction but the rules should place the onus on the individual to do so rather than relying on discovering the information by chance or rumour.*

9 Resignation of members

Any member may resign his/her membership by giving notice in writing to that effect to the relevant Branch Secretary.

10 Effect of ceasing to be a member

On ceasing to be a Member of the Association a person forfeits any right to claim upon the Association and its property and funds.



Part 3 – Subscriptions and funding

11 Subscriptions

- 11.1 Branches are responsible for collecting and accounting for all subscriptions.
- 11.2 All members of the Association shall pay the Minimum Subscription other than life members, widows (Widows) or a full member joining another Branch who shall be exempt.

Suffolk Branch

Rule 11.2 Line 2, after the word (Widows), insert "spouses/partners (Spouse/Partner)" At the end of the paragraph insert "Where a spouse/partner is also a former police officer and entitled to or in receipt of a police pension and applies to be a Full member of the Association they will be required to pay the Minimum Subscription."

Explanatory Note: See the explanatory note above under the proposal to include spouses/partners under Part 1 within the Definitions – i.e. they should remain members without paying a subscription unless they are a former police officer AND elect to become a Full member of the Association, in which case they would have to pay a separate subscription.

Merseyside Branch

Amend Rule 11.2 by adding the words Spouses (Spouses) after 'All members of the Association shall pay the Minimum Subscription other than life members,'

The new Rule 11.2 will now read as follows:

All members of the Association shall pay the Minimum Subscription other than life members, Spouses (Spouses), widows (Widows) or a full member joining another Branch who shall be exempt.

Add a new Rule 11.3 to read as follows:

In the case of Spouses (Spouses) who are both retired police officers individual Branches can decide whether both should pay the minimum subscription or one should pay nothing or a reduced rate.

Renumber the existing Rule 11.3 to read Rule 11.4

Renumber the existing Rule 11.4 to read Rule 11.5

Renumber the existing Rule 11.5 to read Rule 11.6

Explanatory Note: These amendments are designed to include Spouses (Spouses) as an exemption to having to pay the minimum subscription. The new para 11.3 allows Branches to decide whether Spouses (Spouses), who are also police pensioners, should pay the full amount or not.

11.3 Subject to Rule 11.4, the level of the Minimum Subscription shall be increased annually by the same percentage as the percentage increase in police pensions as determined in the previous year and where the Minimum Subscription as so increased is not divisible by 12 without involving fractions of a penny, the amount shall be rounded up to the nearest figure which is so divisible. This figure shall be implemented on 1 January of each year.

11.4 Any proposal to increase or reduce the level of the Minimum Subscription other than in accordance with the provisions of Rule 11.3 must be submitted as a motion to Annual Conference and such motion will require a two-thirds majority of the votes cast to succeed. For the avoidance of doubt, the National Executive Committee may not defer implementation of an increase passed by Annual Conference.

11.5 In order to meet its own funding requirements, each Branch shall have discretion to levy on its members an additional Branch subscription. The level of any such additional Branch subscription shall be set by the Branch Committee and shall be payable by the members of that Branch in addition to the Minimum Subscription.

Humberside Branch

Rule 11.1 Branches are responsible for collecting and accounting for all subscriptions

Rule 11.2 All full NARPO members shall pay the minimum subscription unless they are life members, widows (Widows) or a full member joining another Branch. The subscription shall include the membership of the spouse or partner, except where the spouse or partner is also a police pensioner, in which case he/she to have full rights will pay a separate minimum subscription..

Rule 11.3 Subject to Rule 11.4, the level of the Minimum Subscription shall be increased annually by the same percentage as the percentage increase in police pensions as determined in the previous year and where



the Minimum Subscription as so increased is not divisible by 12 without involving fractions of a penny, the amount shall be rounded up to the nearest figure which is so divisible. This figure shall be implemented on 1 January of each year.

Rule 11.4 Any proposal to increase or reduce the level of the Minimum Subscription other than in accordance with the provisions of Rule 11.2 must be submitted as a motion to Annual Conference and such motion will require a two-thirds majority of the votes cast to succeed. For the avoidance of doubt, the National Executive Committee may not defer implementation of an increase passed by Annual Conference.

Rule 11.5 In order to meet its own funding requirements, each Branch shall have discretion to levy on its members an additional Branch subscription. The level of any such additional Branch subscription shall be set by the Branch Committee and shall be payable by the members of that Branch in addition to the Minimum Subscription.

Explanatory Note: *It is apparent that spouses of qualifying officers have been removed in totality from the new rules for no reason whatsoever other than it appears to achieve the objective of the NEC to have only retired Police Officers as Delegates to Conference. In our opinion this can be achieved in other ways.*

The amendment is to make that correct and allow spouses to have certain rights including being members of branch committees on which they have voluntarily served for some years with the blessing and authorisation of the NEC which under the new rules they cannot unless paying at least an associate membership.

12 Funds held by the National Executive Committee

Subject to Rule 33, funds of the Association held by the National Executive Committee will be provided by a precept from each Branch. The precept amount payable by each Branch in each year shall be calculated by:

- 12.1 Multiplying the total number of full and associate members of that Branch as at 31 December in the previous year by the Minimum Subscription and applying the precept percentage to the total of these figures.

In this rule associate members will not include widows and full members who have joined from another Branch.

Merseyside Branch

Rule 12.1 Amend by deleting the words 'Widows and' after '.in this rule associate members will not include.'

Rule 12.1 will now read as follows: multiplying the total number of full and associate members of that Branch as at 31 December in the previous year by the Minimum Subscription and applying the precept percentage to the total of these figures.

Explanatory Note : In this rule associate members will not include full members who have joined from another Branch. This corrects the wording in the light of other changes.

Suffolk Branch

Rule 12.1 Line 1, paragraph 2, after the word 'widows', insert "spouses/partners"

Explanatory Note: *If our proposal to permit spouses/partners to be associate members without the need to pay a separate subscription is approved, exemption from paying a precept on those members needs to be included as suggested. The second paragraph of rule 12.1 would then read, "in this rule associate members will not include widows, spouses/partners and full members who have joined from another Branch."*

- 12.2 The precept percentage may be decided from time to time at an Annual Conference.



13 Payment of precept

- 13.1 Payment of precept in each year shall be made by two equal instalments, the first by 15th June and the second by 15th December. Interest shall be payable at the rate of 2% pcm. or part thereof by a Branch on any payment of precept which is not made in cleared funds by the end of the calendar month in which the payment falls due. The National Executive Committee shall have the discretion to waive any such interest payment.
- 13.2 Branches will be notified of changes in the precept percentage and/or the Minimum Subscription as soon as reasonably practicable following any decision made at Annual Conference. Any such changes shall become effective from 1st January in the following calendar year.

14 Subscriptions in arrears

- 14.1 If any member fails to pay any part of his/her subscription within 30 days from the posting to him/her of notice of the amount due, a further notice must be sent to him/her by the Branch calling attention to the failure to pay.
- 14.2 If the member does not pay the amount within 30 days from the posting of that notice, the Branch Committee may terminate his/her membership.
- 14.3 If at any time the member gives the Branch Committee a satisfactory explanation, he/she may, in the discretion of the Branch Committee and on payment of arrears, be readmitted to membership.



Notes

A series of horizontal dotted lines for writing notes.



Part 4 – Branches

15 Constitution

The Association shall comprise of members who join together to form Branches in regions in England, Wales and the Isle of Man as determined from time to time by Conference. Branches shall comprise of members who join together to foster the objects of the Association and for no other reason.

16 Organisation

The Association shall be organised in Branches. All Branches shall enjoy autonomy and equal rights within the rules of the Association.

17 Formation

The formation of Branches requires the prior approval of the National Executive Committee. Applications for the formation of a Branch shall be made in writing to the Chief Executive Officer.

18 Administration of Branches

18.1 Each Branch shall hold an annual general meeting between 1st January and 15th May in each calendar year and any further general meetings it deems appropriate, such meetings to be open to all members of that Branch.

18.2 Each Branch must notify all its members, at their last known address, of the date, time and venue of its annual general meeting and any other general meetings of its members not less than 21 Clear Days (Clear Days) in advance.

Colchester Branch

Rule 18.2 Insert the words "Postal or Electronic" after the word "Known" and before "Address"

Explanatory Note: *Many branches now communicate by email as well as by post and the cost in postage and*

time by reverting to postal notification only would be significant. This amendment allows flexibility and speed of communication wherever that member may be.

18.3 Each Branch shall at its annual general meeting elect the Officers of the Branch, (Officers of a Branch). Only full members of the Association may act as Officers of a Branch. Branches shall elect any members of the Branch to form the Branch Committee.

Suffolk Branch

Rule 18.3 Line 3 – delete the word 'Officers' and insert 'Chairman or Vice Chairman'

Explanatory Note: The second sentence of the paragraph would then read 'Only Full members of the Association may act as Chairman or Vice Chairman of a Branch'. At a time when the number of sworn police officers is shrinking and few, if any, are now engaged in administrative or financial roles it is likely to become frequently more difficult to fill the roles of secretary and treasurer from Full members. Some branches have Associate members who are retired civilian support officers or spouses/partners who have the skills and expertise to carry out these two functions. There is no disagreement that the chairman and vice chairman should be Full members but to insist that the other two executive roles must also be within that category is considered to be an opportunity lost. This would not affect the NEC as we fully support the view that only Full members should be eligible to be elected to the NEC.

18.4 At general meetings of the members of a Branch every full member present is entitled to one vote upon every motion, and in case of an equality of votes the chairman may have a second or casting vote.

18.5 At meetings of a Branch Committee every member of the Branch Committee present is entitled to one vote upon every motion, and in case of an equality of votes the chairman may have a second or casting vote.

18.6 Branches may make their own rules and arrangements provided they are not inconsistent with these Rules. Branches must keep accurate records of their membership and of business transacted at meetings of the members of the Branch, the Branch Committee and any sub-committees.



19 Finance of Branches

- 19.1 All Branch bank accounts must be in the name of the Branch e.g. NARPO Wexminster Branch and must not be in the name of an individual member or members. All income received by a Branch from whatever source shall be paid into such bank accounts which shall be subject to these Rules.
- 19.2 Each Branch Committee shall ensure that accounts (including a balance sheet and statement of income and expenditure) of the Branch are prepared in respect of each Financial Year (Financial Year) and that the Branch maintains adequate accounting systems recording the transactions, assets and liabilities of and such other matters relating to the Branch to enable such accounts to be prepared. Such accounts shall be placed before the annual general meeting of the Branch convened in accordance with Rule 18.1 for consideration and approval of the members.
- 19.3 Each Branch Committee shall ensure that a copy of the accounts for its Branch in respect of the Financial Year most recently ended certified by the Branch Chairman shall be forwarded to the Chief Executive Officer no later than 31st May in each calendar year.
- 19.4 The National Executive Committee shall have the power to appoint one or more of its members or staff or a Chartered or Certified Accountant to inspect the financial records of any Branch including, without limitation, statements for all Branch bank accounts. Branches in respect of which this power is exercised shall have the right to raise the matter at the next Annual Conference (Conference).
- 19.5 Branches must appoint at least three signatories for banking purposes who must not be related.
- 19.6 Each Branch must establish and maintain at all times a satisfactory system of control of its cash holdings and all its receipts and remittances. All withdrawals from any bank account of the Branch whether by cash, cheque, warrant, electronic means or otherwise shall be authorised by at least two signatories/endorsements.

19.7 Branch bank statements must be checked and initialled by the Chairman of the Branch not less than once every six months.

19.8 Each Branch must keep an up to date inventory of all property and equipment purchased by the Branch including details of its cost, date of purchase and, where it has been disposed of, details of sale price, if any, and the date of disposal.

20 Use of funds held by Branches

Subject to the approval of the Branch Committee, funds held by a Branch may be used to meet the reasonable cost of:

- 20.1 Anything done or provided for the welfare or social benefit of members;
- 20.2 Any administrative expenses of the Branch including, but not limited to, the provision of office accommodation and equipment, the employment of staff and all general administrative costs;
- 20.3 Any expenses incurred in relation to any Branch, area or regional meeting or course where the cost is not met from funds held by the National Executive Committee.
- 20.4 Any honoraria granted to members of the Branch;
- 20.5 Any expenses (subject to Rule 69) of members of the Branch Committee in carrying out their duties and functions and of other Members of the Association in carrying out duties and functions authorised by the Branch Committee;
- 20.6 Any expenses incurred in connection with Association activities or professional services on questions of interest affecting the welfare or pensions of members at Branch level to the extent that such expenses are not met from public funds or the funds held by the National Executive Committee;



Part 4 – Branches continued...

20.7 The purchase of a gift for any person, whether or not a Member of the Association, where, in the opinion of the Branch Committee, the individual has made a valid or recognisable contribution to the Association or its members; and

20.8 The making of charitable and benevolent donations;

provided always that no funds held by a Branch shall be used for any purpose which is inconsistent with the objects of the Association as set out in Rule 3. Any monies of the Branch not immediately required may be invested in such manner as may from time to time be determined by the Branch Committee and the holding of or dealing with any investment made.

21 Liabilities of Branches

Each individual Branch shall be responsible for its own liabilities and neither the National Executive Committee nor any other part of the Association shall be responsible for the liabilities of an individual Branch and no provision of these Rules shall be interpreted as imposing such responsibility.

22 Mergers of Branches

Branches wishing to merge shall promptly give notice of this intention to the Chief Executive Officer. Any merger of two or more Branches requires the prior approval of the National Executive Committee and such approval may be granted subject to such requirements and conditions as the National Executive Committee considers appropriate.

23 Disbanding of Branches

23.1 Branches wishing to disband shall promptly give notice of this intention to the National Executive Committee and shall, at the same time, deliver to the Chief Executive Officer statements of all Branch Assets.

23.2 Upon the giving of notice to the National Executive Committee pursuant to Rule 23.1, Branch Assets shall be dealt with under the provisions of Rule 23.3.

23.3 The National Executive Committee shall have overall responsibility for winding up the affairs of a Disbanding Branch (Disbanding Branch). All debts and liabilities incurred by or on behalf of the Disbanding Branch shall be discharged from Branch Assets and control of any remaining property, funds and assets of the Disbanding Branch shall, subject always to the provisions of rule 68, be divided between those Branches which Transferring Members (Transferring Members) join as members within 3 calendar months of such date, such division shall be in proportion as nearly as may be (the decision of the National Executive Committee in this regard being final) to the number of Transferring Members joining each of the relevant Branches as members.



Part 5 – Regions

24 Regions

- 24.1 England, Wales and the Isle of Man shall be divided into eight regions comprising the police areas set against their name as follows:
- No 1 North West Region - Cheshire, Cumbria, Lancashire, Greater Manchester, Merseyside and the Isle of Man.
- No 2 North East Region - Cleveland, Durham, Humberside, Northumbria, North Yorkshire, South Yorkshire and West Yorkshire.
- No 3 Midlands Region - West Midlands, West Mercia, Warwickshire and Staffordshire.
- No 4 Eastern Region - Cambridgeshire, Derbyshire, Leicestershire, Lincolnshire, Norfolk, Northamptonshire, Nottinghamshire and Suffolk.
- No 5 South East Region - Bedfordshire, Essex, Hampshire, Hertfordshire, Kent, Surrey, Sussex and Thames Valley.
- No 6 South West Region - Avon and Somerset, Devon and Cornwall, Dorset, Gloucestershire and Wiltshire.
- No 7 Wales Region - North Wales, South Wales, Dyfed Powys and Gwent.
- No 8 London Region - Metropolitan Police and the City of London Police districts.
- 24.2 Regions shall hold the meetings required by Rule 25 but may convene further meetings throughout the year.
- 24.3 At least 21 days before any meeting of a Region, notice of the meeting and the business to be transacted must be sent by the Secretary of the Region to every Branch within the Region.

- 24.4 Meetings of Regions shall comprise up to two representatives from each Branch in the Region who must be full members of the relevant Branch together with the Region's representatives on the National Executive Committee. At all meetings of a Region the Chairman, or in his absence a member selected by those members present at the meeting, must take the chair. Subject to Rules 25.8 and 26, all Branch Representatives present are entitled to one vote upon every motion. No other person present may vote save that, in case of an equality of votes, the Chairman may have a second or casting vote.
- 24.5 In addition to the business referred to in Rule 25, each Region shall at its meeting held in accordance with Rule 25 elect the officers of the Region, namely Chairman and Secretary. Only full members of a Branch within the Region may act as officers of the Region.

Suffolk Branch

Rule 24, new sub paragraph 24.6 insert "24.6 The cost of regional meetings held in accordance with paragraph 25.3 shall be borne from NEC funds".

Explanatory Note: *Currently what are often referred to as Regional Annual General Meetings, the cost of hiring the premises and refreshments provided is borne from NEC funds. We see no reason for that to change and for avoidance of doubt we believe that should be stated within the rules.*

NEC

Rule 24, new sub paragraph 24.6 insert '24.6 The reasonable cost of room hire and refreshments at each of the regional meetings held annually and in accordance with paragraph 25.3 only will be met from NEC funds.'

Explanatory Note: *Whilst the NEC accept in principle the amendment offered by Suffolk to this part of the Rules, the Suffolk amendment does not reflect the current position and is open to interpretation, for instance, as to what cost will be covered.*

The NEC seeks to clarify this issue in their amendment which does reflect current practice.



Notes

A series of horizontal dotted lines for writing notes.



Part 6 – National Executive Committee

25 Election of the National Executive Committee

- 25.1 Election of the National Executive Committee
- 25.1 The Association shall have a National Executive Committee that shall be elected on a regional basis.
- 25.2 The National Executive Committee shall consist of sixteen members. Two members shall represent each of the eight Regions. No more than one member of a Branch may serve on the National Executive Committee at any one time except for London which may have up to two members serving.
- 25.3 A meeting of each Region shall be held prior to 31st May in each calendar year. Each such meeting shall, subject to the restrictions in Rule 25.2, elect one full member of a Branch in that Region to serve on the National Executive Committee together with a reserve for that post. In each case those elected shall serve for two years.
- 25.4 In the event that a Reserve who becomes a member of the National Executive Committee in accordance with Rule 27 is unable or unwilling to serve on the National Executive Committee, the Region shall elect a replacement Principal Member and Reserve who shall each be a full member of a Branch in that Region. In each case those elected shall serve for the remaining balance of the term of office of the Principal Member and Reserve who they replace. Not less than 28 days' notice of such meeting and the business to be transacted at it must be sent by the Secretary of the Region to every Branch within the Region.
- 25.5 In each odd numbered year each of the Regions shall, at the meeting referred to in Rule 25.3, elect one full member of a Branch in that Region to serve on the Misconduct Appeal Committee to the intent that the Misconduct Appeal Committee shall comprise eight members, one from each Region. In each case those elected shall serve for two years.
- 25.6 At such elections as are referred to in Rules 25.3, 25.4 and 25.5, each nominee must be proposed and seconded by full members

of the Association. Nominations must be submitted in writing to the Secretary of the Region not less than one calendar month before the meeting save where the meeting is held under Rule 25.4 in which case nominations must be so submitted not less than 14 days before the meeting.

25.7 In the event that there are more nominations than vacancies, a ballot shall be held.

25.8 The number of votes that each Branch may exercise in such ballot shall be determined by rounding up the number of full members of that Branch to the nearest 100 and dividing the resulting figure by 100.

Suffolk Branch

Rule 25.8 Delete the whole paragraph and insert "All Branch representatives at the meeting of the region held in accordance with paragraph 25.3 shall be entitled to one vote."

Explanatory Note: For all other business at regional meetings and at Annual Conference voting is carried out on the basis of one vote per one delegate. We therefore question whether the practice of permitting one member from each branch to cast a 'block' vote in respect of elections is in keeping with other voting issues. A proposal to permit 'block' voting at Annual Conference some years ago was rejected by Conference on the grounds that it would potentially give the larger branches present too much influence in decision making, to the detriment of the smaller branches. On the basis of that argument, we believe all voting throughout the organisation should be one vote per one delegate.

Suffolk Branch

Rule 25.8 At the end of the paragraph insert "Such votes may be cast by either of the representatives of that Branch present at the meeting."

Explanatory Note: This is a 'fall back' amendment in that if the proposed amendment above is rejected by Conference then paragraph 25.8 needs to be amended to make clear who casts the 'block' vote, as it does in paragraph 26. If the first amendment under paragraph 25.8 is accepted, then this second amendment will be withdrawn.



- 25.9 In the event of two or more nominees receiving the same number of votes, the outcome of the ballot shall be decided by drawing lots using such procedure as the chairman of the Region shall decide as being fair and appropriate.
- 25.10 There shall be no restriction on members of the National Executive Committee who have retired or are due to retire seeking re-election or being re-elected.
- 25.11 Retiring members of the National Executive Committee may attend the first meeting of the National Executive Committee after their retirement but, unless they have been re-elected, they may not address the meeting or vote.

26 Removal of members of National Executive Committee

Any member of the National Executive Committee elected by a Region may at any time be removed by resolution of that Region at a meeting convened in accordance with Rule 24.2. The number of votes that each Branch may exercise in relation to such resolution shall be determined by rounding up the number of full members of that Branch to the nearest 100 and dividing the resulting figure by 100. Such votes may be cast by either of the representatives of that Branch present at the meeting. Such resolution may only be passed by a majority of at least two-thirds of the votes cast.

Suffolk Branch

Rule 26 Line 3 – delete the sentence which commences “The number of votes... and concludes the resulting figure by 100”. Also delete the penultimate sentence which commences “Such votes and concludes with present at the meeting.” Insert “All Branch representatives at that meeting shall be entitled to one vote.”

Explanatory Note: *Similar to the proposed amendment to rule 25.8 in that for consistency any decision should be based on one vote per one delegate and not by a ‘block’ vote. If approved, the*

paragraph would then read “Any member of the National Executive Committee elected by a Region may at any time be removed by resolution of that Region at a meeting convened in accordance with Rule 24.2. All Branch representatives at that meeting shall be entitled to one vote. Such resolution may only be passed by a majority of at least two-thirds of the votes cast.”

27 Reserves

A Reserve elected in accordance with Rule 25 automatically becomes a member of the National Executive Committee in any of the following circumstances:

- 27.1 The death of his/her Principal Member;
- 27.2 The resignation of his/her Principal Member from the National Executive Committee; or
- 27.3 The removal of his/her Principal Member from the National Executive Committee pursuant to Rule 26

For the avoidance of doubt a Reserve will not have the right to attend meetings of the National Executive Committee in any other circumstances and, in particular, is not entitled to attend meetings of the National Executive Committee where his/her Principal Member is unable to attend for any other reason.

28 National Executive Committee meetings

- 28.1 The National Executive Committee shall meet at least four times in every calendar year. At its first meeting after the Annual Conference at which these Rules are adopted and thereafter at its first meeting after every second Annual Conference, it will elect a Chairman and Vice Chairman who will act as ex-officio President and Vice President respectively and will, subject to Rule 28.2, each serve for a term of two years.



28.2 The National Executive Committee may remove a Chairman or Vice Chairman from office by a majority of at least two-thirds of the votes cast and, where this occurs or a Chairman or Vice Chairman is removed from the National Executive Committee pursuant to Rule 26, the National Executive Committee shall as soon as possible elect a replacement who shall serve for the balance of the term being served by the person so removed.

28.3 The National Executive Committee may appoint sub-committees as it considers appropriate and the Chairman and Chief Executive Officer will be ex-officio members of each sub-committee.

29 Co-option

The National Executive Committee may co-opt to serve with it or on any sub-committee or working party formed by it, not more than two Members of the Association whose qualifications or relevant experience render this desirable. Such co-option shall be for specific meetings or periods up to a maximum period of 12 months. A co-opted member of the National Executive Committee shall be entitled to address the meeting but shall not be entitled to vote.

30 Appointment and supervision of staff

The National Executive Committee shall appoint a Chief Executive Officer, Deputy Chief Executive Officer, Financial Controller and such other staff as may be necessary for the administration of the Association. The duties and conditions of service of all staff shall be the responsibility of the National Executive Committee. The President shall be responsible for the supervision of the Chief Executive Officer. The Chief Executive Officer shall be responsible for the supervision of all other staff.

31 Budget in respect of centrally financed activity

The National Executive Committee will no later than 30th June in each calendar year prepare a budget detailing estimated expenditure and financial need in relation to all aspects of the activities of the Association financed from funds held by the National Executive Committee. The budget shall be presented in writing for information at the next Annual Conference.

32 Use of funds held by the National Executive Committee

Funds held by National Executive Committee may be used for any of the following purposes:

- 32.1 The meeting of any expenses incurred in connection with Association activities or professional services on questions of welfare, pensions, administration or policies of the Association.
- 32.2 The administrative expenses of the Association (but excluding the administrative expenses of individual Branches) including, but not limited to, the provision of office accommodation and equipment, the employment of staff and all general administrative costs.
- 32.3 The meeting of the expenses (subject to Rule 69) of members of the National Executive Committee in carrying out their duties and functions and of other Members of the Association in carrying out duties and functions authorised by the National Executive Committee.
- 32.4 The meeting of any expenses incurred in connection with meetings of the National Executive Committee, Annual Conferences, Extraordinary Conferences and other meetings arranged by the National Executive Committee.
- 32.5 The meeting of the cost of anything done or provided for the welfare or social benefit of Members of the Association.



32.6 The meeting of the costs of the Misconduct Appeal Committee meetings and the expenses (subject to Rule 69) of the members of Misconduct Appeal Committee incurred in carrying out their duties as such members.

32.7 The authorising of the purchase of a gift for any person, whether or not a Member of the Association, where, in the opinion of the National Executive Committee, the individual has made a valid or recognisable contribution to the Association or its members.

32.8 The making of charitable and benevolent donations.

The investing of monies held by the National Executive Committee not immediately required in such manner as may from time to time be determined by the National Executive Committee and the holding of or dealing with any investment made, provided always, that no funds held by the National Executive Committee shall be used for any purpose which is inconsistent with the objects of the Association as set out in Rule 3.

33 Additional income

In addition to precepts, the National Executive Committee may receive income from or generated by commercial activities of the National Executive Committee, sales of property and goods, donations, gifts, bequests, returns from investments or any other source which does not contravene any provision of law.

34 National Executive Committee bank accounts

The National Executive Committee shall hold all the assets of the Association not held by Branches. The funds of the Association held by the National Executive Committee shall be banked and/or invested in the name of the National Association of Retired Police Officers.

35 NEC responsibilities - Financial accounting and statements

The National Executive Committee shall:

35.1 Prepare or procure the preparation of financial statements for each Financial Year that give a true and fair view of the state of affairs of the Association and income and expenditure for that year.

35.2 In the preparation of those financial statements, select suitable accounting policies and apply them consistently, making judgments and estimates that are prudent and reasonable.

35.3 State the applicable accounting standards that have been followed and disclose and explain any material departures from those standards in the financial statements.

35.4 Ensure that the financial statements are prepared on a going concern basis unless it is inappropriate to presume that the Association will continue as a going concern.

35.5 Keep or procure the keeping of proper accounting records which disclose with reasonable accuracy at any point in time the financial position of the Association.

35.6 Safeguard the Association's assets.

References to Association in this Rule do not include individual Branches so, for the avoidance of doubt and by way of illustration, the National Executive Committee shall not be responsible for keeping or procuring the keeping of proper accounting records in relation to individual Branches or for safeguarding assets held by individual Branches.



Part 6 - National Executive Committee continued...

36 NEC responsibilities – Assets

The National Executive Committee may make investments or otherwise deal with the assets under its control in any way authorised by it and shall:

- 36.1 Authorise payments in line with these Rules.
- 36.2 Present the financial statements referred to in Rule 35.1 to Annual Conference.
- 36.3 Place on deposit all funds received by the National Executive Committee except to the extent that they are required to meet current expenses or are insufficient for investment.
- 36.4 Ensure that the assets under its control are used only towards promoting the objects of the Association as set out in Rule 3.

37 NEC responsibilities – Financial controls

The expenditure of the National Executive Committee shall be subject to the following provisions:

- 37.1 The National Executive Committee shall appoint not more than five signatories for banking purposes.
- 37.2 Subject to Rules 37.3 and 37.4 any transaction must be authorised by two signatories or any person authorised by resolution of the National Executive Committee.
- 37.3 All payments exceeding such limit as may from time to time be determined by the National Executive Committee must be authorised in writing by any two of the Chairman, the Vice Chairman and the Chief Executive Officer.
- 37.4 The Chief Executive Officer may authorise any single item of expenditure up to the limit of his/her delegated authority as determined by the National Executive Committee from time to time. This limit shall not be circumvented by making a payment which is in excess of that limit by means of two or more separate

payments each of which is within that limit.

- 37.5 The limit on virement levels between budget headings delegated to the Chief Executive Officer shall be as determined by the National Executive Committee from time to time.
- 37.6 The Chief Executive Officer shall advise the bank of any changes to the signatories.
- 37.7 Insurance policies covering dishonesty and lack of fidelity on the part of cheque signatories and those authorising payments shall (subject to being available at rates which the National Executive Committee considers reasonable) be obtained and paid for from the funds under the control of the National Executive Committee.

38 Audit of accounts

- 38.1 The financial statements for each Financial Year prepared pursuant to Rule 35.1 must be audited by a professional accountant as soon as practicable after the end of the relevant Financial Year.
- 38.2 The auditor must be appointed by the National Executive Committee at its first meeting of the year and must not be a Member of the Association. Any vacancy occurring in this office must be filled as soon as practicable.



39 Borrowing powers

- 39.1 The National Executive Committee may for the purposes of pursuing the objects of the Association as set out in Rule 3 borrow such amounts of money (either at one time or from time to time), at such rates of interest, in such form and manner and upon such security as the National Executive Committee sees fit.
- 39.2 Every Member of the Association, whether he/she votes on a resolution authorising borrowing or not, and everyone becoming a Member of the Association after the passing of such a resolution, is deemed to have assented to the resolution as if he/she had voted in favour of it.

Birmingham Branch

“That Rule 39.2 be deleted, and any subsequent paragraphs in Rule 39 be renumbered accordingly.”

Or,

“That Rule 39 is withdrawn, pending the provision of legal advice reassuring members that they will not become personally liable to any debt resulting from the NEC exercising any agreed borrowing powers, and that subsequent paragraphs be renumbered accordingly.”

Explanatory Note: *Nothing to note*

- 39.3 The National Executive Committee may for the purposes of pursuing the objects of the Association as set out in Rule 3 buy, sell, exchange or take or grant leases of any real or personal property.

40 Indemnity

- 40.1 Subject to Rule 40.2, but without prejudice to any indemnity to which a Relevant Officer (Relevant Officer) is otherwise entitled:
- 40.1.1 each Relevant Officer shall be indemnified out of the funds held by the National Executive Committee against all costs, charges, losses, expenses and liabilities incurred by him/her as a Relevant Officer in the actual or purported execution and/or discharge of his/her duties, or in relation to them including, but not limited to, (in each case) any liability incurred by him/her in defending any civil or criminal proceedings, in which judgment is given in his/her favour or in which he/she is acquitted or the proceedings are otherwise disposed of without any finding or admission of any material breach of duty on his/her part or in connection with any application in which the court grants him/her, in his/her capacity as a Relevant Officer, relief from liability for negligence, default, breach of duty or breach of trust in relation to the Association's affairs; and
- 40.1.2 the National Executive Committee may provide any Relevant Officer with funds to meet expenditure incurred or to be incurred by him/her in connection with any proceedings or application referred to in Rule 40.1.1 and otherwise may take any action to enable any such Relevant Officer to avoid incurring such expenditure.
- 40.2 This rule 40 does not authorise any indemnity which would be prohibited or rendered void by any provision of law.



41 Insurance

The National Executive Committee may purchase and maintain insurance, at the expense of the Association from the funds held by the National Executive Committee, for the benefit of any Relevant Officer in respect of any Relevant Loss (Relevant Loss).

42 Out of pocket expenses

Subject to Rule 69 (where applicable) and the terms of any rules made from time to time in this regard at Conference, the National Executive Committee may pay out of pocket expenses to its employees and others undertaking activities on behalf of the Association. To the extent that any applicable provisions of Rule 69 at any time conflict with the terms of any rules made from time to time in this regard at Conference, the applicable provisions of Rule 69 shall prevail.

43 Inventory

The National Executive Committee must keep an up to date inventory of all property and equipment purchased with the funds held by the National Executive Committee including details of its cost, date of purchase and, where it has been disposed of, details of sale price (if any) and date of disposal.

44 Right to inspect books

Any Member of the Association may examine the accounting records referred to in Rule 35.5 on giving the Chief Executive Officer not less than 14 working days' notice in writing.



Part 7 – Annual Conference and Extraordinary Conferences

45 Annual Conference

An annual conference of the Association (Annual Conference) shall be held once in each calendar year on a date (which will generally be during the month of September and may not be earlier than September) and at a place decided by the previous Annual Conference or, failing that, on a date and at a place decided by the National Executive Committee and, in the case of a decision by the National Executive Committee, notified to the Branches not less than 6 calendar months prior to the date of the relevant Annual Conference.

46 Extraordinary Conferences

- 46.1 The National Executive Committee may call an Extraordinary Conference (Extraordinary Conference) at any time for any special purpose.
- 46.2 At least 28 Clear Days before the Extraordinary Conference, notice of the meeting and the business to be transacted at it must be posted to each Branch.
- 46.3 No business other than that of which notice has been given may be brought forward at an Extraordinary Conference.

47 Delegates

The delegates to Conference shall comprise:

- 47.1 The members of the National Executive Committee
- 47.2 The delegates nominated by Branches under Rule 48.

48 Participation requirements

- 48.1 To be entitled to take part in and contribute to the Annual Conference, a Branch must return the forms provided for this purpose duly completed to the Chief Executive Officer no later than 30th April in the year of the relevant Annual Conference. Such forms will provide for completion of information relating to:
- 48.1.1 the total number of full members of the Branch as at 31st December in the year prior to the relevant Annual Conference.
- 48.1.2 the names of the delegates nominated by the Branch;
- 48.1.3 motions for consideration at the Annual Conference including business under Rule 70.1.
- 48.2 To be entitled to take part in and contribute to an Extraordinary Conference, a Branch must notify the Chief Executive Officer in writing no less than 7 Clear Days before the relevant Extraordinary Conference of the names of the delegates nominated by the Branch to be delegates to that Extraordinary Conference.
- 48.3 The maximum number of delegates that a Branch may nominate for a Conference shall be determined by rounding up the number of full, life and widow members of that Branch to the nearest 100 and dividing the resulting figure by 100.

Suffolk Branch

Rule 48.3 Lines 2 and 3 – remove the word ‘widow’ (in line 3) and amend line 2 and thereafter to read “full and life members of that Branch to the nearest 100 and dividing the resulting figure by 100.”

Explanatory Note: *Under the proposed new rules widows will be classed as Associate Members. They will not be able to hold any office within a Branch and will not be entitled to attend Conference as a delegate. Therefore, as Conference is now only intended to be a conference for Full (and Life) members to attend as delegates, we question why widows should be counted in the number of delegates a Branch can nominate. If the number of widows is to be counted in the equation,*



it could be argued that the number of other Associate members should similarly be included.

49 Submission of motions

Motions for consideration at the Annual Conference may be submitted by Branches or the National Executive Committee. Branches wishing to submit motions must send these signed by the Chairman and Secretary of the Branch to the Chief Executive Officer no later than 30th April in the year of the relevant Annual Conference. Any Branch wishing to submit motions but sending insufficient Delegates to both propose and second the motion must also name the Delegates who will propose and second the motion at Annual Conference.

50 Rejection of motions by National Executive Committee

The National Executive Committee may in its discretion reject a motion if, in its opinion:

- 50.1 The wording of the motion is unclear or ambiguous
- 50.2 The motion is inconsistent with the objectives of the Association
- 50.3 The motion proposed does not seek to alter the existing policy, rules or regulations of the Association in any way

Blackpool Branch

Rule 50 – Rejection of Motions by the National Executive.

Rule 50.3 Remove paragraph 50.3 from the rules and as a consequence rules 50.4 to 50.6 would be renumbered to 50.3 to 50.5.

Explanatory Note: *The Annual Conference is the opportunity to debate matters and a place where Delegates on behalf of their members can express opinions, good and bad to the National Executive. It is also an opportunity for the National Executive to be*

asked to give explanations for decisions taken or not taken on all matters. This rule should be removed to allow for open and free debates at conference.

- 50.4 The motion is mischievous
- 50.5 The motion is concerned with more than one subject
- 50.6 The motion is the same as or substantially the same as a motion which has been debated at either of the previous two Annual Conferences and has either been carried or lost.

51 Notification to Branches and Delegates

The Chief Executive Officer shall no later than 31st May in the year of the relevant Annual Conference notify all Branches of:

- 51.1 Details of all motions accepted by the National Executive Committee for consideration by Annual Conference.
- 51.2 Any motions rejected by the National Executive Committee (and, in such case, the notice shall also provide detailed reasons for rejection)



52 Amendments to motions

Any amendments to motions accepted by the National Executive Committee for consideration by Annual Conference which either a Branch or the National Executive Committee wish to propose must be sent (in the case of a proposal by a Branch signed by the Chairman and Secretary of the Branch) to the Chief Executive Officer no later than 30th June in the year of the relevant Annual Conference.

53 Time limits

The National Executive Committee shall reject all motions and amendments received after the final dates for receipt of motions and amendments set out in Rules 49 and 52 above or (where applicable) such later dates notified to the Branches as such final dates by or on behalf of the National Executive Committee.

54 Discretion to admit motions or adjournments

Notwithstanding the provisions of Rule 53, the National Executive Committee may, in its discretion, admit to the agenda, at any time prior to the commencement of the proceedings of the Annual Conference, motions in relation to matters of an urgent nature which could not reasonably have been foreseen at the final date for receipt of motions.

55 Agenda

The Chief Executive Officer shall, no later than 21 Clear Days before the date of commencement of Conference, send to each Branch a copy of the conference agenda for each Delegate nominated by that Branch.

56 Stewards

At each Conference, stewards who shall be sufficient in number shall be provided (where possible by the host Branch) to:

56.1 Take the roll call referred to in Rule 57

56.2 Ensure that any observers present are seated separately from Delegates and

56.3 Ensure that the Chairman's directions are complied with

No steward shall be entitled to address Conference or to vote unless he/she is also a duly appointed Delegate.

57 Roll call

The roll of Delegates to each Conference shall be prepared by the Chief Executive Officer and such roll shall be used by the stewards each time the Delegates assemble during the Conference as the case may be.

58 Observers

Observers may attend Conference but they are to be seated separately from Delegates and are not entitled to address Conference or to vote.

59 Chairman and secretary of Conference

The Chairman and Chief Executive Officer of NARPO (or, if either shall be unavailable for any reason, their deputies) shall act as chairman and secretary of Conference respectively.



60 Scrutineers

Each Region shall at the meeting held in accordance with Rule 25.3 elect one full member of a branch in that Region as a Scrutineer to supervise the voting at Conference. Members of and candidates for election to the National Executive Committee may not act as scrutineers.

61 Regulations for Conference

The National Executive Committee may from time to time make such regulations as it may think fit for the regulation of business at Conference. Any regulations so made shall be notified to Branches by means of branch circular but any changes shall not take effect until the fourteenth day after the date of the relevant branch circular.

62 Voting

Voting on motions shall be by show of Delegate voting cards unless the Conference determines otherwise. Each Delegate shall have one vote and, save where expressly provided otherwise in these Rules, motions shall be passed by a simple majority of those voting. Notwithstanding any other provision of these Rules and that they are Delegates, the members of the National Executive Committee shall be entitled to address any motion they are proposing or seconding on behalf of the National Executive Committee and address any other motion on behalf of the National Executive Committee but shall not be entitled to vote, save that in the case of equality of votes on any motion other than one under Rule 26, the Chairman shall have a casting vote.

63 Written report and accounts

The National Executive Committee shall present a written report of its work during the year prior to the relevant Annual Conference and the audited financial statements prepared pursuant to Rule 35.1 for the most recently ended Financial Year.





NARPO - the voice of retired police officers
'To safeguard the rights of members and to promote measures for their welfare, with particular regards to pensions'

Part 8 – Misconduct

64 Misconduct

- 64.1 All members of the Association must treat as confidential any information communicated to them in connection with an investigation or misconduct matter.
- 64.2 On discovery or receipt of a report or allegation that a member has:
- 64.2.1 committed any serious or repeated breach or non-observance of any of the provisions of these Rules;
- 64.2.2 been convicted of any offence under any road traffic legislation in the United Kingdom or elsewhere for which custodial penalty is imposed or been convicted of any other criminal offence for which the law allows a custodial penalty to be imposed (whether or not a custodial penalty is in fact imposed); or
- 64.2.3 been guilty of any fraud or dishonesty; or

Suffolk Branch

Rule 64.2.2 Delete the whole of the paragraph and insert “been convicted of any criminal offence which is punishable by imprisonment (whether or not a term of imprisonment is actually served) or admits their guilt to any such offence; or”

Explanatory Note: *We are concerned at the differentiation made between road traffic offences and other criminal offences. It is only at the most serious end of road traffic offences, such as causing death by dangerous/careless driving; drink or drug/driving or driving whilst disqualified, that a custodial sentence can be imposed. If a member is convicted of such an offence, the initiation of any ‘misconduct’ investigation should not be reliant on whether the member is actually imprisoned as is currently proposed. It should be the actions of the member which brings them into the ‘misconduct’ procedure, not the inconsistency of court sentences. To do otherwise, would suggest that NARPO condones its members committing the most serious driving offences on the Statute book without the opportunity to sanction them for their actions. Therefore, we believe that any differentiation between road traffic offences and other criminal offences should be removed. This would also come within the context of being part of an organisation that is committed to integrity, fairness, equality and transparency. The addition of the words “or admits their guilt to any such offence” at the end of the sentence is considered*

necessary to cater for those criminal offences viewed by some people as being less serious, e.g. theft from shops, and dealt with by way of police caution or other means of non-court disposal, which may not be considered to come within the terms of a ‘conviction’.

Suffolk Branch

Rule 64.2.3 Delete the whole paragraph and re-number sub paragraph 64.2.4 as 64.2.3.

Explanatory Note: *If a member has ‘been guilty of any fraud or dishonesty’ we believe such person would come within the realms of sub paragraph 64.2.2 above and therefore the wording is superfluous.*

- 64.2.4 acts in any manner which brings or is likely to bring the member or the Association into disrepute or is materially adverse to the interests of the Association

the Branch Secretary shall notify the Branch Committee which must as soon as reasonably practicable following such notification gather the facts and, where appropriate, consider any relevant documents before deciding whether to proceed with a misconduct hearing.

Suffolk Branch

Rule 64.2.4 Delete the second paragraph and insert “the Branch Secretary shall notify the Branch Committee, which must as soon as reasonably practicable following such notification instigate an investigation. The investigation should be conducted in an impartial manner and under no circumstances should the investigator(s) be a member(s) of the Branch committee or in any way involved in the offence(s)/ actions subject of the investigation.”

Explanatory Note: *The current wording of the rule (and much of the proposed Misconduct procedures that follow) is considered to be far too loose and in fairness to all concerned the procedure needs tightening, not least in respect of who can investigate the alleged misconduct. The words in lines 3 and 4 are not considered necessary as subsequent action by a Branch Committee is adequately covered under rule 64.5.*



- 64.3 Where conduct in question of the member concerned is the subject of a criminal investigation, charge or conviction the Branch Committee may suspend the action referred to in Rule 64.2 until such investigation and any resulting criminal proceedings are concluded.
- 64.4 The Branch Committee may, having regard to the circumstances of the case, impose a period of precautionary suspension on the member concerned. During such a period of suspension, the member concerned must not visit any premises or meetings of the Association other than as may be necessary for the purpose of attending any hearing or appeal hearing the member concerned is asked to attend.

Suffolk Branch

Rule 64.4 Line 3, after the word 'concerned' insert "The member shall be sent a written notice by the Branch Secretary informing him/her of the precautionary suspension and its implications by means of 'Recorded Signed for Post' within 7 clear days of the decision of the Branch Committee."

Explanatory Note: *As the rules are currently framed there is no reference to the member being served with a notice informing him/her of the decision to impose a precautionary suspension. This needs to be amended, not least so that the member is aware of the implications of such suspension – i.e. not permitted to attend any premises or meeting of the Association. Also, the time frame and method of service of the notice needs to be stated in order to prove that the member has been so notified. If the amendment is accepted the rule would then read "The Branch Committee may, having regard to the circumstances of the case, impose a period of precautionary suspension on the member concerned. The member shall be sent a written notice by the Branch Secretary informing him/her of the precautionary suspension and its implications by means of 'Recorded Signed for Post' within 7 clear days of the decision of the Branch Committee. During such a period of suspension, the member concerned must not visit any premises or meetings of the Association other than as may be necessary for the purpose of attending any hearing or appeal hearing the member concerned is asked to attend."*

Suffolk Branch

Rule 64.5 Line 5, after the word 'allegations' insert "Such written notice shall be sent by 'Recorded Signed for Post' within 7 clear days of the Branch Committee's decision."

Explanatory Note: *As with rule 64.4, we believe that in the event of challenge a Branch Committee needs to be able to prove that the member concerned has received the written notice and within a reasonable time of the decision being made to instigate misconduct proceedings.*

Suffolk Branch

Rule 64.6 Re-number the paragraph to 64.5.3.

Delete the whole paragraph and insert "Such written notice shall also provide the date, time and place of the misconduct hearing which shall be before the Branch Committee. The hearing will be held as soon as reasonably practicable but the member concerned will be given at least 21 clear days to prepare their case based on the information provided to them." Re-number all subsequent paragraphs in rule 64 appropriately.

Explanatory Note: *The way the rules are currently framed a Branch Committee would have to send a member concerned written notice of the allegations made against him/her and the basis of those allegations (rule 64.5) and another written notice of the date, time and place of the hearing (rule 64.6). That is an unnecessary duplication as the requirements of rule 64.5 and 64.6 can be accommodated within one notice. Therefore, rule 64.6 should be part and parcel of rule 64.5, hence the need for the change of paragraph number. Furthermore, in fairness to the member concerned, we do not consider "up to 7 days" is a reasonable amount of time to prepare their case. We believe such a member should have at least 21 clear days. If the amendment is approved, subsequent paragraph numbers within rule 64 would need amending - i.e. 64.7 would become 64.6; 64.8 would become 64.7 and so on. Whilst not putting it forward as a specific amendment, we also have concerns that, unlike the current rule 18 and Annex 3, there is no guidance as to how a misconduct hearing should be conducted and strongly believe that as and when the rules are approved the NEC should provide guidance notes to all branches.*



Part 8 - Misconduct continued...

Suffolk Branch

Rule 64.9 Line 3, final sentence, after the word 'given' delete the words "a reasonable opportunity" and insert "not less than 14 clear days"

Explanatory Note: *As with many aspects of this Part of the rules we believe the terminology used e.g. "a reasonable opportunity", is non-specific and in need of tightening, hence the need for amendment. If approved, the final sentence would then read "The member concerned will be given not less than 14 clear days to consider any new information obtained before the hearing is reconvened."*

Suffolk Branch

Rule 64.11 Delete the whole paragraph and insert "The Branch Secretary will inform the member concerned by way of written notice of the Branch Committee's decision and the reasons for it within 7 clear days of the misconduct hearing and such notice shall be sent by 'Recorded Signed for Post'. The Branch Secretary shall also notify the Chief Executive Officer of the decision within 7 clear days of the hearing. Otherwise details of penalties imposed by a Branch Committee shall be kept confidential."

Explanatory Note: *Once again we believe the written notice should be sent by recorded delivery method and within a specified timescale.*

Suffolk Branch

Rule 64.12 Delete the whole paragraph and insert "A written de facto record shall be kept of the misconduct hearing by the Branch Committee. Where any electronic recording device is used, either by the Branch Committee or the member concerned, a copy of the recording shall be provided to the other party if requested."

Explanatory Note: *Evidentially we believe that a branch committee should keep a de facto record of the hearing, not least for any appeal hearing and permitting electronic recording would assist with that. Many other organisations dealing with misconduct hearings maintain and benefit from such recording.*

- 64.5 Following any investigation, if the Branch Committee considers there are grounds for misconduct action, the member concerned will be required to attend a misconduct hearing. He/she will be informed in writing at their last known address of the allegations against them and the basis for those allegations. This will also include the following where appropriate:
- 64.5.1 a summary of relevant information gathered; and
- 64.5.2 a copy of any relevant documents which will be used at the misconduct hearing.
- 64.6 The Branch Secretary will give the member concerned written notice of the date, time and place of the misconduct hearing which shall be before the Branch Committee. The hearing will be held as soon as reasonably practicable, but the member concerned will be given a reasonable amount of time of up to seven days, to prepare their case based on the information given to them.
- 64.7 A member concerned who cannot attend the hearing should inform the Branch Secretary immediately and the Branch Secretary will arrange an alternative time. The member concerned may be accompanied by another member who may speak on his/her behalf. If the member concerned fails to attend without good reason, or is persistently unable to do so, the Branch Committee may take a decision based on the available evidence.
- 64.8 At the misconduct hearing the evidence that has been gathered will be considered. The member concerned will be able to respond and present any evidence including asking relevant witnesses to appear.
- 64.9 The Branch Committee may adjourn the misconduct hearing if it needs to gather any further information in the light of any new points the member concerned raises at the hearing. The member concerned will be given a reasonable opportunity to consider any new information obtained before the hearing is reconvened.
- 64.10 The available penalties for misconduct are a reprimand, a period of suspension, expulsion or a decision to take no action against the member.



- 64.11 The Branch Secretary will inform the member concerned and the Chief Executive Officer in writing of the decision of the Branch Committee and the reasons for it, usually within one week of the misconduct hearing. Otherwise details of penalties imposed by a Branch Committee shall be kept confidential.
- 64.12 No electronic recordings shall be made of any meetings or hearings conducted under this procedure.
- 64.13 Notwithstanding any other provision of these Rules, no Branch shall knowingly admit a person who has previously been expelled from the Association to membership of the Association of whatever category without the prior written authority of the National Executive Committee.
- 64.14 Notwithstanding any other provision of these Rules, the National Executive Committee may initiate legal proceedings against any member who appears to the National Executive Committee to have committed any criminal or wrongful act against the Association, its members or officers and to terminate the membership of such member upon conviction or judgment in such proceedings being passed against such member.

65 Appeals

- 65.1 If the member concerned feels that misconduct action taken against him/her is wrong or unjust he/she should appeal in writing, stating the full grounds of appeal, to the Chief Executive Officer within two weeks of the date on which he/she was informed of the decision.
- 65.2 The date on which any expulsion or suspension imposed by the Branch Committee takes effect will not be delayed pending the outcome of the appeal. However, if an appeal is successful the member concerned will be reinstated or the suspension lifted (as the case may be).
- 65.3 If the member concerned raises any new matters in his/her appeal, further enquiries may need to be carried out. If any new information comes to light the Chief Executive Officer will provide the member concerned with a summary including, where appropriate, copies of additional relevant documents. The member concerned will have a reasonable opportunity to consider this information before the hearing and may comment on any new evidence arising during the appeal before any decision is taken.
- 65.4 The Chief Executive Officer will give the member concerned written notice of the date, time and place of the appeal hearing which shall be before the Misconduct Appeals Committee. This will be not less than fourteen days after the member concerned receives the written notice.
- 65.5 The appeal hearing may be a complete re-hearing of the matter or it may be a review of the fairness of the original decision in the light of the procedure that was followed and any new information that may have come to light. This will be at the discretion of the Misconduct Appeals Committee depending on the circumstances of the case.



Part 8 - Misconduct continued...

Suffolk Branch

Rule 65.5 At the end of the paragraph insert, “No member of the Misconduct Appeals Committee shall be from the Branch that instigated the original misconduct proceedings nor had any previous involvement in any investigation in relation to the matter.”

Explanatory Note: It would be grossly unfair to the member concerned if a member of the Misconduct Appeals Committee was from the same Branch as that which instigated the proceedings initially or had any involvement in the original investigation and for avoidance of doubt this needs to be stated in the rules. Furthermore, whilst not subject of an amendment, there is again no reference to any guidance notes being provided as to how the Misconduct Appeals Committee should conduct an appeal hearing (as there is in Annex 3 of the current rules). Whilst it is acknowledged that the rule gives the Appeals Committee discretion as to whether there is a complete re-hearing or a review of the original (Branch) decision, we still believe that there should be guidance notes as to how that process should be conducted.

- 65.6 The Misconduct Appeals Committee may adjourn the appeal hearing if there is a need to carry out any further enquiries in the light of any new points the member concerned has raised at the hearing. The member concerned will be given a reasonable opportunity to consider any new information obtained before the hearing is reconvened.
- 65.7 Following the appeal hearing the Misconduct Appeals Committee may:
- 65.7.1 confirm the original decision of the Branch Committee;
- 65.7.2 revoke the original decision of the Branch Committee; or
- 65.7.3 substitute a different penalty (provided, for the avoidance of doubt, that the range of penalties that the Misconduct Appeals Committee may impose shall be subject to the limits set out in Rule 64.10).
- 65.8 The Chief Executive Officer will inform the member concerned in writing of the decision of the Misconduct Appeals Committee as soon as possible, usually within one week of the appeal hearing. There will be no further right of appeal.

Suffolk Branch

Rule 65.1 Line 3, delete “within two weeks” and insert “not more than clear 14 days”

Explanatory Note: Within the Definitions in Part 1 of the rules (1.6) there is reference to ‘clear days’ and if our other amendments are accepted this term should be used throughout for consistency.

Suffolk Branch

Rule 65.3 Line 3, after the word ‘concerned’ insert “and Branch Secretary”

Line 5, delete the words “a reasonable opportunity” and insert “not less than 21 clear days” At the end of the final sentence, insert “The Branch Secretary, on behalf of the Branch Committee, may submit evidence to the Chief Executive Officer prior to the hearing, which supports or rebuts any new matters raised by the member concerned.”

Explanatory Note: This rule refers to any new matters raised by the member concerned in appeal. Where any new information comes to light this will be provided to the appellant by the Chief Executive Officer. There appears to have been no consideration to the Branch Secretary or committee being notified and provided with the new information. We believe it is essential that the Branch which instigated the original hearing should be aware of any new information, not least to give the committee an opportunity to support it or rebut it. Line 5 refers to ‘reasonable opportunity’, which we would again suggest should be time specific – e.g. not less than 21 clear days – in accordance with rule 64.6 If approved the rule would then read, “If the member concerned raises any new matters in his/her appeal, further enquiries may need to be carried out. If any new information comes to light the Chief Executive Officer will provide the member concerned and Branch Secretary with a summary including, where appropriate, copies of additional relevant documents. The member concerned will have not less than 21 clear days to consider this information before the hearing and may comment on any new evidence during the appeal before any decision is taken. The Branch Secretary, on behalf of the Branch Committee, may submit evidence to the Chief Executive Officer prior to the hearing, which supports or rebuts any new matters raised by the member concerned.”



Suffolk Branch

Rule 65.4 Delete the final sentence and insert, "Such notice shall be sent by 'Recorded Signed for Post' and not less than 14 clear days of the date of the hearing."

Explanatory Note: *Once again we believe the method of service of the notice needs to be specified and for the time frame to be not less than 14 clear days for consistency.*

Suffolk Branch

Rule 65.6 Line 4, delete "a reasonable opportunity" and insert "not less than 14 clear days"

Explanatory Note: *Once again we believe the time frame should be specific and this would also be consistent with rule 64.9 (adjournments at a Branch committee hearing) if that amendment is accepted.*

Suffolk Branch

Rule 65.8 Delete the whole paragraph and insert, "The Chief Executive Officer will inform the member concerned by way of written notice of the decision of the Misconduct Appeals Committee. Such notice shall be sent by 'Recorded Signed for Post' and not more than 7 clear days after the appeal hearing. The Chief Executive Officer will also inform the Branch Secretary within 7 clear days of the hearing. There will be no further right of appeal, either by the member concerned or the Branch Committee."

Explanatory Note: *We believe that the Branch Committee that instigated the original misconduct proceedings would also like to know the outcome of any appeal. As regards the written notice, we again believe timescales and method of service should be specified.*





NARPO - the voice of retired police officers

'To safeguard the rights of members and to promote measures for their welfare, with particular regards to pensions'

Notes

A series of horizontal dotted lines for writing notes.



Part 9 – General

66 Quorum

The quorum at meetings is:

- 66.1 At Conference, 200 Delegates;
- 66.2 At a National Executive Committee meeting, 10 elected members of the National Executive Committee;
- 66.3 At meetings of Regions at least one representative from at least 51% of the Branches forming part of that Region;
- 66.4 At meetings of Branches and Branch Committees, such quorum as the relevant Branch shall set.
- 66.5 No business shall be transacted at any meeting unless a quorum is present at the time such business is transacted.
- 67 Members not to make profit out of the Association

67 Members not to make profit out of the Association

Save to the extent that the payment in question is authorised by Rules 20 or 32, no member may on any pretence or in any manner receive any profit, payment or emoluments from the funds or transactions of the Association.

Suffolk Branch

Rule 67 After the end of rule 67, insert a new paragraph "Rule 68" and headed "Registers of Interest". New line, insert, "The National Executive Committee and each Branch shall maintain a Register of Interests. Members of the National Executive Committee, employees of NARPO, Branch executive officers and any other member whose role could create a conflict of interest shall disclose interests they have which may influence their judgement or which could be perceived by any other person to do so. Such interests shall be recorded in the Register of Interests. "Re-number all subsequent rules/paragraphs appropriately.

Explanatory Note: *We believe it is important that NARPO operates in an ethical manner, with integrity,*

fairness, equality and transparency in its actions, and is also perceived to do so. Whilst the Nolan Principles relate to those people in public office, it is suggested that NARPO should adhere to those principles. To that end we believe Registers of Interest should be maintained by the NEC and each Branch, a practice we understand the Police Federation now follow.

68 Assets

For the avoidance of doubt all property, funds and assets whether Branch Assets or property, funds and assets under the control of the National Executive Committee belong to the Association and may only be used in accordance with the powers granted by these Rules.

69 Expenses

The expenses incurred by any Member of the Association in carrying out duties and functions authorised by a Branch Committee shall be met from the funds of the relevant Branch. The expenses incurred by Members of the Association in carrying out duties and functions authorised by the National Executive Committee shall be met from the funds held by the National Executive Committee. Subject to Rule 69.3, all claims for reimbursement of such expenses incurred by Members of the Association (whether made to a Branch or the National Executive Committee) shall be subject to the following provisions:

- 69.1 Expenses incurred in relation to accommodation, refreshment and travel will only be reimbursed to the extent that they are:
 - 69.1.1 necessary;
 - 69.1.2 reasonable; and
 - 69.1.3 additional to expenses that the member would otherwise have incurred.
- 69.2 Without prejudice to Rule 69.1, expenses incurred in relation to travel will only be reimbursed to the extent that they are:



- 69.2.1 the actual cost of the most economical train, coach or air fare; or
- 69.2.2 a mileage allowance at a rate not exceeding HMRC's current published authorised mileage rates applicable to business miles for cars and vans.
- 69.3 Where a member is also an employee of the Association and the expenses which are the subject of the relevant claim for reimbursement were incurred in carrying out his/her duties as an employee of the Association, the provisions of his/her contract of employment relating to reimbursement of expenses shall apply to the extent they are inconsistent with the provisions of this Rule 69.
- 69.4 Reimbursement of expenses is subject to production of VAT receipts or other appropriate evidence of payment.

Suffolk Branch

Rule 69, new sub paragraph 69.5 Insert "69.5Where any expenses are incurred by any member of the Association where a tax liability may apply the onus for declaring that to HM Revenue and Customs shall lie with the individual member and not NARPO".

Explanatory Note: *This is self-explanatory and for avoidance of doubt we believe it should be included within the rules.*

70 Interpretation of rules

- 70.1 The National Executive Committee is the sole authority for the interpretation of these Rules and shall report such decisions by way of Branch Circular and to the next Annual Conference.
- 70.2 The decision of the National Executive Committee upon any question of interpretation or upon any matter affecting the Association and not provided for by these Rules is final and binding on the members.
- 70.3 The National Executive Committee has no power to amend these Rules save as provided for in Rule 71.4.

71 Amendment of rules

- 71.1 These Rules may be added to, repealed or amended by a resolution passed at Annual Conference. Written notice of any proposals for additions, repeals or amendments which must include the exact wording of any proposed additions or amendments must be given to reach the Chief Executive Officer no later than 30th April in the calendar year of the Annual Conference at which they are to be considered.
- 71.2 These Rules may also be added to, repealed or amended by a resolution passed at an Extraordinary Conference convened for that purpose under the provisions of Rule 46.
- 71.3 Any addition, repeal or amendment under Rules 71.1 or 71.2 shall only be passed by a majority of at least two-thirds of the Delegates voting on it. Any such addition, repeal or amendment which is passed shall take effect immediately following the conclusion of the Conference at which it was passed unless it relates to financial matters in which case it will take effect from 1st January in the following calendar year.
- 71.4 The National Executive Committee may make administrative changes to these Rules without bringing the matter before Annual Conference. Any such changes shall not be made without giving prior notice to each of the Branches and if any objection to the proposed changes is received within 60 days of the date of posting of such notice, the change shall not take effect unless and until passed at Annual Conference pursuant to Rule 71.1.



72 Dissolution of Association

- 72.1 If at any Conference a resolution for the dissolution of the Association is passed by a majority of two-thirds of the Delegates present, the National Executive Committee must immediately, or at such future date as is specified in the resolution, proceed to realise the property of the Association and to apply the funds held by it in discharge of the liabilities of the Association. On the completion of the realisation of assets, the payment of liabilities and the application of any surplus funds in accordance with Rule 72.2, the Association will be dissolved.
- 72.2 If after realisation of the property of the Association and the discharge of all liabilities of the Association, the Association has surplus funds, such funds shall be handed over to a police charitable fund or funds. No funds of the Association shall be paid to any member save for agreed remuneration for work done, expenses payable in accordance with these Rules or reimbursement of sums paid on the Association's behalf.

73 Headings

The headings to these Rules are for ease of reference only and are not to be taken into account in their interpretation.



