



# National Association of Retired Police Officers

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## Part 1 – Definitions, objectives and powers

### 1 Definitions

In these Rules:

- 1.1 **Branch** means a branch of the Association. (3.2.3)
- 1.2 **Branch Assets** means all property, funds and assets held by a Branch and books, records and accounts of that Branch. (4.4)
- 1.3 **Branch Committee** in relation to a Branch, means the committee from time to time of that Branch. (4.4)
- 1.4 **Branch Secretary** in relation to a Branch, means the secretary from time to time of that Branch. (7.1)
- 1.5 **Chief Executive Officer (CEO)** means the chief executive officer from time to time of the Association. (16)
- 1.6 **Conference** means an Annual Conference. (6.3.2.2)
- 1.7 **Clear Days** in relation to a period of a notice means that period excluding the day when the notice or notification is given or deemed to be given and the day for which it is given or on which it is to take effect. (7.2)
- 1.8 **Disbanding Branch** has the meaning set out in Rule 22.3. (22.3)
- 1.9 **Extraordinary Conference** means a conference called in accordance with the provisions of Rule 45. (31.4)
- 1.10 **Financial Year** means the financial year of the Association being 1<sup>st</sup> January to 31<sup>st</sup> December. (18.2)
- 1.11 **Member 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. (5)
- 1.12 **The National Executive Committee (NEC)** means the national executive committee from time to time of the Association. (2.2)

- 1.13 **Officers of a Branch** shall be the Chairman, Vice Chairman, Secretary and Treasurer. (6.3.2.1)
- 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 and Fire Reform (Scotland) Act 2012, or the Police Service (Northern Ireland) Act 2000. (6.2.)
- 1.15 **Regions** means the eight regions of the Association, details of which are set out in Rule 23.1. (23)
- 1.16 **Relevant Loss** means any loss or liability, which has been or may be incurred by a member in connection with that member's duties or powers in relation to the Association. (40)
- 1.17 **Spouse** means wife, husband, civil partner or partner of a Full Member of the Association. (6.3.1)
- 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 22.3 (22.3)
- 1.19 **Widow** means widow, widower, civil partner or partner of a deceased former or serving police officer. (11.2)
- 1.20 **Police Pension** means a Police Pension under current or previous Police Pension Regulations, Police (Injury Benefit) Regulations, Deferred Pension or an entitlement to a Police Pension had the person not opted out of the scheme. (3.1)

## **2 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 (NEC)**).

- 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 NEC.
- 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 NEC.

### **3 Objectives**

- 3.1 The Association exists to safeguard the rights of members and promote measures for their welfare with particular regard to police pensions.
- 3.2 To enable the Association to achieve its objectives 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 promote the efficiency and status of the Association;
  - 3.2.3 provide opportunities for contact between the NEC and Branches (**Branch**), between members (whether or not members of the same Branch) and between the NEC and members. Branches may, if mutually agreed by the members of the respective Branches concerned, combine to form area committees or area groups to enable the implementation of this objective;
  - 3.2.4 co-ordinate the work of the NEC and Branches for the mutual benefit of the members;
  - 3.2.5 establish liaison with other bodies on matters of common interest where this is consistent with the objectives of the Association set out in this Rule 3;

- 3.2.6 make representations to Police representative bodies, authorities, government and ministerial departments;
- 3.2.7 promote or assist in securing legislation in the interests of pensions, welfare and care of members; and
- 3.2.8 negotiate with, and become affiliated to or associated with, societies or other pensioner bodies, where this is consistent with the objectives of the Association set out in this Rule 3.

#### **4 Powers**

In furtherance of the objectives 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 objectives 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 NEC 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 NEC;
- 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 NEC 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 objectives of the Association.

## **Part 2 - Membership**

### **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.

### **6 Categories of membership**

#### **General**

- 6.1 Membership of the Association is at the discretion of the Branch. Applicants for membership are required to disclose any antecedent matter, which could bring discredit on the Association; the onus to disclose such matters rests with the applicant.
- 6.1.1 All Members are expected to maintain a high standard of conduct and to comply with the Rules of the Association. Members are also expected to treat other members, guests, officers and employees of the Association with respect.

- 6.1.2 A Branch has the right to terminate the membership of any member who does not meet the standards set in 6.1.1

### **Membership**

- 6.2 Subject to Rule 6.1. **Full Membership** of the Association shall be open to former Police officers who have served in a Police Force (**Police Force**) and who have met the minimum service, age or ill health requirements that would entitle them to a police pension (**Police Pension**); and who have not been dismissed or required to resign from a police force by reason of misconduct.

- 6.2.1 A Branch may 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 at 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 6.1.2 or Rule 9.

- 6.3 Subject to rule 6.1, **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 the spouse (**Spouse**) of a Full Member shall be deemed to be a Member of the Association.

- 6.3.2 Only a Full Member may;

6.3.2.1 be an Officer of a Branch (Officers of a Branch) *Note: this Rule shall not apply to any Member who was already in post prior to Conference 2016*

6.3.2.2 be eligible to attend Conference (**Conference**) as a Delegate; or

6.3.2.3 be entitled or eligible for election to the NEC.



6.3.3 Any Full Member may apply to join another branch as a Member but may not be a Full Member of more than one branch.

## **7 Admission of members**

7.1 All applications for membership shall be made to the relevant Branch Secretary (**Branch Secretary**) who shall 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 clear days (**Clear Days**) of such notification, appeal to the Branch Committee whose decision shall be final and binding.

## **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.

## **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 a Branch shall pay the Minimum Subscription other than Life, spouse or widow (**Widow**) members or a Member who is a Full Member of another Branch; all of whom shall be exempt.
- 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.
- 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.

## **12 Funding**

Subject to Rule 32, funds of the Association held by the NEC 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 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 that figure. In this Rule, members will not include spouse and widow members and those who are a Full Member of another Branch.
- 12.2 The precept percentage may be decided from time to time at an Annual Conference with a two thirds majority of the votes cast.

### **13 Payment of precept**

- 13.1 Payment of precept in each year shall be made by two equal instalments, the first by 15<sup>th</sup> June and the second by 15<sup>th</sup> 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 NEC 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.

### **14 Subscriptions in arrears**

- 14.1 If any Member fails to pay any part of their subscription, the Branch Committee may terminate their membership.
- 14.2 If at any time the member gives the Branch Committee a satisfactory explanation, they may, at the discretion of the Branch Committee and on payment of arrears, be readmitted to membership.

## **Part 4 – Branches**

### **15 Constitution**

A Branch shall comprise of members who join together to foster the objectives of the Association and for no other reason. All Branches shall enjoy autonomy and equal rights within the rules of the Association.

### **16 Formation**

The formation of Branches requires the prior approval of the NEC. Applications for the formation of a Branch shall be made in writing to the Chief Executive Officer (**Chief Executive Officer (CEO)**).

### **17 Administration of Branches**

17.1 Each Branch shall hold an Annual Meeting between 1<sup>st</sup> January and 15<sup>th</sup> May in each calendar year and any further meetings it deems appropriate, such meetings to be open to all members of that Branch.

17.2 Each Branch must notify all its members, at their last known address, of the date, time and venue of its Annual Meeting and any other meetings of its members not less than 21 clear days in advance.

17.3 Each Branch shall elect the Officers of the Branch either at the Annual General Meeting or at the Branch Committee meeting following the Annual General Meeting.

Only Full Members of the Association may act as Officers of a Branch. Branches may elect any members of the Branch to form the Branch Committee, provided that the number of such members is less than the number of Full Members.

17.4 At any Branch meeting, all members present are entitled to one vote upon every motion and, in the case of an equality of votes, the Chairman may have a second or casting vote.

- 17.5 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.
- 17.6 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.

## **18 Finance of Branches**

- 18.1 All Branch bank accounts and any investments 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.
- 18.2 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 Meeting of the Branch convened in accordance with Rule 17.1 for consideration and approval of the members.
- 18.3 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 CEO no later than 31<sup>st</sup> May in each calendar year.

- 18.4 The NEC 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.
- 18.5 Branches must appoint at least three signatories for banking purposes who must not be related. Two of the signatories shall be sufficient to authorise any transaction.
- 18.6 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.
- 18.7 Branch bank statements must be checked and initialled by the Chairman of the Branch not less than once every six months.
- 18.8 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.

## **19 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:

- 19.1 anything done or provided for the welfare or social benefit of members;
- 19.2 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;

- 19.3 expenses incurred in relation to any Branch, area or regional meeting or course where the cost is not met from funds held by the NEC;
- 19.4 honoraria granted to members of the Branch;
- 19.5 expenses (subject to Rule 66) 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;
- 19.6 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 NEC;
- 19.7 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
- 19.8 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 objectives 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 to hold or otherwise deal with any investment made.

## **20 Liabilities of Branches**

Each individual Branch shall be responsible for its own liabilities and neither the NEC 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.

## **21 Mergers of Branches**

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

## **22 Disbanding of Branches**

- 22.1 Branches wishing to disband shall promptly give notice of this intention to the NEC and shall, at the same time, deliver to the CEO, statements of all Branch Assets.
- 22.2 Upon the giving of notice to the NEC pursuant to Rule 22.1, Branch Assets shall be dealt with under the provisions of Rule 22.3.
- 22.3 The NEC 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 65, 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 NEC in this regard being final) to the number of Transferring Members joining each of the relevant Branches as members.
- 22.4 In the event of there being no receiving Branch the property, funds and assets will remain vested in the Association to be dealt with under the provisions of Rule 31.

## **Part 5 – Regions**

### **23 Regions (REGIONS)**

- 23.1 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 **Cymru/Wales** - North Wales, South Wales, Dyfed Powys and Gwent.

No 8 **London Region** - Metropolitan Police and the City of London Police districts.

- 23.2 Regions shall hold the meetings required by Rule 24.3 but may convene further meetings throughout the year.
- 23.3 At least 21 clear 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.
- 23.4 Regional Committees shall comprise of up to two Full Members from each Branch in the Region, together with the Regional Representatives on the NEC; from amongst whom a Regional Chairman and Secretary shall be elected annually.
- 23.5 At all meetings of a Region the Chairman, or in their absence a member selected by those members present at the meeting, must take the Chair.

- 23.6 Subject to Rules 24.7 and 25, the Regional Committee members present are entitled to one vote upon every motion. No other person present may vote save that, in the case of an equality of votes, the Chairman may have a second or casting vote.
- 23.7 The reasonable cost of room hire and refreshments at each of the regional meetings held annually and in accordance with Rule 24.3 will be met from NEC funds.

### **Part 6 - National Executive Committee (NEC)**

#### **24 Election of the NEC**

- 24.1 The Association shall have an NEC that shall be elected on a regional basis.
- 24.2 The NEC shall consist of sixteen members. Two members shall represent each of the eight Regions. Not more than one Full Member of a Branch may serve on the NEC at any one time (excluding the London Branch) unless there are no nominations from any other branch in the region; in that event two Full members from a Branch can be accepted. The new member will stand down at the next regional annual election provided there is a nomination from another Branch.
- 24.3 States that a meeting of each Region shall be held prior to 30th April in each calendar year at which, subject to the restrictions in Rule 24.2, one Full Member shall be elected to serve on the NEC together with one Full Member as a Reserve for that post. In each case, those elected shall serve for two years, except where there are two NEC representatives from the one Branch, then the second nominated representative would stand down after one year if there was a candidate nomination from another Branch within that region.
- 24.4 In the event of a casual vacancy occurring for a member of the NEC or Reserve, but having regard for Rule 26, the Region may elect such replacements as may be required. In each case, those elected shall

serve for the remaining balance of the term of office of those they replace. Not less than 28 clear 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.

24.5 At such elections as are referred to in Rules 24.3 and 24.4, 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 24.4 in which case nominations must be so submitted not less than 14 clear days before the meeting.

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

24.7 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. Such votes may be cast by either of the representatives of that Branch present at the meeting.

24.8 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.

24.9 There shall be no restriction on members of the NEC who have retired or are due to retire seeking re-election or being re-elected.

## **25 Removal of members of the NEC**

Any member of the NEC elected by a Region may at any time be removed by resolution of that Region at a meeting convened in accordance with Rule 23.2. The number of votes that each Branch may exercise shall be as determined at Rule 24.7. Such resolution may only be passed by a majority of at least two-thirds of the votes

cast.

## **26 Reserves**

A Reserve elected in accordance with Rule 24.4 automatically becomes a member of the NEC in any of the following circumstances:

- 26.1 the death of the elected member;
- 26.2 the resignation of the elected member from the NEC;
- 26.3 the removal of the elected member from the NEC pursuant to Rule 25.
- 26.4 Where the elected member becomes temporarily unable to carry out their duties and the reserve is invited to attend by the NEC, after giving due regard to all the circumstances, to temporarily replace the elected member.

For the avoidance of doubt a reserve will only have the right to become a member of the NEC under the above circumstances but for the purposes of training will be allowed to attend NEC meetings as an observer.

## **27. NEC Meetings**

- 27.1 The NEC shall meet at least four times in every calendar year including a meeting on the eve of Conference.
- 27.2 Newly elected NEC members, elected by Regions in accordance with Rule 24.3 to serve on the NEC following Annual Conference, will be invited to attend the Conference and Eve of Conference NEC Meeting, their expenses will be met by funds held by the NEC.
- 27.3 Following the adoption of these Rules, at the Eve of Conference meeting, those members who will form the NEC post-conference will elect from their number a Chairman and Vice Chairman who will act as President and Vice-President respectively and will, subject to Rule 27.4 each serve for a term of two years.

- 27.4 The NEC 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 NEC pursuant to Rule 25, the NEC shall as soon as possible elect a replacement who shall serve for the balance of the term being served by the person so removed.
- 27.5 The NEC may appoint sub-committees as it considers appropriate and the Chairman and CEO will be ex-officio members of each sub-committee.

## **28 Co-option**

The NEC 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 NEC shall be entitled to address the meeting but shall not be entitled to vote.

## **29 Appointment and supervision of staff**

The NEC shall appoint a CEO, Deputy CEO, 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 NEC. The President shall be responsible for the supervision of the CEO. The CEO shall be responsible for the supervision of all other staff.

## **30 Budget in respect of centrally financed activity**

The NEC will, no later than 30<sup>th</sup> 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 NEC. The budget shall be presented in writing for information at the next Annual Conference.

### **31 Use of funds held by the NEC**

Funds held by NEC may be used for any of the following purposes:

- 31.1 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;
- 31.2 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;
- 31.3 the meeting of the expenses (subject to Rule 66) of members of the NEC and employees in carrying out their duties and functions and of other Members of the Association in carrying out duties and functions authorised by the NEC;
- 31.4 the meeting of any expenses incurred in connection with meetings of the NEC, employees, Annual Conferences, Extraordinary Conferences **(Extraordinary Conference)** and other meetings arranged by the NEC;
- 31.5 the meeting of the cost of anything done or provided for the welfare or social benefit of Members of the Association;
- 31.6 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 NEC, the individual has made a valid or recognisable contribution to the Association or its members;
- 31.7 the making of charitable and benevolent donations;
- 31.8 the investing of monies held by the NEC not immediately required in such manner as may from time to time be determined by the NEC and the holding of or dealing with any investment made, provided

always, that no funds held by the NEC shall be used for any purpose which is inconsistent with the objectives of the Association as set out in Rule 3.

### **32 Additional income**

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

### **33 NEC bank accounts**

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

### **34 NEC responsibilities - Financial accounting and statements**

The NEC shall:

- 34.1 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;
- 34.2 in the preparation of those financial statements, select suitable accounting policies and apply them consistently, making judgments and estimates that are prudent and reasonable;
- 34.3 state the applicable accounting standards that have been followed and disclose and explain any material departures from those standards in the financial statements;
- 34.4 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;

34.5 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;

34.6 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 NEC 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.

### **35 NEC responsibilities – Assets**

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

35.1 authorise payments in line with these Rules;

35.2 present the financial statements referred to in Rule 34.1 to Annual Conference;

35.3 place on deposit all funds received by the NEC except to the extent that they are required to meet current expenses or are insufficient for investment;

35.4 ensure that the assets under its control are used only towards promoting the objectives of the Association as set out in Rule 3.

### **36 NEC responsibilities – Financial controls**

The expenditure of the NEC shall be subject to the following provisions:

36.1 the NEC shall appoint not more than five signatories for banking purposes;

36.2 subject to Rules 36.3 and 36.4 any transaction must be authorised by two signatories.



- 36.3 all payments exceeding such limit as may from time to time be determined by the NEC must be authorised in writing by any two of the Chairman, the Vice Chairman and the CEO.
- 36.4 The CEO may authorise any single item of expenditure up to the limit of his/her delegated authority as determined by the NEC 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.
- 36.5 The limit on virement levels between budget headings delegated to the CEO shall be as determined by the NEC from time to time.
- 36.6 The CEO shall advise the bank of any changes to the signatories.
- 36.7 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 NEC considers reasonable) be obtained and paid for from the funds under the control of the NEC.

### **37 Audit of accounts**

- 37.1 The financial statements for each Financial Year prepared pursuant to Rule 34.1 must be audited by a professional accountant as soon as practicable after the end of the relevant Financial Year.
- 37.2 A professional accountant must be appointed by the NEC and must not be a Member of the Association.

### **38 Borrowing powers**

- 38.1 The NEC may for the purposes of pursuing the objectives 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 NEC sees fit.
- 38.2 The NEC may for the purposes of pursuing the objectives of the Association as set out in Rule 3 buy, sell, exchange or take or grant leases of any real or personal property.

## **39 Indemnity**

39.1 Subject to Rule 39.2, but without prejudice to any indemnity to which any member or former member is otherwise entitled, but excluding any person engaged by the Association as an auditor and acting in that capacity;

39.1.1 each member shall be indemnified out of the funds held by the NEC against all costs, charges, losses, expenses and liabilities incurred by him/her 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 member, relief from liability for negligence, default, breach of duty or breach of trust in relation to the Association's affairs; and

39.1.2 the NEC may provide any member with funds to meet expenditure incurred or to be incurred by him/her in connection with any proceedings or application referred to in Rule 39.1.1 and otherwise may take any action to enable any such member to avoid incurring such expenditure.

39.2 This rule does not authorise any indemnity, which would be prohibited or rendered void by any provision of law.

## **40 Insurance**

The NEC may purchase and maintain insurance, at the expense of the Association from the funds held by the NEC, for the benefit of any member in respect of any Relevant Loss (**Relevant Loss**).

## **41 Out of pocket expenses**

Subject to Rule 66 (where applicable) and the terms of any rules made from time to time in this regard at Conference, the NEC may pay out of pocket expenses to its employees and others undertaking activities on behalf of the Association.

#### **42 Inventory**

The NEC must keep an up to date inventory of all property and equipment purchased with the funds held by the NEC 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.

#### **43 Right to inspect books**

Any Member of the Association may examine the accounting records referred to in Rule 34.5 on giving the CEO not less than 14 clear days' notice in writing.

### **Part 7 – Annual Conference and Extraordinary Conferences**

#### **44 Annual Conference**

An Annual Conference of the Association 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 NEC and, in the case of a decision by the NEC, notified to the Branches not less than 6 calendar months prior to the date of the relevant Annual Conference.

#### **45 Extraordinary Conferences**

45.1 The NEC may call an Extraordinary Conference at any time for any special purpose.

45.2 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.

45.3 No business other than that of which notice has been given may be brought forward at an Extraordinary Conference.

#### **46 Delegates**

The delegates to Conference shall comprise:

46.1 the members of the NEC

46.2 the delegates nominated by Branches under Rule 47.

#### **47 Participation requirements**

47.1 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 CEO no later than 30<sup>th</sup> April in the year of the relevant Annual Conference. Such forms will provide for completion of information relating to:

47.1.1 the total number of Full Members of the Branch as at 31<sup>st</sup> December in the year prior to the relevant Annual Conference.

47.1.2 the names of the delegates nominated by the Branch;

47.1.3 motions for consideration at the Annual Conference including business under Rule 67.1.

47.2 To be entitled to take part in and contribute to an Extraordinary Conference, a Branch must notify the CEO in writing not 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.

47.3 The maximum number of delegates that a Branch may nominate for a Conference 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.

#### **48 Submission of motions**

Motions for consideration at the Annual Conference may be submitted by Branches or the NEC. Branches wishing to submit motions must send these signed by the Chairman and Secretary of the Branch to the CEO no later than 30<sup>th</sup> 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.

#### **49 Rejection of motions by the NEC**

The NEC may, at its discretion reject a motion if, in its opinion:

- 49.1 the wording of the motion is unclear or ambiguous;
- 49.2 the motion is inconsistent with the objectives of the Association;
- 49.3 the motion proposed does not seek to alter the existing policy, rules or regulations of the Association in any way;
- 49.4 the motion is mischievous;
- 49.5 the motion is concerned with more than one subject;
- 49.6 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.

#### **50 Notification to Branches and Delegates**

The CEO shall, no later than 31<sup>st</sup> May in the year of the relevant Annual Conference, notify all Branches of:

- 50.1 details of all motions accepted by the NEC for consideration by Annual Conference.

50.2 any motions rejected by the NEC (and, in such case, the notice shall also provide detailed reasons for rejection).

**51 Amendments to motions**

Amendments to motions accepted by the NEC for consideration by Annual Conference may be submitted by Branches or the NEC. Branches wishing to submit motions must send these signed by the Chairman and Secretary of the Branch to the CEO no later than 30<sup>th</sup> June in the year of the relevant Annual Conference.

**52 Time limits**

The NEC shall reject all motions and amendments received after the final dates for receipt of motions and amendments set out in Rules 48 and 51 above or (where applicable) such later dates notified to the Branches as such final dates by or on behalf of the NEC.

**53 Discretion to admit motions or adjournments**

Notwithstanding the provisions of Rule 52, the NEC may, at 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.

**54 Agenda**

The CEO 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.

**55 Stewards**

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

55.1 take the roll call referred to in Rule 56;

55.2 ensure that any Observers (other than previously notified carers) are seated separately from Delegates.

55.3 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.

## **56 Roll call**

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

## **57 Observers**

Observers may attend Conference but they are to be seated separately from Delegates (other than previously notified carers) and are not entitled to address Conference or to vote.

## **58 Chairman and Secretary of Conference**

The President and CEO of NARPO (or, if either shall be unavailable for any reason, their deputies) shall act as Chairman and Secretary of Conference respectively.

## **59 Scrutineers**

Each Region shall at the meeting held in accordance with Rule 24.3 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 NEC may not act as scrutineers.

## **60 Regulations for Conference**

The NEC 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 a Branch Circular

Any such regulation shall not be made without giving prior notice to each of the Branches by a Branch Circular and any changes shall not

take effect until the twenty first day after the date of the relevant Branch Circular.

If any objection to the proposed regulation is received within 14 clear days of the date of posting of such Circular, the change shall not take effect unless and until passed at Annual Conference pursuant to Rule 68.

## **61 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 NEC shall be entitled to address any motion they are proposing or seconding on behalf of the NEC and address any other motion on behalf of the NEC but shall not be entitled to vote, save that in the case of equality of votes on any motion, the Chairman shall have a casting vote.

## **62 Written report and accounts**

The NEC 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 34.1 for the most recently ended Financial Year.

## **Part 8 - General**

## **63 Quorum**

The quorum at meetings is:



- 63.1 at Conference: 200 Delegates;
- 63.2 at an NEC meeting: 10 elected members of the NEC;
- 63.3 at meetings of Regions at least one representative from at least 51% of the Branches forming part of that Region;
- 63.4 at meetings of Branches and Branch Committees, such quorum as the relevant Branch shall set.
- 63.5 No business shall be transacted at any meeting unless a quorum is present at the time such business is transacted.

**64 Members not to make profit out of the Association**

Save to the extent that the payment in question is authorised by Rules 19 or 31, no member may on any pretence or in any manner receive any profit, payment or emoluments from the funds or transactions of the Association.

**65 Assets**

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

**66 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 NEC shall be met from the funds held by the NEC. Subject to Rule 66.3, all claims for reimbursement of such expenses incurred by Members of the Association (whether made to a Branch or the NEC) shall be subject to the following provisions:

- 66.1 expenses incurred in relation to accommodation, refreshment and travel will only be reimbursed to the extent that they are necessary, reasonable and additional to expenses that the member would otherwise have incurred.
- 66.2 Without prejudice to Rule 66.1, expenses incurred in relation to travel will only be reimbursed to the extent that they are:
- 66.2.1 the actual cost of the most economical train, coach or air fare; or
  - 66.2.2 a mileage allowance at a rate not exceeding HMRC's current published authorised mileage rates applicable to business miles for cars and vans.
- 66.3 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 66.
- 66.4 Reimbursement of expenses is subject to production of VAT receipts or other appropriate evidence of payment.

## **67 Interpretation of rules**

- 67.1 The NEC 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.
- 67.2 The decision of the NEC 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.
- 67.3 The NEC has no power to amend these Rules save as provided for in Rule 68.4

67.4 In cases of extreme situations or emergency, the NEC may temporarily suspend a relevant Rule or Rules but only for as long as is necessary for such situation to return to normal. All such suspensions will be immediately notified to Branches.

## **68. Amendment of rules**

68.1 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 CEO no later than 30<sup>th</sup> April in the calendar year of the Annual Conference at which they are to be considered.

68.2 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 45.

68.3 Any addition, repeal or amendment under Rules 68.1 or 68.2 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 1<sup>st</sup> January in the following calendar year.

68.4 The NEC 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 clear 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 68.1.

## **69 Dissolution of Association**

69.1 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 NEC 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 69.2, the Association will be dissolved.

69.2 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.

## **70 Headings**

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

