



# London Branch Rules

Version Control	Date	Details
1.0	18/02/2020	Agreed by Committee to replace 2019 AGM Rules
2.0	09/06/2021	Agreed by Committee - amendment to EGM numbers
3.0	26/04/2022	Approved by Annual General Meeting
3.1	12/06/2024	Committee to consider changes approved by AGM
4.0	12/06/2024	Rule changes to Rules 3.1, 3.4, 3.6 & 6.4 agreed by AGM and ratified by Committee

## **LONDON BRANCH RULES – April 2024**

### **1. Name**

1.1 The London Branch of NARPO (“the Branch”) – will be bound by and adhere to the Rules (“the Rules”) of the National Association of Retired Police Officer (“the Association”) as approved from time to time by their Annual Conference or National Executive Committee (“NEC”).

1.2 These Branch Rules (“Branch Rules”) are designed to augment the Rules in areas where they are silent.

### **2. Membership**

2.1 Membership of the Association is at the discretion of the Branch and is open to those persons entitled to Full Membership and Membership under the Rules of the Association.

2.2 Life Membership may be conferred on any Full Member who, in the opinion of those members attending the Annual General Meeting, has given outstanding service to either the Branch or NARPO at national level.

### **3. Branch Management**

3.1 The Branch will be managed by a Branch Committee consisting of not fewer than 6 and not more than 16 Members of London Branch.

3.2 The Branch Committee will serve from one Annual General Meeting to the next, but Branch Committee members may be re-elected and serve a further term.

3.3 Candidates for the Branch Committee must be nominated by a proposer and a seconder, both of whom must be Members of London Branch and who have secured the agreement of their candidate to be nominated.

3.4 If the number of members of the preceding year’s Branch Committee who are willing to serve for another year together with the number of other candidates exceeds 16, then a ballot shall be held at the AGM and the 16 receiving the most votes will be elected and serve as the Branch Committee for the following year.

3.5 At its first meeting after an AGM the Branch Committee shall elect from amongst its number the Officers of the Branch, the Chair, Deputy Chair, Secretary, and Treasurer who must be Full Members. It may also elect Deputy Secretary and Deputy Treasurer.

3.6 The Branch Committee may co-opt additional people to serve on the Branch Committee at any time, so long as the total number of Branch Committee members does not exceed 16.

3.7 An Officer of the Branch together with 3 other members of the Branch Committee constitute a quorum for the purpose of transacting any business provided due notice of the meeting and the business has been given in the normal way.

3.8 The Branch Committee may employ staff to assist in the administration of the Branch, but no member of the Branch Committee will receive hourly or regular payments for work. The duties and conditions of service of all staff shall be the responsibility of the Branch Committee. The Secretary shall be responsible for the supervision of staff.

3.9 The Branch Committee will be responsible setting up and maintaining a bank account and any other investments, held in the name of London Branch NARPO and will be maintained in accordance the Rules.

3.10 The Branch Committee members will appoint an auditor who will inspect and report on the financial statements to the AGM.

#### **4. Annual subscriptions**

4.1 All Members will pay a subscription for the year 1st January to 31st December. With their consent, Members in receipt of a police pension, paid by agents of the Metropolitan Police Service, will have this subscription deducted from their monthly pension payments. All other members will pay the subscription before 31st January of the relevant year. Honorary and Life Members of the Branch are exempt from payment of subscriptions.

4.2 Any changes in the annual subscription will be determined by the Branch Committee, published in the December edition of London Police Pensioner and confirmed at the following AGM. This may include an additional Branch subscription.

#### **5. Lapse of membership**

5.1 If a subscription or part of a subscription remains unpaid by 31st January, (unless paid from the member's Metropolitan Police pension) membership may be terminated at the discretion of the Branch Committee. The Branch will not be obliged to issue reminder notices. The operation of this rule may be waived or suspended at the Branch Committee's discretion.

#### **6. Annual General Meeting ("AGM")**

6.1 The Branch will hold an AGM each calendar year, to be held before 15th May.

6.2 The business of the AGM will include reports to be given by the Chair and the Treasurer on the activities of the Branch, its financial affairs and its relationship with and on behalf of the Members.

6.3 The AGM will incorporate the election of members of the Branch Committee in accordance with Branch Rules.

6.4 Notice of the AGM agenda, date, time and place will be sent to all members at least 21 days before the date of the meeting or published in the London Police Pensioner magazine. Copies of the certified accounts and a report for the preceding calendar year will be available at the AGM.

6.5 Any member who wishes to propose a motion at the AGM must send the text of the motion, the proposer and seconder's details, to the Branch Secretary in accordance with any instructions relating to motions which may accompany the proposed agenda.

6.6 The Chair may exercise his/her discretion as to whether to accept amendments and motions which have not been received prior to the AGM or which do not conform to instructions.

6.7 There must be 25 Members in attendance to constitute a quorum and if fewer than 25 members attend the meeting then no business will be conducted, and all resolutions will be considered void.

## **7. Extraordinary General Meetings ("EGM")**

7.1 An EGM may be called at the instance of the Branch Committee at any time for any special purpose.

7.2 An EGM may be convened by the Branch Committee upon receipt of a written request signed by at least 75 Full members, quoting their membership numbers, and stating the purpose for which such an EGM is to be called.

7.3 Upon receipt of such request, the Secretary shall within 28 days send a notice to all members advising them of an EGM. The notice will give the date time place and purpose of the meeting together with the text of any formal resolution or motion which it is proposed should be put to the meeting. The EGM will take place not less than 28 days after the date of the notice.

7.4 At the discretion of the Chair amendments from the floor to any resolution or motion which has been circulated with the notice, may be accepted.

7.5 There must be 25 Members in attendance to constitute a quorum and if fewer than 25 members attend the meeting then no business will be conducted, and all resolutions will be considered void.

## **8. Record of Meetings**

8.1 The Secretary will minute all meetings of the Branch, the Branch Committee and sub committees. Minutes of AGMs and any EGMs will be provided to all members before the next following AGM and will be agreed to as a true record of the business transacted.

## **9. Finance**

9.1 The Treasurer will ensure compliance with the Branch Finance and Banking Policy.

9.2 Members who incur expenses while undertaking activities on behalf of the Branch will be reimbursed from Branch funds in accordance with London Branch Expenses Policy.

9.3 The Treasurer will ensure that accounts are prepared for the year to 31st December and will submit these for members' consideration and approval at or prior to the AGM.

9.4 Accounts, certified by the Chairman, will be submitted to NARPO HQ no later than 31st May in accordance with the Rules.

## **10. Voting**

10.1 A record will be made of the names of members who attend any meeting of the Branch. All motions or ballots on which votes are taken at a meeting, except those that relate to this Constitution, will be carried by a simple majority with the Chair having an additional tie-breaking vote.

10.2 Unless a postal/proxy vote or vote by electronic means has been agreed by the Branch Committee, only members present at a meeting will be entitled to vote.

10.3 No alteration will be made to this Constitution other than by formal resolution at an AGM or EGM. Any such alteration will require a majority of 2/3 of those present and voting.

## **11. General Discretionary Powers**

11.1 The Branch Committee has the power at its discretion to determine any matter not dealt with in either NARPO Rules or this Constitution.