

# **NATIONAL ASSOCIATION OF RETIRED POLICE OFFICERS**

## **NOTTINGHAMSHIRE BRANCH – NUMBER 076**

### **BRANCH RULES**

#### **1. NAME OF BRANCH**

The Branch shall be known as the Nottinghamshire Branch of the National Association of Retired Police Officers. The short title shall be "NARPO (Notts)"

#### **2. ADMINISTRATION**

These Rules are in addition to the National Association Rules 5 to 18 and are made under the authority of National Rule No. 7.

#### **3. a. ELECTION OF OFFICERS AND COMMITTEE**

Members attending the Annual General Meeting shall elect from the Branch Membership a Branch Committee of fifteen, two of which shall be Widow Members, from this Committee; the Members attending the AGM shall elect their Chairman, Vice-Chairman, Secretary/Treasurer and Assistant Secretary/Treasurer.

The Committee shall appoint four persons to represent the Branch as Trustees of the Nottinghamshire Constabulary Benevolent Fund, at least two of these persons to be from members of the Branch Committee.

The Committee shall have the power to co-opt any person for a specific purpose.

Persons elected shall normally remain in office until the end of business of the next following Annual General Meeting.

#### **b. CASUAL VACANCIES**

If a casual vacancy arises where due to unforeseen circumstances the Chairman is unable to continue in office the committee shall appoint the Vice-chairman as Acting Chairman.

If a casual vacancy arises where due to unforeseen circumstances the Secretary/Treasurer is unable to continue in office the committee shall appoint the Assistant Secretary as Acting Secretary/Treasurer.

The committee shall have power at their discretion to appoint a member of the committee as Acting Vice-chairman or Acting Assistant Secretary should they find it necessary to do so.

Any acting officer appointed under the foregoing provisions of this part shall remain in that office until the end of the next Annual General Meeting when the normal processes will take place to elect a Chairman and Secretary/Treasurer.

Should a casual vacancy arise on the Committee due to unforeseen circumstances during the period of office of a member of the Committee, then this vacancy will be advertised through the Newsletter requesting nominations, duly proposed and seconded by members

In the case of an election, all nominations will be forwarded to the committee to appoint a member to the Committee. This will be carried out by secret ballot.

The successful applicant will serve as a member of the Committee until the next Annual General Meeting when Rule 3 a. will apply.

### **c. ELECTION PROCESSES**

The Election process shall take the following format:-

1. The Secretary shall at least two months in advance of the date of the proposed Annual General Meeting notify the membership by means of the Newsletter and request nominations for officers and committee members.
2. All nominations shall be duly proposed and seconded by a member of the Nottinghamshire Branch of NARPO and signed by the nominee for all positions of Office Holders and Committee Membership and shall be submitted to reach the Returning Officer at least twenty one days prior to the election. Any nominations received after the closing date will be declared null and void.
3. The Secretary shall make enquiries to obtain the services of a suitable person who does not have a right to vote in the election and is not a member of the Nottinghamshire Branch of NARPO to act as the Returning Officer for the election. The appointment of the Returning Officer shall be subject to the approval of the committee.
4. In any case where there are insufficient Nominations to fill all the positions before the closing date the Chairman may call for nominations from the floor at the Annual General Meeting.

### **4. COMMITTEE MEETINGS**

The Committee shall meet at least four times per year. The Chairman shall, in addition to his/her own vote, have a casting vote in the event of a tied vote.

Eight members of the Committee shall form a quorum and may transact all ordinary business of the committee.

### **5. PRESIDENTS AND VICE PRESIDENTS**

The Chief Constable of the Nottinghamshire Police shall, upon appointment, be invited to accept the office of Branch President.

Persons who retired as Chief Constable of the Nottinghamshire Police or any previous Force serving within the County or City of Nottingham shall be offered the Office of Vice-President of the Branch and an Annual General Meeting may grant such office to any retired police officer who is considered suitable by virtue of outstanding service either to the Police Service or to the Branch.

### **6. TREASURER'S REPORT**

The Branch Treasurer shall present his statement of accounts and balance sheet for the previous year for the approval of the Annual General Meeting. For the purposes of this rule a year shall be defined as the period between the 1<sup>st</sup> January and the 31<sup>st</sup> December in any year.

### **7. AUDITOR**

A competent Auditor shall be appointed at each Annual General Meeting and all relevant books, accounts receipts and other documents shall be made available to him immediately after each year end.

### **8. BRANCH PUBLICATIONS**

A Branch Newsletter shall be published by the Branch Secretary not less than four times per year. A copy of each newsletter published shall be sent to the last known address of each member unless the member has notified the Branch Secretary that he/she does not wish to receive this publication. This requirement shall not apply if

mail has been sent to the last known address of the member and returned undelivered.

**9. EXECUTIVE POWER**

The Chairman, Vice Chairman and Secretary shall have the Executive Power to deal with any urgent matter concerning the Branch subject to ratification by the Committee at its next meeting.

**10. GENERAL MEETINGS**

An Extraordinary General Meeting may be held at any time at the discretion of the Committee or upon receipt by the Secretary of the Branch of an application signed by not less than 12 members. Twenty-one days notice of an Extraordinary General Meeting shall be given to all members.

Resolutions, duly proposed and seconded for inclusion on the agenda of any General Meeting must be sent in writing to the Secretary at least 21 days prior to the date of the meeting.

If two thirds of the numbers present at a General Meeting vote in favour of a resolution, the resolution shall be declared "Carried".

Matters raised in 'Other Business' at a General Meeting shall be referred back to the Committee for consideration.

**11. RULE AMENDMENTS**

The Branch Committee shall have the power to amend these rules at any time should this be required. Any such amendments shall be put before the members attending the next Annual General Meeting and approved by those members before being put into operation.

**12. CITING AND REVOCATION**

These rules shall be cited as the Branch Rules of the Nottinghamshire Branch of the National Association of Retired Police Officers. The rules revoke and replace any previous rules of the branch and were approved by and brought into effect by the Annual General Meeting of the Branch held at the Nottinghamshire Police Headquarters on the 20th day of April 2007.