NATIONAL ASSOCIATION OF RETIRED POLICE OFFICERS
CAMBRIDGESHIRE BRANCH
BRANCH RULES

Name

The Association shall be known as the National Association of Retired Police Officers - Cambridgeshire Branch.

2 Object of the Association

The object of the Association is "to safeguard the rights of members and to promote measures for their welfare, with particular regard to pensions".

3 Membership

Within the meaning of the Police Act 1964, the Police (Scotland) Act 1967 as amended and the Isle of Man Police Act 1993 as amended, defining Police Forces, membership shall be open to every former Police Officer, having retired from a Police Force.
This includes those who are or who will be entitled to a pension because of that Police service and includes spouses, widows or widowers of such pensioners and the widows and widowers of officers who died in service.

4 Additional Member

A member may belong to more than one Branch and shall be known at any subsequent branch as an Additional member. An Additional Member can hold office and has full voting rights at Branch level. He shall be eligible to be a delegate to the Annual Conference.

5 Associate Membership

May be granted by the Branch Committee to any person who is not eligible under Rule 3 above but they shall not hold any office. An Associate Member does have voting rights at Branch level but shall not be eligible to be a delegate to the Annual Conference.

6 Exclusions from Membership

The Branch Committee may refuse or withdraw membership from any person eligible to join under Rules 3, 4 & 5 above. Any member who has their membership or associate membership refused or withdrawn by the Branch Committee, may appeal against that decision to the National Executive Committee, whose decision shall be final.

7 Life Membership

The Branch may confer Life Membership upon any member as defined under Rule 3 who has given outstanding service to the Association at either Branch or National level. The Committee may also present a suitable gift to any member who has given valuable service to the Branch in recognition of that service.

8 Annual General Meeting

(a) The Branch shall elect Executive Officers and Committee at the Annual General Meeting which shall be open to all members and shall be held between 1 January and 30 April each year. All members shall be notified of the date at least twenty-eight days in advance of the meeting.
(b) The six Executive Officers shall be: Chairman, Vice-Chairman, Secretary, Treasurer, and two Welfare Officers. In addition to the Executive
Officers, the Committee shall consist of not less than twelve and not more than twenty members.
(c) Members of the Committee shall be elected annually at the Annual General Meeting. At the first Annual General Meeting, all members will be elected - one sixth for three years, one sixth for two years and one sixth for one year. Then at the next Annual General Meeting, those whose term of office expires, can stand for re-election.
(d) All matters for discussion at the Annual General Meeting, must be received in writing by the Secretary at least fourteen days before that meeting. Matters which must be included on the agenda of that meeting shall be Election of Executive Officers, Election of Committee members, Secretary's Report, Treasurer's Report and Welfare Officer's Report. Reports can also be received from the Social Secretaries. Matters can only be raised under "Any other Business" with the consent of the Chairman of the Meeting and only if they are considered to be of an urgent nature.

9 Committee Meetings

(a) The Committee shall meet at least four times a year, preferably once a quarter, in addition to the Annual General Meeting. The minimum number of Committee members required for a meeting to progress, shall not be less than twelve, four of which must be Executive members.
(b) At the start of each Branch Meeting, the Associations Standing Orders will be adopted. This must be noted in the minutes of that meeting.

(c) The Branch Committee may also appoint members of the Committee to serve as members of a Sub-Committee as necessary. (i.e. Social)
(d) The Branch Committee may also appoint members of the Committee to represent the Branch on bodies or committees on which representation is afforded to the Branch. (i.e. Regional level)
(e) In the event of a vote being called for by a member, any proposition shall be duly seconded and the Chairman shall immediately move to vote. In the event of a tie in the voting, the Chairman shall have a casting vote in addition to his ordinary vote.
(f) In the event of what is considered to be an emergency matter, no less than four Executive Officers shall be empowered to act on behalf of theCommittee to deal with urgent business, with any decisions being ratified at the following Committee Meeting.
(g) The Committee can co-opt members to serve as Committee Members until the next Annual General Meeting, providing the maximum number of Committee members does not exceed that stated in Rule 8(b) above. The co-opted member shall not have voting rights at Committee Meetings.

10 <u>Subscriptions</u>

(a) The membership subscription shall be determined by the National Executive Council based upon the percentage increase in the Police Pension as determined the previous year. All Police Pensioners shall pay the membership subscription unless exempted under Rule 10 (c) below. The subscription shall include the membership of the spouse except where the spouse is also a Police Pensioner, in which case he or she will pay a separate subscription.
(b) The Branch Committee shall have the discretion to increase the minimum subscription to finance Branch requirements, at a level not exceeding 20% of the Annual Subscription imposed by the National Executive Council. Any increase shall be approved by the Branch Committee and the membership shall be notified of the proposed increase at least twenty-eight days prior to the 1 January, the date at which any increase shall come into effect.
(c) Exemptions from any membership subscriptions shall include
Widows, Widowers and Life Members. Their precept shall be paid by the
Branch.

11 <u>Other Financial Matters</u>

(a) The Branch Committee shall be responsible for maintaining adequate accounting systems. All Branch bank accounts shall be in the name of the Branch and the signatories shall be two of four of the following executive officers: the Chairman, Secretary, Treasurer or Assistant Treasurer.
(b) The Committee shall be empowered to invest monies on behalf of the Branch and open and change accounts as necessary in the best interests of the Branch.
(c) Accounts shall be audited annually and copies of the audited balance sheets and/or statements of income and expenditure prepared for the Annual General Meeting. Auditors shall be appointed or re-appointed each year at the Annual General Meeting.
(d) The Association's financial year shall run from 1 January to 31 December.
(e) The Branch Welfare Officers may purchase a suitable gift for any member considered being a welfare case.

12 <u>Expenses of Members</u>

The expenses of members carrying out authorised Association business shall be met from Branch Funds if not already covered from National Funds. An Expense Claim form must be submitted. These shall be as follows:
a) Travelling - a mileage allowance will be paid as approved annually by the National Executive Committee.
b) Subsistence and Lodging allowances shall be paid at the rates set out in the Police Regulations for Inspectors, Sergeants and Constables. Provided that where these limits are unavoidably exceeded the actual expenses incurred may be reimbursed by the Branch Committee.

13 <u>Annual Conference</u>

The Branch may send to the Association's Annual Conference, one delegate per one hundred members or part thereof of the Branch membership and may consider allowing a similar number of observers and paying their expenses. The delegates, who will be members of the Branch Committee together with the observers, shall be nominated by the Branch Committee prior to the Branch's Annual General Meeting for approval at that meeting.

14 <u>Destruction Policy of Branch Documents</u>

All documents held by the Branch should have a Life Expectancy. Minutes and Financial

Records should be kept indefinitely. Correspondence and Branch Circulars should be kept for five years including the current year.

15 Other Activities

The Branch may also arrange social and sporting activities for its members and their friends.

16 Interpretation, Amendment and Revision of Rules

a) Nothing in these rules shall be construed as superseding the rules of the parent Association.

b) These rules may only be revised or amended at the Annual General Meeting or at an Extra-ordinary General Meeting called for that purpose. The Secretary must receive written notice with precise wording at least twenty-eight days prior to that meeting. They must have been proposed and seconded by full members. Any agreed amendment, deletion or revision of these rules shall be operational from the conclusion of the meeting at which it is approved.