



**Dudley and District  
Branch 109  
Branch Rules**



## NARPO Dudley & District Branch 109 - BRANCH RULES

Any branch of the National Association of Retired Police Officers may make its own rules subject only to the proviso that they may not be contrary to the Association's Rules.

### TITLE AND MEMBERSHIP

1. The Branch shall be known as the **Dudley and District NARPO**.
2. 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.
3. **Full Membership** of the Association shall be open to former Police officers who have served in a Police Service and who have met the minimum service (two years), age or ill health requirements that would entitle them to a police pension and who have not been dismissed or required to resign from a police force by reason of misconduct.
4. 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
5. Full Member may apply to join another branch as an *(Additional)* Member but may not be a Full Member of more than one branch. Members granted **Additional Membership** with Dudley & District Branch will pay the same subscription as a Full member, minus the amount paid as precept (currently required to pay 60% of the annual subscription)
6. Membership (**Associate Membership**) may be granted by the Branch Committee to any person with an association with the police service, who is not eligible to join the Branch as a Full Member. Associate members will pay the same subscription fee as Full members
7. **The spouse** of a Full/Associate/Additional Member shall be deemed to be a Member of the Association.
8. Spouse of a Full/Associate/Additional Member and Survivors of a deceased Full/Associate member (Window/er) are exempt from subscriptions.

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## **ANNUAL GENERAL MEETING**

1. The Branch shall hold an Annual General Meeting each year during the period contained in the Association's rules. Members shall be given at least 21 days' notice of the meeting.
2. In exceptional cases (e.g. National pandemic) or when the national rules have been temporarily suspended, the Branch Committee may elect not to hold an AGM in a particular year, or to hold a virtual AGM via video conference or other means.
3. The annual report of the Branch, the agenda for the AGM meeting and the accounts shall be circulated to all members together with notification of the meeting
4. The annual report and agenda may be provided to members in paper or electronic form.
5. Any Member wishing to stand as a committee member must provide written notice of this intention to the Branch Secretary no less than 14 days prior to the AGM. This notice must be signed by the applicant and the Branch Members who propose and second the Applicant.

## **BRANCH COMMITTEE**

1. Members of the Branch shall elect members to the Committee and the Committee shall not be less than 8 and no more than 11.
2. Elections for the Branch Committee will take place at the Annual General Meeting and nominations shall be made at such a meeting. The term of office, in each case, expires at the following Annual General Meeting, persons being eligible for re-election with no maximum number of terms of office. If the nominee is absent, the proposer, or the Branch Secretary must be in possession of written notice from the candidate for the nomination to be valid. In exceptional cases (eg. National pandemic) where an AGM is not held, or delayed, or where there is a mid-year resignation or retirement, the Branch Committee may approve the appointment of a Temporary Chair, Vice Chair, Chair, Secretary, Treasurer or Membership Secretary who will act in that capacity until the next AGM and who will carry the full and normal responsibilities for that role.
3. The Branch Committee will seek to represent the diversity of its membership, and take positive actions, where needed, to secure effective representation of the membership as a whole.
4. The Branch Committee shall meet at least four times a year in addition to the Annual General Meeting. 50% of the membership of the Branch Committee at the time of the meeting shall constitute a quorum, and at least two of those present must be Executive Officers
5. The Branch Committee may elect a Minutes Secretary and/or an Assistant Secretary.
6. The Branch Committee shall designate one of their numbers to be responsible for coordinating welfare matters. The Coordinator so

designated will lead the Branch team of welfare advisors. The Welfare Coordinator will represent the Branch at West Midlands, Regional or National meetings, as required.

7. The Branch Committee shall have the power to set up ad hoc subcommittees.
8. The Branch Committee, and all subcommittees, shall have the power to appoint non-voting ad hoc members to their body in cases where their expertise or assistance would be of use.
9. The Branch Committee shall have the power to appoint Committee members to deal with specific issues.
10. The Branch Committee shall have the power to fill vacancies that occur between Annual General Meetings.

## **EXECUTIVE OFFICERS**

1. The Branch Executive Officers will comprise the Chair, Vice- Chair, Branch Secretary, Membership Secretary, Treasurer and Welfare Coordinator. If appropriate, one individual may take on two of the executive roles.
2. Only a Full Member may be an Executive Officer of a Branch Note: this Rule shall not apply to any Member who was already in post prior to Conference 2016
3. Members of the Branch shall elect a Chair, Vice-Chair, Secretary and Treasurer at the Annual General Meeting. The Welfare Coordinator and Membership Secretary will be appointed by the Branch Committee.
4. The Executive Officers shall be responsible for the day-to-day running of the Branch. The individual roles and responsibilities of the Branch Secretary and Membership Secretary will be determined by the Branch Committee.
5. The Branch Secretary will be responsible for social media and may be aided by another agreed by Branch Committee.
6. The Branch Secretary will be the Branch Membership Secretary.
7. The Chair, Branch Secretary and Treasurer shall be *ex officio* members of all subcommittees.

## **BRANCH PRESIDENT**

1. At the AGM. Full Members may elect an honorary, non-executive President who has previously served on the Branch Committee as a Full Member, and who shall serve a term of three years. The President will be an *ex-officio* member of the Branch Committee.
2. The Function of the President will be to assist the Executive Officers of the Branch, to represent the Branch at meetings and events, as agreed by the Executive Officers, and to chair the AGM in the absence of a Branch Chair. The President may be re-elected for further periods. Their term may be ended by a majority vote of the members at a General Meeting.

## **FINANCIAL MANAGEMENT**

1. All withdrawals from an account whether by cheque or warrant shall require at least two signatories.
2. The accounts shall be professionally audited each year and the audited Balance Sheet and Profit & Loss account printed and circulated to all members prior to the Annual General Meeting.

## **Expenses**

1. The annual expenses (Honorarium) of the Treasurer & Branch Secretary will be authorised by the AGM and paid retrospectively. Where no increase in the previous year's figure is proposed, the sums previously agreed by the AGM will be increased by the same percentage as the increase in the Police Pension for that year.
2. Expenses incurred by other Branch Committee members will be paid by the Treasurer on receipt of individual claims.

## **FREE AND SUBSIDISED FUNCTIONS/ TRIPS/ EVENTS**

1. Free & Subsidised Functions/Trips/Events will be for Members, their Spouse or Carer. Unless places are limited in number, members may be accompanied by others of good character but they will not be subsidised by Branch. Branch Members, with their Spouse or Carer should take priority attending Functions/Trips/ Events.

## **FREE MEMBERS DRAW**

1. This draw may be held if agreed by the Branch Committee. This draw will be for Full/Life/Associate/Additional Members and Survivors of Full/Life/Associate Members (Widow/ers) of Dudley & District Branch, as registered on NARPO membership records at the time of the draw.
2. The Branch Secretary will provide details of members eligible.
3. The winner(s) will be selected randomly by electronic means at a Branch event or function.
4. The prize/prizes will be determined by Branch Committee annually and before the first draw is made.
5. The results of the draw will be published in Branch social media and Newsletters, as well as at the time of the draw.

## **DISCIPLINARY PROCEDURE**

1. All Branch members will be required to maintain a high standard of conduct and to treat other NARPO members, guests, NARPO and WMP Police employees with respect. This includes comments made in Branch-specific social media platforms or email communications. It is important that all members maintain the dignity, standing and good reputation of NARPO.

2. The Branch retains the right to terminate the membership of any member who fails to meet the standards outlined in NARPO & Branch Rules, and termination will be considered where any member is convicted of a criminal offence.
3. To ensure consistency, where there is evidence, a member has failed to maintain the required standards, the Branch will convene a Disciplinary Sub-Committee chaired, where possible, by the Branch Vice-Chair and comprising three non-executive Committee members. The Sub-Committee will be serviced by the Branch and Membership Secretaries.
4. To ensure fairness, and if required, a Disciplinary Appeal Panel will be convened, chaired, where possible, by the Branch Chair and comprising two non-executive Committee members who are not members of the Disciplinary Sub-Committee.

### **EXTRAORDINARY GENERAL MEETING**

1. An Extraordinary General Meeting may be called in response to a decision of the Branch Committee or a written request to the Secretary signed by no less than 50 Members of the branch, giving membership numbers, and setting out the matter to be discussed. Proof of posting is not proof of delivery. It shall be held as soon as practicable, bearing in mind the need to arrange suitable premises, and at least three weeks' notice of the Extraordinary Meeting and the matter under discussion shall be given to all members, via an additional newsletter, email and social media.

### **CHANGES TO BRANCH RULES**

2. In exceptional cases (e.g. National pandemic), or should a change in the Association's Rules or legislation make any of the rules of the Branch invalid between General Meetings, the Branch Committee shall amend the rules as little as possible to make them valid or delete the rules or, in appropriate cases, create additional rules.
3. Members of the Branch at the next AGM shall either ratify the change or agree to vary the rules.
4. If the Members present choose neither to ratify the change nor make a suitable variation, the amendment shall be incorporated into the rules so that it complies with the change in the Association's Rules or legislation.
5. Any change to the rules, other than under *subparagraph 2 above*, shall require a majority of 75% + 1 of the Members present at a General Meeting which may be held at a physical or virtual meeting.

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