

# NATIONAL ASSOCIATION OF RETIRED POLICE OFFICERS

## STAFFORDSHIRE BRANCH No. 96

### BRANCH RULES

The Branch Rules will be governed by the Companies Act 2006 and the Articles of Association in respect of a Private Company Ltd by Guarantee NARPO 15415367.

1. **TITLE** This Branch of the National Association of Retired Police Officers shall be called the National Association of Retired Police Officers Staffordshire Branch, and its area shall be that part of the County Policed by the former Staffordshire County and Stoke on Trent Constabulary and the present Staffordshire Police.
2. **MEMBERSHIP** shall be in accordance with Rule 3 of the National Association of Retired Police Officers current rules. Any police pensioner, spouse of a police pensioner, civil partner of a police pensioner, or widow/er of a police pensioner or any such of any other Home Office Police Force who wishes to join this Branch shall be accepted.
3. **OBJECTIVES** in accordance with Article 2 of the Articles of Association of National Association of Retired Police Officers Adopted by special resolution passed on 6 September 2024 and successive Rules and Articles approved under Rule 46.
4. **SUBSCRIPTIONS** in accordance with Rule 4 of the National Association of Retired Police Officers current rules.
5. **COMMITTEE** The supreme authority of the Branch shall be in the committee of Branch Members elected annually at the Annual General Meeting [AGM] of the Branch. Retiring members shall be eligible for re-election.  
Notice of nominations for election to the Branch Committee shall be sent to the Secretary of the Branch fourteen days before the AGM.  
The following members shall be ex-officio members of the committee: -  
President, Chairman, Vice Chairman, Secretary, Membership Secretary, Treasurer and Webmaster. There shall in addition be at least 14 members, comprising three elected representatives of each Subbranch, and the Branch committee shall have power to co-opt members to sit on the committee up to the date of the next AGM.
6. **OFFICERS** These shall be elected annually at the AGM of the Branch. Fourteen days' notice of nomination shall be sent to the Secretary before that meeting. The Officers shall be a President, Chairman, Vice Chairman, Secretary, Membership Secretary, Treasurer and Webmaster. Vice-Presidents may be elected at the AGM but shall be Honorary and shall not sit upon the Branch Committee.
7. **MEETINGS** The Branch shall hold an annual meeting (Branch AGM) between 1st January and 15th May in each calendar year and any further meetings it deems appropriate, such meetings to be open to all Members of the Branch, or as required, at a place to be decided by the Chairman. Five members shall form a quorum. The AGM shall be held at a place, time and date to be decided by the Committee, if possible, in accordance with Article 43.4 of the National Association of Retired Police Officers, but the committee have the power to decide upon the date of the AGM.

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8. **FINANCE** All monies belonging to the Branch shall be managed by the Treasurer and paid into nationally registered and regulated bank and investment account(s) held in the name of National Association of Retired Police Officers Staffordshire Branch. The Committee shall be regularly updated on the funds held in any accounts.

The financial year shall be as set by the National Association of Retired Police Officers, currently a calendar year ending on 31st December each year.

The Treasurer is responsible for preparing the Branch year-end accounts for presentation at the Branch AGM. The year-end accounts should be reviewed by the Branch chairperson, or a committee member nominated by him/her, and signed by the Branch chairperson.

Following the incorporation of NARPO in 2024, the Branch year-end accounts, signed by the Branch chairperson, shall be submitted to NARPO HQ for audit purposes.

Subbranch Treasurers are responsible for managing their Subbranch funds and preparing their Subbranch's year-end accounts in such a manner that enables the Branch Treasurer to prepare the overall Branch accounts for submission to NARPO HQ. Subbranch year-end accounts should be signed by the Subbranch chairperson.

9. The expenses of members, officers and delegates carrying out authorised Branch work shall be met out of Branch Funds in accordance with Rule 8-9 of the National Association of Retired Police Officers.  
Payment of accounts shall be authorised on behalf of the Branch by two members of the Committee nominated by the Committee and both such persons shall sign all cheques. Subject to any other arrangements made by the Committee these two persons shall normally be the Chairman and Secretary/Treasurer.
10. Branch Funds may be used to subsidise events which encompass the whole of the Branch [e.g. AGM or Reunion Lunch].
11. Subbranch officials must ensure that they have sufficient Subbranch funds to cover the costs any events or functions they arrange. Ordinarily Branch funds will not be used to subsidise underfunded Subbranch social functions or events. In exceptional circumstances [e.g. Special Occasions], then any request made by a Subbranch for financial assistance in respect of a social function/special occasion will have to be referred to a full Branch Meeting for a decision to be made.
12. At the annual autumn Branch meeting, and in order to enable Subbranch officials to plan their expenditure in the following year, a discussion will take place concerning the re-distribution or allocation of Branch Funds to Subbranches. This will be conditional on discussion having taken place between the Branch Treasurer and the Branch Executive Officers, to ascertain that the Branch Funds are sufficient for a re-distribution or allocation to take place.
13. **DISSOLUTION** In the event of the Branch being dissolved at any time it shall be competent for a special meeting of the Branch to arrange for the disposal on any funds remaining to the credit of the Branch in accordance with Rule 12 of the National Association of Retired Police Officers.

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14. **ALTERATION OF RULES** No alteration of these rules shall be made except at the AGM of the Branch and then only if fourteen days prior notice has been given to the secretary and such notice shall include particulars of any proposed amendment.
15. **STANDING ORDERS** These shall be in accordance with the attached particulars.
16. **DISPUTE** Any unsolved disagreements as to the interpretation of these Rules and Standing Orders shall be referred to the National Association of Retired Police Officers National Executive Committee whose decision on any such disagreement shall be final.
17. **LIFE MEMBERS** Members who have given the Branch outstanding service may be elected to Emeritus rank and the Committee may make recommendations accordingly. Any member so named shall hold honorary rank [Life Membership] in the Branch.

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### **STANDING ORDERS**

1. All notices of resolution to be given in writing, and amendments orally.
2. No Resolution or amendment shall be spoken upon, except by the mover, until it has been seconded and read to the Meeting.
3. No Resolution or amendment after being seconded shall be withdrawn without the consent of the Meeting.
4. Whenever an amendment is under consideration, no second amendment shall be moved until after the first has been disposed of.
5. A member shall not move or second more than one amendment on any Resolution
6. If an amendment be carried it displaces the original Resolution and becomes the substantive Resolution, whereupon a further amendment may be moved.
7. If an amendment be negative another amendment to the under consideration may be Resolution moved.
8. The mover of an original Resolution shall not introduce any new matter.
9. The mover of an original Resolution but not an amendment, shall have a right to reply at the close of the debate upon such Resolution, but if the previous question, or 'to proceed with the next business' be moved and seconded, it shall immediately be put to the Meeting, and, if carried the discussion upon the particular question shall close without any reply being made thereon by the mover of the original and the Resolution shall be put to the Meeting.
10. Except by permission of the Chairman the mover of an original Resolution shall not speak for more than 10 minutes and the seconder, and each succeeding speaker for 5 minutes.
11. A member shall not speak more than once on the same question unless it be to a point of order or in explanation.
12. When a member speaks, he shall confine his observations to the question under consideration and shall address the Chair.
13. All members except for the one addressing the Meeting shall be seated and when the Chair rises no one shall remain standing, nor shall anyone rise until the Chair has resumed.
14. In the event of any members not obeying the call of the Chairman it shall be within the power of the Chairman to order such members to retire from the Meeting.
15. Standing Orders shall not be suspended unless two- third of the members present at the Meeting agree to the motion proposing such action.
16. The Articles of the Association prevail over the Rules where an inconsistency occurs with the Standing Orders.