



N.A.R.P.O. Cardiff Branch



National Association of Retired Police Officers

Cardiff Branch

Bye Laws

1. In pursuance of the rules of the National Association of retired police officers Limited, the following rules apply to the Cardiff Branch of NARPO.

2. NAME:

The branch shall be known as National Association of Retired Police Officers Cardiff Branch.

3. MEMBERSHIP:

The membership of the branch shall be as contained in the rules of the association. Variations to those rules in relation to the branch are as follows:

- i. Associate members – Serving Police Officers

Police officers within their last two years of service can join as associate members, upon retirement they will be transferred to full members within the branch.

- ii. Associate members – Retired Police Staff

Retired Police staff in receipt of a Police staff pension who have served 10 years or more, may apply for membership of the branch in line with the requirements of an associate member of NARPO.

The request for membership will be granted on ratification of the committee at a branch meeting or by electronic communication if a meeting is unduly delayed.



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4. OBJECTS:

The objects of the branch are to support the National Executive Committee (NEC) board of NARPO in the preservation of pensions and to promote measures to benefit branch members with regard to their welfare and social wellbeing.

5. OFFICERS:

The officers of the branch shall be:

- i. President
- ii. Vice Presidents
- iii. Chairperson
- iv. Vice Chairperson
- v. Secretary
- vi. Assistant Secretary
- vii. Membership Secretary
- viii. Treasurer
- ix. Events Co-Ordinator
- x. Welfare Officer
- xi. Assistant Welfare Officer
- xii. Webmaster & Social Media Officer

To be elected to serve for 24 months at the annual general meeting, except that:



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- i. Vice Presidents will serve for their life time in recognition of past services to the branch, and
- ii. The Chairperson will be elected for a period of Three (3) years at the end of which they can seek re-election.
- iii. The following posts will be elected for a Two (2) year period with 4 positions v. viii. X. xii. The other 4 positions of the management committee being elected on a 12 month period for the first year of the introduction of the bye laws. From there on being a Two (2) year period to align with the management committee to ensure branch continuity.

The president and vice presidents are to be ex-officio members of the management committee.

Nominations for all the officers due to be elected are to be delivered to the secretary fourteen days before the date of the annual general meeting.

6. MANAGEMENT COMMITTEE:

The management of the branch shall be vested in a committee comprising of all the officers and a maximum of 8 members who shall be elected to serve for twelve (12) months at the annual general meeting.

7. MEETINGS:

- i. The Annual General Meeting (AGM) of the branch shall be held between the 1st January & 31st March, each calendar year.
- ii. The management Committee Meeting of the branch shall be held every two (2) months where practicable on the second Tuesday of the month.

EMERGENCY MEETINGS:

- i. An emergency general meeting of the branch must be convened by the Chairperson upon written request of 20% of branch members.
- ii. An extra-ordinary committee meeting of the branch must be called by the chairperson upon the written request of 20% of branch members or by the Secretary after consultation with two (2) other branch officers.



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8. NOTICE OF MEETINGS:

Twenty one (21) days' notice is required to convene the Annual General Meeting (AGM), Extra-Ordinary General Meeting (EOAGM), Emergency General Meeting (EGM) and Branch Committee Meetings (BCM).

9. QUORUM:

The quorum of meetings shall be as follows:

- i. In the case of Annual General Meetings (AGM) and Emergency General Meetings (EGM), Twenty (10) branch members.
- ii. In the case of Committee meetings, one third of the committee membership including officers listed in rule 5.

10. SUBSCRIPTIONS:

The annual subscription for the membership of the branch shall be based upon that decided by the NARPO Ltd from a year to year with such domestic additions as are approved by the Annual General Meeting (AGM) of the Cardiff Branch.

11. FINACIAL YEAR:

The financial year of the branch will be as per NARPO Ltd and at this time will be the 1st January to the 31st December.



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12. PUBLICATION OF ACCOUNTS:

The annual accounts of the branch shall be published at its Annual General Meeting (AGM) following the end of each financial year after they have been audited by the Honorary Auditor who will have been appointed at the previous Annual General Meeting (AGM).

13. EXPENSES:

Authorised members of the branch are entitled to expenses as approved by the Management Committee.

14. HONORARIA:

The management committee is authorised to grant honoraria to members of the Cardiff Branch in line with the separate Honoraria document accepted by the management committee.

This by law can be revised, when necessary, by the management committee.

15. REVISION OF BYE LAWS:

The forgoing bye laws can be revised only, following appropriate notice of revision (Rule 9) and by two thirds majority resulting from a vote of members present at an annual General Meeting (AGM) or an Emergency General Meeting (EGM) or by the management committee for the benefit and efficiency of the branch and then ratified by the AGM or EGM, if alterations are deemed to be required, to made during the AGM period.



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