

# NARPO RULES

## JANUARY-INSERT 2024

These rules and regulations (**Rules**) are made in accordance with Article 46 of the Articles of Association (**Articles**) of National Association of Retired Police Officers (**Association**).

### Part 1 – Definitions, interpretation and name

#### 1 Definitions and interpretation

1.1 The following definitions shall apply in these Rules:

**Articles:** means the articles of association of the Association;

**Branch Circular:** means notice in writing provided by the NEC to each of the Branches;

**Deputy CEO:** means the deputy chief executive officer from time to time of the Association appointed in accordance with Rule 14.1;

**Disbanding Branch:** has the meaning set out in rule 12.3;

**Financial Controller:** means the financial controller from time to time of the Association appointed in accordance with Rule 14.1;

**Financial Year:** each accounting reference period of the Association determined from time to time in accordance with Chapter 3 of Part 15 of the Act.

**Minimum Subscription:** means £24.60 as may from time to time be increased in accordance with Rule 4.3 or Rule 4.4 or reduced in accordance with Rule 4.4;

**Precept:** has the meaning set out in rule 5;

**Precept Percentage:** means 40% as may from time to time be varied in accordance with Rule 5.2;

**Transferring Members:** has the meaning set out in rule 12.3;

**Widow:** means the widow, widower, civil partner or partner of a deceased former of serving police officer.

1.2 Save as otherwise specifically provided in these Rules, words and expressions defined in the Articles shall have the same meaning when used in these Rules.

1.3 Reference to a numbered **Article** is a reference to the article of the Articles so numbered;

1.4 References to **resolutions** includes ordinary resolutions and special resolutions;

~~1.3~~1.5 [Reference to a special resolution has the meaning given in section 283 of the Companies Act 2006;](#)

~~1.4~~1.6 If there is an inconsistency between any of the provisions of these Rules and the provisions of the Articles, the provisions of the Articles shall prevail.

~~1.5~~1.7 Headings in these Rules are used for convenience only and shall not affect the construction or interpretation of these Rules.

## 2 **Name**

2.1 The Association is called the “National Association of Retired Police Officers”. The short title shall be “NARPO”.

2.2 The names “National Association of Retired Police Officers” and “NARPO” together with the logo and coat of arms of the Association are registered trademarks of the Association and shall not be used without the prior authority of the NEC.

2.3 No member may give any address of the Association in any advertisement or use any address of the Association for business purposes without the prior authority of the NEC.

2.4 The headquarters of the Association shall be NARPO House, 38 Bond Street, Wakefield WF1 2QP. Any change to the headquarters should be determined by Annual Conference or in the event of urgency by the approval of two thirds of branches.

## **Part 2 - Membership**

### 3 **No discrimination**

There shall be no discrimination against any Member or person wishing to become a Member on grounds of age, disability, gender re-assignment, marriage or civil partnership, political affiliation, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

## **Part 3 – Subscriptions and funding**

### 4 **Subscriptions**

4.1 Branches are responsible for collecting and accounting for all subscriptions.

4.2 All members of a Branch shall pay the Minimum Subscription other than life, Spouse and Widow members and those who are a Full Member of another Branch, all of whom shall be exempt.

4.3 Subject to Rule 4.4, the level of the Minimum Subscription shall be increased annually by the same percentage as the percentage increase in police pensions as determined in the previous year, and where the Minimum Subscription as so increased is not divisible by 12 without involving fractions of a penny, the amount shall be rounded up to the nearest figure which is so divisible. This increase shall be implemented on 1 January of each year.

4.4 Any proposal to increase or reduce the level of the Minimum Subscription other than in accordance with the provisions of Rule 4.3 must be submitted as a ~~motion~~[resolution](#) to Annual Conference and such ~~motion~~[resolution](#) will require a two-thirds majority of the votes cast to succeed.

4.5 In order to meet its own funding requirements, each Branch shall have discretion to levy on all or any category of its members an additional Branch subscription. The level of any such additional Branch subscription shall be set by the Branch Committee and shall be payable by the relevant members of that Branch in addition to the Minimum Subscription.

## 5 **Funding**

Subject to Rule 17, funds of the Association held by the NEC will be provided by a precept payable by each Branch. The precept amount payable by each Branch in each year (**Precept**) shall be calculated by:

5.1 multiplying the total number of members of that Branch as at 31 December in the previous year by the Minimum Subscription and applying the Precept Percentage to the total of that figure. In this Rule, members of a Branch will not include Spouse and Widow members and those who are a Full Member of another Branch.

5.2 The Precept Percentage may be varied from time to time at an Annual Conference with a two thirds majority of the votes cast.

## 6 **Payment of Precept**

6.1 Payment of Precept in each year shall be made by two equal instalments, the first by 15th June and the second by 15th December. Interest shall be payable at the rate of 2% pcm. or part thereof by a Branch on any payment of Precept, which is not made in cleared funds by the end of the calendar month in which the payment falls due. The NEC shall have the discretion to waive any such interest payment.

6.2 Branches will be notified of changes in the Precept Percentage and/or the Minimum Subscription as soon as reasonably practicable.

## 7 **Subscriptions in arrears**

7.1 If any Member fails to pay any part of their subscription payable to a Branch, the Branch Committee may terminate their Membership of that Branch.

7.2 If at any time the Member gives the Branch Committee a satisfactory explanation, they may, at the discretion of the Branch Committee and on payment of the arrears, be readmitted to Membership of that Branch.

## **Part 4 - Branches**

## 8 **Finance of Branches**

8.1 All Branch bank accounts and any investments must be in the name of the Branch e.g. "NARPO Wexminster Branch" and must not be in the name of an individual member or members. All income received by a Branch from whatever source shall be paid into such bank accounts which shall be subject to these Rules.

- 8.2 Each Branch Committee shall ensure that accounts (including a balance sheet and statement of income and expenditure) of the Branch are prepared in respect of each Financial Year and that the Branch maintains adequate accounting systems recording the transactions, assets and liabilities of and such other matters relating to the Branch to enable such accounts to be prepared. Such accounts shall be placed before the Branch AGM convened in accordance with Article 43.4 for consideration and approval of the members.
- 8.3 Each Branch Committee shall ensure that a copy of the accounts for its Branch in respect of the Financial Year most recently ended certified by the chair of the Branch shall be forwarded to the CEO no later than 31st May in each calendar year.
- 8.4 The NEC shall have the power to appoint one or more of its members or staff or a Chartered or Certified Accountant to inspect the financial records of any Branch including, without limitation, statements for all Branch bank accounts. Branches in respect of which this power is exercised shall have the right to raise the matter at the next Annual Conference.
- 8.5 Branches must appoint at least three signatories for banking purposes who must not be related. Two of the signatories shall be sufficient to authorise any transaction.
- 8.6 Each Branch must establish and maintain at all times a satisfactory system of control of its cash holdings and all its receipts and remittances. All withdrawals from any bank account of the Branch whether by cash, cheque, warrant, electronic means or otherwise shall be authorised by at least two signatories/endorsements.
- 8.7 Branch bank statements must be checked and initialled by the chair of the Branch not less than once every six months.
- 8.8 Each Branch must keep an up to date inventory of all property and equipment purchased by the Branch including details of its cost, date of purchase and, where it has been disposed of, details of sale price, if any, and the date of disposal.

## **9 Use of funds held by Branches**

Subject to the approval of the Branch Committee, funds held by a Branch may be used to meet the reasonable cost of:

- 9.1 anything done or provided for the welfare or social benefit of Members;
- 9.2 administrative expenses of the Branch including, but not limited to, the provision of office accommodation and equipment, the employment of staff and all general administrative costs;
- 9.3 expenses incurred in relation to any Branch, area or regional meeting or course where the cost is not met from funds held by the NEC;
- 9.4 honoraria granted to members of the Branch;
- 9.5 expenses (subject to Rule 43) of members of the Branch Committee in carrying out their duties and functions and of other Members of the Association in carrying out duties and functions authorised by the Branch Committee;

- 9.6 expenses incurred in connection with Association activities or professional services on questions of interest affecting the welfare or pensions of Members at Branch level to the extent that such expenses are not met from public funds or the funds held by the NEC;
- 9.7 the purchase of a gift for any person, whether or not a Member of the Association, where, in the opinion of the Branch Committee, the individual has made a valid or recognisable contribution to the Association or its members; and
- 9.8 the making of charitable and benevolent donations;

provided always that no funds held by a Branch shall be used for any purpose, which is inconsistent with the objectives of the Association as set out in Article 2. Any monies of the Branch not immediately required may be invested in such manner as may from time to time be determined by the Branch Committee and any investment made may be held or otherwise dealt with as may from time to time be determined by the Branch Committee.

## 10 **Liabilities of Branches**

Each individual Branch shall be responsible for its own liabilities and shall discharge those liabilities as and when they fall due from Branch Assets. Neither the NEC nor any other part of the Association shall be responsible for the liabilities of an individual Branch and no provision of these Rules shall be interpreted as imposing such responsibility.

## 11 **Mergers of Branches**

Branches wishing to merge shall promptly give notice of this intention to the CEO. Any merger of two or more Branches requires the prior approval of the NEC and such approval may be granted subject to such requirements and conditions as the NEC considers appropriate.

## 12 **Disbanding of Branches**

- 12.1 Branches wishing to disband shall promptly give notice of this intention to the NEC and shall, at the same time, deliver to the CEO, statements of all Branch Assets.
- 12.2 Upon the giving of notice to the NEC pursuant to Rule 12.1, Branch Assets shall be dealt with under the provisions of Rule 12.3.
- 12.3 The NEC shall have overall responsibility for winding up the affairs of a disbanding Branch (**Disbanding Branch**). All debts and liabilities incurred by or on behalf of the Disbanding Branch shall be discharged from Branch Assets and control of any remaining property, funds and assets of the Disbanding Branch shall, subject always to the provisions of rule 42, be divided between those Branches which Members of the Disbanding Branch (**Transferring Members**) join as members within 3 calendar months of the date of giving of notice to the NEC pursuant to Rule 12.1 (**Receiving Branches**). Such division shall be in proportion as nearly as may be (the decision of the NEC in this regard being final) to the number of Transferring Members joining each of the Receiving Branches as Members.
- 12.4 In the event of there being no Receiving Branch the property, funds and assets will be treated as NEC Funds to be dealt with under the provisions of Rule 16.

### **13 NEC Meetings**

- 13.1 The NEC shall meet at least four times in every calendar year including a meeting on the eve of each Annual Conference.
- 13.2 Newly elected NEC members, elected by Regions in accordance with Article 24.1 to serve on the NEC following Annual Conference, will be invited to attend that Annual Conference and NEC Meeting held on the eve of that Annual Conference and their expenses in so doing will be met by funds held by the NEC.
- 13.3 At the NEC Meeting held on the eve of each Annual Conference, those members who will form the NEC post-Conference will elect from their number a chair and vice chair who will act as president and vice-president respectively and will, subject to Rule 13.4 each serve for a term of two years.
- 13.4 The NEC may remove a President or Vice President from office by a majority of at least two-thirds of the votes cast and, where this occurs or a President or Vice President is removed from the NEC pursuant to Article 24.7 or Article 27, the NEC shall as soon as possible elect a replacement who shall serve for the balance of the term being served by the person so removed.
- 13.5 The NEC may appoint sub-committees as it considers appropriate and the President and CEO will be ex-officio members of each sub- committee.

### **14 Appointment and supervision of staff**

- 14.1 The NEC shall appoint a CEO, Deputy CEO, Financial Controller and such other staff as may be necessary for the administration of the Association. The duties and conditions of service of all staff shall be the responsibility of the NEC. The President shall be responsible for the supervision of the CEO. The CEO shall be responsible for the supervision of all other staff.
- 14.2 The CEO, Deputy CEO and Financial Controller shall be entitled to attend and to address Conference but are not entitled vote.

### **15 Budget in respect of centrally financed activity**

The NEC will, no later than 30th June in each calendar year, prepare a budget detailing estimated expenditure and financial need in relation to all aspects of the activities of the Association financed from funds held by the NEC. The budget shall be presented in writing for information at the next Annual Conference.

### **16 Use of funds held by the NEC**

Funds held by NEC may be used for any of the following purposes:

- 16.1 the meeting of any expenses incurred in connection with Association activities or professional services on questions of welfare, pensions, administration or policies of the Association;

- 16.2 the administrative expenses of the Association (but excluding the administrative expenses of individual Branches) including, but not limited to, the provision of office accommodation and equipment, the employment of staff and all general administrative costs;
- 16.3 the meeting of the expenses (subject to Rule 43) of members of the NEC and employees in carrying out their duties and functions and of other Members of the Association in carrying out duties and functions authorised by the NEC;
- 16.4 the meeting of any expenses incurred in connection with meetings of the NEC, employees, Annual Conferences, Extraordinary Conferences and other meetings arranged by the NEC;
- 16.5 the meeting of the cost of anything done or provided for the welfare or social benefit of Members of the Association;
- 16.6 the authorising of the purchase of a gift for any person, whether or not a Member of the Association, where, in the opinion of the NEC, the individual has made a valid or recognisable contribution to the Association or its Members;
- 16.7 the making of charitable and benevolent donations;
- 16.8 the investing of monies held by the NEC not immediately required in such manner as may from time to time be determined by the NEC and the holding of or dealing with any investment made

provided always, that no funds held by the NEC shall be used for any purpose which is inconsistent with the objectives of the Association as set out in Article 2.

## 17 **Additional income**

In addition to Precepts, the NEC may receive income from or generated by commercial activities of the NEC, sales of property and goods, donations, gifts, bequests, returns from investments or any other source, which does not contravene any provision of law.

## 18 **NEC bank accounts**

The NEC shall hold all the assets of the Association not held by Branches. The funds of the Association held by the NEC shall be banked and/or invested in the name of the National Association of Retired Police Officers.

## 19 **NEC responsibilities - Financial accounting and statements**

The NEC shall:

- 19.1 prepare or procure the preparation of financial statements for each Financial Year that give a true and fair view of the state of affairs of the Association and income and expenditure for that year;
- 19.2 in the preparation of those financial statements, select suitable accounting policies and apply them consistently, making judgments and estimates that are prudent and reasonable;
- 19.3 state the applicable accounting standards that have been followed and disclose and explain any material departures from those standards in the financial statements;

- 19.4 ensure that the financial statements are prepared on a going concern basis unless it is inappropriate to presume that the Association will continue as a going concern;
- 19.5 keep or procure the keeping of proper accounting records which disclose with reasonable accuracy at any point in time the financial position of the Association;
- 19.6 safeguard the Association's assets.

References to **Association** in this Rule do not include individual Branches so, for the avoidance of doubt and by way of illustration, the NEC shall not be responsible for keeping or procuring the keeping of proper accounting records in relation to individual Branches or for safeguarding assets held by individual Branches.

## 20 **NEC responsibilities – Assets**

The NEC may make investments or otherwise deal with the assets under its control in any way authorised by it and shall:

- 20.1 authorise payments in line with these Rules;
- 20.2 present the financial statements referred to in Rule 19.1 to Annual Conference;
- 20.3 place on deposit all funds received by the NEC except to the extent that they are required to meet current expenses or are insufficient for investment;
- 20.4 ensure that the assets under its control are used only towards promoting the objectives of the Association as set out in Article 2.

## 21 **NEC responsibilities – Financial controls**

The expenditure of the NEC shall be subject to the following provisions:

- 21.1 the NEC shall appoint not more than five signatories for banking purposes;
- 21.2 subject to Rule 21.3 and Rule 21.4 any transaction must be authorised by two signatories.
- 21.3 all payments exceeding such limit as may from time to time be determined by the NEC must be authorised in writing by any two of the President, the Vice President and the CEO.
- 21.4 The CEO may authorise any single item of expenditure up to the limit of his/her delegated authority as determined by the NEC from time to time. This limit shall not be circumvented by making a payment which is in excess of that limit by means of two or more separate payments each of which is within that limit.
- 21.5 The limit on virement levels between budget headings delegated to the CEO shall be as determined by the NEC from time to time.
- 21.6 The CEO shall advise the bank of any changes to the signatories.

21.7 Insurance policies covering dishonesty and lack of fidelity on the part of cheque signatories and those authorising payments shall (subject to being available at rates, which the NEC considers reasonable) be obtained and paid for from the funds under the control of the NEC.

## 22 **Audit of accounts**

22.1 The financial statements for each Financial Year prepared pursuant to Rule 19.1 must be audited by a professional accountant as soon as practicable after the end of the relevant Financial Year.

22.2 A professional accountant must be appointed by the NEC and must not be a Member of the Association.

## 23 **Borrowing powers**

23.1 The NEC may for the purposes of pursuing the objectives of the Association as set out in Article 2 borrow such amounts of money (either at one time or from time to time), at such rates of interest, in such form and manner and upon such security as the NEC sees fit.

23.2 The NEC may for the purposes of pursuing the objectives of the Association as set out in Article 2 buy, sell, exchange or take or grant leases of any real or personal property.

## 24 **Out of pocket expenses**

Subject to Rule 43 (where applicable) and the terms of any rules made from time to time in this regard at Conference, the NEC may pay out of pocket expenses to its employees and others undertaking activities on behalf of the Association.

## 25 **Inventory**

The NEC must keep an up-to-date inventory of all property and equipment purchased with the funds held by the NEC including details of its cost, date of purchase and, where it has been disposed of, details of sale price (if any) and date of disposal.

## 26 **Right to inspect books**

Any Member of the Association may examine the accounting records referred to in Rule 19.5 on giving the CEO not less than 14 clear days' notice in writing.

### **Part 6 – Annual Conference and Extraordinary Conferences**

## 27 **Participation requirements**

27.1 The Delegates to Conference shall comprise the members of the NEC and the delegates nominated by Branches in accordance with this Rule 27.

27.2 To be entitled to take part in and contribute to the Annual Conference, each Branch must return the forms provided for this purpose duly completed to the CEO no later than 30th April in the year of the relevant Annual Conference. Such forms will provide for completion of information relating to:

- (a) the total number of Full Members of the Branch as at 31st December in the year prior to the relevant Annual Conference;

(b) the names of the Delegates nominated by the Branch; and

(c) [motion resolutions](#) for consideration at the Annual Conference including business under Rule 45.1.

27.3 To be entitled to take part in and contribute to an Extraordinary Conference, a Branch must notify the CEO in writing not less than 7 clear days before the relevant Extraordinary Conference of the names of the Delegates nominated by the Branch to be delegates to that Extraordinary Conference.

27.4 The maximum number of Delegates that a Branch may nominate for a Conference shall be determined by rounding up the number of Full Members of that Branch to the nearest 100 and dividing the resulting figure by 100.

## 28 **Submission of [motion resolutions](#)**

[Motion Resolutions](#) for consideration at the Annual Conference may be submitted by Branches or the NEC. Branches wishing to submit [motion resolutions](#) must send these signed by the chair and secretary of the Branch to the CEO no later than 30th April in the year of the relevant Annual Conference. Any Branch wishing to submit [motion resolutions](#) but sending insufficient Delegates to both propose and second the [motion resolution](#) must also name the Delegates who will propose and second the [motion resolution](#) at Annual Conference.

## 29 **Rejection of [motion resolutions](#) by the NEC**

The NEC may, at its discretion reject a [motion resolution](#) if, in its opinion:

29.1 the wording of the [motion resolution](#) is unclear or ambiguous;

29.2 the [motion resolution](#) is inconsistent with the objectives of the Association as set out in Article 2;

29.3 the [motion resolution](#) proposed does not seek to alter the existing policy, rules or regulations of the Association in any way;

29.4 the [motion resolution](#) is mischievous;

29.5 the [motion resolution](#) is concerned with more than one subject; or

29.6 the [motion resolution](#) is the same as or substantially the same as a [motion resolution](#) which has been debated at either of the previous two Annual Conferences and has either been carried or lost.

## 30 **Notification to Branches and Delegates**

The CEO shall, no later than 31st May in the year of the relevant Annual Conference, notify all Branches of:

30.1 details of all [motion resolutions](#) accepted by the NEC for consideration by Annual Conference; and

30.2 any [motion resolutions](#) rejected by the NEC (and, in such case, the notice shall also provide detailed reasons for rejection)

**31 Amendments to ~~motion~~resolutions**

31.1 Special resolutions accepted by the NEC for consideration by Annual Conference cannot be amended by reason of section 283(6)(a) of the Companies Act 2006. However, Branches or the NEC may submit alternative special resolutions. Branches wishing to submit alternative special resolutions must send these signed by the chair and secretary of the Branch to the CEO no later than 30th June in the year of the relevant Annual Conference.

31.2 Amendments to ~~motion~~resolutions (other than special resolutions) accepted by the NEC for consideration by Annual Conference may be submitted by Branches or the NEC. Branches wishing to submit ~~motion~~resolutions must send these signed by the chair and secretary of the Branch to the CEO no later than 30th June in the year of the relevant Annual Conference.

**32 Time limits**

The NEC shall reject all ~~motion~~resolution and amendments received after the final dates for receipt of ~~motion~~resolutions and amendments set out in Rule 28 and Rule 31 above or (where applicable) such later dates notified to the Branches as such final dates by or on behalf of the NEC.

**33 Discretion to admit ~~motion~~resolutions or adjournments**

Notwithstanding the provisions of Rule 32, the NEC may, at its discretion, admit to the Agenda, at any time prior to the commencement of the proceedings of the Annual Conference, ~~motion~~resolutions (other than special resolutions) in relation to matters of an urgent nature, which could not reasonably have been foreseen at the final date for receipt of ~~motion~~resolutions.

**34 Agenda**

The CEO shall, no later than 21 clear days before the date of commencement of Conference, send to each Branch a copy of the Conference Agenda for each Delegate nominated by that Branch.

**35 Stewards**

At each Conference, stewards who shall be sufficient in number shall be provided (where possible by the host Branch) to:

35.1 take the roll call referred to in Rule 36;

35.2 ensure that any observers (other than previously notified carers) are seated separately from Delegates; and

35.3 ensure that the chair of Conference's directions are complied with.

No steward shall be entitled to address Conference or to vote unless he/she is also a duly appointed Delegate.

**36 Roll call**

The roll of Delegates to each Conference shall be prepared by the CEO and such roll shall be used by the stewards each time the Delegates assemble during the Conference as the case may be.

37 **Observers**

Observers may attend Conference but they are to be seated separately from Delegates (other than previously notified carers) and are not entitled to address Conference or to vote.

38 **Scrutineers**

Each Region shall at the meeting held in accordance with Article 42.2 elect one Full Member of a Branch in that Region as a scrutineer to supervise the voting at Conference. Members of and candidates for election to the NEC may not act as scrutineers.

39 **Regulations for Conference**

39.1 The NEC may from time to time make such regulations as it may think fit for the regulation of business at Conference. Any regulations so made shall be notified to Branches by means of a Branch Circular.

39.2 Any such regulation shall not be made without giving prior notice to each of the Branches by a Branch Circular and any changes shall not take effect until the twenty first day after the date of the relevant Branch Circular.

39.3 If any objection to the proposed regulation is received within 14 clear days of the date of posting of such Branch Circular, the change shall not take effect unless and until passed at Annual Conference pursuant to Rule 45.

40 **Voting**

Voting on ~~motion~~resolutions shall be by show of Delegate voting cards unless the Conference determines otherwise. Each Delegate shall have one vote and, save for special resolutions or where expressly provided otherwise in the Articles or these Rules, ~~motion~~resolutions shall be passed by a simple majority of those voting. Notwithstanding any other provision of the Articles or these Rules and that they are Delegates, the members of the NEC shall be entitled to address any ~~motion~~resolution they are proposing or seconding on behalf of the NEC and address any other ~~motion~~resolution on behalf of the NEC but shall not be entitled to vote, save that in the case of equality of votes on any ~~motion~~resolution, the chair of Conference shall have a casting vote.

41 **Written report and accounts**

The NEC shall present a written report of its work during the year prior to the relevant Annual Conference and the audited financial statements prepared pursuant to Rule 19.1 for the most recently ended Financial Year.

**Part 7 - General**

42 **Assets**

For the avoidance of doubt all property, funds and assets whether Branch Assets or property, funds and assets under the control of the NEC belong to the Association and may only be used in accordance with the powers granted by the Articles or these Rules.

43 **Expenses**

The expenses incurred by any Member of the Association in carrying out duties and functions authorised by a Branch Committee shall be met from the funds of the relevant Branch. The expenses incurred by Members of the Association in carrying out duties and functions authorised by the NEC shall be met from the funds held by the NEC. Subject to Rule 43.3, all claims for reimbursement of such expenses incurred by Members of the Association (whether made to a Branch or the NEC) shall be subject to the following provisions:

- 43.1 expenses incurred in relation to accommodation, refreshment and travel will only be reimbursed to the extent that they are necessary, reasonable and additional to expenses that the Member would otherwise have incurred.
- 43.2 Without prejudice to Rule 43.1, expenses incurred in relation to travel will only be reimbursed to the extent that they are:
  - (a) the actual cost of the most economical train, coach or air fare; or
  - (b) a mileage allowance at a rate not exceeding HMRC's current published authorised mileage rates applicable to business miles for cars and vans.
- 43.3 Where a member is also an employee of the Association and the expenses which are the subject of the relevant claim for reimbursement were incurred in carrying out his/her duties as an employee of the Association, the provisions of his/her contract of employment relating to reimbursement of expenses shall apply to the extent they are inconsistent with the provisions of this Rule 43.
- 43.4 Reimbursement of expenses is subject to production of VAT receipts or other appropriate evidence of payment.

#### **44 Interpretation of rules**

- 44.1 The NEC is the sole authority for the interpretation of these Rules and shall report such decisions by way of Branch Circular and to the next Annual Conference.
- 44.2 The decision of the NEC upon any question of interpretation or upon any matter affecting the Association and not provided for by these Rules is final and binding on the members.
- 44.3 The NEC has no power to amend these Rules save as provided for in Rule 45.4.
- 44.4 In cases of extreme situations or emergency, the NEC may temporarily suspend a relevant Rule or Rules but only for as long as is necessary for such situation to return to normal. All such suspensions will be immediately notified to Branches.

#### **45 Amendment of Rules**

- 45.1 These Rules may be added to, repealed or amended by a resolution passed at Annual Conference. Written notice of any proposals by Branches for additions, repeals or amendments which must include the exact wording of any proposed additions or amendments must be given to reach the CEO no later than 30th April in the calendar year of the Annual Conference at which they are to be considered.

- 45.2 These Rules may also be added to, repealed or amended by a resolution passed at an Extraordinary Conference convened for that purpose under the provisions of Article 30.
- 45.3 Any addition, repeal or amendment under Rule 45.1 or Rule 45.2 shall only be passed by a majority of at least two-thirds of the Delegates voting on it. Any such addition, repeal or amendment, which is passed, shall take effect immediately unless it relates to financial matters in which case it will take effect from 1st January in the following calendar year.
- 45.4 The NEC may make administrative changes to these Rules without bringing the matter before Conference. Any such changes shall not be made without giving prior notice to each of the Branches and if any objection to the proposed changes is received within 60 clear days of the date of posting of such notice, the change shall not take effect unless and until passed at Annual Conference pursuant to Rule 45.1.