

RETIRED POLICE OFFICERS ASSOCIATION SCOTLAND

CONSTITUTION

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PART 1 - NAME AND OBJECTS

1 NAME:

- 1.1 The Association shall be known as the Retired Police Officers Association Scotland, hereinafter referred to as the 'Association', and shall be administered from the home address of the elected Secretary of the Association's Executive Committee, hereinafter referred to as the 'AEC'.

2 OBJECTS:

- 2.1 The objects of the Association shall be to lend support and assistance to members in safeguarding their general rights as retired police officers and citizens of the United Kingdom and in promoting measures for their general welfare and enhancement of life; and on a member's demise to extend this support and assistance to his/her surviving spouse, domestic partner and immediate dependants.
- 2.2 In furtherance of its objects the Association shall:
 - 2.2.1 Safeguard the rights of members and promote measures for their welfare with particular regard to pensions.
 - 2.2.2 Take such measures as considered appropriate by the AEC or approved by majority vote at a General Meeting, to protect, promote and represent the interests of the Association's members and provide a channel through which members can express their opinions in keeping with the objects of the Association.
 - 2.2.3 Oppose discrimination on rank, race, creed, religion, age, political affiliation, disability, marital status, sex and sexual orientation within the Association.
 - 2.2.4 Promote the efficiency and status of the Association and its Recognised Branches hereinafter referred to as 'Branches'.
 - 2.2.5 Provide, promote and encourage contact and communication between the AEC and its Branches and between Branches.
 - 2.2.6 Establish contact and liaise with such other bodies as deemed appropriate on matters of common interest and to join or affiliate with other constituted bodies or organisations, on payment or otherwise, in pursuing and furthering the objects of the Association.

- 2.2.7 Make representation to Police authorities and Police representative bodies, Government and Ministerial Departments and Agencies in pursuing and furthering the objects of the Association.
- 2.2.8 Make charitable and benevolent donations to such bodies and organisations as approved by the AEC.
- 2.2.9 Purchase, acquire or accept any property or rights over any property or other assets subject to such acquisitions being in keeping with the objects of the Association. The Association maintains the right, subject to a minimum two-thirds agreement of the AEC, to refuse to accept ownership or rights to any property or assets offered, donated or gifted to the Association.
- 2.2.10 Manage, improve, develop, lease, mortgage, sell, dispose of or turn to account or otherwise deal with all or any part of property or rights of the Association;
- 2.2.11 Invest and deal with the liquid assets of the Association not immediately required in such a manner as may be deemed appropriate by the AEC and to hold and otherwise deal with investments or acquisitions.
- 2.2.12 Raise, lend or donate money where appropriate and secure the repayment of any money raised, lent or owing in such a manner as may be deemed appropriate by the AEC subject to the proviso that money can only be lent or donated to a Branch excepting under the provisions of Rule 2.2.8.
- 2.2.13 Ensure the provision of appropriate commercial insurance to cover or indemnify members of the AEC or other members nominated or appointed to represent the Association, against loss, damages, costs and demands made against them in respect of any act, commission or omission by them in the course of their representative duties for the Association subject to any prohibition at law.

PART TWO - ASSOCIATION EXECUTIVE COMMITTEE

3 ADMINISTRATIVE STRUCTURE:

- 3.1 The Association shall be comprised of members who join together to form its Branches as detailed in Part Four of this Constitution. The Association shall be administered by an Executive Committee, herein referred to as the AEC, appointed annually at the Association's Annual Conference, herein referred to as the AAC. The AEC shall comprise the President, Vice-President, Secretary, Treasurer, Website Administrator, Magazine Editor, Branch Executive Delegates and Co-optees as defined in Rules 3.2; 3.6.1; 3.6.2; 3.6.5; 3.8 and 3.10.1 of this Constitution.

- 3.2 Each of the Association's Branches shall be restricted to appointing one delegate as its representative member of the AEC, herein before and after referred to as a Branch Executive Delegate. A Branch Executive Delegate must be a Branch Appointed Delegate as defined in Rules 3.10.1 and 3.10.2 of this Constitution. Where a Branch Executive Delegate ceases to be a member AEC, the respective Branch shall provide a new a new Executive Delegate to fill the vacancy. Such a delegate shall be appointed to the AEC by power of co-option. A delegate so co-opted to fill a vacancy on the AEC shall have full and unrestricted voting rights as if appointed at the AAC.
- 3.3 An appointed Branch Delegate to the AEC shall be entitled to invoke the power of proxy at any meeting of the AEC at which he or she is unable to attend under the strict proviso that the proxy member must be an elected member of the respective Branch management committee. A proxy to the AEC shall have full voting rights.
- 3.4 Members of the AEC shall be open to annual re-appointment without time restriction under the strict provision of being a Branch Delegate in keeping with Rules 3.1 and 3.10.1 of this Constitution.
- 3.5 The Officers of the AEC shall comprise:
- (i) President
 - (ii) Vice President
 - (iii) Secretary
 - (iv) Treasurer
 - (v) Website Administrator
 - (vi) Magazine Editor
- 3.6 OFFICES
- 3.6.1 The offices of President and Vice-President shall be appointed annually by the AEC from amongst its members and the appointees intimated to delegates at the AAC. Appointees shall take office at the conclusion of the AAC and hold office until the conclusion of the immediate next AAC. The offices shall be open to re-election. Re-election to the office of President shall be limited to period not exceeding three consecutive years in office as President.
- 3.6.2 The offices of Secretary, Treasurer, Website Administrator and Magazine Editor shall be appointed by the AAC and open to members of the Association on nomination from Branches. Appointments shall be for a period not exceeding three years and shall be open to re-appointment without restriction. Appointees shall remain in post until the conclusion of the AAC corresponding with the fixed term of their appointment. At the discretion of the AEC, the office of Magazine Editor can be combined with any of the other offices.
- 3.6.3 The offices of Secretary, Treasurer, Website Administrator and Magazine Editor shall be without voting powers excepting where office

is held in tandem as a Branch Executive Delegate to the AEC in keeping with Rules 3.1, 3.10.1 and 3.10.2 of this Constitution in which case full and unrestricted voting rights shall apply.

3.6.4 Notwithstanding Rule 3.6.3 above, the Secretary, Treasurer and Website Administrator shall be:

- (i) Ex-officio members with full and unrestricted voting rights on all AEC sub-committees and AEC working groups constituted in keeping with Rules 10.1 and 10.2 of this Constitution;
- (ii) Accorded full and unrestricted voting rights at all General meetings of the Association and when forming part of Appeals and Disciplinary Committee meetings constituted in keeping with Rules 12.1, 12.2.3 and 12.3.1 of this Constitution.

3.6.5 In the event of a vacancy occurring in the post of an appointed Officer as listed in Rule 3.5, the AEC shall fill the vacancy from amongst its members or by way of ad hoc co-option in keeping with the provisions 3.6.3 and 3.6.4 of this Constitution. Such appointees shall hold office until the conclusion of the immediate next AAC.

3.7 The AEC shall appoint from amongst its members, including the Offices of Secretary, Treasurer and Website Administrator where these offices are held without voting powers, representatives to such outside bodies as it deems appropriate. Appointments shall be reviewed annually and where appropriate new appointments made. Where a representative appointee ceases to be a member of the AEC his/her representative appointment shall also cease.

3.8 In addition to the powers of co-option in Rules 3.2 and 3.6.5 above, the AEC shall have powers of *ad hoc* co-option. The number of *ad hoc* co-option at any one time shall not exceed two. *Ad hoc* co-options to the AEC shall be without voting powers.

3.9 In addition to the foregoing, the make-up of the AEC may include the Offices of Honorary President and Honorary Vice President which positions may be conferred from time to time at the AAC on recommendation by the AEC in recognition of outstanding service to the Association. These offices shall be open only to Ordinary Members, Life Members and Association Honorary Members and in the case those holding Branch Honorary Membership as defined in Rule 4.9.1 of this Constitution, shall be limited to those who have voting rights at Branch level as defined in Rule 4.9.3 of this Constitution. The Offices of Honorary President and Honorary Vice President shall be in the form of consultants/advisors to the AEC without voting powers. Such appointments shall be for a period not exceeding three years.

3.10 BRANCH APPOINTED DELEGATES

3.10.1 Participation rights and full voting powers at all General Meetings of the Association shall be limited to Branch Appointed Delegates hereinafter

referred to as Branch Delegates. The number of Branch Delegates for each Branch shall be without exception restricted to a maximum of four in number subject to the ratio of one delegate per 100 Ordinary Members, or part thereof, on the Register of Members of the Branch as at 30 September preceding the AAC. A delegate shall require to be a member of his or her Branch Management Committee at the time of appointment and shall remain a delegate for General Meeting purposes until the following year's delegate appointments or such times as replaced by formal intimation from the respective Branch. Branch Delegate appointments shall be made in writing to the AEC's Secretary not later than 30 November each year.

3.10.2 A member cannot be an appointed delegate for more than one Branch during the same period of appointment (see Rule 4.7.5 of this Constitution).

3.11 BRANCH OBSERVERS

3.11.1 Branch observers at the Annual Conference shall require to be Ordinary, Life or Branch Honorary Members of the Association. The number in attendance shall not exceed the number of their respective delegates unless approved in advance by the AEC.

3.11.2 Branch observers shall have no right of participation in AAC business but subject to the discretion of the Chair and the delegates present, should be accorded an opportunity to provide an input and/or take part in debate. Branch observers shall have no voting powers.

3.12 AEC INVITED OBSERVERS

3.12.1 The AEC may invite such other observers to attend the AAC as it may consider appropriate in keeping with furthering the objects of the Association.

3.12.2 Any such observers in attendance at the AAC shall be present as guests of the Association. They shall have no voting rights or right of participation in AAC business but subject to the discretion of the Chair and the delegates present, should be accorded an opportunity to provide an input to the Conference.

PART THREE - MEMBERSHIP

4 MEMBERSHIP:

4.1 Membership of the Association shall be limited to members of the Association's Branches in accordance with the criteria for membership and subject to the conditions, procedures and rules all as contained within this Constitution or any properly constituted amendments thereto or any supporting Byelaws or other provisions that may be approved at a General meeting of the Association.

- 4.2 Membership shall comprise Ordinary Members, Life Members, Branch Honorary Members and Branch Associate Members and Association Honorary Members as defined hereafter.
- 4.3 All categories of members recognised by any of the Association's Branches prior to the date of adoption of this Constitution (*16 April 2008*) shall be recognised as members of the Association even if such members do not meet the criteria set herein. Such members shall retain such powers as may be open to them at their respective Membership Branch but they shall not have any voting rights or rights of representation on the AEC or at General Meetings of the Association.
- 4.4 Branches shall keep a record of all classes of members recording each members (i) National membership number (ii) name (iii) contact address (iv) date of birth and any such additional information that may be considered of benefit in meeting the objects of the Association.
- 4.5 In addition to the membership records maintained by Branches, the AEC shall maintain a National database of all classes of Branch Members and Association Honorary Members recording (i) National membership number (ii) name (iii) contact address (iv) date of birth and any such additional information that may be considered of benefit in meeting the objects of the Association.
- 4.6 The AEC shall be responsible for allocating a unique National membership number to each member in a format set by the AEC. Branches shall notify the AEC of all new members and on receipt of such notification the AEC shall issue each new member with a National membership number which shall be adopted by Branches and recorded in their membership records.
- 4.7 All access to and maintenance of membership data shall be in strict compliance with the provisions of the General Data Protection Regulations, or superceding regulations, and the Association's adopted policy document on members' data protection. Breach of this rule shall be subject to disciplinary action as detailed in Rules 6.8 and 12 of this constitution.

4.8 **ORDINARY MEMBERSHIP:**

Ordinary Membership shall be open to:

- a) Police officers who have retired on pension within the meaning of the Police Pensions Act 1976 and Police Pensions Regulations 1987, as amended or superseded, wherever resident, and police pensioners from Police Forces within the British Commonwealth of Nations who are resident in Scotland.
- b) Police officers who retired with 10 or more years' service on a deferred or transferred pension.

Loss of pension rights shall result in membership of the Association being with drawn without right of appeal.

- 4.8.1 The joining fee and subsequent annual renewal fee shall be at the sole discretion of the member's Branch to which membership is attached.
- 4.8.2 Ordinary Membership shall be by individual personal application to one of the Association's Branches as listed in Part Four of this Constitution. The choice of Branch shall be at the sole discretion of the applicant and, subject to the application being approved by that Branch, shall be the member's Branch.
- 4.8.3 An Ordinary Member may be a member of more than one Branch on payment of the appropriate respective Branch membership fee or change Branch membership at any time on notification to each of the Branches concerned. Any Branch membership fee paid shall not be liable for refund.
- 4.8.4 A member with multiple Branch membership cannot be an appointed Branch Delegate for more than one Branch during the same period of appointment (See Rule 3.10.2 of this Constitution). There shall be no restriction on such a member being on the Management Committee of more than one Branch.
- 4.8.5 A Branch shall have the right to accept or reject any application for Ordinary Membership. Subject to the required criteria for membership having been met, a Branch's refusal to grant Ordinary Membership shall be open to appeal to the AEC. In considering any such appeal, the AEC shall apply the appeal provisions contained within this Constitution under Rule 13 and sub-rules thereto of this Constitution. The AEC's decision on appeal shall be final. The AEC shall record each appeal process and such records shall be maintained for a period of three years from the date of its finding.
- 4.8.6 Ordinary Members shall be accorded full voting rights at their Membership Branch and in the case of a Branch Appointed Delegate as defined in Rule 3.10.1 of this Constitution, have full voting rights at the AAC and all other General Meetings of the Association.
- 4.8.7 Notification of granting Ordinary Membership shall be intimated to the Secretary of the AEC as soon as practicable but in any case no later than twenty-eight days from being granted. Notification shall be in the standard format set by the AEC.

4.9 LIFE MEMBERSHIP:

- 4.9.1 Life Membership shall be conferred on an Ordinary Member of ten years standing automatically and as a right in the calendar year of their 80th birthday and shall be free of charge. The occasion shall be marked by the awarding of a Life Membership Certificate provided by the AEC and administered by the Branch of membership.

- 4.9.2 Life Members shall have full voting rights as if they were Ordinary Members as defined in Rule 4.7.7 of this Constitution.
- 4.9.3 The Secretary of the AEC shall be responsible for ensuring the production of Life Membership Certificates and distribution to Branches. Branches shall be responsible for the delivery of Life Membership Certificates to the recipient members.

4.10 BRANCH HONORARY MEMBERS:

- 4.10.1 Branch Honorary Membership shall be open for award by Branches to mark exceptional service to the Branch and shall require to be approved at the Branch Annual General Meeting on recommendation by the Branch Management Committee.
- 4.10.2 Branch Honorary Membership shall be open to conferment without restriction subject to Rule 4.9.1 above.
- 4.10.3 Where the recipient of Branch Honorary Membership is an Ordinary or Life Member his or her rights under Rules 4.7 and 4.8 and the sub-rules thereto of this Constitution shall remain unaffected by the awarding of honorary membership. All other recipients shall have no voting rights at Branch or National level.
- 4.10.4 Branch Honorary Membership shall be free from annual fee.
- 4.10.5 Notification of the granting of Branch Honorary Membership shall be intimated to the Secretary of the AEC as soon as practicable but in any case no later than twenty-eight days from being conferred. Notification shall be in the standard format set by the AEC.

4.11 BRANCH ASSOCIATE MEMBERSHIP:

- 4.11.1 Branch Associate Membership shall be subject to implementation at the sole and absolute discretion of each Branch and where such a category of membership is implemented by a Branch, membership shall be limited to that Branch and not the Association as a whole and shall be without exception restricted to the spouses or domestic partners of deceased Ordinary Members, Life Members, Branch Honorary Members as defined under Rules 4.7, 4.8 and 4.9 respectively of this Constitution and to Woman Police Officers, who, prior to the introduction of the Sex Discrimination Act 1975, were required to resign due to marriage or pregnancy.
- 4.11.2 The charging of any fee attached to Branch Associate Membership shall be at the discretion of the granting Branch.
- 4.11.3 Branch Associate Membership where granted shall be without voting rights.

4.11.4 Notification of the granting of Branch Associate Membership shall be made to the Secretary of the AEC as soon as practicable but in any case no later than twenty-eight days from being conferred. Notification shall be in the standard format set by the AEC.

4.12 ASSOCIATION HONORARY MEMBERSHIP:

4.12.1 Association Honorary Membership shall be a special category of membership in addition to Branch Honorary Membership, restricted to conferment at the AAC on a unanimous recommendation tabled by the AEC in recognition of outstanding and prolonged service to the Association.

4.12.2 Association Honorary Membership shall be restricted to conferment on Ordinary Members, Life Members and Branch Honorary Members of the Association.

4.12.3 Association Honorary Membership shall be non-Branch related and shall be in addition to Branch Membership which shall be unaffected.

4.12.4 Association Honorary Membership shall not affect the holder's rights, privileges and conditions applicable to him or her within their Membership Branch in keeping with the status of their membership.

PART FOUR - RECOGNISED BRANCHES

5 RECOGNISED BRANCHES:

5.1 The Association shall be made up of 12 Branches in keeping with its Administrative Structure as defined in Rule 3.1 of this Constitution, comprising

- 5.1.1 Argyll Branch
- 5.1.2 Ayrshire Branch
- 5.1.3 Central Branch
- 5.1.4 Dumfries and Galloway Branch
- 5.1.5 Fife Branch
- 5.1.6 Glasgow Branch
- 5.1.7 Highlands and Islands
- 5.1.8 Lanarkshire Branch
- 5.1.9 Lothian and Borders Branch
- 5.1.10 North East Branch
- 5.1.11 Renfrew and Dunbarton Branch
- 5.1.12 Tayside Branch.

5.2 Branch recognition shall be subject to and conditional on the unequivocal requirement that such recognition shall require each Branch so recognised to adopt and fully implement the Association's Constitution and any properly constituted amendments thereto or any supporting Byelaws or other provisions that may be approved by the AEC.

- 5.3 The acceptance of Rule 5.2 above shall be implicit in a Branch's acceptance of recognition. Any Branch failing to fully comply with this Rule 5.2 shall be considered in breach of the Association's Constitution and open to disciplinary action under the provisions of Rule 12.2.1 of this Constitution.
- 5.4 Branches shall enjoy autonomy and shall have equal rights at National level within the Rules of the Association.
- 5.5 Branches may adopt their own Constitution and formulate their own rules and procedures under the proviso that these shall not be inconsistent with the Rules contained within this Constitution. In the event of a Branch intending to adopt its own Constitution this shall require to make reference to the adoption of the Association's Constitution as detailed in Rule 5.2 above and shall require the approval of the AEC before implementation.
- 5.6 All applications for Branch recognition in addition to the twelve Branches listed at Rule 5.1 above or any proposed amalgamation of existing Branches shall be made in writing to the AEC. All such applications shall require to be placed before a General Meeting of the Association and be subject to a two-thirds majority decision of Branch Delegates in attendance. The meeting's decision shall be final.
- 5.7 The disbandment and winding up of a Branch shall be subject to the process detailed in Rule 6.11 and the sub-rules thereto of this Constitution.

6 BRANCH ADMINISTRATION

- 6.1 In keeping with the autonomy enjoyed by Branches under the provisions of this Constitution, each Branch shall be responsible for its own administration and for conducting its affairs subject to the Rules contained herein.
- 6.2 Each Branch shall be required to maintain administrative and financial records, including minutes of all meetings and items of correspondence and other material relative to the conduct of its affairs. All records shall be kept for a minimum period of six clear years from the administrative year-end to which they refer. Records shall be open to inspection by Branch Ordinary members and Life members on written request or by the AEC on seven days notice in writing by the AEC's Secretary.
- 6.3 The powers invested in the AEC contained in the objects of the Association and set forth in Rule 2 and the sub-rules thereto, excepting sub-rules 2.2.4, 2.2.5 and 2.2.8 shall be open to each Branch Committee at Branch level but not beyond, as if the reference to "AEC" reads Branch Committee and the reference to the "Association" reads Branch. In addition a Branch Committee may make such charitable and benevolent donations as it deems appropriate.
- 6.4 All matters to be raised with or referred to the AEC shall be processed through the Branch's representative on the AEC unless otherwise stated in this Constitution.

6.5 BRANCH COMMITTEES

- 6.5.1 Each Branch shall have a Committee of Management, herein referred to as the Branch Committee that shall be appointed at a Branch Annual General Meeting herein referred to as the Branch AGM.
- 6.5.2 A Branch Committee shall consist of a Chairperson/President, Secretary and Treasurer, and such other officers as may be deemed appropriate at Branch level, and at least two other members. Appointments shall be by election from the Branch's Ordinary and Life Members in accordance with Rules 6.9.8 and 6.9.9 of this Constitution. Persons so appointed shall remain in post until the end of the immediate next Branch Annual General Meeting or for such other period not exceeding three consecutive years ending at the conclusion of the third Annual General Meeting following appointment. All offices may be open to re-election without time restriction. The offices of Secretary and Treasurer may be combined.
- 6.5.3 A Branch Committee shall have powers to fill any vacancy on its Committee by power of co-option. Such a co-opted member shall have full voting rights as if appointed at the Branch AGM. Appointments by co-option to the Committee shall cease immediately following the first Branch AGM after the date of his/her co-option.
- 6.5.4 In addition to Rule 6.5.3 above, Branch Committees shall have powers of *ad hoc* co-option. The number *ad hoc* co-options at any one time shall not exceed two. *Ad hoc* co-options to a Branch Committee shall be without voting powers.

6.6 BRANCH MEETINGS:

- 6.6.1 Branch Committees shall meet three times each year or as often as each Committee deems appropriate in meeting the needs of its Branch. The quorum for such meetings shall be three. Minutes of all meetings shall be maintained in keeping with Rule 6.2 of this Constitution.

6.7 BRANCH FINANCES

- 6.7.1 The financial year of all Branches shall be from 1 August to 31 July.
- 6.7.2 Each Branch Committee shall be responsible for maintaining an adequate financial accounting system in recording their financial affairs and intromissions.
- 6.7.3 Each Branch shall cause its accounts to be the examined annually by two examiners independent of the Branch Management Committee, or failing which by the AEC, and prepare an Annual Statement of Income and Expenditure certified by the examiners which shall be presented to its members at General Meeting. A copy of the Certified Annual Statement of Income and Expenditure

endorsed at General Meeting shall be forwarded to the AEC's Secretary by 31 December.

6.7.4 Each Branch shall operate a Bank Account in the name of the Branch through which its financial affairs shall be conducted. Each Branch may operate such other Bank, Building Society or Investment Accounts as it deems necessary for the good financial administration of the Branch, under the proviso that each account must be in the name of the Branch. All such accounts shall be operated in the name of at least two Office Bearers or other persons as may be deemed appropriate, subject to the provisions that all signatories shall be members of the Branch Committee. All such accounts shall be administered by at least two signatories.

6.7.5 Each Branch shall make an annual capitation payment to the AEC at the per capita level set at the AAC and calculated on the number of Ordinary Members on the Branch's Register of Members as at 31 July. Such payments shall require to be made to AEC's Treasurer no later than 1 December.

6.8 DISCIPLINARY ACTION

6.8.1 Where there is good and sufficient reason to believe that a Branch member has committed a serious act of misconduct in breaching the Rules of the Branch and/or the Association or has committed any act which could be considered detrimental to the interests of the Association or has otherwise brought the Association or its members directly or indirectly into disrepute, then that member shall be open to Branch disciplinary action.

6.8.2 Where the disciplinary matter relates to a Branch Office Bearer or a Branch Member appointed or co-opted to the Association's AEC then the matter shall be referred to the AEC for action and shall only be dealt with at Branch level on the specific instructions of the AEC.

6.8.3 Where appropriate in keeping with Rule 6.8.2 above, the Branch Committee shall set up a disciplinary hearing and in so doing appoint a Disciplinary Investigation Committee of at least three members one of whom shall be an officer of the Branch excepting the Chairperson/President, to investigate, examine and report on the matter to the Committee. The Branch Secretary shall cause notification of such proceedings to be intimated in writing to the member subject of the hearing no later than fourteen days from the date of proceedings being implemented. In addition notification of such proceedings shall be intimated in tandem to the AEC's Secretary for information purposes only.

6.8.4 Every endeavour shall be made to have the matter brought before the Branch Management Committee for consideration at an early date with the aim to have the matter concluded within twelve weeks of proceedings being implemented. Suspected criminal acts shall without exception be reported to the appropriate authority.

- 6.8.5 The matter shall be heard before the Branch Management Committee at a specially convened disciplinary hearing for its findings founded on a majority basis. The three members of the Disciplinary Investigation Committee shall be excluded from the Branch Management Committee's debate and finding(s) decision but may be called upon to provide information.
- 6.8.6 Each member subject of the disciplinary action shall be issued with a formal written invitation to attend a specially convened disciplinary hearing. The invitation shall be sent by recorded delivery post addressed to the member's home address as recorded in the Branch's Register of Members. The invitation shall contain the reason for the disciplinary hearing being convened and shall give at least fourteen days notice of the date, time and venue of the hearing.
- 6.8.7 In the event that a member subject of the disciplinary action intimates that the date or time set for the hearing is unsuitable every effort shall be made to agree a mutually convenient date and time failing which a new date and time shall be fixed and stand unless there is good reason to the contrary.
- 6.8.8 Any new date and time set for the hearing shall be intimated as detailed in Rule 6.8.6 above and the hearing shall proceed even if a member subject to the hearing is not in attendance.
- 6.8.9 In the event of disciplinary measures being invoked these shall be restricted to:
- (i) Admonition without warning
 - (ii) Admonition with warning as to future conduct
 - (iii) Suspension or debarment from holding an office within the Branch. Suspension from membership for a time limited period
 - (iv) Expulsion
- 6.8.10 Applied suspension from holding office within a Branch shall include a set limit of time. Applied debarment from holding office within a Branch may be with or without a set limit of time. Where applied debarment is without a set limit of time there shall be a minimum period of three years from the date of debarment before an uplift debarment appeal may be made with any such appeal being made in writing to the AEC Secretary for processing as a disciplinary appeal in keeping with Rule 12.1.1.
- 6.8.11 The findings of the disciplinary hearing shall be conveyed in writing to each member subject of the hearing no later than fourteen days from the date of the findings and in the case of disciplinary action being taken shall include information on the appeals process. The Branch shall also submit a report on its findings and actions to the AEC's Secretary within four weeks of the date of the disciplinary hearing.

- 6.8.12 Any member subject of disciplinary action shall have the right of appeal to the AEC. All such appeals shall required to be made in writing to the AEC's Secretary and made within a period of six weeks of the Branch Committee's disciplinary hearing.
- 6.8.13 The AEC's appeals process will be implemented and its findings shall be final.
- 6.8.14 All records of the disciplinary process and proceedings shall be maintained for a period of at least six years from the year end following the disciplinary action.

6.9 BRANCH ANNUAL GENERAL MEETINGS

- 6.9.1 Each Branch shall hold a Branch AGM during the month of October or subject to requirements to the contrary, at any other time being not less than nine months or more than fifteen months from the date of the last Branch AGM. The date, time and venue of a Branch AGM shall be determined by the respective Branch Committee.
- 6.9.2 The quorum for a Branch AGM shall be six voting members.
- 6.9.3 The method of voting at the Branch AGM shall be open to decision by the members present at the meeting and shall be by a show of hands unless otherwise approved. No postal or proxy votes shall be allowed.
- 6.9.4 Voting shall be by simple majority with the Chairperson/President having an additional or casting vote in a tied vote.
- 6.9.5 The proposed date of a Branch AGM shall be intimated to the AEC Secretary at least four weeks prior to the date of the meeting. Where the date for a Branch AGM cannot be held during the month of October this shall be subject of a written explanation to the AEC at an early date but no later than the first day of October of that year.
- 6.9.6 The date, time and venue of a Branch AGM shall be called by the Branch Committee and intimated in writing to its members, or by other forms of notification agreed at Branch Annual or Extraordinary General Meetings. Notification of the meeting shall be issued at least fourteen clear days from the date of the meeting.
- 6.9.7 Notices of Motion to be tabled at a Branch AGM shall require to be in the hands of the Branch Secretary not later than forty-eight clear days from the date of the meeting and shall only be accepted from Ordinary and Life Members or Branch Honorary Members who have full voting rights as detailed in Rule 4.9.3 of this Constitution.
- 6.9.8 The business to be transacted at Branch AGM's shall be:

- (i) To receive the Management Committee's Annual Report;
- (ii) To receive the Management Committee's Financial Report and Annual Financial Statement;
- (iii) To elect Management Committee for the ensuing year;
- (iv) To elect a Chairperson/President from the newly appointed Committee (see Rule 6.9.9 below);
- (v) To elect a Secretary from the newly appointed Committee (see Rule 6.9.9 below);
- (vi) To elect a Treasurer from the newly appointed Committee (see Rule 6.9.9 below);
- (vii) To elect such other officer bearers as may be deemed appropriate from the newly elected Committee (see Rule 6.9.9 below);
- (viii) To appoint members of the elected Branch Management Committee as the Branch's Appointed Delegates as defined in Rule 3.10.1 of this Constitution subject to the ratio of one delegate per 100 Ordinary Members, or part thereof, on the Branch Register of Members as at 30 September preceding the Branch AGM subject to the number of delegates being limited to a maximum of four;
- (ix) To elect one of the appointed delegates as in (viii) above as the Branch's nominated appointee to the AEC;
- (x) To appoint a minimum of two accounts examiners independent of the Management Committee;
- (xi) To receive and consider any Notices of Motions;
- (xii) To transact any other competent business.

6.9.9 In keeping with standing practice at the time of adopting this Constitution, or where a Branch deems it appropriate in conducting its affairs, Branch Officer Bearers may be appointed annually by the Branch Committee from amongst its elected members and not at the Branch AGM. Where such a procedure is adopted the appointments shall be made at the first meeting of the Branch Committee following the Branch AGM.

6.10 BRANCH EXTRAORDINARY GENERAL MEETINGS

- 6.10.1 A Branch Extraordinary General Meeting may be called at any time on the agreement of the Branch Committee or on a written petition being delivered to the Branch Secretary setting forth the reason for the calling of an Extraordinary General Meeting and signed by a minimum of twenty voting Members of the Branch.
- 6.10.2 On receipt of a request to call an Extraordinary General Meeting in accordance with Rule 6.10.1 above the request shall be actioned and a date, time and venue set for the meeting within eight weeks of the request being received.

- 6.10.3 The date, time and venue of an Extraordinary General Meetings shall be set by the respective Branch Committee and a Notice calling the meeting shall be intimated in writing to its members, or by other forms of notification agreed at a Branch General Meeting, detailing the reason for the meeting and the business for discussion, including any motion or motions being tabled. Notification of the meeting shall be issued at least twenty-eight clear days from the date of the meeting.
- 6.10.4 The quorum for a Branch Extraordinary General Meeting shall be six voting members.
- 6.10.5 The method of voting at all Branch Extraordinary General Meetings shall be open to decision by the members present at the meeting and shall be by a show of hands unless otherwise approved. No postal or proxy votes shall be allowed.
- 6.10.6 Voting shall be by simple majority with the Chair having an additional or casting vote in a tied vote.
- 6.10.7 Notification of all Branch Extraordinary General Meetings shall be intimated to the AEC Secretary as soon as practicable but notwithstanding at least four weeks prior to the date of the meeting. Such notifications shall contain an explanation for the calling of the meeting and a copy of the Notice to Branch members calling the meeting.

6.11 BRANCH DISBANDMENT

- 6.11.1 Any Branch seeking to disband shall require to call an Extraordinary General Meeting of its members, or for whatever reason failing which for the AEC to convene and chair a meeting of Branch members for the specific purpose of disbandment. In the case of the latter the quorum for the meeting shall be six excluding the AEC representative present who are not members of the Branch.
- 6.11.2 The Branch Committee shall notify the AEC's Secretary in writing of any proposal to disband.
- 6.11.3 A motion to disband shall require the approval of a two-thirds majority of the voting members present. In the event that a quorum is not achieved the meeting shall be reconvened within four weeks at which time if the meeting is still inquorate the matter of disbandment shall fall to the AEC whose majority decision shall be final.
- 6.11.4 In the event of a Branch being disbanded all members of that Branch shall have their membership automatically reassigned to the Branch of their choice or, failing which, to a Branch selected on a geographical basis by the AEC.

- 6.11.5 The assets of a disbanded Branch shall become the property of the Association to be retained or disbursed by the AEC as it deems appropriate. All of its books of accounts and administrative records shall be handed over to the Association's AEC and shall be retained for a minimum period of six years from the effective date of disbandment.

PART FIVE - AEC POWERS AND ADMINISTRATION

7 POWERS

- 7.1 The affairs of the Association shall be vested in the AEC constituted and formed under the provisions of the administrative structure detailed in Part Two of this Constitution.
- 7.2 The AEC shall have all legal powers to conduct the general and financial affairs of the Association and to make such subsidiary rules and guidelines as deemed necessary for the good conduct of the Association and its Branches all of which shall be subject to and in keeping with the objects of the Association.
- 7.3 Decisions made by the AEC and actions implemented can be open to discussion and rescinded at a General Meeting of the Association upon a properly constituted Notice of Motion, excepting in the case of appeal and disciplinary findings in which the AEC's decision shall be final. Any motion tabled to rescind the actions of the AEC shall require the approval of at least a two-thirds majority vote.
- 7.4 Branches, while being autonomous in relation to administering Branch affairs, shall be answerable and held accountable to the AEC in meeting the objects of the Association, administering membership provisions and in complying with the provisions of this Constitution.
- 7.5 All heritable property owned or administered by the Association shall be vested in the names of trustees who shall be the AEC's President, Vice-President, Secretary and Treasurer.

8 ADMINISTRATION

- 8.1 The AEC shall maintain administrative and financial records, including minutes of all meetings and items of correspondence and other material relative to the conduct of its affairs.
- 8.2 All records shall be kept for a minimum period of six clear years from the administrative year-end to which they refer. Records shall be open to inspection by Branch Delegates on written request to the AEC Secretary.

9 MEETINGS

- 9.1 The AEC shall meet four times each year or as often as it deems appropriate in meeting the needs of the Association. The quorum for such meetings shall be

four. Minutes of all meetings shall be maintained in keeping with Rule 8.1 of this Constitution.

- 9.2 The date, time and venue for meetings shall be agreed at the preceding meeting of the AEC and the agenda, supporting papers and other material for the meeting shall be circulated to the AEC members at least fourteen days prior to the meeting.
- 9.3 Items for the Agenda shall be accepted only from members of the AEC and shall require to be intimated to the AEC Secretary at least twenty-eight days prior to the meeting.
- 9.4 Where a member is unable to attend a meeting and a proxy is to be in attendance under the provisions of Rule 3.3 of this Constitution, the AEC Secretary should be notified accordingly in advance of the meeting and provided with the name of the proxy.

10 SUB-COMMITTEES

- 10.1 In addition to a Branch Appeals Committee as detailed in Rule 12.1.2 of this Constitution, the AEC shall have unrestricted power to set up such sub-committees and working groups, as deemed appropriate to investigate, consider and report on any matters in keeping with furthering the objects of the Association.
- 10.2 All sub-committees and working groups set up by the AEC, excepting its Branch Appeals Committee, shall have at least two office bearers in its make-up one of whom shall be the Secretary. The Chair shall be appointed by the AEC. Where the matter or matters to be considered concern constitutional issues then the sub-committee or working group should include the President, Vice President, Secretary and Treasurer.

11 FINANCES

- 11.1 The Association shall require each Branch to make annual payment to its funds in the form of a capitation levy based on the number of Ordinary Members on the Branch's Register of Members as at 31 July. Such payments shall require to be made to the AEC's Treasurer no later than 1 December.
- 11.2 The capitation levy shall be set each year at the AAC on a simple majority vote.
- 11.3 The AEC's financial year shall be from 1 January to 31 December.
- 11.4 The AEC shall be responsible for maintaining an adequate financial accounting system in recording its financial affairs and intromissions.
- 11.5 The Association's accounts shall be examined annually by any two of the three examiners appointed from delegates at the AAC. The appointed examiners shall be independent of the AEC. In the event of the number of examiners falling below three during the financial year the AEC shall have power to appoint a

replacement subject to the replacement being an appointed Branch Delegate and independent of the AEC.

- 11.6 An Annual Statement of Income and Expenditure certified by the examiners shall be presented at the AAC.
- 11.7 The AEC shall operate a Bank Account in the name of the Association through which its financial affairs shall be conducted. The AEC may operate such other Bank, Building Society or Investment Accounts as it deems necessary for the good financial administration of the Association under the proviso that each account must be in the name of the Association.
- 11.8 All Bank, Building Society or Investment Accounts shall be in the name of the Association and operated in the name of President, Secretary and Treasurer or such other persons as may be deemed appropriate. All such accounts shall be administered by at least two signatories for all debit transactions..

PART SIX - AEC APPEALS AND DISCIPLINARY PROCEDURES

12 DISCIPLINARY MATTERS

12.1 BRANCH DISCIPLINARY APPEALS

- 12.1.1 In dealing with Branch Disciplinary Appeals under Rules 6.8.11 of this Constitution arising from a Branch Disciplinary Hearing, all such appeals shall be heard before the AEC's Branch Appeals Committee.
- 12.1.2 The AEC's Branch Appeals Committee shall comprise five members of the AEC, and shall include the President, Vice-President, Secretary and Treasurer along with one other member of the AEC agreed by them. No member of the Branch Appeals Committee shall be a member of the originating Branch. Where an AEC office bearer is a member of the originating Branch, a second member of the AEC shall be appointed as a substitute
- 12.1.3 All appeals shall require to be made in writing to the AEC Secretary in accordance with Rule 6.8.11 of this Constitution and shall be acknowledged in writing within fourteen days of receipt.
- 12.1.4 Each member subject of an appeal shall be issued with a formal written invitation to attend a specially convened appeal hearing no later than twelve weeks from the date of the appeal being received. The invitation shall contain the date, time and venue of the appeal hearing and be sent by recorded delivery post addressed to the appellant's home address as recorded in the Association's Register of Members.
- 12.1.5 In the event that a member subject of the appeal intimates that the date or time set for the hearing is unsuitable every effort shall be made to

agree a mutually convenient date and time failing which a new date and time shall be fixed and stand unless there is good reason to the contrary

- 12.1.6 Any new date set for the appeal hearing shall be intimated as detailed in Rule 12.1.3 above.
- 12.1.7 In the event that the member subject of the appeal fails to attend an appeal hearing set under Rule 12.1.5 above the appeal shall be dismissed and the matter concluded without redress.
- 12.1.8 The AEC Branch Appeals Committee's findings on the appeal shall be conveyed in writing by recorded post to each member subject of the appeal and copied to the related Branch no later than fourteen days from the date of the findings.
- 12.1.9 The AEC Branch Appeals Committee's findings shall be final.
- 12.1.10 All records of the appeals process and proceedings shall be maintained for a period of at least six years from the year-end following the appeal.

12.2 DISCIPLINARY ACTION

- 12.2.1 Where there is good and sufficient reason to believe that a Branch or a Branch member has committed a serious act of misconduct in breaching the Rules of the Association or has committed any act which could be considered detrimental to the interests of the Association or has otherwise brought the Association or its members directly or indirectly into disrepute, then the Branch or member shall be open to disciplinary action. In the case of the Branch any disciplinary action shall be taken against its principle office bearers, namely Chairperson/President, Secretary and Treasurer.
- 12.2.2 Where the disciplinary matter relates to a Branch member the matter shall be referred to the member's Branch for such actions as it may deem appropriate, excepting in the case of Branch Officers or a appointed or co-opted member of the AEC when the matter will be dealt with in the first instance by the AEC. Where the disciplinary matter refers to a member of the AEC or a Branch Management Committee then that member will be suspended until such time as the said disciplinary matter has been concluded.
- 12.2.3 The AEC shall set up a disciplinary hearing and in so doing appoint a Discipline Investigation Sub-Committee of at least three members one of whom shall be an officer of the AEC excepting the President, to investigate, examine and report on the matter to the AEC Disciplinary Committee. No member of the sub-committee shall be a member of the subject(s) related Branch. The AEC Secretary or an AEC nominated officer shall cause notification of such proceedings to be intimated in writing to each member subject of the action and copied to their Membership Branch no later than fourteen days from the date of

proceedings being implemented. The exception to this is where the disciplinary action relates to an appointed Office Bearer of the AEC (see Rule 12.2.4 below).

- 12.2.4 Where the disciplinary action relates to an appointed Office Bearer of the AEC the appointed Discipline Investigation Sub-Committee as detailed in Rule 12.2.3 shall comprise three Branch Chairmen/Presidents. No appointed member of the sub-committee shall be from the subject(s) membership Branch.
- 12.2.5 Every endeavour shall be made to have the matter brought before the AEC Disciplinary Committee for consideration at an early date with the aim to have the matter concluded within twelve weeks of proceedings being implemented. Suspected criminal acts shall without exception be reported to the appropriate authority.
- 12.2.6 Each member subject of the disciplinary action shall be issued with a formal written invitation to attend a specially convened disciplinary hearing. The invitation shall contain the date, time and venue of the hearing and shall be sent by recorded delivery post addressed to the member's home address as recorded in the Association's Register of Members. The invitation shall contain the reason for the disciplinary hearing being convened and shall give at least fourteen days notice of the date of the hearing.
- 12.2.7 In the event that a member subject of the disciplinary action intimates that the date or time set for the hearing is unsuitable every effort shall be made to agree a mutually convenient date and time failing which a new date and time shall be fixed and stand unless there is good reason to the contrary
- 12.2.8 Any new date and time set for the hearing shall be intimated as detailed in Rule 12.2.5 above and the hearing shall proceed even if a member subject to the hearing is not in attendance.
- 12.2.9 The matter shall be heard before the Disciplinary Committee of the AEC which shall comprise of five members excluding the President for its findings on a majority basis. No member of the Disciplinary Committee shall be a member of the subject's membership Branch. In the event of disciplinary measures being invoked these shall be restricted to:
- (i) Admonition without warning.
 - (ii) Admonition with warning as to future conduct.
 - (iii) Suspension or debarment from holding office within the Association.
 - (iv) Expulsion.
- 12.2.10 Applied suspension from holding office within the Association shall include a set limit of time. Applied debarment from holding office within the Association may be with or without a set limit of time.

Where applied debarment is without a set limit of time there shall be a minimum period of three years from the date of debarment before an uplift debarment appeal may be made with any such appeal being processed by Disciplinary Appeal Committee in accordance with Rules 12.4.

- 12.2.11 The AEC's Disciplinary Committee's findings shall be conveyed in writing to each member subject of the hearing and copied to their Membership Branch no later than fourteen days from the date of the findings and in the case of disciplinary action being taken shall include information on the appeals process. A copy of the findings shall also be reported to the AEC.
- 12.2.12 Any Branch or member subject of disciplinary action shall have the right of appeal to the AEC. All such appeals shall require to be made in writing within six weeks of the Disciplinary Committee's findings.
- 12.2.13 All records of the disciplinary process and proceedings shall be maintained for a period of at least six years from the year-end following the disciplinary action.

12.3 DISCIPLINARY APPEALS

- 12.3.1 In dealing with any appeal under Rule 12.2.10 above arising from an AEC Disciplinary Hearing, the appeal shall be heard before a special meeting of the AEC convened for that purpose and chaired by the AEC President. The members of the AEC hearing the appeal shall not include members of the Disciplinary Investigation Sub-Committee or a member of the appellant's membership Branch but they may be called to provide information.
- 12.3.2 Where the appellant was an appointed Officer of the AEC. the appeal shall be heard before a special convened meeting comprising the AEC President, who shall be chair, and four Branch Chairmen/Presidents who were not members of Discipline Investigation Sub-Committee as detailed in Rule 12.2.4 or associated with the appellants membership Branch, but they may be called to provide information. Where the AEC President is debarred or unable to Chair the meeting he/she shall be substituted by the AEC Vice-President or a fifth nominated Branch Chairman/President.
- 12.3.3 All appeals shall require to be made in writing to the AEC Secretary or an AEC nominated officer in accordance with Rule 12.2.10 of this Constitution and shall be acknowledged in writing within fourteen days of receipt.
- 12.3.4 Each member subject of an appeal shall be issued with a formal written invitation to attend a specially convened appeal hearing no later than twelve weeks from the date of the appeal being received. The invitation shall contain the date, time and venue of the appeal hearing and be sent

by recorded delivery post addressed to the appellant's home address as recorded in the Association's Register of Members.

- 12.3.5 In the event that a member subject of the appeal intimates that the date or time set for the hearing is unsuitable every effort shall be made to agree a mutually convenient date and time failing which a new date and time shall be fixed and stand unless there is good reason to the contrary.
- 12.3.6 Any new date and time set for the appeal hearing shall be intimated as detailed in Rule 12.3.4 above.
- 12.3.7 In the event that the member subject of the appeal fails to attend an appeal hearing set under Rule 12.3.6 above the appeal shall be dismissed and the matter concluded without redress.
- 12.3.8 The findings on the appeal shall be conveyed in writing by recorded post to each member subject of the appeal and copied to the member's Branch no later than fourteen days from the date of the findings.
- 12.3.9 The findings on an appeal shall be final.
- 12.3.10 All records of the appeals process and proceedings shall be maintained for a period of at least six years from the year-end following the appeal.

13 APPEALS AGAINST MEMBERSHIP REFUSAL

- 13.1 In the event that a Branch refuses an application for membership which otherwise meets the criteria for membership the applicant shall have right of appeal to the AEC. All such appeals shall be heard before the AEC's Branch Appeals Committee as defined in Rule 12.1.2.
- 13.2 All such appeals shall be dealt with in the same manner as if the appeal were a Branch Disciplinary Appeal as detailed in Rule 12.1 and the sub-rules thereto. The AEC's Branch Appeals Committee's findings shall be final.
- 13.3 Where the AEC Branch Appeals Committee finds in favour of the appellant the Committee may direct the Branch to accept and process the application or alternatively it may direct the application to another Branch of its choosing. In any event membership shall require to be granted.

PART SEVEN - AEC GENERAL MEETINGS

14 ASSOCIATION ANNUAL CONFERENCE

- 14.1 The Association shall hold an Annual Conference during the month of April, or subject to requirements to the contrary at any other time being not less than nine months or more than fifteen months from the date of the last Annual Conference.

- 14.2 Attendance at the Annual Conference shall be limited to Branch Delegates, Branch observers and AEC invited observers.
- 14.3 The quorum for the Annual Conference meeting shall be ten voting members.
- 14.4 The date, time and venue of an Annual Conference shall be set by the AEC and tabled for agreement at the preceding Annual Conference. The AEC shall have power to change the date, time and venue of the Annual Conference to meet any extenuating circumstances or the needs of the Association. In the event of any change to the approved date, time or venue of the Annual Conference intimation of the change or changes shall be made in writing by the AEC to all Branches at an early date but in any case within fourteen days of the change or changes being agreed.
- 14.5 Formal Notice calling the Annual Conference, include supporting documentation, shall be circulated by post, or by such other forms of notification as may be considered appropriate, to Branch Delegates at least twenty-eight clear days prior to the date of the meeting.
- 14.6 Notices of Motion to be tabled at the Annual Conference and items for inclusion in the Agenda shall require to be in the hands of the AEC Secretary not later than forty-eight clear days from the date of the meeting and shall only be accepted from the AEC or through the offices of Branch Secretaries.
- 14.7 Nominations for appointment to fill any vacancies occurring in the offices of the Association as detailed in Rule 3.6.2 of this Constitution shall require to be in the hands of the AEC Secretary not later than forty-eight clear days from the date of the Annual Conference at which the appointment is to be made. Such nominations shall only be accepted from the AEC or through the offices of Branch Secretaries.
- 14.8 The method of voting at the Annual Conference shall be open to decision by the delegates present at the meeting and shall be by a show of hands unless otherwise approved. Proxy votes shall not be allowed. No postal votes shall be accepted.
- 14.9 Voting shall be by simple majority with the Chair of the meeting having an additional or casting vote in a tied vote excepting in the case of proposed alterations to the Association's Constitution which shall require a two-thirds clear majority vote for implementation.
- 14.10 The business to be transacted at AAC shall be:
- (i) To record the appointment of Branch Delegates (Rule 3.10.1);
 - (ii) To receive the Secretary's Annual Report;
 - (iii) To receive the Treasurer's Financial Report and the Association's Annual Financial Statement;
 - (iv) To record the appointment of Branch Executive Delegates to the AEC (Rule 3.1);

- (v) To record the AEC's appointment of the President and Vice-President (Rule 3.6.1);
- (vi) To appoint as appropriate, a Secretary, Treasurer, Website Administrator and Magazine Editor (Rule 3.6.2);
- (vii) To receive as appropriate, nominations for the post of Honorary President and Honorary Vice-President;
- (viii) To appoint three members of the Association as accounts examiners independent of the AEC
- (ix) To receive and consider Notices of Motion;
- (x) To transact any other competent business.

15 ASSOCIATION EXTRAORDINARY GENERAL MEETINGS

- 15.1 An Association Extraordinary General Meeting may be called at any time by **(i)** a simple majority vote of the AEC, **(ii)** the joint agreement of any three of the AEC's four principle office bearers, or **(iii)** on receipt of a written petition from a Branch Secretary delivered to the AEC Secretary setting forth the reason for calling an Extraordinary General Meeting and signed by a minimum of twenty voting members of the Branch.
- 15.2 Attendance at an Extraordinary General Meeting of the Association shall be limited to Branch Delegates.
- 15.3 The quorum for an Extraordinary General Meeting of the Association shall be ten voting members.
- 15.4 On receipt of a request to call an Extraordinary General Meeting in accordance with Rule 15.1 above, the request shall be actioned and a date, time and venue set for the meeting within eight weeks of the request being received.
- 15.5 The date, time and venue of an Extraordinary General Meeting shall be set by the joint agreement of at least three of the AEC's four principle Office Bearers or, failing which, at a meeting of the AEC.
- 15.6 A Notice calling the meeting shall be intimated in writing to all Branch Delegates, or by any other forms of notification agreed at a General Meeting of the Association, detailing the reason for the meeting and the business for discussion, including any motion or motions being tabled. Notification of the meeting shall be issued at least twenty-eight clear days from the date of the meeting.
- 15.7 The method of voting at an Extraordinary General Meeting shall be open to decision by the delegates present at the meeting and shall be by a show of hands unless otherwise approved. Proxy votes shall not be allowed. No postal votes shall be accepted.
- 15.8 Voting shall be by simple majority with the Chair of the meeting having an additional or casting vote in a tied vote excepting in the case of proposed alterations to the Association's Constitution which shall require a two-thirds clear majority vote for implementation.

PART EIGHT - CONSTITUTION ALTERATIONS

16 ALTERATIONS TO THE CONSTITUTION

- 16.1 Alterations to this Constitution shall be open to the AEC and Branches subject to these being constitutionally tabled as Notices of Motion at a General Meeting of the Association as detailed in Rule 14.6 of this Constitution and under the strict proviso that they are legal and do not materially alter the objects of the Association.
- 16.2 Any proposed alteration to this Constitution shall require a clear two-thirds majority vote at a General Meeting of the Association for implementation.

PART NINE - DISSOLUTION

17 ASSOCIATION DISSOLUTION

- 17.1 If the AEC decides that it is necessary or advisable to dissolve the Association it shall call an Extraordinary General Meeting of the Association by intimating in writing to all Branch Delegates the date, time and venue for the meeting and the terms of the proposal to move to dissolve the Association. At least twenty-eight clear days notice of the meeting shall be given.
- 17.2 If the proposal to dissolve the Association is agreed by two-thirds clear majority of votes recorded the AEC shall have power to realise any assets held on behalf of the Association and proceed to dissolve the Association.
- 17.3 In the event of a proposal to dissolve the Association being adopted the meeting shall also agree by simple majority which body or bodies should be the beneficiary of any assets remaining after satisfaction of all legal debts and liabilities under the proviso that any beneficiary must be police related and provide a service which is open to retired police officers.
- 17.4 The method of voting shall be open to decision by the delegates present at the meeting and shall be by a show of hands unless otherwise approved. Proxy votes shall not be allowed. No postal votes shall be accepted.