



BRITISH ASSOCIATION FOR WOMEN IN POLICING

CONSTITUTION

1. NAME.

The name of the Association shall be the British Association for Women in Policing (hereinafter called "The Association").

2. AIMS

The aims of the Association shall be:

- a) To raise the awareness and understanding of issues affecting women within the Police Service.
- b) To facilitate and contribute to discussions on issues of concern to all officers - providing wherever possible the female perspective.
- c) To develop a network of professional and social contacts between officers nationally and internationally.
- d) To facilitate the sharing of information on issues affecting the Service, and women in particular.
- e) To contribute to the continuous professional development of all members.

3. POWERS

In furtherance of the Aims of the Association, the Association can through its Executive Committee:

- (a) Liaise and co-operate with Statutory and non - statutory bodies
- (b) Promote training and education of its members
- (c) Do all such other things to attain or further the said Aims. This shall not include the provision of professional or legal advice relating to issues which could lead to any form of disciplinary or judicial

proceedings.

- (d) Apply the income of the Association solely towards the promotion of its Aims as set forth in this Constitution.

4. MEMBERSHIP

- 4.1 The Executive Committee may admit into membership any person whom the Executive Committee shall in its absolute discretion think fit to be a member with the purpose of furthering its Aims provided that no person shall serve as a member of the Executive Committee unless that person is a member of the Association.
- 4.2. The Executive Committee may for good and sufficient reasons terminate the membership of the Association of any individual or corporate member (member organisation) by a resolution made at a meeting of the Executive Committee to which that member or corporate member's representative shall have been invited to make such representations against termination of membership as may be appropriate.
- 4.3 The rights of a member to vote and all their right, title and interest in or to the Association shall cease on the termination of their membership. No member shall be entitled to share in the distribution of the corporate assets upon the dissolution of the Association.
- 4.4 It shall be a condition of membership that all persons accepting membership of the Association shall be deemed to have accepted the terms of this Constitution, and such other rules as shall be agreed from time to time.
- 4.5 Any member may resign from the Association by delivering a written notice to the secretary. Any member failing to pay such dues as are determined by the Association within six months of their falling due shall be considered to have resigned from membership, notification of such shall be given in writing.
- 4.6 The Association shall have four categories of membership:
Full, Associate, Honorary and Corporate.

Full membership of the Association shall extend to:

- (a) all Police Officers, both male and female, and Support Staff serving in the United Kingdom
- (b) all members of other recognised Police Forces as shall be approved by the Executive Committee
- (c) all former members of the Police Service included in (a) and (b) above who were in good standing at the time their membership ceased, and who have remained so.

The following shall qualify for Associate Membership of the Association :

Any individual who has training, experience or other professional attainments in Criminal Justice, as determined by the Executive Committee, and who is sponsored by a full member of the Association. Associate members shall have all the privileges of full membership except that of holding office and of voting.

The following shall qualify for Honorary Membership of the Association :

Persons of distinction whose vocations and interests are similar to members may, upon the recommendation of the Executive Committee, be elected to Honorary Membership at a General Meeting of the Association, by a simple majority of the voting members present. Honorary members shall have all the rights and privileges of Full members except those of holding office and voting. They shall be exempt from payment of membership dues, and the membership shall be for life. Should an Honorary member fail to meet the criteria in the opinion of the Executive Committee, membership can be ceased immediately and ratified at the next general meeting. Notice in writing will be given stating the reasons for the cessation of membership.

The following shall qualify for Corporate Membership of the Association :

Any corporate body or unincorporated association which is interested in furthering the Association's aims and has paid any annual subscription as shall be required. (Any such body being called in this Constitution a 'Member Organisation'). Corporate members shall have all the rights and privileges of full members except those of holding office and voting.

5. EXECUTIVE COMMITTEE

5.1 The Association shall be managed by the Executive Committee which will have the duty to exercise the authority of the Association in pursuance of the Aims of the Association and on behalf of the Association as a whole.

5.2 The Executive Committee shall consist of:

The President, Vice President, Secretary, Treasurer and at least three other persons, being members of the Association, elected for the term of one year by the members of the Association at the Annual General Meeting in accordance with such voting procedures as recommended to the Annual General Meeting by the Executive Committee. Voting will be by show of hands unless there is more than one nominee for the Office in which case a postal vote will be carried out and the result brought to the Annual General Meeting. All Committee members shall be full members of the Association, with membership dues paid for the current year.

5.3 The Executive Committee shall have power to co-opt persons having special knowledge or experience to further the Aims of the Association provided that the number of co-opted members shall not exceed one quarter of the total membership of the Executive Committee. Persons so co-opted shall hold office as members of the Executive Committee until the end of the Annual General Meeting following their co-option, but will have no power to vote.

5.4. Other than a co-opted member, the Executive Committee may invite or permit any person to attend any meetings without power to vote.

5.5 The Executive Committee may mandate any other person to act on its behalf for a specific purpose.

- 5.6 All terms of Office unless otherwise herein provided shall expire at the election of their successor at the Annual General Meeting for the ensuing year. For the term of any Office of persons appointed to fill casual vacancies or for any person appointed during the currency of any year of the Association, the Office shall be held until their successor is appointed at the Annual General Meeting for the ensuing year.
- 5.7 Any competent member of the Executive Committee may be re - appointed, re-co-opted or re - elected as the case may be.
- 5.8 The proceedings of the Executive committee shall not be invalidated by any vacancy among their number, or by any failure to appoint, or any defect in the appointment or qualification of, a member.
- 5.9 Any member of the Executive Committee may resign at any time by giving written notification to the Secretary. In the case of the Secretary to the President.

6. GENERAL MEETINGS

- 6.1 The Association shall hold a general meeting in every calendar year as its Annual General Meeting at such time and place as may be determined by the Executive Committee, and shall specify the Meeting as such in the notices calling it, provided that every Annual General Meeting shall be held not more than fifteen months after the holding of the last Annual General Meeting or the adoption of this Constitution, as the case may be.
- 6.2 All General Meetings other than the Annual General Meeting shall be called an Extraordinary General Meeting.
- 6.3 The Executive Committee may, whenever it thinks fit, call an Extraordinary General Meeting to transact such business as the Executive Committee may deem necessary, or such a meeting may be called by the Secretary on receipt of the written request of twenty members of the Association.
- 6.4 Twenty one clear days notice, in writing, of the Annual General Meeting and at least fourteen clear days notice, in writing, of every other General Meeting specifying the place, the day and the hour of the meeting and the general nature of the business to be transacted, shall be given to all members of the Association.
- 6.5 The accidental omission to give notice of a meeting to, or the non - receipt of such a notice by any person entitled to receive notice thereof, shall not invalidate any resolution passed or proceedings transacted at any meeting.

7. PROCEEDINGS AT GENERAL MEETINGS

- 7.1 No business shall be transacted at any General Meeting unless at least eight qualified voting members are present. This shall be a quorum.

- 7.2 If within half an hour from the time appointed for the holding of a General Meeting a quorum is not present, the meeting shall be adjourned to such time and place as the Executive Committee shall determine and notice of such adjourned meeting shall be given in the same manner as herein before provided for the meeting thus adjourned.
- 7.3 The President of the Association shall preside as Chairman of every General Meeting or, if the President is not present the Vice President shall preside, if no Vice President, a member of the Executive Committee, present at the meeting, may be selected by those present and able to vote, to preside thereat.
- 7.4 The Chairman may, with the consent of those present, adjourn any meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting until the original business has been transacted. Whenever a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given in the same manner as of the original meeting.
- 7.5 At any General Meeting a resolution put to the vote shall be decided on a show of hands and a declaration by the Chairman of the meeting of the result, and an entry to that effect in the Minutes of the Association, shall be conclusive evidence of the fact, without proof of the number or the proportion of the votes recorded in favour or against that resolution.
- 7.6 Each member of the Association present, in person, at a meeting shall be entitled to one vote, other than an Associate member, Honorary member or Corporate member.
- 7.7 The Annual General Meeting shall appoint a President who shall be entitled to preside and vote at all meetings of the Executive Committee at which he/she shall be present for such term commencing upon the cessation of Office of the immediately preceding President. On the expiry of the said term, the President may, by agreement with the Annual General Meeting, continue in office for further renewable terms until the next Annual General Meeting. No person shall be entitled to be appointed as President other than a person whom the Executive Committee shall admit as a member pursuant to paragraph 4 hereof.
- 7.8 The Annual General Meeting shall appoint a Treasurer in the like manner and for the like term and subject to the same conditions as for the President.
- 7.9 The Secretary shall be appointed by the Annual General Meeting for such time and upon such conditions as it may think fit and any Secretary so appointed may be removed by them.

8. MEETINGS OF THE EXECUTIVE COMMITTEE

- 8.1 The Executive Committee shall meet together on at least three occasions in each year, at such times and places and for the transaction of such business, as determined by the Committee. The Executive Committee shall regulate their meetings as they think fit and three qualified members of the Executive Committee (excluding co opted members) present in person shall be a quorum. Questions arising at any meetings shall be decided on the majority of votes of those present and in the event of a tie, the Chairman shall have a second or casting vote.
- 8.2 On the request of a member of the Executive Committee, the Secretary shall at any time summon a meeting of the Executive Committee by notice in writing served upon all members of the Executive Committee present in the UK at the time of the sending of the Notice, or at the time so notified of the meeting, by leaving at or sending in the post to their normal address.

9. COMMITTEES

- 9.1 The Executive Committee may delegate any of its powers to committees consisting of such members or member of the Executive Committee as it shall think fit. Any Committee shall, in the exercise of the powers so delegated, conform to any regulations imposed on it by the Executive Committee. The meetings and proceedings of any such committee shall be governed by the provisions of this Constitution.
- 9.2 All bona fide acts done by any Executive Committee's meetings or members shall, notwithstanding it be afterwards discovered that there was some defect in the appointment or continuance in office of any such member or person, be as valid as if that person had been appointed or had duly continued in office and was qualified to be a member of the Executive Committee.
- 9.3 The Executive Committee shall cause proper minutes to be taken of all appointments of Officers made by the Annual General Meeting and of the proceedings of all meetings of the Association and of the Executive Committee and all business transacted at such meetings. These shall be recorded and signed by the Chairman after ratification by the Annual General Meeting or the Executive Committee as appropriate. Any such minutes of such a meeting shall be sufficient evidence, without further proof, of the facts therein stated.

10. ELECTIONS

- 10.1 The Executive Committee shall supervise all elections to the Executive Committee held in accordance with this Constitution. In the event of any dispute as to the relevant provisions contained herein the majority decision of those members of the Executive Committee who are not the subject of such dispute shall be final and binding. The Executive Committee shall appoint one of its members as Returning Officer for the purpose of conducting any ballot as may prove necessary.

- 10.2 The office of a member of the Executive Committee shall be vacated:
- (a) If he/she becomes of unsound mind.
 - (b) By notice in writing to the Secretary of the Association he/she resigns his/her office.
 - (c) If he/she fails to attend three or more consecutive meetings of the Executive Committee without providing a reason for such absence which is acceptable to the Executive Committee. The Executive Committee should serve written notice on him/her disqualifying him/her as a member of the Executive Committee.
 - (d) If he/she is removed from membership in accordance with this Constitution.
 - (e) If the Executive Committee have good and sufficient reason to terminate the membership of the Committee, it may do so by a resolution made at a meeting of the Executive Committee to which that member shall have been invited to make such representations against termination of membership, as may be appropriate.

11. ACCOUNTS/FINANCES

- 11.1 The Executive Committee shall cause accounting records to be kept in accordance with good accounting practice.
- 11.2 The accounting records and vouchers shall be kept by the Treasurer at such places as he/she may think fit and shall be produced for inspection by members of the Executive Committee upon request.
- 11.3 The Executive Committee shall from time to time determine whether, to what extent and at what times and places, and under what conditions or regulations the Accounting Records of the Association or any of them, shall be open to the inspection of the members not being members of the Executive Committee.
- 11.4 At the Annual General Meeting in every year the Executive Committee shall lay before the Association an income and expenditure account for the period since the last accounting date, Every balance sheet shall be accompanied by proper reports of the Executive Committee. Copies of such Accounts, balance sheets, and reports and any other relevant documents shall be independently verified not less than twenty one clear days before the date of the meeting at which they are to be delivered.
- 11.5 The fee for membership shall be determined by the membership vote at the Annual General Meeting, and shall accompany any application for membership. In the event of an application being rejected, the fee will be returned to the applicant. No refund will be payable in the event of a member resigning or being removed during the year.

- 11.6 The Fiscal year of the Association shall commence on April 1 of each year and end on March 31.
- 11.7 No member shall receive at any time any of the net earnings of the Association. This does not prevent the payment to any person of such reasonable compensation for services rendered to or for the Association in effecting any of its purposes, subject to the approval of the Executive Committee.

12. DISSOLUTION

- 12.1 The Association may at any point in time be dissolved by a resolution passed by a majority of those present and voting at a General Meeting convened for the purpose, of which not less than twenty one days notice in writing shall be given to all members of the Association.
- 12.2 After the satisfaction of all debts and liabilities any property remaining shall be given or transferred to a charitable or educational organisation, and shall be determined by the meeting passing the resolution of dissolution.

13. ALTERATIONS TO THE CONSTITUTION

- 13.1 Alterations to this Constitution must receive the assent of not less than two thirds of those present and voting at an Annual General Meeting. A resolution for the alteration of the Constitution must be received by the Secretary at least twenty eight days before the meeting at which the resolution is to be brought forward. At least twenty one days notice of such a meeting must be given by the Secretary to the members of the Association. Such notice must include notification of the alteration proposed and the reason for such alteration provided that no amendment shall be made to Clause 12.2.

(amended following AGM 30/3/2004)