

National Pensioners Convention (NPC) Greater London Region (GLR)
(The Region consists of the 32 London Boroughs and the City of London)

CONSTITUTION

Revised by the AGM of 26th March 2008 Latest amendments in
2023

1. The name shall be National Pensioners Convention Greater London Region (NPC GLR), an unincorporated association.

2. The aims and objects of the Organisation shall be to promote and defend the interests of all current and future Pensioners, as a way of securing dignity, respect and security in retirement.

3. Membership

A. The Organisation exists to promote within the Region the aims and objectives and activities of The National Pensioners Convention.

B. Membership is open to all Union and Retired Members Branches, Sections and Associations within the Region who may wish to affiliate to the Organisation.

C Membership is also open to all other Groups of Pensioners within the Region, who share our aims and objectives.

D. The bodies described in B and C above shall pay to The Organisation an annual affiliation fee of Twenty Pounds (£20) per calendar year. Individual members to pay an affiliation fee of Five (£5) a year. All affiliation fees are due from January of each year. The amount of the fees can only be changed by a resolution passed at the Annual General Meeting.

E. Both above Groups' B and C shall continue to have autonomy in those activities they take part in, within their own area.

4. Organisation

A Regional Council.

1. The NPC London Region recognises that our affiliates represent a wide area of society and respects the approach to equality issues taken by each affiliate. Each affiliate has the right to nominate who they choose to attend the Regional Council (RC), however each affiliate is asked to try to ensure maximum participation from all sections of society. This can be achieved by ensuring that all nominated delegates reflect the composition, objectives & policies of the nominating organisation.

2. There shall be a Regional Council comprised of two delegates elected from each affiliated body. Visitors and individual members may speak at the

discretion of the chairman but cannot vote. The RC will meet four (4) times a year in January, March, June and September. The March meeting being the Annual General Meeting (AGM). The RC will receive and take decisions on reports, from the Executive Committee (EC) and on motions tabled by Affiliates and/or the EC. The RC may also review a decision of the previous RC meeting or of the EC, as to whether the RC shall hear a speaker(s) on a topical or current issue.

3. The AGM will elect a Standing Orders Committee for the ensuing year of office. The EC & Officers have the right to participate in all meetings.

B Annual General Meeting

1. Each affiliate has the right to nominate who they choose to attend the AGM, however each affiliate is asked to try to ensure maximum participation from all sections of society. This can be achieved by trying to ensure that all nominated delegates broadly reflect the composition of the nominating organisation.

2. Each affiliated organisation is entitled to send two delegates to the AGM which will take place each year, in March. Only delegates from existing affiliates who have paid the affiliation fee for the previous financial year ending on 31st December, prior to the AGM shall have voting rights at the AGM. Additionally, any new affiliates joining since January shall also be entitled to vote at the AGM. The two delegates will automatically be the affiliated organisations delegates, unless an affiliate has notified the Secretary in writing on the appropriate form, prior to the meeting.

3. The AGM will elect the Chair, Vice Chair, Secretary, Assistant Secretary and Treasurer, and the Executive of up to twenty-five members, and two auditors (who shall have the appropriate financial experience), and up to three members for the Standing Orders Committee (SOC). The officers plus the EC have the right to participate in all meetings and the AGM as full members. The period of office shall be from the end of the AGM, until the end of the following AGM. Certain posts, may by agreement, be job shared.

4. Voting for the Officers and Executive shall, when necessary, be by the use of a ballot paper. Each delegate present shall only have one vote for the Officers/EC or for motions. The ballot paper shall state the names of the persons nominated together with the name(s) of their affiliated organisation(s) and also the number of affiliates supporting the nominations. The ballot paper shall state whether the person nominated is standing for an officer post, or as a member of the EC. Where there are more than 25 nominations for the EC, a vote will take place, and those with the highest number of votes being elected.

5. An Emergency Motion may be submitted as part of the AGM agenda, on the grounds that the issue(s) had arisen since the closing date for the motions. This should be referred in the first instance to the Standing Orders Committee (SOC)

who shall decide whether the emergency motion should be placed on the agenda.

5. Special General Meetings/Emergency General Meetings. (SGM/EGM)

5.1 A Special General Meeting/Emergency General Meeting may be called following the passing of a resolution to that effect, at a meeting of the Executive Committee, requiring a simple majority vote of those present, and voting.

5.2 The resolution must be for a single item, and state the urgent business for debate, and provide a timetable to enable the secretary to notify the affiliates accordingly.

5.3 An urgent proposal for discussion must be agreed by at least 20 affiliates.

5.4 All calls for a SGM OR EGM must be given four weeks in advance to enable the Secretary to arrange. The Officers shall decide the date for a SGM or EGM. The date for the meeting must be notified to the delegates at least four weeks in advance. The notice of an agreed SGM or EGM must specify the minimum number of delegates required, for the matter to be concluded with action to be implemented.

6. Conduct of Business.

6.1. The Chair is responsible for the overall conduct of the business of the Organisation and is also responsible for keeping order at the meeting.

6.2. The Vice Chair shall act as the Chair in the absence or incapacity of the chair.

6.3. In conjunction with the Secretary, the chair shall decide on matters to be included in the agenda for meetings. The Chair is responsible for the order of business at meetings, deciding who shall speak, whether to accept a motion, and if such a motion is accepted, ensuring that such motion has a mover and seconder, and is put to the vote. This also includes amendments to such motions.

6.4. The Chair shall with the agreement of the majority of those members voting, have the power to expel or restrict any meeting participant whose behaviour is disrupting the meeting: such power shall be for when all else has failed, and the restriction may apply to that event or any reasonably longer duration, which is agreed, at the meeting.

6.5. The Chair may exclude one or more individuals for a stated reason for part or the whole of a meeting where a sensitive issue is being discussed: such exclusion shall be solely for that issue.

6.6. Should the identified person or persons refuse to leave, the Chair may declare the meeting suspended. It may then be reconvened without the relevant people present.

6.7 Elected delegates who attend the NPC BDC and/or other bodies selected by the EC shall promote the agreed decisions and mandates of NPC GLR. In the event of a breach of mandate, the EC shall have the power to censure the delegates actions.

7. Role of Secretary and Assistant Secretary.

7.1. The secretary is responsible for the preparation of the agenda for all meetings of both the Executive and the Regional Council and for the provision of minutes for all meetings. The secretary shall inform the relevant meetings of all campaigns and activities carried out by the Organisation and produce all necessary reports. The assistant secretary shall carry out such duties that maybe assigned to him/her by the secretary.

7.2. The Secretary shall ensure that all the necessary paperwork, for nominations by affiliates of persons to be officers and members of the EC, and for motions and amendments for the AGM, is sent in good time.

8. Role of Treasurer.

8.1. The Treasurer shall keep the books in a proper manner, and in conjunction with the Secretary ensure the registration of the Organisation's accounts and signatories with the designated banks.

8.2. The Treasurer shall give a financial report at each meeting of the Executive and will produce a report of the last 12 months finances, and a copy of the auditors signed statement, and any recommendations to be presented to the AGM. If the Treasurer is unable to attend for any reason, the Treasurer must make alternative arrangements to comply with this instruction.

8.3. The Treasurer will bank cheques and issue cheques when required after production of the bill, or receipts, and other proper evidence of money spent or received. In the event of disputes relating to payments, which have been given to the Treasurer, such disputed payments shall be placed before the officers, for a decision.

8.4. No one person may take overall control and make decisions on behalf of the EC.

8.5. Any decisions with financial implications may only be approved by the majority of those present at a meeting of the Executive Committee.

8.6. All cheques must be signed by two (2) of the four (4) registered signatories.

8.7. If requested a cash float of not more than one hundred pounds (£100), shall be granted to the Secretary. Any such expenditure shall be recorded, and details made available at the next Executive Meeting.

8.8. In the event of the Treasurer resigning or for any other reason is unable to fulfil the role, any cheque books, unbanked cheques or other relevant documentation held by the Treasurer shall be returned to, or collected by, the Secretary of the Organisation.

8.9 Where possible the Treasurer must make arrangements to ensure his/her relatives, executors or administrators are aware of the above instructions, to ensure that, in the event of his/hers demise, so as to ensure a smooth handover.

C The Executive.

1. The Executive will meet once a month and will act on behalf of the organisation between Annual General Meetings. To be quorate, 3 officers, including the Chair or Vice Chair and Secretary, and six (6) of the EC members must be present.

2. Every effort should be undertaken to ensure that all sections of society are represented on the EC. The composition of the executive committee should in terms of equality and diversity, be representative of the regional membership. The regional council is an inclusive body, and all nominating affiliates are encouraged to try to ensure full participation from all sections of society.

Incapacity

2. A person shall cease to be a Member of the Executive Committee, if (a) They lose a vote of confidence, by a simple majority, (b) They are absent from three (3) consecutive meetings without explanation. (c) A person may become unwell to a point where they cannot fulfil their role for an extended period: the Executive Committee may exercise discretion in determining incapacity.

3. Co-option.

The executive shall have the power to co-opt a member (without voting rights), with a particular skill or experience to contribute, to serve on the Executive for no longer than the next AGM

4. Dissolution

Within three months of either a) an Executive motion recommending dissolution or b) receipt by the secretary of a similar recommendation on behalf of at least twenty (20) affiliates, an SGM/EGM shall be called and at that meeting the motion to dissolve the Organisation shall be discussed. Such a motion shall only be effective if supported by two-thirds of the delegates present and entitled to vote. If the motion is carried, and after payment of all debts, the National Pensioners Convention National Body, shall receive any remaining funds.