

Constitution and Articles of office for the National Trans Police Association

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Constitution of the National Trans Police Association

Article 1: Name of the Association

- 1.1 The name of the Association shall be the National Trans Police Association or NTPA including the regional offices of Scotland, Northern Ireland and Wales. The National Trans Police Association shall hereinafter be referred to as 'the Association or NTPA'.

Article 2: Address of the Association

- 2.1 The registered postal address of the Association in England, Wales, Scotland and Northern Ireland has still yet to be decided
- 2.2 The Registered website addresses of the Association in England, Wales, Scotland and Northern Ireland are www.ntpa.police.uk and www.ntpa.org.uk
- 2.3 No Unauthorised use maybe made of the Associations postal or website addresses.

Article 3: Aims of the Association

The aims of the Association shall be as follows:-

- 3.1 To provide support to serving and retired Police Officers, Police Staff* and Special Constables with any gender identity or gender variant issue including, but not exclusively, Trans Men, Trans Women, people who identity as 'Transgender', Androgyne or Intersex, also people who identify as Cross Dressers/Transvestite. The NTPA further aims to provide support to all serving and retired Police Officers, Police Staff and Special Constables who are dealing with people with a gender identity or gender variance issue whether that person is a colleague, family member or a member of the public involved in a police matter.
- 3.2 To represent the views of its members on matters of policy concerning Trans Police Officers, Police Staff and Special Constables and to assist in and encourage their recruitment, retention and progression within the UK Police Service.

* Any Person working for the Police Service in the UK

- 3.3 To speak for the wider Trans Community on Police related matters and to help foster better relations between the UK Police Service and the Trans Community as a whole.
- 3.4 The Association is non – political and non – secular and its aims are intended to be in accordance with current police service requirements and policies
- 3.5 The Association is a national non – statutory staff association and is not intended to supersede any national statutory staff association or other representative body.

Article 4: Membership

4.1 Those Named hereafter are members of the founding committee of the NTPA, and as such will continue to hold membership with an honorary status. This membership will remain in place regardless of that person's employment status within the United Kingdom and Northern Irish Police Service. Each of the founding members will remain eligible for any Executive post on the committee including that of Chair and Vice Chair.

The Founding Members of the Association are:



4.2 Membership of the Association shall be in two categories Full membership and Associate membership.

4.3 Full and Associate membership is available to serving and retired:

- Police Officers
- Police Staff &
- Special Constables

Directly employed or previously directly employed but retired, by a recognised United Kingdom police authority or Chief Police Officer.

4.4 Any eligible person shall become a member of the Association on payment to the Association of voluntary contribution if presented however this is not statutory to becoming a member of the NTPA.

4.5 Any eligible person shall on becoming a member of the Association agree to their name being added to the official membership list of the Association, which will be kept in draft form only by the membership secretary.

4.6 Full Membership is open to anyone within the UK police service serving or retired subject to conformation of that employment. However, those

who do not have a Transgender or Gender Variance history will not be able to hold the office of Executive of the NTPA, and will only be afforded associate membership, with exception of the founding members.

- 4.7 Those working in the transgender and gender variant community arena and can demonstrate a need to having membership of the NTPA will be afforded an associate membership of the Association, and will adhere to the constitution in full.

Article 5: The Committee

- 5.1 A committee shall elected by the Full Membership to conduct the business of the Association.
- 5.2 The committee of the NTPA shall be elected at the Annual General Meeting, or if necessary, at a convened Extraordinary General Meeting.
- 5.3 The committee shall consist of the following members:
Chair Person;
Vice-Chair Person;
Treasurer;
Secretary;
Membership Secretary;
Events Coordinator;
Media Communications Coordinator;
Scottish Representative;
Welsh Representative;
Northern Irish Representative.

All members of the committee shall be required to be full registered members of the Association.

- 5.4 **Chair Person (Chair)**
The Chair Person shall have overall responsibility for the affairs of the Association. They shall chair all meetings of the Association, save where decided otherwise by the committee or where otherwise provided for in this constitution.
- 5.5 **Vice Chair person (Vice – Chair)**
The Vice- Chair shall assume the duties of the Chair should the Chair be absent or unable to fulfil their duties.

5.6 Treasurer

The Treasurer will manage the financial affairs of the Association, in consultation with the Chair Person, and Committee. They will maintain the financial records of the Association. They will prepare and present to the Association the end of year accounts and treasurers report for the NTPA, based on Audited accounts.

5.7 Secretary

The Secretary shall keep the non-financial records of the Association, and manage the correspondence of the Association also submitting an end of year report.

5.8 Membership Secretary

The membership secretary shall maintain the current list of members of the Association, and will process and allocate details as required to new members wishing to pursue membership of the NTPA. They will be expected to present figures of the current membership base at the Annual General Meeting.

5.9 Events Coordinator

The Events Coordinator shall be responsible for arranging and advertising committee meetings and all association events, and social gatherings. The Events Coordinator shall liaise closely with the Media Coordinator and the committee to ensure that all aspects of events and meetings are brought to the attention of the membership of the NTPA.

5.10 Media Communications Coordinator

The media coordinator shall be responsible for the content of the NTPA website and ensure the media presence of the Association in all forms of media. Liaise with all media types and be able to disseminate Association matters and the release of relevant information to members of the press in the form of press releases as and when required. They will be directly responsible to the executive committee and report at each meeting on any relevant disclosures or issues that may arise from press enquiries.

5.11 Scottish Representative

The Representative shall deal with their individual regions specific issues relating to the transgender community and report back at executive meetings providing detailed reports on the needs of the regions membership and the community as a whole. Also liaise with other community-based groups to ensure the best coverage of the association in that region

5.12 Welsh Representative

The Representative shall deal with their individual regions specific issues relating to the transgender community and report back at executive meetings providing detailed reports on the needs of the regions membership and the community as a whole. Also liaise with other community-based groups to ensure the best coverage of the association in that region

5.13 Northern Irish Representative

The Representative shall deal with their individual regions specific issues relating to the transgender community and report back at executive meetings providing detailed reports on the needs of the regions membership and the community as a whole. Also liaise with other community-based groups to ensure the best coverage of the association in that region

5.14 Committee Meetings

5.14.1 Meetings of the committee shall be held throughout the year. All members of the committee shall be entitled to attend and vote on any matters arising at such meetings.

5.14.2 The quorum for a meeting of the committee shall be at least six of committee members.

5.14.3 Meetings of the committee shall be convened by the Chair or Secretary. At least two weeks notice of a committee meeting shall be given by the Chair or Secretary to the members of the committee.

5.15 Term of Office of the Committee

The executive committee members shall hold office from the first day of December subsequent to their election to office until the first day of December of the following year, to allow change of office and office signatories and the transition of ongoing affairs of the Association.

Article 6: General Meetings

6.1 Annual General Meeting

6.1.1 The Annual General Meeting (AGM) of the Association shall take place in November and no later than the third week of that month of every year, at a time and place to be determined by the committee of the Association.

6.1.2 No less than 28 days notice of the Annual General Meeting shall be given. The date and time of the A.G.M. shall be notified to the full membership of the Association via e-mail, the NTPA website and by other means where deemed necessary.

6.2 Extraordinary General Meetings

6.2.1 An Extraordinary General Meeting of the Association may be convened to:

- (i) Hold an election to fill a vacancy on the committee, should one arise.
- (ii) Consider a proposal to amend this constitution or any other governing instrument of the NTPA.
- (iii) Address any other circumstance not provided for in this constitution.

6.2.2. An Extraordinary General Meeting shall be convened:

- (i) By majority decision of the committee; or
- (ii) On a submission to the committee of the Association of a petition signed by not less than ten full members of the Association.

6.2.3 No less than 28 days notice of an Extraordinary General Meeting shall be given. The date and time of the E.G.M. shall be notified to the Association via E-mail, the NTPA website or by other means where deemed necessary.

Article 7: Election of the Committee

- 7.1 The committee of the Association shall be elected at the Annual General Meeting of every year and shall take up office on the first day of December that year following their election.
- 7.2 The Chair shall act as returning officer for the elections. The committee shall appoint where the Chair intends to be a candidate in the election a returning officer, who is not a candidate in the election, or an independent person from an external body shall be asked to act as the returning officer.
- 7.3 Candidates for each position on the committee of the Association must be proposed and seconded by two full members of the association and the proposal documents returned to the Secretary at least seven days prior to the A.G.M. unless by specific agreement of the executive.
- 7.4 Only full members of the Association shall be entitled to vote in the election of the committee.
- 7.5 The election of members of the committee shall take place by a show of hands at the A.G.M. Where the votes obtained by any candidate exceed the votes obtained by any other candidate for that position, they shall be deemed elected to that position. Postal or electronic votes will be deemed inadmissible.
- 7.6 If there is an associate member or full member of the NTPA who have demonstrated a skill required by the committee for an event or NTPA Special project, then the Chair person shall have the option to be able to co-opt these people as advisors to the executive committee for the interim period that the advice and special considerations are required.

Article 8: Resignations from the Committee

- 8.1 The resignation of any member of the committee shall be instituted by a letter of resignation to the Secretary of the Association. In the case of the resignation of the Secretary, resignation may be instituted by a letter of resignation to the Chair Person.

Article 9: Management of Finance

- 9.1 The signatories of the bank account for the Association shall be the Chair, Treasurer and the General Secretary of the Association. Further signatories can be added at the discretion of the Executive Committee.
- 9.2 The finances of the Association shall be managed by the Chair Person and Treasurer of the Association.
- 9.3 No member of the committee of the Association shall receive remuneration from the Association, or use their office for personal or financial gain.
- 9.4 Expenditure up to the limit of £50.00 can be undertaken by any Committee member, as long as the expenditure is seconded by another executive committee member and with the approval of the treasurer.
- 9.5 An upper limit of £150.00 has been set for the purchase of equipment or expertise in areas. This amount will not require a full meetings approval; however a syndicate of three executive members agreeing to the expense in either written or electronic form (e-mail) shall be enough for the funds to be released. One of the syndicate shall have to be the office signatories on the association bank account, and one shall have to be the treasurer to release the funds.
- 9.6 Any amount over the agreed £150.00 threshold will require approval of the full committee, and this may take the form of an electronic approval (E-mail).

Article 10: Amendments to the Constitution

- 10.1 Amendments to this constitution may be made at an Annual General Meeting or a convened Extraordinary General Meeting of the Association.
- 10.2 Such amendments to this constitution as may be approved by an Annual General Meeting or an Extraordinary General Meeting of the

NTPA shall require the formal approval of the full membership of the Association before taking effect.

Article 11: Dissolution of the Association

- 11.1 The NTPA may be dissolved by a two-thirds majority vote of its full membership present at an Annual General Meeting or an Extraordinary General Meeting of the Association.