

## **Community Police Consultative Group for Lambeth**

### **Rules and Regulations**

These rules and regulations are to be read in conjunction with the Memorandum and Articles of Association for the Community Police Consultative Group for Lambeth (CPCGL), which they supplement. Nothing in them should be taken to supplant anything in the Memorandum and Articles and in the event of any interpretation pointing to a real or apparent contradiction between the Rules and Regulations and the Memorandum and Articles, the Memorandum and Articles shall take precedence.

The rightmost column shows references to the Memorandum (MA) or Articles (AA) of Association, where appropriate.

#### **1 EQUAL OPPORTUNITIES**

1 CPCGL shall be committed to ensuring that equal opportunities are attained in its objects and organisation and will develop and approve policies to:

- 1.1 ensure equality of opportunity for all persons who subscribe to the objects of CPCGL and abide by CPCGL's Rules and Regulations, in access to CPCGL and in participation in CPCGL's activities regardless irrespective of race, cultural background, gender, marital status, responsibility for dependants, disability, mental or physical illness, sexuality, age, spent convictions, moral or religious beliefs or political persuasion provided that they support the objects of the company. AA3
- 1.2 work to encourage and promote the principles of equality of treatment, access and opportunity, set out above, amongst all partner statutory, voluntary or community organisations,

#### **2 MEMBERSHIP**

2 Membership shall comprise the following four categories:

- 2.1 Individuals – this shall be open to any individual who lives, works or studies on the Borough of Lambeth, is over 18 years of age, who supports the objects of CPCGL and abides by it's rules and regulations.
- 2.2 Voluntary and Community Organisations – this shall be open to any community or voluntary association which is properly constituted, has at least 50 members who reside or work in the London Borough of Lambeth, has officers elected by its members and that its application for membership has been approved by its management committee. It shall also be open to charitable bodies, whose Charitable Purposes are deemed by the Board to be in support of the objects of CPCG, which undertake substantive activity within the borough of Lambeth and whose application for membership has been properly approved within the applicant charity's own Purposes and procedures.
- 2.3 Examples would included Tenants and Residents Associations, Neighbourhood Watches, Disability Groups, Faith Groups. Examples of charities would include Victim Support or Lambeth Crime Prevention Trust.
- 2.4 Such organisational members shall nominate a representative, and a deputy, to participate in CPCGL's activities and to vote.

- 2.4a. Safer Neighbourhood Panels that are, wholly or in part, within the London Borough of Lambeth, shall be eligible to join CPCG and to nominate one representative, and a deputy, to participate in CPCG activities and to vote.
- 2.5 Statutory Organisations – this shall be open to statutory bodies, within the borough whose statutory functions are deemed by the Board to have substantial impact in obtaining CPCGL’s objects. Examples would include the borough police, the London Borough of Lambeth, the Crown Prosecution Service, HMP Brixton, British Transport Police.
- 2.6 All elected representatives in the Borough shall be considered ex-officio members of the CPCG as will the Metropolitan Police Authority Link Member. They will be able to vote but will not be able to serve as Board Members. They will be able to attend Board meetings and may be invited to join the Board as advisors.
- 2.7 The Board shall have a duty to ensure, by periodic review or other appropriate means, that all members, of whatever category continue to meet the criteria set out above. Similarly, members have a duty to ensure that they inform CPCGL of any change in their own circumstances, or of any corporate body which they represent, which materially affects their own or its eligibility for membership.

### **3 MEETINGS AND EVENTS**

- 3.1 There shall be at least 10 monthly events organized by CPCGL in each year for the purposes of receiving presentations or reports on matters of topical interest and considering matters arising from those reports, which shall normally occur on the first Tuesday of each month except where a Bank Holiday or other event makes it impractical. The Board shall ensure that the format of these events will be best suited to the matters under discussion.
- 3.2 Accurate records will be kept from each event of:
  - 3.21 Commitments for actions given by any of the participants (taking action, researching facts, communicating with outside bodies, for example);
  - 3.22 Any decisions from the Chair which may be considered to set a precedent;
  - 3.23 Any comments or questions made by the membership which they request to be recorded.
- 3.3 At each event, records from the previous event will be reviewed for accuracy and agreed. Outstanding commitments for action will also be reviewed and reported on.
- 3.4 In each quarter, one of the monthly events will encompass a formal report from the Board of CPCGL’s financial position, financial and other plans and applications for membership during the quarter and their outcome. These quarterly meetings will be formally minuted. This does not preclude the Board providing briefings to members in between times, where events so determine, which should be considered good practice.
- 3.5 The formal meetings of CPCGL are the Annual General Meeting and Extraordinary General Meetings<sup>1</sup>. The terms for calling these are set out in the Memorandum and Articles. They may be summarized as:

AA5  
AA6  
AA7

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<sup>1</sup> The Memorandum and Articles also provide for a ‘Special Meeting’, for the sole purpose of winding up CPCGL (see below)

Annual General Meeting	21 clear days notice	<b>AA8</b>
Extraordinary General Meeting	28 days notice	through
Extraordinary General Meeting solely to dismiss a Director pursuant to s303 of the Companies Act	14 days notice	<b>AA13</b>

- 3.6 The Board may designate any of the monthly events an Extraordinary General Meeting, subject to giving proper notice.
- 3.7 An Extraordinary Meeting must be convened if 10% of the members or five members, whichever is larger, request in writing that an Extraordinary General Meeting is called . **AA7**
- 3.8 Annual General Meetings and Extraordinary General Meetings will be formally minuted. The Minutes of the meeting shall comprise a brief summary of the proceedings and should include all significant issues raised, and within the summary the balance should be shifted so as better to reflect the community concerns voiced.
- 3.9 The proceedings of each meeting shall be tape-recorded and a copy of the recording held for one year after the meeting. The recording will be stored at CPCGL's office and available for reference (or reproduction, at the agreement of the Chair and at no expense to CPCGL) by arrangement with the Administrator.
- 3.10 A person speaking at any event organized by CPCGL (if not a member of CPCGL) shall be required by the Chairperson to declare an interest if he or she is in any way directly or indirectly interested financially, personally or professionally in the matter under discussion. The person may take part in the discussion.
- 3.11 Party-political comment shall be avoided, and reference to the policies or actions of political parties shall be limited to what is strictly relevant to the work of CPCGL. Behaviours or comments which mitigate against CPCGL's Equal Opportunities policy shall also be avoided.

#### **4 THE BOARD**

- 4.1 The Board shall have twelve members elected from the membership on the following collegiate basis:

Individual Members	6 Board Members
Voluntary and Community Organisational Members	5 Board Members
Safer Neighbourhood Members	1 Board Members.

- 4.3 The Board shall invite up to three observers from the statutory organisational membership, to attend and contribute to its meetings and to receive Board papers.
- 4.4 The subsequent election of Honorary Officers, appointment of a Secretary, their terms and duties shall be as set out in the Memorandum and Articles. **AA22**  
through  
**AA39**
- 4.5 Elections to the Board shall be by secret ballot, with an independent scrutineer. Proxy and postal ballots shall be permitted if the Board judges there to be a demand for them. In which case, all members will receive notice of the postal ballot/proxy mechanism with the notice of the AGM. They shall receive details of the candidates standing ten days ahead of the election and shall be required to return their postal ballot by mid-day of the day prior to the AGM.

- 4.6 The Board shall agree the form of the election of Honorary Officers (by show of hands or secret ballot).

## **5 FINANCES**

- 5.1 CPCGL's financial year shall be 1 April - 31 March.
- 5.2 It shall be the responsibility of the Board, through their directions to the Secretary, to comply with Company and Charity Law in raising and spending monies in pursuit of CPCGL's Objects and as directed by the Memorandum and Articles.

**AA38**  
through  
**AA45**  
, **MA4**  
**MA5**

## **6 AMENDMENTS AND INTERPRETATION**

- 6.1 The Articles of Association state that

**AA49**

"The directors shall be entitled to make any rules, regulations or bye-laws to make the running of the company easier or more efficient or which may be necessary to give effect to these Articles"

and that

"The Company in a General Meeting has the power to change the rules, regulations or bye-laws."

where the 'Company' is the membership and a General Meeting is either an Annual General Meeting or an Extraordinary General Meeting, called in accordance with the rules set out here and in the Memorandum and Articles of Association.

- 6.2 The required majority for a change in these rules shall be a two thirds of those present at the meeting.

## **7 DISSOLUTION OR WINDING UP**

- 7.1 The Memorandum of Association makes the following provision for dissolution or winding up.

**MM8**

"The company may be dissolved by a resolution passed by a simple majority of those present and voting at a Special General Meeting of which 21 days' notice shall have been given."

"Such resolution may give directions for disposing of any assets held by the company provided that such directions are proper in law and that any property remaining after the satisfaction of all debts and liabilities shall not be paid to the members of the company but shall be given or transferred to other charitable organisation(s) having objects similar to the objects of the company."

As amended at AGM 31 October 2006