

RETIRED PRISON GOVERNORS' ASSOCIATION

RULES AND CONSTITUTION (Ratified by the RPGA Membership at the 2022 AGM and Adopted by the PGA at the National Conference, October 2022)

RULE 1. TITLE.

The title of the Section shall be "The Retired Prison Governors' Association - a section of the Prison Governors' Association", hereafter referred to as the "RPGA".

RULE 2. STATUS.

The RPGA shall be part of the Prison Governors' Association (PGA). Whilst a section of the PGA, members of the RPGA shall not enjoy the rights, benefits or the responsibilities granted under Trade Union Legislation.

RULE 3. OBJECTIVES.

The objectives of the RPGA shall be:

- (a) To promote, protect and further the interests of members of the RPGA
- (b) To provide a conduit for those members who so wish, to be able to maintain contact with other members and to keep the membership informed and updated on relevant events. This can include one or any of the following methods of communication:
 - i. Publication of a regular Newsletter.
 - ii. Post, Email and electronic communications.
 - iii. Through the creation and maintenance of an RPGA Website.
 - iv. Social events and meetings.
- (c) To provide advice and assistance to members (or their spouses) who may need assistance and, where possible, offer appropriate guidance and support.
- (d) To establish and maintain affiliations to pension related organisations and links with other relevant organisations, particularly those catering for the needs of the retired.
- (e) To maintain links with serving governors, principally through the PGA.
- (f) To provide services where appropriate if resources allow.
- (g) To collect, maintain and administer funds for the above Objectives.

RULE 4. MEMBERSHIP.

(a) Membership of the RPGA shall be open to all those who would have met the eligibility criteria for membership of the PGA during the course of their career with HMPS, and such other persons as the Annual Conference may, from time to time, determine.

(b) Full members of the RPGA are required to pay an annual subscription, which is set at differential rates based on whether the member opts to receive a PGA diary each year or not.

The annual subscription rates will be proposed by the Management Committee and subject to approval by members vote at the Annual General Meeting.

(c) 'Associate' membership of the RPGA should be open to the surviving partner of former members of the RPGA. Associate members will not be charged a subscription but cannot be members of the management committee nor vote at the RPGA Annual General Meeting.

(d) The subscription will entitle RPGA members to such benefits as set out in Rule 7 of these Rules.

(e) A full and accurate list of all members will be maintained by the membership secretary, in compliance with General Data Protection Rules.

RULE 5. MANAGEMENT AND ADMINISTRATION.

The management and administration of the RPGA shall be vested in the RPGA Annual General Meeting and the Management Committee in that order. The interpretation of these Rules shall be vested in the PGA NEC.

(a) There will be one RPGA Annual General Meeting each year. If circumstances dictate, this may be held virtually. The chosen virtual method must be capable of allowing all members to be seen and heard.

(b) A Quorum at the AGM will be the attending Management Committee plus any other RPGA attendees.

(c) Members attending the Annual General Meeting may claim their travel costs in accordance with the current PGA travel rate for attending conference.

(d) The Management Committee will be elected at the RPGA Annual General Meeting for a period of four years. Half of the committee will retire every second year, thus providing continuity. Retiring members may seek re-election.

(e) The Management Committee shall then elect from within its own membership a Chair, a Secretary and a Treasurer.

(f) The Management Committee may appoint, from time to time, other ad-hoc sub-committees and functionaries, e.g. Membership Secretary, Newsletter Editor and Website Co-ordinator. Persons appointed to such committees and positions need not be members of the Management Committee.

(g) Any member seeking election to the Management Committee must be a full member and, in other than exceptional circumstances, be in attendance at the RPGA Annual General Meeting.

(h) The Management Committee shall normally meet on 3 occasions per year, of which one meeting will be at the time of the AGM. Management Committee meetings may be either "in person" or "virtual, via an online link". With the exception of the venue for the AGM, committee meetings that take place in person should be held at a location that is agreed by committee members to be as convenient and cost efficient as possible.

(i) In exceptional circumstances these meetings may be held virtually. The decision to do so shall be minuted at a Management Committee Meeting. The chosen virtual method must be capable of allowing members to be seen and heard.

(j) All minutes of virtual Meetings shall be posted as if a "Hard Copy".

(k) The management Committee will hold corporate financial stewardship and will report to the RPGA Annual General Meeting.

RULE 6. FINANCE.

The financial year of the RPGA will be from 1st January until 31st December, each year.

(a) The RPGA subscriptions will be held in a separate bank account to the main PGA account and will be managed by the RPGA Management Committee.

(b) The Management Committee shall appoint a Treasurer from within their number.

(c) The Treasurer will be authorised to carry out all required financial transactions including the monitoring of the association's Current Bank Account and the payment of invoices and expenses claims. Payments will be through a combination of the issuing of cheques, and through the use of online banking. The disbursement of funds however will be a corporate responsibility upon the whole Management Committee.

(d) The Managing Trustees of the Prison Governors Association will also undertake that roll

with regard to oversight of the finances of the Retired Prison Governors Association.

(e) The RPGA accounts shall be audited annually by the PGA auditors as part of the audit of the PGA accounts in accordance with Rule 7 (g) of the PGA Rules and Constitution. It is the responsibility of The Treasurer to present the accounts for audit within the appropriate time frame to coincide with the audit of the PGA accounts.

(f) A Statement of Account shall be published annually in good time for presentation at the RPGA Annual General Meeting. Any member shall have the right to inspect the account books, at a place of convenience to the Treasurer, within fourteen working days of having signified his/her request in writing to the Treasurer.

RULE 7. BENEFITS OF MEMBERSHIP.

Any benefit which is available to members in accordance with the aims set out in Rule 3 (a to e) of this constitution, apply equally to both Full and Associate members. The Management Committee reserve the right to determine that some benefits and services may apply only to Full Members.

RULE 8. DISSOLUTION.

(a) Dissolution of the RPGA will require an amendment to the PGA constitution.

(b) Upon dissolution such funds as are available will revert to the PGA main account.

RULE 9. AMENDMENT OF THESE RULES.

(a) The annual conference of the PGA will approve a set of Rules for the organisation and management of the RPGA.

(b) The RPGA Annual General Meeting may propose such amendments to the Rules as it sees fit. This will be by simple majority vote of those present. Any amendments proposed by the RPGA will be notified to the PGA NEC and put to the next PGA Annual Conference.

(c) Any proposed changes to these rules must be notified to the membership in writing at least four weeks prior to the RPGA Annual General Meeting. Any member may propose an amendment(s).

(d) In extreme and exceptional circumstances the Management Committee may seek PGA NEC approval to amend the Rules before seeking formal approval at conference.

RULE 10. GENERAL.

(a) When on RPGA business the Management Committee, and such members as are appointed by the Management Committee to carry out Association business, shall be entitled to the reimbursement of expenses at the PGA NEC rate.

(b) The RPGA shall not engage in any form of party political activity or affiliation other than for matters pursuant to Rule 3 (d) above