

**National Association of City and Town Sheriffs of England and Wales**  
**Cymdeithas Cenedlaethol Siryfion Dinas a Thref Lloegr a Cymru**



**Honorary Life President**  
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## CONSTITUTION

<b>a)</b>	<b>Name</b>  The Association shall be called ‘The National Association of City and Town Sheriffs of England and Wales’.
<b>b)</b>	<b>Aims</b>  The Aims of the Association shall be :  (i) To protect and preserve the ancient office of City and Town Sheriffs of England and Wales. (ii) To promote the office of Sheriff and ensure that office meets the needs of today’s society. (iii) To provide Sheriffs in office with the opportunity of meeting during their year of office to exchange ideas and views.
<b>c)</b>	<b>Membership</b>  (i) Membership shall be open to any Sheriff or past Sheriff of cities and towns in England and Wales. (ii) Associate Membership be open to any Sheriff’s or past Sheriff’s consort of cities and towns in England and Wales. (iii) Any member failing to pay the annual Subscription within twelve months of the due date shall cease to be a member but may be re- instated on such terms as the Association shall consider appropriate. A member may resign by notice in writing given to the Secretary.
<b>d)</b>	<b>Meetings of the Association</b>  (i) The Association shall hold an Annual General Meeting in the September of each year. An Extraordinary meeting of the Association may be held at the discretion of the Committee. (ii) Each member shall receive not less than 21 days’ notice in writing of any meeting of the Association, together with details of business to be transacted at such meeting. (iii) The attendance of 10 members at a meeting of the Association shall be regarded as a Quorum. (iv) Each AGM shall fix the venue and date for the succeeding AGM. The venue and date of any other meeting of the Association shall be decided by the Committee. (v) The Chair, or, in their absence, the Vice Chair shall preside at meetings of the Association. If both are absent the meeting shall elect a Chair for that meeting. (vi) All decisions shall be decided by a simple majority of those members of the Association present and voting at the meeting. The Chair shall have an original vote and in the event of equality of voting, a casting vote. (vii) The Honorary Secretary shall as soon as possible after each meeting of the Association, prepare and circulate to all members of the Association copies of the minutes of the meeting. (viii) A member wishing to propose a resolution at a General Meeting shall give sixty days’ notice thereof to the Hon. Sec. in writing. (ix) All Members may vote at Meetings of the Association. Associate Members who hold Office as Honorary Secretary or Honorary Treasurer may vote as a full Member

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**Officers**

- (i) At each AGM the Association shall appoint from among its members the following officers:-
  - 1. A Chair.
  - 2. A Vice Chair
  - 3. An Honorary Secretary
  - 4. An Honorary Treasurer
- (ii) The Office of Honorary Secretary and Honorary Treasurer may be held by an Associate Member
- (iii) Each Officer, excepting the Chair, who shall hold office for three years, shall hold Office for one year or until their successor is appointed. A retiring Officer shall be eligible for re-election. Nominations for the above Officers shall be sought in June each year excepting the Chair, which shall be every three years.
- (iv) The Honorary Secretary shall act as secretary to the Association and shall be responsible for all administrative and secretarial work of the Association and its Committee. The Honorary Secretary will at each AGM of the Association present for consideration and adoption a report of the proceedings of the Association and its Committee over the preceding twelve months period.
- (v) The Honorary Treasurer shall act as treasurer to the Association and be responsible for the finances and funds which shall be maintained in the name of the Association. The Honorary Treasurer will at each AGM of the Association present for consideration and adoption a report on the finances of the Association together with the accounts and supporting documents covering the preceding twelve months period, duly audited. The Honorary Treasurer is authorised to sign all cheques and other financial documents on behalf of the Association.
- (vi) At each AGM TWO Members of the Association, not being members of the Committee shall be appointed as honorary auditors for the ensuing year.
- (vii) The Association may also appoint an Honorary President and not more than four Honorary Vice Presidents, such appointments normally being made as an acknowledgement of meritorious service given to the Association in the past by the persons concerned. The Honorary President and Vice Presidents shall not have any formal duties, but shall be entitled to all the privileges of membership, including that of voting at meetings, without having to pay an annual subscription. They shall hold office for life or until they voluntarily decide to resign under clause c thereof.

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**Committee**

- (i) The Officers, together with two other members of the Association appointed at the AGM for the ensuing year (who shall be eligible for re-election) shall form the Committee of the Association.
- (ii) The Association delegates power to the Committee power to take all necessary action to promote and further the aims of the Association, provided that :-
  - a) The Committee shall report any such action taken to the next meeting of the Association.
  - b) The Committee shall not have the power to raise a loan or to incur any expenditure in excess of the funds then standing to the credit of the Association.
- (iii) The National Association Officers should consult with the local Association hosting the AGM and together they should set a Conference Fee. This is to be paid by all who pay the Dinner Fee ( i.e. Association members and their guests). The Conference Fee should be used to contribute towards expenses such as light refreshments and hiring costs. The Fee

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	<p>is to be set as required and be stated in the application form sent to members prior to the AGM. The Officers should consult and agree the Fee for the Annual Dinner. Costs should be kept at a reasonable level so that nobody as far as possible feels excluded.</p> <p>(iv) The Officers of the Association shall be the Officers of the Committee and section (d) shall, with the necessary modification, apply to meetings of the Committee, except that a quorum of the Committee shall comprise four members of the Association (including the Officers).</p>
<b>g)</b>	<p><b>Annual Subscriptions</b></p> <p>The annual subscription for members and associate members shall be fixed from time to time by the Association.</p>
<b>h)</b>	<p><b>Alteration to the Constitution</b></p> <p>Any alteration to this Constitution shall be made by a resolution, of which notice shall have been given, and agreed by a majority of not less than two thirds of members present and voting.</p>
<b>i)</b>	<p><b>Dissolution of the Association</b></p> <p>The Association shall be dissolved if the majority of the members attending a meeting for that purpose shall so decide, and any assets that remain after satisfaction of all debts shall be distributed among members or shall be donated to such charitable institutions as the members may determine.</p>

**Expenses Protocol**

<b>a)</b>	<b>Definition of Expenses</b>  In common usage, an expense or expenditure is an outflow of money to another person or group to pay for an item or service, or for a category of costs.
<b>b)</b>	<b>NACTSEW – Expenses</b>  Expenses of the National Association of City and Town Sheriffs of England and Wales are those that are reasonably and practicably incurred by the Executive Officers and current Committee members of the National Association as a direct result of their duties which have been carried out on behalf of the NACTSEW.  Examples may include reasonable claims for postage, newsletters, photocopying and such other administrative costs, as well as the reimbursement of travel costs as necessary when attending official NACTSEW Committee meetings and other invitations from the various Shrievalty Associations for the Executive Officers.
<b>c)</b>	<b>NACTSEW Executive and Committee Members</b>  The following Executive members are whilst in Office allowed to make reasonable and practicable expense claims as necessary  The President The Chair Person The Vice-Chair Person The Honorary Secretary The Honorary Treasurer and The four Committee members of the two forthcoming host Cities or Towns
<b>d)</b>	<b>Expenses – Authorisation and Payment</b>  All Expenses must be authorised in the first instance by either the current Chair Person or the Honorary Treasurer as determined by the origin of the claimant. Where either of these two Executive Officers are not available or suitable by the nature of the claim then the expenses may be authorised by other Executive Committee members deputising on their behalf All Expense claims must be accompanied by satisfactory proof that the expenses were incurred and the claimant must be able to demonstrate that they were duly incurred on both a reasonable and practicable basis. All Expense claims must be settled by Cheque or BACS transfer in order to provide on behalf of the Association a traceable and auditable record when demanded. The recording and auditing of expenses shall remain the sole duty of the Honorary Treasurer.
<b>e)</b>	<b>Adoption of NACTSEW Expenses Protocol</b>  The above NACTSEW Expenses protocol was agreed upon in principal at the NACTSEW Executive Committee meeting held on the 17 <sup>th</sup> of February 2012 at Birmingham and for the protocol thereafter was ratified by the members of the NACTSEW at the next AGM in Gloucester in 2012