



**NATIONAL RULES
AND CONSTITUTION**

[Adopted by the AGM held on 20th September 2007]

1. TITLE & DEFINITIONS

The name of the Association is National Association of Licensing and Enforcement Officers.

DEFINITIONS

National Association -is the National Association of Licensing and Enforcement Officers.

National Committee -is a properly convened quorum of members of the National Association elected as officers and committee members under the rules and constitution of the National Association.

2. OBJECTS

The Association is established:

- (a) To offer the legislature, Government Departments and others, facilities for conferring with, and ascertaining the views of Authorised Officers under the various Hackney Carriage (Taxi) and Private Hire legislation and any other licensing legislation which such Officers may be appointed to administer and to confer or co-operate with Government Departments, Local Authorities and others, in regard to matters affecting such Acts.
- (b) To consider all Bills introduced into and take cognisance of all questions raised in Parliament or by public bodies affecting the duties of Officers, to promote deputations and to offer evidence in respect thereto.
- (c) To advance the knowledge of and to attain force and unity in the administrative duties under the Acts referred to in paragraph (a) of this Rule.
- (d) To promote the interchange of information and ideas amongst Officers and to diffuse information upon any matters affecting their duties in such ways as may be thought desirable.
- (e) To provide facilities common to sectional or professional organisations, respecting the administration of the Acts referred to in paragraph (a) of this Rule.

3. MEMBERSHIP

There shall be three classes of member: 'Ordinary Member' - 'Honorary Member' - 'Retired Member'

- (a) 'Ordinary Member' means a person who is employed by an authority with responsibility for licensing and/or enforcement of the Hackney Carriage (Taxi), Private Hire and any other Licensing system in force for that area in which they may be employed, or those individuals who may be employed in a capacity in which they are able to advise and/or influence the Hackney Carriage (Taxi), Private Hire or other licensed trades in the performance of their duties together with any person who is retired and who held such a position immediately prior to retiring.
- (b) 'Honorary Member' means a member or other person who is, or has been, involved in the work of the Association or of Local Government and who has been elected an Honorary Member of the Association at an Annual General Meeting.
- (c) 'Retired Member' -means a person who is a member of the Association as defined in Rule (a) ordinary member who upon retirement from post may elect to become a Retired Member upon payment of a £10 fee. Such members shall not have full voting rights and not be eligible to election to any position within the Association but may attend meetings and receive all publications.

Members (a) and (b) above shall have full voting rights and shall be eligible for election to any position within the Association. The expression 'Member' and 'Membership' shall, unless repugnant to the context, include both classes of Membership.

4. ELECTION TO THE ASSOCIATION

- (a) The Chair of the Association shall be elected at the Annual General Meeting of the Association.
- (b) The Vice Chair of the Association shall be elected at the Annual General Meeting of the Association.
- (c) a person desiring to become a Member shall complete the appropriate application form which shall be submitted to the Committee for their acceptance or otherwise.

5. ELECTION OF HONORARY MEMBERS

- (a) A person shall be eligible for election as an Honorary Member if he satisfies the requirements of Rule 3 (b).
- (b) Any Member or Members of the Association may submit to the Committee the name of any person who he or they consider worthy of election to this class of membership.

6. OFFICERS OF THE ASSOCIATION

- (a) The Officers of the Association shall be: The Chair, Vice Chair, Hon. Secretary, Hon. Assistant Secretary, Hon. Treasurer and Hon. Assistant Treasurer.
- (b) Officers shall be elected annually by ballot of the Members of the Association at an Annual General Meeting and shall hold office from the conclusion of that Meeting until the conclusion of the next Annual General Meeting.
- (c) The Committee may by resolution nominate a Member of the Association for election at an Annual General Meeting to each of the Offices of the Association. Any Member of the Association may nominate one other qualified Member for election at an Annual General Meeting for any of the Offices of the Association. Nomination shall be signed by the proposer and seconder and by the person nominated and this shall reach the Honorary Secretary at least 28 days before the date fixed for the Annual General Meeting.

7. COMMITTEE

- (a) The Committee shall consist of:
 - (i) The Officers of the Association
 - (ii) Chair of N.A.L.E.O. Regions
 - (iii) Any persons co-opted from time to time by the Committee.
 - (iv) The Training co-ordinator, Btec Co-ordinator and Bulletin Editor.
- (b)
 - (i) Members of the Committee elected under (a) (i) of this rule shall hold office from the conclusion of the Annual General Meeting at which they are elected to the conclusion of the next Annual General Meeting.
 - (ii) Nominations shall be signed by the proposer and seconder and by the nominated person. Completed proposals of nomination shall reach the National Honorary Secretary at least 28 days before the date fixed for the Annual General Meeting.
 - (iii) Chair of N.A.L.E.O. Regions will remain on the National Committee for the duration of their appointment as Chair of their Region.
 - (iv) In the unavoidable absence of the Regional Chair, either the Vice Chair or Regional Secretary may represent the Region on the National Committee.

(v) The period of co-option for any person(s) co-opted under a (iii) shall expire at the conclusion of the First National Committee Meeting following the Annual General Meeting or such shorter period as the Committee shall determine

- (c) The Committee shall be competent to deal with and finally to determine any difficulty or question arising in connection with any election provided for by these rules.
- (d) At all meetings of the Committee, the Chair of the Association or in his absence the Vice Chair, shall preside. In the absence of both, the Committee shall elect its Chair from amongst those present.
- (e) Every question at a meeting of the Committee shall be determined by a majority of votes and in the case of an equality of votes, the Chair shall have a second or casting vote.
- (f) The quorum necessary for the transaction of the business of the Committee shall be five.
- (g) The Committee shall have the power to fill any vacancy occurring in the Committee and the person appointed shall hold office for the remainder of the term of office of the Committee.
- (h) Any Member of the Association may attend meetings of the Committee but shall not be allowed to vote and shall not speak unless by permission of the Committee.
- (i) The Committee shall have the sole management of the funds and affairs of the Association.
- (j) A Special Meeting of the Committee shall be called upon the written requisition to the Chair of not less than five of its Members.
- (k) All Members of the Committee shall be given at least 14 days notice in writing by the Honorary Secretary of all meetings of the Committee.

8. HONORARY SOLICITOR

An Honorary Solicitor may be appointed by the Committee if it is felt to be necessary.

9. HONORARY SECRETARY

The Honorary Secretary shall pay all monies received to the Honorary Treasurer of the Association and carry out the duties of this office under the direction of the Committee.

10. HONORARY TREASURER

The Honorary Treasurer shall receive all monies belonging to the Association and shall keep account and pay the debts of the Association as the Committee shall direct and shall render to the Committee at each meeting an account of the monies received and expended.

11. AUDITORS

Auditors shall be appointed at each Annual General Meeting and shall audit the accounts up to the 31st March in each year and make a report not later than the following Annual General Meeting upon the financial position of the Association. Such report shall accompany the notice convening the Annual General Meeting.

12. MEETINGS OF THE ASSOCIATION

- (a) The Annual General Meeting shall be held at such time and place as may be decided at the previous Annual General Meeting for the election of Officers and Members of the Committee and for other business, save that in exceptional circumstances the Committee may make such alternative

arrangements as may be necessary.

- (b) The Chair of the Association, or in his absence the Vice Chair of the Association, shall preside at every General Meeting of the Association. In the absence of both, the Members present shall elect one of their number to be the Chair of the Meeting.
- (c) General Meetings of the Association may be held at locations decided by the Members of the Association up to three occasions in each year.
- (d) At least six weeks notices of the Annual General Meeting and a General Meeting shall be given to all Members.
- (e) The proceedings of the Annual General Meeting shall be as follows:

The Chair shall call upon the Secretary to read the Minutes of the last Meeting; Correspondence (if any); Business specially brought forward by direction of the Chair; Election of Scrutineers; Report of the Committee; Presentation of Balance Sheet; Declaration of result of Ballot; Notices of Motion; Determination of Annual Subscriptions; Election of Auditors; Any other business brought forward by permission of the Meeting. The meeting may vary the order of business so as to give precedence to any business of special urgency.

- (f) Every notice of motion shall be in writing, signed by the Member and received by the Honorary Secretary at least twenty- eight days before each Meeting and a copy of each motion shall be sent to each Member prior to the Meeting.
- (g) Every amendment shall be moved and seconded and shall be read to the Meeting before it is discussed or put to the Meeting. Whenever an amendment has been moved and seconded no second or subsequent amendment shall be moved until the first amendment shall have been disposed of, but notice of any number of amendments may be given.
- (h) The Papers proposed to be read or discussed at Annual or General Meeting shall, if required, have been previously submitted to the Committee for their approval and the Committee shall be empowered to receive for consideration any such Papers from non-members.
- (i) The Chair of the Meeting shall have the power of directing the course of the proceedings and of deciding upon points at issue. His ruling shall be final. All questions shall be decided by any convenient system of open voting providing that after the announcement of a result of a show of hands the meeting may resolve that a postal ballot of all the Members of the Association be taken. Questions of a personal nature shall be decided by ballot; any other question may be so voted upon at the request of a majority of the Meeting. In open votes the Chair of the meeting shall have a second or casting vote.
- (j) Any Member shall have the privilege of inviting a maximum of two serving local government officers as guests to each meeting as observers. No guest may attend on more than two occasions.

13. SPECIAL GENERAL MEETING

A Special General Meeting shall be called upon a requisition signed by not less than 20 Members, which requisition shall be delivered to the Honorary Secretary, together with the Resolution(s) to be proposed. The Honorary Secretary shall summon such Special General Meeting within six weeks from the date of the receipt of such requisition. Every Member shall be given at least sixteen clear days notice of the Resolution(s) to be proposed. The Committee may summon other Special General Meetings at any time upon sending at least sixteen clear days notice of the same to every member and such notice shall be accompanied by a copy of the Resolution(s) to be proposed.

14. ALTERATION OF RULES

These rules shall not be altered or rescinded except with the consent of the Members present and voting at the Annual General Meeting or at a meeting convened either under rule 12 (c) or Rule 13. A written notice shall be given to every Member of any proposed alteration of these Rules at least 16 days prior to the date fixed for the meeting. Any amendment to any proposed alteration of the Rules may be moved at the

meeting without notice but shall not be discussed unless proposed and seconded and, if required by the Chair, reduced to writing. Such amendment shall be by the omission, insertion and/or addition of words but shall not have the effect of introducing a new proposal or negating the motion before the meeting.

15. SUBSCRIPTIONS

- (a) The annual subscription shall be determined by the General Meeting, such sum to include the subscription to the newsletter of the Association. All subscriptions shall be paid in advance and are due on 1st April in each year. Honorary Members shall be non-subscribing Members. Any Member whose subscription is not paid by 30th June in each year shall not be entitled to any of the benefits of the Association during the time he is in default. Annual subscription shall be payable by any Member whose application is accepted after 30th June in any year.
- (b) Every Member joining the Association shall pay the first subscription upon election and previous to receiving the benefits of the Association.
- (c) The Honorary Secretary shall send a final notice in the form prescribed by the Committee by regulation to each member who has not paid the annual subscription by the 30th day of June in each year.
- (d) The Honorary Secretary shall report to the Committee the names of the Members who have not paid their annual subscription on 30th June in each year and the names of such Members may be removed from the list of Members of the Association if the Committee so resolve.

16. RESIGNATION

Any Member desiring to resign shall give notice of his intention to the Honorary Secretary in writing before 31st March.

17. CONDUCT

- a) If it appears to at least eight Members of the Association that the conduct of any Members is bringing or likely to bring the Association into disrepute they may deliver to the Secretary a proposal bearing their signatures naming the Member and requesting the Disciplinary Sub-Committee to investigate the matter and take such action as they consider necessary. If the Disciplinary Sub-Committee after making all the necessary and appropriate enquiries, and giving the person named the opportunity to make representations, either orally or in writing or both, decide no further action is necessary then the person named shall be informed of that decision and no more action taken. In the event of the Disciplinary Sub-Committee finding that the person has been guilty of conduct that is bringing or likely to bring the Association into disrepute then the Committee, acting on behalf of the Association, can take such action as it deems necessary including, expulsion of the person from the Association.
- b) The Committee shall set up a Disciplinary Sub-Committee, which will consist of 5 Members of the Committee but the Chair, Vice-Chair, Treasurer or Secretary shall not be Members of the Sub-Committee.
- c) In the event of the Disciplinary Sub-Committee finding that a Member has been guilty of conduct that is bringing or likely to bring the Association into disrepute, then the Member has a right of

appeal to an Appeal Panel. The Appeal Panel shall consist of the Chair, Vice-Chair, Treasurer and two other Members of the Committee who are not Members of the Disciplinary Sub-Committee. The decision of the Appeal panel shall be final.

- d) The Association's Legal Advisor be appointed to attend any disciplinary hearing, but only in the capacity of Legal Advisor on aspects of law/legislation and procedure.

- e) The Association's Legal Advisor be appointed to attend any disciplinary appeal hearing but only in the capacity of legal advisor on aspects of law/legislation and procedure.

18. REGULATIONS

The Committee shall have the power to make regulations to regulate all matters not provided for by these Rules with the approval of an Annual General Meeting or a Special General Meeting of the Association and provided that due notice of such has appeared on the Agenda of that Meeting.

19. REGIONS

- (i) The Committee may consider the setting up of Regional Branches of the Association and in the case of dispute will designate the territorial areas of such Regions. Such Regions will adhere to the Regional Constitution, approved at the Annual General Meeting of the National Association.
- (ii) That a Region can, at its AGM, decide to reduce the fee for attendance at a Regional Meeting to a lesser level than that set by the National Committee. Notice of such a resolution must then be lodged with the Honorary National Secretary.

20. FUNDS

No monies received or any surplus monies generated by the Association shall be distributed to the members of the Association in the form of Dividends or Profit Sharing.