



# THE AIRCREWMAN'S ASSOCIATION

## CONSTITUTION

(as amended at the Annual General Meeting - April 2010)

### 1. TITLE

The Association is to be known as 'The Aircrewman's Association', (ACA), hereinafter referred to as the 'Association'.

### 2. MEMBERSHIP

- a) Full Membership of the Association is open to all individuals awarded Royal Naval Aircrewman Wings whilst serving as members of HM Armed Forces.
- b) Honorary Membership will be offered to the widows or widowers or nominated Next-of-Kin of full ACA Members.
- c) Associate Membership will be offered to individuals whose interests and sympathies, in the opinion of the Committee, are aligned to that of the Association. These members *shall not* benefit from any memorial payments nor shall they have any voting rights at AGMs. Their applications will be discussed and selected for acceptance by the Committee, prior to ratification at an AGM. This type of membership shall not exceed 1/3<sup>rd</sup> of normal, full membership. The annual subscription rate shall be that of the normal Association rate.
- d) Life Membership shall be restricted to 10% of the Full membership total figure.

### 3. AIM

The aim of the Association shall be to promote fellowship and benevolence, to create, foster and facilitate all such lawful measures, plans and schemes as may be calculated to improve and secure the interests of its Members.

#### **4. PATRON**

The Patronage of the Association shall be offered to a suitable person approved by the Membership. The position will be reviewed every three years.

#### **5. MANAGEMENT**

The governing body of the Association shall consist of:

- Chairman
- Vice Chairman
- Secretary/Membership
- Treasurer
- Not more than ten Committee Members.

The whole of these, hereinafter, is referred to as the “Committee”.

#### **6. COMMITTEE**

- a) Any Full Member is eligible to seek election to the Committee. All nominations must be proposed and seconded by Full Members of the Association.
- b) The period of office shall be three years from the date of the election.
- c) Retiring Committee Members are eligible to seek re-election with the exception of the Chairman who may seek re-election to any post other than that of Vice Chairman. It is expected that, subject to the approval of the Membership at an AGM, the Vice-Chairman shall be considered as Chairman designate.
- d) The Committee shall act as an advisory and recommendatory body for the aims of the Association and have the power to appoint such sub-Committees necessary to achieve specific objectives. The Committee will make available minutes of all meetings by prior arrangement with the Secretary, to any Member or Associate Member of the Association.
- e) Committee meetings shall be held at least once between successive AGMs.

#### **7. DUTIES**

- a) **The Chairman shall:**
  - i) Chair all meetings of the Committee and the Annual General Meetings. In the event of a split vote, he shall have a second vote and a casting vote.
  
- b) **The Vice Chairman shall:**
  - i) In the absence of the Chairman, assume all the duties of the Chairman.
  - ii) Be responsible for the organisation of functions in the role of Social Secretary.
  
- c) **The Secretary/Membership Administrator shall:**
  - i) Keep minutes of the business transacted at meetings of the Committee and the AGM. These shall be presented for approval at the next Committee meeting.
  - ii) Circulate notice of meetings by letter, at least 14 days prior to that set date.
  - iii) Conduct all the correspondence on behalf of the Association.
  - iv) Maintain a record of all members' names and addresses.
  - v) Determine the eligibility of all membership applications.
  - vi) Inform the Committee at each meeting of those Members that may have deemed to have lapsed.
  
- d) **The Treasurer shall:**
  - i) Keep a record of all the monies received and expended and shall submit a report and audited Statement of Accounts and Balance Sheet to each AGM.
  - ii) On request, submit a financial report at any meeting of the Committee.
  - iii) Deposit all monies received on behalf of the Association into the accounts of the Association.
  - iv) Expend such monies received as may be determined from time to time by the Committee.
  - v) Hold the chequebook pertaining to the current account of the Association.

## 8. FUNCTIONS

- a) It is expected that the Committee Members attend all meetings. Should any Member fail to attend three consecutive meetings, without reasonable explanation, the Committee shall have the discretionary power of expulsion from the Committee.
  
- b) Any person who is eligible for membership of the Association may not be invited by a Member to be a guest at a recognised social function on more than one occasion.

- c) The Committee shall have the discretionary power to expel from the Association, ANY Member who, in its considered opinion, has acted against the interests of the Association.
- d) Any Member expelled from the Association shall forfeit any and all claims upon the Association's property and funds.

## **9. QUORUM**

- a) A Quorum shall consist of five Committee Members, one of whom shall be the Chairman, Vice Chairman or Secretary.
- b) Should any Committee member retire or resign, the Committee shall have the discretionary power to elect any Association Member to act in an acting capacity until the following AGM.
- c) Because of the exigencies of the Service, it is considered that 30% of the total Membership should constitute a quorum at AGM's. Should, however, an AGM be inquorate, motions must be carried by a 2/3<sup>rd</sup> majority of those present.

## **10. SUBSCRIPTIONS**

- a) The annual subscription to the Association shall be reviewed and agreed upon for the forthcoming year at an AGM. Non-UK resident Member subscriptions will be 50% of the Annual rate paid by Full Members.
- b) Life membership shall be restricted to 10% of the Full Membership and will be available at twelve times the sum of the current subscription.
- c) If a Member's subscription is more than two years in arrears (i.e. they are not paying the correct amount as determined in par. 10a above) and they have failed to respond to either a written or verbal reminder, their Membership shall be considered terminated.

## **11. BENEVOLENT PAYMENTS**

- a) A benevolent payment shall be made to the notified next of kin of any of the Association's **FULL** Members who are paying the **full and correct amount** as soon as practical after the death of the said Member(s).
- b) The amount of benevolent payments shall be fixed and decided by the Membership of the Association at an AGM.

c) The Association reserves the right to vary the amount as determined by the Membership as in par. 11b above.

Certified as the updated version of the Constitution of the Aircrewman's Association, properly proposed, seconded and carried at the Annual General Meeting, April, 2005.

**Original signed by (and further amended on 10 April 2010)**

**Chairman    Mr John Sheldon**  
**Secretary    Mr Ian Williams**