

**THE FLEET AIR ARM ASSOCIATION
CONSTITUTION AND RULES**



Revision January 2021



Rule 1. THE ASSOCIATION

1.1a The name shall be : -

THE FLEET AIR ARM ASSOCIATION

Referred to hereinafter as the Association.

1.1b The Association shall be non-political.

Rule 1.2 ASSOCIATION ADDRESS

1.2.a The Association Address shall be: -

www. faaa.org.uk

Rule 1.3 OBJECTIVES

1.3a To perpetuate the fellowship which began in the Fleet Air Arm of the Royal Navy, hereinafter referred to as the Fleet Air Arm. To foster good relations between, provide services to, and promote ceremonial and social events amongst Members and Branches of the Association and other like organisations.

1.3b To provide advice and assistance, where practicable, avoiding conflict with government departments, to members of the Association and their families on welfare matters.
Financial assistance may be available, i.a.w. The Association Welfare Policy.

1.3c To maintain close liaison with the Fleet Air Arm and to assist in promoting public interest and awareness of the Fleet Air Arm and of it's vital importance as a necessary arm of the Royal Navy.

Rule 1.4 THE ASSOCIATION NAME

1.4a The Association name shall be displayed on any premises the Association may at any time own or lease, and on all documents used, or published or issued by the Association.

1.4b Any misuse of the Association name by a member for personal gain, an illegal or immoral purpose shall incur expulsion of the member from the Association, and at the discretion of the Association, legal action may be taken for restitution of any loss or damage sustained. Any misuse of the Association name by a non member may, at the discretion of the Association lead to legal action.

Rule 2. THE CONSTITUTION

- 2.1a The Association shall have a Patron, President, Honorary Vice President (Head of Fleet Air Arm) and Vice Presidents to a maximum of three (3), a National Executive Committee (NEC), comprising of the following officers: Chairman; Vice Chairman; Secretary; Treasurer; and five elected members whose duties shall be decided as required by the NEC. Ex- officio members are the; Membership Secretary; the Web Master and others as may be required from time to time.
- 2.1b The Officers and members of the NEC must be Full Members of the Association, with the Chairman and Vice Chairman being ex serving Fleet Air Arm personnel.
- 2.1c Ex officio members may be appointed by the National Executive to execute specific duties, all such posts are honorary and do not require full membership status.
- 2.1d All officers and members of the NEC shall serve for a period of two (2) years and retire by rotation, but they may stand for re-election. Where the Chairman completes the term of office, that person should take a 1 year break prior to standing for re-election to the NEC.
- 2.1e All such elections will be conducted by a postal ballot and the result shall be scrutinised and the result declared by one (1) member of the NEC and two (2) Branch Delegates at the Annual General Meeting (AGM).
- 2.1f The Treasurer and three (3) members of the NEC shall be elected in even years, and the Secretary and two (2) members of the NEC shall be elected in odd years. The Chairman and Vice Chairman will be elected to maintain continuity. The Standard Bearer, and Membership Secretary will be appointed by the NEC as and when required.
- 2.1g The NEC shall be empowered to fill any vacancy pending an election at the following AGM.
- 2.1h Any member of the NEC who's Full Membership of the Association lapses shall immediately relinquish their position and surrender any documents and equipment belonging to the Association they may hold.
- 2.1i A list of the NEC Officers and Members, their addresses and telephone numbers shall be published annually by the National Secretary, and updated as and when necessary, subject to the General Data Protection Regulations
- 2.1j The NEC shall be empowered to formulate and execute such actions as is deemed necessary in accordance with the Constitution and Rules and agreed at the Open or AGM.
- 2.1k All members shall be bound by the Rules of the Association

Rule 2.2 ASSOCIATION RESPONSIBILITIES

- 2.2a The Association may not be held responsible for any liability, loss or debt incurred by any Branch or Member irrespective of cause or reason.
- 2.2b No Branch or member may commit the Association to any financial or legal obligation without prior permission from the NEC.
- 2.2c The NEC is empowered to commit a maximum sum of £250 per fiscal year as a grant or donation without the approval of an Open Meeting or the AGM.
- 2.2d The Association is required by law to have Third Party indemnity against any claim resulting from injury to a third party, or damage to property caused by members of the Association in a public place, whilst engaged in an organised and approved activity on behalf of the Association. Approval for an organised activity is to be obtained from the NEC prior to the event taking place.

Rule 2.3 DUTIES OF OFFICERS

- 2.3a The Chairman, shall take the chair at all meetings of the Association and NEC and is responsible for the overall conduct, execution and compliance of the Constitution by the NEC and all Branches through the individual Chairmen. He shall have a casting vote only in the event of a tie of a motion at either the NEC meeting or AGM
- 2.3b The Vice Chairman shall deputise for the Chairman in his absence and be bound by Rule 2.3a.
- 2.3c The Secretary shall attend all meetings of the Association and the NEC, to report on all correspondence to and from the Association, and take and publish the minutes as applicable. The Secretary shall produce and publish agenda for all meetings, and advise the NEC members and Branch secretaries, as applicable, where possible at least 30 days prior to any meeting of the date, time and venue of such meetings. Meeting agenda will include an item for Any Other Business (AOB). Also to produce all the necessary ballot papers for elections of the National Executive Officers and Executive Committee Members, to send the ballot papers to Branch secretaries, where possible at least 30 days prior to the Annual General Meeting (AGM).
- 2.3d The Treasurer shall be responsible for the proper execution of all financial transactions of the Association. The Treasurer shall produce and publish statements of income and expenditure, and balance sheets as required for all NEC, Open and Annual General Meetings (AGMs).
- 2.3e The accounts and balance sheets prepared for the Annual General Meeting shall be audited by a competent person(s), appointed by the NEC, who shall be given full access to all documents pertinent to the finances of the Association.
- 2.3f There shall be three (3) signatories approved by the NEC of whom any two (2) may effect a withdrawal by cheque from the Association funds, either in the current or savings accounts.

- 2.3g The Treasurer and Secretary shall each be empowered to expend to a maximum of one hundred and fifty (150) pounds sterling per quarter in respect of essential expenses for the Association without prior reference to the NEC. Any such expenditure is to be accounted for by the production of receipts or other evidence of expenditure.
- 2.3h The National Standard Bearer is responsible for the safe keeping and the parading of the NFAAA Standard under the instruction of the Vice Chairman. The National Standard Bearer's Guideline Policy refers.
- 2.3i The Association's Patron and President, as invited by the Association, Vice Presidents (maximum of three) shall be nominated by the NEC for election by the Members at an AGM. The Honorary Vice President shall be the current Head of the Fleet Air Arm. They shall be entitled to receive notice of and to attend all meetings but not be entitled to vote.

Rule 3. MEMBERSHIPS

- 3.1a FULL MEMBERSHIP - Full Membership of the Association is open to all personnel, who are serving or have served in a recognised profession or trade in the Fleet Air Arm, Royal Naval Reserves, Commonwealth Navies, Royal Marines and Royal Marine Reserves, specific to the operation and maintenance of the aircraft of the Fleet Air Arm.

Along with other Armed Service personnel of the Crown and Veterans, including Commonwealth Services and the Merchant Navy provided they are serving or have served with Squadrons or Units at sea or on shore, and were involved in the operation, maintenance or support of the aircraft of the Fleet Air Arm, or the provision of services to personnel of the Fleet Air Arm

- 3.1b Full Members are eligible to serve on the NEC and Branch Committees as an Officer of the Association or Branch.
- 3.1c Only a Full Member can act as the Branch Delegate at meetings and cast the Branch's vote
- 3.1d The Subscription Fees for Association Branches shall be at the discretion of the Branch
- 3.1e The subscription fee for the Daedalus Branch members shall be an amount set by the NEC.
- 3.2a ASSOCIATE MEMBERSHIP – Associate Membership shall be open to such persons with a close connection or keen interest in the Association of the Fleet Air Arm who are not otherwise eligible for membership. Such as Royal Naval Aircraft Yard personnel, the widow(er) or surviving partner, sons, daughters and close relatives of Full members who wish to attend meetings and re-unions.

- 3.2b Associate Members are not eligible to serve on the NEC as an Officer or Committee member, but may serve in an ex Officio role as authorised by the NEC.
- 3.2c At Branch level they may serve as an officer or committee member other than as the Branch Chairman or Vice Chairman, they can serve as Secretary, Treasurer, Standard Bearer, Almoner or Social Secretary. The Branch Committee must have more Full Members than others.
- 3.2d The Subscription Fee shall be an amount set at the discretion of the Branch, but will not be subject to capitation fees.
- 3.3a **HONORARY MEMBERSHIP** – May be awarded by the NEC, the election of an Honorary Member shall be by a unanimous vote of the NEC Members present at which the award is to be considered, or by Branch Committee for Branch Honorary Membership.
- 3.3b No subscriptions should be charged for Honorary Membership
- 3.3c Any Association Full Member attaining 90 years of age shall be granted **Senior** Membership and exempt from capitation fees.
- 3.4a **LIFE MEMBERSHIP** – Life Membership of the Association may be awarded at the discretion of the NEC to Members who have made a significant contribution to the Association’s affairs at National and/or Branch level. The vote of the NEC must be unanimous and awarded at the AGM.
- 3.4b Nominations for Life Membership of the Association must be submitted to the National Secretary fourteen (14) days prior to the January meeting of the NEC.
- 3.4c Life Membership of a Branch may be awarded at the discretion of the Branch Committee. and ratified by the Branch membership at the Branch AGM
- 3.5a **MEMBERSHIP ROLL** A Nominal Roll of Full Members, Associate Members, Honorary Members and Life Members shall be maintained by the Membership Secretary, compiled from information to be supplied by Branch Secretaries annually. The Roll shall consist of Name, Rank/Rate, Official Number, service dates and where served, of all Members. Names and addresses are required also but will be recorded separately to comply with the General Data Protection Regulations.
- 3.5b All members of the Association will be issued with a Fleet Air Arm Association Membership Card on joining and will be issued with a “year sticker” on payment of subscriptions in subsequent years. They will be controlled by the Secretary/Treasurer of each Branch
- 3.5c A Headquarters Roll to be known as the ‘Daedalus Branch’ shall be kept by the Member designated as the Daedalus Branch Secretary of all eligible persons who wish to be members of the Daedalus Branch of the Association

and shared with the Membership Secretary.. This person will act as the Delegate for the Daedalus Branch at all Meetings.

- 3.5d Capitation Fees based on the nominal roll of Full Members shall be paid annually by all Branches to the Treasurer. These fees shall be determined by the NEC at the January meeting and ratified by the membership at the AGM. Capitation fees shall be paid to the Treasurer by 30 June the following year.

Rule 4. MEETINGS

- 4.1a The Association's NEC shall meet at least three (3 times) per year.
- 4.1b Meetings will only be quorate if the attendance is as follows:
Open Meetings and AGM: 50% Branch Delegates. This 50% may include Branches who have lodged postal votes with the Secretary. (rule 4.1k refers)
Committee Meetings: 50% of elected Members
- 4.1c An AGM shall be held in April and an Open Meeting in October, at such venue and date as decided by the NEC.
- 4.1d An Extraordinary General Meeting (EGM) may be called where necessary to deal with any issue that may arise and require immediate attention prior to a planned AGM or NEC meeting. This may include any impropriety caused by an elected official or NEC member, misappropriation of funds, the bringing into disrepute the Association by any member, or other such matter as required or deemed necessary. The Secretary in consultation with the Chairman, should convene a meeting within 28 days of notice of anything which warrants such a meeting
- 4.1e AGMs and Open Meetings may be attended by more than one member from each Branch, but only the nominated Delegate may speak and vote, this person having entered their name as the Branch Delegate in the Gangway Book. All other visitors must enter their name in the Visitors column of the Gangway Book.
- 4.1f Branch Members may attend the NEC meetings as a visitor and should not speak unless invited to do so by the Chairman. Those intending to attend the meeting must notify the National Secretary at least fourteen (14) days prior to the Meeting.
- 4.1g All meetings shall be conducted in an orderly manner whereby any of those attending may speak on the motion with the proposer or seconder given the opportunity to respond to specific points raised or to sum up at the end of the debate. The Chair is to maintain control of the debate.
- 4.1h When addressing the meeting, delegates shall speak from a position where they may be seen by all present, clearly stating their name and their Branch, and at all times addressing the meeting through the Chair. All speeches shall be clear, correct and concise. The Chairman shall decide the time allowed to speakers.

- 4.1i Where a motion requires a change to the Constitution and Rules, 60% of the votes cast must be in favour of the motion to be carried. The subject of the motion shall be time barred for three (3) years from that date, unless the NEC consider that, in the interests of the Association an earlier incorporation would be appropriate.
- 4.1j Voting shall be by card based on one (1) vote per Branch. A simple majority only is required except as outlined in 4.1i.
- 4.1k Postal votes from Branches not attending may be lodged with the National Secretary prior to the meeting and shall be announced but not declared prior to the voting. Where Postal votes are announced no amendment to the motion may be accepted
- 4.1l Motions for debate shall be lodged with the National Secretary eight (8) weeks before the meeting, so that they can be considered by the NEC and disseminated to the Branches for discussion and delegate briefing.

Rule 5. MISCONDUCT

- 5.1 Any two (2) Officers shall have the authority to require the withdrawal from any Association premises, meeting place or function, any person whose behaviour is out of order that may bring the Association into disrepute. Such person, if a member may be required to resign from the Association or be expelled.

Rule 6. DISPUTES

- 6.1 Any dispute between Branches and/or members which may bring the Association into disrepute shall be referred to the NEC for investigation. A date and venue for a hearing shall be communicated to the parties concerned who may bring witnesses in support or corroboration. The decision of the NEC will be final and binding.

Rule 7. DISSOLUTION

- 7.1a The Association or a Branch of the Association may at any time be dissolved by a minimum of 60% of the Full Members of the Association or Branch of the Association attaching their signatures to an INSTRUMENT OF DISSOLUTION. Any residual assets after all liabilities have been discharged shall be disbursed to such charities as the members decide.
- 7.1b If at any time the Association Nominal Roll of Full Members shall be less than twenty-five (25), the National Secretary shall notify each extant Member at their last known address, giving twenty eight (28) days notice of the venue and date of an EGM. Such Full Members as attend such a meeting shall be deemed a quorum to execute the dissolution of the Association in accordance with Rule 7.1a.
- 7.1c If at any time the Branch Nominal Roll of Full Members shall be less than six (6), the Branch Secretary shall notify each extant member at their last known

address and the National Secretary giving twenty eight (28) days notice of the venue and date of a Branch EGM. Such Full Members as attend such a meeting shall be deemed a quorum to execute the dissolution of the Branch in accordance with Rule 7.1a.

- 7.4 Branches that intend to withdraw from the Association must follow Rule 7.1a before reforming as a separate entity and may not use the title Fleet Air Arm Association; they may use “Fleet Air Arm (name of district/area) Association”. All stationery, equipment and accoutrements bearing the title “Fleet Air Arm Association” shall be returned to the Association.

AIR POWER

FROM THE SEA

