

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



Revised 05/10/2015

Including updates from the October 2017 General Meeting.
Items 2.2c, 2.3c, 4.1a & 4.9



Rule 1. THE ASSOCIATION

1.1a The name shall be : -

THE FLEET AIR ARM ASSOCIATION

Referred 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: -
The Fleet Air Arm Association,
c/o Fly Navy Heritage Trust
RNAS Yeovilton
Ilchester
Somerset
BA22 8HT

Rule 1.3 OBJECTIVES

- 1.3a To perpetuate the fellowship which began in the Fleet Air Arm of the Royal Navy. 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. (See Addendum 2).
- 1.3c To maintain close liaison with the Fleet Air Arm of the Royal Navy 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, comprising of the following officers: Chairman; Vice Chairman; Secretary; Treasurer; Public Relations Officer; Standard Bearer, and five elected members whose duties shall be decided as required by the National Executive Committee. ex- officio members are the Magazine Editor; the Membership Secretary; the Web Master and others as may be required from time to time.
- 2.1b The Officers and members of the National Executive must be Full Members of the Association, with the Chairman and Vice Chairman being ex serving Fleet Air Arm personnel. 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.
- 2.1c All officers and members of the National Executive shall serve for a period of two (2) years and retire by rote, but they may stand for re-election.
- 2.1d 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 National Executive and two (2) Branch Delegates at the Annual General Meeting.
- 2.1e The Vice Chairman, Treasurer and three (3) members of the National Executive shall be elected in even years, and the Chairman, Secretary, Public Relations Officer and two (2) members of the National Executive shall be elected in odd years. The Standard Bearer, Magazine Editor and Membership Secretary will be appointed by the National Executive as and when required.
- 2.1f The National Executive Committee shall be empowered to fill any vacancy pending an election.
- 2.1g Any member of the National Executive Committee 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.
- 2.1h A list of the National Executive Committee 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 Data Protection Act.
- 2.1i The National Executive Committee shall be empowered to formulate and execute such actions as is deemed necessary in accordance with the Constitution and Rules.

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 National Executive.

2.2c The National Executive is empowered to commit a maximum sum of £250 per fiscal year as 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 National Executive Committee prior to the event taking place.

Rule 2.3 DUTIES OF OFFICERS

2.3a The Chairman, when able, shall take the chair at all meetings of the Association and National Executive Committee, and shall have the casting vote only in the event of a tie.

2.3b The Vice Chairman shall deputise for the Chairman in his absence and be bound by Rule 2.3a, and be the Ceremonial Officer for the Association.

2.3c The Secretary shall attend all meetings of the Association and the National Executive Committee, 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 National Executive Committee 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 AOB (any other business).** 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.

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 National Executive Committee Meetings and General and Annual General Meetings.

2.3e The accounts and balance sheets prepared for the Annual General Meeting shall be audited by a competent person(s), appointed by the National Executive Committee, who shall be given full access to all documents pertinent to the finances of the Association.

2.3f There shall be four (4) signatories of whom any two (2) may affect 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 National Executive. Any such expenditure is to be accounted for by the production of receipts or other evidence of expenditure.

- 2.3h The Public Relations Officer shall be responsible for the publicity and organisation of all public events of the Association, and for all correspondence with units of Her Majesty's Military Forces and such Organisations as the Historic Flight and the Fleet Air Arm Museum.
- 2.3i The National Standard Bearer is responsible for the safe keeping and the parading of the NFAAA Standard under the instruction of the Vice Chairman. (See Addendum 1) National Standard Bearers Guideline Policy.
- 2.3j The Association President, Vice Presidents and Honorary Vice President shall be nominated by the National Executive Committee for election by the members at an Annual General Meeting. They shall be entitled to receive notice of and to attend all meetings, but shall not be entitled to vote.

Rule 3. MEMBERSHIPS

- 3.1a FULL MEMBER - 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 of the Royal Navy, 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 of the Royal Navy.
Along with other Armed Service personnel of the Crown, 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 aircraft of the Fleet Air Arm of the Royal Navy, or the provision of services to personnel of the Fleet Air Arm of the Royal Navy.
- 3.1b Full Members are eligible to serve on the National Executive Committee and Branch Committees as an Officer of the Association or Branch or as a Member of the National Executive or Branch Committee.
- 3.1c Only a Full Member can act as the Branch Delegate at meetings and cast the Branch's vote.
- 3.1d The Subscription Fee shall be an amount set at the discretion of the Branch.
- 3.2a ASSOCIATE MEMBER – 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 National Committee as an Officer or Committee member, but may serve in an ex Officio role as authorised by the National Committee.
- 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.
- 3.3a **HONORARY MEMBERSHIP** – May be awarded by the National Executive Committee, the election of an Honorary Member shall be by a unanimous vote of the National Executive Committee Members present at which the award is to be considered, or by Branch Committee for Branch Honorary Membership. Nominations should be made for those persons who have made a significant contribution to or enhanced the Association or Branch.
- 3.3b No subscriptions should be charged for Honorary Membership.
- 3.4a **LIFE MEMBERSHIP** – Life Membership of the Association may be awarded at the discretion of the National Executive Committee to Members who have made a significant contribution to the Association’s affairs at National and/or Branch level. The vote of the National Executive must be Unanimous.
- 3.4b Nominations for Life Membership of the Association must be submitted to the National Secretary fourteen (14) days prior to the January National Executive Committee Meeting.
- 3.4c Life Membership of a Branch may be awarded at the discretion of the Branch Committee and the vote of the Branch committee must be Unanimous.
- 3.5a 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 Data Protection Regulations.
- 3.6a A Headquarters Roll to be known as the ‘Daedalus Branch’ shall be kept by the Committee Member designated as the Daedalus Branch Secretary of all eligible persons who wish to be members of the Daedalus Branch of the Association. This person will act as the Delegate for the Daedalus Branch at all Meetings.
- 3.7a 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 National Executive Committee.
- 3.8 All Members shall be bound by the Rules of the Association

Rule 4. MEETINGS

4.1 The Association's National Executive Committee shall meet at least three (3) times per year.

4.1a Meetings will only have a quorum 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 4.8 refers)
Committee Meetings: 50% of Elected Members

4.2 An Annual General Meeting shall be held in April and a General Meeting in October, at such venue and date as decided by the National Committee.

4.3a Annual General Meetings and General 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 others visitors must enter their name in the Visitors column of the Gangway Book.

4.3b Branch Members may attend the National Executive Committee 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 to ensure there are sufficient seats available.

4.4 All meetings shall be conducted by the rule of debate, whereby each Delegate may speak on the motion once only, with the exception of the proposer or seconder of the motion whom may respond to specific points raised in debate, or to sum up the end of the debate.

4.5 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 speakers.

4.6 Voting shall be by card on the basis of one (1) vote per Branch. A simple majority only is required except as outlined in 4.7

4.7 Where a motion requires a change to the Constitution and Rules, two thirds 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.

4.8 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.

4.9 Motions for debate shall be lodged with the National Secretary **Eight (8)** weeks before the meeting, so that they can be considered by the National Executive 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 National Executive 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 National Executive will be final and binding.

Rule 7. DISSOLUTION

7.1 The Association or a Branch of the Association may at any time be dissolved by a minimum of two thirds 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.

7.2 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 thirty (30) days notice of the venue and date of an Emergency General Meeting. Such Full Members as attend such a meeting shall be deemed a quorum to execute the dissolution of the Association in accordance with 7.1.

7.3 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 thirty (30) days notice of the venue and date of an Emergency Branch Meeting. Such Full Members as attend such a meeting shall be deemed a quorum to execute the dissolution of the Branch in accordance with 7.1.

7.4 Branches that intend to withdraw from the Association must follow Rule 7.1 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.

Addendum 1

National Standard Bearer Guideline Policy Rev. 3. 9/7/15

1. Mandatory Parades

The following Parades require the National Standard to be paraded:

Palm Sunday Parade St Barts Yeovilton – March/April

Eastchurch Memorial Parade - 1st Friday in May

Capel le Ferne Battle of Britain - July

Lee on Solent Remembrance Parade – November

The cost of these Parades is to be borne by the Association.

2. Branch Parade - by request

When a Parade of The National Standard is requested by a Branch the cost of such a Parade is to be borne by The Branch.

An exception to this would be if it is requested for the funeral of a Member who has served as a National Officer or on the National Committee in which case the cost will be borne by The Association.

3. Other Parades

Other occasions agreed by the Vice Chairman and Standard Bearer. Costs of these Parades will be borne by The Association.

Expense Guidelines

Meals and overnight accommodation expenses are to be actual and reasonable, receipts where possible.

Overnight hotel accommodation should be of the Premier Inn/Travelodge standard.

Travel expenses for travel by car will be 35 pence per mile. Distances will be as per the AA Mileage Calculator (www.theaa/driving/mileage-calculator.jsp)

Addendum 2.

Welfare Fund Guidelines

1. The main aim of the Welfare Fund is to provide assistance as required to any Full Member of the Association who is in need of assistance or support. The Welfare Fund is invested separately from the Association's other monies
2. Assistance from the Welfare Fund may be obtained to assist Members with the costs of travel, parking and other associated costs when making hospital visits.
3. Due to the limited size of the Fund requests for financial support will be limited to a cumulative maximum of £250 per Member.
4. A Member may make more than one claim on the Welfare Fund, but the total payments must not exceed the cumulative maximum of £250.00.
5. Those members administering the fund both at National and Branch level are to be excluded from requesting assistance whilst holding Office.

6. All entitled Members must be made aware of the Welfare Fund and be assured of complete confidentiality by the Branch Officers and “Welfare Officer” if requesting assistance or support.
7. Only Full Members and the widow(er) or surviving partner of Full Members are eligible to request assistance.
8. This Policy is to be reviewed at 2 yearly intervals.

Welfare Fund Procedure For Claiming

The Fund is administered by The Chairman, Vice Chairman, National Treasurer and National Secretary.

1. The Branch will nominate a member to act as an “Almoner” to determine if any Member requires financial support from the Welfare Fund. The “Almoner” will then present their findings to the Branch Chairman or Secretary. If financial support is considered appropriate any of the Administrators should be contacted requesting assistance from the Welfare Fund. The Administrators will record and approve (or regret) the claim based on the recommendation of the Branch.
2. The Branch Treasurer will then forward a cheque to the Member for the payment. The cumulative maximum claim is £250.00 which will be paid as requested, up to the maximum. Each payment has to be requested individually by the Branch as required by the Member.
3. It is the responsibility of the Branch to exercise reasonable control of expenditure and ensure it is in line with guidelines. The Branch will pay the Member for the actual expenditure incurred on completion of the hospital/medical appointments/visits and then claim the payments from the National Treasurer.
4. Financial transactions are to be recorded and relevant receipts (if available) to be retained by the National and Branch Treasurers for a minimum of 6 years.
5. Should further assistance be required help should be sought from Services charities such as the RNBT, SAFA or the RBL.

AIR POWER

FROM THE SEA

