



Sea Harrier Association Constitution 2013 - 2014

Changes agreed at
September 7th 2013 AGM

Intentionally Blank

Sea Harrier Association

Constitution

1. Purpose

1.1. The purpose of this Constitution is to clearly identify the rules, governance, responsibilities and principles by which the Sea Harrier Association will operate.

2. Objectives

2.1. The objectives of the Association are:

2.1.1. To Maintain and encourage growth of the comradeship which originated in the service.

2.1.2. To maintain a close relationship with the Fleet Air Arm, and the Royal Navy as a whole.

2.1.3. To promote and publicise the Association in a positive manner and to encourage social events.

3. The Constitution

3.1. The Association Committee shall consist of the following officers:

3.1.1. President

3.1.2. Chairman

3.1.3. Secretary

3.1.4. Treasurer

3.1.5. Membership Secretary

3.1.6 Website co-ordinator

3.2. Elected committee members shall remain in post for three years.

3.3. The President shall be an honorary position, and will ideally have served within the Sea Harrier Community.

3.4. The President will not form part of the standing committee.

3.5. The President will have no voting rights, but may be called upon for arbitration if agreed by the committee.

3.6. The President will be appointed by the committee, and their decision ratified at the earliest opportunity at an EGM.

4. Membership

4.1. In order to preserve the autonomy of the Association, the following membership criteria shall apply. For the purposes of this Constitution, the criteria identified in sub-para's 4.2.1. -4.2.4., shall be commonly referred to as the Sea Harrier Community:

4.2. Membership of the Association will be offered to:

4.2.1. All serving members of the Royal Navy who have previously served on a Sea Harrier Squadron or Unit.

4.2.2. All retired members of the Royal Navy who have previously served on a Sea Harrier Squadron or Unit.

4.2.3. All serving and ex-serving members of the Armed Forces who directly supported Sea Harrier Squadrons or Units.

4.2.4. Civilian Staff who directly supported Sea Harrier Squadrons or Units.

4.3. There are 2 membership levels available:

4.3.1. Full – Paying an annual subscription set at either an AGM or EGM, having full voting rights at any Association AGM/EGM/Open Meeting and receiving other benefits of Association membership as voted for at an AGM, EGM or Open Meeting.

4.3.2. Honorary - granted under exceptional circumstances. Nominations can only be proposed by the membership, and shall be agreed and ratified by the membership, at the next available Annual General Meeting, EGM or Open Meeting. Honorary members shall have no voting rights at any Association meeting

4.4. Members are expected to support the aims and objectives of the Association and promote it in a positive and honourable manner, in order to attract favourable attention to our organisation and encourage new members.

4.5. Members should advise the Membership Secretary of changes of address or other matters pertinent to their membership as soon as possible.

4.6. No member may negotiate any business or make any formal commitment, financial or otherwise, in the name of the Sea Harrier Association, without the expressed approval of the committee.

4.7. Any member having cause for complaint on any aspect of the Association should address their complaint to the Secretary who will, arrange for the matter to be brought to the attention of the committee at the earliest opportunity. The decision of the committee shall be final.

4.8. Upon joining the Association, members agree to be bound by the Constitution.

5. Subscriptions

5.1. Subscriptions shall be payable upon joining and annually in January of each year, regardless of actual joining date.

5.2. Membership is offered free of charge to; widows or partners of departed shipmates and other selected individuals at the discretion of the committee.

5.3. Annual subscriptions shall be subject to change and any changes shall be agreed by the membership at an Annual General Meeting and shall be a standing agenda item.

5.4. Membership shall be suspended if subscriptions remain unpaid for a period of three months after the due date.

6. Election of Officers

6.1. Each committee member shall stand down two years after election. This does not apply to ex-officio members.

6.2. Those Committee Members standing down shall be eligible for re-election at the Annual General Meeting and may be re-elected to their position if they indicate their willingness to do so, and only after a proper ballot has been conducted.

6.3. Any member who meets the membership criteria detailed in para 4, regarding membership eligibility may stand for election. They should notify the secretary in writing not later than two weeks prior to the next available AGM.

6.4. Officers intending to resign should inform the Secretary at the earliest opportunity.

6.5. If an individual officer is considered by the remaining committee to be seriously lacking in commitment, or not fully representing the best interests of the Association, they may be asked to resign from their position.

6.6. Potential candidates will be required to attend the Annual General Meeting at which the ballot will be conducted.

6.7. When the necessity arises for the President to be succeeded, the committee shall make a considered recommendation to the membership, which will then be offered for ratification at an Annual General Meeting.

6.8. All eligible voting members not able to attend ballot meetings, shall, where practical, be entitled to a postal vote or to nominate an attending proxy. Proxy votes shall be communicated to the Secretary in advance of the meeting.

7. The Committee

7.1. PRESIDENT

7.1.1. Presidency of the Association shall:

7.1.1.1 Be an honorary position.

7.1.1.2. Be an ex-officio member of the committee but will be invited by the committee to advise and comment.

7.1.1.3. Uphold traditions of the Service and particularly the Fleet Air Arm.

7.1.1.4. Promote the Associations interests at events where appropriate.

7.1.1.5. Provide intellectual support during formal events.

7.1.1.6. Attend social events at the request of the Committee.

7.2. CHAIRMAN

7.2.1. The Chairman shall:

7.2.2. Take the chair and preside over all Association meetings

7.2.3. Ensure that all business is conducted through the committee.

7.2.4. Be the single point of contact for external communication

7.2.5. Ensure that the Association's best interests are maintained at all times.

7.2.6. Endorse all Association documentation prior to communication to its members.

7.2.7. In the event of a tie in a committee election, excluding the post of Chairman, he shall have the casting vote.

7.3. VICE CHAIRMAN

7.3.1. The Vice Chairman's position will only come in to force when there are more than 200 members in the Association.

7.4. SECRETARY

7.4.1. The Secretary shall:

7.4.1.1. Be responsible for the day-to-day administration of the Association's business

7.4.1.2. Liaise with other officers as necessary and maintain a communication link between the membership and external organisations.

7.4.1.3. Be responsible for all official correspondence regarding the Association. (The Secretary's position is held in perpetuity).

7.5. TREASURER

7.5.1. The Treasurer shall:

7.5.1.1. Be responsible for all financial aspects of the Association.

7.5.1.2. Collecting and depositing monies on behalf of the Association.

7.5.1.3. Be co-signatory to the Association's accounts and cheques.

7.5.1.4 Present financial income and expenditure statements to the AGM, and other meetings when requested by the committee.

7.6. MEMBERSHIP SECRETARY

7.6.1. The Membership Secretary shall:

7.6.1.1. Maintain and keep updated the Association membership database.

7.6.1.2. Report any significant issues to the Chairman and Secretary.

7.6.1.3. Provide membership information to the Website co-ordinator.

7.6.1.4. Send membership joining material to new members.

7.6.1.5. Be co-signatory to the Association's accounts and cheques.

7.6.1.6. Collecting and depositing monies on behalf of the Association

7.7 MEMBERSHIP SECRETARY 2

7.7.1 Membership Secretary 2's position will only come in to force when there are more than 200 members in the Association.

7.8 SOCIAL SECRETARY

7.8.1. To act as focal point for all Association social events.

7.8.2. To arrange Association social events as directed and aided by the Committee.

7.9. WEBSITE ADMINISTRATOR

7.9.1. The webmaster shall:

7.9.1.1. Update and administer the Association website in a timely manner.

7.9.1.2. Be co-signatory to the Association's accounts and cheques.

7.10. OFFICER'S REPRESENTATIVE

7.10.1. To act as an Aircrew/Officer's representative on the Association Committee, and to:

7.10.1. 1. Proactively provide suggestions and support to other committee members.

7.10.1. 2. Where possible, locally promote the Sea Harrier Association.

7.10.1. 3. Act as Association envoys in consultation with the Chairman.

7.10.1. 4. Actively support formal events and general meetings.

7.11 GENERAL COMMITTEE MEMBERS

7.11.1. Two General Committee Members, when elected, shall form part of the standing committee.

8. Annual General Meeting (AGM)

8.1. The Annual General Meeting shall be held annually. The actual date, time and venue will be decided upon by the committee and advised to the membership no less than 28 days prior to the meeting.

8.2. Items for inclusion on the agenda shall be forwarded to the Secretary no less than two weeks prior to the meeting.

8.3. During debates, no member shall speak twice on the same subject unless on a point of reply.

9. Committee Meetings

9.1. Committee meetings shall be held as and when required, at a time and place agreed by the committee members.

9.2. A quorum must consist of 50% of the committee. If required, telephonic communication shall be invoked to obtain information or voting decisions for any committee members not able to attend the meeting.

10. Extra ordinary General Meeting (EGM)

10.1 An Extra Ordinary General Meeting may be called if the necessity arises. The membership shall be advised of the meeting at the earliest opportunity, and in any case, not less than 14 days prior to its commencement.

11. Dress Code

11.1. Members attending events on behalf of the Association are required to wear:

11.1.1. Male: Lounge Suits or appropriate Blazer, with an Association tie.

11.1.2. Female: Appropriate dress equating to male Association members, with Harrier "pin".

11.3. All members who are not currently serving are requested to wear HM Armed Forces Veteran badge.

11.4. All members should wear full sized medals if appropriate to the occasion and entitled to wear such. The Association will mandate the wearing/not wearing of medals for all formal occasions (Remembrance Day, Veterans Days etc).

12. Website

12.1. The Association website shall be maintained by the website coordinator and is available to both Association and non-Association members. It shall promote the Association in a positive manner and be updated as required.

12.2. Garden of Remembrance:

12.2.1. Eligibility for inclusion into the website Garden of Remembrance are in the following categories;

12.2.1.1 Those in the Sea Harrier community who had passed away prior to the John Pheffe Memorial Dinner in October 2008

12.2.1.2 Current members of the Association

12.2.1.3. Serving members of the Armed Forces who have had an attachment to Sea Harriers

12.2.1.4 Non-Association members at the request of that person's Next of Kin only.

13. Disclaimer of Liability

13.1. The Sea Harrier Association shall not be liable for any injury, loss or damage caused to or by any of its members or guests. The Association shall not be responsible for the behaviour of any individual attending any function organised by the Association.

14. Summary

14.1. It is the view of the Association that unnecessary rules should be avoided; although it is acknowledged that there are matters that need to be identified and regulated in order to protect the Association and its individual members.

14.2. Common sense should prevail and thereby ensure that the Association flourishes without the need for unnecessary bureaucracy.

14.3. These rules will, from time to time, be subject to alteration and amendment to reflect the progress of the Association. Any such alterations or amendments will be ratified at the next available AGM or EGM.

15. Amendments

15.1. Requests for changes to this document shall be made in writing to the Secretary, for ratification at the next AGM