

CONSTITUTION OF XXIV SQUADRON ASSOCIATION – ADOPTED AT AGM 6 OCTOBER 2012

ORIGIN

Number XXIV Squadron Royal Flying Corps was formed on 1 September 1915 at Hounslow. In February 1916, the Squadron became the first single-seat fighter unit to be deployed to France.

The Association of Number XXIV Squadron Royal Air Force was founded in 1986 by former members of the Squadron with the intention of fulfilling the aims set out below.

AIMS

The Association seeks to:

Promote the ethos and safeguard the historical legacy of XXIV Squadron by providing an enduring link between Association Members and those who serve in today's operational Squadron.

Foster the spirit of pride, professionalism and comradeship that were and are the hallmarks of XXIV Squadron.

Provide a framework within which Members can enjoy reunions and other social events.

Offer practical support to XXIV Squadron to the extent that the Association is required and able to do so.

MEMBERSHIP CRITERIA

Membership is open to all current and former members of XXIV Squadron. Membership may also be extended to those who can demonstrate a special or personal link to the Squadron and who share the aims and values of the Association.

MEMBERSHIP FEES & SUBSCRIPTIONS

Joining fees and membership subscriptions, when required, will be determined by the Committee and ratified by the membership at an Annual General Meeting (AGM).

PRESIDENT

The President of the Association is to be elected by Members at the AGM to serve an indefinite term. He is not a member of the Committee but works closely with Committee Members to ensure the efficient management of the Association.

RESPONSIBILITIES OF COMMITTEE

The Committee is responsible to the President and membership for the efficient day-to-day management and administration of the Association. Its tasks are to include:

- 1. Maintenance of a Register of Members to enable the Association to keep Members fully informed of reunions and other activities and to enable Members to establish contact with each other.*
- 2. Organisation of an AGM, annual reunion dinner, summer social event and any other activity approved by Members.*
- 3. Maintaining contact with OC XXIV Squadron and his appointed liaison officer.*
- 4. Publication of an annual newsletter/magazine both in electronic format for Members connected to the Internet and in hard copy for Members who are unable to download the electronic version.*
- 5. Encouragement and support for the collection and preservation of any memorabilia and other material that may contribute to the development of XXIV Squadron's history archive.*

Composition of Committee

The Association Committee is to have four full Members:

Chairman

Deputy Chairman

Treasurer

Secretary

All Members of the Committee are volunteers. They are to receive no remuneration for their work on behalf of the Association.

Election of Committee

The four full Members are to be elected or re-elected at each AGM to serve for a period of one year with effect from that date. At the following AGM, all automatically retire but are permitted to offer themselves for re-election. If a member of the committee resigns between AGMs, the President and remaining members of the Committee are authorised to appoint a provisional replacement, who is required to offer himself or herself for election at the next AGM.

Co-opted Members of the Committee

Between AGMs, the Committee may, subject to the agreement of the President, co-opt additional temporary members or appoint project officers to assume responsibility for specific tasks which cannot be undertaken by the Committee itself. The Chairman is required to explain the rationale for such appointments at the subsequent AGM.

Committee Meetings

The full Committee is to meet at least once per year. This mandatory meeting will normally be held immediately before the AGM and will usually be attended by the President.

The Committee may decide to meet at other times during the year as and when such additional meetings are deemed necessary. If geographical or other factors prevent all four full Members from attending such meetings, an attendance of at least three full Members (one of whom must be the Chairman or Deputy Chairman) shall constitute a quorum. The results of such meetings are to be reported at the following AGM.

If, during a meeting of the Committee, its Members wish to take a vote on a particular issue, it will be decided by a show of hands of those present. If necessary, the Chairman or Deputy Chairman is to exercise a casting vote.

Between meetings, the Committee may discuss and agree issues by email, keeping the President informed. In such situations, all members must vote and, when required, the Chairman shall have a casting vote.

The Committee is authorised to appoint such sub-committees as it may deem necessary from time to time. The Committee is empowered to over-

rule any decision of a sub-committee. Details of sub-committee appointments and actions are to be reported at the subsequent AGM.

ANNUAL GENERAL MEETING

A General Meeting is to be convened each year, normally on the first Saturday of October as part of the Annual Reunion weekend. The Secretary - in close coordination with OC XXIV Squadron - is to ensure that all arrangements for the AGM are made well in advance. Subject to the approval of OC XXIV Squadron and/or the Mess Manager, the AGM will normally be held either in the Squadron HQ or in the Officers' Mess of the Station where the Squadron is based. After confirming the venue, date and time of the AGM, the Secretary is to ensure the timely promulgation of all pertinent details to Members. At least one month before the AGM, the Secretary - in consultation with the Chairman - is to draw up a provisional agenda. The Secretary is to ensure that sufficient hard copies of all relevant documents (including the agenda and statements of account) are available for those attending the AGM.

FINANCE

Association Income

The Association derives its income from donations, fund-raising activities (such as raffles at social functions) and any profits made from organising major events such as the annual dinner. Joining and membership fees may also be introduced from time to time if required. Social functions arranged by the Association are to be self-financing with the cost divided between those attending. Unless decided otherwise by the Committee, such events shall not receive any subsidy from the Fund.

Administration of Fund

The Association Fund is to be administered by the Treasurer, who will be accountable to the President, Committee and Membership.

Annual Statement of Account - ⁱ

The Treasurer is to prepare an Annual Statement of Account for the year ending 31 August. This Statement is to be produced in time for the Secretary to place an electronic copy on the Association website prior to the subsequent AGM. The Treasurer and Secretary are to ensure that

hard copies of the Statement are available for Members attending the AGM.

Verification of Statements of Account

Either the President or Treasurer must verify and certify each annual Statement of Account using the following formula:

“The XXIV Squadron Association keeps financial records in a way which properly records the Association’s income and expenditure and dealings with its assets and liabilities.

Signature & Name of President or Treasurer. Date.”

Approval of Accounts

At each AGM, the Treasurer is to present the Annual Statement of Account, summarise the current financial position and answer any questions from Members. Approval of the Accounts shall be decided by a formal vote, to be recorded in the Minutes.

Bank Accounts

The Treasurer is responsible for ensuring that the Fund’s assets are held in appropriate current and deposit bank accounts. The Treasurer will decide what proportion of the Fund should be held in the current account and what amount should be placed in an interest-bearing deposit account.

Only the Treasurer and Deputy Chairman are authorised to issue cheques drawn on the Fund’s accounts.

The Treasurer is to ensure that a copy of the latest version of the Association’s Constitution is lodged with the bank(s) where the Fund’s accounts are held.

Donations

The Fund welcomes donations from private individuals or organisations. Such donations are initially to be paid into the Fund’s current account where they will be available for general expenditure. However, they may be applied to a particular project if so specified by the donor.

Use of Association Funds

At the discretion of the Committee, the Fund may be used for any purpose deemed to be in accordance with the aims of the Association. Examples of expenditure are listed below. However, the prior approval of Members at an AGM must be obtained for all disbursements of £200 or more.

The Fund may be used inter alia to:

- 1. Reimburse expenses necessarily incurred by Committee Members for stationery, printing, postage and telephone charges. For audit purposes, all such expenses should normally be supported by itemised receipts. However, where this is not possible, the Chairman may authorise payment of an honorarium to cover an individual's out of pocket expenses.*
- 2. Make donations to the Association's designated Charity.*
- 3. Pay deposits and other advance charges for Association activities. Such disbursements are to be recovered from Members attending these functions.*
- 4. Purchase Poppy Wreaths as required for the Hawker VC and Pisa Accident Memorials.*
- 5. Purchase bouquets for Members or Members' partners when this is deemed appropriate by the Committee.*
- 6. Purchase stock (neckties, lapel badges etc). Stock should only be purchased in response to a clear demand by Members. The value of stock ordered and held should be kept to levels deemed appropriate by the Committee. Stock should be sold at prices that ensure a reasonable profit after covering overheads.*
- 7. Make donations to projects undertaken by XXIV Squadron, subject to the approval of Members at an AGM.*
- 8. Subject to the approval of the Committee, provide hospitality to official guests of the Association.*

Provision for Winding-Up

In the event of the Association being dissolved or wound up, any balance remaining in the Fund after the settlement of all outstanding debts and liabilities, together with any property belonging to the Association, shall - at the discretion of the Committee - be donated to XXIV Squadron. Should XXIV Squadron itself have been disbanded by the date that the Association is dissolved, all Association funds and other assets are to be transferred to the Royal Air Force Benevolent Fund.

AMENDMENT OF CONSTITUTION

Only the Committee, in consultation with the President, is authorised to amend the Association's Constitution. Any such revision is to be subject to ratification by Members at the following AGM.

Revised 13 November 2013 in accordance with Minutes (item 5/2013) of AGM held at RAF Brize Norton on 5 October 2013.