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HMS RELENTLESS ASSOCIATION

Articles of Membership

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HMS Relentless Association

1. Name of the Association

This association is to be known as the "HMS RELENTLESS ASSOCIATION".

2. Objectives of the Association

- a. To encourage Members to unite their energies for the welfare of the ex-ship's companies of HMS Relentless generally.
- b. To promote friendly and social communication amongst Members of the Association.
- c. To afford opportunities for the discussion of interesting topics.
- d. To organise social functions for the benefit of members of the Association and its recognised Charities.

3. Membership

3.1 Categories of Membership

There are FOUR categories of Membership to the Association as listed below.

- a. **FOUNDER MEMBER** (vote). Any person who served on board HMS RELENTLESS in whatever capacity AND who was present at the Inaugural Meeting of the Association in November 2012.
- b. **FULL MEMBER** (vote) Any person who served on board HMS RELENTLESS in whatever capacity (proof required).
- c. **HONORARY MEMBER** (no vote). Any family member of someone who served on HMS Relentless in whatever capacity (proof required). The Next of Kin (NoK) of a deceased Member is automatically granted membership in this category. This category of membership may also be offered to members of the public over the age of 18 who express sympathy with the objects of the Association and who, in the view of the Committee, serve or have served the Association in such a capacity as being deemed eligible and worthy of Honorary Membership.
- d. **ASSOCIATE MEMBER** (no vote). Any past or present member of the Royal Navy or Royal Marines who served on an 'R' Class destroyer or Type 15 frigate (proof required). Additionally, the Committee may consider applications for membership from any past or present member of the Royal Navy or Royal Marines not meeting the ship-criteria, but whose application is proposed and seconded by a Full Member of the Association.

3.2 Membership Details

- a. A person shall be deemed to be elected as a Member of the Association after having been verified and accepted by three Officers of the Association, one of whom shall be the Secretary.
- b. In becoming a Member of the Association, the Member shall, by accepting these rules, agree that he or she understands that they may leave this Association at any time for any reason and likewise the Officers of the Association sitting in agreement have the same privileges and recourse to cancel a persons' membership. When membership ceases the Member agrees that they shall hold legally harmless the Association and understand that they have no legal recourse and shall depart in peace.
- c. Members' personal details as submitted in the Membership Profile on joining the Association will be maintained by the Membership Secretary and accessible by Committee Members on request. Such contact details as provided, i.e., name, address, telephone number, email id and rank/rate/specialisation will be used to populate an Association Membership List freely available to Members ONLY and protected by such means as necessary to prevent the information being accessible or viewable by non-members of the Association (see also Item 26, Data Protection).

4. Subscription

Currently, there is no Annual subscription for Membership. However, this will be reviewed annually at the AGM and in the interim, all donations are gratefully received. Other monies will be raised by way of raffles, auctions, gifts, and any other legal, commercial, and social means.

5. Removal of Membership

The name of any member who contravenes the Articles or Objectives of the Association may be brought before a meeting of the Committee for consideration of their membership. In the case of Founder and Full Members they retain nominal membership but are henceforth deemed INACTIVE and their voting rights removed. In all other categories, membership is removed. The effective date of transfer to Inactive or of removal shall be recorded in the minutes.

6. Management

Management of the Association shall be vested in a Committee consisting of the Chairman, Vice-Chairman, Secretary, Treasurer, Membership Secretary, Welfare Secretary, and Webmaster.

- a. In the case of an Officer holding more than one office, he shall NOT have duplicate voting rights.
- b. If a situation arises which makes it impossible for the affairs of the Association to be conducted in the normal manner, the administration of the Association shall be entrusted to the Secretary.

7. Registered Address of the Association

This shall reside with the Secretary of the Association or other designated Officer as agreed by Officers of the Association at the AGM.

8. Officers of the Association

- a. Nominations shall be called for the roles of Chairman, Vice-Chairman, Secretary, Treasurer, Membership Secretary, Welfare Secretary and Webmaster
- b. The names of the Member(s) volunteering for such roles shall be communicated in accordance with the Association's Election Process.
- c. Officers of the Association will be Founder Members or Full Members and elected in accordance with the Association's Election Process
- d. If the roles of Membership Secretary or Welfare Secretary are not filled, these roles will be undertaken by the Secretary or the Padre respectively.
- e. Padre - This is a non-voting, non-committee, honorary role and shall be held by an ordained minister, preferably ex Royal Navy. He or she shall carry out the duties faithfully "being a confidential friend and adviser of all in spiritual, moral and community matters".
- f. Any Officer of the Association not attending two Committee meetings, one of which must be the AGM, may be called upon by the Committee to resign their position.
- g. The term of office of an officer of the Committee shall be for one (1) year except the roles of Secretary and Treasurer, which shall be for two (2) years.
- h. Unless an Officer of the Association is unable to continue in office because of exceptional circumstances e.g., serious illness, domestic issues, death in office etc. the Committee will determine whether it is appropriate for the role to remain vacant until the next AGM or if another member of the Committee should undertake the role

in an “acting local” capacity.

- i. Notwithstanding the above, prevailing conditions outside the control of the Committee may render an AGM, and hence an Election, inviable. In such circumstances, the incumbent Committee will re-evaluate the period of tenure of that Committee.

9. Annual Reunion

- a. The Annual Reunion of the Association will be organised by a Reunion Committee which itself is a subset of the Association Committee.
- b. Ideally, the Reunion should be held over a weekend nearest to the 30th November. Depending on market conditions and events outside the control of the Association, the actual date(s) will be at the discretion of the Reunion Committee.
- c. The decision on choice of venue shall lie with the Reunion Committee.
- d. Other informal Reunion may be held as and when voluntarily organised.

10. Committee Meetings and the Annual General Meeting

- a. Actual or virtual Committee Meetings shall normally be held three times each year as agreed by the Officers of the Association and as communicated by the Secretary.
- b. Emergency Committee Meetings may be called by any Committee Member in such circumstances as dictated by events.
- c. The required quorum for a Committee Meeting or Emergency Committee Meeting will be three (3) Officers of the Association one of which must be the Chairman OR the Secretary.
- d. The Annual General Meeting (AGM) shall normally be held during the Reunion Weekend and as communicated by the Secretary.
- e. The AGM Agenda will be communicated by the Secretary at least one (1) week before the meeting.
- f. Any Member wishing to add an item to a Meeting Agenda shall inform the Secretary in writing at least two (2) weeks before the meeting.

11. Minutes of the Meetings

A record of the proceedings of the Annual General Meeting and Committee meetings held shall be kept by the Secretary.

Minutes of the AGM shall be approved by the Committee.

Minutes of Committee meetings shall be approved by the Chairman and Secretary.

The Minutes of Committee Meetings, and those of the AGM will be made available on the Website.

12. Order of Business at Meetings

The order of conducting the business of meeting shall be as follows:

- a. At the commencement of the proceedings there will be a period of silence of ONE minute for Members who have crossed the bar in the past year.
- b. Welcome, introduction and apologies.
- c. To read and confirm the minutes of the previous meeting and to deal with matters arising therefrom.
- d. Chairman's Report
- e. Vice-Chairman's Report
- f. Treasurer's Report
- g. Secretary's Report
- h. Membership Secretary's
- i. Webmaster's Report
- j. Welfare Secretary's Report
- k. Any other business

13. Duties of the Chairman

- a. To attend and preside at all meetings.
- b. To be acquainted with the business of the Association and to ensure that such business is not contrary to the Articles and Objectives of the Association.
- c. In the event of equal voting the Chairman shall have, in addition, a casting vote.
- d. To provide feedback to the Committee of meetings or events attended on behalf of the Association.
- e. To give a minimum of three (3) months' notice of intention to resign the office of Chairman.

14. Duties of the Vice-Chairman

- a. To attend all meetings
- b. To deputise for the Chairman in his absence or as directed.
- c. To act as Elections Officer at Committee Elections
- d. To act as Secretary of the Association in the absence of a Secretary.
- e. To act as Treasurer of the Association in the absence of a Treasurer.
- f. To provide feedback to the Committee of meetings or events attended on behalf of the Association.
- g. To give a minimum of two (2) months' notice of intention to resign the office of Vice-Chairman

15. Duties of the Secretary

- a. To attend all meetings
- b. To conduct the day-to-day business and attend to the general correspondence of the Association.
- c. To correspond with Members, individuals, firms, associations, public bodies etc. on subjects considered by the membership of the Association to be in the interest of the Association.
- d. To produce Minutes of Committee Meetings and of the Annual General Meeting and provide feedback to the Committee of other meetings or events attended on behalf of the Association.
- e. To prepare Newsletters and Directories for distribution to Members of the Association as appropriate
- f. To give a minimum of three (3) months' notice of intention to resign the office of Secretary.

16. Duties of the Treasurer

- a. To attend all meetings
- b. To conduct the day-to-day financial affairs of the Association.
- c. To correspond with Members, individuals, firms, associations, public bodies etc. on subjects considered by the membership of the Association to be in the interest of the Association.
- d. To provide feedback to the Committee of meetings or events attended on behalf of the Association.
- e. To receive monies payable to the Association, duly accounting for all such receipts in the books of the Association in accordance with the accounting procedure laid down.
- f. To pay all monies received into the authorised banking accounts of the Association retaining a sufficient sum to make local sundry payments.
- g. To take necessary action for the settlement of all accounts and payments due from the Association funds, duly accounting for all such transactions in the proper books of the Association
- h. To produce all books of account and other records of the Association when called upon to do so.
- i. To give a minimum of three (3) months' notice of intention to resign the office of Treasurer.

17. Duties of the Membership Secretary

- a. To attend all meetings.
- b. To conduct general correspondence relating to the seeking and retention of Association Members.
- c. To thoroughly vet the details provided by, and the suitability of, persons requesting membership of the Association in whatever category.
- d. To report the status of the Association's membership at Committee Meetings and at the AGM.
- e. To be the custodian of the list of Members of the Association whilst maintaining the confidentiality and security of personal data.
- f. In association with the Secretary, provide updates to the Association's Crew List(s).
- g. To advise the Committee on the removal of membership of the Association from a current Association member.
- h. To give a minimum of two (2) months' notice of intention to resign the office of Membership Secretary.

18. Duties of the Webmaster

- a. To attend all meetings.
- b. To ensure the integrity of the HMS Relentless Association website.
- c. To assign "Username" and "Password" to certified GDPR Association members, as confirmed by the Membership Secretary, to enable them to access Members Only information on the HMS Relentless Association website.
- d. To act as contact point between the Association and the website hosting provider
- e. To ensure Association Treasurer is informed and submits annual payments for web hosting services.
- f. To update, as and when required, the HMS Relentless Association website.
- g. To give a minimum of two (2) months' notice of intention to resign the office of Webmaster.

19. Duties of the Welfare Secretary

- a. To attend all meetings.
- b. Conduct general correspondence related to the Welfare of Members of the Association.
- c. To be the prime point of contact for Welfare issues relating to, at the behest of, or on behalf of Members of the Association.
- d. Whilst maintaining appropriate levels of confidentiality, to report the status of Welfare issues at Committee Meetings and at the AGM.
- e. To give a minimum of one (1) month notice of intention to resign the office of Welfare Secretary.

20. Accounting Procedure

The Treasurer shall maintain the following system and accounts:

- a. A complete record of all receipts and expenditure and to close this record on the last day of the week preceding the AGM when the full accounts will be produced.
- b. To submit accounts every six months to the Secretary commencing 30th November.

21. Banking Accounts

The Bankers of the Association shall be as recommended by the Treasurer and as approved by the Committee.

22. Authorisation to Sign on Banking Accounts

- a. All cheques and Bank withdrawal orders drawn on accounts in the name of the HMS Relentless Association shall bear the signature of the authorised Committee Members, one of which should be the Secretary or Treasurer. The specimen signatures of those officials shall be lodged with the relevant bank.
- b. On change of any of the named officials, the consequent changes in signatories shall be notified in accordance with the requirements of the banks concerned.

23. Payment of Expenses

Reasonable expenses incurred by Officials and Members on the official business of the Association may be paid from Association funds on approval by the Treasurer and one other Committee Member who should not be the claimant. An advance can be made for the purpose on request.

24. Alteration of Articles

The method of effecting alterations to the Articles of Membership shall be by proposal of an individual Member and the procedure to be followed is set out hereunder.

- a. Any Member can make a proposal in writing for amendment at a Committee Meeting or AGM and shall forward it to the Secretary supported by detailed reasons for the proposed change(s), and where matters of finance are involved, by the supporting figures.
- b. The Committee or AGM shall discuss fully the proposal on the agenda and a report of the discussion shall appear in the relevant minutes.
- c. Any amendment to the proposal that may arise from these discussions must be subsequently tabled by the individual Member sponsoring the amendment.

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- d. The votes recorded in the minutes for and against the original proposal and each amendment thereto shall be totalled and a simple majority shall be the decision of the members voting.
- e. Any voting concerning financial matters shall require a 75% majority of members voting.
- f. Notwithstanding the above, during the course of general business of a Committee Meeting or AGM, if amendments are tabled, they shall be dealt with in accordance with the above.
- g. Any proposed amendment or cancellation of Article(s) or proposed new Article(s) upon which a decision has been given shall thereby be deemed duly amended or cancelled, or the new Article(s) as they may be, shall take immediate effect.
- h. Any current, amended or new Article which is subsequently found to be legally invalid (*ultra vires*) to the Association within one year of the implementation may, after due consideration by the Committee, be withdrawn with immediate effect.
- i. The Articles of Membership shall be reviewed annually by the Committee.

25. Termination of the Association

The Association may be wound up if:

- a. Membership decreases to such a level as to make the Association inoperative.
- b. There is a lack of Committee Officers to manage, organise or lead the Association.
- c. It is the wish of at least 75% of the Membership.
- d. Circumstances, legal or otherwise, make it impossible to continue.

Any Association funds held at the termination shall be duly audited and distributed among charitable Royal Naval institution as stipulated by the remaining Committee Members or if none such exist, by the remaining Full Members.

26. Data Protection

The HMS Relentless Association is committed to protecting all information that we handle about our members, people we come into contact with, people we support and work with, and to respecting people's rights around how their information is handled.

We process personal data to help us:

- maintain our list of members (and regular supporters / guests)
- provide pastoral and welfare support for members and others connected with our Association.
- keep members informed of issues and reunions.
- provide services to the general veteran's community.
- safeguard any children, young people and adults at risk.
- recruit, support and manage members and volunteers.
- undertake research.
- maintain our accounts and records.
- promote our Association.
- respond effectively to enquirers and handle any complaints.

We will only collect and use personal data that is needed for the specific purposes described above. We will not collect more than is needed to achieve those purposes. We will not collect any personal data "just in case" we want to process it later.

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We will keep records for the life of the Association unless otherwise requested by the Data Subject.

Members' data will never be shared with a third party without their explicit permission.

As a member or volunteer retaining or processing personal information on behalf of the Association, members are required to comply with this policy. If there is an accidental breach of the policy, it is important that members contact the Data Protection Officer immediately so that swift action can be taken to try and limit the impact of the breach.

Members' attention is drawn to the approved full GDPR policy held by Association's Membership Secretary (the Data Protection Officer). This is available by email on request from contact@hmsrelentless.org.

HMS Relentless Association

TO BE SIGNED BY THE AUTHORISED OFFICERS OF THE ASSOCIATION

We affirm our agreement to the **Articles of Association Membership** (*as amended*) of the **HMS Relentless Association**

Signatories of this document,

- | | | | |
|----|----------|----------------------|---------------------|
| 1. | Signed: | Chairman | |
| | Name: | Mr Peter Toms | Signature on record |
| | Address: | 'Anfield', Liff Park | |
| | | Liff | |
| | | Dundee | |
| | | DD2 5PH | |
- | | | | |
|----|----------|------------------|---------------------|
| 2. | Signed: | Secretary | |
| | Name: | Mr Steve Newton | Signature on record |
| | Address: | 73, Redwing Road | |
| | | Clanfield | |
| | | Waterlooville | |
| | | Hants PO8 0NG | |
- | | | | |
|----|----------|----------------------|---------------------|
| 3. | Signed: | Treasurer | |
| | Name: | Bishop Dr John Mills | Signature on record |
| | Address: | 35, Hendrie Road | |
| | | Holt | |
| | | Norfolk | |
| | | NR25 6RR | |

Dated 28th February 2023