

CONSTITUTION
of
BOROUGH OF BURY VETERANS ASSOCIATION
(adopted on 07 May 2017)

CONTENTS

GENERAL	Name, Objects, Communication.	Clauses 1-2
MEMBERSHIP	Full, Associate. Honorary Associate, Affiliate.	Clause 3
MANAGEMENT COMMITTEE	Composition, Minimum Number, Eligibility, Election/ Retiral/Re-election, Functions.	Clauses 4-5
MEETINGS	General, Annual General, Extraordinary General, Procedures.	Clauses 6-9
ADMINISTRATION	Finance, Communications, Property.	Clauses 10-12
MISCELLANEOUS	Alterations to the Constitution, Dissolution, Indemnity.	Clauses 13-15

1.0

NAME.

The name of the Association shall be the “**Borough of Bury Veterans Association**” (hereinafter called “The Association”).

2.0

OBJECTS.

The Association is established to provide:

2.1

Afford assistance to veterans and their dependants by providing a social and support network unifying all three Services in the Borough of Bury.

2.2

Veteran presence at established parades in the Borough of Bury.

2.3

Raise funds to support veterans & veterans charities in the Borough of Bury.

2.4

Provide a social environment including visits, events and trips for veterans and likeminded people to further a sense of “belonging” within both the veteran and wider community as a whole.

2.5

In furtherance of the above objects, but not further or otherwise, The Association may:

2.5.1

Provide or secure the provision of social services, educational and recreational facilities, and practical assistance for veterans within the area of the Borough of Bury;

2.5.2

Provide or secure the provision of welfare rights advice and information and refer those in need of professional assistance to the relevant agencies;

2.5.3

Obtain, collect and receive money by way of grants, donations, bequests, legacies or other lawful method, provided that The Association may not engage in any form of permanent trading;

2.5.4

Invest the monies of The Association not immediately required for the furtherance of the said objects in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) as may for the time being be imposed or required by law;

2.5.5

Recruit and train volunteers with relevant skills to carry out the objects of The Association;

2.5.6

Promote and organise co-operation in the achievement of the above objects and to that end to work in association with local authorities and voluntary organisations engaged in the furtherance of the above objects in the Borough of Bury;

2.5.7

Do all such other lawful things as may be necessary for the attainment of the above objects or any of them.

3.0 **MEMBERSHIP.**

3.1 Membership of The Association shall be open to the following, irrespective of political party, nationality, religion or political opinion. There shall be no dress code.

3.1.1 **Full Members:**

3.1.1.1 Former members of Her Majesty's Armed Forces as defined by The Armed Forces Covenant (those who have served for at least a day in HM Forces, whether as a Regular or as a Reservist) living within the Bury area, either within the Borough of Bury or an adjacent borough (Blackburn with Darwen, Bolton, Manchester, Rochdale, Rossendale and Salford). If a situation arises where there's substantiated doubt of service and if in the opinion of the committee such action is warranted, then service records/history will be verified with DDP-MAN5 at M.O.D Innsworth.

3.1.1.2 People aged sixteen years or over living within the Bury area, either within the Borough of Bury or an adjacent borough (Blackburn with Darwen, Bolton, Manchester, Rochdale, Rossendale and Salford) who subscribe to the objects of The Association and whose applications for membership are accepted by the Committee;

3.1.2 **Associate Members:** Former members of Her Majesty's Armed Forces as defined by The Armed Forces Covenant (those who have served for at least a day in HM Forces, whether as a Regular or as a Reservist) who live outside the Borough of Bury and its adjacent boroughs (Blackburn with Darwen, Bolton, Manchester, Rochdale, Rossendale and Salford).

3.1.3 **Honorary Associate Members:** Honorary Associate membership is automatically conferred on widows, widowers, dependants and immediate family of deceased Armed Forces personnel or Veterans (maximum of 2 per deceased person).

3.1.4 **Life Membership.** Life Membership will be afforded to all those over 80 years of age meeting the criteria at clauses 3.1.1, 3.1.2, and 3.1.3.

3.1.4 **Affiliated Members:**

3.1.4.1 Well-wishers anywhere or persons who, in the opinion of the Committee, have special knowledge or experience to offer to The Association; such members shall be Affiliated Members.

3.1.4.2 Organisations within the Borough of Bury, whether voluntary or statutory, may upon application to and with the approval of the Committee be admitted as Affiliated Members and such approval shall not be unreasonably withheld;

- 3.2 Full, Associate, Honorary Associate and Life Members shall be entitled to vote at meetings of The Association. Affiliate members do not have voting rights and must abide by the voting rule and refrain from raising hands or giving indication of intended vote.
- 3.3 ID Cards will be issued to all subscribed and Life members. ID cards must be surrendered when leaving the Association.
- 3.3.1 ID Cards will be purchased from The Association funds. Lost and/or damaged cards will be replaced however replacement cards for cards damaged by the individual must be paid for by the individual.
- 3.4 Membership rules are contained at Appendix 1.
- 4.0 **MANAGEMENT COMMITTEE.**
- 4.1 Except as provided otherwise in this Constitution the policy and general management of the affairs of The Association shall be directed by the Committee which shall meet not less than 6 (six) times a year and shall consist of not less than an Annual General Meeting.
- 4.2 Committee Composition. The committee shall be made up of the following positions;
- President.
Treasurer.
Branch Chairpersons (1 per Branch (Navy, Army, RAF, Civilian)).
Branch Secretaries (1 per Branch per 20 members of Branch (Navy, Army, RAF, Civilian) (*minimum of 4).
- 4.3 The President, Branch Chairpersons & Secretaries, Treasurer shall be the Honorary Officers of The Association, shall be Full Members of The Association and shall be elected annually by and from the members of The Association at the Annual General Meeting. The office of President shall not be held by any one person for more than 3 consecutive years, all other positions are freely available for re-election.
- 4.4 Those members elected to take up office shall hold office for a period of 1 year from 01 Apr until 31 Mar. Aside from re-elected members, both incoming and relinquishing members of the committee are to ensure a smooth transition from one committee to the next has occurred by 01 Apr each year.
- 4.5 Nominations from Full Members of The Association for membership of the Committee must be in writing and must be in the hands of the respective Branch Secretary of The Association at least 7 days before the Annual General Meeting hereinafter mentioned.
- 4.6 Should the number of nominations exceed the number of vacancies, election shall be by secret ballot of the members of The Association present and voting at an Annual General Meeting.

- 4.7 Should the number of nominations be less than the number of vacancies, further oral nominations may with the approval of the Annual General Meeting be invited from members present and voting at the said Annual General Meeting.
- 4.8 The Committee elected at an Annual General Meeting shall have the power to co-opt further members, who shall be Full Members, Associate Members or representatives of Affiliated Members and who shall serve until the conclusion of the next following Annual General Meeting PROVIDED THAT the number of co-opted members shall not exceed one third of the total membership of the Committee. Co-opted members shall have the right to vote.

5.0 **FUNCTIONS OF THE COMMITTEE.**

- 5.1 The Committee may make such regulations as its members consider appropriate for the efficient conduct of the business of the Committee and The Association.
- 5.2 The Committee may appoint sub-committees, advisory groups or working parties of its own members and other persons as it may from time to time decide necessary for the carrying out of its work and may determine their terms of reference, duration and composition. All such sub-committees shall make regular reports on their work to the Committee.
- 5.3 The proceedings of the Committee shall not be invalidated by any failure to elect or any defect in the election, appointment, co-options or qualifications of any member.

6.0 **GENERAL MEETINGS.**

General Meetings will be held once a month.

7.0 **ANNUAL GENERAL MEETING.**

- 7.1 The first Annual General Meeting of The Association shall be held not later than 31 Mar 18 and in Mar each year thereafter. An Annual General Meeting of The Association shall be held at such place and time (not being more than 12 months after the holding of the preceding Annual General Meeting) as the Committee shall determine.
- 7.2 At such an Annual General Meeting the business shall include the following:
- 7.2.1 The election of members to serve on the Committee.
- 7.2.2 The appointment of Members to act as Association account scrutineers.
- 7.2.3 The consideration of an Annual Report of the work done by or under the auspices of the Committee.

- 7.2.4 The consideration of the accounts.
- 7.2.5 The transaction of such other matters as may from time to time be considered necessary.

8.0 **EXTRAORDINARY GENERAL MEETING.**

The Committee may at any time at its discretion and shall upon a requisition signed by not less than 10 members, having the power to vote and giving reasons for the request, call an Extraordinary General Meeting of The Association for the purpose of altering the Constitution in accordance with Clause 13 hereof or of considering any matter which may be referred to them by the Committee or for any other purpose.

9.0 **PROCEDURES AT ALL MEETINGS.**

- 9.1 Chairing Meetings: All meetings of The Association shall be presided over by The Association President, in their absence a Committee member elected by the Committee, Sub-committees shall be presided over by its Chairperson, or in his/her absence, its Secretary. If neither are present, those present may elect one of their number to take the Chair. The Chairperson of any meeting shall have a second or casting vote.
- 9.2 Voting: Notwithstanding Clause 9.2.1 and subject to the provisions of Clause 13 hereof all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereat. [In case of an equality of votes the Honorary President shall have a second or casting vote].
 - 9.2.1 Some votes may be preferred to be taken as a secret ballot rather than open show of hands. This will be decided by the committee by a simple majority vote.
- 9.3 Minutes: Minutes shall be kept by the Committee and all sub committees and the appropriate Secretary shall enter therein a record of all proceedings and resolutions.
- 9.4 Quorum: The quorum at General Meetings of The Association shall be 25% of the membership and at meetings of the Committee shall be 33% of the members or such other numbers as the Committee may from time to time determine.
- 9.5 Standing Orders: The Committee shall have power to adopt and issue Standing Orders and/or Rules for The Association. Such Standing Orders and/or Rules shall come into operation immediately PROVIDED ALWAYS THAT they shall be subject to review by The Association in General Meeting and shall not be inconsistent with this Constitution.

10.0 **FINANCE.**

10.1 All Full, Associate and Honorary Associate members shall pay subscriptions. Subscriptions shall be due on 01 Apr each year.

10.1.1 Full, Associate and Honorary Associate members, notwithstanding clauses 10.1.2 and 10.1.3 herein, shall pay subscriptions of the amount as agreed by the membership at the Annual General Meeting.

10.1.2 Old Age Pensioners shall pay full subscriptions in their own first year and then receive a 60% discount per year in subsequent years.

10.1.3 In pursuance of clauses 2.1 and 2.3 the Committee may, at its discretion, waive membership fees for persons who find themselves in testing financial or medical circumstances. Each case will be assessed individually and will be decided by a simple majority vote of the Committee.

10.1.4 Membership fees shall be pro-rata for members joining through the course of the year, ¼ fees per calendar quarter.

10.2 There are no membership fees for Life or Affiliated members.

10.3 All monies raised by or on behalf of The Association shall be applied to further the objects of The Association and for no other purpose PROVIDED THAT nothing herein contained shall prevent the payment of legitimate out-of-pocket expenses to members of The Association engaged upon the approved business of The Association.

10.4 The Honorary Treasurer shall keep proper accounts of the finances of The Association.

10.5 The financial year of The Association shall run from 1 April to 31 March.

10.6 A statement of accounts for the last financial year shall be submitted by the Committee to the Annual General Meeting.

10.7 A bank account shall be opened in the name of The Association with Barclays Bank PLC or with such other bank as the Committee shall from time to time decide. The Committee shall authorise in writing the Honorary Treasurer and 2 members of the Committee to sign cheques on behalf of The Association. All cheques must be signed by not less than 2 of the 3 authorised signatories.

11.0 **COMMUNICATION.**

11.1 Facebook Group Page – Moderator/Admin has full authority to delete posts and bar posters for example if unsuitable or derogatory posts are made.

11.2 Email.

11.3 Quarterly Newsletter.

11.4 Chairman/Secretary contact details on reverse of ID card.

12.0 **TRUST PROPERTY.**

The Association may appoint and may terminate the appointment of not less than 3 Members of The Association to act as Trustees for the purpose of holding any monies or property belonging to The Association. The title to all or any such real and/or personal property which may be required by or for the purposes of The Association shall be vested in the Trustees who shall hold such property in trust for The Association. The Trustees shall act under the instructions of the Committee who shall, subject to the approval and consent of The Association as determined by a General Meeting, have power to fill vacancies among the Trustees.

13.0 **ALTERATIONS TO THE CONSTITUTION.**

13.1 Any alterations to this Constitution shall receive the assent of not less than two thirds of the members of The Association present and voting at the Annual General Meeting or a meeting specially called for the purpose PROVIDED THAT notice of any such alteration shall have been received by the Honorary Secretary in writing not less than 21 clear days before the meeting at which the alteration is to be brought forward.

13.2 At least 14 clear days notice in writing of the meeting setting forth the terms of the alteration to be proposed shall be sent by the Honorary Secretary to each member of The Association PROVIDED FURTHER THAT no alteration shall be made which would cause The Association to cease to be a charity at law.

14.0 **DISSOLUTION.**

14.1 If the Committee by a simple majority decides at any time that on the grounds of expense or otherwise it is necessary or advisable to dissolve The Association, they shall call a meeting of full members of The Association.

14.2 If such decision shall be confirmed by a simple majority of those present and voting at such meeting the Committee shall have power to dispose of any assets held by or in the name of The Association.

14.3 Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of The Association as the Committee may decide.

15.0 **INDEMNITY.**

The Association shall indemnify and keep indemnified every officer, member, volunteer and employee of The Association from and against all claims, demands, actions and proceedings (and all costs and expenses in connection therewith or arising therefrom) made or brought against The Association in

connection with its activities, the actions of its officers, members, volunteers or employees, or in connection with its property and equipment but this indemnity shall not extend to liabilities arising from wilful and individual fraud, wrongdoing or wrongful omission on the part of the officer, member, volunteer or employee sought to be made liable. The Honorary Treasurer shall effect a policy of insurance in respect of this indemnity.

APPENDIX 1 - MEMBERSHIP RULES

A1.1 GENERAL CONDUCT AND BEHAVIOUR.

A1.1.1 Every member is required to agree, sign and abide by the rules.

A1.1.2 Members shall at all times act in a manner that is respectful and courteous towards other members and all other third parties.

A1.1.3 Whilst banter is acceptable, and to be expected, all members shall not act in a manner that is in any-way abusive, harmful or offensive to such persons.

A1.1.4 Members accept that The Association has a reputation to uphold, and shall not at any time act in a manner that could, in the opinion of the committee, bring The Association into disrepute.

A1.1.5 The Committee shall have the right for good and sufficient reason to terminate the membership of any member provided that the member concerned shall have the right to be heard by The Association before a decision is made.

A1.5 The Committee may terminate membership of any member whose conduct and disregard for The Association constitution is calculated to bring The Association into disrepute. The Committee, shall forthwith give to such member, notice of the committees intended decision and the grounds thereof and informing them of their right, by letter, within 14 days of them being so informed, to require The Association to consider such expulsion at a Special General Meeting. If no such letter is received, the expulsion shall have immediate effect. If such a letter is received, the President shall convene a Special General Meeting within the ensuing 28 days.

A1.2 Membership shall terminate if a member has not paid the fees levied by The Association at the time they become due without due cause.

A1.3 On the termination of membership, a member shall forfeit any rights or claims upon The Association, its property and funds. The member shall surrender their Association ID Card.

A1.4 COMPLAINTS.

A1.4.1 The Committee will consider any complaints as a possible infringement of the rules of The Association. All complaints will be dealt with in the strictest of confidence.

A1.4.2 Any member found to be in infringement of the rules of The Association will be asked to provide an explanation to the Committee. Complaints of misconduct should be made in writing to the Committee. Conduct that is prejudicial to the reputation or good-running of The Association may result in expulsion.

Such conduct includes but is not limited to:

A1.4.2.1 Violent, intimidating or abusive behaviour;

A1.4.2.2 Any unauthorised disclosure of information concerning The Association, its members, or their guests (including but not limited to their personal or business affairs).

A1.4.3 The Committee will consider evidence from all parties involved in any incident.

A1.4.4 The Committee may request evidence from the complainant, the member complained of, or any other witnesses involved.

A1.4.5 The complaint may be dismissed or, if upheld, the member may be warned, suspended or, in extreme cases, membership may be terminated.

A1.4.6 The Committees decision is final and no explanation need be given. Should membership be terminated, the person may not return to The Association, even as the guest of a member. Any refund of any fees in respect of the terminated membership will be at the sole discretion of The Association.

Signature: _____

Witnessed By: _____

Date: _____

Date: _____