



57&630 Squadrons' Association

www.57-630assoc.org



Constitution

1. Association Name and Aims. The Association shall be known as the 57 & 630 Squadrons' Association and shall have the following aims:
 - 1.1 To foster good comradeship among current and former members of the Squadron.
 - 1.2 To provide a link and bond between current and former Squadron members and their families.
 - 1.3 To encourage and promote social contact between current and former Squadron members and their families.
2. Membership. Membership of the Association is open to:
 - 2.1 All current and former members of No 57 Squadron who are or were on the posted strength of the Squadron.
 - 2.2 All former members of No 630 Squadron who were on the posted strength of the Squadron.
 - 2.3 Any close relative of a current or former member of either Squadron.
 - 2.4 All current staff members of No 57 Squadron shall automatically be Honorary Members of the Association for the duration of their posting on the Squadron.
 - 2.5 At the discretion of the Committee, Association membership may be offered to other individuals with specific interest in either 57 or 630 Squadron.
3. Association Management. The Association shall be managed by a Committee composed of:
 - Chairperson
 - Secretary
 - Treasurer
 - Membership Officer
 - Information Officer
4. Honorary President. The Committee may invite a former Squadron Commander, or other notable ex-Squadron member, to act as the Association's Honorary President. The role of the Honorary President shall be purely representational and be undertaken for a maximum period of 4 years.

5. Role of the Committee. The principal tasks of the Committee shall be to:
 - 5.1 Administer the Association in accordance with its stated aims.
 - 5.2 Maintain a Register of Members to enable the Association to keep in touch with Members, and to facilitate Member-Member contacts as agreed.
 - 5.3 Periodically publish a Newsletter.
 - 5.4 Organise reunions of Members.
 - 5.5 Maintain the accounts of the Association and, on an annual basis, provide a copy of the annual statement of accounts to all Members.
 - 5.6 Maintain close contact with the Officer Commanding No 57 Squadron, and to offer any help or support to the Squadron which the Committee may deem appropriate.
 - 5.7 Encourage the collection and preservation of records, photographs and memorabilia to help in extending the recorded history of the Squadrons.
6. Committee Members. Committee Members shall be elected by majority vote at an Annual General Meeting of the Association and shall serve for a four-year period.
 - 6.1 Nominations for Committee Members should be notified to the Secretary not less than six weeks before the Annual General Meeting.
 - 6.2 In exceptional circumstances, nominations may be made at the meeting.
 - 6.3 Retiring committee Members are eligible for re-election.
 - 6.4 In the event of a Committee Member resigning office prematurely, the Committee may co-opt an Association Member to fill the vacancy created. Such appointment shall be ratified at the next Annual General Meeting.
7. Committee Meetings. Committee meetings shall be held as required.
 - 7.1 A quorum shall consist of three Committee members, one of whom must be the Chairman or Secretary.
 - 7.2 When it is known beforehand that any Committee member will be unable to attend a Committee meeting, the Chairman shall endeavour to ascertain that member's views on agenda items.
8. Annual General Meetings. The business of the Association shall be conducted at an Annual General Meeting which shall normally be held in conjunction with the Annual Reunion.
 - 8.1. Association Members shall be notified of the date and time of the meeting not less than four weeks before the meeting.
 - 8.2. Proposed agenda items should be received by the Secretary not less than six weeks before the meeting.
 - 8.3 Association members who cannot attend an Annual General Meeting will be given the opportunity to vote by mail (or electronically) to approve the Constitution and on any subsequent changes.

9. Association Finance. The Association's annual accounting period is from 1 April to 31 March. The Treasurer is responsible for preparing a balance sheet and income and expenditure account which shall be audited by the Committee before presentation for approval at the Annual General Meeting.
10. Income & Expenditure. The Association receives income from donations, auctions and raffles.
- 10.1 At the discretion of the Committee, Association funds may be used for activities in the normal course of the Association's business, including:
- Stationery, printing, photocopying etc
 - Postage and telephone charges
 - Wreaths, floral tributes etc
 - Website domain name and hosting, and website/forum maintenance
- 10.2 Unless advised otherwise, Members attending an Association function will pay the cost levied by the venue for the event/meal.
- 10.3 Association funds generated as at para 10 above may be used, at the discretion of the Committee, for temporary loans to pay deposits for functions, to cover costs associated with guests of the Association attending such functions, to cover costs other than those levied by the function venue, and, if necessary, for unavoidable debts which might arise from these functions.
- 10.4 The Committee may authorise Association funds to be used for other purposes deemed to be in accordance with the agreed aims of the Association.
- 10.5 Donations and legacies to the Association may be accepted and are to be credited to the funds of the Association, taking account of any explicit wishes of the donor.
11. Residual Funds. Should the affairs of the Association be wound up, with no successor body, the residual funds shall be donated to appropriate service charities in such proportion as the Committee shall see fit.
12. Data Protection. The Association takes the safeguarding of Member data seriously and will handle personal information in accordance with the Association's Privacy Policy. The Privacy Policy can be found on the Association Website (<https://57-630sqnassoc.org/wp-content/uploads/Association-Privacy-Policy-6-Feb-21.pdf>).
13. Review of Constitution. The Committee shall initiate a review of the Association's Constitution no later than 5 years after its initial publication.
- 13.1 Revisions to the Constitution shall be approved by Association Members during an Annual General Meeting.

END OF TEXT

Approved at the Annual General Meeting of the 57 & 630 Squadrons' Association on 1 July 2023

Approved Version