



ROYAL AIR FORCE HALTON APPRENTICES ASSOCIATION



THE ROYAL AIR FORCE HALTON APPRENTICES ASSOCIATION (OLD HALTONIANS)

CONSTITUTION 1985

REVISED AND APPROVED 2015

Registered under the Charities Act 1993 (Registration No. 292523)

This Constitution further amends and replaces the original Constitution adopted on 17 Aug 1985, and amended in 1997, 2003 and 2009.

All previous editions of the Constitution should be destroyed.

The Royal Air Force Halton (Aircraft) Apprentices Association

The Royal Air Force Halton Aircraft Apprentices Association was formed on 27th September 1980 at RAF Halton when former Aircraft Apprentices held a reunion to commemorate the Diamond Jubilee of the No 1 School of Technical Training.

The formation of the Association followed many requests by those who had served an Aircraft Apprenticeship at RAF Halton that efforts should be made to reactivate the Old Haltonian Association founded by Lieutenant Colonel AFC Caldwell in 1925.

At the first General Meeting of Members held on 27th September 1980, a constitution was presented and formally adopted.

At a Meeting of the Council of the Association on 17th August 1985, a revised Constitution was presented and formally adopted as the Council of the Association was authorised so to do at a General Meeting of the Members held on 27th April 1985.

Further revisions to the Constitution were approved by the Annual General Meeting of Members on 15th June 1996, and a revised Constitution Document was adopted at the Annual General Meeting on 7th June 1997.

In May 2001, the Charity Commission advised that those latest changes needed to be supported by a Scheme. That Scheme was endorsed by the Annual General Meeting of Members on 25th May 2002.

An amendment, agreed by the Charity Commission submitted for approval by the 2009 Annual General Meeting of members.

An amendment, agreed by the Charity Commission (to change from Accruals to Receipt and Payments) submitted for approval by the 2015 Annual General Meeting of members.

CONSTITUTION

1. The name of the Association shall be “THE ROYAL AIR FORCE HALTON AIRCRAFT APPRENTICES ASSOCIATION” or such other name as the Association by resolution passed at a General Meeting shall from time to time decide, which name shall appear on all documents issued by for or on behalf of the Association.

Definitions

2. In this Constitution, the expression “the School” refers to the “No 1 School of Technical Training RAF Halton” and shall include the four courses of technical training held for Boy Mechanics at Halton, Cranwell and Flowerdown prior to the establishment of the said School

Objects

3. The objects of the Association are:
 - (1). The relief and assistance of past apprentice members of RAF Halton and their dependents who are in need by reason of poverty, disability, sickness, infirmity or otherwise; and
 - (2). To promote the efficiency of the Royal Air Force and the Royal Navy by maintaining contact between past members of the former Apprentice School, RAF Halton and serving members of RAF Halton and No 1 School of Technical Training, wheresoever that may be located.
 - (3). In furtherance of the objects the Association through its Council may exercise the following powers:
 - (a) To foster esprit de corps, comradeship and the welfare of those who attended the School by maintaining contact and by providing a venue for reunions;
 - (b) To publicise and disseminate information concerning the history, deeds and traditions of the School;
 - (c) To provide facilities at the National Memorial Arboretum, Alrewas, Staffs, and at the Trenchard Museum, RAF Halton, Bucks, for National Curriculum-related visits;
 - (d) To execute and administer charitable gifts;

- (e) To receive, take and accept any gifts or property whether subject to any special trusts or not;
- (f) To receive and accept any contributions by way of subscriptions, donations or otherwise;
- (g) To assist distressed and needy past Apprentices and their dependants by way of grants, gifts, advice, referral to relevant charities or otherwise;
- (h) To make donations in furtherance of the objects of the Association;
- (i) To purchase, take, lease or exchange property required for the purposes of the Association and subject to compliance with section 36 of the Charities Act 1993 to lease, exchange or otherwise dispose of the same;
- (j) To borrow or raise money for the purposes of the Association on such terms and subject to compliance with section 38 of the Charities Act 1993, such security as may be thought fit;
- (k) To invest the funds and property of the Association for use in promoting the Objects of the Association in such investments as may from time to time be authorised by law;
- (l) To accumulate funds for the Association for such period as may from time to time be authorised by law;
- (m) To do all such things as may further the said Objects.

Membership

4. Member

Open to Royal Air Force Apprentices, Royal Navy Artificer Apprentices (Air), and Apprentices sponsored by Foreign and Commonwealth governments who underwent part or all of their training at No 1 School of Technical Training, RAF Halton.

Associate Member

Open to Instructors and Staff who were directly involved in the training of Apprentices at No 1 School of Technical Training, RAF Halton

Management

5. The Association will be managed by the Council. The elected Members of the Council are the trustees of the Association. Elected Members of the Council will be elected at each Annual General meeting, all of whom, except the Chairman, are to retire each year and who may then seek re-election at the next Annual General

- Meeting. Elected Members of the Council will further be appointed by the Membership of the Association in Annual General Meeting to hold the offices of Deputy Chairman, General Secretary, Office Manager, Membership Secretary, Editor of 'The Haltonian', Treasurer, Welfare Co-ordinator, and any other offices deemed necessary. The holder of the post of Chairman is to be elected to serve for a period of three years after which he may seek re-election.
6. The elected Members of the Council as the trustees of the Association are responsible for ensuring that the Association is managed in accordance with the Charities Act 1993.
 7. Senior members of the Association may be invited to become Patron or Vice-Patron of the Association. Past Presidents of the Association may be invited to become Vice-Presidents and Members of the Association who, in the view of the Council, have given particularly valued and prolonged service to the Association may be invited by the Council to become Honorary Vice-Presidents of the Association. The Patron, Vice-Patron and Honorary Vice- Presidents will be honorary members of the Council. They will not be entitled to vote at Council meetings and will not be trustees of the Association.
 8. Detailed instructions for the efficient running of the Association are to be issued by the Council by way of Schedules hereto. The Schedules may be amended from time to time as required, and are to be approved at an Annual General Meeting. No such instruction, or any regulation arising therefrom, is to countermand anything in the Constitution of the Association, nor is any such instruction or regulation to remain in force if a proposal to abolish it is carried at an Annual General Meeting.
 9. Members of the Council are to nominate from among their members at the first Council Meeting after the Annual General Meeting a Committee to deal with finance, the administration of welfare, and other matters as further set out in the Schedules. The Committee is to be known as the Finance and General Purpose Committee. The F & GP is to be chaired by the Association Chairman. Membership is to include a minimum of 3 from the Deputy Chairman, General Secretary, Office Manager, Treasurer, Welfare Co-ordinator, together with any other member deemed necessary. The Council is to determine F & GP spending limits, which are to be reviewed annually.
 10. The Council may from time to time co-opt additional Association Members to serve on Council to fill offices which may become vacant, until the next Annual General Meeting of Members. Co-opted Members of the Council will be entitled to vote at Council meetings and will be trustees of the Association.

Financial

11. The Council is to submit to the Charity Commission for England and Wales each year a financial statement of receipts, payments, assets and liabilities approved by the Members in Annual General Meeting and in accordance with regulations issued

from time to time under the Charities Act 1993.

12. The Council is to produce to each Member not less than twenty-one days before the date of the Annual General Meeting a financial statement of the activities of the Association for the year and the receipts, payments, assets and liabilities statement at the accounting date.

Amendment of Constitution

13. This Constitution other than Clause 3A (the Objects of the Association), Clause 16 (winding up the Association) and this clause may be amended at any time by a resolution passed by a two thirds majority of Members of the Association present at a meeting convened for that purpose and of which notice has been served upon every Member of the Association at his last known address. No amendment shall be made at any time which would cause the Association to cease to be a charity at law.
14. If the Council is of the opinion that through reduction in Membership or for any other reason it has become impracticable for the Association to remain in being, a motion to this effect is to be communicated to all Association Members and, if no objections to the contrary are received, the Association is to be wound up three months thereafter.
15. If objections are received which cannot be resolved, a motion is to be submitted to an Extraordinary General meeting convened for that purpose.
16. On winding up the Association, the balance of the Association funds after payment of all outstanding accounts is to be transferred to the RAF Halton Charities Account or, failing that, to the Royal Air Force Benevolent Fund.

SCHEDULES

Schedule A – Finance

A1. A2.

The Council is to cause proper books of accounts to be kept with respect to the following:

- (a) All monies received and expended by the Council and the matters in respect of which the receipt and expenditure takes place;
- (b) All sales and purchases of goods by the Council;
- (c) The assets and liabilities of the Council.

Subscriptions may be levied annually, triennially or by single payment for life in

such sums as the Members in general meeting may decide. Under appropriate circumstances members may apply for Benevolent Membership, and their subscriptions will be waived; the Welfare Co-ordinator will normally be responsible for recommending Benevolent Membership. Sums thus raised may be held in a fund to be known as the General Fund. Donations may be accepted for specific projects, specific funds or the General Fund. Trading items such as ties, badges, memorabilia etc. may be purchased and resold for profit, such trading being authorised by and controlled by the Council and such trading profit will become part of the General Fund.

The Council may make money available to the Association for the Objects thereof and may apply the same in such ways as the Council may decide.

Association funds shall be invested in interest-bearing deposit accounts approved by the Council as Trustees of those funds. Such investments shall generally be restricted to Building Societies, Local Authority Bonds, Government Bonds and Banks registered under the Banks Act 1980 or subsequent legislation, or other low risk investments as recommended by a qualified Independent Financial Advisor. Interest so earned will be directed by the Council but an obligation is placed on the Council hereby that the purchasing power of the General Fund when eroded by inflation is to have first call on the interest and thereafter it may be used for the Objects of the Association which may include payments to churches, hospitals, charities, retirement homes and the like but without limit to these for application for the charitable purposes thereof.

A3. A4.

Schedule B – Branches

B1. Branches may be formed within the Association covering both geographical areas worldwide, and of Members who trained together in numbered entries. Branches may hold regular meetings and arrange social events and inter-branch functions. Branches may be invited to nominate a representative to observe meetings of the

Council of the Association. The cost of contacting members with a view to the formation of a Branch may be met out of the Association General Fund.

B2. The Association will distribute periodically a newsletter to Members which details Association and branch business and news.

Schedule C – Support Activities

C1. The Association will maintain its close ties with Royal Air Force Halton and the No 1 School of Technical Training, wheresoever that may be located.

C2. The Association will provide assistance and funds in support of The Haltonian magazine.

C3. The Association will provide support to the Golden Oldies Pipe Band.

Schedule D – Finance and General Purposes Committee

D1. The Finance and General Purposes Committee is to report and make recommendations to the Council at each Council meeting on the following:

- (a). Investment policy
- (b). Finance
- (c). Disbursement of funds
- (d). Administration of projects
- (e). Compliance with statutory regulations
- (f). Grants in furtherance of the objects

D2. The Committee may act on behalf of the Council in disbursement of funds as instructed by the Council.

Schedule E – Meetings

E1. The Association is to conduct its business through orderly meetings of the following three types:

- (a). General Meetings
- (b). Council Meetings
- (c). Committee Meetings

In all voting a simple majority is to suffice, but in the event of an even vote, the Chairman will have a casting vote.

E2. There are to be two types of General Meetings within the rules:

(a). Annual General Meetings are to take place not later than 30th September in each year. A notice calling the Meeting and containing an agenda and a financial statement of receipts, payments, assets and liabilities is to be sent to all Members not less than 21 days before the date of the Meeting. The form of the agenda shall be at the discretion of the Council but must include the Minutes of the previous AGM, a report on the previous year's activities from the Chairman, Membership Secretary and Treasurer, and presentation of the Accounts. Provision is also to be made for the resignation of officers and the election of new officers. Members may petition the Council by post for matters to be included in the Meeting.

(b). Extraordinary Meetings may be called by the Council or by petition from 25

members. A Notice of such Meeting, together with the agenda, is to be sent to all members giving 21 days notice of the Meeting.

E3. Council meetings are to take place not less frequently than quarterly and are to be called by the General Secretary giving not less than 21 days notice. The agenda and conduct of the Meetings are at the discretion of the Council.

E4. Committees of the Council are to meet as often as the members of each committee require and when instructed to meet by the Council.

E5. A quorum for a General Meeting is to comprise not less than three Council members^[1] and not less than fifty ordinary members. Members unable to attend a General Meeting may authorise the Chairman to vote on their behalf on specified proposals that may be put to the meeting. A quorum for a Council Meeting is to be seven, to include the Chairman or, him failing, Deputy Chairman and the General Secretary or, him failing, Treasurer. A quorum for a meeting of a committee is to be not less than half the committee membership plus one.

Schedule F – Communication

F1. With regard to communication with Association Members, where possible full use should be made of electronic means such as the internet and e-mail. For key documents intended for the entire membership, such as the AGM Agenda, advance notice must be given via newsletter or ‘The Haltonian’, to allow members the opportunity to request a paper copy of the document.