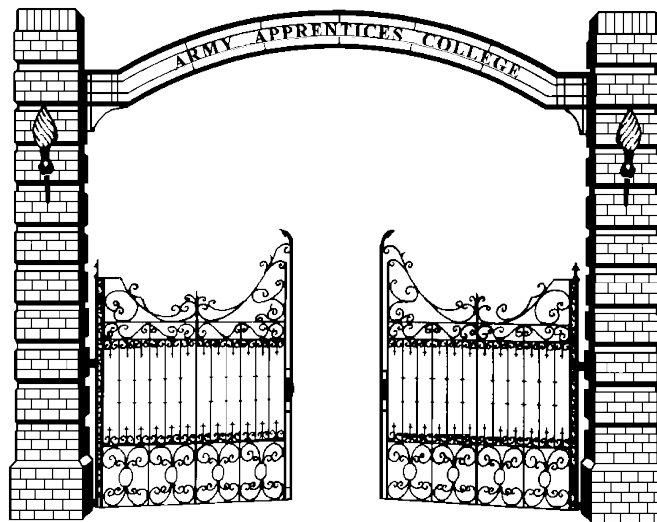


THE ARBORFIELD ASSOCIATION CONSTITUTION AND RULES



ARMY APPRENTICES ESTABLISHED 1939

The Constitution and Rules, as adopted on the 1st August 2017, supersede all prior Revisions and Amendments inclusive of any and all adoptions with respect to the subject matter hereof.

The current Revision of the Constitution and Rules is posted at www.arborfieldoldboys.co.uk and may be printed. When printed they become an uncontrolled document regarding any future Revisions and Amendments and reference should always be made to the posted Revision for accuracy.

Brief Description of Revision and/or Amendment	C & R Revision No.		
	Old	New	Release Date
The Arborfield Association Constitution and Rules Adopted at Incorporation	RETIRED 31/07/2017		
The Arborfield Association Constitution and Rules Adopted 1 st August 2017	-	00	01/08/2017



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THE RULES

RULE 1. CHARITY NAME AND REGISTRATION

- 1.1 THE ARBORFIELD ASSOCIATION (the "Association"), more commonly known as the ARBORFIELD OLD BOYS ASSOCIATION ("AOBA"), was duly registered by the Charity Commission of England and Wales with Registration No. 1086198 on 19th April 2001.
- 1.2 The Constitution and Rules were first adopted by the Members on 20th December 2000 prior to registration with the Charity Commission on 19th April 2001.
- 1.3 The Trustees of the Association are the Officers of the Committee.

RULE 2. TERMS AND DEFINITIONS

Abbreviations, expressions, terms and words used throughout the Constitution and Rules shall have the meaning as defined in Annex A - Terms and Definitions and should be referenced to their respective Rule and the Constitution in general.

RULE 3. ADMINISTRATION AND MANAGEMENT

The Association and its property shall be administered and managed by the Trustees/Committee in accordance with the Constitution and Rules.

RULE 4. HEADQUARTERS AND COMMUNICATIONS

- 4.1 Address:

Regimental Headquarters REME (RHQ REME),
Arborfield Old Boys Association, The Prince Philip Barracks,
MoD Lyneham, Chippenham, Wiltshire, SN15 4XX, United Kingdom
- 4.2 All general correspondence should be addressed to the AOBA Secretary whose contact details are posted on the AOBA website www.arborfieldoldboys.co.uk
- 4.3 AOBA Membership correspondence should be addressed to the AOBA Membership Secretary whose contact details are posted on the AOBA website www.arborfieldoldboys.co.uk

RULE 5. OBJECTIVES OF THE ASSOCIATION

- 5.1 To promote the efficiency of the Army by;
 - i. maintaining contact between former Apprentices of the Schools and Colleges and their REME Junior Soldier successors, and;
 - ii. fostering mutual friendship between them and providing for social gatherings for them.



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- 5.2 Fostering esprit de corps, comradeship and preserving the traditions of The Schools and Colleges.
 - 5.3 To relieve either generally or individually Beneficiaries of former Apprentices of The Schools and Colleges and their Dependents, who are in conditions of need, hardship or distress.
 - 5.4 To commemorate and remember Members of the Association or former members of the Armed Forces of the Crown and in particular those former Apprentices of The Schools and Colleges and their Junior Soldier successors who have lost their lives or suffered injury, or put themselves at risk of loss of life or injury, in service to the public.

RULE 6. POWERS OF THE ASSOCIATION

In furtherance to Rule 5. Objectives of the Association, through the Committee, the Association shall have the following *powers*:

- i. to co-operate and work with other charities, voluntary bodies and other institutions or organisations operating in furtherance of the *Objectives* or for similar purposes and to exchange information and advice with them;
- ii. to take all necessary action for publicising and disseminating information concerning the College and the histories, deeds and traditions of the Schools and Colleges and of the Army and for the encouragement of recruiting;
- iii. to receive, take and accept any gifts of property whether subject to any special trusts;
- iv. to receive and accept contributions by way of subscriptions, donations and otherwise and to raise funds for the *Objectives* provided that the Association shall not undertake any substantial permanent trading activities;
- v. to assist Beneficiaries by way of grants, gifts, loans, pensions or otherwise or by providing or paying for items, services or facilities calculated to reduce the need, hardship or distress of Beneficiaries;
- vi. to pay for such items, services or facilities by way of donations or subscriptions to charitable or other institutions or organisations which provide, or which undertake in return to provide such items, services or facilities for Beneficiaries;
- vii. to invest funds of the Association as authorised by the Charity Commission of England and Wales;
- viii. to accumulate funds of the Association for such period as may from time to time be authorised by law;
- ix. to establish and provide for the proper administration of such Branches of the Association as the Committee from time to time think fit and wherever sufficient Members justify such, and;
- x. to do all such other lawful things as are necessary for the achievement of the *Objectives*.

RULE 7. CLASSES OF MEMBERSHIP

- 7.1 There shall be three (3) classes of Membership; Full Membership, Associate Membership and Honorary Membership, all of which shall be for life.
- 7.2 All former and serving Apprentices and their successors are eligible for Full Membership. Completion of an Apprenticeship is not a prerequisite.



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- 7.3 Any individual of the military and civilian Permanent Staff of the Schools and Colleges and upon request, any former Apprentice of a unit that does not have its own similar Association, is eligible for Associate Membership. The Committee may also offer free Associate Membership to persons who have given outstanding support and help to the Association.
- 7.4 At the discretion of the Committee any person not entitled to Full or Associate Membership but who has rendered services to the Schools and Colleges, or the Association, may be invited to become an Honorary Member of the Association. Honorary Members are entitled to all facilities, benefits and rights open to Full and Associate Members, except for voting rights.

RULE 8. ACTIVE MEMBERSHIP

- 8.1 To offset the administration costs of the Association, any Member of the Association who wishes to become or remain an "Active Member" will be required to pay an Annual Subscription; which will entitle them to receive the Association Newsletter and invitations to Association Functions and Events;
- i. such Members should signify their wish to become or remain an "Active Member" to the Membership Secretary, and;
 - ii. those Members not wishing to pay an Annual Subscription will remain "Non-active Members".
- 8.2 The Annual Subscription shall be of such an amount as is from time to time agreed at the Annual General Meeting of the Association.

RULE 9. REVOCATION OF MEMBERSHIP

The Committee may, at any time, if they consider it to be necessary in the interests of the Association, revoke a person's Membership.

RULE 10. ENTITLEMENTS

Members are entitled to the following;

- i. if an "Active Member" to attend all Association Functions and Events;
- ii. to attend General Meetings of the Association but in the case of "Non-active" and Honorary Members not to vote thereat;
- iii. to wear the Association tie;
- iv. to receive a copy of the Constitution and Rules of the Association, and;
- v. if an "Active Member" to receive a copy of each printed edition of the Association's Newsletter, historically referred to as Old Boys Association Newsletter (OBAN).

RULE 11. PRESIDENT AND VICE PRESIDENT

- 11.1 The President shall be either The Corps Colonel of the Royal Electrical Mechanical Engineers or such other person as the Committee may, from time to time, decide.
- 11.2 The Vice-President shall be a former Commandant or Commanding Officer of The Schools and Colleges, or such other person as the Committee may, from time to time, decide.



RULE 12. OFFICERS OF THE COMMITTEE

- 12.1 The Chairman shall be an Active Member and be elected by the Membership and confirmed by those Members eligible to vote at the next AGM.
- 12.2 The Chairman shall nominate Active Members for the Committee and whose appointments shall be confirmed by those Members eligible to vote at the next AGM.
- 12.3 Consideration should be given to the collective and individual attributes of the Committee by the Chairman when nominating Members for the Committee. They should have the correct mixture of skills, abilities, experience and commitment to be able to fulfil the duties in their appointed role, such as; Negotiation, Fundraising, Communication, Employment Law, Project Management, Community Engagement, Advocacy and Networking, Organizing Functions and Events, Budgeting and Financial Management.
- 12.4 The Committee shall consist of the following;
- i. Chairman
 - ii. Vice Chairman
 - iii. Secretary
 - iv. Treasurer
 - v. Membership Secretary
 - vi. Recruitment Officer
 - vii. Webmaster
 - viii. Data Protection Officer
 - ix. Information Technology Officer
 - x. Editor of the Association Newsletter
- 12.5 Appointment holders shall hereinafter be referred to individually as “Officer” and collectively as “Officers”.
- 12.6 All Officers shall retire from their respective Committee Offices together at the end of the AGM next after the date on which they came into Office, but they may be re-elected to Office.
- 12.7 The proceedings of the Committee shall not be invalidated by any vacancy amongst its numbers or by any failure to appoint or for any defect in the appointment/qualification of an Officer.
- 12.8 Nobody shall be appointed as an Officer who would, if appointed, be disqualified under the provisions of Rule 14. Officers Termination of Office.
- 12.9 No Member or person shall be entitled to act as an Officer, whether on a first or on any subsequent entry into Office, until after signing a Declaration of Acceptance of Office and of willingness to so act.
- 12.10 Once elected an Officer should;
- i. commit to preparing for and attending meetings;
 - ii. understand the Association (what it does and how it does it);
 - iii. agree to give support to the majority decision;
 - iv. support fellow Officers and staff, and;
 - v. act as an advocate for the Association.



12.11 Refer to Annex B - Duties of Committee Officers; which the Secretary from time to time may update accordingly.

RULE 13. OFFICERS CONFLICT OF INTEREST

No Officer shall acquire any interest in property belonging to the Association, other than as an Officer of the Committee, or receive remuneration or be interested other than as aforesaid, in any contract entered by the Committee.

RULE 14. OFFICERS TERMINATION OF OFFICE

An Officer shall cease to hold office if;

- i. they are disqualified from acting as such by virtue of the current relevant section(s) of the Charities Act or any statutory re-enactment or modification of the Charities Act, or;
- ii. they are absent without the permission of the Committee from all their meetings held within a period of one (1) year and the Committee resolve that their office be vacated, or;
- iii. they shall notify, in writing to the Committee, a desire to resign but only if at least three (3) Officers of the Committee will remain in office when the notice of resignation is to take effect.

RULE 15. COMMITTEE LIABILITIES

No Officer shall be liable for any loss to the Association arising by reason of any investment made in good faith, so long as they shall have sought and heeded appropriate professional advice before making such investment, or;

- i. the negligence, fraud, wrongdoing or wrongful omission of any agent, or;
- ii. by any other Officer, provided reasonable supervision shall have been exercised, although the employment of such agent was strictly not necessary or expedient, or;
- iii. by reason of any mistake or omission made in good faith by any Officer, or;
- iv. by reason of any other matter or thing other than willful and individual fraud, wrongdoing or wrongful omission on the part of the Officer who is sought to be made liable.

RULE 16. COMMITTEE NOTICES

Any notice required to be served on any Member shall be in writing and shall be served by the appropriate Officer of the Committee either personally by hand or by sending it through the post in a prepaid letter addressed to such Member at their last known address and any letter so sent shall be deemed to have been received within twenty-one (21) consecutive days of posting.

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RULE 17. COMMITTEE MEETINGS

- 17.1 The Committee shall hold at least one (1), but normally two (2), committee management *meetings* in each year.
- 17.2 The Committee may hold a SGM to be called at any time by the Chairman or by any four (4) Officers upon not less than twenty-one (21) business days' notice being given to the other Officers of the matter(s) to be discussed.
- 17.3 The Chairman, or in his absence the Vice-Chairman, shall be the *meeting Chairman*.
- 17.4 The required Quorum will be a minimum of five (5) Officers, inclusive of the Chairman or Vice-Chairman.
- 17.5 Every matter shall be determined by a majority of votes of the Officers present, but in the case of equality of votes then the Chairman, who will not normally vote, shall have a casting vote.
- 17.6 The Secretary or other Officer (or person) specially appointed by the Chairman shall take and record the *meeting* proceedings including any Sub-Committee Meetings as appointed under the provisions of Rule 17.8 Committee Meetings hereinafter mentioned.
- 17.7 The Committee may from time to time produce and publish *guidelines* for the conduct of its business and the management of the administration of the Association in general, no *guideline* may be made which is inconsistent with the Constitution and Rules.
- 17.8 The Committee may from time to time appoint Sub-Committees consisting of two (2) or more Officers and such other persons as they may think appropriate for the purpose of performing any function or duty; which in the opinion of the Committee would be more conveniently or appropriately undertaken or carried out by a Sub-Committee, provided that all their acts and proceedings shall be fully reported, in a timely manner to the Committee.

RULE 18. GENERAL PROCEDURES FOR AGM's and SGM's

- 18.1 Every AGM and SGM shall be arranged and coordinated by the Committee.
- 18.2 The required Quorum at every AGM and/or SGM will be twenty (20) Members provided that not less than sixteen (16) of those present are Active Members.
- 18.3 Active Members may attend and vote thereat.
- 18.4 Inactive Members and Honorary Members may attend but *not* vote thereat.
- 18.5 Voting Procedure, in the event of the case of equality then the Chairman shall have a casting vote.
- 18.6 The Secretary or other Officer (or person) specially nominated by the Chairman shall take and record the meeting proceedings at every AGM and/or SGM.



18.7 Meeting Minutes;

- i. the official record of the AGM and/or SGM, the *minutes*, shall be kept by the Secretary;
- ii. these *minutes* are the property of the Association, not the Secretary, and as an alternative they may be kept on file at RHQ REME, and;
- iii. it is the Secretary's responsibility to review the transcript of the *meeting* making sure all the *minutes* are accurate and if it is necessary to change the *minutes* (if not recorded accurately at the time) all Officers must agree upon the changes.

RULE 19. ANNUAL GENERAL MEETING

19.1 There shall be an AGM with the date and venue decided by the Committee and advertised using appropriate media, such as but not limited to;

- i. Soldier Magazine;
- ii. Craftsman Magazine;
- iii. AOBA Website, and;
- iv. AOBA Newsletter.

19.2 The AGM shall be conducted by the Chairman of the Committee and General Meeting Procedures apply.

19.3 Notice in writing must be given to the Secretary at least ten (10) business days before the last Committee Meeting prior to the next AGM of any Motions(s); which a Member desires to be included in the AGM agenda.

RULE 20. SPECIAL GENERAL MEETING

20.1 The Committee may call a SGM at any time during the year.

20.2 If at least ten (10) Active Members give written notice to the Committee, then the Secretary shall call an SGM, providing;

- i. at least twenty-one (21) business days' notice has been given, and;
- ii. the notice states the business to be discussed.

20.3 Rule 18. General Procedures for AGM's and SGM's will apply.

RULE 21. EXPENDITURE, RECEIPTS AND INVESTMENTS

21.1 Association funds, including all subscriptions, donations, contributions and bequests, shall be paid into an account in the name of the Association, managed and administered by the Committee at such bank or building society as they shall, from time to time, decide.

21.2 Association funds requiring investment may be invested in the purchase of or at interest upon the security of such stocks, funds, shares, securities or other investments of whatsoever nature as the Committee shall in its absolute discretion think appropriate.



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- 21.3 The Committee shall have the same full and unrestricted powers of investing and transposing investments in all respects as if they were absolutely entitled to the funds beneficially.
- 21.4 The funds of the Association shall be applied, as far as requisite, only for the working purposes of the Association and subject thereto in furthering Rule 5. Objectives of the Association.
- 21.5 All donations, grants and loans made from the funds of the Association shall be prior approved by the Committee.
- 21.6 In urgent cases the Secretary may make immediate cash grants, at his own discretion, to Beneficiaries up to a limit, from time to time, authorized by the Committee and shall submit a detailed report, with relevant supporting documents, to the Committee as soon as possible of all such grants.

RULE 22. ACCOUNTS, ANNUAL REPORT AND ANNUAL RETURNS

The Committee shall comply with their obligations under the current Charities Act and its revisions with regards to;

- i. keeping of Accounting Records;
- ii. preparation of the Annual Statement of Accounts and submission to the Charity Companies House;
- iii. as appropriate, the auditing or independent examination of the Annual Statement of Accounts and submission of such audit/examination to the Charity Companies House;
- iv. preparation of an Annual Return and its submission to the Charity, Companies House, and;
- v. if the Committee choose to appoint an auditor or independent examiner, if there is a requirement for a full audit, the audit must be undertaken by a registered auditor/examiner i.e. someone who is a member of a professional organization that registers auditors and/or examiner, audits shall not be carried out by an Officer of the Committee.

RULE 23. DISSOLUTION OF THE ASSOCIATION

- 23.1 If at any time, it is considered to be necessary or prudent to dissolve the Association, then the Association may be dissolved by a resolution passed by a two-thirds majority of Members present and voting at a SGM convened for the purposes of which twenty-one (21) days' notice shall have been given to all Members.
- 23.2 Such a resolution shall give instructions for the disposal of any property held by the Association;
- i. if any property remains after the satisfaction of all debts and liabilities, such property shall not be paid to or distributed amongst the Members but shall be given or transferred to such charitable institution or institutions as the Members may determine, and;
 - ii. if and in so far as effect cannot be given to this provision, then such property shall be donated to other charitable purposes.



RULE 24. REVISIONS AND AMENDMENTS

- 24.1 The Committee reserves the right to revise and amend the Constitution and Rules, at their discretion, as and when deemed necessary in such cases it shall supersede all previous Revisions and Amendments.
- 24.2 The Committee are to review the Constitution and Rules at least once every five (5) years to ensure they remain current, relevant and meet the needs of the Association.
- 24.3 Revision and Amendments to the Constitution and Rules shall be explained by the Committee at the next AGM following the proposed Revision and Amendment.
- 24.4 The Revisions and Amendments shall be voted upon by Members adhering to the rules of voting at GM's.
- 24.5 No Amendment shall be made which would have the effect of making the Association cease to be a Charity in law.
- 24.6 Any and all Revisions and Amendments to the Constitution and Rules shall be appropriately documented and recorded by the Secretary.
- 24.7 The Webmaster shall update the website with the latest Revision and/or Amendment of the Constitution and Rules as advised by the Secretary.

RULE 25. ACKNOWLEDGEMENT

- 25.1 Until the next AGM takes place the Constitution and Rules shall take effect as if reference in it to the Committee were reference to the Officers who executed this Revision.
- 25.2 The Committee hereto has duly acknowledged to administer, manage and to uphold Rule 5. Objectives of the Association in accordance with the Constitution and Rules for and on behalf of the Association and its Membership.

RULE 26. DATA PROTECTION AND DATA SECURITY

- 26.1 The Association is committed to ensuring that all Membership information shall be administered and processed according to legally compliant standards for Data Protection and Data Security.
- 26.2 A copy of the Data Protection and Data Security Policy is held with the Secretary.

END of RULES



ANNEX A – TERMS AND DEFINITIONS

“Accounts”	means:	The statutory accounts required in respect of the relevant financial year of the Association, submitted to the Charity Commission.
“AGM”	means:	Annual General Meeting Held every year, usually during the time of the Annual Reunion, to elect the Chairman and Committee Officers, and to inform the Association’s Membership of their previous and future activities. It is also an opportunity for the Members to receive either statements or copies of accounts, adoption of the budget for the coming year, as well as reviewing other fiscal information for the past year and asking questions regarding the directions that the Association will take in the future, and also any changes, if any, to the Constitution and Rules.
“Annual Report”	means:	Yearly statement which gives essential information about the Association’s activities throughout the preceding year, submitted to the Charity Commission.
“Annual Return”	means:	Total return per year from an investment, including dividends or interest and capital gains or losses but excluding commissions and other transactions costs and taxes, submitted to the Charity Commission.
“Annual Reunion”	means:	Gathering of the Association’s Membership.
“AOBA”	means:	The Arborfield Old Boys Association Commonly used name for The Arborfield Association. www.arborfieldoldboys.co.uk
“Application Form”	means:	A form to be filled in when applying for Membership to the Association, submitted to the Membership Secretary for approval, www.arborfieldoldboys.co.uk refers.
“Apprenticeship”	means:	The state in which an Apprentice had gained or is gaining instruction in a trade at either The Schools and Colleges or The College between the ages of fifteen (15) to eighteen (18) years, including but not limited to; basic military training, vocational training and vocational education.
“Annual Subscription”	means:	Annual Subscription An annual fee that Full, Associate and Honorary Members must pay to the Association on an annual basis to maintain the status of Member <i>Active</i> .
“Army Apprentice”	means:	All those persons who enlisted in The Schools and Colleges or The College as defined hereinafter, abbreviated to Apprentice.



“Association”	means: The Arborfield Association Commonly referred to as AOBA.
“Associate Member”	means: An individual of the military or civilian Permanent Staff of The Schools and Colleges or The College, as defined hereinafter or person nominated by the Chairman as further defined in Rule 7. Classes of Membership.
“Beneficiaries”	means: Apprentices and their dependents who are in conditions of need, hardship or distress.
“Branch”	means: Branch of the Association Collective number of Members, in a certain geographic area to serve and co-ordinate Rule 5. Objectives of the Association; which is subordinate to the Committee.
“Business Days”	means: Monday to Friday, not including Saturday, Sunday and Public Holidays.
“Charity”	means: An institution which is established for charitable purposes only.
“Charities Act”	means: Charity Act of England and Wales In this context the current Charities Act to consolidate previous <i>charities acts</i> and other enactments, providing for the charitable purposes of the promotion of the efficiency of the Armed Forces of the Crown.
“Charity Commission”	means: Entity that registers and regulates charities of England and Wales, a non-Ministerial Government Department, part of the Civil Service www.charity-commission.gov.uk
“Charity Trustees”	means: The persons having the general control and management of the administration of the charity <i>The Arborfield Association</i> which can be abbreviated to Trustee(s).
“Committee”	means: The deliberative assembly of constitutionally elected Members; which when organized so that action on the Committee requires a vote by all its entitled Officers and to administer and manage the affairs of the Association and its Membership.
“Committee Officers”	means: Officers nominated by the Chairman and constitutionally elected by the Association’s Membership, of those Members entitled to vote.



“Committee Meeting”	means:	When organized so that an action on Committee matters requires a vote by all its entitled Officers to perform a function, such as investigating, considering, reporting, or acting on a matter for and on behalf of the Association and its Membership.
“Constitution and Rules”	means:	A set of fundamental principles and established precedents, <i>rules</i> , according to which the Association is governed. These <i>rules</i> together make up, i.e. <i>constitute</i> , how the Association is organized and managed. When these <i>principles</i> and <i>rules</i> are written down into a single collection, they may be said to comprise the Association’s <i>written</i> Constitution and Rules.
“Companies House”	means:	United Kingdom Register of Companies Executive Agency of the United Kingdom Government. All forms of companies (as permitted by the United Kingdom Companies Act) are incorporated and registered with Companies House and file specific details as required by the current Companies Act. All registered limited companies must file annual financial statements in addition to annual company returns, which are all public records.
“Data Protection”	means:	Data Protection Act 2018 United Kingdom Act of Parliament which defines the law on the processing of data on identifiable living people. It provides a way for individuals to control information about themselves. The definition of personal data is data relating to a living individual who can be identified from that data or from that data and other information in the possession of, or is likely to come into the possession of, the data controller.
“Declaration of Acceptance of Office”	means:	In this context, a form signed by an elected Committee Officer declaring that he/she will duly and faithfully fulfill the duties to the best of their judgment and ability for their relevant Office.
“Expenditure and Receipts”	means:	Items relating to the year for which it is prepared, and provision is made for all outstanding expenses and accrued income.
“Finance Act”	means:	UK Finance Act In this context, the current UK Finance Act that deals directly with charitable and non-profit making organization’s relief.
“Functions and Events”	means:	Those Functions and Events arranged and/or coordinated by the Committee, for and on behalf of the Association and its Membership, with respect to Rule 5. Objectives of the Association.



“Guidelines”	means: In this context, written procedures that the Committee may draft, from time to time, to assist them with continuity of the Association’s administration and management procedures and the changing of Committee Officers but subordinate to the Constitution and Rules.
“Honorary Membership”	means: Membership of the Association granted, at the discretion of the Committee, as further defined in Rule 7. Classes of Membership.
“Incorporated”	means: Jointly, the date the <i>charity</i> , The Arborfield Association, was registered by law and the date the Constitution and Rules became effective.
“Member”	means: An individual’s status of belonging to the Association.
“Member <i>Active</i> ”	means: Full, Associate or Honorary Member having paid the Annual Subscription.
“Member <i>Inactive</i> ”	means: Full, Associate or Honorary Member who does not pay or who has ceased payment of the Annual Subscription.
“Membership”	means: Collective Members of the Association.
“Meeting Minutes”	means: A record of what was done at a meeting, not what was said at a meeting.
“Motions”	means: Those matters that a Member desires to be part of an AGM, as further defined in Rule 19. Annual General Meeting.
“Nominated Officers”	means: Either one (1) or maximum of two (2) Members as nominated by the Chairman to serve on the Committee in addition to those elected Officers, as further defined in Rule 12. Officers of the Committee.
“OBAN”	means: Old Boys Association Newsletter Issued three (3) times a year, the Members link to ‘what’s happening’ at the Association, details of eligibility and how to receive a copy at http://www.arborfieldoldboys.co.uk/oban
“Officers of the Committee”	means: Nominated Officers of the Committee, collectively and individually abbreviated to Officer(s).
“Permanent Staff”	means: Military or civilian staff employed, past or present, at either The Schools and Colleges or The College and its Successor, as defined herein.
“President”	means: As defined in Rule 11. President and Vice President.



“Revisions and Amendments”	means:	Amending, making a correction and/or an improvement to the Constitution and Rules or a change in law requiring such an amendment and any subsequent revision number that may be required.
“RHQ REME”	means:	Regimental Headquarters REME
“SGM”	means:	Special General Meeting. Called to discuss a particular item of the Association’s business, usually something important or unusual; as further defined in Rule 20. Special General Meeting.
“Sub-Committee”	means:	Two (2) or more nominated Members to carry out certain projects at the request of the Committee.
“The Arborfield Association”	means:	Charity Registered Number 1086198 Dated 19 th April 2001. Established to promote the efficiency of the British Army by maintaining contact between former Apprentices of The Schools and Colleges, The College and its Successors, as defined hereinafter and further defined in Rule 5. Objectives of the Association.
“The College”	means:	The Army Technical Foundation College and its successors. 2000 to 2004
“The Schools and Colleges”	means:	The Army Technical School (Boys) 1939 to 1946 The Army Apprentices School 1946 to 1966 The Army Apprentices College 1966 to 1981 The Princess Marina College 1982 to 1995 The Army Apprentices College 1995 to 2000
“Vice President”	means:	As defined in Rule 11. President and Vice President.
“Quorum”	means:	A minimum number of Members at any type of General Meeting or Committee Meeting, necessary to conduct the business of the Association, and a requirement for protection against totally unrepresentative action in the name of the Association by an unduly small number of Members in attendance.

END of ANNEX A

ANNEX B – DUTIES OF COMMITTEE OFFICERS

The following are the main duties of the Committee Officers, but not limited to:

B1. Main Duties of the Chairman are;

- i. assisting with the managerial direction of the Association;
- ii. planning and running meetings, and;
- iii. acting as spokesperson/figurehead.

B2. Main Duties of the Vice Chairman are;

- i. carry out special assignments as requested by the Chairman;
- ii. understand the responsibilities of the Chairman and be able to perform these duties in the absence of the Chairman, and;
- iii. participate as a vital part of the Committee leadership.

B3. Main duties of the Secretary are;

- i. compliance of Charity Commission and Companies House regulations;
- ii. supporting the administration of the Association;
- iii. facilitating and supporting Committee Meetings;
- iv. specific duties in relation to notifying Members about AGM and SGM's;
- v. specific duties in relation to notifying Members about Functions and Events, and;
- vi. *ownership and safeguarding* of the Constitution and Rules including implementing and recording of amendments of the document in accordance with Rule 24. Revisions and Amendments.

Note:

Secretary is a formal position with specific legal responsibilities in relation to liaising with the Charities Commission and Companies House.

B4. Main Duties of the Treasurer are;

- i. ensuring compliance with accounting regulations;
- ii. assisting with the managerial direction of the Association;
- iii. keeping an overview of the finances of the Association, and;
- iv. reporting financial matters at Committee Meetings.

Notes:

1. Making sure the Association has the right financial policies and procedures in place and good management of finances is vital to the efficient functioning of the Association.
2. However, it is important to remember that while the Treasurer has a specific role within the Committee in relation to money matters, the overall responsibility for financial management lies with the whole Committee.
3. A key component of the Treasurer's role involves reporting to the Committee on finances and it is important that all the Officers understand the financial information given.



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- B5. Main duties of the Membership Secretary are;
- i. Membership Application formalities;
 - ii. Membership directory updates (*Active* and *Inactive*), and;
 - iii. Members Annual Subscriptions information to the Treasurer.
- B6. Main duties of the Recruiting Officer are;
- i. coordinate searches for ex-Apprentices and Permanent Staff, and;
 - ii. presentations to current Apprentices/Successors training facilities.
- B7. Main duties of the Webmaster are;
- i. general management of the AOBA website;
 - ii. creates and manages the information content (words and pictures) and organization of the AOBA website;
 - iii. update content on established web pages;
 - iv. restructure or redesign site;
 - v. perform routine checkups to web functionality;
 - vi. perform basic troubleshooting of common web problems;
 - vii. create backups of all online materials;
 - viii. maintain archive of old web information;
 - ix. establish change procedures for templates and new features, and;
 - x. assist in installation of any necessary software or hardware.
- B8. Main duties of the Data Protection Officer are;
- i. develop and implement the Association's Data Protection Policy;
 - ii. create 'best practice' guidance for those Officers who, by the nature of their duties, are required to access the Association's data base, preferably in written form for future reference, ensuring that they deal with data in a manner consistent with the key data protection principles;
 - iii. train, where appropriate, and advise Members on the provisions of the current Data Protection Act and its revisions;
 - iv. process and respond to all requests for information, correction, or erasure by data subjects, and;
 - v. ensure data remains up-to-date and is destroyed when necessary.
- B9. Main duties of the Information Technology Officer are;
- i. ensuring compliance with data protection regulations;
 - ii. installing and upgrading the database server and application tools;
 - iii. allocating system storage and planning future storage requirements for the database system;
 - iv. enrolling users and maintaining system security;
 - v. ensuring compliance with database vendor license agreement;
 - vi. controlling and monitoring user access to the database;
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- vii. monitoring and optimizing the performance of the database;
 - viii. planning for backup and recovery of database information;
 - ix. maintaining archived data;
 - x. backing up and restoring the database, and;
 - xi. contacting database vendor for technical support.

B10. Main duties of the Editor of the Association Newsletter are;

- i. produce the Association Newsletter, and;
- ii. responsible for content and final layout.

END of ANNEX B