

# **THE AIR SEA RESCUE AND MARINE CRAFT SECTION CLUB**

## **CONSTITUTION AND RULES**

Page 1 of 4

### **INTRODUCTION**

This written constitution serves only to place on record the framework of rules under which the Club has functioned since its formation. The rules follow generally recognised procedures, but where they differ, the differences are the results of decisions taken democratically by the Executive Committee and approved at Annual General Meetings of the Club.

### **1. TITLE**

The name of the Club is "The Air Sea Rescue & Marine Craft Section Club"

### **2. HISTORY AND AIMS**

The Club was founded at a meeting of several Motor Boat Crew members at the Victory Services Club in London on 24<sup>th</sup> October 1951, when a Committee was elected and the principal aims of the Club were determined. These aims are to keep alive the many friendships made in wartime, in peacetime and to preserve the spirit unique to the Air Sea Rescue Units, Marine Craft Section and Marine Craft Units of the Royal Air Force. The Committee was instructed to further these objectives by organising reunions, generally keeping Members in touch and endeavouring to contact and recruit ex-service personnel.

### **3. MEMBERSHIP**

Ordinary Members shall consist of those Life Members recorded as such on the Club's Life Membership Register when Life Membership closed in 1992 and currently remaining on the Register. Annual Members, Life Members and anyone who has served in the Royal Air Force on Marine Craft in any of the recognised trades may apply for membership, and on payment of the appropriate subscription, be elected as an Annual Member. Certain other trades, although not strictly in this category, who have had close connections with the marine services of the Royal Air Force, e.g. individual members of helicopter crews, allied and overseas services, are also eligible for membership. The Executive Committee has the power to appoint Honorary Life Members from within the Membership.

### **4. HONORARY MEMBERS**

Honorary Members have the same rights and privileges as Ordinary Members except that they are not entitled to vote at the Annual General Meeting, propose candidates for election to the Executive Committee, or hold office on the Executive Committee.

### **5. ASSOCIATE MEMBERS**

Associate Members, subject to the approval of the Executive Committee and, upon payment of the appropriate membership subscription, will be admitted to and share fully in the life of the Club. They may attend the Annual General Meeting but have no voting rights, nor can they stand for office or propose others for office.

### **6. BRANCH MEMBERSHIP**

It is a pre-requisite that a Member of a recognised Regional Branch must be a Member of the Air Sea Rescue and Marine Craft Sections Club and have paid the appropriate subscription to the Air Sea Rescue and Marine Craft Sections Club and any additional subscription due to the Regional Branch.

Continued...

**THE AIR SEA RESCUE AND MARINE CRAFT SECTION CLUB**  
**CONSTITUTION AND RULES**

Page 2 of 4

**7. LAPSED MEMBERSHIP**

Members who are more than one year in arrears with their subscription to the Club, are treated as Lapsed Members and therefore forfeit all rights and privileges of Club Membership.

**8. SUBSCRIPTIONS**

The Members annual subscriptions to the Club shall be an amount agreed at an Annual General Meeting. Subscriptions may be paid for in advance up to a maximum of three years.

**9. EXECUTIVE COMMITTEE**

The affairs of the Club are managed by the Executive Committee, consisting of not more than ten/twelve members who are elected at the Annual General Meeting and can serve on the Committee for three years after which time they are eligible for re-election. On completion of their first term of office, Executive Committee members should be excused all future subscription dues, thus becoming life members. The Committee is empowered to co-opt Ordinary Members to fill vacancies created by resignations etc. in order to restore the Committee to full strength. The Committee will hold FOUR meetings per year, these being either Telephone Conference call meetings or a meeting at a place agreed by the committee, these with a minimum of five members to form a quorum. The Committee has the power to appoint from time to time, sub-committees from within the Executive Committee for any purpose connected with the Club. However, members of a sub-committee cannot authorise expenditure from Club funds without the authority of the full Executive Committee.

**10. POWERS OF THE EXECUTIVE COMMITTEE**

The Executive Committee is granted wide powers by the Members to carry out, on behalf of the Club, the day to day business of the Club, its objectives, aims and in particular to organise and arrange special functions such as the Annual General Meeting and Reunion. They will facilitate the publishing of 2 editions of the Club magazine "Webfoot" on a yearly basis, make such financial commitments as the Committee deem prudent and necessary to carry out these activities. Provided always that such actions are conducted in good faith and in the interests of the Club, the members of the Committee shall be held indemnified by the Club. The Executive Committee will be empowered to deal with all urgent matters that may arise.

**11. OFFICERS OF THE CLUB**

Officers of the Club, including Chairman, Vice-Chairman, Secretary and Treasurer are elected by the Executive Committee, the appointments of Secretary and Treasurer being confirmed by the Annual General Meeting. With the exceptions of Chairman and Vice Chairman, officers serve for indefinite periods, these subject to the approval of the Committee. Both Chairman and Vice Chairman hold office for one year, the Vice Chairman succeeding the Chairman on the next Committee Meeting following the Annual General Meeting. The retiring Chairman who has completed his three year term on the Committee, will automatically remain on the Committee for a fourth year. The office of both Chairman and Vice Chairman are open to all Executive Committee members. The Hon. Secretary, Treasurer (who must be a member of the Committee), Membership Secretary and Public Relations Officer can serve concurrently as Chairman or Vice Chairman.

Continued...

**THE AIR SEA RESCUE AND MARINE CRAFT SECTION CLUB**  
**CONSTITUTION AND RULES**

Page 3 of 4

**12. CLUB FUNDS**

All monies belonging the Club is to be paid to the Club Treasurer, either for investment in the name of the Club or for paying into a separate current working account in the name of the Club at the Club's bankers. The Club's bankers will be selected by the Executive Committee. All cheques are to be signed by TWO members of the Executive Committee one of whom must be the Treasurer or Secretary. The members of the Executive Committee authorised to sign cheques on the Club's behalf may only be empowered to do so by formal resolution of the Executive Committee, a copy of which shall be forwarded to the Club's bankers

**13. ANNUAL GENERAL MEETING**

The Annual General Meeting is held at such time and place as decided by the Executive Committee. The business of the Annual General Meeting is to:

- a. Receive and approve the minutes of the previous Annual General Meeting.
- b. Receive and approve reports on the activities of the past year from the Secretary.
- c. Receive and pass the signed audited accounts of the Club.
- d. Election of Committee Members. In the event of receiving more than the required number of nominees, voting is by ballot of the Members.
- e. Transact any business officially pre-submitted for placement on the Agenda.

Except for the circumstances outlined in sub-para d, voting at the Annual General Meeting shall be by a ballot open to all Club Members. Those not wishing to, or being unable to attend the meeting in person, may register their vote by proxy on an approved form sent through the post to the Club Secretary, to be received by him not later than seven days prior to the meeting.

**14. ALTERATION OF RULES**

No amendment or alteration to the Constitution can be made except at the Annual General Meeting by a two thirds majority of Members present. Any Member wishing to propose an amendment to the Rules of the Club should give notice in writing to the Secretary together with particulars of the proposed amendment (duly proposed and seconded) at least TWO months before the Annual General Meeting. The Committee is empowered to make emergency by-laws which must be submitted to the next Annual General Meeting.

**15. EXTRAORDINARY GENERAL MEETING**

The Executive Committee has the power to call an Extraordinary General Meeting, or on receipt of a requisition stating the object of the meeting, this signed by at least 15 Members. The committee is bound to hold this meeting within TWO months of receiving this notice. The business transacted must appear on the agenda and no other business discussed. A minimum of 10% ordinary full members must be present to form a quorum, not including the committee members. This meeting will be held in a place that meets with the agreement of all concerned.

**16. FINANCIAL YEAR AND AUDITOR**

The Club's financial year ends on 31<sup>st</sup> March. The Auditor, who need not be a member of the Club, is elected at the Annual General Meeting. The duly audited, counter signed balance sheet and accounts for the preceding financial year are submitted at each Annual General Meeting.

Continued...

**THE AIR SEA RESCUE AND MARINE CRAFT SECTION CLUB**  
**CONSTITUTION AND RULES**

Page 4 of 4

**17. PRESIDENT AND VICE PRESIDENTS**

The President and Vice Presidents (not more than six) are elected at the Annual General Meeting and hold office for life or until they resign. The President is at liberty to attend Committee meetings if he so wishes.

**18. MINUTES AND RULES**

Minutes of all AGM meetings and committee meetings including all Reports, will be maintained and can be made available to any club member on request, electronically by email or if by post on pre-payment of all postal and admin costs.

**19. WINDING UP**

A Special Resolution, in respect of which all Members have been given at least TWO months' notice, may be presented by the Executive Committee to an Annual General Meeting or a Special General Meeting, to wind up the affairs of the Club. If the resolution is accepted by at least 75% of the Members present or voting by official Proxy Vote, the Club will be deemed not to exist after the Termination Date agreed at the meeting. Prior to the Termination Date an adequate proportion of the assets shall be released on the authority and agreement of the Executive Committee to enable all outstanding liabilities to be discharged. By agreement of the Executive Committee assets should be allocated to enable the ongoing and future recognition of the Royal Air Force Marine Craft's existence and history by all means prudently possible. Any remaining assets shall be donated to a charity, or charities as selected by the Executive Committee, subject to verification by the Auditor as to the total sums allocated. On completion of all winding up procedures, the final discharge of all monies, together with all other Club records must be retained for a period of six years, by a designated member of the Executive Committee.

**END.**

Amended 20<sup>th</sup> September 2009  
Amended 29<sup>th</sup> July 2010  
Updated 8<sup>th</sup> May 2015  
Amended 6<sup>th</sup> May 2017  
Amended 5<sup>th</sup> May 2018