



THE AIRCREW ASSOCIATION CONSTITUTION

Sep 2007

(Last Amended Sep 2010)

GENERAL

1. The name of the Association shall be **“THE AIRCREW ASSOCIATION”**.
2. The Mission Statement of the Association shall be as follows:
 - a. THE AIRCREW ASSOCIATION (ACA) exists to foster comradeship amongst those who, having been awarded an official flying badge, have qualified to operate military aircraft and are serving or have served, as military aircrew in the armed forces of the United Kingdom and those nations allied to the United Kingdom and the Commonwealth.
 - b. The ACA provides the structure, facilities and conditions whereby members can promote comradeship and enjoy social, intellectual, cultural and sporting activities. Members keep in touch through Branch Meetings, through the Association quarterly magazine INTERCOM and via the ACA Website at **www.aircrew.org.uk**.
3. The motif and motto of the Association shall not be re-produced by or on behalf of any member except with the permission of the Executive Council. Likewise, the term “THE AIRCREW ASSOCIATION” standing alone should only be used on notepaper and advertising material when authorised by the Executive Council. If a Branch uses the term it should always be accompanied by the name of the Branch.
4. The Association shall be a members' Association and shall consist of Full Members, Associate Members and Honorary Members. Other informal membership categories such as “Friends of the ACA “ are now included in either the Associate or Honorary membership categories.

MEMBERSHIP

5. Full Membership. A full member of the Association shall be any individual who has been awarded a flying badge in H.M. Armed Services and who has served in any of the aircrew categories recognised by the Association. The categories recognised by the Association may be added to from time to time by the Association in General Meeting. A list of the recognised aircrew categories is at Appendix 1.
6. The above conditions of Full Membership shall also apply to the aircrew members of the armed forces of those countries which are allied to the United Kingdom and the Commonwealth. The Association, in General Meeting, may resolve to withdraw recognition from any country, but in the latter case a majority of two-thirds of the members present and entitled to vote shall be required.
7. A candidate for Full Membership of the Association shall apply to the Registrar and shall submit if required evidence of their flying career within a recognised aircrew category. Nominated Officers of the Executive Council shall consider any application for membership. The Executive Council shall not be obliged to give reasons to any candidate in the event of their rejection.
8. No person shall be admitted to Full Membership until, their application having been approved in accordance with paragraph 7 above, they shall have paid to the Registrar his first annual subscription. The Executive Council may make regulations empowering the Registrar to accept a reduced subscription for any period of less than six months.

9. Other Membership Categories:

a. National Associate Membership. A National Associate Member, who should not be entitled to be a Full Member of the Association, may be nominated by a Branch or exceptionally by the ACA Council. If accepted, National Associate Members will be required to pay the Full Member subscription rate but will have no voting rights. They will be entitled to all the other privileges of membership but will not be eligible for benefits from the ACA Charitable Fund. The wearing of items bearing the ACA insignia will be permitted but where it is Branch policy not to permit the wearing of such items at their events, then their wishes should be respected.

b. Honorary Membership. An Honorary Member, who should not be entitled to be a full member of the Association, may be elected by the Association in General Meeting. To qualify, nominees must have made an outstanding contribution to the ACA or to military aviation. They may be nominated for election by the Executive Council either on its own initiative or at the instance of any ten Full Members. Honorary Members shall not be liable to pay any subscription and have no voting rights, but shall be entitled to all the other privileges of membership. Honorary Membership shall be for life.

10. Every member of the Association shall advise the Registrar of any change of address.

RESIGNATION

11. Any member may resign their membership by giving written notice to that effect to the Registrar. Every such notice shall, unless otherwise expressed, be deemed to take effect as from the 1st September next following the receipt thereof.

12. If a complaint against a member cannot be settled under the procedure provided by Council guidelines, the Executive Council may, if in its opinion for good cause and if the interests of the Association so require, by letter, giving reasons for such action, invite any member to resign his or her membership within a specified time. In default of such resignation, the Secretary shall invite the member to meet the full Executive Council on a mutually agreed date. At least three weeks before this meeting, the Secretary will furnish the member with the full nature of the complaints leveled against him or her in writing. At the meeting, the member shall be allowed to present an explanation of his or her conduct. If all the Council members present and voting at the meeting shall vote for the member's expulsion, then that person shall cease to be a member of the Association.

13. Any person shall, on ceasing to be a member of the Association, forfeit all right to, and claim upon, the Association and its property and funds.

PRESIDENT

14. The Association shall have a President, who shall be invited to serve for a term of 5 years, but shall be eligible, if so invited and willing, to serve for a further period. A number of Honorary Vice Presidents' positions may be offered to appropriate representative members of the Association and these shall be elected at an AGM.

THE EXECUTIVE COUNCIL

15. The affairs of the Association, in all matters not reserved in this Constitution for the Association in General Meeting, shall be managed by the Executive Council.

16. The Executive Council shall consist of the Chairman, the Vice Chairman, the Secretary, the

Registrar, the Treasurer, the IT Manager and the Editor of *Intercom* each of whom shall be Elected at the Annual General Meeting. The Executive Council Members shall act as the Trustees of the Association. At each Annual General Meeting, up to two of the members of Executive Council shall retire from office but shall be eligible for re-election. The Council members to retire in every year shall be those who have been longest in office since their last election. No Council member shall be expected to serve for more than two consecutive terms.

17. The Association shall indemnify the Trustees of the Association from and against all claims, liabilities and demands, and in any respect of all acts done or purported to be done in good faith on behalf of the Association provided that nothing in this clause shall indemnify them for any acts of fraud or negligence or similar acts.
18. No more than two members from a single ACA branch may be members of the Executive Council at any one time.
19. The Executive Council may appoint members with special interests and qualifications as Advisors who may be invited to attend Council meetings. The Executive Council may also form ad hoc groups to address specific issues.
20. The Executive Council shall have power to appoint a Full Member to fill any casual vacancy on the Council until the next Annual General Meeting. Any member so appointed shall retire at the next Annual General Meeting but shall be eligible for election as a member of the Council at such meetings.
21. The Executive Council shall meet as often as may be necessary to examine the accounts and consider the affairs of the Association. Four members of the Council shall form a quorum and the Chairman shall have a casting vote. Minutes shall be taken by the Secretary of all proceedings of the Council and shall be open to inspection by any member of the Association who applies in writing to the Secretary.
22. The Executive Council shall have power to dismiss from office, any member of the Council should that appear to be necessary in the interests of the Association. The procedure shall be carried out in accordance with the provisions at paragraph 12.

FINANCE

23. The annual subscription for a Full and National Associate Member shall be such sum as the Executive Council may from time to time determine. The Executive Council may, at its discretion determine an alternative subscription for Overseas or any other special category of member.
24. Annual subscriptions shall be payable on admission to the Association and thereafter without demand on 1st September in every year.
25. Subscriptions may be paid by cheque, postal order, banker's standing order/money order and shall be made payable to "THE AIRCREW ASSOCIATION". Cheques shall be crossed A/C Payee.
26. If any member shall fail to pay their subscription when it becomes due, the Executive Council shall make every effort to communicate with the member by the most appropriate means. If, within a reasonable time, a member fails to respond to such communication or cannot be traced, their membership of the ACA may be terminated. An individual whose membership has been terminated under this paragraph may be re-admitted to membership at any time on application and payment of any subscription arrears.

27. The financial year of the Association shall end on the 31st March in each year, and the accounts of the Association shall be balanced to that day.
28. The accounts shall, as soon as practicable after the end of the financial year, be audited by a professional accountant who shall be appointed at each Annual General Meeting and who shall not be a member of the Association. A vacancy occurring in the office of auditor during the year shall be filled by the direction of the Executive Council.

BRANCHES

29. To further the aims of the Association, members shall be encouraged to form local Branches. A local Branch shall be deemed to be formed when five or more Full Members foregather for that purpose, subject to the condition that all Branches shall be registered with the Registrar and approved by the Executive Council. Every member of such a Branch shall be a Full Member of the Association, except as in paragraph 30e below.
30. Every Branch shall be subject to the following rules:
 - a. The Branch may levy its own funds by subscription. This levy shall be in addition to the Association's annual subscription.
 - b. The Full members of the Branch shall elect a small Committee from its Full and Associate members to oversee its affairs and also appoint a member to be the Branch Point of Contact (POC). In choosing the POC, the Branch should, where possible, select as its representative an individual who can communicate via e-mail as this is the preferred method of communication between the Executive Council and Branches.
 - c. The Registrar and the Secretary of the Association shall be advised of the name and address of the Branch POC.
 - d. The Branch POC shall, as soon as possible after 1st January in every year, furnish the Registrar with a list of Branch Members as at 1st January. In Australia, Branches shall furnish their membership lists to the Regional Secretary who shall then send a consolidated list to the Registrar.
 - e. The Branch may elect, as Branch Associate Members, suitable persons whom the Branch Members wish to invite to participate in Branch activities. Such Associate Members must not possess the qualifications for Full Membership and shall not be entitled to be the Chairman of the Branch, nor shall they have voting rights. The Branch committee shall determine the level of subscription payable each year by Associate Members to the Branch. Branch Associate Members will also be entitled to National Associate membership of the ACA as a whole if nominated by their Branch and accepted by the ACA Council. If so accepted, National Associate Members will be required to pay the same annual subscription as Full Members thereby entitling them to attend ACA functions and receive copies of Intercom.
 - f. Once a decision has been taken to dissolve a Branch, its financial liabilities should be discharged and any remaining Branch assets disposed of in accordance with the principles contained in paragraph 39 with the proviso that Branches should have the option of disposing of any remaining financial assets in accordance with their own wishes.
31. The Executive Council may appoint a Regional Secretary to promote the Association in countries outside the UK. Regional Secretaries will work with the Executive Council through the Chairman.

GENERAL MEETINGS

32. The Annual General Meeting of the Association shall be held each year at a time and place to be fixed by the Executive Council for the following purposes:
 - a. To receive from the Executive Council a report, balance sheet and statement of accounts for the preceding financial year and an estimate of the receipts and expenditure for the current financial year.
 - b. To elect Members to the Executive Council in place of those retiring in accordance with paragraph 16 and to appoint auditors for the ensuing year.
 - c. To decide on any resolution which may be duly submitted to the meeting as hereinafter provided.
33. A Branch, or any five members desirous of moving any resolution at the Annual General Meeting, shall give notice thereof in writing to the Secretary not less than eight weeks before the date of such meeting.
34. The Executive Council may at any time for any special purpose, call an Extraordinary General Meeting and shall also do so on receiving a written request from at least fifty members stating the purpose for which the meeting is required.
35. At least six weeks before the Annual General Meeting, or three weeks before any Extraordinary General Meeting, a notice of such meeting and of the business to be transacted, shall be made available to every member by post, e-mail broadcast or via the ACA Website. At any Extraordinary General Meeting no business other than that of which notice has been so given shall be brought forward.
36. At all General Meetings of the Association the Chairman, or in his absence the Vice Chairman, shall preside. Every full member present shall be entitled to one vote on every motion. In the event of the votes for and against any motion being equal, the person presiding shall have a casting vote.
37. The quorum at all General Meetings shall be forty.
38. Subject to the above provisions, the Executive Council may make such Regulations governing the calling and conduct of General Meetings as it may deem necessary.

DISSOLUTION

39. If at an Annual General Meeting, a resolution for the dissolution of THE AIRCREW ASSOCIATION shall be passed by a 2/3rds majority of Full Members attending, then an Extraordinary General Meeting shall be called the sole purpose of which will be to discuss in detail how the Association shall be dissolved. At such an EGM, a timetable for dissolution will be proposed by the ACA Council along with a proposal as to how, after discharging any liabilities, the remaining assets of the Association shall be shared between the ACA Charitable Fund and the ACA Archive Trust. In both cases, a simple majority of those voting will be required to carry the proposals. On completion of the activities agreed in the timetable and having distributed the remaining assets, the THE AIRCREW ASSOCIATION shall be considered dissolved.

40. Notwithstanding the provisions of paragraph 39, no Branch will be required to be dissolved against the wishes of its members who shall remain free to employ their assets and to continue their activities for as long as the Branch remains viable.

CONSTITUTION

41. The Executive Council shall be the sole authority for the interpretation of the Constitution and of any regulations made from time to time hereunder, and the decision of the Council on any matter affecting the Association and not provided for by this Constitution or by such regulations, shall be binding on the members until overturned by a resolution of the Association in General Meeting.
42. This Constitution may be added to, repealed or amended by resolution at any Annual or Extraordinary General Meeting, provided that such resolution shall be carried by a majority of at least two thirds of the members present, and provided that a quorum, in accordance with the provision of paragraph 37 hereof, shall be present.
43. This revised Constitution of THE AIRCREW ASSOCIATION was approved at the Annual General Meeting held on 29th September 2007 and last amended at the 2010 AGM.

APPENDIX 1

THE AIRCREW ASSOCIATION CONSTITUTION

MEMBERSHIP CRITERIA

To qualify for FULL membership of **THE AIRCREW ASSOCIATION** an individual must have been awarded a flying badge and must be serving or have served as military aircrew in the armed services of the United Kingdom or of those nations allied to the United Kingdom and Commonwealth.

ROYAL AIR FORCE

PILOT
NAVIGATOR
WEAPON SYSTEMS OFFICER
OBSERVER
OBSERVER RADIO
BOMB AIMER / AIR BOMBER
WIRELESS OPERATOR
AIR SIGNALLER
AIR GUNNER
AIR ENGINEER / FLIGHT ENGINEER
METEOROLOGICAL AIR OBSERVER
AIR ELECTRONICS OFFICER / OPERATOR
AIR LOADMASTER
AIR QUARTERMASTER
FIGHTER CONTROLLER AIRBORNE
AIR TECHNICIAN
FLYING BULLET BADGE
WEAPON SYSTEMS OPERATOR

ROYAL NAVY / ROYAL MARINES

PILOT
OBSERVER
AIRCREWMAN
TELEGRAPHIST / AIR GUNNER

ARMY / ARMY AIR CORPS

PILOT
OBSERVER
AIR GUNNER
GLIDER PILOT (1939-45)
FLYING BULLET BADGE

THE AIRCREW ASSOCIATION will also accept aircrew categories formally endorsed by the MOD UK together with equivalents from allied nations.