

**Comrades of the
Royal Air Forces**



Association

This is to Certify that

Name

A. E. Read

Address

*Rifle College Road
Barnwell*

Is an ANNUAL MEMBER OF THE COMRADES
OF THE ROYAL AIR FORCES ASSOCIATION.

Badge No. *18491* Date of Enrolment

26-7-39

19026 amp. bat. Hon.

Genant Secretary.

Posted to

Sheaford District Branch

Comrades of the Royal Air Forces Association.

RULES

1. NAME.—The name of the Association shall be "COMRADES OF THE ROYAL AIR FORCES ASSOCIATION."

2. OBJECTS.—The objects of the Association shall be to foster good fellowship, encourage and promote social gatherings amongst its Members, to render service to one another, to perpetuate the comradeship which commenced during service in one of the Air Forces of the Empire, and to co-operate with and to contribute to Charities devoted to the welfare of ex-Air Force personnel as approved by the Central Committee.

Charitable assistance to Members is not the primary object of the Association, but Members in need of assistance may be placed in touch with appropriate organisations already in existence.

3. OBLIGATION OF MEMBERS.—The only obligation is that every Member

undertakes to do everything in his power to assist ex-Airmen in obtaining civil employment.

4. HEADQUARTERS.—The Headquarters of the Association shall be situate in London.

5. MEMBERSHIP.—All Officers, Warrant Officers, Non-Commissioned Officers and men, past and present, who have been gazetted, attached for a period of not less than three months for duty, seconded or transferred to or enlisted in the Royal Naval Air Service, the Royal Flying Corps, the Royal Air Force, the Auxiliary Air Force and Special Reserve and the Dominion and Colonial Air Forces, shall be eligible for Membership of the Association, provided resignation, discharge, etc., from H.M. Service was not due to misconduct. Adequate proof of such Service must be produced.

6. SUBSCRIPTION.—The rates of subscription shall be: Life Membership, £3 3s. 0d.; Annual Subscription, 2s. 6d.; Entrance Fee, 1s. 0d. Subscriptions are payable on joining and

subsequently the Annual Subscription falls due on the 1st January of each year. Members will receive a Membership Book and Badge on joining. Any Member who fails to pay his subscription for one year shall automatically cease to belong to the Association, but may be re-admitted as a Member of the Association upon payment by him of all subscriptions in arrears or otherwise at the discretion of the Central or Branch Committee.

The Branch Secretary will on receiving application for enrolment forward the application, together with the sum of 2s. 6d., to Headquarters. The Hon. General Secretary shall, on receipt of application, issue a Membership Card and Badge to the Branch concerned. In subsequent years the Branch Secretary shall remit to Headquarters 1s. 0d. in respect of each 2s. 6d. subscription received. In the case of "Life Members" the Branch Secretary shall remit the sum of £2 2s. 0d. to Headquarters together with the application. All subscriptions shall be paid on enrolment in

the Association either to Headquarters or to the appropriate Branch.

7. PATRONS AND VICE-PATRONS.—The Central Committee may in their discretion invite distinguished persons to become Patrons or Vice-Patrons of the Association.

8. PRESIDENT.—There shall be a President of the Association who shall be appointed by the Central Committee.

9. VICE-PRESIDENTS.—There shall be such number of Vice-Presidents as may be appointed by the Central Committee.

10.—THE GOVERNING BODY OF THE ASSOCIATION.—The Governing Body of the Association shall be the Central Committee. This shall consist of 12 Members, or such other number as the Association shall from time to time determine at the Annual General Meeting. The Director of Personal Services, Air Ministry (or such officer as may from time to time be deputed by him) and the President and Vice-Presidents, the Officer in Charge of Records, R.A.F., for the time being or his appointed representative, the Hon.

Treasurer, the Hon. General Secretary and the Assistant Hon. General Secretary, shall be *ex-officio* Members of the Central Committee. The Central Committee shall have the assistance of Delegates from all Branches at Meetings to be held twice yearly. The Members of the Central Committee shall hold office for three years. At the expiration of their term of office they shall retire but will be eligible for re-election. The election shall take place at the Annual General Meeting.

11. POWERS OF THE CENTRAL COMMITTEE.—The Association shall be carried on and its Funds administered by the Central Committee. The Central Committee shall have power :—

(a) To do all acts and things in connection with the conduct and management of the affairs of the Association as are not by these Rules required to be done by the Association in General Meeting.

(b) To appoint a President, Vice-Presidents, Chairman, Vice-Chairman and Honorary Treasurer.

To appoint an Honorary (or paid) Secretary and Assistant Honorary (or paid) Secretary, Solicitors and such other officers and servants as they shall deem necessary for the proper conduct and management of the affairs of the Association, to hold office during their pleasure and upon such terms as to salary or other remuneration as they shall think fit.

(c) To require a Policy of Indemnity to be entered into for such sum as may be agreed by the Hon. General Secretary and the Hon. Treasurer of the Association and of all its Branches, the cost of such insurance to be borne equally by the Association and the Branch.

(d) To refuse to admit to Membership of the Association any person, and without assigning any reason therefor.

(e) To investigate the affairs of any Branch, when, in their opinion, such a course appears necessary, or upon a requisition so to do by the Members of such Branch made in General Meeting.

(f) To co-opt as Members of the

Central Committee not more than two Members of a Branch Committee when dealing with any business affecting that Branch.

(g) To appoint sub-committees and to delegate such powers thereto as the Central Committee may determine.

(h) At any time to summon an Extraordinary General Meeting of the Association.

(i) To expel any Member guilty of misconduct or any act which, in the opinion of the Central Committee, renders him undesirable for continued Membership.

(j) To disband any Branch when such a course is, in their opinion, in the best interests of the Association.

(k) To fill any vacancies that may arise in Central Committee to hold office until the next Annual General Meeting.

(l) To authorise the formation of Area Committees and to frame the necessary rules and regulations governing such Area Committees.

12. PROCEEDINGS OF THE CENTRAL COMMITTEE.—The Central Committee shall meet at least four times in every year. Proper Minutes shall be kept by the Hon. Secretary of all matters dealt with at Meetings of the Central Committee and at Meetings of the Sub-Committees appointed by it. Four members personally present shall constitute a quorum, in addition to *ex-officio* Members.

13. DISQUALIFICATION FOR MEMBERSHIP OF THE CENTRAL COMMITTEE.—A Member shall cease to be a Member of the Central Committee, if :

- (a) He resign his office by writing under his hand left at the office,
- (b) He become bankrupt or compound with his creditors.
- (c) He be found lunatic or become of unsound mind.
- (d) He be removed from office by a three-fourths majority of votes in General Meeting.
- (e) He ceases to be a Member of the Association.

14. TRUSTEES.—All Freehold and Leaschold Property and Invested

Funds of the Association shall be vested in the name of not more than four or less than two Trustees, to be appointed from time to time by the Association in General Meeting. Such Trustees shall hold office until resignation or removal by a three-fourths majority of the votes by Delegates present in General Meeting.

15. GENERAL MEETINGS.—A General Meeting shall be held annually not later than the 31st day of March at such time and place as the Central Committee shall determine. The business to be transacted at such Annual General Meeting shall be :—

- (a) The Consideration of the Annual Report.
- (b) To receive and adopt the Annual Accounts of the Association, together with the Auditors' Report thereon.
- (c) To elect Auditors, Members of the Central Committee and Trustees.
- (d) The consideration of any matter of which not less than 28 days' notice in writing has been given to the Hon. Secretary of the Association. Matters

may be raised under the heading of "Other Business," but no voting on such matters can be permitted.

An Extraordinary General Meeting of the Association may be summoned at any time by the Central Committee on 28 days' notice in writing to Home Members and Branches. The Hon. Secretary shall summon an Extraordinary General Meeting upon receipt of a requisition received from not less than five Branches. The requisition must state the business to be transacted and must be accompanied by a certified copy of the resolution passed at the Branch Extraordinary General Meeting called for the purpose and conducted in accordance with the Rules.

The notice convening the Annual General Meeting shall set out any special business from a Branch to be dealt with at that Meeting.

16. METHOD OF VOTING AT GENERAL MEETINGS.—Voting shall be conducted as follows: Members of the Head-quarter Roll and each Branch of the Association shall nominate a Delegate

or Proxy to vote on their behalf. On a resolution being put to the Meeting it shall be deemed to be carried or rejected if on a show of hands the Delegates are unanimous in either decision. If such should not be the case each Delegate or Proxy will record the word "For" or the word "Against" on a card which will be supplied to him for the purpose and which will state the strength of the membership of the Branch which he represents. The number of members shown on each card will be counted as the number of votes "For" or "Against" as the Delegate or Proxy may have voted.

17. ALTERATION OF RULES.—No alteration or addition shall be made to these Rules, except under the authority of a three-fourths majority of Votes at an Extraordinary General Meeting called for the purpose.

18. ANNUAL AUDIT AND ANNUAL REPORT OF THE ASSOCIATION.—

(a) The Annual Accounts of the Association (signed by the Chairman and the Hon. Treasurer) with the

Auditors' Report thereon, shall be presented to the Members at the Annual General Meeting.

(b) The Annual Report of the Central Committee, together with the Annual Accounts of the Association, shall be printed and circulated to all Branches and a copy shall be supplied to any Member of the Association upon application.

19. FORMATION OF BRANCHES.—A Branch may be formed on the authority of the Central Committee after application in writing made to it by the persons desirous of forming a Branch (see Part II.). Branches shall elect their own Presidents and Vice-Presidents, subject to the approval of the Central Committee.

Branches may be amalgamated, divided or disbanded by a resolution of a General Meeting of the Branch or Branches concerned, but before such General Meeting the Central Committee shall decide what action is considered necessary for the good of the Association.

20. ADMINISTRATION OF BRANCHES.—The administration of each Branch shall be vested in a Branch Committee, which shall consist of a Chairman, Vice-Chairman, Hon. Secretary and Hon. Treasurer and three Members (or such other number as the Branch may in General Meeting determine). The Committee shall be elected at the Annual General Meeting of the Branch, and shall be subject to the same Rules as to retirement and re-election as the Central Committee. Three Members present shall constitute a quorum (or such other number as may from time to time be determined by the Branch in General Meeting).

21. BRANCH MEMBERSHIP. — Any Member of a Branch may be expelled from Membership of that Branch by resolution passed by a three-quarter majority of those present, and voting at any General Meeting of his Branch.

A Report shall be made to the Hon. General Secretary, who will submit it to the Central Committee, who will take such action as to the expulsion of

the Member from the Association or transfer to another Branch or Headquarter Roll as they may consider desirable.

22. **BRANCH FUNDS.** — Branch Funds shall be held by the Hon. Treasurer of the Branch and administered by the Branch Committee.

23. **BRANCH RULES.** — Rules relating to Branches and any amendment thereof shall be submitted to and approved by the Central Committee before being adopted by the Branch in General Meeting.

24. **BRANCH ACCOUNTS AND ANNUAL REPORT.**—

(a) The Annual Accounts of the Branch (signed by the Chairman and Hon. Treasurer) with the Auditors' Report thereon shall be presented to the Members at the Annual General Meeting (which shall be held not later than the 31st January).

(b) The Annual Report of the Branch Committee together with the Annual Accounts of the Branch shall be printed and circulated to all Members.

(c) A copy of the Annual Report of the Branch together with the Annual Accounts and Auditors' Report shall be forwarded to the Hon. Treasurer of the Association within 21 days of the Annual General Meeting of the Branch at which the Annual Report and Accounts were approved and adopted.

25. **BRANCH BOOKS.**—Branch Membership Registers, Minute Books and Account Books are the property of the Association and shall, in the event of a Branch closing down, or being disbanded, be sent to the Headquarters of the Central Committee for safe custody and action.

26. **TRANSFER FROM ONE BRANCH TO ANOTHER.**—In the event of a Member who has removed from one district to another and wishing to join the Branch in his new district, he should apply to the Honorary Secretary of that Branch, who will take the necessary action to obtain the Enrolment Form and Transfer from the Branch to which the Member previously belonged.

No adjustment of subscription for the

current year shall be made on transfer of a Member from one Branch to another or to or from the Headquarter Roll.

27. NOTICES.—All Notices shall be deemed to have been duly served if delivered to or sent by post to the Member or person for whom they are intended, at his last known address.

28. APPLICATION OF RULES TO BRANCHES.—The provisions contained in these Rules as to proceedings at General Meetings, where applicable, shall, with the necessary modifications as to numbers, apply to and be adopted by all Branches.

29. BADGES.—Badges are the property of the Association. If a recipient ceases to be a Member, the Branch Secretary or the Hon. General Secretary, as the case may be, will take steps to recover the Association Badge.

30. ASSOCIATION JOURNAL. — No item shall be inserted in the Journal unless it has been submitted to the Central Committee for approval, or to such Member or Members appointed by them.

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