

# NO 3 SQUADRON RNZAF ASSOCIATION

## CONSTITUTION

### Name

1. The name shall be the No 3 Squadron RNZAF Association, hereinafter referred to as the "Association".

### Objectives

2. The Association shall be apolitical and the objectives of the Association shall be to:

- a. Support the members of No 3 Squadron RNZAF;
- b. Provide a forum of mutual appreciation of historical and future No 3 Squadron RNZAF matters;
- c. Maintain bonds between those who served and are serving with No 3 Squadron RNZAF;
- d. Disseminate news on No 3 Squadron RNZAF activities;
- e. Preserve the memory of those who flew and maintained the Squadron aircraft and share those experiences with others;
- f. Encourage links with other rotary squadrons and their bases around the world; and
- g. Support members in ill health and surviving spouses.

### Authority

3. Pursuant to section 58(5)(b) of the Defence Act 1990, the Chief of Air Force has authorised the establishment of a fund in the name of "No 3 Squadron RNZAF Association" for the objectives listed above in clause 2, as these are considered to be objectives beneficial to members of the Royal New Zealand Air Force.

4. The administration of the fund is to be carried out in accordance with the provisions of DFO(F) Chapter 12: Messes, Clubs and Non-Public Funds, and any other applicable orders.

### Patron

5. An eminent New Zealander with a No 3 Squadron background shall be invited to be Patron of the Association.

## **Membership**

6. Membership shall be open to those who have flown, maintained or supported aircraft on No 3 Squadron RNZAF. There shall be four classes of membership:
- a. Full membership of the Association shall be open to all individuals worldwide who have served, or are serving with, No 3 Squadron RNZAF in any capacity or rank. Forms of application may be obtained from the Secretary or No 3 Squadron RNZAF Website, to whom they should be returned or submitted once completed;
  - b. Associate Membership shall be open to those who have served or been associated with Rotary Air Units of any military force. This category shall also be open to those who, while not qualifying as Full Members, merit membership for reasons deemed worthy by the Association's Committee and Members. This category may include, but not be limited to, surviving spouses of ex-serving members and members of like-minded aviation groups. Admission to this category requires the approval of the Executive Committee;
  - c. Honorary membership shall be extended to those who have made a special contribution during their service to the RNZAF and/or New Zealand and to those persons whom the Association members believe merit Honorary Membership. Admission to this category shall be on the recommendation of the Executive Committee and the approval of the members at a General meeting;
  - d. Life Membership may be conferred on those whose services to the RNZAF or to the Association merit special recognition. Admission to this category shall be on the recommendation of the Executive Committee and the approval of Members at a General Meeting.
7. The Executive Committee has the authority to approve, refuse or cancel memberships as appropriate. A register of members shall be maintained by the Secretary and periodically distributed to members.

## **Subscriptions**

8. Currently, there is no annual subscription for membership. However, an annual subscription may be proposed by the Executive Committee, which would then require the approval of the members at an Annual General Meeting (AGM). Only Full and Associate Members will be required to pay fees should they be introduced.
9. Should a subscription fee be introduced, members whose subscriptions remain unpaid 4 months after the due date shall automatically be excluded from membership privileges until such time as the fees are paid. The Executive Committee shall have, at their discretion, the ability to reduce or waive a member's subscription in case of hardship.

## **Officers**

10. Officers of the Executive Committee shall be the Chairman, Vice Chairman, and Secretary/Treasurer.

## **Executive Committee**

11. The Executive Committee shall consist of:

- a. CO 3 Squadron (as an ex-officio member and Chairman);
- b. A 3 Squadron representative; and
- c. Four elected members, at least one of whom shall be a representative of the Ground Trades.

12. These members shall be elected for an initial period of two years. Two members of the Executive Committee shall resign each year in rotation but may stand for re-election if so willing. The Executive Committee may appoint/co-opt any additional members to fulfil specific tasks as designated by the Committee.

13. The Executive Committee shall be responsible to the members of the Association for the management and the direction of the funds and affairs of the Association and in particular shall:

- a. Meet at least once a year under the chairmanship of the Chairman, or in his or her absence the Vice Chairman. Four committee members shall constitute a quorum;
- b. Arrange at least one annual event to coincide with an appropriate anniversary or any other suitable occasion. Ticket sales at these annual functions will be set at a price to cover all of the function costs plus a small profit to maintain the fund balance in the positive. On or around the Winter Solstice is the norm;
- c. Convene an AGM of the Association each year giving members at least 28 days notice of meeting;
- d. Publish a newsletter at regular intervals for circulation to members;
- e. Convene an Extraordinary General Meeting of the Association within 42 days of receiving a written request from two members, or at any time when such a meeting is deemed necessary by the Executive Committee giving members at least 28 days notice of such meeting;
- f. Nominate individual members of the Committee to perform such tasks or functions as required, for the efficient running of the Association; and
- g. Maintain records of all meetings.

14. The three meetings listed in rule 13 a, b, and c above may be combined annually for ease of coordination.

15. The Executive Committee may:

- a. Nominate any member to represent the Association at an event if an Executive Committee Member is unable to attend.
- b. Fill a vacancy within the Committee, subject to ratification at the next AGM.

### **The Annual General Meeting**

16. The AGM shall be notified to members under rule 13c above when the following business will be transacted:

- a. To receive the Chairman's Annual Report;
- b. To consider, and if satisfactory, adopt the Annual Accounts and Balance Sheet;
- c. To elect Officers of the Association;
- d. To elect members of the Executive Committee;
- e. To approve the recommended subscription rates;
- f. To consider, and if required, pass resolutions to change the Constitution of the Association. Such resolutions shall be sent to the Secretary and signed by at least eight members, 42 days prior to the date of the AGM; and
- g. Any other business, of which 42 days notice shall be given to the Secretary in writing.

### **Accounts**

17. The Association shall conduct its accounting procedures in accordance with the provisions of DFO(F) Chapter 12 and NZAP46.

18. All funds and assets in the possession of the Association shall be held, paid and applied as the Executive Committee may direct within the objectives of the Association. Pending such direction, funds shall be held in a separate bank account or accounts with RNZAF Base Ohakea Non Public Funds (NPF) in the name of the '3 Squadron Association Fund' with such bankers as the Executive Committee shall from time to time direct.

19. The Treasurer may at any time hold sufficient cash as may seem fit to the Executive Committee to fulfil cash requirements and shall maintain a proper book of accounts.

20. All cheques drawn on such accounts and all other documents requiring endorsement by the Association shall be signed by two Executive Committee members.

21. Reasonable and legitimate expenses may be paid in the furtherance of the objectives at the discretion of the Executive Committee.

**Winding-up**

22. The Executive Committee shall convene an Extraordinary General Meeting of the members in the event of the winding-up of the Association. The meeting shall receive and consider the final accounts and, on adoption, any funds shall be paid to the RNZAF Museum.

**Data Protection**

23. All membership information held by the Association shall remain under the control of the Executive Committee. Membership records and/or information on members shall not be divulged to any other party without the express agreement of the members.

Approved this                      day of                      2008

**Chairman No 3 Squadron RNZAF Association**

Signature:

Name:

**Vice Chairman No 3 Squadron Association**

Signature:

Name:

**Secretary/Treasurer No 3 Squadron Association**

Signature:

Name: