



**THE FEDERATION OF
PLYMOUTH AND DISTRICT EX-
SERVICES ASSOCIATIONS**

CONSTITUTION

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1. Name

The name is **The Federation of Plymouth & District Ex-Services Associations.** (The Federation)

2. Objects

The objects of the Federation are

- 2.1 To maintain and promote co-operation between the various Ex-Service Associations that make up the Federation by:
 - (a) Fostering esprit de corps between Associations and promoting friendship and the passing of information between Associations, other agencies, the Armed Forces and the Public.
 - (b) Promoting each year ceremonial events of national importance to each Association regardless of the seniority or prestige of that Association.
 - (c) To organise and run the annual Remembrance Festival on the Friday before Remembrance Sunday or any other day that the Committee may deem is appropriate.
 - (d) To further the cause of Veterans in Plymouth and the surrounding district.
 - (e) The Federation shall be non-political.

3. Powers

- 3.1 To support Associations in the running and co-ordination of annual events held in Plymouth and the surrounding District.
- 3.2 To charge an annual subscription to member Associations.
- 3.3 To raise money through collections, applications for grants, raffles and Donations to further the work of the Federation including the Remembrance Festival.
- 3.4 The Federation delegates shall elect officers of the Federation at each AGM. If the appointment is uncontested then it shall be by a show of hands. If the appointment is contested then a secret ballot

will be organised by the committee and two tellers will be appointed by the meeting to administer the vote.

- 3.5 The committee shall appoint Directors as required to administer the limited company.

4. Membership

- 4.1 Membership of the Federation shall be open to all Ex-Services Association in Plymouth and the surrounding district including any organisation connected with the Services, the Merchant Navy, Cadet Forces and Royal British Legion branches.
- 4.2 Member Associations will appoint a delegate who will attend Federation meetings and then report back to their Association. If a delegate leaves or ceases to be a member of an Association then he will no longer be a delegate for that Association. That Association should advise the Federation of the details of their new delegate.
- 4.3 Delegates will make the Federation aware of any Association events which require support from the Federation and other member Associations.
- 4.4 If through reason of conduct or some other reason the committee consider a person should no longer be a delegate then they have the right of appeal to a hearing at which the person may put forward their case to remain a delegate. If the committee consider they then wish the delegate to be removed they can request an Association to remove that person and appoint a new delegate. The committee's decision will be final after all processes of Natural Justice have been followed.
- 4.5 Associations will pay their subscription, as set at the AGM, by the second week in February. If they do not pay then their membership will be suspended and if they have not paid by the end of March then their membership of the Federation will cease. Members joining after the 1st October will pay one fee which will carry them through until the end of the following year
- 4.6 Individuals will not normally be members of the federation but the committee has the right to ask an individual if they would like to be a member if it is felt that their input would be of value to the Federation.

5. Meetings

- 5.1 The Federation will hold a monthly meeting, normally on the 2nd Tuesday of the month but the committee shall have the power to vary this as required.
- 5.2 The Federation Chairperson shall preside over meetings or if he/she is absent the Deputy Chairperson and if he/she is unavailable then the delegates will appoint a committee member to chair the meeting.
- 5.3 At the meeting the Chairperson, Secretary, Treasurer, Fund Raiser and Parade Marshall shall present reports on activities over the previous month.
- 5.4 At meetings all resolutions will have a proposer and seconder and will be voted on by a show of hands.
- 5.5 The Secretary or another nominated person shall maintain a record of the meeting and produce minutes for each meeting.
- 5.6 The delegates will also discuss any other matters that the committee consider necessary.
- 5.7 During “Any other Business” delegates will have an opportunity to bring up any matters that have not already been covered in the agenda.
- 5.8 An **AGM** must be held in every year at the beginning of the year on a date decided by the committee. At the AGM delegates will:
 - 5.8.1 Receive the accounts of the Federation for the previous financial year
 - 5.8.2 Elect **Committee members** who shall stand down and be re-elected if they wish to continue in office.
 - 5.8.1 Elect from among the Delegates of the Federation the **Chairperson** for the following year.
 - 5.8.2 Appoint an auditor for the Federation where required.
 - 5.8.3 May, after Committee recommendation, confer on any individual (with his or her consent) the honorary title of Patron, President or Life Vice President of the Federation.

- 5.8.4 Discuss and determine any issues of policy or deal with any other business put before them.
- 5.8.5 Any resolution to be discussed at the AGM must be submitted to the committee in writing 21 days before the meeting.
- 5.9 An **EGM** may be called at any time by the Committee and must be called within 14 days after a written request to the Committee from at least 10 delegates

6. The Committee

- 6.1 As the Federation is a **Limited Company** the Directors of the company, selected by the committee have control of the Federation and its property and funds. The Directors should be drawn from a cross-section of the Federation Delegates.
- 6.2 The Committee will consist of the officers detailed below:-
 - 6.2.1 The **Chairperson** who will preside over meetings and take charge of the organisation of the Remembrance Festival. The Chairperson will oversee the production of the annual report, prepared by the Secretary, to be submitted to Companies House. He will also co-ordinate events and be responsible for a yearly Diary of events related to the Federation.
 - 6.2.2. The **Deputy Chairperson** will preside over meetings if the Chairperson is absent and assist the Chairperson in his duties.
 - The **Secretary** will attend to all communications with the Federation, disposing of ordinary correspondence. He will bring to the attention of the Chairperson all urgent correspondence. He will maintain a list of delegates and keep the minutes of meetings. He will produce an agenda for each meeting. He will liaise with the Chairman to co-ordinate events and keep the delegates informed of any short notice events.
 - 6.2.4. The **Treasurer** shall attend to the Federations accounts maintaining a record of all transactions and presenting a statement of accounts at each meeting and an annual account at the AGM.

- 6.2.5 **Fund Raising Organiser.** Shall carry out the administration required for collections and arrange for collections to be carried out in appropriate places in the city recruiting help as required.
- 6.2 The committee shall consist of not less than three and not more than seven members who shall be elected at the AGM and hold office from the end of that meeting until the next AGM. Committee members and prospective committee members are to notify the Secretary six weeks before the AGM if they wish to be members of the Committee or whether they are standing down. This will enable the meeting before the AGM to discuss the composition of the committee and for the Secretary to prepare voting forms if required. There is no limit on how long committee members can serve.
- 6.4 The committee can put forward officers to fill vacant posts and up to two co-opted members, for special tasks, between AGMs but the appointment of these committee members must be voted on at a monthly General meeting.
- 6.5 The Patron and President will not normally be members of the committee but will be regularly consulted on Federation matters and will have an input on policy matters.
- 6.6 The Committee may appoint delegates to the following posts:-
- 6.6.1. The **Parade Marshal** shall organise and officiate at all parades organised by Federation. He/she will officiate at parades for member associations when requested to do so. He shall assist in the production a programme of parades which is to be distributed to all Association for their action.
- 6.6.2 The **Public Relations Officers** shall liaise with the Chairperson and committee and raise the profile of the Federation in the local media. They should arrange for Federation events such as the Remembrance Festival to be publicised.
- 6.7 Appointed delegates can also serve as committee members if voted in at a general meeting or AGM

7. Financial Arrangements

- 7.1 The Treasurer shall administer funds as detailed below and any other funds that the committee shall set up in connection with the work of the Federation. Expenditure is at the discretion of the directors and the committee. If there is any dispute then the Directors committee will have the final say.
- 7.1.1. A Normal account which is to be used for the general running of the Federation and shall be funded from subscriptions from Associations and any collections, grants, donations made to the Federation.
- 7.1.2 A Remembrance Festival (known as the Pavilions) account which will be mainly for the funding of the yearly Remembrance Festival. This account will be funded by collections, grants, donations and the sale of tickets for the event.
- 7.2 The transfer of funds between the two accounts detailed at 7.1.1 and 7.1.2 will be at the discretion of the Directors following consultation with the delegates. The Pavilions account should be maintained at £8,000 or a higher amount that is considered sufficient to fund the next year's Remembrance Festival.
- 7.3 If the Federation needs to invest surplus funds at any time then a Financial Advisor or United Services Trustee must be consulted before depositing the funds and when recovering the funds.
- 7.4 The Treasurer will produce or assist with the production of the annual accounts to be submitted to Companies House.

8 Property & Funds

- 8.1 The property and funds of the Federation must be used only for promoting the Objects and do not belong to the members of the Federation or the Committee.
- 8.2 No Committee member may receive any payment of money or other material benefit : except
- 8.2.1 Reimbursement of reasonable out-of-pocket expenses i.e. (Accommodation, travel costs & stationary) actually incurred on Federation business will be paid following approval by the committee.

9 Records & Accounts

- 9.1 The Committee must comply with the requirements of the Companies Act as to the keeping of financial records, the audit or independent examination of accounts and the preparation and transmission to Companies house of the correct returns.

10 Amendments

- 10.1 This Constitution may be amended at an AGM or at an EGM by a two-thirds majority of the votes cast.
- 10.2 The Delegates must be given one month's notice of the proposed amendments.

11 Dissolution

- 11.1 If at any time the members at a general meeting decide to dissolve the Federation, the members of the Committee will remain in office as Company trustees and will be responsible for the orderly winding up of the Federation's affairs.
- 11.2 After making provision for all outstanding liabilities of the Federation, the Committee must apply the remaining property and funds in one or more of the following ways:
- 11.2.1 By transfer to one or more other bodies established for exclusively charitable purposes with, the same or similar Objects.
- 11.2.2 Directly for the Objects or charitable purposes within or similar to the Objects.
- 11.3 A final report and statement of account relating to the Federation must be sent to Companies house and the company wound up as required by Company law.

Date 14.05.15