

No 201 'GUERNSEY'S OWN' SQUADRON ASSOCIATION

CHARTER

1. Aim. The aim of the Association is to be the main focal point for former and current No 201 Squadron members to meet and retain contact with each other through reunions, personal contact and social media.
2. Objectives. The objectives of the Association are:
 - a. To maintain a database comprising members' names and contact details in accordance with current legislation.
 - b. To organize reunions and a connecting service for members who wish to retain contact with former colleagues and friends.
 - c. To maintain a website to allow reflections of the Squadron's history, current activities, news updates and purchase of No 201 Squadron and No 201 Squadron Association merchandise.
 - d. To maintain a Facebook site to allow distribution of news, activities and facilitation of member contact.
 - e. To liaise with No 201 Squadron to help preserve the Squadron's unique significance, specifically as: 'Guernsey's Own'; the last Flying Boat squadron of the Royal Air Force; and its continuing contribution to maritime air and other roles for the UK's defence.
 - f. If No 201 Squadron should be disbanded, to be the lead organisation to preserve the Squadron's historical significance, maintain pressure in political and military circles to reinstate the Squadron nameplate and be the first point of contact for people seeking information on No 201 Squadron.
3. Membership. No 201 Squadron Association is open to any person who has served or is serving, in any rank and for any period, on No 201 Squadron Royal Air Force. Membership may be extended to relatives and others as detailed below.
 - a. Spouses and Partners. Spouses and partners of Association members are automatically accepted as members and are entitled to vote at meetings. In the event of a members' death, these rights are retained.
 - b. Adult Relatives of Deceased Association or Squadron Members. An adult relative of a deceased member or a former No 201 Squadron member who was not an Association member may be admitted as a member of the Association. Membership would be at the discretion of the Association Committee and subsequent invitation of the Chair of the Committee. At the AGM following acceptance of an invitation, the Secretary will list the names and rationale for appointment.
 - c. Honorary Membership. Individuals who are not eligible to join the Association but have displayed an outstanding level of interest and support of the Squadron and/or the Association may be considered for Honorary membership. Individuals would need to be proposed and seconded by any two association members and be approved by the

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Committee. At the AGM following appointment, the Secretary will list the appointment of an Honorary member and explain the rationale for appointment.

4. Association Core Officials & Committee. Core officials appointed from the membership will administer the Association through a Committee led by a Chairman. Core officials will be appointed by majority vote of Association members attending an Annual General Meeting, having been proposed and seconded by members of the Association. The officials elected by the Association are the President, Chairman, Secretary and Treasurer. Other appointments and emergency replacements will be sought as required from volunteers and appointed by the Chairman. Duties of core officials are detailed at Annex A.

5. Other Officials. Other officials, including but not limited to, IT manager, Facebook Coordinator and Historian will be sought from volunteers as required, appointed by the Chairman and ratified by the Committee. OC No 201 Squadron can nominate a Liaison Officer(s) who will also be a full member of the Committee. Duties for other officials are listed at Annex A.

6. Honorary Appointments. Former Association Presidents may be appointed President Emeritus and other former officials appointed as Honorary Vice President to reflect outstanding contributions and the high esteem of the membership.

7. Finance. The Association is funded through joining fees, revenues raised during social functions and interest from money held in Association accounts. Occasional individual donations received from members are to be used in accordance with the donor member's wishes. Further contributions may be sought from members to fund gifts from the Association to No 201 Squadron, Guernsey or others to reflect specific occasions. Fees and authorised spending restrictions are:

a. Joining Fees. Members, Honorary members and relatives of deceased Squadron members who were not Association members pay £30 on joining for life membership. Senior citizens pay £25. Spouses, partners and relatives of deceased members are not required to pay a joining fee.

b. Authorised Spending. The Chairman, Treasurer and Secretary are authorised to operate the Association bank account with the Bank of Scotland in accordance with the restrictions shown at Annex B.

c. Reunions/Social Functions. Individuals attending functions will be charged accordingly. Each event must be self-funding. An administrative fee will be charged to each member to guarantee the function is cost positive after having met all bills. Examples are, but not limited to, coach hire and function room hire.

8. Charter Amendments. Any amendments to this Charter are to be agreed by the Association Committee and ratified at the next AGM.

Annex A: Duties of Association Office Holders.

Annex B: Authorised Spending Limits of Nominated Bank account Holders

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ANNEX A

Duties of Association Committee Office Holders

President

1. Be the senior point of contact for the Association.
2. Maintain links with the Bailiwick of Guernsey.
3. Offer advice to the Chairman.
4. In exceptional circumstances, nominate a successor to the Chairman if the incumbent is unable or unwilling to continue serving in post. Such appointment must be ratified by majority vote at the next AGM.

Chairman

1. Oversee the day to day running of the Association.
2. In conjunction with the President, maintain links with the Bailiwick of Guernsey.
3. Preside at Association functions.
4. Chair an Annual General Meeting at an annual reunion.
5. Be a nominated account holder for the Association bank account.

Secretary

1. Carry out the duties of the Chairman in his absence.
2. Be responsible to the Chairman for the general administration of the Association.
3. Be a nominated account holder for the Association funds.
4. Maintain an updated record of Association members and their contact details in accordance with current legislation.
5. Lead or assist in the organisation of Association functions.
6. Provide written minutes for all Association Committee meetings and AGMs.

Treasurer

1. Be responsible for the financial management of the Association funds in accordance with current legal guidance and paragraph 7 of the Charter.
2. Act as lead account holder of the Association bank account.
3. Submit a financial statement of account to the Association members attending each AGM.
4. Present a written financial statement of account to the Committee if no AGM has been held within 14 months of the previous AGM.
5. Present a financial statement of account to any Association member on request.

Other Appointments

1. To complete appointed duties with the liaison and direction of the Chairman.
2. To attend Association Committee meetings as a full committee member.

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ANNEX B: Authorised Spending Limits of Nominated Bank Account Holders

1. The Treasurer is the nominated lead bank account holder. Other bank account holders are the Chairman and Secretary. In case of a post holder change, the outgoing incumbent will retain the function of operating the bank account under direction of the new incumbents until transfer is completed with the bank.
2. The authorised spending limits are:
 - a. Up to £300 with verbal approval of one other authorised official.
 - b. Between £301 and £600 with the approval of all authorised officials.
 - c. Over £600 with the approval of a majority vote at the AGM. If time is of the essence, approval to spend more than £600 may be sought through an e-mail request to the membership seeking a majority of those responding in favour.
 - d. For regular events such as reunions, officials are authorised to commit funds to pay bills in the knowledge that payment will be forthcoming from revenues raised during the function.