



Tayforth Universities Officer Training Corps Regimental Association

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CONSTITUTION - JUNE 2018 (Draft)

1. Name

The name of the association is Tayforth Universities Officers Training Corps Regimental Association, hereinafter called "the Association".

2. Aim

To promote and maintain friendly relations between members and with Tayforth Universities Officers Training Corps, hereinafter called "the Contingent", by the provision of regular Newsletters, by re-union meetings and such other activities as may from time to time be deemed appropriate.

3. Membership

There are three categories of membership:

3.1 Ordinary Members. Irrespective of rank, all current and former members of the Contingent and its predecessor formations, former attached personnel and members and former members of Tayforth Universities Military Education Committee are eligible for Ordinary Membership.

- (a) Current members of the Contingent shall enjoy the benefits and discounts of being members of the Contingent and members of the Association, whichever is most advantageous to them in any situation.

3.2 Ex-officio Members. The current Commanding Officer, the Adjutant, the Senior Under Officer (SUO) and a representative of the Tayforth Universities Military Education Committee are *ex-officio* Members.

3.3 Honorary Members. The Honorary Colonel and former Honorary Colonels are Honorary Members, as are the Principals of the four universities that provide students to the Contingent unless they elect otherwise.

- (a) Principals may nominate an individual to represent them at Association events if they so wish.
- (b) The Association may, at its AGM, elect to Honorary Membership such persons as it sees fit.

4. Procedures

4.1 The Annual General Meeting (AGM) shall be held at a suitable location, which may coincide with Contingent activities, but normally either in St Andrews, Dundee or Stirling between 30th March and 30th June of each year.

- (a) The quorum will be eight Ordinary Members.
- (b) The AGM will:
 - i. Receive the report of the President and other office-bearers;
 - ii. Receive and adopt the audited accounts of the Association;
 - iii. Elect such Officers and Committee Members as may be necessary. Any Member may signify willingness to stand for election to any Committee Member post, and existing Committee members should, if they agree, signify to the Honorary Secretary their willingness to continue in post prior to each AGM, as defined in paragraph 4.3 below;
 - iv. Elect an Independent Examiner;
 - v. Transact any other business including any resolutions submitted by members.

4.2 An Extraordinary General Meeting (EGM) shall be called at the request of eight Ordinary Members of the Association and within twenty eight days of a valid request being received by the President or the Honorary Secretary.

- (a) The quorum will be eight Ordinary Members.
- (b) An EGM will consider only the single matter in respect of which it is called.

4.3 Notice and Voting

- (a) The date of each AGM will be notified to Members at least three months in advance.
- (b) Members shall receive a Calling Letter with an outline of the Agenda with at least twenty-eight days notice.
- (c) Items for inclusion on the Agenda should be received by the Honorary Secretary at seven days in advance of the AGM.
- (d) A final Agenda shall be communicated to attendees at least three days in advance of the AGM, with copies available on the day.

Should an EGM be called under the provision of Paragraph 4.2 above, the Committee will use every reasonable endeavour to ensure that the meeting takes place at the earliest opportunity.

- (a) If, 30 minutes after the time appointed for an AGM or EGM a quorum of eight is not present, the meeting may be deferred by no more than three weeks to such time, date and place as the members present determine. If, at the re-convened meeting there is not a quorum of eight members, those members present will nonetheless be deemed to constitute a quorum.
- (b) Each member has one vote only, except the President has both a deliberative and a casting vote. Amendments to the Constitution may be considered only at an AGM, when a two-thirds majority of voting members present is required for the approval of any changes. *Ex-officio* and Honorary Members may be invited to express their views but have no voting rights, except that the SUO has a representative vote on behalf of the Contingent.
- (c) Voting will normally be by show of hands, but a secret ballot will be held should any voting member so request.

5. Committee

5.1 Members of the Committee will be elected at the AGM for a one year term of office and will be eligible for re-election.

- (a) The Committee will comprise the following office-bearers:
 - i. President;
 - ii. Honorary Treasurer;
 - iii. Contingent CO (*ex-officio*);
 - iv. Honorary Secretary;
 - v. Membership Secretary;
 - vi. Social Secretary.

5.2 Duties of the office bearers

- (a) The **President** shall preside at meetings of the Committee, AGMs and EGMs, will liaise with the Contingent and represent the Association on appropriate occasions.
- (b) The **Honorary Secretary** shall conduct all correspondence including maintaining the Association's social media and web presence, maintain records, produce text for the Newsletter and liaise with the Contingent.—He or she will assist other Committee members.
- (c) The **Honorary Treasurer** shall keep accurate records of the financial transactions of the Association, will ensure that a statement of account for each financial year is prepared and audited within one month of the year end (currently 28th February) and will present these accounts to the AGM. Expenses incurred on behalf of the Association will be reimbursed on application to the Honorary Treasurer, subject to the submission of the corresponding receipts.
- (d) The **Membership Secretary** shall maintain a list of all Members of the Association and their contact details. He or she will make these details available to other Committee Members to carry out their duties. He or she will produce a Members List annually and distribute to all Members.
- (e) The **Social Secretary** shall liaise with the Contingent in order to arrange functions that explicitly support the spirit of the Aim of the Association as defined in Paragraph 2 of the Constitution. He



or she will coordinate and assist with functions that may have more limited appeal through location, common years of service or other specific interest of the Membership.

6. Powers of the Committee

6.1 The Committee shall have all power necessary to ensure the efficient and effective day to day management of the Association's affairs. Such powers may be exercised by individual office-bearers operation within their remits as outlined in paragraph 5.2 above or, if deemed appropriate by the President, by the office-bearers acting in Committee.

6.2 When a matter cannot be finally settled by the AGM but requires action prior to the next AGM, or when a matter requiring urgent action arises between AGMs, the Committee shall be entitled to act on behalf of the Association. Whenever possible, the AGM shall guide the Committee, in particular indicating limits to financial authority. The Committee shall submit all actions taken by it to the following AGM for ratification.

6.3 The Committee may co-opt any member to fill a vacancy occurring between AGMs. Such co-opted member(s) will retire at the succeeding AGM but will be eligible for election.

7. Subscriptions

7.1 The subscription for Ordinary Members shall be determined at the Annual General Meeting, and will be reviewed annually at the AGM. Ordinary Member subscriptions are payable on 1st March of each year.

7.2 No subscriptions are payable by *ex-officio* or Honorary Members.

8. Dissolution

8.1 If it is deemed necessary for any reason to dissolve the Association, there will be a postal ballot of all members.

8.2 The result of this ballot will be considered at an EGM called as soon as possible after the receipt of completed ballot papers. A two-thirds majority of those returning completed ballot papers by the required date will be sufficient to approve dissolution of the Association. Should the required two-thirds majority not be attained those voting members present at the EGM will decide upon the most appropriate action to be taken.

8.3 Upon dissolution the Association's assets will be realised and the proceeds given to the Contingent.

9. Validity

This Constitution will come into effect immediately from 01 June 2018, and will be reviewed at three yearly intervals thereafter.

Notes:

1. Unless otherwise agreed, communications to the Association should be addressed to the the Honorary Secretary, Mr D J Mason, 99a/6 St Stephen St, Edinburgh, EH3 5AB, or electronically to tayforthregimentalassociation@hotmail.com
2. Association Bankers: The Royal Bank of Scotland, South Street, St Andrews