

RAF Airfield Construction Branch Association

Founded in 1941 as the Airfield Construction Service, the Airfield Construction Branch was disbanded in 1966. Following Two- years of informal gatherings the "Airfield Construction Branch Association" was Inaugurated in October 1981 under the direction and enthusiasm of Founders W (Bill) Allerton and the late T (Tom) Morrison with the Motif incorporating the Royal Air Force 'Eagle and Crown' and the letters 'ACB' shown beneath. 'Revised' 2006 to include "1941 - 1966 "



CONSTITUTION 2010-11

(as Adopted by 2008 Annual General Meeting and 2009 Spring and Annual Member Ballots)

1. **Membership** - Is open to All Ranks who served with or in supporting Appointments and Trades to the Airfield Construction Service 1941/43 or Airfield Construction Branch period in which they contributed to the History of the Royal Air Force
2. **Honorary Membership** - Shall upon Recommendation and Proposition from a Full Member duly supported and Seconded by another Full Member, in writing to the Secretary, not later than 12th September annually, giving consideration for Adoption under the following:-
 - (a). **Honorarium** - By way of Award to any Person, not qualified under 1. above, who has Contributed or Donated In such an exemplary act or manner toward the Historic record of Airfield Construction Branch activities
 - (b). **Subscribing Associate** - contributing all as for Full Membership
 - (i). **Next of Kin** - to a deceased previous Full Member, wishing to maintain contact and support activities of the Association
 - (ii). **Relatives** - of a deceased Family member who served in an Appointment or Trade within the Airfield Construction Branch only and have become aware of the Association, expressed an interest in participation and requested Nomination under 2. above
3. **Fees and Subscriptions** - shall be determined by Membership Resolution annually for the Subscription-year 1st April/31st March
 - (a). **Enrolment** - a one-off Joining Fee of £1 being included in first-year subscription, currently £5.00, required with any Membership Application
 - (b). **Subscription** - an Annual Subscription, currently £4.00, becomes due on 1st April annually and paid latest 31st August for voting entitlement. Joining Member subscription during the month of March shall be considered to comprise the following twelve-month period
 - (c) **Arrears** – Any Member who becomes over one-year in Arrears (currently £8) after Three unattended postal communications, relinquishes membership
Note – It is essential that any Member learning of Health circumstances that may impair Member subscription attention, should advise such circumstances to the Secretary for further appreciation
4. **Annual General Meeting** — 'Revised' 2009 Membership Ballot adoption, now reads:-
Shall be conducted by 'Annual Postal Ballot' on grounds of the existing arrangements, allied to the Annual Reunion Dinner(2008), when a less than 10% attendance does not constitute a democratic representation of Membership and a more representative opinion should be sought, where a 'Return' of over 30% may be anticipated.
(Ballot 'Results' being notified through website 'Private' pages and next due Membership circulation)
5. **Extraordinary General Meetings** - the Secretary shall convene an Extraordinary General Meeting within Thirty-days of receipt of written application from a Member, giving Twenty-one days 'Notice' of Venue, Date and Time to the Full Membership. Any request for such Meeting shall clearly detail the Subject Agenda, confirm the Proposer and Seconder and be supported by a listing of 10% of the Membership, as 7.(b).(ii) (2).b following, declared for the preceding business-year 1st September/31st August. Only business published in the Subject Agenda shall be considered by the EGM. Resolution shall be by simple Majority with the Chairman carrying a casting vote

6. Aims and Objects

- (a). To advertise, canvas, search and encourage former Serving colleagues of the Airfield Construction Branch to participate in the Comradeship of the Association*
- (b). To Manage and Conduct a non-profit making Association within the bounds of a sound, established and in democratic manner under an adopted Constitution by the Membership. As may be 'Revised/Adapted' by due Membership Ballot adoption of any Resolution from a Full Member duly supported and Seconded by another Full Member, in writing to the Secretary, on or before 12th September annually preceding an Annual Ballot circulation.*
- (c). To publish and distribute an Annual Newsletter. In the absence of a volunteering Editor an "Annual Report and Ballot" shall provide Membership information with periodic further circulations as appropriate*
- (d). To organise a weekend gathering of Members and Guests to establish and maintain the self-financing Formal Association "Annual Reunion" normally October during each executive office period (December/November)*
- (e). To create, co-ordinate and prepare a self-financing Programme of activities for the benefit and interest of Members. Particularly encouraging Regional social gatherings. (Requesting appropriate approval and support available from the Association when October dates should be avoided)*
- (f). To liaise with 'Other' Associations and the like, where such joint-venture activities provide for Member participation and interest*
- (g). To encourage Member input of suggestions and design of Memorabilia depicting the Association and recollections of ACB History for purchase by Membership (Currently accounted under "ACB Shop")*

7. Membership

- (a). **Application Forms** - are available from Members, by Post or Website download. Submissions are required by 'hard copy' to the address given on the form, enclosing appropriate subscription. After due search for qualification the next sequence Membership No. is applied and Membership introduced to formal Records, authorising introduction to Membership Directory maintained on 'Private' pages of our website*
- (b). **Records** - shall be Maintained and Updated under such procedure or compliance with any Legislation in force. Currently the 'UK Data Protection acts 1998 & 2003' and the 'Freedom of Information Act 2000'*
 - (i). **Data-protection Policy** - for Exemption from the need to Register under Data Protection legislation, the Association must maintain Records of Membership, having been asked, as to whether they Object to any circumstances in which their Personal details are to be used in the Management of the Association. For the purposes of IT data participation, with effect from 2009 Members are required to register their email address annually component to the Annual Ballot form*
 - (ii). **Personal Details** - are held as follows:-
 - (1). **Prior to April 2006** - to be described 'by Others'
(To-date none have become available and in consequence considered non existent)*
 - (2). **Post April 2006** - Consequent upon the '2006 Membership Survey' circulated with the 2006 Newsletter, Two Membership Lists have been compiled in tandem with the establishment of an Official website of the Association, (adopted 2005)
 - a. **Membership List** - comprising ALL post 2006 past and present alpha listing of Members Surname, Initials, Period of ACB Service, Appointment/Trade and Membership No. and Status, maintained as a formal reference index*
 - b. **Membership Directory** - listing combination of personal details authorised by Members annually and all subsequent New Application forms in compliance with the Data-protection Policy at 7.(b)(i).above. Maintained as the formal Association Membership Record index***

8. **Presidency** - The Association shall be Represented by Annual Appointments of President and Vice President together with Nominated Life Presidents appointed under 10. following. The Presidential year becomes effective on 1st December (Introduced 2008) the Retiring President Nominates the succeeding Vice President and is succeeded by his Vice President. It is considered appropriate for continuity of business input, that the Retiring President holds Past President office for the ensuing year
9. **Executive** - the Executive shall comprise the Elected Offices of President, Past President and Vice President and Three elected Members form a Management Committee of Six. A quorum shall comprise Four of those members. The Chairman shall normally be the President or Vice President or in unavoidable circumstances Nomination from those attending shall preside The Chairman, not participating in motion routine but carrying a casting vote only
- (a). **Election of Executive**- shall take place annually by Membership Ballot. Nominees shall be duly Proposed and Seconded for Executive office in compliance with Constitution requirements and together with those retiring and not reaching three-years service but indicating willingness for continuance shall be listed alphabetically in the Annual Ballot form.
- (b). **Nominations** - Any Paid-up Member may make and support Nomination of a Paid-up Member in writing to the Secretary for receipt not later than 12th September annually
- (c). **Period of Office** Unless specifically volunteering at nomination for an Office, responsibilities may generally be appointed from the resulting elected executive or co-opted for purpose. Generally it is intended that Offices should not be held in excess of Three years where:-
 Secretary & Treasurer - 'Alternate' Two yearly
 Members • 'Alternate' Two yearly
- (d). **.Co-option** - the Executive may co-opt further Members for special responsibilities during the year and Reappoint as appropriate
- (e). **Responsibilities** - the Executive responsibilities take effect from 1st November annually, setup and maintain such Records as may be considered good practice when representing a Subscribing Membership
Note – While 'Job description' generally arises from committee composition, the following extract a 'Small Club' web guidance note, defines the Secretary duties as-
- Assist and advise the Chair in compliance with and application of the established Rules (Constitution)
 - Act as the first point of contact for the club and ensure prompt communication both internally and externally
 - Deal with or delegate all of the administrative duties for the club
 - Work with the Treasurer to ensure all membership and financial affairs are fully documented and up to date
 - To represent membership in the best interests of their subscription paying participation within the organisation
- (i). **Minutes** - shall be maintained, recording Association business in such a form convenient to the Secretary for the time being in particular listing all Votes and Resolutions, of the Executive and or Membership
- (ii). **Accounts** - shall be maintained, recording Association business in such a form convenient to the Treasurer for the time being and provide for the presentation of:-
- (1). **Annual Accounts** - currently for the period, 1st September to 31st August. Duly Audited Accounts shall be prepared as and when considered cost effective. Management accounts shall be maintained for executive reference and included for reference and adoption with the "Annual Report and Ballot"
- (2). **Banking** - The Treasurer shall establish and maintain such necessary Banking arrangements for conducting the financial affairs of and for the benefit of the Association

- i. **Bank Mandate** - shall be amended from time to time to reflect the current Association Executive
 - ii. **Authorised Signatories** - shall comprise Two of the elected Members of the Executive represented on the Mandate
- (3). **Auditors** – shall be invited to volunteer or canvassed as and when requested or considered appropriate
- (f). **Insurances** - Indemnity provisions shall be regularly researched, maintained and considered essential for the protection of Member representation in any Association business activity
 - (g). **Reimbursement** - Any Member authorised to carry-out any element of Association business, shall be entitled to fair and reasonable reimbursement of 'out of pocket' expense within a 'Budget' (Adopted 2008) of £30/particular attendance in representation of the Association
 - (h). **Donations** - Either by Contribution or Receipt, shall be duly reflected in Annual Accounts, where for Receipts only, due consideration for anonymity shall be respected and reflected in published accounts in a Lump sum to the satisfaction of Audit. All Contributing donations shall otherwise be detailed for the purpose applied
10. **Service Acknowledgement** - Any Member considered by Resolution,(introduced 2006) to have contributed exemplary Duties in Representation of the Association, shall following due Proposition and Resolution of Membership be awarded the Honour of 'Life President' in acknowledgement of their Service. The award shall carry prior Notice of Business of the Association with entitlement for attendance and input.
11. **Welfare** - While the principal Aim of the Association is Comradeship in which personal Welfare is of concern to All, it is not constituted for Charitable representation and Membership is encouraged to consider Support of established Royal Air Force Charities (ie RAF Association and RAF Benevolent Fund)
- (a). **Welfare Fund** –Introduced 2007, forms a component of Association funds arising from 'Strictly Voluntary' membership contributions where we can remember and extend some thoughts for Members and Widows where health circumstances have been brought to notice
 - (b). **Widows List** - Historically it has been practice and aim to maintain contact with Member Widows which with the help of the Welfare fund we can express our wishes at Christmas or in knowledge of health circumstances
12. **Information Technology** – Introduced in 2005 taking advantage of improved communication and cost savings of information technology, our 'Official' website www.rafacb.org.uk while collating a focal point for ACB History and providing protected information for Membership requires more appreciation of available from cost savings, particularly printing and postage. All Members are invited to participate and offer any expertise in the subject. Annual registration is now introduced for inclusion of Member Email addresses who will then receive all communications via the service