



RAVC Association Rules

ASSOCIATION CONSTITUTION AND RULES

TITLE

1. The Association shall be called the *Royal Army Veterinary Corps Association*.

OBJECTS OF THE ASSOCIATION

2. a. To foster esprit de corps amongst all, serving and retired, of the Royal Army Veterinary Corps.
- b. To organise an Annual Reunion.
- c. To circulate information regarding the Corps to the members of the Association.
- d. To inform the Committee of the Royal Army Veterinary Corps Benevolent Fund of any former member of the Corps, their widows or orphan children who are in need.
- e. To ensure, where possible, a respectable funeral for any member of the RAVC serving or retired.

MEMBERSHIP

3. **Full Membership** of the Royal Army Veterinary Corps Association shall be open to:

- a. All serving officers and soldiers of the RAVC. **
- b. All personnel who at any time have served in the RAVC
- c. All WRAC personnel who at any time served with the RAVC as Kennel Maid or Rider/Groom.

*** All RAVC serving members are full members of the Association by virtue of their contribution to the Days Pay Giving.*

4. **Associate Membership.** Persons not eligible to full membership but who have served with the RAVC or have an interest in the Association, may be invited to apply for associate membership.

5. An Associate member shall pay the life membership subscription, and shall also be entitled to vote at meetings and be eligible to be elected to Branch Committees.

Appendix A

RAVC BENEVOLENT FUND

Object:

The object of the Fund is the relief either generally or individually of persons who are serving or former members of the RAVC and their dependants who are in conditions of need, hardship or distress by making grants of money or

providing or paying for items, services or facilities calculated to reduce the need, hardship or distress of such persons.

The Trustees may pay such items, services or facilities by way of a grant to institutions or organisations which provide or which are undertaken in return to provide such items, services or facilities for such persons.

Trustees:

The Trustees of the Fund are those persons for the time being holding the following appointments:

- The Colonel Commandant
- The Honorary Colonel Commandant
- The Director Army Veterinary and Remount Services
- Commanding Officer Defence Animal Centre
- Chairman RAVC Association
- Senior RAVC LE officer serving at the DAC
- The Corps Regimental Sergeant Major
- A Warrant Officer from 1 MWD Regt
- The Regimental Secretary

The Trustees may, if they wish, co-opt up to two persons to their number.

Application for assistance:

Applications must be sponsored by a third party, e.g. RAVC Association; Royal British Legion; SSAFA Forces Help; Officers Association. The Charity Commissioners require that financial need is proven and the applicant must therefore make full disclosure of their financial status on an approved form of application. The Regimental Secretary can advise on the nearest RBL or SSAFA Forces Help case worker.

6. Application for Associate Membership shall be submitted to the Regimental Secretary for consideration by the Committee of Management. If approved, the names of the candidate will be presented at the next Committee of Management Meeting; election shall be by a show of hands, with a simple majority being required.

7. Honorary Membership. The Association shall have power to elect as honorary members persons who, through their interest and efforts, have made a special contribution to the Royal Army Veterinary Corps or who have furthered the interests or reputation of the Corps or the Association.

8. Honorary members shall be entitled to all the rights and privileges of membership less the right to vote and shall be exempt from subscriptions.

9. A candidate for honorary membership shall be proposed and seconded in writing by two full members. Proposals for honorary membership should be forwarded to the Regimental Secretary for consideration by the Committee of Management. If approved, the names of the candidate, proposer and seconder will be presented at the next Annual General Meeting; election shall be by a show of hands, a simple majority being required.

RATES OF SUBSCRIPTION

10. Life membership (all ranks) £15. An annual Branch subscription may also apply.

PAYMENT OF SUBSCRIPTIONS

11. All subscriptions are to be paid to the RAVC Central Fund via the Regimental Secretary for membership and Branch Secretary for Branch annual subscription.

Subscriptions for serving members are collected through JPA.

OFFICERS OF THE ASSOCIATION

12. a. The Officers of the Association shall be

President - Colonel Commandant

Executive Vice President - Honorary Colonel Commandant

Senior Vice President – Director Army Veterinary & Remount Services

b. Colonels Commandant, Honorary Colonels Commandant and Directors Army Veterinary & Remount Services upon vacating their appointments automatically become Life Vice Presidents.

c. The Association shall have power to confer the title of Honorary Vice President upon persons who have performed notable service to the Association.

A candidate for Honorary Vice President shall be proposed and seconded in writing by two full members. Proposals for conferring the title of Honorary Vice President shall be forwarded to the Regimental Secretary for consideration by the Committee of Management. If approved, the names of the candidate, proposer and seconder will be presented on the Agenda of the next Annual General Meeting; election shall be by a show of hands, a simple majority being required.

MANAGEMENT

- 13.** a. The Association shall be governed by a “Committee of Management” which shall consist of a Chairman and not less than 6 or more than 10 elected members and the Regimental Secretary. This latter appointment, being ex officio.
- b. The CO DAC, a Senior LE RAVC officer and the Senior RAVC Warrant Officer of the Corps, shall be ex-officio members of the Committee of Management.
- c. The Officers of the Association (see paragraph 12a) shall be responsible for nominating the appointment of Chairman of the Committee of Management. The appointment shall be confirmed at the next Annual General Meeting.
- d. The Chairman of the Committee of Management shall be elected for a period of three years.
- e. All members of the Committee of Management, other than the Chairman, shall retire annually but may be invited by the Regimental Secretary, on behalf of the President, to stand for re-election prior to the Annual General Meeting.
- f. Nominations for the election of new members to the Committee of Management other than Branch representatives, shall be forwarded to the Regimental Secretary before 30th April duly signed by a proposer and seconder.
- g. The names of Branch representatives nominated to serve on the Committee of Management shall be forwarded to the Regimental Secretary by 30th April annually by the Branch President.
- h. The Committee of Management shall be responsible for the execution of the general policy of the Association and shall normally meet annually in May and at such other times as the Chairman may consider necessary.
- i. At the May meeting of the Committee of Management the principal items for discussion shall include arrangements for the Annual Reunion, Branch Reports and statements of account, and approval of the draft minutes of the previous AGM prior to their circulation to members.

(see also Note 3)

FINANCE

14. The Accounts of the Association shall be held within the RAVC Central Fund and administered by the Regimental Secretary.

NOTES

1. Funerals. A member learning of the death of an RAVC Association member should inform the Branch Secretary/Regimental Secretary immediately. If time permits, and where floral tributes are acceptable, a wreath {or sheaf of flowers} should be ordered by a Branch or by an individual. A member representing the Association at a funeral may claim his expenses from the Association Central Fund, with prior authority from the Regimental Secretary.

2. Donations. The viability of the Association fund depends largely upon the generosity of the members. Many donations are received each year and constitute the largest portion of the annual income. Any member may make a donation to the Association through the Regimental Secretary or through a Branch Secretary.

3. Branch Reports. It is recommended that Branch reports should contain:

- a. Details of Current Membership.
- b. Branch Finances.
- c. Obituaries.
- d. Investigation of distress cases.
- e. Branch social and other activities.

4. Association AGM and Reunion Dinner. Normally held at the Defence Animal Centre on the first second Saturday in September. However, the Committee of Management may decide on an alternative location as they deemed suitable.

5. Memorials. A simple Act of Remembrance is held at the Memorial at the Defence Animal Centre or North Luffenham prior to the AGM. The Standards of the RAVC and the Association will be paraded, members of the Association will form up in front of the Memorials, wreaths will be laid and the President or a nominated Senior Member will lead the Act of Homage. (see Appendix).

6. Correspondence with the Regimental Secretary. All communications for the Regimental Secretary should be addressed to:

The Regimental Secretary
Regimental Headquarters RAVC
FASC, Slim Road, Camberley, GU15 4NP

15. All moneys received and held by the Association shall be banked in the name of the Association in accordance with the Rules of the RAVC Central Fund.

16. All cheques shall be signed by the Regimental Secretary up to the value of £1,000 or by the Regimental Secretary and another nominated person for cheques in excess of £1,000.

17. Audit of Accounts. The accounts of the Association shall be audited annually in accordance with Charity Commission's Statement of Recommended Practice (SORP). The audit report and balance sheet shall be presented for approval at the Annual General Meeting.

MEETINGS

18. Annual General Meeting. An Annual General Meeting shall be held and the business shall be to receive and confirm the minutes of the last AGM; receive and adopt a statement of the accounts; elect the Chairman of the Committee of Management triennially -or as required; elect the members of the Committee of Management; appoint auditors: deal with matters which the Committee of Management may wish to bring before members; receive suggestions from members for consideration by the Committee of Management; receive the reports of Branch activities which should be delivered verbally by Branch Secretaries; pay tribute to deceased members. 15 members shall form a quorum.

19. A special general meeting of the Association may be convened by the Committee of Management as it may consider necessary, or on receipt of a requisition made and signed by not less than 15 members stating the subject to be discussed. No business shall be transacted other than that for which the meeting is called. A minimum of 15 days notice is required for an SGM.

BRANCHES

20. Formation. A Branch may be initiated on the authority of the Committee of Management and confirmed at the Annual General meeting. Application to form a Branch shall be made to the Regimental Secretary and should be supported by not less than 10 members of the Association who are willing to become Branch members.

21. Branch Committee. A Branch Committee shall consist of a President, Vice President, Hon Secretary, Hon Treasurer and not less than 3 members.

22. Election of Branch Officers. A Branch Committee shall be elected at the Annual General meeting of the Branch. All officers and members of a Branch Committee shall retire annually but shall be eligible to stand for re-election.

23. Branch Funds. The funds of each Branch are to be paid into a Bank in the name of the Branch and operated by the President and Hon Treasurer.

24. Branch Accounts. The accounts of a Branch shall be made up to and including 31st March annually, and a copy forwarded to the Regimental Secretary of the Association by 30th April together with the annual report on the Branch activities for consideration at the May meeting of the Committee of Management.

25. Audit of Branch Accounts. The accounts shall be audited annually by 2 auditors appointed by a Branch General Meeting. A copy of the audit report is to be forward to the Regimental Secretary.

26. Financial Assistance to Branches. Branches will, as far as possible be self-supporting. In the event of any Branch requiring assistance, application should be made to the Committee of Management who are empowered to make such grants as they may consider necessary, and shall not normally exceed £100 per Branch per annum.

27. Disposal of Branch Funds. In the event of a Branch disbanding or failing to hold 2 consecutive AGMs, the balance of the Branch funds shall revert to the Association Central Fund.

28. Hardship. Branch Committees may provide prompt financial assistance in cases of distress up to a limit of £100 (one hundred pounds). A statement on each case, together with a report of the action taken are to be sent to the Regimental Secretary who shall inform the Trustees of the RAVC Benevolent Fund accordingly so that the Branch may be reimbursed.

29. Branch meetings. A General meeting of a Branch shall be held at least half-yearly. One of these meetings shall be designated the Branch Annual General Meeting. At this meeting the Branch shall nominate a representative to serve on the Committee of Management. The name of the nominated representative shall be forwarded to the Regimental Secretary in accordance with the provisions of Rule 13g. A Special General Meeting of a Branch may be convened on receipt of a requisition signed by 15 members, stating the subject to be discussed. At least 15 days notice is to be given to members for a Special General Meeting. No business shall be transacted other than that for which the meeting is called.

GENERAL

30. Rules of the Association. Each member shall be provided with a copy of the Rules on joining and following their revision. The Rules will also be available on line through the Association website.

31. Amendments to Rules. No alteration shall be made to the Rules except by the approval of a two-thirds majority of those members present at an Annual General Meeting of the Association, and then only if notice of intention to alter the Rule or Rules concerned has been circulated to all Branches of the Association and shall have appeared in the notice convening the meeting, including the Association website.

32. Honoraria. An honoraria, for clerical assistance, as considered appropriate by the Committee of Management, shall be paid upon confirmation by the Annual General Meeting.

(Revised Sep 15)

