



Rules of Membership

Date of adoption of this constitution: 23/06/2020

1. Name and address

The Association shall be called Rifleman's Association North East ("the Association")

2. Objects

The objects of the Rifleman's Association North East is:

To bring to the notice of all persons who are serving or who have served with the Regiment or any forming Regiment the existence of the Rifleman's Association North East.

1. Firstly, our aim is to encourage Riflemen, no matter what rank they held to keep in touch with each other and attend our functions and activities. The Association is dedicated to all those veterans and serving Riflemen of the forming Regiments and the Rifles.

2. Secondly, to encourage Riflemen who have yet to join, to make the effort to get in touch with fellow Riflemen of yesteryear and to rekindle the spirit and resolve what was commonplace when serving.

3. Thirdly, for the interested viewer, to find out how the Association works in its support for individuals of our Forming Regiments and The Rifles, always remembering their antecedent Regimental Heritage and achievements with the utmost respect.

3. Membership

3.1 All members will be subject to the Rules

The Secretary shall send the Rules by email to any member on request and a copy of the rules will be available for viewing on our website.

3.2 By applying to become a member, a person will be deemed to accept that, upon acceptance by the Committee of his/her application, the Rules will apply to him/her and will form a binding agreement between that member and all other members

3.3 Subject to Clause 3.4, membership will be open to anyone:

Who is serving or who have served with the Rifles Regiment and any veteran that has served in the Forming and Antecedent Regiments. Membership is also open to all wives, husbands and partners of members.



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- 3.4 The membership at any one time will:
- be limited to such total number as the Committee resolves from time to time
- 3.5 An application for membership by any person must be in writing and submitted to the Secretary together with a completed membership application form. The application must be completed in full and show details of previous military service or relationship with the Rifles or the Forming and Antecedent Regiments (family members) , and be signed. If the Committee concludes that an applicant is eligible for membership according to Clauses 3.3 and 3.4, the Committee will
- accept the application
- and, if it is accepted, stating that membership is subject to the Rules
- 3.6 The date on which any person becomes a member will be the date of acceptance of his/her application
- 3.7 A register of members shall be kept by the Secretary. It shall contain the full name, address, phone number, email address of each member, and dates of, as applicable, commencement, cessation, suspension, withdrawal, and recommencement of membership. Members must notify the Secretary of any change of address, phone number, and email address.
- 3.8 Any member may resign at any time by giving notice in writing to the Secretary
- 3.9 If the Committee concludes that any member is in breach of any of the Rules or has behaved in a manner it considers unsociable or detrimental to the enjoyment and safety of other members, or likely to bring the Rifleman's Association North East into disrepute or cause substantial prejudice to it, the Committee may at a regular Committee meeting resolve to suspend or withdraw membership from that member. Any such member will be given at least seven (7) days prior notice of the intent of the Committee, the date and time of the meeting, and the complaints against him/her, so that he/she may attend if he/she wishes to explain his/her conduct or speak in his/her own defence. No appeal against any such resolution to suspend or withdraw membership will be considered
- 3.10 Any member who has not paid their membership fees within one calendar month of them becoming due shall forfeit their membership status but, if they wish, may re-join the Rifleman's Association North East upon payment of the fees outstanding and acceptance by the Committee of a membership application accompanying their payment of those fees.



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3.11 A person, other than a member, whose membership is suspended or withdrawn may attend any Rifleman's Association North East premises or event or activity as a guest of an member who has introduced him/her. That member shall only be allowed a limited number of guests on any occasion and must accompany his/her guest(s), and shall be entirely responsible for his/her guest's behaviour. The name and address of each guest shall be recorded and provided to the committee for each event.

4. Equality

4.1 Subject to Clause 3 of this constitution, membership shall be open to anyone regardless of any of the following characteristics: sex, sexual orientation, gender reassignment, marital status, civil partnership, pregnancy, age, disability, nationality, race, colour, ethnicity, religion, political belief, or other beliefs

4.2 The Rifleman's Association North East is fully committed to the principles of equality of opportunity and is responsible for ensuring that no member, guest of a member, or volunteer, receives less favourable treatment on the grounds of any such characteristic

4.3 Any discriminatory conduct or harassment by any member against any other member or guest of a member, or against any volunteer, on the grounds of any such characteristic may be treated by the Committee as gross misconduct resulting in immediate exclusion by it (from the Rifleman's Association North East's premises and activities) of the member guilty of such conduct or harassment and, in accordance with Clause 3.10, termination of his/her membership

5. Membership fees

5.1 Membership fees will be payable by each member

5.2 The annual membership fee will be set annually and agreed by the Committee and the Voting members at the AGM.

5.3 The annual renewal fee will be paid manually: on the first day of the month of joining, each year in the full amount.

6. Management Committee

6.1 The Rifleman's Association North East shall have a Committee whose role is as follows:

6.1.1 It is responsible for the general conduct of all aspects of the Rifleman's Association North East's business, activities, and administration on behalf of the members;



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- 6.1.2 It must in accordance with Clause 13 keep accounts, make them available for reasonable inspection by members, and have them examined and when required audited;
- 6.1.3 It must maintain a bank current account for the Rifleman's Association North East;
- 6.1.4 It shall pursuant to Clause 3.10 arrange and carry out hearings of members, and take any action of suspension or withdrawal of membership following such hearings;
- 6.1.5 It shall exclude any member pursuant to Clause 4.3; [and]
- 6.1.6 It may make rules consistent with this constitution (which, together with this constitution, form the Rules) for the regulation of the conduct and affairs, management and well-being of the Rifleman's Association North East
- 6.2 Members shall be appointed to the following offices as Officers of the Committee and to any additional offices from time to time which the Committee establishes:
- (a) Chairperson
 - (b) Vice Chair
 - (c) Secretary
 - (d) Treasurer
 - (e) Entertainment
- 6.3 The term of office of an Officer shall be until expiry of [one] year after he/she is elected or appointed, or, if sooner, until retirement at an AGM pursuant to Clause 6.6, resignation, death, or removal pursuant to Clause 12
- 6.4 In the event of any of the above offices becoming vacant due to resignation, death or removal, a replacement who is eligible may be appointed by the Committee at a regular Committee meeting to serve until retirement at the next AGM or if sooner, until resignation, death or removal
- 6.5 The Committee may co-opt additional Officers as it feels are necessary, and subject to any earlier death, resignation or removal, they shall hold office until retirement at the next AGM. Co-opted Officers shall not be entitled to a vote on the Committee unless co-opted to replace an Officer who has died, resigned or been removed.
- 6.6 Each Officer in post at the date of each AGM will retire at that AGM but shall hold office until the conclusion of that AGM, whereupon elections of Officers held at the AGM shall take effect
- 6.7 Any person who has ceased to be an Officer shall be eligible for re-election at an AGM or appointment by the Committee provided that, notwithstanding anything else in this Clause 6, they do not hold office as an Officer for more than a
Continuous period of [three] years



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7. Committee meetings

- 7.1 Meetings of the Committee will be convened by the Secretary or Chairperson
- 7.2 The Committee shall meet at regular intervals during the year, as required by the Rifleman's Association North East to be transacted, but normally once every month throughout the year
- 7.3 Special additional meetings may be called by the Secretary on instructions from either the Chairperson or from not less than three Officers
- 7.4 The quorum for a Committee meeting is three Officers without which no decisions can be taken
- 7.5 The Committee may make decisions on the basis of a simple majority vote of those Officers present
- 7.6 In the case of equal votes, the Chairperson shall be entitled to an additional casting vote
- 7.7 Decisions may be in the form of a secret ballot if requested by any Officer
- 7.8 Minutes of all proceedings of the Committee must be taken and must be open to inspection by any member of the Rifleman's Association North East on application to the Secretary

8. Committee – Miscellaneous

- 8.1 No Officer shall receive remuneration from the Rifleman's Association North East in money or money's worth with the exception of out of pocket expenses
- 8.2 The following Officers shall be authorised to sign Rifleman's Association North East cheques: two from the Chairperson, Treasurer and /or Secretary
- 8.3 A person shall only be eligible to hold office as an Officer if he/she is an Paid member of the Rifleman's Association North East, and shall automatically cease to hold that office if he/she ceases to be such a member
- 8.4 The Committee may invite persons to attend any of its meetings as an observer / participant without the right or power to vote or be counted in the quorum or right to take part in discussion

9. Annual General Meetings

- 9.1 An AGM of all members must be held in every year not more than [15] months after the previous AGM



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- 9.2 The Secretary shall give not less than 21 clear days written notice of the AGM to all members by sending a copy of the notice to each of them at their home address or by email and posting the notice on the Rifleman's Association North East website but shall not give notice of the AGM to any person who is not a Voting member
- 9.3 The Secretary shall provide a copy of the agenda for the AGM to all those Voting members to whom notice of the AGM is to be sent. The agenda may be sent or posted separately or with the notice of the AGM. If sent or posted separately, it shall be sent or posted in the same manner as the notice of AGM not less than 14 days before the meeting
- 9.4 Nominations by Voting members for Officers shall be sent to the Secretary at least 21 days prior to the AGM and must be seconded by another Voting member. In the absence of nominations prior to the AGM, nominations may be taken from the floor. All nominations must have the written consent of the nominee
- 9.5 Voting members must advise the Secretary in writing of any business to be considered at the AGM at least 28 days before the date of the AGM meeting
- 9.6 The business of the AGM shall be to:
- 9.6.1 Confirm the minutes of the previous AGM and any other General Meetings held since the last AGM;
 - 9.6.2 Receive the audited / examined accounts from the Treasurer;
 - 9.6.3 Receive the annual report of the Committee from the Secretary;
 - 9.6.4 Elect the Officers (i.e. Chairperson, Vice Chair, Secretary, Treasurer, and other Officers);
 - 9.6.5 Remove any Officers;
 - 9.6.6 Fix the Rifleman's Association North East membership fee rates;
 - 9.6.7 Transact such other business received in writing by the Secretary in accordance with Clause 9.5 from Voting members and included on the agenda; and
 - 9.6.8 Transact such other business, except any business for which a Special General Meeting is required, which the Chairperson in his/her discretion admits with the common consent of the meeting
- 9.7 At all AGMs and other General Meetings the chair will be taken by the Chairperson, or, in his/her absence, by a deputy appointed by the Voting members attending the meeting
- 9.8 All Voting members shall have the right to vote at the AGM, and each Voting member shall be entitled to one vote on any separate issue at an AGM. A member who is not a Voting member shall not be entitled either to receive a notice or agenda of an AGM or to have a vote but may attend and speak at an AGM



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- 9.9 Every matter to be decided by Voting members at an AGM, except where this constitution provides otherwise, shall be determined by a simple majority of Voting members present and voting. An abstention shall be recorded but shall not count as a vote
- 9.10 In the case of equal votes at an AGM the chair of the meeting shall have a second and casting vote. Alternatively in his/her discretion the chair may direct a written poll
- 9.11 Minutes of all AGMs and other General Meetings shall be kept and formally adopted

10. Special General Meetings

- 10.1 A Special General Meeting may be held to deal with any special matter which the Committee or any Voting members wishes to place before the Rifleman's Association North East, including any alteration of this constitution, removal of any Officer, or dissolution of the Rifleman's Association North East
- 10.2 A Special General Meeting may be convened at any time by the Committee or on receipt by the Secretary of a request in writing from not less than 25% of the Voting membership
- 10.3 Subject to Clauses 11 and 12, notices and procedures for Special General Meetings will be the same as for the AGM

11. Quorum at General Meetings.

The requirements for a quorum at a General Meeting shall be as follows:

- 11.1 At an AGM, subject to Clause 11.3:
- 11.1.1 The quorum shall consist of whichever number is greater, either 25% of the Voting members or six Voting members; and
- 11.1.2 That number shall include at least 3 Officers (of whom at least 2 are any of the Chairperson, Secretary and Treasurer)
- 11.2 At a Special General Meeting, subject to Clause 11.3, the quorum shall be: the same as for an AGM
- 11.3 Where a Special General Meeting or AGM considers a resolution for:
- 11.3.1 Removal of any Officer, the quorum shall be whichever number is greater, either 25% of the Voting members or eight Voting] members;



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11.3.2 Alteration of this constitution, the quorum shall be whichever number is greater, either 30% or eight of the Voting members; and

11.3.3 Dissolution of the Rifleman's Association North East, the quorum shall be 50% of the Voting members

12. **Removal of Officers, alterations to this constitution, and dissolution of the Rifleman's Association North East**

An Officer may be removed from the Committee, or this constitution may be altered, or the Rifleman's Association North East may be dissolved, by a resolution at a Special General Meeting or at an AGM but not otherwise. The following, together with Clause 11.3, shall apply to any proposal to pass such a resolution:

12.1 Within 7 clear days after receipt by the Secretary of the proposal, the Secretary shall give not less than 30 clear days and not more than 42 clear days written notice of the meeting;

12.2 It must be proposed by a Voting member and must be seconded by another Voting member;

12.3 It shall only be passed if those voting in favour are at least two thirds [75%] of those Voting members present and voting; and

12.4 In the case of equal votes, the chair of the meeting shall have a second and casting vote

13. **Accounts and [audit][examination] of accounts**

13.1 The Committee must keep accurate accounts of the finances of the Rifleman's Association North East through the Treasurer

13.2 As soon as practicable after the end of the financial year and before every AGM the accounts must be audited / examined by two Voting members who are not Officers, acting as honorary auditors / examiners. They must be appointed at each AGM to act for the following year

14. **Property and funds of the Rifleman's Association North East, and dissolution**

14.1 At all times up to and including dissolution of the Rifleman's Association North East [except as provided by Clause 14.3 in the case of division of assets amongst members on dissolution]:

14.1.1 In no circumstances may any property or funds of the Rifleman's Association North East or any income or profit earned by the



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Rifleman's Association North East be paid to or received by any member or be used for the direct or indirect private benefit of any member; and

14.1.2 The property and funds and all surplus income or profits of the Rifleman's Association North East shall be used or reinvested only to further the objects of the Rifleman's Association North East

14.2 If a resolution is passed to dissolve the Rifleman's Association North East, thereupon or on such date as is specified in the resolution, the Committee shall proceed to realise the assets of the Rifleman's Association North East and discharge all debts and liabilities of the Rifleman's Association North East

14.3 After discharging all debts and liabilities of the Rifleman's Association North East pursuant to Clause 14.2, the remaining assets shall be divided equally amongst all of the Voting members, the Rifleman's Association North East will be dissolved

15. Indemnity

15.1 Except as provided in Clause 15.2, each Officer [and each other member] shall be entitled to be indemnified by the Rifleman's Association North East to the extent of those of its assets which may lawfully be so applied against all costs, expenses and liabilities whatsoever reasonably incurred by such person in the proper execution and discharge of duties undertaken on behalf of the Rifleman's Association North East

15.2 No Officer [or other member] shall be entitled to be indemnified in accordance with Clause 15.1 in any case where the costs, expenses and liabilities arise in connection with any negligence, default, breach of duty or breach of trust by that Officer [or other member] or where his/her purported discharge of duties has not been properly authorised by the Committee

16. Definitions

In this constitution:

16.1 "member" means any person accepted as a member by the Committee for so long as he/she remains a member [in any of the categories of membership listed in Clause 3.3] according to this constitution;

16.2 "Voting members" means all members;

16.3 "Committee" means a management committee comprising those members who are Officers from time to time;

16.4 "AGM" means an Annual General Meeting;



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- 16.5 "Officer" means an individual appointed or elected as such pursuant to this constitution; and
- 16.6 "the Rules" means the provisions of this constitution together with the rules made from time to time by the Committee

