

# THE FIGHTER CONTROL ASSOCIATION

## RULES

Issued Under the Provisions and Authority of Article 19  
of the Constitution of the Association

### SECTION 1 - ASSOCIATION POLICY

Rule 1. The Association shall be democratic, non-sectarian and non-party; it shall not be affiliated, either directly or indirectly, to any sectarian organisation or to any political party or like body. In no circumstances shall the Association or any of its Committees or Sub-Committees publicly express any views on behalf of the Association in connection with any political or industrial dispute, or engage in any activities in connection therewith.

Restriction  
on the  
Association's  
Activities.

### SECTION 2 - MEMBERSHIP

Rule 2. Full Membership. An officer shall be eligible for Full Membership of the Association when;

Eligibility for  
Membership.

a. He/she has served in the Fighter Control Branch of the Royal Air Force and has been awarded a recognised Fighter Control qualification or,

b. He/she has served in the Royal Air Force as a Radar Supervisor, Fighter Director or GCI Controller prior to the formation of the Fighter Control Branch.

Rule 3. Associate Membership. Officers of the Royal Navy, Royal Air Force or forces of foreign nations who are serving, or have served, on the operational strength of a United Kingdom ground environment unit shall be eligible for Associate Membership subject to endorsement by the Committee. Associate Members shall not have voting rights at an Annual General Meeting or Special Meeting.

Associate  
Membership.

Rule 4. Honorary Membership. Certain persons, not present or past members of the Fighter Control Branch, whose membership would be beneficial to the Association, shall be offered Honorary Membership of the Association subject to a recommendation by the Committee and endorsement by an Annual General Meeting or Special Meeting. Honorary members do not have voting rights at an Annual General or Special Meeting.

Honorary  
Membership.

Rule 5. Application for Full and Associate Membership of the Association shall be made, on the form authorised by the Committee, to the Secretary. The Committee shall call upon the candidate to furnish further evidence, when deemed necessary, to show that he or she is eligible under Rule 2 or Rule 3.

Application  
for  
Membership.

Rule 6. If the Committee decides to reject an application for membership the notification by the Secretary to the applicant shall, if, the Committee's rejection was on the grounds of alleged ineligibility, state the fact and specify the ground(s) on which ineligibility was found.

Rejection of  
Application  
for  
Membership.

Rule 7. Every member shall have a Certificate of Membership. The certificate shall remain the property of the Association and shall be returned to the Association on cessation of membership for whatever reason.

Certificate of Membership.

Rule 8. A register of all members of the Association shall be maintained by the Secretary. The register shall contain the following particulars of each member of the Association:

Register of Members.

- a. Name and address, and in the case of a serving member, current Service particulars.
- b. Date on which the member joined the Association.
- c. Membership number.
- d. Category of Membership (Full, Associate or Honorary).
- e. Such other pertinent particulars the Committee may deem necessary from time-to-time.

Rule 9. A member shall cease to be a member if his/her subscription has not been paid by 12 calendar months beyond the end of the year of membership (1 April annually), provided that nothing in this Rule shall prevent re-election of a former member under the provisions of Rule 4.

Failure to pay Annual Subscription.

Rule 10. A person who has resigned or otherwise ceased membership of the Association shall not be entitled to the refund of any subscription or part thereof.

Refund of Subscription.

Rule 11. All members shall pay an initial joining fee of £10 or such other amount determined by the Association at an Annual General Meeting.

Joining Fee.

Rule 12. The Annual subscription shall be £10 or such other amount determined by the Association at an Annual General Meeting. The first Annual subscription shall be due on receipt by the member of the notification of his registration as a member; however, members joining on or after 1 October shall be required to pay one-half year's subscription for that year only. All annual subscription shall be due on 1 April each year. Annual subscriptions may be paid by Banker's Order.

Subscription.

### SECTION 3 - OFFICERS

Rule 13.

Officers of the Association.

- a. The Officers of the Association shall be:
  - (1). The President.
  - (2). The Chairman.
  - (3). The Vice-Chairman.
  - (4). The Treasurer.
  - (5). The Secretary.

b. Only Full members of the Association shall become Officers.

c. The Chairman shall automatically become an Officer of the Association and Chairman of the Committee on taking up his/her appointment as Deputy Director Ground Environment/Airborne Early Warning in the Ministry of Defence provided he/she is a full member of the Association. (See note 2). The Secretary shall be the serving officer filling the GE4 appointment in the Ministry of Defence provided he/she is a full member of the Association. (See note 3). All other Officers of the Association shall be elected by the Association at an Annual General Meeting and shall hold office for such terms, and subject to such conditions, as may be prescribed in these Rules.

**Rule 14.** The following terms of office shall apply:

a. President. A serving or retired member who shall hold office for three years. (1) (4).

b. Chairman of the Committee. See Rule 13 above. (2)

c. Vice-Chairman of the Committee. A retired member who shall hold office for two years. (1) (4).

d. Treasurer. A serving or retired member who shall hold office for three years. (1) (4).

e. Secretary. See Rule 13 above. (3).

Notes.

(1). The Officers holding these posts shall be eligible for re-election for further periods of office when their current term expires.

(2). Should the incumbent of the DD GE/AEW appointment not be a member of the Association, the President shall invite the Vice-Chairman to assume Chairmanship of the Committee until the next Annual General Meeting.

(3) Should GE4 not be a member of the Association, or there is an imbalance of duties within the Ministry of Defence, DD GE/AEW may re-allocate the post of Secretary to another member of his Deputy Directorate. A member may also be appointed to assist the Secretary under normal circumstances who would assume the Secretary's role until the next Annual General Meeting in the event that it could not be continued within the Ministry of Defence.

(4). These Officers shall hold office from the conclusion of the Annual General Meeting at which they are elected to the conclusion of the Annual General Meeting in the year in which their term of office expires.

Officers'  
Terms of  
Office.

Rule 15. The President of the Association may, by a directive in writing, delegate to the Chairman of the Committee any of his/her functions when he/she is unable to perform the function(s).

President's  
Power to  
Delegate.

Rule 16.

a. Any member of the Association who has rendered outstanding service to the Association may be invited, on recommendation of the Committee and an overall majority vote at an Annual General Meeting, to become an Honorary Vice-President.

Honorary  
Vice-  
Presidents

b. Up to six Honorary Vice-Presidents may be appointed.

SECTION 4-COMMITTEE

Rule 17. The Committee shall comprise:

Committee  
Composition.

a. The Officers of the Association.

b. The Publications Member(s).

c. The Entertainments Member(s).

d. The Historical Member(s).

e. The Retired Officers' Member(s).

f. Representatives from the Northern Sector, Southern Sector, School of Fighter Control and Regional Branches.

Rule 18. Every member of the Committee shall be a member of the Association and, with the exception of the Officers of the Association and the Representatives, shall be elected by the Association at an Annual General Meeting; they shall hold office for such term and subject to such conditions as may be prescribed in these Rules. The Committee shall seek and appoint Sector and School of Fighter Control Representatives. Serving representatives shall be voting members of the Committee.

Rule 19. The Quorum for the transaction of the business of the Committee shall be six or such numbers as may from time-to-time be approved by the Association at an Annual General Meeting.

Quorum.

Rule 20. Should a vacancy among the Officers of the Association or among the members of the Committee arise unexpectedly, and more than four months before the next scheduled Annual General Meeting, it shall be filled by the Committee forthwith; the Officer/Committee member shall hold office to complete the full term of his/her predecessor.

Casual  
Vacancy.

Rule 21. The Committee shall have the power to co-opt additional members, who must be members of the Association, for specific purposes. Such an appointment shall continue only for as long as the special purpose exists or requires. Additional Members shall have voting powers whilst serving on the Committee.

Co-opted  
Members.

Rule 22. The Committee shall have the power to appoint Sub-Committees from amongst their members, including Additional Members co-opted under the provisions of these Rules.

Sub-  
Committees.

Rule 23. Members of the Committee, other than the Officers of the Association and the Representatives, shall hold office for a period of one year commencing from the conclusion of the Annual General Meeting at which they are elected to the conclusion of the Annual General Meeting in the following year, or for two years in the event that more than two-thirds of Committee members would change at any Annual General Meeting. Such elected members shall be eligible for re-election for further periods of office.

Terms of  
Office for  
Committee  
Members.

#### SECTION 5 - FINANCE

Rule 24. The accounts of the funds of the Association shall be subject to audit annually, as soon as possible after the end of the financial year of the Association (1 April), by a qualified accountant(s) appointed by the Committee.

Audit.

Rule 25. All property of the Association, both real and personal, shall be held in the name of such other person(s) as the Committee may from time-to-time determine.

Holding of  
Property.

Rule 26. The cash and bank accounts of the Association shall be under the control of the Treasurer who shall be responsible therefore, but who shall administer them in accordance with the decisions of the Committee. The Treasurer shall maintain double-entry records of the accounts and shall submit statements of accounts to the Committee for examination and subsequent approval by the Association at the Annual General Meeting.

Powers and  
Duties of the  
Treasurer.

Rule 27. Withdrawals from Bank or Building Society accounts shall be authorised by the signature of the Treasurer and the Chairman.

Bank  
Withdrawals.

Rule 28.

a. The amount of the joining fee to be forwarded to the Treasurer shall be as prescribed at Rule 11.

b. The amount of the annual subscription to be forwarded to the the Treasurer shall be as prescribed in Rule 12.

c. Such other amounts as may from time-to-time be determined by the Association at an Annual General Meeting, or by the Committee, shall be forwarded to the Treasurer.

Joining Fees,  
Subscriptions  
and other  
sums to be  
forwarded to  
Treasurer.

- d. Sums received in payment for any goods or services supplied by the Association shall be forwarded to the Treasurer.
- e. Sums received in respect of any function organised by the Committee, or in respect of any public appeal of any kind, shall be forwarded to the Treasurer.
- f. Sums received as donations for the use and benefit of the Association shall be forwarded to the Treasurer.
- g. The requirements of Article 18 of the Constitution or of this Rule shall be deemed to have been met if, instead of forwarding any sum to the Treasurer, it is duly accounted for to his satisfaction.

**Rule 29.** Any funds not immediately required for the day-to-day running of the Association shall be invested as may from time-to-time be determined and authorised by the Committee.

Powers of Investment.

**Rule 30.** Members of the Association may, at the Committee's discretion, be paid amounts by way of expenses incurred in the pursuance of the Association's business; this does not however include expenses incurred for attendance at meetings. The Committee's approval for such expenses must be obtained prior to the event, and shall be submitted to, and ratified by, the Association at an Annual General Meeting.

Expenses.

### SECTION 6 - MEETINGS

**Rule 31.** The Annual General Meeting shall be held at such time and place decided by the Committee; all members shall be notified of the place, date and time of the meeting, by the Secretary, at least three months prior to the date of the meeting. Proposals for agenda items to be discussed under 'Any Other Business' shall be forwarded to the Secretary at least 28 days prior to the date of the meeting. The Treasurer shall issue a balance sheet which shall be sent to all members at least 14 days prior to the date of the meeting. The Secretary shall make arrangements for Full Members unable to attend an Annual General Meeting to vote by proxy.

Annual General Meeting.

**Rule 32.** A Special Meeting may be convened at any time by the Committee with a minimum of 28 days notice. A Special Meeting may also be convened at the request of a minimum of 50 members of the Association. The convening notice for a Special Meeting shall state the business to be transacted; no business other than that notified on the convening notice shall be transacted at such Special Meetings.

Special Meeting.

**Rule 33.** The President of the Association shall be the chairman of all Annual General Meetings and Special Meetings. In the President's unavoidable absence, the Chairman of the Committee shall take the chair. If neither of these officers is available, then the Vice-Chairman or an Officer of the Association shall chair the Meeting.

Chairman of Meetings.

**Rule 34.** The business to be transacted at an Annual General Meeting shall comprise:

- a. Apologies for Absence.
- b. Approval of the Minutes of the Last Meeting.
- c. Annual Report from the President.
- d. Election of Officers.
- e. Election of Committee Members.
- f. Election of Auditor(s).
- g. Consideration of proposals from the Committee or members for revocation, repeal or amendment to any Article(s) of the Constitution.
- h. Consideration of proposals from the Committee or members for revocation, repeal or amendment of the Rules.
- i. Financial statement and approval of the balance sheet from the previous accounting period.
- j. Any Other Business, agreed by the President, of general concern to the Association.

**Rule 35.** Copies of the President's Annual Report, the annual accounts of the Association and the Agenda shall be available to all members attending the Meeting; additional copies will be further disseminated through Regional Branches.

**Rule 36.** Nominations for election of officers of the Association and Committee members shall be in writing and sent to the Secretary at least 28 days prior to the date of the Annual General Meeting at which the election shall take place. Each nomination paper shall be signed by the proposer, the seconder and the nominee's acceptance of his/her name being put forward; where appropriate the nomination shall be accompanied by a brief statement of qualification.

**Rule 37.** The Agenda of an Annual General Meeting shall include a list of all candidates who have been validly nominated for election as an Officer of the Association or as a member of the Committee; the inclusion of a candidate's name in such a list shall be conclusive evidence that the prescribed conditions of nomination have been met.

**Rule 38.** A member of the Association wishing to move a resolution(s) at an Annual General Meeting shall give notice of the proposal(s) in writing and duly seconded, to the Secretary at least 28 days prior to the date of the meeting.

Business of  
Annual  
General  
Meetings.

Copies of  
Annual  
Reports.

Election  
Nominations.

List of  
Candidates  
on the  
Agenda.

Notice of  
Resolutions.

**Rule 39.** Resolutions, subjects or matters not included in the Agenda shall not be moved, raised or discussed at an Annual General Meeting except when a matter of urgency has arisen after the Agenda has been printed. In this event the Agenda may be altered by the Committee, the President or the Chairman so that the topic may be discussed.

Agenda to be Final.

**Rule 40.** A quorum at an Annual General or Special Meeting shall be ten per cent of the Full membership of the Association.

Quorum

**Rule 41.** Voting at an Annual General or Special Meeting shall be by a show of hands unless otherwise directed by the Chair. A simple majority vote by those members attending the meeting and entitled to vote shall be sufficient for a resolution to be carried.

Voting

**Rule 42.** The Secretary will make arrangements to enable members who cannot attend the Annual General Meeting, or an Extraordinary General meeting, to nominate a proxy to vote on their behalf in accordance with Article 21 of the Constitution. Members may nominate as their proxy the Chairman, a Committee Member or any other member known to be attending the Meeting in question. Members must send their proxy nominations to the Secretary, in writing, prior to the Meeting.

Proxy Voting

**Rule 43.** A decision of an Annual General or Special Meeting shall be binding upon the Association, its Officers and members.

Decisions to be Final.

**Rule 44.** A true and accurate record of an Annual General or Special Meeting shall be maintained by the Secretary. This record, the Minutes of the Meeting, shall be made available to all members, within the bounds of economy, after the conclusion of the Meeting. These Minutes shall constitute the authority to implement those decisions taken at the Meeting.

Minutes of Meetings.

**Rule 45.** Meetings of the Committee shall be held as required, but not less than two per year, and as notified to Committee members. Such meetings shall not discuss, or take decisions upon any subject or matter other than the routine conduct of the Association's business. A simple majority vote shall be deemed an agreement of the Committee and shall be binding on all members of the Committee.

Committee Meetings.

**Rule 46.** The Secretary shall maintain a true and accurate record of the Committee's proceedings and shall be directed by the Chairman which of the decisions taken in the Committee shall be included in the President's Annual Report to the Annual General Meeting. Where applicable and appropriate, the reports and findings of all Sub-Committee(s) shall be summarised in the main Committee's Minutes.

Committee Meeting Minutes.

#### SECTION 7 - MISCELLANEOUS

**Rule 47.** No member of the Association shall use or permit the use of the name, initials, badge or other insignia of the Association which could in any way suggest that any of his/her activities has the

Use of Association Title, Initials,



support of, or is conducted under, the auspices of the Association without the prior written authority of the Chairman; if such authority is given it may be revoked at any time.

Badge or  
Insignia.

**Rule 48.** The Committee may make Bye-Laws for regulating the affairs of the Association and the Committee. Bye-Laws shall prescribe anything which is required by these Rules, and may make further provisions as may be seen by the Committee to be necessary, or desirable, for implementing, or facilitating, the provisions of the Constitution in the absence of a specific Rule to cover any particular circumstance or contingency. Such Bye-Laws shall be submitted by the Committee to the next Annual General Meeting for ratification and inclusion in these Rules.

Bye-Laws.

### SECTION 8 - DEFINITIONS

**Rule 49.** In these Rules, unless otherwise specified the following definitions apply:

Definitions

a. 'The Annual General Meeting', 'Special Meeting' and 'Committee Meeting' respectively mean the annual meeting of members of the Association to be held in pursuance of Article 14 of the Constitution; a meeting of the members of the Association specially convened to deal with extraordinary business of the Association in pursuance of Article 16 of the Constitution, and a meeting of the Committee convened to manage the day-to-day affairs of the Association.

b. 'The Secretary' means the Secretary of the Committee who shall be the officer filling the GE4 appointment in the Ministry of Defence, or another officer appointed by DDGE/AEW, or an understudy.

c. 'The Association' means the Association of Royal Air Force Fighter Control Officers.

d. 'Royal Air Force' means the Royal Air Force, the Women's Royal Air Force, the Royal Auxilliary Air Force and the Royal Air Force Volunteer Reserve.

e. 'The Committee' means the Committee of the Association including the Officers of the Association, the elected and nominated members of the Committee, co-opted members of the Committee and the Representatives; such Committee being authorised under the provisions of articles 10, 11 and 12 of the Constitution.

f. 'The Rules' means the Rules of the Association written under the provisions of Article 17 of the Constitution.

g. 'The Constitution' means the Constitution currently in force, approved by the Association and assigned as effectual by the President of the Association.

Rule 50. In these Rules references to the Rules shall, unless otherwise specified, include any Bye-Laws issued under the provisions of Rules ~~XX~~ 48

10 April 1992.