

## FALKLAND FAMILIES ASSOCIATION RULES

### 1. OBJECTIVES

- a. To maintain and strengthen existing friendships between relatives and friends of those who died during the Falklands War of 1982 and between those relatives and friends and inhabitants of the Falkland Islands.
- b. To be a mutually supportive and caring association for those whose friends or relatives died in the war.

### 2. MEMBERSHIP

- a. Membership of the Association shall be open to relatives of all those who were killed whilst serving in the Task Force during the war.
- b. Associate membership of the Association shall be open to friends of all those who were killed whilst serving with the Task Force during the Falklands War, to all those inhabitants of the Falkland Islands and also to any other interested persons who wish to apply, subject to the Committee's approval.
- c. Any person entitled to membership under 'a' or 'b' shall become a Member or Associate Member on payment of the appropriate subscription and shall henceforth be bound by these rules.

### 3. SUBSCRIPTIONS

- a. The annual subscription for the following year for all Members shall be decided annually at the AGM.
- b. The annual subscription period for each year shall be from 1st January and it is expected that all subscriptions will be paid to the Treasurer prior to the AGM. The last day for acceptance to qualify as a Member or Associate Member for the current year will be the AGM. Any subscriptions received after that date will not be effective until 1st January of the following year and the Membership will be deemed to have lapsed.

### 4. COMMITTEE

- a. The management and control of the Association shall be vested in a Committee.
- b. The Committee shall consist of:
  - i. Chairman
  - ii. Secretary
  - iii. Treasurer
  - iv. Up to 7 other Committee Members

All of whom shall be elected at the Annual General Meeting and hold office until the following AGM but shall be eligible for re election.

- c. The Chairman shall appoint one of the Committee Members as Vice Chairman
- d. Any 5 or more Committee Members may form a quorum and shall regulate its own procedure.
- e. Any casual vacancy among the Officers or Committee Members may be filled by the Committee.
- f. The Committee shall have the power to co-opt Members and appoint SubCommittees for specific purposes, and co-opt Members or Associate Members to such Sub Committees. All acts and proceedings of any such SubCommittee shall be reported back to the Committee as soon as possible.

- g. Officers, Committee Members and Members, if required, shall be entitled to be reimbursed for all expenses properly incurred on behalf of the Association including the expense of attending meetings.

## **5. GENERAL MEETINGS**

- a. An Annual General Meeting shall be held once in every calendar year for the election of Officers and the Committee and for such other business as shall be necessary.
- b. Special General Meetings shall be decided upon by the Committee or upon the request to the Secretary by at least 5% of the Members.
- c. The Secretary shall give 28 days notice of any General Meeting to each Member specifying in general terms the business to be transacted in an agenda which will include an item for Any Other Business.
- d. Any member may raise any matter for discussion or propose any resolution to be voted upon at a General Meeting during the period set aside for Any Other Business.
- e. The Chairman of the Committee shall be Chairman of the General Meetings or will appoint another Member of the Committee to chair in the event of unavoidable absence.
- f. Voting at General Meetings shall normally be by a show of hands, but voting slips may be used if considered advisable. For the benefit of Members who are unable to attend a General Meeting proxy voting slips will accompany the Agenda. Any resolution shall be passed by a simple majority.
- g. Associate Members shall be entitled to receive notice of, and to attend and speak at General Meetings but not be entitled to vote.
- h. The Secretary shall take minutes at all General Meetings and send a copy of the Minutes to all Members.

## **6. ELECTION OF OFFICERS AND COMMITTEE MEMBERS**

- a. Candidates for election onto the Committee shall be proposed and seconded by Members either in writing to the Secretary, to be received at least 14 days prior to the AGM, or orally at the AGM without prior notice.
- b. If there is more than one candidate for any position the Chairman will decide whether the vote is to be taken by a show of hands or by voting slips. A simple majority of Members present will decide.

## **7. ACCOUNTS**

- a. The Treasurer will keep the Account Books of the Association, and shall submit to the AGM an Audited Account of the Income and Expenditure for the 12 months to the 31<sup>st</sup> December of the previous year.
- b. Two Bank Accounts shall be maintained in the name of the Association and operated on the signature of the Treasurer and either the Chairman or the Secretary.
  - 1. Current Cheque Account, the amount at the discretion of the Treasurer for the purpose of the payment of the Association's operating expenses and the crediting of monies received.
  - 2. Deposit Interest Account holding such capital assessed as being not required in the immediate future, namely the General Purposes Fund (GPF) , as well as amounts received towards the cost of proposed visits to the Falkland Islands designated Future Visits Fund (FVF) .

- c. The following conditions shall apply to the General Purposes Fund and the Future Visits Fund
1. All donations received and monies raised for the Association will be allocated to the GPF unless specific instructions to the contrary are given.
  2. Investment interest will be allocated proportionately to both the FVF and the GPF.
  3. The Committee will not transfer money from the FVF to the GPF without first consulting the Members of the Association.
  4. The Committee may make transfers of money from the GPF to the FVF without prior consultation but Members will be informed and given reasons for such transfers at the earliest opportunity.
- d. The Committee shall apply the funds of the Association solely for the maintenance and development of the Association's objectives.
- e. The Committee shall appoint the Auditor(s) to Audit the Accounts annually and to provide an Audit Certificate.

**8. QUALIFYING CONDITIONS FOR FINANCIAL ASSISTANCE TO VISIT FALKLAND ISLANDS**

- a. All full members who wish to visit the Falkland Islands and have been members for at least 24 months prior to the AGM in the year that they intend travelling, would be eligible, subject to the Committee's approval, to receive financial assistance for that visit provided that they have not been in receipt of any previous financial help from the Association to travel to the Islands.
- b. All those eligible who wished to visit the Falkland Islands would receive 50% of the Ministry of Defence duty fare applicable at the time of travel as long as there was enough money in the Future Visits Fund to meet the demand. This level of assistance to members applies regardless of the actual means to how the visit is accomplished, will be reviewed annually by the Committee and may be adjusted accordingly.
- c. All expenses incurred within the Islands would be the responsibility of the individual members.
- d. Journeys would be private individual ones, but the Committee, drawing upon past experience and contacts made, would be prepared to assist and support wherever practicable.
- e. Any qualifying member wishing to take advantage of this scheme, please apply to the Secretary.

**9. CESSATION OF MEMBERSHIP**

Any person ceasing to be a Member or Associate Member of this Association shall immediately forfeit all right to any claim upon the funds of the Association.

**10. ALTERATION OR REVOCATION OF ASSOCIATION RULES**

These rules may be altered, supplemented or revoked by a majority of two thirds of the Members present at a General Meeting of the Association.

R J POOLE  
FFA TREASURER  
23rd September 2003