



**CHARTER
OF THE
ARTILLERY CLERKS' ASSOCIATION**



Edition Number 2 dated 23rd June 2020

Adopted by the Association Members on 26th July 2020

GUIDE TO MAJOR AMENDMENTS WITHIN EDITION 2

1. The original Charter was written on the formation of the Association in 1998.
2. This edition has been extensively rewritten to take account of the recommendations emanating from the 2020 Annual General Meeting held on 6th June 2020, and the desire by the membership for a full review to make the Charter fit for purpose.
3. You should read the whole document carefully noting the following paragraphs in particular
 - a. Paragraphs 3 – 5. The Charter.
 - b. Paragraphs 7 – 14. The changes to the definitions Membership, Benefits, Suspensions, Cancellations and Fees.
 - c. Paragraph 15 – 16. The membership of the Association Committee.
 - d. Paragraph 17 – 18. The conduct of Association Meetings, quoracy and minutes.
 - e. Paragraph 19 – 20. Data Protection

TITLE

1. The Association shall be called The Artillery Clerks' Association, hereafter referred to as "the Association".

AIM

2. The aim of the Association is to provide a focal point for all members; to promote and celebrate a common bond through comradeship amongst its members, both serving and retired, so that they can maintain close links with each other.

CHARTER

3. The Charter for the Association is to be maintained by the Secretary and is to be published in the Annual Magazine and on the Website.
4. The Charter is to be reviewed every three years or whenever there is a major change in policy affecting the Association.
5. The members are to ratify the Charter and any amendments which are made to it, as approved by the Association Committee, at the Annual General Meeting (AGM) or Extraordinary General Meeting (EGM). Once approved the Secretary is to promulgate the changes to members through the medium of the Annual Magazine and the Website.

AFFILIATIONS

6. The Artillery Clerks' Association is affiliated to and is a Branch of the Royal Artillery Association (RAA). All members of the Association will be granted membership of the RAA on acceptance.

MEMBERSHIP

7. **Full Members.** Full membership of the Association is open to any former Artillery Clerk in the rank range from Sergeant to Warrant Officer Class 1, either serving or retired. Full membership may also be granted, subject to approval by the Association Committee and the ratification of the membership at an AGM or EGM, to clerks who served in the Royal Artillery in the rank range from Gunner to Bombardier, and have subsequently been promoted to Sergeant in the Adjutant General's Corps.
8. **Honorary Membership.** The prescribed conditions for Honorary membership of the Association are:
 - a. Widow or relative of a deceased Full member of the Association.
 - b. Incumbent and former Honorary Presidents of the Association.
 - c. Former clerks who served in the Royal Artillery in the rank of Bombardier.

Nominations for Honorary membership shall be considered by the Association Committee and then submitted with due notice for ratification by a majority vote by those members present and entitled to vote at an AGM or EGM.

There shall be a maximum of twelve Honorary members (not including incumbent or former Honorary Presidents of the Association).

Honorary members may not vote on matters voted upon at an AGM or EGM.

Honorary Membership will initially be approved for a period of three years. Thereafter the roll would be reviewed or revised as necessary by the Association Committee and reaffirmed annually by the membership at an AGM or EGM.

9. **Authorization.** Full and Honorary membership of the Association may be sought by anyone under these rules. In the event of there being some doubt regarding application, the Association Committee will arbitrate. The Association Committee has the right to refuse any application for Full or Honorary membership, or cancel or suspend any existing membership, for example, for disciplinary reasons or failing to pay the annual membership fee.
10. **Suspensions and Cancellations.** The Association Committee is to place those members with annual membership fees in arrears of three consecutive years on the Suspensions List maintained by the Treasurer. A Membership Suspension that is not reinstated within a further three-year period will result in the Cancellation of the Membership.

BENEFITS OF MEMBERSHIP

11. The Association is to provide a focal point for comradeship, largely through the organisation of:
 - a. A formal Annual Reunion Dinner.
 - b. Informal "Get Togethers" to be held at a frequency and location to be decided by the Association Committee, to include wives, partners, and widows.
 - c. A limited welfare referral service. This essentially means that the Artillery Clerks' Association, in promoting contacts between members, provides a network through which help can be given to any member or widow. The focus for this activity within the Association are the Secretary and the Welfare Secretary.
 - d. An Association Magazine (The Crossed Quills) is to be produced annually in January or February and should include a resume of the previous year's events. The Magazine should be circulated to members by email or post, and on the Association Website.

MEMBERSHIP FEES

12. The Membership fee is determined by the AGM and is payable by all members on the first day of each calendar year.
13. There is to be a fee to join the Association which equates to the extant membership fee irrespective of the month of joining.
14. Fees are to cover the costs of administration, including telephone calls, postage, and stationery.

MEMBERS OF THE ASSOCIATION COMMITTEE

15. The affairs of the Association are to be conducted by the Association Committee. The Association Committee is responsible for maintaining the Charter of the Association and for the formulation and approval of all policy concerning the Association. It will also be responsible for issuing directives to the members concerning the implementation of policy and the management of the Association.
16. The Association Committee is composed of:
 - a. The Chairman of the Association.
 - b. The Secretary.
 - c. The Assistant Secretary.

- d. The Treasurer.
- e. The Reunion Secretary.
- f. The Welfare Secretary.
- g. The Historical Secretary.
- h. Webmaster.
- i. The Regional Representatives approved by the members.

ASSOCIATION MEETINGS.

17. All the following meetings of the Association may be held by virtual means with a live link:
- a. The Association AGM, chaired by the Chairman or in his absence by the Secretary, is to be held each calendar year.
 - (1) All Full members are entitled to attend with the right to speak during any discussion and vote on any resolution. Honorary members may attend as observers only.
 - (2) The following shall be the business of the AGM and included in the agenda:
 - (a) Adoption of the accounts for the previous year.
 - (b) Consideration of any resolutions proposing amendments to the Charter, raised in advance by the Association Committee or individual Full members.
 - (c) Consideration of issues of general policy raised in advance by the Association Committee or individual Full members.
 - (d) Elections of Association Committee members.
 - (e) Nominations for Honorary membership recommended by the Association Committee.
 - (f) Annual review of Honorary members up to a maximum of twelve.
 - (3) The quorum for an AGM shall be fifteen Full members, including Association Committee members. either present or available via live link. A resolution agreed by a majority of Full members attending an AGM duly convened and held shall be deemed valid and effective.
 - b. Any EGM convened by the Association Committee as and when necessary chaired by the Chairman and in his absence by the Secretary:
 - (1) All Full members are entitled to attend with the right to speak during any discussion and vote on any resolution. Honorary members may attend as observers only.
 - (2) The Agenda will be determined by the Chairman and the Secretary.

- (3) The quorum for an EGM shall be fifteen Full members, including Association Committee members. either present or available via live link. A resolution agreed by a majority of Full members attending an EGM duly convened and held shall be deemed valid and effective.
- c. Association Committee Meetings (ACM), chaired by the Chairman or in his absence by the Secretary, are to be convened by the Chairman or Secretary on an `as required' basis.
 - (1) All Association Committee members are entitled to attend with the right to speak during any discussion and vote on any resolution.
 - (2) The Agenda is to be determined by the Chairman and the Secretary.
 - (3) The quorum for an ACM shall be four. A resolution agreed by a majority of Association Committee members present at an ACM duly convened and held shall be deemed valid and effective.

18. Agenda and Minutes.

- a. Agendas are to be issued for the AGM, EGM and ACMs by the Secretary three weeks prior to the meeting.
- b. Formal Minutes are to be taken at all meetings. The Minutes of the AGM and any EGM are to be made available to members via the Association Magazine and the Association Website.

DATA PROTECTION

- 19. Data held on the Association database will be subject to the conditions of use laid down by the Data Protection Act (DPA) 2018 which supplements the European Union General Data Protection Regulation (GDPR) 2018. No information about individual members will be passed to any outside individual, organisation, or body without the individual member's permission. A list of members, less contact details, may be held on the Association website.
- 20. The Secretary is to be the Association Data Protection Officer and is responsible for ensuring that the GDPR policy for the Association is current and adhered to.