

Rules

Redrafted April 2013

1. Constitution:

The Exeter Flotilla is a voluntary association which has an HMRC Charity Reference Number.

2. Objects.

The objects of the Exeter Flotilla are to serve the Royal Navy by stimulating interest, activities and studies of Naval Affairs and to promote social contact and comradeship among all officers of the Service.

3. Membership.

- a. The following are eligible for Membership of the Exeter Flotilla:
 - (1) Members: Any serving or retired Commissioned Officer of the Royal Navy, Royal Marines and their Reserves, and similarly of the Navy of any Country which is a Member of the British Commonwealth of Nations; additionally those who hold, or have held, the rank of Officer in the associated Women's Royal Naval Services and their Reserves, and any other person of similar standing who, in the opinion of the Committee, will enhance the reputation of the Flotilla.
 - (2) Honorary Life Members: may be appointed at an AGM as a mark of respect for services to the Flotilla.
- b. Applications for membership shall be subject to approval by the Committee. Any objection must be discussed in committee before enrolment. The Committee decision shall be on a majority vote. They reserve the right to reject an application without disclosure of the reasons.
- c. Each paid-up member is entitled to one vote at General Meetings.

4. Patron.

The Patron will be a currently serving senior RN officer of star rank.

5. Committee

- a. The Management of the Flotilla shall be in the hands of the Committee comprising the Chairman, Treasurer, Secretary, and up to an additional seven Members.
- b. The Chairman - A Member elected annually at the AGM. He shall be titled the Chairman of the Flotilla: shall chair the Committee and may not serve for more than three years consecutively, nor more than six years in aggregate. His appointment will cease when a successor has been elected.
- c. The Treasurer - A Member elected at an AGM for a period of up to three years who may stand for re-election. He will be responsible for the

Funds, keep proper accounts and present a Certified Annual Balance Sheet to the AGM.

d. The Secretary - A Member elected at the AGM for a period of up to three years, who may stand for re-election. He will be responsible for the administration of the Flotilla, and keep Minutes.

e. Members shall be elected at an AGM to serve for a period of two years initially, and thereafter shall be eligible for re-election.

f. Members of the Committee may appoint one of their number to be the Deputy Chairman of the Flotilla. They may also appoint a member for a particular responsibility.

g. It shall meet as and when required for the transaction of business, after adequate notice has been given by the Secretary.

h. Its quorum shall be 66% of elected members of the committee. Meetings without a quorum may continue and the business discussed will be minuted and subject to approval, (and where appropriate), ratification at the next Committee Meeting (at which a quorum must be in attendance). The views of absent members of the committee will be recognised.

i. Decisions shall be taken by a majority vote, the Chairman holding an additional casting vote in the event of a tie.

j. Minutes shall be evidence of Meetings when approved by the Committee.

6. Subscription.

a. Shall be £10 per annum or such other sum as may be determined from time to time at an AGM. To alter this sum prior notice must be given.

b. The subscription shall be payable on the 1st May in respect of the year commencing the previous 1st January.

7. Cessation of Membership

a. Members will cease to be considered as members in the following cases:

(1). Upon indication of his/her wish to resign by any person informing a member of the committee.

(2). Failure to pay the subscription by 1 August, following a request from the Treasurer.

(3) Failure to acknowledge three formal mailed or telephone contacts from a member of the committee.

(4) Reinstatement of membership will apply on application.

b. Conduct

When present in the Wardroom of, or in any Military Establishment or HM Ship, a Member shall conduct himself in accordance with the

standards expected of a member of that Wardroom, Establishment or HM Ship.

In addition, no Member shall conduct himself in such a way as to give the Committee reasonable cause to believe that the Member's behaviour has brought, or is likely to bring, the Flotilla and its membership into disrepute or has unacceptably prejudiced or compromised, or is likely to prejudice or compromise, its reputation or integrity.

c. Reprimand and Warning

In addition to the right to expel or suspend a Member, the Committee may reprimand or issue a warning to the Member, subject to such conditions as to future conduct as it considers appropriate to the case.

d. Suspension

If the conduct or behaviour is deemed to be sufficiently serious, the Chairman may in his absolute discretion immediately suspend the Member, who shall take no further part in the activities of the Flotilla pending resolution of the complaint in accordance with the preceding conditions.

e. Expulsion shall be subject to:

(1) A written complaint being submitted to the Secretary. On receipt of the complaint the Secretary shall notify the Member concerned (who shall be invited to submit a written response within 10 working days) and the Chairman who shall circulate members of the Committee with details of the complaint, and if appropriate, a copy of the Member's response, and convene a meeting of the Committee within 14 working days.

(2) The Committee may invite the Member concerned to attend the Committee meeting to present his response in person.

(3) The Committee shall notify the Member of its decision within 5 working days of the Meeting.

(4) The Member may appeal against the decision by writing to the Secretary within 5 working days of such notification. If so notified, the Secretary shall advise the Chairman who shall reconvene the Meeting within 14 days. The Member may be invited to present his appeal in person.

(5) The Secretary shall notify the Member of the Committee's decision by certificated post, which shall be final and binding, within 5 working days of the Meeting.

8. General Meetings.

a. The Annual General Meeting shall be held every year as soon as is practicable after the end of March, and not later than 31 May, for the following purposes:

- (1) To receive the Certified Balance Sheet presented by the Treasurer.
- (2) To receive the Annual Report from the Chairman.
- (3) To elect the Officers in accordance with Rule 5.
- (4) To elect Committee Members in accordance with Rule 5.
- (5) To elect a competent person to verify the accounts and balances of the Flotilla accounts.
- (6) To transact any other business of which due notice has been given by 31 December of the previous year (including such nominations for Committee members and officers as may be necessary).

b. An Extraordinary General Meeting may be summoned by the Committee at any time; or if the Secretary is requested to do so, individually and in writing, by more than one tenth of the Members

c. At least fourteen clear days' notice in writing shall be given to every Member of the Flotilla, specifying the business to be transacted at any General Meeting. No resolution shall be passed on matters not specified in the Notice.

d. Resolutions at a General Meeting, including resolutions to alter these Rules, or to create, revoke, suspend or alter Byelaws, shall be decided by a majority of votes. Every Member under Rule 3a present at the meeting shall have one vote; no proxies are allowed; and the Chairman shall have a second or casting vote in the event of a tie.

e. Within seven days after the resolution has been passed by a General Meeting, the Chairman of the Flotilla may, if the subject be sufficiently important, and if Members present at the Meeting are not sufficiently representative of the whole body of Members, order a poll to be taken of the Membership. The result of such poll will override the resolution of the Meeting.

f. At a General Meeting the Chair shall be taken by the Chairman of the Flotilla, or some other Member elected by the Meeting.

g. Minutes kept of the proceedings at General Meetings shall be submitted to the Chairman of the meeting as soon as practicable and, when signed by the Chairman, shall be conclusive evidence of the proceedings.

9. Dissolution.

In the event of it being resolved to dissolve the Flotilla, the assets of the Flotilla shall be realised, and any surplus, after payment of all the liabilities, shall be given to service charities to be selected by the Committee.

10. Notices.

Any Notice to a Member shall be deemed given on the day on which it is mailed to the Member at his last known address according to the Flotilla's records.

11. Interpretation

- a. References to writing and mail throughout the rules includes electronic mail and post.
- b. References in these Rules to the male gender shall include the female gender.