



## **ASSOCIATION ARTICLES**

The Association shall be known as the **OLD CALEDONIA ARTIFICER APPRENTICES' ASSOCIATION (OCAAA)**.

### **AIMS OF THE ASSOCIATION**

1. To promote and foster the continuing comradeship, memory and esprit de corps of those who served as an Artificer Apprentice in HMS Caledonia between 1937 - 1985.
2. To provide, as appropriate, non financial assistance and comfort to those members who may find themselves in need.

### **PRESIDENT**

3. The President shall be elected at a General Meeting of the members for a period of two years.
4. A role of the President shall be to liaise with the Chairman in the representation of the Association on formal occasions.
5. Whilst the role of the President shall be of a non-executive nature he may be called upon to offer assistance or advice as appropriate.

### **COMMITTEE**

6. A Committee shall be formed from Full Members only as follows:

Chairman – elected at a General Meeting of the members for a two year period.

Treasurer – as for Chairman.

Secretary )

Reunion Secretary ) Appointed by the Chairman

Webmaster )

Editor Newsletter )

Additional members may be temporarily appointed to assist for specific purposes.

7. The roles and duties of the committee are shown at Annex A.

### **MEMBERSHIP**

8. Full Member – those who served in HMS Caledonia as Artificer Apprentices.

9. Associate Member

(1) Any service or civilian person who was actively involved in the direct training of apprentices in HMS Caledonia between 1937 - 1985 and who does not qualify for full membership.

(2) Widows of deceased members.

10. Honorary Member – any person who has provided valuable service to the Association. Honorary membership shall be by formal nomination and endorsement by the committee and ballot at a General Meeting of the members.

**GENERAL MEETING**

11. A General Meeting of the members shall be held every two years at a time and place agreed by the committee. An agenda shall be sent to each member at least three months in advance. Depending on the nature of any ballot the Chairman shall decide whether it shall be by a show of hands or a paper ballot. All ballots shall be decided by a simple majority with the Chairman having a casting vote in the case of equality.

12. In exceptional circumstances the Chairman has the authority to hold an Emergency General Meeting in order to resolve a particular item.

13. In order that it may appear on the agenda any resolution to be heard at a General Meeting shall be submitted to the Chairman at least four months in advance of the meeting.

**COMMITTEE MEETINGS**

14. The Chairman shall ensure that a Committee Meeting is held at least annually or sooner as necessary. Proceedings of the meeting shall be kept by the Secretary.

15. Under normal circumstances the committee shall have the delegated authority of the members to make decisions concerning the routine business of the Association. The Chairman shall decide if a particular item is of such importance that it shall be first circulated to the membership for comment and/or placed on the agenda for the next General Meeting of the members.

16. The President shall receive a courtesy copy of all committee proceedings.

**SUBSCRIPTIONS**

17. Full and Associate Membership shall be a life subscription on the single payment of £25. This amount shall be kept under review and any proposed increase approved by resolution at a General Meeting of the members.

18. Honorary membership shall not incur payment of any subscription.

**ASSOCIATION FUNDS**

19. The Treasurer shall maintain a bank account and keep a record of all income and expenditure.

20. Signatories to the account shall be the Chairman, Treasurer and Secretary.

21. The Treasurer has authority to make general payments or reimburse reasonable administrative expenses. Any expenditure, withdrawal or transfer of funds exceeding £150 shall require two authorised signatories to the account.

22. No expenditure exceeding 30% of the total available funds shall be entered into unless by resolution of a General or Extraordinary Meeting or a ballot of the members.

23. The Treasurer shall prepare a Statement of Account as at the 31<sup>st</sup> March annually and the accounts shall be audited by the 10<sup>th</sup> April by two members of the association who are not committee members. The Auditors Report shall be forwarded to the Chairman for consideration.

24. In the event of the Association being dissolved the remaining funds shall be disbursed subject to resolution at the closing General Meeting of the members.

## **REUNION MEETINGS**

25. The committee shall be responsible for organising a member's reunion every two years, where possible coinciding with the General Meeting of members.

## **NEWSLETTER**

26. The Association shall produce a regular OCAAA Newsletter for distribution to all members. An edited copy i.e. less financial items and addresses, shall also be available on the Website.

## **WEBSITE**

27. The Association shall maintain a Website.

## **CHANGES TO ASSOCIATION ARTICLES**

28. Any amendment of these Articles shall only be by a resolution that has been included on the agenda for a General Meeting of the members.

These Articles were approved at the General Meeting held on the 5<sup>th</sup> July 2009 at the Honiley Court Hotel near Warwick

These articles were reviewed and updated at the General meeting held on the 11<sup>th</sup> May 2014 at the Hilton hotel in Maidstone.

These articles were reviewed and updated at the General meeting held on the 8<sup>th</sup> May 2016 at the Hilton hotel in Blackpool.

**DUTIES OF COMMITTEE MEMBERS**

**Chairman**

Represent the association on formal occasions.  
Chair committee and general meetings.  
Coordinate the efforts of the committee or members carrying out projects.  
Write letters of condolence.

**Secretary**

Maintain a database of members.  
Reply to queries about the association.  
Send out welcoming letters to new members together with a copy of the rules, and membership list if requested.  
Inform committee of new members and deaths of members.  
Provide current mailing lists when required.  
Produce and distribute minutes of meetings.

**Treasurer**

Maintain bank account(s).  
Maintain records of all financial transactions (Income & Expenditure Account).  
Ensure that an annual audit of the accounts is carried out before the 10<sup>th</sup> April each year.

**Reunion Secretary**

Make all necessary arrangements for biennial reunions.

**Webmaster**

Ensure that the website is kept up to date.  
Manage the set-up and secure operation of all email accounts using the OCAAA domain name (ocaaa.org)

**Editor Newsletter**

Responsible for all matters concerning the production, printing and distributing of a six-monthly Newsletter.

**Co-opted Members**

The chairman may co-opt members to carry out tasks for specific projects.