



**ROYAL AIR FORCE LOCKING
APPRENTICE ASSOCIATION**

CONSTITUTION

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THE ROYAL AIR FORCE LOCKING APPRENTICE ASSOCIATION CONSTITUTION

INTRODUCTION

1. The Royal Air Force Locking Apprentice Association was inaugurated on 19 June 1993, at Royal Air Force Locking, as part of the 50th anniversary celebration of No. 1 Radio School. The formation of the Association is the culmination of the efforts of many ex-RAF Locking apprentices who have expressed a wish to belong to an organisation run on the same lines as the Cranwell and Halton Associations.
2. The following Constitution was presented and approved at the inaugural Annual General Meeting held on 19 June 1993 in 3(T) Block Assembly hall. It was agreed that the Association might decide at a later date to become a charitable trust.
3. The Constitution was changed at the Annual General Meeting (AGM) held on 6 April 2019 to include Associate membership to those Apprentices that transferred to RAF Cosford upon movement of Air Electronics Apprenticeships in 1965 and the movement of No. 1 Radio School to RAF Cosford in 2000. The decision was made due to RAF Cosford Apprentices not having their own association.

DEFINITIONS

4. In this Constitution:
 - a. The Association means The Royal Air Force Locking Apprentice Association. RAFLAA will be the abbreviated form.
 - b. The Committee means the elected committee of the Association.

OBJECTIVES

5. The objectives of the Association are to:
 - a. Foster esprit de corps and comradeship and preserve the traditions of the Royal Air Force.
 - b. Maintain contact between all ex-Apprentices who carried out part or all of their training at RAF Locking or RAF Cosford.
 - c. Foster friendship between members by providing social events and opportunities for meeting.
 - d. Accept as members all RAF and other air force's Apprentices who carried out all or part of their training at RAF Locking or RAF Cosford.
 - e. Provide support and, where possible, relief to all past and present Association members and their dependants in times of need, hardship and distress.
 - f. Provide recognition, in the form of prizes of technical achievements by graduates of electronic courses within the Royal Air Force.
 - g. To do all such things as shall further the objectives of the Association.

FINANCE

6. (Subscriptions). Subscriptions are to be levied annually. Those joining the Association will pay £15.00 which includes the first years subscription. Thereafter the annual subscription is £10.00 or as approved at subsequent Annual General Meetings. Life membership of the Association may be purchased for a single payment of £100.

7. (Charitable donations). An amount up to £50.00 may be approved by the Secretary and Treasurer annually, if they are notified of at least one death of a current member, to the nominated charity agreed at the previous AGM. This will be made as a single payment to cover all notified deaths within the year.
8. The financial year of the Association is to run from 1 February to 31 January.

POWERS

9. In furtherance of the foregoing objectives, the Association, through its Committee, shall have the following powers:
 - a. To take all necessary action for publicising and disseminating information concerning the history, deeds and traditions of No. 1 Radio School.
 - b. To execute and administer charitable trusts.
 - c. To receive, take and accept gifts of property whether subject to any special trusts or not.
 - d. To receive and accept contributions by the way of subscriptions, donations or otherwise and to raise funds for the promotion of the Association's objectives provided that the Association shall not undertake any permanent trading activities in raising funds for charities.
 - e. To assist distressed and needy past and present Members of the Association and their dependants by way of grants, gifts or otherwise.
 - f. To pay for such items, services or facilities by way of donations or subscriptions to charitable institutions or organisations which provide, or which undertake in return to provide such items, services or facilities for distressed and needy past and present Members of the Association.
 - g. To invest funds of the Association for use for purposes of the Association in such investments as may from time to time be authorised by law.
 - h. To accumulate funds of the Association for such periods as may from time to time be authorised by law.

MEMBERSHIP

10. Membership of the Association is open to all Apprentices of the Royal Air Force and other Air Forces who underwent all or part of their training at RAF Locking or RAF Cosford. Associate Membership may be offered to those former Apprentices who have been members of the Cranwell Apprentice Association. Additionally, Associate Membership may be offered in selected cases to individuals who had a close association with the training of Apprentices at RAF Locking, RAF Cosford or who made a significant contribution to the training at No 1 Radio School. The conditions under which Associates are appointed are as follows:
 - a. Association is to be by invitation only and subject to a majority vote at an AGM or EGM.
 - b. Associates have no voting rights at a General Meeting.
 - c. Associates will receive Newsletters and are to be encouraged to make contributions via articles or letters.
 - d. Associates may attend social functions accompanied by a guest. Normally, they would be expected to purchase tickets to social events although in certain circumstances this may be waived.
 - e. The aim of the Association should be to invite qualified persons who would enhance the social aspects of the Association in the widest way possible.

11. Honorary life membership may be granted to individual members of the association in recognition of their outstanding contribution to the association. This honour may only be granted with the unanimous approval of those members present at the AGM where the honour is proposed.

MANAGEMENT

12. A General Meeting of the Association shall be held at a place and time to be decided by the Committee. Management of the Association is vested in the Committee. The period of service of Committee members is to be three years with the exception of the President. Members will be elected at the Annual General Meeting and retiring members may be re-elected. The President may be appointed for life. The Committee will comprise of the following officers:

A President.

A Chairman.

A Secretary.

A Treasurer.

A Membership Secretary.

A representative for each Apprentice subdivision. i.e. Aircraft, Technician, Craft and Mechanic Apprentices.

Such other appointments, including Life Appointments, as may be made by the Chairman and confirmed at the following Annual General Meeting.

ADMINISTRATION

13. A Secretary will be elected at the Annual General Meeting and will serve for a period of three years from the date of election. In the event of the Secretary having to relinquish his appointment during his period of office the Committee may co-opt an acting Secretary until the next Annual General Meeting.
14. The Secretary will be responsible for the general administration of the Association. If possible, an Honorary Legal Advisor will be appointed to advise the Committee on legal aspects.

FINANCIAL

15. The Treasurer will be elected at the Annual General Meeting and will serve for three years from the time of election. In the event of the Treasurer having to relinquish his appointment during the period of his office the Committee may appoint an acting Treasurer until the next Annual General Meeting. The Treasurer will be responsible for exercising general control of income and expenditure. The Treasurer is empowered to open a bank account on behalf of the Association and together with the Chairman or any nominated committee member, to sign cheques or other instructions authorising payment.
16. An Honorary Auditor will be appointed. On winding up the Association the balance of funds after payment of all outstanding accounts is to be transferred to the Royal Air Force Benevolent Fund.

AMENDMENTS TO THE CONSTITUTION

17. The Constitution can be amended subject to the approval by the Annual General Meeting. Members are to be advised of any proposal to amend the Constitution at least 28 days prior to the Annual General Meeting. Members wishing to propose an amendment are to advise the Secretary, in writing, 56 days before the Annual General Meeting.

DATA PROTECTION ACT

18. Acceptance of the Constitution of the Association shall be implicit in acceptance of membership. For the purposes of managing membership, members details will be held in such manner as may be necessary i.e. electronic computer files, hard copy. All such data will be held securely and in the case of electronic files these will be password protected. Data may be shared with Officers of the Association for the purpose of managing the affairs of the Association and as such all Elected Positions and any honorary appointments made by the Chairman are legally responsible for ensuring compliance with the Data Protection Act 2018 and the General Data Protection Regulations. Members may request, in writing, a copy of the details we hold on them which we use to process and manage their membership. It will not be passed to any third party.

MEETINGS

19. The Association is to conduct its business through orderly meetings of the following types:
- a. Annual General Meetings.
 - b. Committee Meetings.
20. The Annual General Meeting will take place at a date and time as decided by the committee, but this shall be no longer than 18 months from the previous AGM. Members wishing to put propositions to the Meeting should submit them to the Secretary at least 56 days prior to the date of the AGM. A notice calling the meeting and containing an agenda is to be sent to all members together with the annual audited account of the Association. The form of the agenda will be at the discretion of the Committee and is to provide reports by:
- a. The Chairman.
 - b. The Treasurer.
 - c. Other members as requested by the Chairman.
21. Extraordinary Meetings may be called by the Chairman or by a petition from 25 members. Notice of such meetings is to be sent to all members at least 28 days prior to the event and is to include an agenda.
22. Committee meetings are to be held as required and are to be called by the Chairman.
23. A quorum for a General Meeting or an Extraordinary Meeting is to comprise not less than 25 members and is to include at least 3 members of the Committee. A quorum for a Committee meeting is to comprise not less than 4 members.

CORRESPONDENCE

24. All correspondence should be addressed to the Secretary. A query form is on the RAFLAA website, www.raflaa.org.uk, under the contact tab. Send a query to request Secretary mail, email or phone details as required. These details are also in the latest Newsletter.

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The Apprentice Prayer

Teach us good Lord, to be thankful

For all the good times we had,

The skills we have learned,

The friendships we have shared

And the companionship we have enjoyed.

May all who have served the apprenticeship of the Wheel

Be ever mindful of the needs of one another.

Amen