

## CONSTITUTION OF THE 60S-16ERS AND ROLES OF THE COMMITTEE AND OFFICERS

### **1. Name**

The association's name shall be "The 60s-16ers".

### **2. Formation**

The association was formed from an idea by its founder, Chris Bartlett, in 1996 in Essex.

### **3. Aims and Objectives**

To ensure that the 60s-16ers, also known as "The Reunion Club", continues in the same spirit as it was conceived by its founder:

- a. By promoting the existence of the association for those who served within 16 Signal Regiment from 1960 to 1969, through word of mouth, media, printed and electronic means, and contacts via other sources.
- b. By encouraging those who served with 16 Signal Regiment, all ranks, services and support, to become a member of the 60s-16ers.
- c. By holding annual reunions in a place decided upon by a democratic vote at an Annual General Meeting ("AGM") by that membership present and by proxy votes.

#### **1. The Executive Committee**

The Committee of the association shall comprise a Chairman/lady, Vice-chair, Secretary, Treasurer and Almoner who will conduct the association's business.

- a. Term of office shall be 3 years and the chair and vice-chair will retire in different years.
- b. Retiring Committee members may be re-elected without re-nomination.
- c. Committee members will be nominated from those members present (or represented) at an Annual General Meeting.
- d. No two officers shall live in the same household.

#### **Chairman/lady**

The Chairman/lady will:

- Be responsible for representing the Association at all events, chairing General and Committee Meetings and leadership of the association.
- Undertake to always act in the best interest of the association and will have final say of matters relating to the running and membership of the association.
- Be guided by the wishes of the membership and when it is felt necessary will arrange for more complicated and controversial issues to go to a vote at the AGM (time permitting).
- Endeavour to keep the membership fully informed of issues relating to the Club and will liaise with other committee members to that end.
- Oversee and advise those people undertaking roles that are non-executive sub-committee roles, i.e. the Entertainments Co-ordinator, the Bradbury Mercury Editor and the Internet Webmaster.

#### **Vice-Chair**

The Vice-chair will:

- Offer advice and support the Chairman/lady.
- In the event of the Chairman/lady being incapacitated and unable to continue in the role then the Vice-chair will take over until either the Chairman/lady is able to resume the role or until the next AGM where an election will take place.

#### **Secretary**

The Secretary will:

- Be responsible for preparing the minutes of all General and Committee meetings; however they can delegate the process, but not the responsibility. The minutes, once approved by the Committee shall be available for all members to see. They shall also

keep a record of all members in a database and liaise with the Treasurer over subscriptions.

- Ensure that the minutes of the AGM, which should include a copy of the association's annual accounts, are published on the website in order to keep all members up to date on issues regarding the association.
  - Assist the Chairman/lady with written communication and arrange block mailing to association members when necessary.
  - Keep an accurate record of the association membership and their contact details.
  - Not divulge personal information to anyone other than /Committee members.
- Any person wishing to contact other members on the database will need to go through the Membership Co-ordinator who will establish that the member is happy for personal details to be given to another individual.
- Encourage new members.

#### **Treasurer**

The Treasurer will:

- Keep a record of subscriptions made at the Annual General Meeting and throughout the year and shall issue a receipt unless the payment is an electronic transfer to the Association's bank account. Accounts shall be prepared for the Association each year by the Treasurer. The Treasurer shall collect and record the income and make payments in accordance with the rules in Paragraph 8 under Finances.
- Keep accurate records of all monies within the association and give an annual report to the membership at the AGM.
- Hold all bank details.
- Not make decisions regarding payments from the association's funds but will be guided by the Committee and ultimately the Chairman/lady.
- Accept annual subscriptions from members after the AGM. Those not able to attend the AGM should send payment directly to the Treasurer.
- Keep an up to date record of subscriptions paid.
- Prepare an annual budget to inform the Committee and enable financial planning for the year.

#### **Almoner**

The Almoner will:

- The Almoner is an honorary post appointed by the Chairperson.
- Acknowledge by way of cards, flowers or similar in cases of illness or death of members or any member of their families.
- Will co-ordinate with the Treasurer regarding the financing of the above duties.

### **1. The Non-Executive Sub-Committee**

Shall consist of:

#### **Entertainment Co-ordinator**

The Entertainment Co-ordinator will be decided on a three yearly basis at the AGM by election from within the association membership.

The Entertainment Co-ordinator will:

- Be able to appoint up to four other Entertainment Sub-committee members, who may or may not be elected, to assist with organising the reunion entertainment.
- Book the required entertainment for reunion weekends in liaison with the reunion organiser and Entertainment Sub-committee.
- Liaise with the Treasurer regarding funds for entertainment.
- Liaise with the relevant hotel functions co-ordinator on health and safety matters regarding room/table decoration and entertainment issues.

- Be responsible for informing the association membership of the entertainment details in liaison with the Secretary.
- Be responsible for acquiring/purchasing all decorations required for the reunion weekend and providing the Treasurer with relevant receipts.
- Keep the Chairman/lady or Vice-chair informed on entertainment progression.

#### **Internet Webmaster**

The Internet Webmaster will:

- Maintain and upkeep/update the association website.
- Liaise with the Treasurer regarding funding for the website.

#### **Bradbury Mercury Editor/Publisher**

The Bradbury Mercury Editor/Publisher will:

- Edit and publish articles provided by the association members on a biannual basis.

### **1. Elections**

- a. The election of the Officers and Committee shall take place at the AGM.
- b. Nominations for the appointment of Officers and for membership of the Committee shall be proposed and seconded by two members of the association, and the nominee must voice their agreement to stand.
- c. The Committee shall be empowered to fill any casual vacancy occurring in the Committee or among Officers and any person so appointed shall serve until the next Annual General Meeting.

### **1. Finances**

- a. The Annual Accounts shall be audited by an independent person in accordance with proper audit practice.
- b. The accounts shall be ratified by the association at the AGM.
- c. The property and funds of the association shall be held and administered by the Committee.
- d. A resolution of the Committee shall be sufficient authority for payments or the incurring of liability for payments up to a limit not exceeding five hundred pounds. Payments up to one hundred pounds may be made by the Treasurer without prior approval of the Committee. Beyond five hundred pounds the Committee shall seek approval of such expenditure by the association either at the Annual General Meeting or at an Extraordinary General Meeting.
- e. The annual subscription of the association shall be decided for the ensuing year at the AGM but shall not be altered save by a two-thirds majority of the members attending such meeting. Subscriptions are payable by members and their spouses (if the latter attend the Reunion).
- f. The Treasurer shall work closely with the Secretary to keep a record of all new members recruited throughout the year.
- g. That the association will annually nominate a charity to which a donation shall be made. The recipient charity will be decided upon from a list generated from the membership of the association, by the then elected Committee members.
- h. That the association shall undertake such fund-raising activity as is deemed necessary, in order to facilitate such charitable endeavours.

### **1. Membership**

- a. Membership shall be open to all persons who served in or with 16 Signal Regiment from 1960 to 1969, together with their current partner.

- b. Those members without a partner may bring one person as a guest for the first year and as a member for subsequent years.
- c. The one exception to the above is Tom Watt who was elected as a member at the Southend Reunion many years ago, for his service to the association.
- d. All members may also invite 1 or 2 guests with the approval of the Chairman/lady for one reunion. This means that a couple who are members can only invite 1 or 2 guests between them. These guests will not be eligible to attend subsequent reunions.
- e. In addition honorary members may be elected by the membership at an Annual General Meeting. Currently, 2017, these are the current RSM and CO of 16 Signal Regiment, and this changes as these appointments change. Also John Fradley who was so helpful at the time of Chris Bartlett's death.
- f. Membership of the association shall be confirmed upon the payment of the first subscription and acceptance by the proposed members of the rules and constitution of the association.
- g. Membership of the 60s-16ers will entitle all to attend and vote at the AGM and stand for election to the Committee or as an Officer, excepting honorary members.
- h. Membership of the association shall terminate upon behaviour or conduct deemed unfit or unbecoming, or for non-payment of subscriptions for one calendar year.

#### **1. Meetings**

- a. The Annual General Meeting shall be held at the annual reunion.
- b. An Extraordinary General Meeting of the association shall be convened at any time by the Secretary either upon the written instructions of the Committee or upon a written request signed by no fewer than ten members of the association.

#### **2. Affiliate**

- a. The 60s-16ers is affiliated to the Royal Signals Association which is an association for all personnel who served in the Royal Corps of Signals throughout its history.