THE ROYAL AIR FORCES ASSOCIATION

AREA REGULATIONS FOR THE EUROPEAN AREA

14 April 2010

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EUROPEAN AREA REGULATIONS

AUTHORITY AND DATE OF EFFECT

Area Regulation 1. These Area Regulations, having been approved by the Council of the Association at its meeting on 17 April 2010, shall come into operation on 17 April 2010, and as from that date any European Area Regulations then in force shall cease to have effect.

DEFINITIONS

Area Regulation 2. (1) In these Regulations words and expressions to which meanings are assigned by the Rules and Byelaws shall, unless the subject or context otherwise require, have the same respective meanings and, if there is any discrepancy, the Rules or Byelaws shall prevail.

(2) In these Regulations, unless the subject or context otherwise require:

"Area Annual Conference" means the Conference convened once each year by the European Area Council in accordance with Area Regulation 22 and which may be attended by delegates from all Branches of that Area;

"Association Annual Conference" means the Annual Conference of the Association as convened once in each year in accordance with Rule 24(1) and which may be attended by delegates from all Branches of the Association;

"the Area Council" means the Council of the European Area as constituted under Area Regulation 13; and words importing the male gender shall include the female gender and vice-versa and words importing the singular shall include the plural and vice-versa.

AMENDMENT OF STANDARD AREA REGULATIONS

By Resolution at an Association Annual Conference

Area Regulation 3. (1) The Area Council may seek amendment of the Standard Area Regulations in accordance with Rule 5(3) by forwarding a resolution for consideration at an Association Annual Conference. Any such resolution may only be forwarded following a resolution carried at the Area Annual Conference.

(2) Branches may seek amendment of the Standard Area Regulations in accordance with Rule 5(3) by forwarding a resolution for consideration at an Association Annual Conference. Any such resolution may only be forwarded following a resolution carried at a General Meeting of the Branch.

By Application for a Local Variation

Area Regulation 4. The Area Council may apply to the Council for a local variation to these Regulations in accordance with Rule 5(4). Any such application may only be made following a resolution carried at the Area Annual Conference.

Date of Effect of Amendments

Area Regulation 5. Any amendment made to the Standard Area Regulations by a decision of a Conference of the Association shall be deemed to take effect from the date of formal notification of the amendment to the Area Headquarters. Any local variation to the Regulations shall be deemed to take effect from the receipt of the formal notification of the approval of the Council.

AREA NAME

Area Regulation 6. The Area shall be known as the European Area.

LIFE VICE-PRESIDENTS AND THE OFFICERS OF THE AREA

Life Vice-Presidents

Area Regulation 7. (1) Any Ordinary or Life Member of a Branch of the Area who has rendered outstanding service to the Area or has obtained distinction in his profession or calling may be invited, on the recommendation of the Area Council and following election at an Area Annual Conference, to become a Life Vice-President of the Area.

(2) A Life Vice-President shall not be deemed to be an Officer of the Area and shall not be entitled by virtue of being a Life Vice-President to be a member of the Area Council or of any committee of the Area, but shall be eligible for election or co-option to the Area Council or any of its committees.

(3) Should a Life Vice-President not be elected or co-opted to the Area Council, then he shall be entitled to attend meetings of the Council but shall have no voting powers and shall not be held legally liable for the Area Council's decisions.

(4) A Life Vice-President may hold office as long as he remains an Ordinary or Life Member of the Association and a member of a Branch of the Area.

Vice-Presidents

Area Regulation 8. (1) Any Ordinary or Life Member of the Association who is normally resident in the Area and is a Member of the Committee of a Branch of the Area may be invited, following election at an Area Annual Conference, to become a Vice-President of the Area.

Provided that there shall be not more than two Vice-Presidents of the Area.

(2) Any Ordinary or Life Member of a Branch of the Area who is serving in the Royal Air Force and is normally resident in the Area may be invited, on the recommendation of the Area Council and following election at an Area Annual Conference, to become a Service Vice-President of the Area.

Provided that there shall be not more than one Service Vice-President of the Area.

The Officers of the Area

Area Regulation 9. The Officers of the Area shall be the President, the Vice-Presidents, the Chairman and the Vice-Chairman.

Eligibility for and Election as an Officer

Area Regulation 10. (1) Only persons who are Ordinary or Life Members of the Association, are normally resident in the Area and are Members of the Committee of a Branch of the Area shall be eligible to be Officers of the Area.

(2) The President, the Vice-Presidents, the Chairman and the Vice-Chairman shall be elected at an Area Annual Conference.

Terms and Conditions of Office of the Officers

Area Regulation 11. (1) The President shall hold office for three years from immediately after the conclusion of the Association Annual Conference following his election to the conclusion of the Association Annual Conference in the year his term of office expires, and shall be eligible for re-election.

(2) The Chairman, the Vice-Chairman and the Vice-Presidents shall hold office for two years from immediately after the conclusion of the Association Annual Conference following their election to the conclusion of the Association Annual Conference in the year their term of office expires, and shall be eligible for re-election.

(3) The Chairman shall be Deputy Area Representative to the Council.

Removal or Disqualification of an Officer

Area Regulation 12. (1) An Officer of the Area shall cease to be an Officer before the expiration of his term of office if he resigns from office, ceases to be an Ordinary or Life Member of a Branch of the Area or ceases to be normally resident in the Area.

(2) An Officer of the Area may be removed before the expiration of his term of office by an Area Conference at which a resolution to that effect is carried by a majority of not less than two-thirds of the delegates present and voting.

(3) An Officer of the Area shall be disqualified from being an Officer if he:

(a) is disqualified from acting as a charity trustee by virtue of the Charities Act 1993 (or any statutory re-enactment or modification of that Act);

(b) becomes incapable by reason of mental disorder, illness or injury of managing and administering his own affairs;

(c) is absent without reasonable excuse for two or more consecutive meetings of the Area Council.

THE AREA COUNCIL

Membership

Area Regulation 13. (1) The Area Council shall comprise the Officers of the Area, the Service Vice-President, the Area Representative to the Council and not more than the number determined by the delegates to an Area Conference of members elected to the Area Council who shall be known as the Elected Members

Provided that the number of Elected Annual, Life or Associate Members shall be two unless authorised under Rule 5(4). Not more than one Associate may be an Elected Member on condition that he polls sufficient votes to be amongst the successful candidates.

(2) The Area Council may also comprise not more than two Ordinary, Life or Associate Members of Branches of the Area who are normally resident in the Area, who may be co-opted by the Council and who shall be known as the Co-opted Members.

Voting and Deliberative Powers

Area Regulation 14. Every member of the Area Council other than the Co-opted Members shall have full voting and deliberative powers. At the discretion of the Area Council the Co-opted Members may be granted voting and deliberative powers.

Provided that, if the Co-opted Members are not granted voting powers, then they shall not be held legally liable for the Area Council's decisions.

Terms and Conditions of Office of the Service Vice-President, the Area Representative to the Council and the Elected and Co-opted Members

Area Regulation 15. (1) The Service Vice-President, the Area Representative to the Council and the Elected Members shall hold office for two years from immediately after the conclusion of the Association Annual Conference following their election to the conclusion of the Association Annual Conference in the year their term of office expires, and shall be eligible for re-election.

(2) The Co-opted Members shall hold office from the date of their co-option until the conclusion of the next Association Annual Conference.

Removal or Disqualification of the Service Vice-President, the Area Representative to the Council and the Elected and Co-opted Members

Area Regulation 16. (1) The terms of Area Regulation 12 regarding the removal or disqualification from office of an Officer of the Area shall also apply to the Service Vice-President, the Area Representative to the Council and the Elected Members of the Area Council.

(2) A Co-opted Member shall stand down before the expiration of his term of office if required to do so by the Area Council.

Powers and Duties of the Area Council

Area Regulation 17. (1) Subject to the provisions of the Royal Charter, Rules and Byelaws of the Association and of these Regulations, the Area Council shall be the governing body of the Area and shall have and exercise all such powers as may be necessary to administer efficiently the affairs of the Area.

Provided that the Area Council shall not delegate its power to close a Branch under the provisions of Rule 37(2) or its powers to invest monies under Area Standard Regulation 36.

(2) The Area Council shall have power to appoint sub-committees and to delegate to any such sub-committee any of its powers and duties.

(3) The Area Council shall be responsible to the Council for carrying out the functions set out in Rule 32.

(4) The Area Council shall act as charity trustees for the funds of the Area and, where the Area holds land or premises, shall appoint the Central Headquarters of the Association as sole trustee to hold such land or premises for and on behalf of the Area.

Election of Area Representative to the Council

Area Regulation 18. (1) At the Area Annual Conference the delegates shall elect an Area Representative to the Council.

(2) The Area Representative shall represent the Area on the Council for two years from immediately after the conclusion of the Association Annual Conference following his election to the conclusion of the Association Annual Conference in the year his term of office expires. In the absence of the Area Representative the Deputy Area representative may take his place on the Council.

Provided that a person elected as the Area Representative prior to Annual Conference may not also stand for election as an Elected Member of the Council of the Association at that Conference.

Notification of Membership of the Area Council

Area Regulation 19. The Area Director shall notify the Secretary General and the Branches of the Area of the names of the Officers of the Area, the Members of the Area Council and the Area Representative as soon as possible after the Area Annual Conference.

Proceedings

Area Regulation 20. (1) The Area Council shall meet together for the transaction of business as often as may be necessary.

(2) The quorum necessary for the transaction of business of the Area Council shall be fixed by the Area Council but, unless so fixed, shall be not less than half of those members eligible to attend and vote and shall include at least two Officers of the Area.

(3) Voting at meetings of the Area Council shall be by a show of hands of those eligible to vote except, in the case of a contested election, when it shall be by ballot.

(4) The Area Council may consider any matter submitted by a Branch of the Area subject to any such submission having previously been approved either by the Branch

Committee or by the Branch in General Meeting.

Provided that the Chairman of the Area may rule, if the submission affects any other Branch, that no decision shall be reached until the Branch or Branches have been consulted and their views received by the Area Council.

(5) The Area Council may consider any matter submitted by a Regional Committee of the Area subject to any such submission having previously been approved by a Regional Committee Meeting.

Provided that the Chairman of the Area may rule, if the submission affects any other Region, that no decision shall be reached until the Region or Regions have been consulted and their views received by the Area Council.

(6) The Area Council may invite to Area Council Meetings any person whose contribution could benefit the conduct of Area Council business and assist with any matter under consideration.

(7) The Area Council may submit any matter to the Council for consideration subject to any such submission having been approved at an Area Council meeting.

(8) The Minutes of meetings of the Area Council, or extracts therefrom, shall be sent to the Regional Committees and Branches of the Area, and the full Minutes shall be sent to the Secretary General.

(9) Subject to the above provisions and to any direction on the conduct of business as may be given by the Council, the business of the Area Council shall be transacted in such manner as the Area Council may determine.

Casual Vacancies

Area Regulation 21. (1) If a casual vacancy occurs in the office of President or the Vice-Presidents it shall be filled by the Area Council and the person so elected shall hold office until the conclusion of the next Association Annual Conference and shall be eligible for re-election for the remaining term of office of his predecessor.

(2) If a casual vacancy occurs amongst the Chairman or the Vice-Chairman it shall be filled by the Area Council from amongst its members and the person so elected shall hold office until the conclusion of the next Association Annual Conference and shall be eligible for re-election for the remaining term of office of his predecessor.

(3) If a casual vacancy occurs amongst the Elected Members, it shall be filled by the Area Council by offering the vacancy to the unsuccessful candidates at the last election in turn, starting with the candidate who obtained the greatest number of votes. If there were no unsuccessful candidates or if none of these candidates is willing to fill the vacancy, it shall be filled by the Area Council by appointing any member who is eligible for appointment.

Providing that the terms of Area Regulation 13(1) concerning Associate Members is respected.

(4) If a casual vacancy occurs in the position of the Service Vice-President it shall be filled by appointment by the Area Council and the person so appointed shall hold office until the conclusion of the next Association Annual Conference and shall be eligible for re-election for the remaining term of office of his predecessor.

(5) Any casual vacancy shall be filled forthwith.

Provided that, at the discretion of the Area Council, the position of President or Service Vice-President may be left vacant until the next Area Annual Conference.

AREA CONFERENCES

Area Annual Conferences

Area Regulation 22. The Area Annual Conference shall be held at such time and place as may be fixed by the Area Council but shall normally take place on the day before the Association Annual Conference in the Conference town.

Area Special Conferences

Area Regulation 23. (1) An Area Special Conference may be summoned at any time by the Area Council and may also be so summoned on the written request of not less than one quarter of the Branches of the Area if, at General Meetings summoned for the purpose, the Branches making the request have carried resolutions to this effect.

(2) A request by the required proportion of the Branches for an Area Special Conference shall state the business to be transacted and be accompanied by certified copies of the resolutions carried at the General Meetings of the Branches.

(3) No business other than that stated in the request for an Area Special Conference shall be transacted at such a Conference.

Notice of Area Conferences

Area Regulation 24. (1) At least twelve weeks notice of an Area Conference shall be given to the Branches of the Area in writing together with the draft Agenda.

(2) At least twenty eight days notice of an Area Special Conference shall be given to the Branches of the Area in writing together with the Agenda.

Representation at Area Conferences

Area Regulation 25. Each Branch of the Area shall have the right to be represented at an Area Conference by one delegate who shall be an Ordinary or Life or Associate Member of the Branch who is normally resident in the Area. Each delegate shall be entitled to a single vote.

Provided that any such Associate Member is a member of the Branch Committee.

Nominations for Election at Area Annual Conferences

Area Regulation 26. (1) If the election of the President, Vice-President, a Service Vice-President, the Chairman or Vice-Chairman of the Area or the Area Representative to the Council or the Elected Members is to take place at an Area Annual Conference this shall be indicated in the notice of the Conference and nominations to fill the vacancies shall be invited.

Provided that:

(a) nominations for the office of President, a Life Vice-President and the Service Vice-President may only be made, in accordance with Area Regulations 7 and 8, by the Area Council;

(b) nominations for the Elected Members may only be made by Branches;

(c) a Branch may not nominate more than two of its members but may also nominate members of other Branches of the Area.

(2) Any nomination for a Member of the Area Council shall be in writing and sent to the Area Director not less than seven weeks before the date of the Area Annual Conference at which the election is to take place. Every nomination paper shall be signed by the candidate and be accompanied by a brief statement of his qualifications and of his activities in any ex-Service organisation.

(3) The Area Director shall send, not later than four weeks prior to the Annual Area Conference, to each Branch of the Area a list of all candidates who have been validly nominated together with the information required about the candidate in accordance with the provisions of paragraph (2) of this Regulation.

The inclusion of a candidate's name in such a list shall be conclusive evidence that the conditions of nomination have been met. No candidate may be nominated or elected whose name is not included in the list.

Business to be Conducted at Area Annual Conferences

Area Regulation 27. The business to be transacted at the Area Annual Conference:

(a) shall comprise:

(i) consideration of the Report from the Area Council for the past year;

(ii) consideration of any financial statements in relation to the Area;

(iii) election of the President to fill any vacancy;

(iv) election of Officers of the Area Council to fill any vacancy

(v) election of the Elected Members to fill any vacancy

(vi) election of the Service Vice-President to fill any vacancy;

(vii) election of the Area Representative to the Council

(viii) consideration of resolutions submitted by the Area Council, by Regional Committees or by Branches of the Area;

(b) may also comprise:

(i) election of Life Vice-Presidents;

(ii) discussion of issues of general policy.

Notification of Resolutions for Area Conferences

Area Regulation 28. A Regional Committee or Branch wishing to move a resolution at an Area Conference shall give notice in writing to the Area Director of the terms of the resolution not less than seven weeks before the date of the Conference.

Provided that, if an important matter of urgency affecting the Area arises after the Agenda has been issued, the Agenda may be altered by the Conference so as to enable it to be discussed.

Agenda for Area Conferences

A**rea Regulation 29.** A copy of the Agenda for the Area Conference containing all nominations and resolutions shall be sent to each Branch of the Area not less than four weeks before the first day of the Conference.

Chairmanship of Area Conferences

Area Regulation 30. The Chairman of the Area shall normally be the Chairman of an Area Conference. If he does not chair the Conference the Vice-Chairman shall assume the Chair otherwise the Area Council shall invite one of the Members of the Council to take the chair.

Rights of Life Vice-Presidents, the Officers of the Area and the Members of the Area Council

Area Regulation 31. (1) The Life Vice-Presidents, the Officers of the Area, and the Members of the Area Council shall be members of any Area Conference and shall be entitled to move and second resolutions and take part in all discussions but shall have no voting powers.

Provided that a Member of the Council who is appointed by his Branch as the Branch delegate shall, after declaring his position as a Branch delegate, be entitled to vote.

Voting at Area Conferences

Area Regulation 32. Voting at Area Conferences shall be by a show of hands of those eligible to vote or, where a majority of the delegates present demand, a ballot. In the case of a contested election for Area Council voting shall be by ballot.

Conduct of Business at Area Conferences

Area Regulation 33. (1) The business of Area Conferences shall be conducted in such manner as the Area Council may decide subject to any Standing Orders that may have been agreed at an Area Conference and to any direction that may be given by the Council.

(2) A copy of the Royal Charter, the Rules, the Byelaws, Area Regulations and of any Standing Orders governing the conduct of the business of the Area Council shall be available at Area Conferences.

EXPENSES

Area Regulation 34. The reasonable expenses of the Area Council, including those of attendance at meetings of the Area Council or any of its committees, may be reimbursed from the Area budget.

Provided that the reimbursement of costs of travel to Area Council or Area Committee meetings shall normally be restricted to travel within the Area.