

**BRITISH FAMILIES' EDUCATION SERVICE/  
SERVICE CHILDREN'S EDUCATION AUTHORITY ASSOCIATION  
BFES/SCEA ASSOCIATION  
CONSTITUTION**

**1 NAME**

The Association shall be known by the title above, abbreviated at need to: BFES/SCEA Association.

**2 AIMS**

- a) To provide the means for past members and partners of Service Schools (MoD Schools) to meet and maintain the friendship of the Service.
- b) To spread information about the association and its activities amongst past members and partners of Service Schools(MOD Schools).

**3 MEMBERSHIP**

- a) Membership is open to anyone over the age of 18 with an association with or a family connection to Service Schools.
- b) The committee may remove a person's membership if it believes it is in the best interests of the Association. The member has the right to be heard by the Committee before the decision is made and can be accompanied by a friend.

**4 THE COMMITTEE**

- a) All committee members shall be elected annually at the AGM.
- b) The Committee shall consist of:
  - (i) Chairman
  - (ii) Secretary
  - (iii) Treasurer
  - (iv) Membership Secretary
  - (v) Events Co-ordinator
  - (vi) Archivist
  - (vii) Webmaster
  - (viii) Two committee members
- c) The committee must hold at least one meeting each year and shall act by majority decision of the meeting. The chairman shall have the casting vote.
- d) The Committee shall have the power to co-opt up to 4 members for a specific purpose and for a specific length of time.
- e) A Deputy Chairman shall be chosen from members of the Committee at its AGM. He/she will serve until the next AGM.
- f) A quorum shall consist of not less than four members.
- g) The Committee shall have the power to appoint a President when appropriate. The President may attend meetings as a full member of the committee.

**5 MEMBERSHIP SUBSCRIPTIONS**

- a) Subscriptions are payable annually at rates proposed and minuted by the committee and ratified by the AGM. The subscription year shall be from January to December.

6	<b>FINANCIAL ARRANGEMENTS</b>
	<ul style="list-style-type: none"> <li>a) Bank accounts shall be opened as necessary in the name of the Association.</li> <li>b) Cheques/authorisation forms shall be signed by the Treasurer.</li> <li>c) The financial year shall run from 1<sup>st</sup> January to 31<sup>st</sup> December.</li> <li>d) Auditors, who are not members of the Committee, shall be appointed as appropriate.</li> <li>e) The Treasurer will agree with the Events Co-ordinator and other members of the committee, as appropriate, suitable accounting procedures for monies received from members in payment for all events organised by and through the BFES/SCE Association.</li> <li>f) Committee members cannot receive any money or property from the Association except to refund reasonable out-of-pocket expenses.</li> <li>g) Members may also be reimbursed for agreed expenses incurred on behalf of the Association.</li> <li>h) Committee members may claim reasonable subsistence when attending each Committee meeting on production of receipts.</li> </ul>
7	<b>ANNUAL GENERAL MEETING</b>
	<ul style="list-style-type: none"> <li>a) An AGM of the Association shall normally be held at a Reunion Lunch.</li> <li>b) An agenda shall be sent out to those attending the Reunion Lunch 14 days prior to the AGM.</li> <li>c) The agenda will also be posted on the website prior to the AGM.</li> <li>d) At this meeting a committee shall be elected and a financial statement presented to members.</li> <li>e) All decisions require a majority of those present.</li> <li>f) Every member has one vote and may stand for election to the committee.</li> <li>g) Minutes must be kept.</li> </ul>
8	<b>GENERAL MEETINGS</b>
	<ul style="list-style-type: none"> <li>a) The committee may call a General Meeting to consult the Membership and must call one if it considers that it is necessary to wind up the Association so that the membership can make the decision.</li> <li>b) The Committee must also call a General Meeting if it receives a written request from ten members.</li> <li>c) All members must be given 14 days notice and told the reason for the meeting.</li> <li>d) All decisions require a majority of those present.</li> <li>e) Minutes must be kept.</li> <li>f) In the event that it is agreed that the Association be wound up any money or property remaining after payment of debts must be given to an organisation with similar purposes to this one.</li> </ul>
9	<b>CONSTITUTION</b>
	<ul style="list-style-type: none"> <li>a) The Constitution shall be subject to annual review.</li> <li>b) Proposals for alteration must be received by the Secretary, not less than 21 days before the AGM.</li> <li>c) Changes to the constitution must be proposed at least 21 days in advance of the AGM and included in the agenda, with any changes being agreed at the AGM.</li> <li>d) Constitution changes will also be posted on the website.</li> </ul>
10	<b>HONORARY MEMBERS</b>
	<p>The Committee shall have the power to recommend the election of Honorary Life Members of the Association. Such recommendations to be ratified at an AGM.</p>
	<b>Revised and Agreed at the AGM 2021</b>