

CONSTITUTION OF THE  
ADJUTANT GENERAL'S CORPS REGIMENTAL ASSOCIATION

GENERAL

1. The name of the Association shall be The Adjutant General's Corps (AGC) Regimental Association (the Association) or such other name as the AGC Regimental Executive Committee from time to time by resolution may decide, with the prior approval of the Charity Commissioners.

OBJECTS

2. The objects of the Association are:

a. To promote the efficiency of the AGC by:

- (1) Maintaining contact between the present and past members of the AGC and the former constituent Corps, fostering mutual friendship between them and providing for social gatherings; and
- (2) Fostering 'esprit de corps', comradeship and the welfare of the AGC and preserving its traditions.

b. To relieve present and past members of the AGC and members of the former constituent Corps, and their dependants, who are in conditions of need, hardship or distress (hereinafter referred to as beneficiaries).

c. In furtherance of the foregoing objects but not further or otherwise, the Association shall have the following powers:

- (1) To take all necessary action for publicising and disseminating information concerning the histories, deeds and traditions of the AGC and the former constituent Corps.
- (2) To execute and administer exclusively charitable trusts.
- (3) To receive, take and accept any gifts of property whether subject to any special trusts or not.
- (4) To receive and accept contributions by way of subscriptions, donations and otherwise and to raise funds for the said objects provided that the Association shall not undertake any permanent trading activities in raising funds for its charitable objects.
- (5) To assist beneficiaries by way of grants, gifts, pensions or otherwise by handling or paying for items, services or facilities calculated to reduce the need, hardship or distress of beneficiaries.
- (6) 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 beneficiaries.

(7) Subject to such consents as may from time to time be required by law, to purchase, take, lease or exchange any property required for the purposes of the Association and lease, exchange or otherwise dispose of the same.

(8) Subject to such consents as may from time to time be required by law, to borrow to raise money for the purposes of the Association on such terms and such security as may be thought fit.

(9) To invest and accumulate funds of the Association in such investments and for such periods as may from time to time be authorised by law.

(10) To do all such other things as shall further the said objects.

### METHODS OF ATTAINING THE OBJECTS

3. The attainment of the objects of the Association may be sought in all or any of the following ways:

- a. In obtaining by means of appeals, public or otherwise, subscriptions, donations, bequests or gifts of money or other property.
- b. In applying any assets so obtained in defraying the working expenses of the Association and in creating a capital fund to be applied, with the income, in furtherance of the objects of the Association.
- c. In receiving and administering any funds, donations, bequests or other gifts, now or in the future, whether by way of permanent endowment or otherwise, for charitable purposes connected with or calculated to further the objects of the Association.
- d. In giving assistance to or for the benefit of beneficiaries by way of grant or loan or other suitable means.
- e. In making grants to any military or civilian charity, or charitable fund or charitable institution existing or hereafter established, which in the opinion of the Regimental Executive Committee directly or indirectly benefits the persons referred to in paragraph 2b.
- f. In forming and maintaining a central office and a channel of communication for and between all past members of the AGC, former constituent corps and association branches for the furtherance of the objects of the Association.
- g. In printing, publishing, issuing and circulating any journals, magazines, newspapers, pamphlets or other publications for the information, advantage and benefit of members in connection with the objects of the Association.
- h. In assisting members of the Association to find employment.
- i. In such additional acts and things as are incidental or conducive to the attainment of the objects of the Association as may from time to time be resolved by the Regimental Executive Committee.

## MEMBERSHIP OF THE ASSOCIATION

4. Membership categories of the Association are as follows:
  - a. Membership. All regular and Territorial Army (TA) officers and soldiers who serve, or have served, in the Adjutant General's Corps, including officers promoted to the General Staff from the former constituent Corps prior to 6 April 1992 and still serving on that date are automatically members of the Association during their lifetime.
  - b. Subscribers. Subscribers are those, including members of the TA and members of the former constituent corps, who, at the particular time, subscribe to the Association, either through the days' pay scheme, or by some other means.
  - c. Associate Membership. At the discretion of the Association Committee, this category may be granted to anyone who is or was connected with the work of the Corps.
  - d. Honorary Membership. This category may be granted to any person by the Regimental Executive Committee whom the Association wishes to acknowledge.
5. Voting Rights. Only those who subscribe (see paragraph 4b) may vote at any meeting of the Association.
6. Termination of Membership. Membership of the Association may be terminated for either of the following reasons:
  - a. In the case of subscribers who are not covered by paragraph 4a, by resignation or on ceasing to subscribe.
  - b. Expulsion by resolution of the Executive Committee. A member being considered for expulsion will have the right to present his case in writing through his branch to the Regimental Executive Committee and may, if dissatisfied, appeal in writing to the Regimental Council.

## AGC REGIMENTAL EXECUTIVE COMMITTEE

7. The Regimental Executive Committee is empowered to form the Association Committee and delegate to it such powers as is necessary for that committee to manage the affairs of the Regimental Association. The members of the Regimental Executive Committee shall be ex-officio trustees of all funds and property of the Association.
8. The Regimental Executive Committee retains the power to deal with all monies and investments. It shall invest or use such monies at its discretion for the benefit of the Association. Members of the Regimental Executive Committee shall not be held liable, either individually or collectively, for any losses incurred, provided that they have acted with reasonable care and, to the best of their belief, in the interest of the Association, and have taken appropriate professional advice. Subject to any directions received from a general meeting of the Association, the Regimental Executive Committee may invite the attendance of members, or other persons, whom they consider would be helpful in their deliberations. Such members, or other persons, shall leave the meeting when the business for which they

have been invited is concluded.

9. Composition. The Regimental Executive Committee is composed of:
  - a. Chairman. Assistant Colonel Commandant Adjutant General's Corps.
  - b. Members.
    - (1) Directors of AGC constituent branches (total 4).
    - (2) Commander AGCC.
  - c. Regimental Colonel.
  - d. In attendance.
    - (1) Regimental Secretary.
    - (2) Chief of Staff HQ AGC.

10. There shall be a quorum when at least three members, including the Chairman, are present.

#### REGIMENTAL ASSOCIATION COMMITTEE

11. General. The committee is to implement and administer the general policy of the Association and is responsible for reporting all acts and proceedings of the committee to the Regimental Executive Committee in an appropriate manner.

12. Composition and Terms of Office. All members of the Association Committee, with the exception of the Vice Chairman, Secretary and Regimental Secretary, whose appointments shall be ex-officio, will be nominated normally for a term of 2 years. The composition of the Regimental Association Committee is as follows:

- a. Chairman. Commander AGCC.
- b. Vice Chairman. Regimental Colonel.
- c. Members.
  - (1) One officer and one soldier from SPS Branch, two representatives from Pro Branch, and two officers from each of the remaining constituent branches, all either serving or retired.
  - (2) Regimental Secretary.
- d. Secretary. Assistant Regimental Secretary.

Note. The Secretary of each of the antecedent branch associations may be invited to attend a meeting when deemed necessary.

13. Meetings. The Association Committee shall meet at least twice in a year, or more often as may be necessary. There shall be a quorum when at least five of those with voting rights are present. Decisions at meetings shall be determined by a majority vote with the Chairman of the meeting having the casting vote in the event of a tied vote.

14. Tasks. The Association Committee is empowered by the Regimental Executive Committee to:

- a. Recommend key decisions on all Association matters.
- b. Foster esprit de corps and maintain comradeship amongst members of the Association.
- c. Promote the welfare of the present and past members of the AGC and former constituent corps.
- d. Assist past and present members of the AGC and the former constituent corps and their dependants to obtain help when in need.
- e. Approve the allocation of Association funds within the agreed financial limits.
- f. To provide progress reports on all Association matters.

15. Appointment of Sub-Committees. The Association Committee shall be empowered to appoint sub-committees as required and to delegate to the sub-committees such powers that are necessary to enable the sub-committees to complete their business. The Association Committee shall be also empowered to co-opt members not on the Association Committee for service on sub-committees as the occasion may require. All acts and the proceedings of such sub-committees shall be reported to the Association Committee.

16. Welfare Relief. The Association Committee shall be empowered to authorise expenditure up to the financial limits agreed by the Regimental Executive Committee in any one case of relief. Cases requiring a grant exceeding the prescribed limits shall be referred to the Regimental Benevolence Committee (RBC) together with a recommendation for a decision. The RBC is to be convened by the Secretary when necessary. The composition of the committee is:

- a. Chairman. Commander AGCC.
- b. Vice Chairman. Regimental Colonel.
- c. Secretary. Assistant Regimental Secretary.
- d. Members. Regimental Secretary and two members of the Association Committee.

There shall be a quorum when three members are present.

#### GENERAL MEETINGS

17. Annual General Meeting (AGM). This meeting will be notified to all members giving

21 days notice of the matters to be discussed. Publication in the AGC Journal, the Triple Crown and the Association News shall constitute sufficient notice of an AGM. There shall be a quorum when at least 50 subscribing members are present.

18. Extraordinary General Meeting(EGM). This meeting may be called by the Regimental Executive Committee on its own motion, or by association members (as defined in paragraph 4b) after a requisition signed by not less than 50 of these members, which fully expresses the object of the meeting to be called. The requisition is to be deposited at RHQ AGC and received by the Secretary. When the EGM is convened it is to discuss only the matters notified for the meeting. The Secretary is to give the members 21 days notice of the matters to be discussed and will use the means as stated in paragraph 17 above. The notice shall be accompanied by a statement setting out the business of the meeting. There shall be a quorum when at least 50 subscribing members are present.

### ORGANISATION

19. The Regimental Association shall co-locate its headquarters with that of HQ AGCC or such other location as the Regimental Executive Committee may decide.

20. The Regimental Association Committee shall administer the affairs of the Association through the branch chairman for each Branch as defined in paragraph 21 below. Each Branch is to be administered by a committee consisting of at least a chairman, a vice-chairman, a secretary and a treasurer, or a secretary/treasurer. The Regimental Association Committee may initially nominate the branch committee. Thereafter the chairman, the secretary and the treasurer, or the secretary/treasurer shall require re-election by the branch members every two years.

### FORMATION OF BRANCHES

21. The United Kingdom shall be divided into Branches, which may correspond to the boundaries of military formations or the geographical county boundaries. The exceptions are as follows:

- a. London District and Northern Ireland will each constitute an association branch.
- b. Germany will form an overseas station Association branch, or if deemed appropriate and with the approval of the Regimental Association Committee, may form additional branches.
- c. Other overseas stations may form one Association branch within the overseas station.

22. Each Branch is to have its own committee, which shall consist of at least a chairman, a secretary, a treasurer, or a secretary/treasurer. The Chairman of a branch committee may be either a serving officer or a retired member of the Regimental Association. All branch chairmen are to be approved by the Regimental Association Committee.

23. Responsibilities. The responsibilities of a branch committee are as follows:

- a. Making contact with all members residing within its boundaries.

- b. Arranging reunions as the opportunity arises.
- c. Carrying out such administrative work as the Regimental Association Committee may delegate.
- d. Collecting and accounting for local subscriptions and arranging for the accounts to be examined or audited annually.
- e. Arranging an AGM of the branch at which the report and accounts for the year are to be presented.
- f. Submitting to RHQ AGC the branch annual report and accounts when the account is funded centrally from the Regimental Association Fund. The report and accounts are then to be included in the Regimental Association annual report and final accounts.
- g. Submitting an annual report to the Secretary at RHQ AGC in support of all self financed branch activities.

24. Formation and Abolition of Branches. The formation of a new branch of the Association is to be approved by the Association Committee before the branch is established. The decision to wind up or abolish a branch will rest with the Association Committee. Once a branch has been closed, the funds of such a branch are to be handed over to the Secretary, Regimental Association at RHQ AGC and shall then become the absolute property of the Association. When a branch which has previously been wound up or abolished starts up again, consideration shall be given to making a grant from the central fund in line with the value of the funds and property previously handed over to RHQ AGC.

#### ANNUAL REPORT AND ACCOUNTS

25. The financial year of the Regimental Association shall be from 1 April to 31 March. All accounts in relation to the funds and property of the Association shall be prepared, audited and submitted to the Regimental Executive Committee for approval. The accounts and an annual report on the work carried out by the Association during the financial year shall be presented by the Secretary at the AGM held during May annually with copies supplied to any member who requests them. Statements of account shall be submitted annually to the Charity Commissioners.

26. All investments of the Regimental Association may be made in the name of a Trust Corporation appointed to act as Holding Trustee thereof who, thereafter, shall deal with and dispose of the investments in such a manner as the Regimental Executive Committee, in conformity with the trusts of the particular fund concerned, shall direct. All directions to the Holding Trustee shall be:

- a. Given by the Regimental Executive Committee as administrative trustees.
- b. Communicated in the form of a copy of resolution certified by the chairman of the meeting at which it was made and by the secretary as having been passed at a meeting duly convened and held.

27. A branch committee may apply for a grant from the central fund which may then be dispersed in a manner authorised by the Regimental Association Committee. All accounts are to be examined or audited, see paragraph 28 below. All branches are to submit their examined or audited accounts with the supporting annual report to the Secretary at RHQ AGC by 15 April annually. When a bank account is opened by the Treasurer, the title of the account is to be called the ‘AGC Association ..... Branch (A Registered Charity)’.

a. When a Branch maintains its own account and is responsible for its own financial affairs, the chairman is not required to submit a copy of the audited account.

28. Audit or examination of accounts.

a. The Regimental Association Fund. The Fund account is to be examined by an independent Charity examiner, or audited in accordance with the Statement of Recommended Practice (SORP) which is a regulation published by the Charity Commission.

b. AGC Association Branch Accounts. All accounts are to be audited or examined in accordance with SORP under local arrangements made by the appropriate chairman. The particulars of the auditors or the independent examiners are to be included in each annual report.

## SUBSCRIPTIONS

29. The Secretary at RHQ AGC shall be responsible for receiving and for accounting of all association annual subscriptions, the allocation of membership numbers and the issue of membership cards. Branch association subscriptions may be collected additionally and accounted for separately under local arrangements. The rates for association annual subscriptions, which are to be agreed by the Regimental Executive Committee, are as follows:

a. Serving members. A rate based on a set percentage of a net day's pay and collected under the day's pay scheme.

b. Serving Members (TA). The rates are to be set by the Regimental Association Committee and paid annually. The Secretary will pay the Institution element (40/82) to the Regimental Secretary, the Institution account holder.

c. Non serving members. A rate to be set and altered from time to time by the Regimental Association Committee and paid annually into the central Association fund.

## DISSOLUTION

30. The Association may be dissolved by a resolution passed by a two-thirds majority of subscribing members present and voting at an EGM convened for the purpose. All members are to be given 28 days notice of this meeting as per the means stated in paragraph 17 above, or by a separate letter. The resolution may give instructions for the disposal of any assets held by or in the name of the Regimental Association, provided that if any property remains after the satisfaction of all debts and liabilities, such property shall not be paid to or distributed among the members of the Association, but shall be given or transferred to such other charitable institution, or institutions having objects similar to some or all of the objects

of the Regimental Association as the Association may determine, and if and in so far as effect cannot be given to this provision, then to some other charitable purpose.

#### AMENDMENT

31. Alteration to this constitution shall receive the assent of two-thirds of the eligible members present and voting at an AGM or an EGM. A resolution for the alteration of the constitution must be received by the Secretary of the Regimental Association Committee at least 28 days before the meeting at which the resolution is to be brought forward. The Secretary is to give the members 28 days notice of such a meeting as per the means stated in paragraph 17 above and must include notice of the alteration proposed. Provided that no alteration shall be made to paragraphs 2 (Objects), 30 (Dissolution) or this paragraph, the alteration shall not take effect until the approval in writing of the Charity Commissioners shall have been obtained. No alteration shall be made which would have the effect of causing the Regimental Association to cease to be a charity in law.