

CONSTITUTION

Association

1. The name of the association is Royal Air Force Walking and Road Marching Association, abbreviated to RAF WARMA, henceforth known in this document as “the association” or “RAF WARMA”.

Purpose of the Association

2. The purpose of the association is to promote and encourage the activity of all types of walking within the Royal Air Force (RAF) and its sister Services. RAF WARMA is responsible to the membership through the Association Chair, to encourage and promote participation in all aspects of walking and road marching. This activity is a core military skill contributing to the operational capability and morale of the whole RAF community and sister Services.

3. Participation in walking and road marching imbues team spirit and resilience which will encourage physical fitness, health and well-being in its members and develop skills such as determination, leadership and team work; skills which are essential for the dynamic Service of the future.

4. RAF WARMA is a member of the British Walking Federation (BWF) which is a member of the International Federation of Popular Sports (IVV) and as such is expected to pursue and support the aims of the BWF to the best of its ability.

Membership of the Association

5. There are 5 types of association membership, detailed below:

a. **Full membership.** Full membership is open to:

- (1) All serving members of the Royal Air Force.
- (2) All serving members of Reserve Air Forces (Full Time Reserve Service (FTRS), Royal Auxiliary Air Force; RAF Volunteer Reserve (RAFVR) (Defence Technical Undergraduate Scheme (DTUS)), (Training(T)) or (University Air Squadron (UAS BS)).
- (3) Uniformed RAF Air Cadets (RAFAC) Cadet Forces Adult Volunteers.

b. **Associate membership.** Associate membership is open to:

- (1) All serving members of other HM Forces.
- (2) All serving members of Commonwealth Forces.
- (3) All serving RAF Air Cadet (RAFAC) Civilian Instructors.
- (4) Cadet Force Adult Volunteers from the other Services Cadet Forces.
- (5) Cadet members of Ministry of Defence (MOD) recognised Cadet Forces over the age of 18.
- (6) All serving members of other national Armed Forces.
- (7) Retired members who previously would have been Full or Associate members.

c. **Affiliate membership.** Affiliate membership is open to:

- (1) Civilians employed by, or working with, the RAF or Reserve Air Forces.
- (2) Civilians specially invited by RAF WARMA after many years of support to the organisation and who are agreed by a majority vote at the Annual General Meeting (AGM).

d. **Life membership.** Life membership is open to:

- (1) Those members who at 13 January 2018 were life members.
- (2) Members of the association (or otherwise) who the committee deem fit to honour with life membership and is agreed by majority vote by members at the AGM.

e. **Family membership.** Family membership will be open to any relative, partner, spouse of any full, associate, affiliate or life member. Family members will pay a reduced fee on joining the association, but will not have voting rights at association meetings, or be eligible to serve on the committee.

6. Benefits of membership will include a discounted entry to RAF WARMA events, eligibility to purchase RAF WARMA branded stock and assistance with travel to events overseas with approval of the committee. Members will also be kept informed of RAF WARMA events and other events from the UK, as well as any other discounts negotiated by RAF WARMA.

General Rules

7. Association rules and laws are to be kept to a minimum and are to be commensurate with the rules and laws of the BWF. Association rules are as follows:

- a. All events and permanent trails organised by the RAF WARMA are to be conducted in accordance with the current laws and rules of the BWF.
- b. The rules concerning event eligibility are in accordance with those laid down by the committee.
- c. Membership of the association will be by application to the Membership Secretary and remain valid for 12 months or until the expiry of a 36 month membership purchased prior to 09 Jun 2018.
- d. Subscription rates will be proposed by the committee and approved at the AGM.
- e. The committee is empowered to refuse an application for membership.
- f. In the event of the vote on a motion being tied then the Chair shall have the casting vote.

The Committee

8. **Members of the committee.** The association will have a committee which is responsible to the membership for the day-to-day management of the association and the organising and safety of the association events. The committee will consist of the following positions:

- a. President (Honorary).
- b. Chair.
- c. Deputy Chair.

- d. Secretary.
- e. Deputy Secretary.
- f. Treasurer.
- g. Deputy Treasurer.
- h. Events Secretary.
- i. Deputy Events Secretary.
- j. Membership Secretary.
- k. Safety Advisor.
- l. Stock Member.
- m. Publicity Member.
- n. Overseas Events Liaison Member.
- o. General Member.
- p. RAFAC Liaison and Safeguarding Member (Ex-Officio).

9. From time-to-time, members of the association may be selected to form sub-committees. Any sub-committees will be responsible to the Chair based on terms of reference of that sub-committee. Sub-committees will be chaired by an appropriate member of the committee.

10. The President will be invited by AOC 22(Trg) Gp on the advice of interested parties, including the outgoing President and the Chair representing the views of the RAF WARMA committee. The President should be a serving officer, preferably in a 1-star post in the RAF or FTRS. The President will be a honorary member of the committee and does not have a vote at committee or association meetings.

11. The Chair will be elected from the membership but must be a Full member from the RAF or FTRS. Ideally the individual should be a Squadron Leader or above, but in exceptional cases can be a Flight Lieutenant with at least 5 years seniority in rank. In circumstances where no such officer is available to fill the post of Chair, the committee should seek assistance from the President to fill the position with a suitably qualified person. In this case, the President can appoint a Chair for a period up until the next AGM, when the membership will vote on the position again.

12. The Deputy Chair will be a Full member of the association and will ideally be an RAF or FTRS officer.

13. The RAFAC Liaison and Safeguarding Member is an Ex-Officio post tied to the RAFAC Road Marching Officer role at HQAC. They represent the interests of Comdt Air Cadets relating to the safeguarding of Cadet participants in RAF WARMA events.

13. All persons wishing to fill a committee position must meet the membership criteria and have the appropriate skillset as defined in the Terms of Reference.

14. A webmaster may also be appointed by the committee. This post carries no vote at committee or association meetings. The Webmaster may be appointed or employed by the

committee from outside the association in order to ensure the appropriate skillset for maintenance of the website is maintained.

15. The Chair, Deputy Chair, Treasurer, Secretary and Events Secretary shall be the Executive Officers of the committee.

16. **Election to the Committee.**

a. The election of the committee will take place annually at the AGM of the association.

b. Full, associate and life members will be eligible to stand for the committee.

c. Committee members will serve for a two-year term; after which time they may be re-elected or another member may stand for the position.

d. In order to ensure continuity, the committee will be split into two blocks, each block being eligible for election in alternate years. In the event that a committee member with a deputy (Secretary, Treasurer, Events) steps down from their position the deputy will assume that position at the next AGM, subject to ratification by the membership, until the next time that the post is due for re-election. The deputy position will be voted for out of cycle to replace the individual stepping up to the main position.

(1) **Block 1.** To be elected in odd years:

(a) Chair.

(b) Secretary.

(c) Deputy Treasurer.

(d) Events Secretary

(e) Stock Member.

(f) Overseas Events Liaison Member.

(g) General Member.

(2) **Block 2.** To be elected in even years:

(a) Deputy Chair.

(b) Deputy Secretary.

(c) Treasurer.

(d) Deputy Events Secretary.

(e) Safety Advisor.

(f) Membership Secretary.

(g) Publicity Member.

e. Election will be via a majority vote of the full, associate and life members at the AGM. Affiliate and family members will not have a vote. Absentee voting will be allowed and

should be taken into account when the votes are cast. Each member will be entitled to vote once for each position in contention.

17. Vacancies on the Committee.

a. The committee should seek to fill any vacancies that arise during the year by appointing a suitable person to the position as an interim measure until the position can be voted on at the AGM by the membership. The post will however still fit in the cycle of blocks for re-election, so a person may be voted in at the AGM for a period of 1 year to maintain the cycle.

b. In the case of the Chair position becoming vacant during a term, the Deputy Chair will automatically assume the position of Chair¹, and the committee will appoint a Deputy Chair in the interim. Both positions would then be elected at the next AGM.

18. Removal from the Committee.

a. Any member of the committee whose term of office has ended and has not been re-elected will stand down from their position and handover to the newly elected member within 6 weeks.

b. A committee member can be suspended from the committee by means of two thirds (66%) vote from the remainder of the committee with the decision to vote off a member being ratified at the AGM.

c. Any committee member who fails to renew their membership will also be said to have resigned immediately from the committee.

19. Quorum of committee meetings. In order for a committee meeting to be in quorum, the following conditions must be met:

a. Either the Chair or the Deputy Chair must be in attendance.

b. At least 50% of the remaining committee members must also be in attendance.

20. End of membership.

a. Any member who does not continue to pay membership fees will cease to be a member of the association.

b. Membership of the association can be revoked at any time by two thirds majority vote of the committee. The committee, through the Chair, shall justify, in writing, the reason for removal of membership to the individual.

c. Any member can withdraw their membership at any time in writing to the Membership Secretary. No refund of subscriptions paid will be made in this case.

Meetings of the Association

21. Annual General Meeting (AGM).

a. The association will hold an AGM to which all members must be invited. Notification of an AGM must be sent a minimum of 6 weeks in advance of the AGM.

¹ Provided they meet the minimum criteria of the post.

- b. Voting at the AGM will be open to full, associate and life members on a one person, one vote system. Absentee votes will be permitted and should be handed to the Secretary during the vote. Absentee votes will only be accepted written, signed and dated or via personal email.
- c. For the AGM to be in quorum, the following conditions must be met:
 - (1) Either the Chair or Deputy Chair must be in attendance.
 - (2) At least 50% of the remaining committee members must be in attendance.
 - (3) At least 2 other members of the association must be present.
- d. Changes to the constitution can only be made at the AGM. For changes to the constitution, a simple majority vote shall be taken.
- e. For changes affecting the wider association, for example the closure of the association a two thirds majority will be required.
- f. Minutes of the AGM will be prepared and distributed via the website to the membership and President not later than 4 weeks from the date of the meeting.

22. **Extraordinary General Meetings (EGM).** The committee may convene an Extraordinary General Meeting (EGM) when necessary. A written notice together with a copy of the business agenda must be submitted to the membership at least 7 days before the EGM. No business shall be transacted at the EGM other than that specified in the agenda.

23. **Committee meetings.**

- a. The committee will meet monthly. The majority of committee meetings will take place via VTC with face to face meetings taking place at a minimum at the FTTL/MW and prior to the AGM.
- b. In exceptional circumstances, decisions which have to be made quickly to take into account short opportunities may be agreed by the executive officers of the committee, provided the remainder of the committee are informed of the decision within 7 days of the decision taking place.
- c. Decisions of the committee at meetings will be put to a simple majority vote. Where the vote is tied, the Chair will have the deciding vote.
- d. If there are technical, financial, safety etc decisions to be made which require outside assistance or guidance, the Chair may decide to vote, but not action any changes until such technical advice or guidance is sought. The deferment must be stated in the meeting and recorded in the minutes along with a time period set for the information to be gained and the committee advised of the outcome.
- e. The committee shall both singularly and jointly be held accountable for any decisions made at committee meetings.
- f. Minutes of the committee meetings will be prepared and will be distributed to the committee via the website and email not later than 2 weeks from the date of the meeting.

24. **Social Events.** The association should hold an annual dinner, usually to coincide with the AGM. The committee will delegate the organisation of the dinner to a member of the committee. The Chair will act as PMC for the event and in the absence of the Chair, the Deputy Chair will act

as the PMC. The person organising the event shall be Mr/Ms Vice or Mr/Ms Vice may be selected by the PMC.

25. **Change of Rules.** The AGM has the power by a majority vote to alter or add to the Association's rules. However, a vote is not to be taken on any motion affecting the rules or finances of the Association unless notice in writing of that motion has been received by the Secretary and the membership at least 4 weeks prior to the date of the AGM or with the calling notice for an EGM.

Association Awards

26. The Stuart Ainsworth Award.

a. The Stuart Ainsworth award will be presented annually to the RAF WARMA member who has made a significant and positive contribution to RAF WARMA over a period of not less than 5 years. The award is voted on by the membership on a one-member, one-vote system, with the Chair non-voting. The member who gains the most votes outright will win the award.

b. Members must not vote for themselves and in the event of a tied-vote, the Chair will have the casting vote.

c. The Stuart Ainsworth award winner will be presented with the shield at the Association dinner, to be held for a 12-month period (subject to the date of the AGM and Association dinner).

d. Votes from the membership must be requested no later than 6 weeks prior to the dinner, and votes must be cast no later than 2 weeks prior to the dinner.

e. The winner of the Stuart Ainsworth award must meet the eligibility criteria. In the event of a member voting for someone not meeting the eligibility criteria, they should be informed in order that they have a valid vote.

f. The award can only be won once.

27. The Chairman's Trophy.

a. The Chairman's trophy will be presented annually to the RAF WARMA member who has excelled in enhancing the reputation of RAF WARMA in the previous 12 months. Nominations for the Chairman's trophy is by the membership on a one-member, one-nomination system, with the Chair ineligible to nominate. Members should submit a citation of no more than 50 words to support their nomination. The top three members receiving the most nominations will be discussed by the committee prior to the AGM and the committee will decide on the overall winner.

b. In the event that any one person receives 66% of the membership nominations, that person will automatically win the trophy without further discussion or voting by the committee. In the event that no member receives more than 66% of the nominations, the committee members present at the meeting will discuss the merits of the three nominations taking into account the citations, before voting for a winner. In the event of a tied-vote, the Chair will have the casting vote. The winner will receive the Chairman's trophy.

c. The Chairman's trophy will be presented to the winner at the association dinner and held for a 12-month period (subject to the date of the AGM and association dinner).

d. Votes from the membership must be requested no later than 6 weeks prior to the AGM, and votes must be cast no later than 2 weeks prior to the AGM.

- e. The winner of the Chairman's trophy must have been a member of RAF WARMA for at least 3 years and there is no limit on the amount of times an individual can win the trophy.

28. The Rowly Greer Award.

- a. The Rowly Greer award was instituted at the 2016 AGM in memory of RAF WARMA member Rowly Greer.
- b. The award is for the member of support staff at any RAF WARMA event that the organisers think most represents the ethos of the association and the wider forces.
- c. The award is voted on by the membership on a one-member, one-vote system, with the Chair non-voting. The member who gains the most votes outright will win the award. Members must not vote for themselves and in the event of a tied-vote, the Chair will have the casting vote.
- d. The Rowley Greer Award will be presented to the winner at the association dinner and held for a 12-month period (subject to the date of the AGM and association dinner).
- e. Votes from the membership must be requested no later than 6 weeks prior to the dinner, and votes must be cast no later than 2 weeks prior to the dinner.
- f. The winner of the Rowley Greer Award must be a member of RAF WARMA. There is no limit on the number of times an individual can win the award.

29. Event Awards. Event awards are awarded for the best team in the following categories. Nominations for these awards come from a variety of people involved in the RAF WARMA 2-Day March, including, but not limited to the Chair, Deputy Chair, Events Secretary, Rest Area commanders, selected individual marchers and the March RSM.

- a. Best RAF team.
- b. Best RAFAC team.
- c. The John Lake Award for the Best Land team.
- d. Best ACF team.
- e. Best Overseas team.

30. Yogi Adams Award. The Yogi Adams award, also awarded at the RAF WARMA 2-Day March, is awarded to the RAFAC team or individual whom, in the opinion of the organisers, has overcome the most hardship and/or difficulties to complete the event.

Administration of the Organisation

31. Life Membership.

- a. The committee may nominate notable members (or otherwise) for Life membership of the association.
- b. Any selected person will be subject to confirmation by the membership by a majority vote at the AGM.

- c. Non-members who receive the award should be informed by the Chair no later than 1 week from the date of the AGM, after which time the Membership Secretary shall add them to the roll.

32. **Road Walking.** Road walking activities of the association will be split into two sections: permanent trails and walking (marching) events.

- a. **Permanent trails.** The association will maintain a number of permanent trails, registered with the BWF.

- b. **Walking events.** The association will run the following events annually:

- (1) **First Time Team Leaders/Marshals' Walk.** The First Time Team Leaders/Marshals' walk is a training event limited to new team leaders wishing to lead a team at the Nijmegen march for the first time. It is also open to any support staff for the RAF 2-Day and is recognised as a British Military Contingent (BMC) qualification event for those support staff. The date and location for the event will be set by the Chair in conjunction with the Events Secretary.

- (2) **RAF WARMA 2-Day March.** This will be the main event for the association. The location and date for the event will be set by the Chair, in conjunction with the Events Secretary. This march will be accepted by the British Military Contingent (BMC) as a qualifying march for the Nijmegen March, however it should be stressed this is a marching event in its own right. The event must remain open to both civilian and military participants and be organised in accordance with both military and BWF regulations.

- (3) **The Winter Walk.** This is an open event for military and civilian participants. The date and location will be set by the Events Secretary and run in accordance with BWF regulations. There may be a Marshal's walk organised in advance for support staff.

33. **Finance.**

- a. **Financial Year.** The financial year of the Association will run from 01 January to 31 December.

- b. **The Treasurer.** The Treasurer will be responsible to the Membership for maintaining and compiling the accounts statement for the AGM.

- c. **Statement of Accounts.** The Chair will be responsible to the Membership for ensuring that a full, audited statement of accounts is available to the Membership at the AGM. Completion of this task may be delegated to the Treasurer, but it remains the responsibility of the Chair.

- d. **Financial Authority.** Beyond any agreed expenditure at committee meetings, the following may be authorised within 1 financial year:

- (1) The Chair may authorise additional expenditure up to the value of £200 outside of the committee meetings

- (2) The Executives of the committee may jointly authorise additional expenditure up to the value of £1000 outside of committee meetings.

- e. **Handling of Funds.** The following committee members are authorised to handle funds for the association and act as signatories on association cheques:

- (1) Chair.
- (2) Treasurer.
- (3) Deputy Treasurer.
- (3) Events Secretary.

Additional members of the committee may be authorised to handle association funds through the use of cash handling certificates.

f. **Disposal of assets.** In the event that the association ceases to exist, once any debts of the association have been paid, any remaining assets of the association will be distributed to RAF charities, or as otherwise directed by the President.

Affiliation

34. RAF WARMA will be affiliated to the International Federation of Popular Sports (IVV) and the British Walking Federation (BWF), the official governing body for walking and road marching in the United Kingdom. IVV is the parenting company. This affiliation is to be arranged annually.

35. The Events Secretary will be responsible for ensuring all events and permanent trails are registered with the BWF.