



The Air Despatch Association



AIR DESPATCH ASSOCIATION OF THE UNITED KINGDOM

BY LAWS OF THE ASSOCIATION as at 19th August 2016

These by laws are published in accordance with section 14 of the constitution of the association.

Standards of Dress and Behaviour

1. For the comfort of all, and for the reputation of the Air Despatch Association, all members and their guests are expected to present in a clean, neat and tidy appearance.

Members and their guests are expected to conduct themselves with a standard of behaviour that will bring no discredit upon themselves, fellow members or the association.

Association Activities and Social Functions

2. Social functions must be entirely self-funding, the committee may approve an appropriate grant if applicable.

Members may bring guests to social functions at their own expense. Members will be held responsible for the appearance and conduct of their guests. Guests are not to remain after their host has departed.

Association Funds

Administration Fund

3. Upon joining the association each member will be required to contribute a subscription, the amount will be decided by the committee. Thereafter an annual subscription will be due and payable by each member to the treasurer by no later than 30 June of each year. Members will be offered lifetime membership on a onetime payment basis.



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Members will be deemed “unfinancial” unless their subscription is received by the due date. A period of 30 days grace will be granted to allow for postage problems and the like.

At the end of the 30 day period of grace, members who remain unfinancial will be removed from the register of members. They will no longer receive a copy of the association’s newsletter “Open Door”

The administrative fund will pay for association expenses such as: correspondence, printing, stationary, postage costs, telephone calls, newsletter production and moderate subsidies to members group social activities and recoverable deposits on orders for association merchandise.

Condolence Fund

The treasurer will maintain a reserve fund of £50.00 (Fifty) to cover the costs of wreaths, letters of sympathy and cards etc.

Without the approval of a general meeting, the committee is authorised to spend a maximum of one hundred and fifty pounds at any one time for matters outside the parameters of the administrative fund

Accounting

4. The treasurer will maintain a single entry book accounts to record all receipts and expenditure. It may be divided into sub accounts at the treasurer’s discretion. Vouchers will support all entries. The treasurer will present a statement of financial affairs to committee meetings and Annual General Meetings (AGM).

The treasurer on behalf of the committee will maintain a statement cheque account. Cheques will require two signatures from those approved as signatories.

The treasurer is authorised to pay the accounts of the association as they fall due. It is appropriate for the treasurer to seek covering approval for the expenditure at the next available meeting.



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All payments must be covered by a corresponding approval within the association's minutes. The account is to be re-audited and prepared for the association AGM.

Fundraising

5. In addition to members' subscriptions to the administrative fund, it may be necessary within committee's discretion to levy members from time to time for specific one-time costs. Such costs could be repairs to association equipment etc. Other fundraising activities may be adopted as necessary for the benefit of members. Nothing in the foregoing will prevent the management committee from organising such events as it deems necessary to assist in pursuing the aims of the association.

Welfare Matters

Regrettably the ADA is neither professionally qualified nor is it organised or equipped to provide representatives or material support to members or their dependants which relate to pensions or any other financial matters. The association will endeavour to keep members advised from time to time via the newsletter.

The good offices of the SSAFA, RBL, Army Benevolent Fund and the RASC/RCT Association, RLC Fund and other military agencies may be consulted as required by the welfare officer.

August 2016