



The Not Forgotten Association Northern Ireland

Registered Charity: NIC100602

CONSTITUTION

1. The name of the Association shall be The Not Forgotten Association Northern Ireland

2. The object of the Association is:

To act for the benefit of disabled and wounded Service and Ex-Service personnel in Northern Ireland, by the organisation and provision of social and recreational facilities.

This includes:

The provision of home entertainment, travel, outings and/or holidays.

The provision of social and recreational activities including in hospital and Ex-service care homes.

3. Management

The Association shall be directed by a Committee consisting of Chairman, Vice-Chairman, Secretary, Treasurer and Events Co-ordinator who will comprise the Officers of the Association. The Committee, so described, shall be elected at an Annual General Meeting. There may also be up to twelve members of the Association, who will be elected by the Committee.

If the Committee considers that it is in the interest of the Association, e.g. because of specialist knowledge, to extend the Committee, they can co-opt up to four members, who would taken from the twelve members mentioned above.

Members should be able and willing to attend the majority of meetings. Any members absenting themselves from 3 consecutive meetings without good reason, may be asked to resign from the Committee.

Procedure/

Procedure at meetings

Committee members, plus those co-opted on to the Committee, will be allowed to vote at general meetings. All decisions required at any meeting shall be decided by a simple majority of those present and able to vote. In the event of an equal number of votes being cast, the Chairman shall have a second, and casting vote.

A declaration of the Chairman of the meeting that a resolution has been carried, carried unanimously or lost, and an entry to that effect having been entered to the minutes of the meeting, shall be conclusive evidence of the fact.

Minutes shall be taken at all meetings and the Secretary shall enter therein a record of all proceedings and resolutions.

At the commencement of all meetings the Committee shall agree that the minutes of the previous meeting contain an accurate record, and the Chairman shall sign them in witness to that effect.

4. Procedure of the Committee

The Committee shall meet not less than four times in a year. A quorum at meetings of the Committee, and of any sub-committee, shall be one third of the voting membership. The Committee shall be responsible for the following:

All policy matters in connection with the running of the Association.

The appointment of Officers of the Association.

The appointment of, or delegation of, any of its powers which it considers expedient, to a sub-committee, provided that the minutes of the sub-committee are submitted to the Committee for approval as soon as is practical.

The convening of General Meetings of the Association.

The President shall be invited to attend meetings of the Committee, but as he is not a Trustee, he does not have voting rights.

5. General Meetings

An Annual General Meeting shall be held each year to which major donors and others may be invited to attend as non-voting guests. The President and Members of the Association may vote at an Annual General Meeting.

At the meeting it shall be the duty of the Chairman to present a report on the work of the Association for the preceding year, together with the audited accounts for the same period.

Those/

Those present who are able to vote shall elect, or shall confirm in their office, the Committee, and transact any other business connected with the administration of the charity.

An Extraordinary General Meeting may be held at any time to transact urgent business of the Association. The decision of the Committee as to whether any business is urgent shall be final.

A Special General Meeting shall be convened either by decision of the Committee, or upon written request of not less than five members who should state in writing their reason for the request.

Convening a General Meeting

All General Meetings shall be convened by the issue of a notice to each member of the Association at least fourteen days before the date of the meeting. Notice may be given.

- Personally; or
- By sending it by post in a pre-paid envelope addressed to the member at his or her last known address; or
- By leaving it at the address of the member; or
- By giving it using electronic communications to the member's electronic address.

Proof that an envelope containing a notice was properly addressed, pre-paid and posted shall be conclusive evidence that notice was sent.

Proof that a notice contained in an electric communication was properly addressed shall be conclusive evidence that notice was given.

The accidental omission to give notice to or the non receipt of a notice by, any person entitled to receive notice shall not invalidate proceedings at that meeting.

6. Banking, Legal and other Arrangements

All cheques, bills and other documents drawn on, or made payable with, the Association's bank, for any purpose whatsoever, shall/should be signed by any two of the persons as set out below.

All deeds, documents and other things required to be executed or signed by, or on behalf of, the Association shall be sufficiently executed if signed by any of the two persons set out in below.

The/

The signatories in the two preceding rules shall be as follows:

- (a) The Treasurer plus one of the following:
- (b) The Chairman.
- (c) The Vice-Chairman.

7. Amendments to the Constitution

The Constitution may be repealed, added to, or otherwise amended (but not in a way which alters the Object of the Association as shown in paragraph 2 of Page 1 or makes the charity cease to be a charity at law), by resolution carried at a General Meeting of the Association, by not less than two thirds of those present who are entitled to vote.

Details of any proposal to amend the Constitution shall be given in writing, to each member of the Committee, with at least fourteen clear days notice, within the notice convening the General Meeting.

A copy of any resolution amending the Constitution should be sent to the Commission within twenty one days of its being passed.

8. Dissolution

The Association may be dissolved by a resolution to that effect passed by a majority of two thirds of the Members of The Association present at a Special General Meeting called for the purpose, provided that the object of the meeting be specifically stated on the notice convening it. The fourteen days' notice, in addition to being sent to members, shall be published in The Times newspaper.

In the event of dissolution, the Committee shall realise all of the assets, and discharge all of the liabilities of the Association, and pay over the balance (if any) to The Not Forgotten Association (England & Wales Charity Registration Number 1150541), or to such charitable body or bodies engaged on work for the benefit of Service and Ex-Service personnel, as the Committee shall think fit, subject to the approval and consent formally expressed and obtained of the Charity Commissioners or of such other authority as may be competent.

Signed:

John Davies

Electronically signed.

J I DAVIES MBE

Chairman of the Not Forgotten Association Northern Ireland

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Date: 5 January 2015

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