



The Islington Veterans' Association

Constitution – February 6th 2024

1 Name

The Association shall be called The Islington Veterans Association (IVA) founded by Father Jim Kennedy in 2008.
(Hereinafter called the IVA).

2 Objectives

Islington Veterans Association exists to provide support for members and associate members, ex and serving men and women of the armed forces, the Reserve, Commonwealth and Allied Forces, merchant navy, civilian emergency services and prison service. It is also to provide support and advice to their families and dependants from the borough of Islington and neighbouring boroughs.

3 Aims

The IVA exists to:-

- 3.1. Promoting comradeship.
- 3.2. Assist any member or service personnel and/or family member who have become disadvantaged in any way.
- 3.3. To promote the interests of our constituent group.
- 3.4. To work in any way that commemorates the contribution and sacrifice of those who have served and their family.
- 3.5. Support the borough of Islington & neighbouring boroughs with remembrance and commemorative events.
- 3.6. To provide a member to an executive board/steering group on matters of interest to veterans within the borough.
- 3.7. Have regular engagement with the Forces Champion as appointed by the Council to support veterans and activities within the community.

4 Membership

4.1 The membership is open to:-

- a) Those who have served in the armed forces including the reserve.
- b) Their families.
- c) Ambulance Service, Police Force & Fire Service and Prison Service.
- d) Those who actively seek to promote the aims of the association.
- e) Members of the Merchant Navy.

Honorary Membership is available to those individuals who have shown support for veteran causes and interests, through involvement in public life in Islington or in other relevant ways. Honorary membership is to be reviewed annually to ensure those honorary members are still wanting association with the IVA, are still within the borough of Islington and have not passed away.

Honorary membership will be no greater than 10 voted persons at any one year from AGM to AGM. At the AGM members will be reviewed and those members who have not met the criteria will be removed from the list and informed why.

Honorary members are invited to functions and events which all costs could be borne from the membership/IVA funds or at a reduced rate.

Affiliate Membership. Affiliate members are those who have moved from the Honorary Member status but still wish to have links with the IVA, they will be invited to functions and events, but all costs must be from the affiliate member at the rate required to cover their attendance costs.

4.2. Voting Rights

All fully paid members are entitled to vote. Honorary members do not have voting rights but are entitled to speak and their views and advice are welcome. Affiliate members have no voting rights or input to day-to-day IVA business.

4.3. Membership Fees

4.3.1 Annual Membership fees at the date of adoption of this Constitution are £20 per annum. This fee can be waived or adjusted at the discretion of the executive committee.

4.3.2 Honorary Membership is granted by the IVA and is free.

4.3.3 Affiliate Members are those who were Honorary Members who now no longer take an active part in the IVA.

4.3.4 These fees shall be reviewed as necessary and agreed by each Annual General Meeting.

4.3.5 All members joining the IVA shall be deemed to accept the terms of this Constitution and any Bye-Laws published from time to time by the IVA.

5 Management

5.1 The affairs of the IVA shall be conducted by all members.

5.2 Executive Committee which shall consist of the Officers of the IVA plus up to four other members who may be co-opted on to the Executive at any one time because of particular skills that would be beneficial to the IVA. Where possible 2/3 should be ex-service personnel. The executive committee must consist of the minimum appointments.

- a. The Chairman
- b. The Treasurer
- c. The Secretary
- d. Membership Secretary

5.2.1 Roles and responsibilities of the executive officers.

- a. Chairman – The Chairman has the overall responsibility of the management of the IVA and the activities that the association participates in. The Chairman will maintain links with other supportive organisation such as BLESMA and maintain links with the local authority under the Forces Covenant.
- b. Treasurer – The Treasurer is to maintain the accounts of the Association and ensure all invoices and bills received are paid and cleared in a timely manner, the Treasurer is to regularly communicate the liquidity state to the membership and account for all of the expenditure to the Chairman.

- c. The Secretary - is to maintain all records and communications to and from the Association, to record minutes of all meetings held and distribute those minutes to the correct recipients in a timely manner. The Treasurer is also to communicate all correspondence that involves the Association within the community and respond to letters and external bodies.
- d. Membership Secretary – The Membership Secretary is to maintain the membership list and send all required correspondence and documents to persons joining the IVA and to ensure the same documents are returned. The Membership Secretary is to advise on the status of the Membership and inform the association of new members and members that have left the association.

The committee will consist of the above with an addition of 3 other paid-up members.

5.2.2 Role of the three paid up committee members – The role of this appointment is to support executive committee and the members of the organisation in the planning of activities and events supporting them logistically when required.

5.3.1 The Officers of the IVA must be Members and shall consist of the Chair, Treasurer, Secretary, and Membership Secretary who shall be elected annually at the Annual General Meeting. There can also be a further 3 officers appointed to assist with the day-to-day running of the IVA.

5.3.2 All posts of Officers of the IVA should be nominated to the secretary with the consent of the nominee one week prior to the AGM all officers are suitable for election.

5.4. The executive shall hold a minimum of ten meetings per year, with an option of two further meetings in August & December if required.

5.5. The Executive Committee shall have the power to fill any vacant officer position and this will be ratified at the next Ordinary meeting of the IVA.

5.6. An ordinary meeting of the IVA may decide from time to time that it is in the interests of the IVA that a further Executive post may be created, and may co-opt up to three further members to the Executive, who may come from either of the memberships. If the post of any Officer shall fall vacant between Annual General Meetings,

5.7. The ordinary meeting may form subcommittees to deal with specific matters related to the aims and objectives and activities of the IVA

6 Meetings

6.1 An Annual General Meeting shall be held once a year.

6.1.1 The IVA shall hold an Annual General Meeting in the month of February each year, to:

6.1.2 Approve the minutes of the previous year's AGM.

6.1.3 Receive annual reports from the Chair and Secretary.

6.1.4 Receive a report from the Treasurer and approve the Annual Accounts.

6.1.5 Receive a report from the Auditors.

6.1.6 Elect the Executive Committee.

6.1.7 Consider changes to the constitution.

6.1.8 Appoint Auditors for the IVA Accounts.

6.1.9 Deal with any other relevant business.

6.2 Extraordinary General Meetings

An Extraordinary General Meeting shall be called by an application in writing to the Secretary supported by at least four Full Members of the IVA. The Executive committee shall have the power to call an Extraordinary General Meeting by the decision of a simple majority of its members.

6.3 Notices

At least 21 days notice shall be given to all voting members of the AGM or any Extraordinary General Meeting.

6.4 Voting

6.4.1 With the exception of changes to the Constitution decisions put to a vote shall be resolved by a simple majority at the Annual or Extraordinary General Meetings.

6.4.2 The Chair of the IVA shall hold a deliberative as well as a casting vote.

6.5 Quora

The quorum at Annual or Extraordinary General Meetings shall be 50% of the paid-up Members plus one. The quorum at Ordinary Meetings shall be 20% of the paid-up Members.

6.6 Changes to the Constitution

6.6.1 Any changes to the Constitution can only be made at an AGM or Extraordinary General Meeting and shall require a two thirds majority of those present and eligible to vote.

6.6.2 Notice shall be given to all voting members of any Annual or Extraordinary General Meeting as specified in 6.3 and then any proposal to change the Constitution shall be submitted in writing to the Secretary at least 14 days prior to the meeting.

6.6.3 All proposals for changes to the Constitution shall be signed by two paid-up Full Members of the IVA.

6.7 Ordinary Meetings and Executive Committee Meetings.

6.7.1. The Executive Committee shall meet as required between the ordinary meetings. A Record of Decisions (ROD) will be made and when required, circulated at the following meeting to support any decisions made by the committee.

6.7.2 The role of the Ordinary Meeting shall be to hear reports of correspondence and activities since the last meeting or from decisions as are needed for the efficient running of the IVA. Notice of the meeting, with the agenda will be circulated to all members at least seven days before the meeting, decisions taken of necessity by the committee since the last meeting and to hear proposals which promote the efficient running of the IVA.

6.7.3 The role of the Executive Committee is to carry forward and act on any decisions made at the previous meeting, to act on any matter where a decision is required that cannot wait until the next meeting and to agree agenda items for the next meeting. The chair of the IVA can convene a meeting of the Executive as required.

7 Finance and Accounts

7.1 The financial year shall run from AGM to AGM the following year.

7.2 The Treasurer shall be responsible for the preparation of annual accounts of the IVA.

7.3 The accounts shall be audited by two independent persons elected by the Annual General Meeting.

7.4 All cheques drawn against the IVA's funds shall be signed by any two nominated signatories.

7.5 The committee shall be allowed to spend no more than £200, that benefits the association, without consulting the membership. Provided that the proposer and two other members of the committee agree.

Any expenditure must be reported back to the next monthly meeting.

7.6 Any member purchasing or spending their own money to support an IVA activity or as a goodwill or of benevolence. Must at first do so with the knowledge of a member of the executive committee and then submit a receipt to reconcile that expenditure.

8 Conduct of Members

8.1 The IVA expects that its members shall conduct themselves in a manner not detrimental to the association.

8.2 Any members wishing to use any equipment, standards or other item and any event that is not being officially attended by the Association, that member must seek permission from the Chairman or in his absence, the secretary.

8.2 Members bringing the Association into disrepute shall be subject to investigation on allegations made. Normally conducted by the Chairman and the Secretary, all recommendations brought to an ordinary meeting. Any members facing an allegation of disrepute will be entitled to have another fully paid-up member to represent them.

The members shall decide the outcome or appropriate action from any investigation at the next ordinary meeting where the investigation facts will be presented.

9 Dissolution

In the event of the dissolution of the IVA, any assets thereof shall be distributed to a charity that has as its prime concern, the welfare and care of veterans, after any outstanding debt has been reconciled and shall not be distributed amongst members of the IVA either past or present in any way whatsoever.

Signed

Chairman

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.

Dated 04 February 2025