

# THE NAVY CADET FORCE



## CONSTITUTION

## Constitution of Navy Cadet Force

### 1) Name

The name of the Charity organisation shall be the **Navy Cadet Force** (here in after referred to as 'the NCF')

### 2) The purposes of the NCF are:-

To advance skills in the area of education and learning among the residents around NCF Units and surrounding areas.

To provide or assist in the provision of facilities for the training and development of residents and surrounding areas of NCF Units who have need of such facilities by reason of their youth, age, disability, poverty or social and economic circumstances.

To provide information, advice and guidance to enable the residents to maximise their potential and improve their conditions of life, thus participating more socially  
To relieve poverty, sickness and disability among the inhabitants of NCF Units and surrounding areas.

Provide support and activities which develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals.

### 3) Trustees

Trustees will be selected from The National Management Committee. .  
(Hereinafter referred to as 'NMC') Who are appointed at the Annual General Meeting (AGM) of the charity and responsible for the strategic decision making.

### 4) Carrying out the purposes

In order to carry out the charitable purposes, the trustees have the power to:

- (1) Raise funds, receive grants and donations
- (2) Apply funds to carry out the work of the charity
- (3) Co-operate with and support other charities with similar purposes
- (4) Do anything which is lawful and necessary to achieve the purposes

The NMC is the governing body of the NCF they create the policy, procedures and regulations. They monitor, adapt, change and review the policy, procedures and regulations. They give guidance to Unit OIC's CO's and NCF on policy, procedures and regulations. The NMC abide by the NCF policy, procedures, and regulations.

The NMC are **not** responsible for any money matters or debts incurred of a Unit.

The NMC are **not** responsible for any Insurances of Units.  
The NMC are **not** responsible for the Units buildings upkeep payments, maintenance.

In order to achieve the objectives the NMC will be able to:

Work with and support other groups, voluntary organisations, statutory agencies and individuals to achieve its objectives.

Conduct or assist with research and surveys, and publish the results.  
Provide, arrange and support exhibitions, meetings, lecture seminars and training courses.

Collect and share information on matters related to its objectives with other groups with similar objectives.

Buy, lease, exchange, hire or acquire any property rights and privileges needed to achieve its objectives and build, maintain and alter select buildings for the work of the NCF. Sell, let, mortgage, and dispose of or turn to account any of the assets of the NCF.

Accept gifts, or raise money to support the MYG on appropriate terms.  
Assets owned by the NCF may be used as security if necessary.

Raise funds for the NCF by personal or written appeals, public meetings or any other legitimate means.

Invest any of the NCF funds that are not required for day-to-day running costs in any appropriate investments, securities or property, subject to any conditions required by law.

Employ staff who may not be members of the NCF to carry out the work of the NMC.

Perform any other lawful activity that will assist the NCF to achieve its objectives.

## 5) Units

It is the intention of the NCF to develop Units around the Country and each unit will have a Commanding Officer or Officer in Charge.

The Commanding Officer/Officer in Charge is responsible for the efficient and effective running of the unit. This involves ensuring that staff and cadets are trained and parade in accordance with Regulations and Training Instructions.

The selection of the Commanding Officer/Officer in Charge will be the responsibility of the Unit Chair.

It is for the Commanding Officer/Officer in Charge of a unit to identify suitable premises to use as the Unit Headquarters. Factors to be taken into consideration include: a safe and secure building and surrounding environment, location, and accessibility.

On the setting up of the Unit it may be necessary for a Unit Chair to be appointed and tasked with organising a UMC. Once the UMC has been formed then it will be the responsibility of the UMC to confirm the chair's appointment and then elect the other officers.

The UMC will consist of Unit Chair, Unit Secretary, Unit Treasurer and other members.

The UMC is responsible for all their Unit monies, responsibilities and debts incurred and must comply with all NCF Policy procedures (e.g. Safeguarding Health and Safety), . It is their responsibility to ensure that funding is provided for the care and maintenance of the unit, uniform, supplies and equipment.

The UMC will arrange insurance cover for its officers, staff, voluntary workers and members, against all risks incurred in the course of the proper performance of their duties. This insurance may not cover any claim arising from any act or omission which was known to be a breach of trust or breach of duty.

They will also be responsible for seeking finance for training courses and other opportunities for the residents

Membership of the UMC shall be open to any individual over the age of 18 years who lives or works in the Area of Benefit, and who support the objectives of the NCF. They may become a member of the UMC by applying for membership, in writing, to the UMC. Members may be asked to pay a subscription fee. The UMC will set the level of any subscription fee.

#### 6) Membership to NCF and NMC

The charity shall have a membership. People who support the work of the charity and are aged 18 or over, can apply to the trustees to become a member. Once accepted by the trustees, membership lasts for 3 years and may be renewed.

The trustees will keep an up-to-date membership list.

The trustees may remove a person's membership if they believe it is in the best interests of the charity.

The member has the right to be heard by the trustees before the decision is made and can be accompanied by a friend.

If a vacancy arises on the NMC, the NMC may fill that vacancy by co-opting a member of the NCF to the Committee. If an elected officer resigns or leaves the NCF for any reason, the NMC can elect one of their members as a replacement.

The NMC will be made up of no less than 3 members and no upper limit. Nobody shall be appointed as a member of the NEC who is aged less than 18 years of age.

Working Groups may be appointed by the NMC who will determine its membership and the work it undertakes.

A member of the NMC shall cease to hold office if he or she:

A) Becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;

B) Is absent without the permission of the NMC from all their meetings held within a period of six months and the NMC resolve that his or her office be vacated.

C) Notifies to the NMC a wish to resign (but only if at least three members of the NMC will remain in office when the notice of resignation is to take effect).

The NMC can, if there is a good reason to do so, terminate the membership of a NCF member provided that they are allowed to appeal before a final decision is taken. Any member of the NCF may resign from his/her position by a written notice to the secretary of the NMC

At General Meetings of the NMC one representative of each voluntary body that is a member of the Group will have one vote on behalf of that organisation, but will not be able to vote as an individual member.

Decisions taken by the NMC will not be invalid if the NMC fails to appoint a member to fill a vacancy or if the appointment or election of a member is invalid.

The Quorum for all meetings of the NMC will be three members with full voting rights or one-third of the membership, whichever is the greater.

Voting will be by simple majority on a show of hands or by ballot as the NMC may decide. In the event of a tied vote the Chairperson will have a second or casting vote.

At every AGM one third of the Members of the NMC, or the number nearest to one third, shall stand down from the office. The Members of the NMC to step down will be those who have been longest in office since the last time they were elected. A member who stands down from office will be able to stand for re-election.

The NMC shall keep minutes, in books/computerised kept for the purpose,

of the proceedings at meetings of the NMC and any sub-committee.

The NMC may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this constitution.

Appointment to the NMC is to be in-line with the terms of reference as laid down in the rules and policies of the NCF

The NMC will arrange insurance cover for its officers, staff, voluntary workers and members, against all risks incurred in the course of the proper performance of their duties. This insurance may not cover any claim arising from any act or omission which was known to be a breach of trust or breach of duty.

Membership of the Unit shall be open to any individual over the age of 18 NCF may become a member of the Unit by applying for membership, in writing, to the UMC. Members may be asked to pay a subscription fee. The UMC will set the level of any subscription fee.

#### 7) Annual General Meeting – AGM

The AGM must be held every year, with 14 days notice given to all members telling them what is on the agenda. Minutes must be kept of the AGM.

There must be at least 5 members present at the AGM.

Every member has one vote.

The trustees shall present the annual report and accounts.

Any member may stand for election as a trustee.

Members shall elect between 3 and 10 trustees to serve for the next year. They will retire at the next AGM but may stand for re-election.

#### Trustee meetings NMC

Trustees must hold at least 3 meetings

Each year. At Their first meeting after the AGM they will elect a chair, treasurer and secretary. Trustees may act by majority decision.

At least 3 trustees must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting.

If trustees have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.

During the year, the trustees may appoint up to 2 additional trustees. They will stand down at the next AGM.

The trustees may make reasonable additional rules to help run the charity. These rules must not conflict with this constitution or the law.

#### 8) Money and property

- (1) Money and property must only be used for the charity's purposes.
- (2) Trustees must keep accounts. The most recent annual accounts can be seen by anybody on request.
- (3) Trustees cannot receive any money or property from the charity, except to refund reasonable out of pocket expenses.
- (4) Money must be held in the charity's bank account. All cheques must be signed by 2 trustees.

9) General meetings if the Trustees consider it is necessary to change the constitution, or wind up the charity, they must call a General Meeting so that the membership can make the decision. Trustees must also call a General Meeting if they receive a written request from the majority of members. All members must be given 14 days' notice and told the reason for the meeting. All decisions require a two thirds majority. Minutes must be kept.

- (1) Winding up any money or property remaining after payment of debts must be given to a charity with similar purposes to this one.
- (2) Changes to the Constitution can be made at AGMs or General Meetings. No change can be made that would make the organisation no longer a charity.
- (3) General Meeting called on written request from a majority of members.
- (4) Trustees may also call a General Meeting to consult the membership

10) Setting up the charity this constitution was adopted on ..... 2014 by the people whose signatures appear below. They are the first members of the charity and will be the trustees until the AGM, Which must be held within one year of this date.

Signed

Print name and address.