



## CONSTITUTION OF CROSS & COCKADE INTERNATIONAL THE FIRST WORLD WAR AVIATION HISTORICAL SOCIETY

### 1. NAME.

The name of the society shall be CROSS & COCKADE INTERNATIONAL (CCI), hereinafter referred to as the 'Society'.

### 2. SOCIETY OBJECTIVES:

- (a) To help broaden the field of knowledge of all aspects of aviation of the period 1914-1918 and to assist and encourage those who have an interest in that period.
- (b) To conduct study and research into this history and publish the results in a quarterly Journal
- (c) To provide a technical information service for members; to answer, where possible, all questions connected with the period.
- (d) To form area sections so that members can hold local meetings.
- (e) To arrange for the organisation of lectures, film shows, discussions, etc at meetings, so that members may gain additional knowledge.
- (f) To contact families of members of the armed forces of any nationality of that period and to record for posterity their impressions and where possible, their recollections of historical or personal interest in the field in question.
- (g) To gather together all available photographic, written and recorded material relating to this period of aviation history.

### 3. MOTIF.

The emblem of the Society shall be an entwined cross and cockade. This motif and no other shall be used on all the Society's publications, stationary and other items produced by the Society.

### 4. MEMBERSHIP:

- (a) It is a condition of membership that any person who makes application for membership to the Membership Secretary agrees to the Society's Objectives and pays the appropriate subscription rates. Persons fulfilling this condition shall be considered by the Society to be members in good standing, entitled to all of its benefits, and to take part in all of its activities, but the Society reserves the right to refuse any application from any persons whose membership, in the opinion of the Executive Committee, would be contrary to the best interests of the Society.
- (b) Members shall, on joining, be supplied with a copy of the Society's Constitution.
- (c) Members must not use the name of the Society or motif without the permission in writing of the Executive Committee.
- (d) Ordinary membership shall be open to any person who wishes to join the Society and pays the standard membership fee. The member shall receive the Journal and be eligible to attend and vote at any general meeting of the Society or participate in a postal ballot. They will also be eligible to hold elected office.
- (e) Senior membership of the Society shall be open to any person above the age of 80. The subscription of a senior member shall be at a reduced rate. A senior member cannot hold an elected office of the Society but may vote at any general meeting of the Society and participate in a postal ballot. They may also act as a co-opted member of the Executive Committee.

- (f) Junior membership of the Society shall be open to any person under the age of 18. The subscription of a junior member shall be at a reduced rate. A junior member cannot hold an elected office of the Society, vote at any general meeting of the Society or participate in a postal ballot. They may, however, act as a co-opted member of the Executive Committee.
- (g) Honorary membership of the Society shall be open to any person approved by the AGM of the Society on the recommendation of the Executive Committee. Honorary members shall receive the Journal free of charge but shall not be entitled to hold an elected office of the Society, to vote at any general meeting or participate in a postal ballot. Honorary members may also be appointed, on the recommendation of the Executive Committee and approved by the AGM of the Society, as Life Vice-Presidents in recognition of outstanding service to the Society.
- (h) Associate membership shall be open to any person who wishes to join the Society but chooses not to receive the Journal. The subscription shall be free. An associate member may attend all Society functions and meetings but cannot hold an elected office of the Society, vote at any general meeting of the Society or participate in a postal ballot. They may, however, act as a co-opted member of the Executive Committee.

### 5. SUBSCRIPTION.

Members, as defined in Rule 4, will be required to pay an annual subscription. The subscription rate, including the discount for Senior and Junior Members, will be determined at the Annual General Meeting. The quarterly Journal of the Society will be included in the annual subscription rates. Any additional publication that may be issued from time to time may be at additional cost. Subscriptions shall run from January 1 to December 31 each year. A member joining at any time during the year will pay the full year's subscription and will receive all the Journals issued during that year. Any member who has not renewed his subscription by the end of January shall be deemed to have lapsed membership until the full subscription is paid, subject to confirmation by the Membership Secretary.

### 6. ANNUAL GENERAL MEETING.

The policy of the Society shall be agreed upon by members at the AGM and shall be given effect by the Executive Committee elected in accordance with Rule 11. The AGM shall be held in April of each year and the Elected Officers' reports and the accounts shall be presented for the approval by the members. Notices of motions at the AGM are to be given to Executive Vice-President in writing at least 14 days before the AGM.

### 7. ELECTED OFFICERS OF THE SOCIETY.

Officers of the Society shall be as follows:

- (a) President
- (b) Executive Vice-President
- (c) Managing Editor
- (d) Treasurer
- (e) Advertising and Publicity Manager
- (f) Sales Manager
- (g) Membership Secretary
- (h) National Meetings Co-ordinator
- (i) Minutes Secretary

## **8. THE OFFICE OF PRESIDENT.**

The office of President should be held by someone carrying a name sufficiently known in the aviation world to aid the status of the Society. The President shall exercise no executive authority in the Society, but should be prepared to assist or advise the Society or individual members on request. The President shall, whenever possible, preside at the AGM. The President shall be entitled to attend meetings of the Executive Committee and if present shall take the chair at the meeting. The Office of President shall confer honorary membership on the holder, who may or may not be a subscribing member of the Society. The President shall be elected by the Executive Committee annually at the first committee meeting following the AGM.

## **9. THE OFFICE OF EXECUTIVE VICE-PRESIDENT.**

The office of Executive Vice-President should be held by a senior member who has demonstrated through committed service in other posts their ability to manage committee business and dedication to the Society. In the absence of the President, the Executive Vice-President shall preside at the AGM. The Executive Vice-President shall be a full member of the Executive Committee and shall take the chair at Committee meetings unless the President is present. The Executive Vice-President shall be elected by the Executive Committee annually at the first Committee meeting following the AGM.

## **10. AREA SECRETARIES.**

In the event that members in a particular locality shall choose to hold regular local meetings, one of their number shall be chosen by them to be Area Secretary. The position of the Area Secretary shall be subject to approval by the Executive Committee.

## **11. EXECUTIVE COMMITTEE.**

- (a) The Executive Committee shall comprise:
  - (1) The President
  - (2) The Executive Vice-President
  - (3) The Managing Editor
  - (4) The Treasurer
  - (5) The Advertising and Publicity Officer
  - (6) Sales Manager
  - (7) The Membership Secretary
  - (8) National Meetings Co-ordinator
  - (9) Minutes Secretary
  - (10) Design/Prepress (ex-officio)
  - (11) IT Manager/Web Master (ex-officio)
  - (12) Up to 3 co-opted members.
- (b) Elected Officers and members of the Committee shall hold office for a period of one year.
- (c) Elected Officers and members of the Committee except for the President, Executive Vice-President and Area Secretaries shall be elected annually at the AGM by members present.
- (d) Any members wishing to offer themselves for election to the Committee shall forward their name to the Executive Vice-President at least 14 days before the AGM stating the office proposed.
- (e) The Committee shall meet at least four times a year.
- (f) Five members, including at least 3 Elected Officers, shall constitute a quorum at Committee Meetings.
- (g) In the absence of the President and the Executive Vice-President, members of the Committee at any meeting shall elect a Chairman for the particular meeting.
- (h) Every member of the Executive Committee present at a meeting shall have one vote. If the voting is equal, the Chairman at the meeting shall have an additional casting vote.

- (i) Should any member of the Committee wish to resign his office, notice of his intention must be given to the Executive Vice-President at least one month before the next meeting of the Committee.
- (j) The Committee may require any of its members to resign their office by a vote of three-quarters of all the members of the Committee in favour of his doing so. If such a vote is given, the Committee member shall resign immediately, pending a Special General Meeting confirming the Committee's decision.
- (k) The Elected Officers shall have authority to co-opt, additional, members to the Committee to fill vacancies or for specific purposes. Such authority shall be subject to approval by the Committee at the next meeting. Members so co-opted may offer themselves for election at the next AGM or continue to serve on a co-opted basis.
- (l) The Committee may invite any member/s of the Society to be present at its meetings, who by reason of their experience may be able to render assistance in promoting the objectives of the Society. Such members are not entitled to vote at any Committee meeting at which they may be present.
- (m) A copy of the minutes of all Committee Meetings shall be held by the Executive Vice-President and shall be available for inspection by any member on request.
- (n) Although it is expected that the National Meetings Co-ordinator will represent the views of Area Secretaries, the latter are encouraged to attend meetings as observers.
- (o) The Committee is to maintain an asset register of all items belonging to the Society including computers, accessories, photographic, written and recorded material.

## **12. SPECIAL GENERAL MEETING.**

A Special General Meeting shall be convened:

- (a) On receipt by the Executive Vice-President of a request in writing signed by not less than 25 members of the Society; and shall be held within 28 days of the receipt of such a requisition. The requisition shall state the purpose for which such a meeting is being convened and the terms of any motion which it is intended to bring before the meeting.
- (b) By the Committee, at any time that they deem advisable.

## **13. FINANCE.**

- (a) The financial period shall end on 31 December of each year.
- (b) All monies belonging to the Society shall be paid into a Bank Account or accounts in the name of the Society.
- (c) Cheques shall be signed by the Treasurer and the Executive Vice-President or by one of these officers and one other Committee member as agreed by the Executive Committee.

## **14. REVISION OF THE CONSTITUTION.**

Any part of the Society's Constitution may be altered and new Objectives added either by proposal carried by a majority at the AGM or by a majority of members replying within 2 months from the date of despatch of ballot papers in respect of proposals in a postal ballot.

## **15. WINDING UP.**

Any proposal to wind up the Society shall be voted on by means of a postal ballot and must be passed by a majority of at least 75% of the votes cast. Votes shall be counted 2 months after the issue of ballot papers. The assets of the Society shall be donated to a suitable Charity.