

THE CONSTITUTION OF THE  
PARACHUTE REGIMENTAL ASSOCIATION

Amended 1 October 2018

1.	Objects .....	1
2.	Functions .....	2
3.	Membership .....	3
4.	Withdrawal of Membership of the Association .....	4
5.	Subscription Rates .....	4
6.	Officers of the Association .....	4
7.	The Trustees and Members of the Executive Committee .....	4
8.	Meetings .....	5
9.	Alteration of the Constitution .....	6
10.	Finances .....	7
11.	Independent Scrutiny of Accounts .....	7
12.	Securities .....	7
13.	Investments .....	7
14.	Bankers .....	8
15.	Branches .....	8
16.	Branch Rules .....	9
17.	Formation of Branches .....	9
18.	Amalgamation, Sub Division and Name Alteration .....	10
19.	Branch Closure .....	10
20.	Branch Performance Rules .....	10
21.	Branch Membership .....	11
22.	Termination of Branch Membership .....	12
23.	Affiliation Fee .....	12
24.	Branch Accounts and Reports .....	12
25.	Interpretation .....	13

1. **Objects.** The Association has the following objects:
  - a. To promote the efficiency of the Parachute Regiment and Airborne Forces by any charitable means including but not limited to fostering esprit de corps and maintaining contact between past and present members.
  - b. To relieve either generally or individually, persons who are serving, or who have served in The Parachute Regiment and Airborne Forces, or the dependants of such persons who are in conditions of need, hardship or distress.
  - c. To commemorate and remember those members, or former members, of the Armed Forces of the Crown who have lost their lives or suffered injury, or put themselves at risk of loss of life or injury, in service to the public.
  
2. **Functions.** In furtherance of these objects the Committee shall have the following powers:
  - a. Maintain a headquarters at the Regimental Headquarters or such place as is convenient.
  - b. Organise local branches.
  - c. Arrange annually a conference of branch delegates at national or regional level.
  - d. Do such other matters as may assist in carrying out the objects of the association.
  - e. Raise funds and invite and receive contributions provided that in raising funds the Committee shall not undertake any substantial permanent trading activities and shall conform to any requirements of the law
  - f. Co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them.
  - g. To establish or support any charitable trusts, associations or institutions formed for all or any of the objects.
  - h. To appoint and constitute such advisory Committees as the Committee may think fit.
  - i. To do all such other lawful things as are necessary for the achievement of the objects.
  
3. **Membership.** The following categories of membership are available within the association:
  - a. **Full Membership.** Any person who has completed training and has been cap badged as a member of the Parachute Regiment are eligible for Full Membership of the Parachute Regimental Association. Full members of the Association will have the right to attend all meetings, to vote and to be elected as officers of the Branch Committee. They are entitled to wear the maroon beret, Regimental Cap Badge and insignia of the Parachute Regiment and the Association.
  
  - b. **Associate Membership.** Any person who has completed training and has served as a qualified Military Parachutist with British Airborne Forces, Air Assault, Airborne Brigade

and/or Special Forces unit may be considered for Associate Membership. Associate Members will have the right to vote and be elected as Officers of the Branch Committee. They are entitled to wear the maroon beret and their parent Regiment or Corps cap badge and insignia's of their parent unit and the Association. They are entitled to wear the Branch tie, should there be one.

c. **Affiliate Membership.** Serving and former members of Foreign Airborne units may be considered for Affiliate Membership. They must have served as a qualified Military Parachutist. They must be able to prove their Airborne credentials to the full satisfaction of the Membership Secretary. Affiliate members shall have the right to vote and be elected as Officers of the Branch Committee. They are entitled to wear the beret and insignia of their parent unit. They are entitled to wear the Branch tie, should there be one.

d. **Armed Forces/Cadet/Social Membership.** For Armed Forces personnel, Parachute Regiment cadet instructors, families and friends with a connection to The Parachute Regiment or Airborne Forces and civilians that support the Association. Armed Forces, Cadet and Social Members may hold office and be elected as members of the Branch Committee subject to the following conditions. The total number of Armed Forces/Social /Cadet members must be a minority of the total number of Officers of the Branch Committee. They are only permitted to vote in their capacity as Officers of the Branch Committee. They are entitled to wear the beret and insignia of their parent unit or, at the discretion of the Branch Committee, the maroon beret if they can provide evidence of service within an Airborne Unit or Brigade. They are entitled to wear the Branch tie, should there be one.

e. **Honorary Membership.** Any person, who in the opinion of the Branch Committee has rendered special service to the Regiment, Branch or Association may be considered for Honorary Membership. The number of honorary members within a Branch is restricted to ten. Honorary members shall have the right to attend all meetings of the Association. Honorary members may hold office and be elected as members of the Branch Committee subject to the following conditions: the total number of Honorary members must be a minority of the total number of Committee members. They are only permitted to vote in their capacity as Committee members. They are entitled to wear the Branch tie or female equivalent should there be one. Honorary membership is to be awarded in exceptional circumstances only and must be reviewed on an annual basis.

4. **Withdrawal of Membership of the Association.** The Executive Committee of the Association may expel or suspend any member who has, in the opinion of the Committee, been guilty of conduct likely to bring the Association into disrepute. Any member accused of such conduct may make written representation to the Committee in his or her defence.

5. **Subscription Rates.** Life Membership on first joining shall be Seven Pounds Fifty Pence and Five Pounds for senior veterans, or such other sums as shall from time to time be sanctioned by the Executive Committee.

6. **Officers of the Association.** The Officers of the Association shall consist of:

a. The President, who shall be the Colonel Commandant of the Parachute Regiment. The President shall be entitled to attend and address any Executive Committee meeting but shall not be entitled to vote.

b. A Chairman, who shall be a serving officer nominated by the Parachute Regiment.

c. A Vice Chairman: The Executive Committee shall elect one of their number as a Vice Chairman for a term not exceeding 3 years.

d. A Secretary, who may be on the staff of the Regimental Headquarters of The Parachute Regiment and who should whenever possible be a retired Officer of The Parachute Regiment.

7. **The Trustees and Members of the Executive Committee.** The Members of the Executive Committee shall be the Trustees of the Association. The Executive Committee shall control the affairs of the Association and be composed of the following:

a. The Chairman (nominated by the Parachute Regiment).

b. A Vice Chairman (Elected by the Executive Committee) up to 11 Elected Trustees one of which will be the Vice Chairman. Representatives - One from each of the following regions: ANGLIA, LONDON, MIDLANDS, SCOTLAND & NI, NORTH EAST, NORTH WEST, SOUTH, SOUTH EAST, SOUTH WEST, WALES AND YORKSHIRE nominated and elected by Branches of their own region. The term of office for an elected trustee shall be three years. Trustees may be re-elected. Branch votes for candidates may be communicated to the regional election organiser by electronic and written means.

c. Up to 3 co-opted Trustees. Individuals may be co-opted by the committee for a term of office not exceeding 3 years to broaden the skills and competencies of the committee, or to fill any vacancies in regional posts. Co-opted trustees may be reappointed by the committee. The Executive Committee shall be supported by the Regimental Treasurer of the Parachute Regiment or his/her delegated representative and the Secretary of the Parachute Regimental Association, who may attend the committee meetings but shall have no vote.

8. **Meetings.** The Association hold a number of meetings throughout the year, they are as follows:

a. **The Executive Committee.**

(1) The Executive Committee shall meet at least once a year and two months' notice, in writing, of such meeting or meetings shall be given by the Secretary to all members of the Committee.

(2) A quorum shall be not less than six Members of the Committee including the Chairman.

(3) Urgent matters requiring a decision out of committee may be proposed as a written resolution by the Chairman, or any two executive committee members. The Association Secretary shall send a copy of the written resolution by post or electronic means to every executive committee member and must specify the date by which a decision is to be returned. A written resolution shall be passed as if it were a decision taken in meeting if at least three quarters of the executive committee signify their consent in writing, either by post or electronic means, by the due date. A committee member's agreement to a written resolution, once signified, cannot be revoked. Any duly adopted written resolution shall be recorded in the minutes of the following executive committee meeting.

b. **The Annual General Meeting**

(1) This shall take place annually at a time and place to be decided upon by the Executive Committee who shall draw up and present to every Annual General Meeting

a report of the business and transactions of the Association for the past year. A copy of such report shall be sent with each notice summoning such meeting.

(2) The business to be transacted at an Annual General Meeting shall be:

- (a) The reception of the Annual Accounts.
- (b) The reception of the Annual Report.
- (c) Any business introduced by The Executive Committee.
- (d) Any other business of which twenty-one days' notice has been given in writing to the Secretary.

c. **Special General Meeting**

(1) The President, the Chairman or members of the Executive Committee may summon a Special General Meeting of the Association as occasion may require on sending to all Members fourteen days' notice thereof in writing specifying the business to be transacted. Such meeting shall only be summoned to meet on a Saturday or Sunday. The non-receipt of such notice by any Member shall not invalidate the proceedings at such Meeting and no business shall be transacted there other than that of which notice has been given.

(2) The Executive Committee shall summon a Special General Meeting at any time upon the written requisition of any ten members from four Branches of the Association.

(3) Subject to the provisions of Clause 9 no resolution shall be deemed to be carried at any Special General Meeting unless at least two-thirds of the Members present vote in favour.

d. **Officiating Officers.** At all General Meetings the chair shall be taken by the President and in his absence by the Chairman. Or in his absence by the Vice Chairman, or in his absence by a Chairman chosen for the occasion. In the case of an equality of votes upon any question, the Chairman shall have a casting vote.

9. **Alteration of the Constitution**

a. The Constitution of the Regimental Association may only be altered at the Annual General Meeting or at a Special General Meeting summoned under the provisions of Clause 8c, subject to the provisions in Clause 9. Provided always, that no amendments of, or addition to Clause 1 shall be made which will cause the Association to cease to be a charity in law.

b. Proposals for constitutional change shall be submitted to the executive committee for consideration. They shall be designated by the Executive Committee as either branch affairs or Association and individual affairs. The decision on designation by the executive committee shall be final and not open to appeal.

c. Proposals for constitutional change designated as Branch affairs shall only be voted on by individual branches. All branches shall be provided the opportunity to discuss the proposal at a branch meeting and cast one vote on behalf of the branch. The result of the

vote must be recorded in the minutes of the branch meeting and a copy of the minutes sent to RHQ via their respective Regional Secretary. The results of the branch votes shall be counted at the general meeting where the proposal is tabled. The resolution will be carried by a minimum two thirds majority of branch returns in favour of the proposal. Missing or late returns shall not affect the result.

d. Proposals for constitutional change designated as Association and individual affairs, shall be voted on by individual members attending the general meeting where the proposal is tabled. The resolution will be carried by a minimum two thirds majority of those present and voting.

e. If the Association shall be dissolved for any reason whatsoever and there remain any assets after satisfaction of all debts and liabilities of the Association, such assets shall not be paid to or distributed amongst the members of the Association but shall be given or transferred to one or more Institutions, Companies or Organisations being in all cases charitable and having objects similar to the objects of the Association.

10. **Finances.** The funds of the Regimental Association shall be derived from (inter alia):

a. Donations and subscriptions.

b. The Life Subscriptions of past and present Members of the Regiment.

c. The interest on invested funds.

11. **Independent Accounts Scrutiny.** The annual accounts statement shall be drawn up as at the thirty first December each year and subject to independent scrutiny as required by charity law.

12. **Securities.** No securities will be sold without the signed permission of the Executive Committee of The Parachute Regimental Association.

13. **Investments.** The Trustees shall have power to invest the funds of the Association in such investments as it thinks fit.

a. The investment managers for the Association are JM Finn & Company, 4 Coleman Street, London EC2R 5TA, who will hold them to the order of the Chairman of the Association and Secretary for the time being.

b. The Trustees may appoint as the investment manager for the charity a person who they are satisfied after inquiry is a proper and competent person to act in that capacity and who is either:

(1) An individual of repute, with experience of investment management who is an authorised person within the meaning of the Financial Services Act 1986; or

(2) A company or firm of repute, which is an authorised or exempted person within the meaning of that Act otherwise than by virtue of Chapter iv, Para 45 (1) (j) of that Act.

c. The Trustees may delegate to the investment manager power at his or her discretion to buy and sell investments for the charity on behalf of the trustees in accordance with the investment policy laid down by the trustees. The trustees may only do so in terms consistent with this power.

- d. Where the trustees make any delegation under this power they must:
- (1) Inform the investment manager in writing of the extent of the charity's investment powers.
  - (2) Lay down a detailed investment policy for the charity and immediately inform the investment manager in writing of it and of any changes to it.
  - (3) Ensure that the terms of the delegated authority are clearly set out in writing and notified to the investment manager.
  - (4) Ensure that they are kept informed of, and review on a regular basis, the performance of their investment portfolio managed by the investment manager and the exercise by him or her of the delegated authority.
  - (5) Take all reasonable care to ensure that the investment manager complies with the terms of the delegated authority.
  - (6) Review the appointment at such intervals as they think fit.
  - (7) Pay such reasonable and proper remuneration to the investment manager and agree such proper terms as to notice and other matters as the trustees decide and as are consistent with this power. (Such remuneration may include commission fees and/or expenses earned by the investment manager to the extent that they are disclosed to the trustees).
- e. Where the trustees make any delegation under this power they must do so on the terms that:
- (1) The investment manager must comply with the terms of his or her delegated authority.
  - (2) The investment manager must not do anything, which the trustees do not have the power to do.
  - (3) The trustees may with reasonable notice revoke the delegation or vary any of the terms in a way which is consistent with the terms of this clause.
  - (4) The trustees must give directions to the investment manager as to the manner in which he or she is to report to them all sales and purchases of investments made on their behalf.

14. **Bankers.** The Bankers of the Association shall be: Holts Bank Ltd, Lawrie House, Victoria Road, Farnborough, Hampshire, GU14 7NR or such other Bank as the Executive Committee may from time to time determine.

15. **Branches.** Local branches exist to further the objects of the Regimental Association under the following conditions:

a. The Parachute Regimental Association is a charity registered with the Charity Commission for England and Wales (Registered Charity Number 214015) and branches as part of the Association are also presumed to be charitable.

b. All branches are required to register with the relevant Charity regulator (England and Wales – Charity Commission; Scotland – Office of the Scottish Charity Regulator; Northern Ireland – Charity Commission for Northern Ireland).

16. **Branch Rules.** The Association's Constitution governs the general management of the branches.

a. Branch rules are required to regulate the administration of the branch. No rule shall be made by branches that conflict with those of the Association. For the avoidance of doubt no rules are permitted which would allow:

(1) Any branch to undertake purposes which are different to the objects of the Association.

(2) Any branch to operate in a manner which is inconsistent with the appropriate charity regulator's guidelines.

(3) The distribution of branch assets amongst its members upon any decision to dissolve the branch.

b. Branches must adopt the "Standard Rules for Branches of the Parachute Regimental Association" to regulate the administration of the branch unless permitted to do so under the provisions of clause 16c below. A branch adopting the "standard rules" may make additional rules provided that they do not conflict with the Association's Constitution and other provisions of the "standard rules". Subject to the provisions of Clause 9 in the standard rules, and clause 16a above, branches are permitted to make administrative amendments to part 2 of the standard rules to suit their own local circumstances. Amendments can only be made to part 1 of the branch rules with the approval of the branch members and the prior written consent of the Executive Committee of the PRA.

c. Branches may only adopt alternative rules to the "Standard rules for Branches of the Parachute Regimental Association" if:

(1) The Branch Committee obtains the written consent of the Executive Committee.

(2) The rules do not breach the provisions of clause 16a above.

17. **Formation of Branches.** Branches of the Parachute Regimental Association may only be formed with the prior approval of the Executive Committee acting on the recommendations of the Chairman, Secretary and relevant Regional Secretary.

a. Branches of the Association shall be named "The ..... Branch, The Parachute Regimental Association" and no other title will be recognised.

b. Upon formation, the branch shall adopt the Association Constitution and the "Standard Rules for Branches of the Parachute Regimental Association" (unless permitted to adopt other rules under clause 16(c) and become part of their appropriate geographical region.



- c. Upon formation the branch will operate on a probationary period for six months.
- d. A probationary branch will be subject to a performance review by the Executive Committee. Where a branch has failed to meet the written requirements of the Association approval for the branch will be withdrawn and the branch must be closed.
- e. The Secretary will maintain a register of branches.

18. **Amalgamation, Sub Division and Name Alteration.** Subject to the approval of the Executive Committee, any two or more branches may be amalgamated, or a branch may be subdivided into two or more branches or the name of branch may be altered.

19. **Branch Closure.** A branch may be closed by the members in accordance with the provisions of its branch rules.

- a. A branch may be closed by the Executive Committee subject to such notice and procedures prescribed under paragraph 19 of the constitution.
- b. Where a resolution to close has been passed, the Branch Committee shall be responsible for:
  - c. Making appropriate arrangements for the laying or custody of any standard belonging to the branch.
  - d. Collecting in all the assets of the branch and satisfying any proper debts and liabilities
  - e. Applying any remaining property or money by:
    - (1) Application directly in furtherance of the Objects.
    - (2) Transferring remaining funds to other branches of the Parachute Regimental Association within the region or to Regimental Headquarters.
    - (3) Such other manner as the Charity Commission for England and Wales (“the Commission”), the Office of the Scottish Charity Regulator or the Charity Commission for Northern Ireland (as appropriate) may approve in writing in advance.
- f. Supplying a statement of the closing account to the Secretary.

20. **Branch Performance Rules.** All branches and members are required to act in accordance with the rules.

- a. The first point of contact for all branch committees on all matters should be the Regional Secretary.
- b. An investigation panel may be formed at the direction of the Executive Committee under the guidance of the Regional Secretary to investigate:
- c. A refusal or failure to comply with rules relating to the management and administration of the branches and the association.

- d. Acts or omissions of a branch which are considered to be detrimental to the interests of the Regimental Association.
- e. The investigation panel will comprise at least 3 members of the Executive Committee.
- f. No member of the branch under investigation may sit on the investigation panel or vote on any adjudication by the Executive Committee.
- g. Full particulars of the allegations made against the branch must be copied to the individual members of the Branch Committee.
- h. The Branch Secretary or other authorised officers of the branch shall be given an opportunity of stating their case at a meeting convened by the Investigation panel. Not less than fourteen days' notice in writing shall be given for any meeting convened by the investigation panel.
- i. Following investigation, where the acts or omissions are reasonably believed to have been substantiated by the investigation panel, the panel may request the branch to remedy the situation within a reasonable period and to provide an undertaking not to commit further breaches.
- j. The investigation panel may suspend affiliation and provide notice of intention to dissolve the branch where no commitment to remedy is made by the Branch or where the situation has not been remedied within a reasonable period.
- k. Where notice of intention to dissolve the branch has been provided the case will be considered by the Executive Committee. The Branch Secretary or other authorised officers of the branch shall be given an opportunity of stating their case at the Executive Committee meeting which considers the case.
- l. The Executive Committee may after considering such a case and any other relevant factors determine that the Branch shall be closed as from such date as is fixed by the executive committee.
- m. The decision of the Executive Committee shall be notified to the branch and the Regional Secretary.

21. **Branch Membership.** Branch membership is open to individuals meeting the membership provisions contained in Clause 3 of the Constitution of The Parachute Regimental Association and who are approved by the Branch Trustees.

- a. The Branch Trustees may only refuse an application for branch membership if, acting reasonably and properly, they consider it to be in the best interests of the Branch to refuse the application.
- b. The Branch Trustees must inform the applicant in writing of the reasons for the refusal within twenty-one days of the decision.
- c. The Branch Trustees must consider any written representations the applicant may make about the decision. The Branch Trustees' decision following any written representations must be notified to the applicant in writing but shall be final.

- d. Branch Membership is not transferable to anyone else.
- e. The Branch Trustees must keep a register of names and addresses of the branch members which must be made available to any branch member upon request.

22. **Termination of Branch Membership.** Branch Membership is terminated if:

- a. The member dies or, if it is an organisation, ceases to exist.
- b. The member resigns by written notice to the branch.
- c. Any sum due from the member to the branch is not paid in full within six months of it falling due.
- d. The member may be removed from membership by a resolution of the Branch Trustees providing the Disciplinary and Appeals Procedure for Branches of the Parachute Regimental Association have been duly followed.

23. **Affiliation Fee.** Branches will pay an annual affiliation fee to the Regimental Association. The fee payable will be determined by the Executive Committee. This fee covers the cost of insurance for loss and damage to Branch Standards and collections, where Third Party insurance must be provided. Certificates of Insurance will be issued to all Branches on renewal. Branches in financial difficulty may apply to the Executive Committee for short term dispensation. Where such dispensation is provided it shall be subject to review by the Executive Committee.

24. **Branch Accounts and Reports.** Each branch must keep accounting records. The following applies:

- a. Records must be kept for at least six years. This includes bank statements, cash books, invoices, receipts, gift aid records etc.
- b. Each branch must prepare an annual accounts statement which provide a true and fair view of the branch finances.
- c. Branches must comply with the requirements of their respective charity regulator for the preparation, scrutiny and submission of accounts, reports and annual returns.
- d. Branches must make available (within a reasonable period) on request a copy (or copies) of previous annual accounts to a branch member or a member of the public.
- e. A branch on being required to do so by the Regional Secretary or the Regimental Association shall submit or make available for inspection all books, records and other documents of the branch.
- f. The executive committee shall have the right to send representatives to examine the accounts books, records and other documents of a branch.

25. **Interpretation.** Throughout this constitution, "charitable" means charitable in accordance with the law of England and Wales provided that it will not include any purpose which is not charitable in accordance with any statutory provision regarding the meaning of the word "charitable" or the words "charitable purposes" in force in any part of the United Kingdom. For the

avoidance of doubt, the system of law governing the constitution of the charity is the law of England and Wales.

Lieutenant Colonel L Craddon MBE  
Chairman  
The Parachute Regimental Association  
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Dated: 13 October 2018

Lieutenant General Sir John Lorimer KCB DSO MBE  
President  
The Parachute Regimental Association  
Merville Barracks  
Colchester  
Essex CO2 7UT

Dated