

# RAF Association Annual Conference

**10-12 MAY 2019**

Hilton Birmingham Metropole, Birmingham



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**ROYAL  
AIR FORCES  
Association**

The charity that supports the RAF family



“Conference is an excellent opportunity to catch up with friends and learn from successes of other branches and Areas”

# Message of welcome from The President

**Welcome to the 2019 Conference. I am looking forward to Conference's consideration of the future of our Association, and to chairing the debate as we exercise our duty of ensuring that we do what is necessary to make the Association fit for the future needs of our members and the RAF family in the round.**

2018 was for us and the RAF an incredible year of commemoration, celebration and inspiration. There were so many memorable events that it is hard to single any one out, however, I trust that you would all agree that the flypast of 103 aircraft over London on 10 July was spectacular. I was extremely proud to represent the Association at Westminster Abbey and at Buckingham Palace on that day.

The Association organised a significant part of the fundraising element of the year's activities and I wish to take this opportunity to thank all of you who volunteered many hours of your time to make RAF100 the enormous success that it was. You played a major part in raising £3.2 million: thank you.

The Association's own fundraising was very successful in 2018, with another significant increase. This wasn't the only area in which the Association experienced an upward vector; we welcomed more than 8,000 new members to our charity. I thank everyone who recruited a new member; having recruited 21 myself, I know that it does take time and energy to ensure that not only has one always got a membership application form in one's pocket, but also that one makes the effort to exploit the opportunity to recruit someone when it arises.

I sincerely hope that delegates at Conference will actively and articulately debate the resolutions relating to where the Association is going in the coming years.

The first of these is the matter of One Member, One Vote (OMOV). Through the independent election provider, Mi-Voice, every member of the Association was asked for their view on the issue of OMOV. I look forward to hearing the discussion on this matter during Conference.

A critical area relating to our future is the issue of the regulatory burden inherent in running a charity. Following a resolution put to the 2018 Annual Conference, much work has been undertaken to investigate the feasibility of becoming one charity. While this unification will help to ease the regulatory burden on individual branches, it is essential that branches retain their local identity and that they continue to be able to provide the welfare support and comradeship that is core to the very being of the Association. Your Council's progress on this issue will be reported to us at Conference.

I look forward to spending Conference weekend with you, and to continuing to work on your behalf to ensure that our Association is robust and structured appropriately to meet the challenges found from external social and economic pressures, and to satisfy the welfare needs of current and future members of the RAF family.

**Air Marshal Sir Baz North**  
**KCB OBE MA FRAeS**

# Message of welcome from **The Chairman**

**Since last year's Annual Conference, a lot of work has been carried out, with the focus very much on the future of the Royal Air Forces Association. My Council colleagues and I look forward to updating you on this activity and the progress made in ensuring the RAF Association remains in good health. We will all have the opportunity to discuss what this means for the future of our Association.**

The RAF family is changing and we need to react so that we meet its needs. We cannot stand still, hoping that doing what we have always done will achieve the right results. To ensure we fulfil our charitable vision now and in the future, we must play to our strengths while making improvements where needed.

A major piece of work has been a review of the Association's welfare provision, looking at the changing nature and needs of the RAF family, and how we can better meet these needs now and in the future. The review has proposed a number of improvements. At the time of this brochure going to print, we were still in consultation with employees and the union about the possible implications of the proposals, so I cannot say more at this stage.

Over the weekend you will hear about Council's progress in reviewing the feasibility of branches legally becoming part of the Association under one charity registration – a task placed on Council by a 2018 Conference resolution. As I reported in the January issue of Air Mail, our Secretary General has been in communication with the Charity Commission for England and Wales, the Office of the Scottish Charity Regulator, and the Charity Commission for Northern Ireland. Each of the regulators has a slightly different approach to the proposal, and they are helping us consider the nation-specific implications.

Another 2018 resolution asked that we look at the way Council elections and Conference resolutions are voted upon. If 'One Member, One Vote' is approved, each member will be able to vote directly on any issue raised at Conference, rather than being represented by their branch delegate. As you will know, 77 per cent of respondents in the trial plebiscite voted in favour of One Member, One Vote. A paper was included in Area Conference packs, so hopefully you took the opportunity to share your views on the proposed resolutions for this Conference.

In all of this, I can assure you that Council is seeking to ensure we maintain the local identity of branches, keep funds raised specifically for geographical areas designated to those areas, and reduce the burden of complying with increasing legislation and regulation that now affects the running of branches.

The Association had a successful 2018 – a year that saw the Royal Air Force celebrate its centenary. There were increases in our membership, welfare support provision and fundraising. I am extremely grateful to all – members, volunteers and employees – for your great efforts in delivering these positive outcomes. Thank you.

I look forward to talking more about how we can maintain this momentum.

**Air Vice-Marshal John Cliffe CB OBE**

# This year's Conference

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This year's Annual Conference will open from 1500hrs on Friday 10 May and will be located within the Monarch Suite of the Hilton Birmingham Metropole. This year, as well as Conference business taking place on the Saturday, we have an annual reunion gala awards dinner with entertainment and a drumhead service and workshops on the Sunday. We have provided you with further details on all aspects of Conference below:

## ON YOUR ARRIVAL

The Association will have its own entrance to the hotel (Monarch Suite entrance) which will be signposted for your ease. On arrival there will be refreshments and you will be able to:

- Check into Conference and collect your badge/lanyard
- Select your table for the annual reunion gala awards dinner
- Register for your preferred Sunday workshop

## CAR PARKING

Hilton Birmingham Metropole has over 600 car parking spaces available on site and the Association has negotiated free parking for all those attending the Conference.

If you provided your car registration on your Conference registration form, the barrier will lift automatically on arrival, through reading your number plate. If the barrier does not open automatically, collect a ticket from the machine and have your ticket authorised at the concierge desk on your day of departure free of charge.

There is a secure Blue Badge car park directly outside the venue. To gain access please drive through the initial barrier as described above and park directly outside the hotel. Enter the hotel by the main reception and request that the concierge opens the barrier for you. If you have mobility issues you can phone the hotel on 0121 780 4242, select 0 and request that the concierge lifts the barrier for you. You will need to show and display your Blue Badge to gain access to this car park. Please note that the Association does not have exclusive use of this car park and places will be allocated on a first come first serve basis.

## ACCOMMODATION

If you have booked accommodation at the Hilton Birmingham Metropole, check-in will be open from 1500hrs on your day of arrival. If you're arriving on Friday between 1500hrs to 1700hrs there will be a temporary Hilton check-in desk located in the Monarch Suite for your ease.

Check-out is 1030hrs on your day of departure. Please note if you are departing on the Sunday, you will be able to use the luggage room facility which will be the Surrey Room, situated just outside the Monarch Suite.

As Hilton Birmingham Metropole is open to members of the public we advise you not to leave your luggage or valuables unattended during your stay.

## CONFERENCE REGISTRATION

The registration desk for Conference will be located in the Monarch Suite and open on Friday for delegates and guests to collect their badge and lanyard between 1500hrs and 2100hrs.

For those checking in for Conference on Saturday morning, registration will be open from 0800hrs to 0930hrs. If you are arriving outside these times on Saturday, please register at the Conference office which is located to the left as you enter the hotel through the Monarch Suite entrance.

Please note, your badge and lanyard will give you access to refreshments and your meals over the weekend, therefore, please wear these during your stay at Conference to avoid being turned away.

## ELECTRONIC VOTING

As per previous years we will once again be using electronic voting.

You can collect your handset from the Conference registration desk situated within the Monarch Suite from 0800hrs on Saturday morning. Association employees will be on hand to collect them in again following the close of Conference on Saturday afternoon.

If you are new to electronic voting, please be assured that you will receive full instructions on how to use the handset, along with a demonstration and test vote prior to the voting session.

The handsets will be pre-programmed to take into account branch voting strength and will accurately record a result instantly. In addition there will be plenty of employees in the room to help if you have any questions.

## REFRESHMENTS, MEALS AND FUNCTION BAR

Complimentary refreshments will be located in the Viscount Room within the Monarch Suite and available: Friday afternoon (1500hrs to 1700hrs), Saturday during Conference (0830hrs to 1700hrs) and Sunday morning (1000hrs to 1030hrs).

There will be a variety of hot and cold meals available throughout the weekend.

- The informal Friday evening meal will be a hot buffet served in the Sovereign Suite from 1900hrs to 2030hrs
- Breakfast will be served in the hotel's Boulevard Restaurant from 0700hrs to 1100hrs
- There will be a hot and cold buffet lunch served in the Monarch Suite on Saturday
- On Sunday, your packed lunch will be available for collection from 1245hrs in the Monarch Suite
- The annual reunion gala awards dinner will be in the Sovereign Suite commencing at 1930hrs

The Function Bar (located within the Monarch Suite) will be open on Friday (1700hrs to 2330hrs) and Saturday (1900hrs to 2330hrs) and will provide all attendees of Conference with a **15 per cent discount** on all drinks purchased at this bar only.

Your name badge and lanyard will give you access to these services, so please ensure you wear these during Conference to avoid being turned away.

Please note if you have indicated any dietary requirements on your registration form, these have been forwarded to the hotel.

## ANNUAL REUNION GALA AWARDS DINNER

This year we will be hosting an annual reunion gala awards dinner located in the main Conference room (Sovereign Suite). This will be an unmissable event that sees trophies and certificates presented to those who have made an outstanding contribution to our organisation during the past year, including National Presidential Certificates.

The dress code for this dinner is No.5 mess dress or black tie with decoration and ladies' equivalent.

For entertainment, we welcome the RAF Air Cadets and vocal harmony trio The Femmes who will be performing during the Saturday evening.

Bottles of wine for the Saturday evening may be pre-ordered (before 7 May) directly with the hotel to receive **20 per cent discount**. All wine pre-ordered will be available for collection from 1900hrs on Saturday evening in the Monarch Suite. To pre-order wine for the Saturday evening please complete the Hilton's form and payment which can be found at [bit.ly/2019wine](https://bit.ly/2019wine). Please note that proof of purchase will be required for collection.

Please book your table places on your arrival to Conference after you have collected your name badge and lanyard at the registration desk.

## RAF ASSOCIATION – SUNDAY SERVICE

This year the Sunday service will be a drumhead service held indoors in the Sovereign Suite at 0930hrs. We appreciate there is no parade, however, Branch Standard Bearers are welcome to attend and display their standards during the service.

Following the service, refreshments will be served within the Monarch Suite before the workshops begin at 1030hrs.

The function bar will provide all attendees of Conference with a **15% discount** on all drinks purchased at this bar only



## CODE OF CONDUCT

At the RAF Association, we are committed to challenging unacceptable behaviour, eliminating discrimination and victimisation, and to creating an inclusive environment, which celebrates and values everyone.

All members are required to follow the Association's code of conduct, which is based on the shared values of the RAF and the Association: respect, integrity, service and excellence.

All members should be aware of their own behaviour and how it impacts on others. Personalities, characters and styles are all different but the expectation is that our behaviour should always be acceptable and sensitive to others.

Unacceptable behaviour does not necessarily have to be face-to-face, and may take many forms including written, telephone, e-mail communications or on social media.

Some examples of unacceptable behaviour that could reasonably be the cause of another person's distress or discomfort include:

- Inappropriate 'banter' – while you may feel that playful exchange of teasing remarks is acceptable – does/will the recipient or anyone else who can overhear you?
- Aggressive or abusive behaviour, such as shouting or personal insults
- Bullying
- Spreading malicious rumours or gossip, or insulting someone
- Inappropriate comments on Facebook or other social media platforms
- Unwanted physical contact
- Offensive comments or body language

A copy of the code of conduct is available on the members' portal.

## HEALTH AND SAFETY

There are no known fire alarm tests due over the weekend, so if you hear an alarm please use the indicated fire exits and assembly points.

During your Conference stay, if you feel unwell please make a member of your party aware or notify one of the Association employees (identified by wearing a red lanyard) or an employee of the hotel.

Please drink responsibly especially if you are planning to drive early the following day.

Please report any accidents or near misses to the Conference office located within the Monarch Suite.

## SECURITY

Personal security is very important. In these uncertain times we cannot be sure whether there may be a significant threat to our Conference, and therefore, security precautions are still appropriate. Hilton Birmingham Metropole will be open to the public. You must, therefore, remain alert at all times and follow these instructions if only to protect yourself against simple theft:

- Look after your belongings wherever you are
- Pay careful attention to hotel/guest house room security and protect your luggage
- Park your car with care in authorised areas only, lock loose items out of sight and check the car before opening and driving away
- Do not leave unattended belongings in the Sovereign Suite between sessions
- Do not leave unattended bags at the social events
- Look out for unattended bags/items but under no circumstances should you touch them. Report these immediately to any member of the hotel or Association staff
- Look out for your friends and remind them to stay alert and get them to do the same for you, but above all, report anything suspicious



“One of our core values is respect, which we apply to all areas of our behaviour. We expect it of each other and in all our contacts and relationships”

## POOLED FARES FORMS

If you are attending Conference and representing a branch as a delegate, your travel claim should be handed into the Conference office located within the Monarch Suite.

All claims must be sent to Kelly Brotherhood, Conference Organiser at RAF Association HQ ([kelly.brotherhood@rafa.org.uk](mailto:kelly.brotherhood@rafa.org.uk)), to be received by 30 June 2019.

Payment will be made by 31 July 2019, paid directly into the bank account as instructed by the delegate on the 'pooled fares form'. Once all the 'pooled fares forms' have been processed each branch will be invoiced by 31 July 2019 and must be paid by 31 August 2019. Please see the 'pooled fares form' for further details.

Please note that this scheme does not apply to serving members of the RAF who are delegates, and whose cost of travel to the Conference is met through a duty travel warrant or is reimbursed as a duty expense.

## SOCIAL MEDIA AND LIVE BROADCASTING

We will be broadcasting Conference live again this year. Members who have internet access can view at [rafa.org.uk/annualconference](http://rafa.org.uk/annualconference). It is hoped this service will enable us to reach a greater audience and increase the knowledge to our members.

In addition, as per previous years, we will be covering the event through our social media platforms to continually inform those who have not been able to attend and wish to follow us.

We would ask that if you are on social media platforms such as Facebook and Twitter, that you tag us in your posts. These are **RAF Association** (Facebook) and **@RAFAssociation** (Twitter).

## INFORMATION, HELP AND OUT OF CONFERENCE HOURS

All the Association employees will be wearing a red lanyard and will be more than happy to help you during the hours of Conference. You can also visit the Conference office which is situated within the Monarch Suite.

The Conference office will be manned 1500hrs to 2100hrs on Friday and 0800hrs to 1700hrs on Saturday. In addition, there will be employees available during the annual reunion gala dinner and Sunday morning.

The Hilton Birmingham Metropole operate a 24hr reception and concierge service and should be the first point of contact in an emergency outside of the times stated above, alternatively, please contact Kelly Brotherhood on **07896 000 023**.



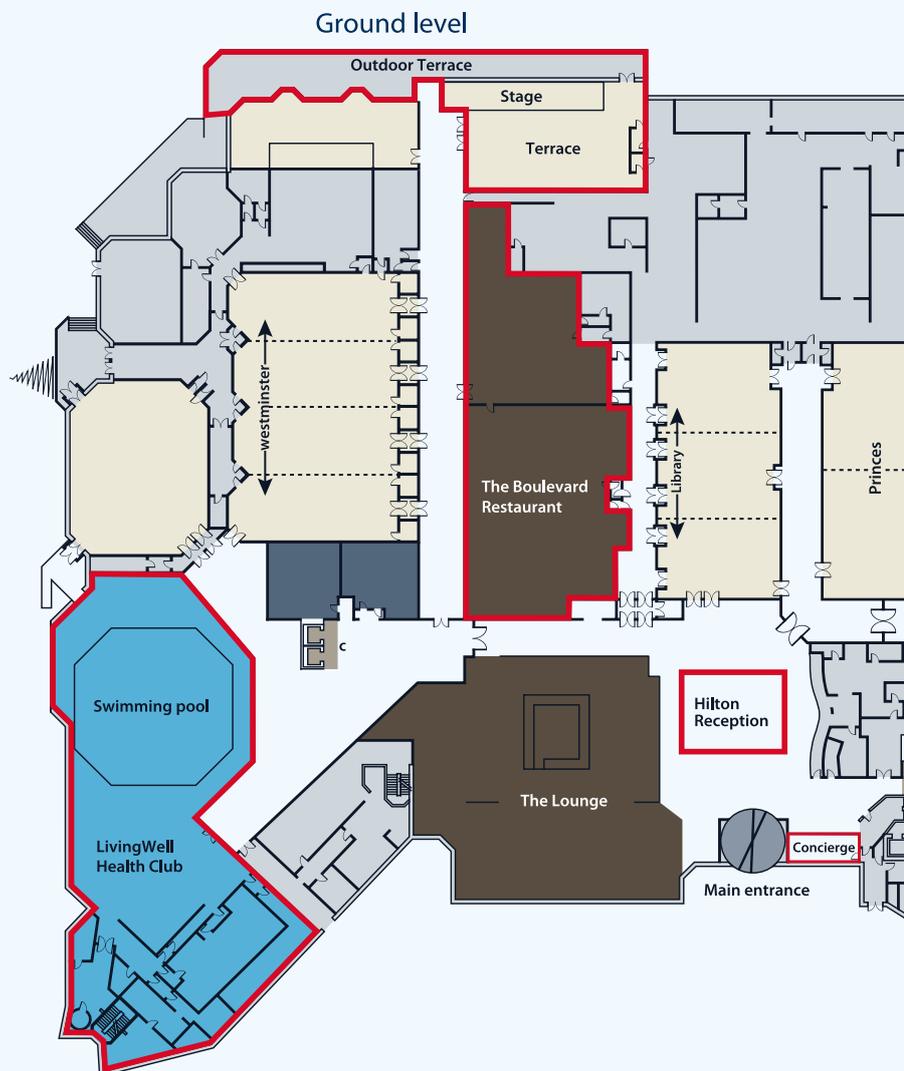
Please tag us  
on social media

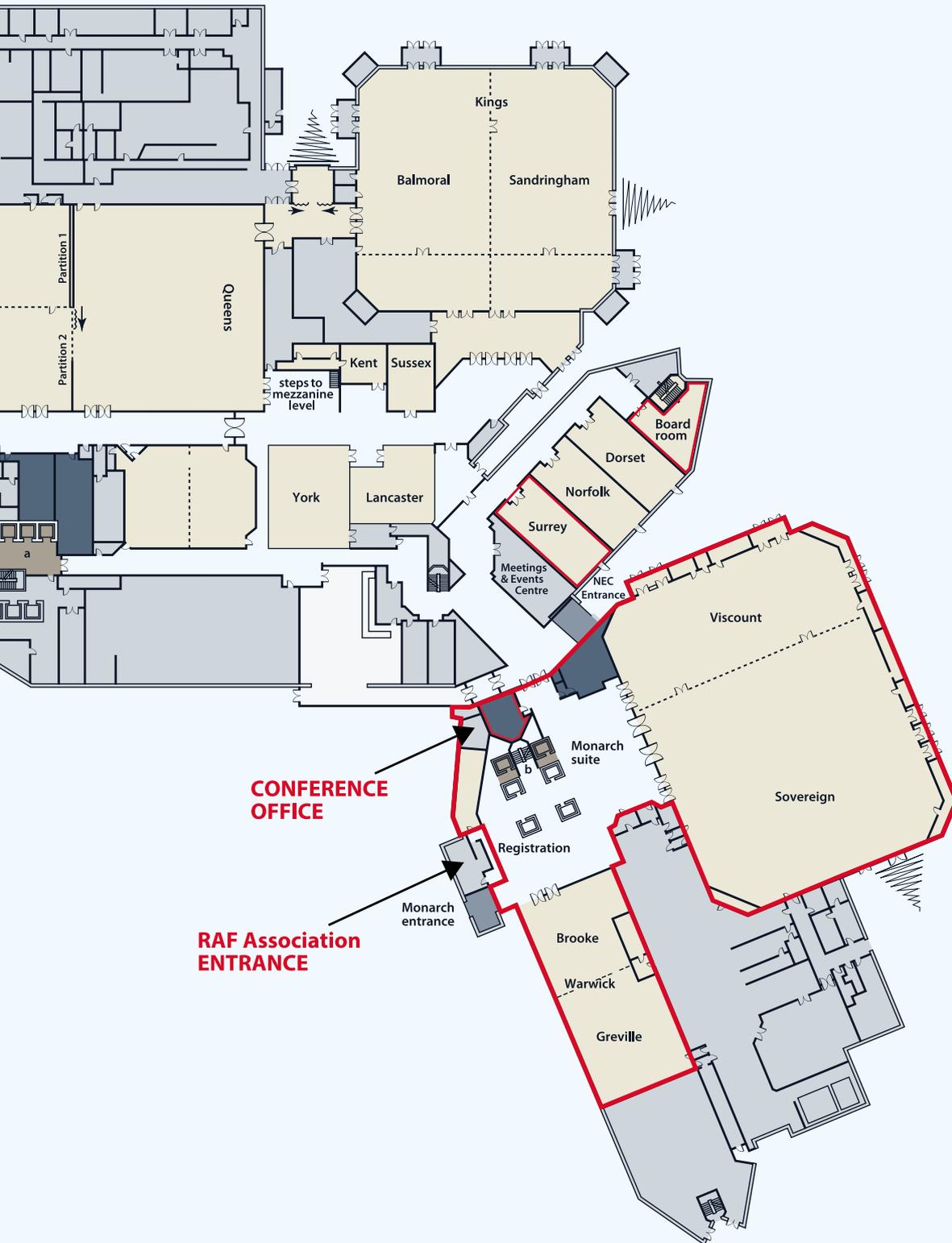
 **RAFAssociation**

 **@RAFAssociation**

# Map of Hilton Birmingham Metropole

- Conference and events
- Food and beverage events
- Leisure facilities
- Toilets
- Back of house
- Entrance
- Lift lobby
- A by the reception area
- B in the Monarch foyer
- C by the swimming pool
- Loading access
- Highlighted rooms are those in use during the conference





# Conference Programme

## Friday 10 May

Time	Event	Location
<b>From</b> 1500hrs	Marketplace opens Registration for Conference opens Hotel accommodation check-in opens	Viscount Monarch Suite
1630hrs	Marketplace closes	Viscount
1715hrs	Function bar open for evening drinks	Sovereign
1830hrs	Marketplace reopens	Viscount
1900hrs to 2200hrs	Informal social 'meet and greet evening'	Sovereign
1900hrs to 2030hrs	Dinner (informal)	Sovereign
2100hrs	Marketplace closes Registration for Conference closes	Viscount Monarch Suite
2330hrs	Function bar closes	Sovereign

## Saturday 11 May (before lunch)

Time	Event	Location
0700hrs to 1100hrs	Breakfast	The Boulevard Restaurant
0800hrs	Marketplace opens Registration for Conference opens for collection of voting handsets	Viscount Monarch Suite
From 0835hrs	Call for delegates and guests to be seated	Sovereign
0855hrs	Conference opens Opening ceremony Welcome and telegrams by the President Presentation of the Annual Conference Committee's report by the Chairman of the Annual Conference Committee Financial and auditor's report for 2018 by the Honorary Treasurer Annual Report for 2018 by the Chairman of Council '2018 and the future' presentation by the Secretary General One Charity report update by the Secretary General Questions for Chairman of Council, Honorary Treasurer and Secretary General	Sovereign
	Lunch	Monarch Suite

## Saturday 11 May (after lunch)

	Lunch	Monarch Suite
1315hrs	<p>One Member One Vote presentation by Council</p> <hr/> <p>Conference business – resolutions as listed</p> <hr/> <p>Address by the Chief of the Air Staff, Air Chief Marshal Sir Stephen Hillier, KCB CBE DFC ADC MA RAF</p> <hr/> <p>Presentation of Flying Scholarships</p> <hr/> <p>Vote of thanks</p> <hr/> <p>Closing ceremony</p> <hr/> <p>Conference closes</p>	Sovereign
1730hrs	Marketplace closes	Viscount
1900hrs	Function bar opens	Monarch Suite
1840hrs to 1940hrs	The President's National Presidential Certificate recipients' drinks reception	Terrace Room
1945hrs to 2330hrs	Annual reunion gala awards dinner including the presentation of the National Presidential Certificates	Sovereign
2330hrs	Function bar closes	Monarch suite

## Sunday 12 May

Time	Event	Location
0700hrs to 1100hrs	Breakfast	The Boulevard Restaurant
0920hrs	Assembly for the Sunday drumhead service	Sovereign
0930hrs	Sunday drumhead service	Sovereign
1000hrs	Refreshments	Viscount
1030hrs to 1115hrs	Fundraising workshop	Viscount
1030hrs to 1115hrs	Governance workshop	Brooke
1030hrs to 1115hrs	Equality and diversity workshop	Greville
1115hrs to 1200hrs	Finance support for branches workshop	Viscount
1115hrs to 1200hrs	Health and safety workshop	Brooke
1115hrs to 1200hrs	Safeguarding workshop	Greville
1200hrs to 1245hrs	GDPR workshop	Brooke
1200hrs to 1245hrs	Membership branch portal workshop	Greville
1245hrs	Collection of packed lunches	Monarch Suite
<b>By 1030hrs</b>	<b>Check out of accommodation for those guests departing on Sunday. Luggage may be stored in the Surrey Room.</b>	<b>Main Hilton reception</b>

# Conference Resolutions 2019

## Royal Charter, Rules, Byelaws and Regulations

### RESOLUTION NO. 1

This Conference resolves to receive a presentation on the review into the continued individual charity registration of branches vis-à-vis branches becoming legally part of the Association as per Resolution 2 carried at the 2018 Conference.

Council

### RESOLUTION NO. 2

This Conference resolves to receive a presentation on the review into the feasibility, whereby, all members of the Association have the right to vote on Association elections and resolutions, along with the details of any proposed changes to the Association's governance documents as per Resolution 1 carried at the 2018 Conference.

Council

### \*RESOLUTION NO. 3

This Conference resolves that following the feasibility study by Council in response to the Resolution passed at Annual Conference 2018 that all members of the Association are given the right to vote on Association elections and resolutions, through a direct vote of all of the membership.

Council

If Resolution 3 falls, Resolutions 4, 5, 6, 7, 8, 9, 10 and 11 fall.

### \*RESOLUTION NO. 4

This Conference resolves that the amendments to the Royal Charter of the RAF Association listed below are approved:

- I. Article 13. OFFICERS is amended to read: There shall be as Officers of the Association a President and a Treasurer, a Chairman and Vice-Chairman of the Council.
- II. Article 24. SPECIAL RESOLUTION is amended to read: For the purposes of Articles 22 and 23 of this Our Charter a Special Resolution means a Resolution of which due notice shall have been given to a Conference of the Association and which has been passed by a two-thirds majority of the Members, entitled to vote at the Conference and voting.

- III. Article 26. SURRENDER OF CHARTER is amended to read: The Council may, with the sanction of not less than two-thirds of Members entitled to vote and voting at a Special Conference called for that purpose, after proper notice given, determine to surrender the Charter or any Supplemental Charter and dissolve the Association, subject to the sanction by Us, Our Heirs or Successors in Council and upon such terms as We or They may consider fit, and wind up the affairs of the Association and in such winding up shall realise the whole of the Association's assets and after discharging all lawful liabilities shall devote the remaining assets, if any, according as the Conference authorising the dissolution may direct or, failing such authorisation, as the Council may decide in pursuance of any instructions given to it by such Conference or failing such instructions as the Council shall think expedient.

Council

### \*RESOLUTION NO. 5

This Conference resolves that the amendments to the Rules of the RAF Association listed below are approved:

- I. Rule 1. Definitions – Delete 1(2)(m) and 1(2)(s); renumber accordingly.
- II. Rule 8. Membership – Rights, Privileges and Conditions – Amend 8(1) to read:
  - (1) Provided they have paid the annual subscription to the Association, a member has:
    - (a) Full voting and deliberative rights, at the Branch(es) where they are a registered member;
    - (b) The right to attend Annual and/or Special Conference, to vote on Conference Business (whether in person, by post or electronically); and
    - (c) The right to attend meetings of other Branches, and Area Conference but have no voting rights unless specifically elected or appointed.
- III. Rule 14. Council – Composition – Amend 14(1)(b) to read:
  - (b) Elected members: Members elected by the Annual Conference and by Area Council from amongst their numbers as prescribed in the Byelaws;

\* Indicates a Special Resolution which will be require the amendment of the Royal Charter of Rules under the provisions of Article 24. These Special Resolutions will need support of two-thirds of the delegates present and voting.

IV. Rule 19. Conference – Representation – Amend to read:

- (1) Subject to meeting such conditions as may be prescribed by the Byelaws, a Branch shall have the right to be represented at any Conference of the Association, but this shall be without prejudice to the right of an individual member to attend and vote at Conference as shall be prescribed in the Byelaws.
- (2) The membership qualification for attendance at Conferences shall be prescribed by the Byelaws.
- (3) An Area Council shall have the right to be represented at any Conference of the Association by one Member of the Area Council.

V. Rule 20. Conference – Rights of Life Vice-Presidents, Officers, Members of Council and Employees – Delete Rule 20 and renumber subsequent Rules accordingly.

VI. Rule 21. Conference – Conference Business renumber as Rule 20 to read:

(1) The business to be transacted at an Annual Conference:

- (a) Shall comprise announcing the results of the:
  - i. Elections of the Elected Members of Council;
  - ii. Consideration of the Report from the Council for the past year;
  - iii. Consideration of the Annual Accounts and of the Auditor's Report;
  - iv. Appointment / reappointment of the Auditor;
  - v. Election of the President, the Treasurer of the Association and the Chairman of the Council to fill any vacancy;
  - vi. Election of the Elected Members of the Council to fill any casual vacancy; and
  - vii. Election of the Elected Members of the Annual Conference Committee.

(b) Shall comprise consideration of the annual plan.

(c) May comprise:

- i. Announcing the results of the election of Life Vice-Presidents and Vice-Presidents;

ii. The Officers of the Association address to conference;

iii. The Secretary General's address to Conference;

iv. Announcing the results of the review of and, if appropriate, amendment of the Charter or Rules;

v. Announcing the results of the review of and, if appropriate, amendment of the Byelaws and Standard Regulations;

vi. Announcing the results of the vote to remove from office of Officers of the Association and Members of the Council;

vii. Announcing the results of any Council, Area or Branch Resolution of which due notice was given and which was not excluded by the Rules of Procedure; and

viii. Discussion of issues of general policy.

(2) The business of a Conference, including the timetable and the order in which resolutions are discussed, shall be regulated by Rules of Procedure, which are to be drawn up by an Annual Conference Committee, established in accordance with the Rules and Byelaws.

(3) The procedure for voting, the method of nomination for election, the period of notice for resolutions, the formulation of the agenda and the information to be provided to Members in relation to Conferences shall be such as shall be prescribed by the Byelaws.

(4) No business, other than that stated in the request for a Special Conference, shall be transacted at a Special Conference.

VII. Rule 22. Conference – Annual Conference Committee – renumber as Rule 21 to read:

The prescribed number of Members of the Association to be elected triennially to the Annual Conference Committee shall be in the Byelaws. The composition of the Annual Conference Committee shall be prescribed in the Byelaws.

VIII. Rule 42. Registered Members Groups – renumber as Rule 41 to read:

Delete (5) and (6) renumber accordingly.

# Conference Resolutions 2019 continued

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- (1) Members of a Branch which is closing may form a Registered Members Group (RMG).
- (2) Members of an RMG will be recorded in the Register of Members as prescribed in the Byelaws.
- (3) The Members of an RMG will nominate a Member to act as the point of contact with the Area headquarters.
- (4) RMGs will hold no funds belonging to the Association, nor shall they receive a membership or a fundraising rebate, nor shall they hold or operate a bank account in the name of an RMG.
- (5) Subject to the prior approval of Council, RMGs may reform into a Branch.

## Council

### RESOLUTION NO. 6

This Conference resolves that the amendments to the Byelaws of the RAF Association listed below are approved:

- I. Byelaw 7. Membership – Subscriptions amend (1) and (3) to read:
  - (1) Members shall pay such annual subscription as appropriate to their class of membership as determined by the Council.
  - (3) Subsequent annual subscriptions of members who joined the Association prior to 1 January 2017, shall be due on the first day of January in each year; for members joining after 1 January 2017, subsequent annual subscriptions shall be due on the anniversary of their joining (or on such other date as may be determined by the Council).
- II. Byelaw 10. Conference – Representation – Delete 10(2) and (3) and renumber accordingly to read:
  - (1) The prescribed conditions for a Branch to be represented at a Conference of the Association shall be the:
    - (a) Branch shall have been constituted in accordance with the conditions and procedures at Byelaw 18 and the Council shall have approved its formation;
    - (b) Audited accounts of the Branch for the preceding financial year shall have been submitted to the appropriate Area Director not less than ten clear days before the first day of the Conference.
  - (2) The prescribed membership qualification for voting on Conference Business shall be the member is an Ordinary, Life or Associate Member on the date agreed by Annual Conference Committee and has been a member since 31 December immediately preceding the Conference.
- III. Byelaw 11. Conference Voting – amend to read:
  - (1) Voting at Conference, whether in relation to elections to office or resolutions shall be by postal or electronic ballot of members entitled to vote and voting prior to a Conference provided that a member entitled to vote shall only have one vote and that nothing in this Byelaw shall prevent further or other provision for voting being made either by the Rules of Procedure or by the Conference.
  - (2) Resolutions to remove any Officer of the Association or Member of the Council shall not be carried unless approved by two-thirds of the members voting.
  - (3) Results of elections and resolutions will be announced at Conference.
  - (4) Any decision or approval by Members entitled to vote and voting on Conference Business in accordance with this Byelaw shall be regarded as a “Conference Decision” or “Conference Approval” notwithstanding the means of voting.
- IV. Byelaw 13. Conference – Nominations for Elections amend to read:
  - (1) Subject to the provisions of Rules 10, 11 and 14, nominations for election, as an Officer of the Association or an Elected Member of the Council or the Annual Conference Committee, may only be made by the Council or by a Branch, with the exception of Life Vice-Presidents or Vice-Presidents who must be nominated by Council.
  - (2) Every nomination for election, as an Officer of the Association or an Elected Member of the Council or the Annual Conference Committee, shall be in writing and sent to Headquarters by the date communicated to Branches by the Secretary General. Every nomination paper including those seeking re-election shall be signed by the candidate and be accompanied by a CV, photograph and a short brief stating their achievements and what they hope to achieve if elected.

- V. Byelaw 14. Conference – Notification of Resolutions amend to read:

A Branch or an Area Council wishing to move a resolution at an Annual Conference shall give notice in writing to the Secretary General of the terms of the resolution in accordance with a timetable to be published by Annual Conference Committee. Except as permitted by Byelaw 15(2) no resolution shall be moved by a Branch or Area Council unless such notice has been given.

- VI. Byelaw 15. Conference – The Agenda amend to read:

- (1) The Agenda of the Conference, containing all nominations and resolutions, shall be issued and/or made available electronically to each Member, in accordance with a timetable to be published by Annual Conference Committee.
- (2) Any resolution, subject or matter not included in the Agenda shall not be moved, raised or discussed at an Annual Conference and no business other than specified in the notice convening a Special Conference shall be dealt with at such Conference.

Provided, if in the opinion of the Annual Conference Committee an important matter of urgency affecting the Association arises after the Agenda has gone to press, the Agenda may be altered by resolution of the Conference so as to enable it to be discussed.

- VII. Byelaw 16. Conference – Information for Branches amend to read:

Copies of the Annual Trustee Report of the Council and of the Annual Accounts of the Association shall be issued and/or made available electronically to all Members in accordance with a timetable to be published by Annual Conference Committee. Copies will be available on the Association's website. For the avoidance of doubt, notices and information will also be sent to each Branch and Registered Members Group of the Association by email to the email address notified by each Branch and Registered Member Group.

**Council**

### **RESOLUTION NO. 7**

This Conference resolves that the amendments to the Area and Branch Regulations of the RAF Association listed below are approved:

- I. Area Regulation 2. Definitions – amend (2)(b) to read: "Association Annual Conference" means the Annual Conference of the Association as convened once in each year in accordance with Rules 18 and 19;
- II. Branch Regulation 11. General Meetings – amend (6)(b)(ii) to read: Election of a Branch representative to attend the Association's Annual Conference.

**Council**

### **\*RESOLUTION NO. 8**

Subject to the acceptance of any of the preceding resolutions, this Conference resolves that the Council take the necessary consequential action to amend the Draft Royal Charter, Rules, Byelaws, Area, and Branch Regulations placed before this Conference in accordance with the intention of the resolutions.

**Council**

### **\*RESOLUTION NO. 9**

Subject to the implementation of any amendments resulting from the preceding resolutions that have been adopted by Conference, this Conference resolves that the Draft Royal Charter placed before this Conference be forwarded for the approval of the Privy Council and gives the Council the authority to agree any amendments required by the Charity Commission or the Privy Council providing such amendments do not affect the basic policy represented in the documents. This resolution is passed subject to the approval of Resolution 8.

**Council**

### **\*RESOLUTION NO. 10**

Subject to the implementation of any amendments resulting from the preceding resolutions that have been adopted by Conference, this Conference resolves that the Draft Rules placed before this Conference be forwarded for the approval of the Privy Council and gives the Council the authority to agree any amendments required by the Charity Commission or the Privy Council Office providing such amendments do not affect the basic policy represented in the documents.

**Council**

\* Indicates a Special Resolution which will be require the amendment of the Royal Charter of Rules under the provisions of Article 24. These Special Resolutions will need support of two-thirds of the delegates present and voting.

# Conference Resolutions 2019 continued

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## RESOLUTION NO. 11

Subject to the implementation within the Draft Byelaws, Area and Branch Regulations of any of the preceding resolutions that have been adopted by Conference and of any consequential amendments that may be needed as a result of amendments to the Draft Royal Charter and Rules required by the Privy Council Office or the Charity Commission, this Conference resolves that the Draft Byelaws, Area and Branch Regulations placed before this Conference and attached to this notice be adopted as the Byelaws, Area and Branch Regulations of the Association, to the exclusion of all previous Byelaws Area and Branch Regulations, subject to the passing of Resolutions [8], [9] and [10] and shall come into force simultaneously with the approval by Her Majesty The Queen of the Draft Royal Charter and Rules.

**Council**

## RESOLUTION NO. 12

This Conference resolves that Area Regulation 7(5) and (7) and Branch Regulation 9(6) be amended to add the word "Associate" after "Ordinary or Life" so that the regulations are amended to read:

- I. Area Regulation 7(5)  
Any Ordinary, Life or Associate Member of a Branch of the Area may be invited, on the recommendation of the Area Council and following election at an Area Annual Conference, to become a Vice-President of the Area. Provided that there shall not be more than four Vice-Presidents of the Area.
- II. Area Regulation 7(7)  
Only persons who are Ordinary, Life or Associate Members of a Branch of the Area shall be eligible to be Officers of the Area.
- III. Branch Regulation 9(6)  
The office of President need only be filled if the Branch agrees at a General Meeting to nominate one of their number. Provided that the President shall be an Ordinary, Life or Associate Member of the Association.

**Edinburgh, Lothian and Borders Branch**

## RESOLUTION NO. 13

This Conference resolves to amend Standard Club Rule 18 by inserting the word "Associate" so the rules reads:

"On the initial formation of the club all Ordinary, Life and Associate members of the branch shall be deemed to have applied for Ordinary membership of the Club and their names shall be prominently displayed in the Club premises as candidates for such membership.

Provided that any Ordinary, Life or Associate member of the branch not wishing to accept ordinary membership of the club under the provisions of this clause shall notify the secretary of the Club within 21 days of the date of nomination and their membership shall be cancelled."

**Melton Mowbray Branch**

## Organisation

### RESOLUTION NO. 14

This Conference re-appoints John Cliffe, Chairman of Council.

**Council**

### RESOLUTION NO. 15

Conference resolves that: Council examines and reviews the democratic and administrative structure of the Association as laid out in Articles 18 and 19 of the Royal Charter, Rules 23–26, Byelaw 17 and the Area Regulations, so that it is fit and ready for the future and able to deliver on its charitable vision into 2030. Reporting to Annual Conference 2020, the outcome of the requested review, together with recommendations for related changes (if appropriate) to the Royal Charter, Rules and Bye-Laws, and Area and Branch regulations.

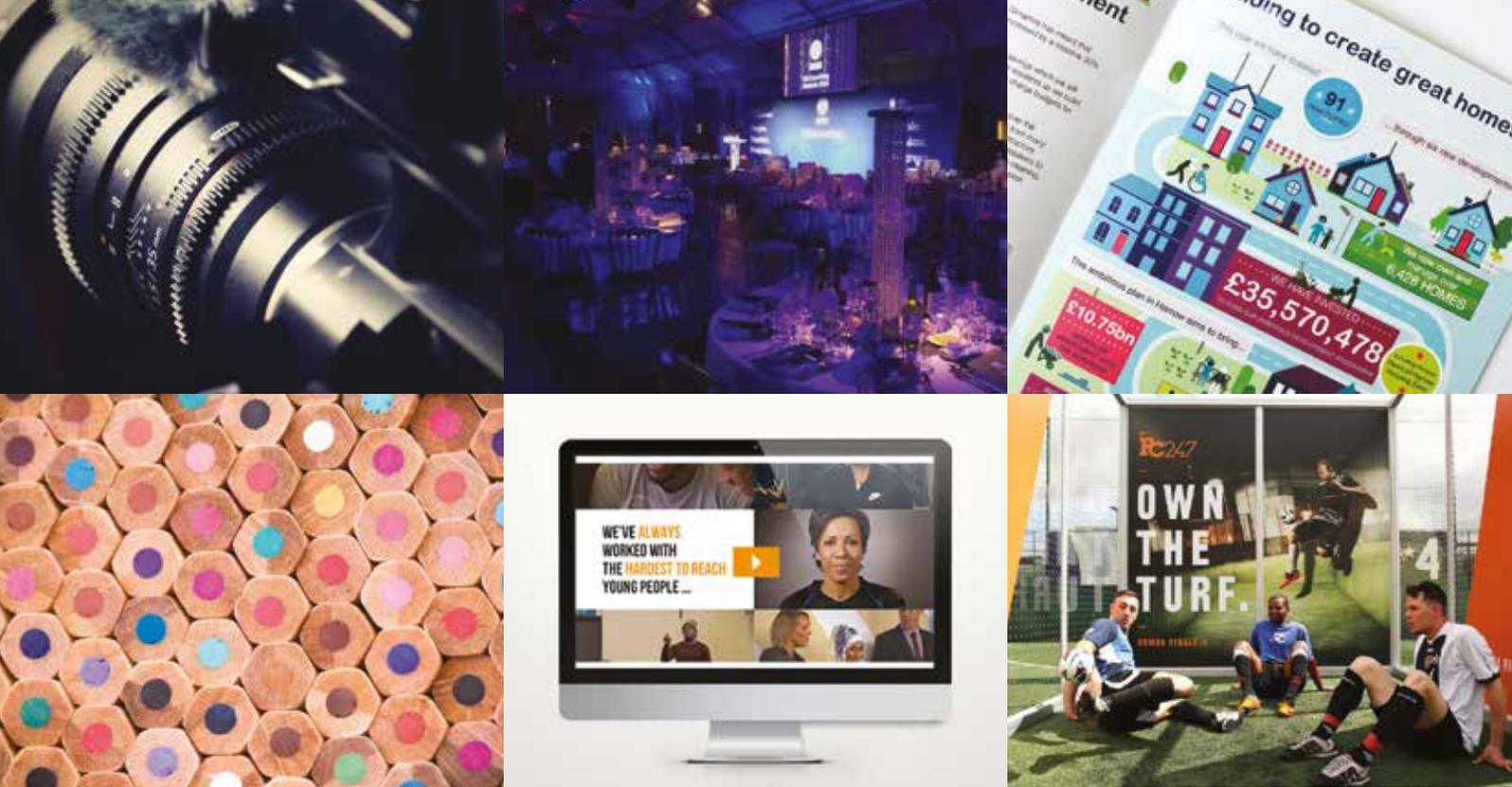
**Bognor Regis**

## Annual Conference

### RESOLUTION NO. 16

This Conference resolves that Council will source a venue in Birmingham for the 2021 Conference.

**Council**



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# Rules of Procedure

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## RP1. INTRODUCTION

1. These Rules of Procedure (RP) are made by the Annual Conference Committee (the Committee) under the authority of Rule 21 (2). They are subject to and shall be construed within the Articles of the Royal Charter, 15 to 17 and 21 to 25, Rules 18 to 23, and Byelaws 10 to 16 inclusive, and, if there is any discrepancy, the Royal Charter, Rules or Byelaws shall prevail.
2. For the purposes of these RP the term 'delegate' as defined in Rule 1 (2) (m) shall also include members of the Council, or Area Council who have been selected to speak to specific Resolution(s) but without a right to vote in accordance with Rule 19 (3) and Rule 20.

## RP2. POWERS AND DUTIES

1. The Committee shall be responsible during Conference for the management of the business sessions. They shall provide advice to the Chairman of Conference as well as to the Council and delegates on the conduct of the Conference business. The Committee shall have the power during Conference to consider and decide upon any matter put to it by the Chairman of Conference, Council or delegates and issue supplementary reports to Conference when necessary.
2. The Chairman of Conference shall have the following powers:
  - a. In accordance with RP3 to rule 'out of order' any Resolution, subject or matter not included in the agenda. Such a ruling shall be final.
  - b. To rule on a point of order or information. Such a ruling shall be final.
  - c. To exercise a casting vote when voting on a Resolution or on a motion that has resulted in a tie.
  - d. To suspend Conference business to enable the Committee to meet to provide advice on procedural matters.
  - e. To seek a proposal (through a delegate) to suspend the business of Conference if in their opinion such suspension would lead to the more efficient conduct of Conference business.
  - f. To invite any member of the Association to present to speak during debate on Resolutions.

## RP3. RESOLUTIONS OR MATTERS NOT INCLUDED IN THE AGENDA

1. If an important matter of urgency affecting the Association arises after the closing date for Resolutions, the agenda, at the discretion of the Committee, may be altered to include an 'Emergency' Resolution following a proposal made either in the report of the Committee or in a supplementary report of the Committee.
2. A delegate at Conference may seek to raise an 'Emergency' Resolution provided that the Committee shall not accept an 'Emergency' Resolution which seeks to deal with an operational matter, an issue which has been previously debated, or a matter known to exist at the closing date for the acceptance of Resolutions for Conference. The Committee's decision on whether or not to accept an 'Emergency' Resolution shall be final.
3. Any Resolution, subject or matter not included in the agenda, at the discretion of the Committee, may be discussed at the Conference, provided the Council is first authorised to include a general subject for discussion without a formal Resolution on the agenda.

## RP4. WITHDRAWAL OF AGENDA RESOLUTIONS

1. Agenda Resolutions shall not be withdrawn without the approval of Conference. Any request to withdraw a Resolution should be made in writing by a delegate and handed to a member of the Committee as soon as possible, so that a supplementary report can be issued by the Committee. In the event that Conference declines a request to withdraw a Resolution may be moved by the Council or any delegate in accordance with RP9.

## RP5. AMENDMENT OF AGENDA RESOLUTIONS

1. Provided the original intent of the Resolution remains unchanged, a delegate may propose minor amendments to a Resolution. This would be achieved by a delegate stating their name and branch/Area at the podium and the reason for proposing the amendment. The proposal must be seconded for it to be debated. The amendment must be given to the Chairman of the Committee in writing after it is seconded. If no seconder is found then the proposal is considered lost. The Chairman of the Conference at that time would invite any delegate to speak against the amendment (maximum of three delegates).
2. On conclusion of the debate, a vote will be taken and a simple majority will be required for the amendment to be accepted.

## **RP6. ADOPTION AND AMENDMENTS OF THE COMMITTEE REPORT**

1. The Chairman of the Committee, by presenting the Committee report, shall commence the Conference business. The Committee Chair shall seek the approval of delegates (excluding Council or Area Council delegates who have no right to vote) to the report. Before approval, a delegate may challenge the report by requesting that an amendment be made.
2. The delegate requesting the amendment must explain the proposed change and give reasons for it, and may speak only once to the matter. The motion must be seconded but the seconder may not speak to it. The Chairman of the Committee shall then reply and a vote shall be taken without further discussion. Voting shall be in accordance with RP11.
3. A simple majority is required to adopt or amend the Committee report.

## **RP7. ADOPTION OF A SUPPLEMENTARY REPORT**

1. If a new matter regarding Conference business arises after the acceptance of the Committee report, including a request from the proposer of a Resolution that it should be withdrawn, it shall normally be dealt with by the issue of a supplementary report. The Council or delegate wishing to raise the matter shall make a submission in writing as soon as possible to a member of the Committee.
2. The Chairman of the Committee may ask Conference to approve a supplementary report at any time but shall normally do so at the start of Conference session following written notice which shall be made available to delegates on or before booking-in for the session.
3. The procedure for dealing with a supplementary report shall be the same as that for dealing with the adoption of the Committee report. Except that, in the event that the Committee oppose the supplementary report, the Council or branch that has proposed the supplementary report to amend Conference business, shall be allowed the opportunity to speak to the proposed change.

## **RP8. SUSPENSION OF CONFERENCE BUSINESS**

1. Following acceptance of the Committee report, a delegate may call for the suspension of Conference business at any time if a new matter of urgency related to the report, including a change in the order of business arises. Additionally, as allowed for in RP2, the Chairman of Conference may seek a proposal from a delegate to suspend Conference business. The motion for the suspension of Conference business shall be dealt with under the procedure at RP6 for seeking an amendment to the report.

## **RP9. DEBATE ON AGENDA RESOLUTIONS**

1. The Chairman of Conference shall first call the Council or branch whose name is listed in the agenda to propose a Resolution. In the event that a proposer does not come forward from the Council or branch, the Chairman of Conference shall provide the opportunity for any delegate to propose the Resolution. If there is no proposer the Resolution shall not be discussed.
2. A Resolution that has been proposed must be seconded before it is debated. A Resolution may be seconded either by a delegate speaking to the Resolution at the rostrum or by a delegate holding up their voting card or electronic handset and calling out the name of their Area Council or branch. In the latter case that delegate shall be precluded from speaking further to the Resolution. If there is no seconder the Resolution shall not be discussed.
3. Speakers to Resolutions shall use the rostrum and state their name and the branch, Area or Council they represent. Those speakers unable to use the rostrum should make themselves known to the tellers who will bring the roving microphone for their use.
4. A delegate speaking to a Resolution must wear the identification badge supplied. The Chairman of Conference is authorised to invite other members of the Association present to speak during debate on Resolutions. They must state their name and branch prior to speaking.
5. A RAFALO may speak to a Resolution.
6. Delegates and members can only speak once on a Resolution with the exception that the proposer shall have the right of reply in accordance with the provisions of Clause 7 below. A delegate proposing a Resolution shall be limited to a maximum of five minutes while all other speakers shall be limited to three minutes. The Chairman of Conference at his discretion may extend the period allowed for speakers.
7. Debate on a Resolution may be ended either at the discretion of the Chairman of Conference or by any delegate who has taken no part in the debate on the Resolution stating from a rostrum, or from the auditorium, 'That the vote be taken'. In either event, the proposer of the Resolution shall be given the right of reply before a vote on the Resolution is taken.

## **RP10. SPEAKING TO REPORTS TO CONFERENCE**

1. The procedure for Council speaking to and proposing reports, including the Annual Report and the Annual Accounts, shall be as set out in RP9 except that the Chairman of Conference may provide an opportunity for delegates to raise questions with the speaker.

# Rules of Procedure continued

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## RP11. VOTING

1. Each branch delegate shall be provided with voting cards showing the number of votes to which the branch is entitled and/or an electronic voting handset. Voting on Resolutions shall be by a show of hands by branch delegates holding up their voting cards or shall be by electronic means with the voting percentages displayed to delegates.
2. Where the Chairman of Conference considers that there is clearly the required majority they will declare the result. If they are in doubt that there is majority, they will order a count of hands by the tellers or a second electronic vote. Should ten or more delegates rise and 'call' they may also demand a count of hands or a second electronic vote after a show of hands. Where a vote by a count of hands or an electronic vote takes place, abstentions will be counted.

## RP12. POINTS OF ORDER AND POINTS OF INFORMATION

1. A delegate may raise a 'point of order' during debate by approaching a podium and calling 'point of order'. A 'point of order' is a query as to whether the correct procedure is being followed. The Chairman of Conference may exercise his/her discretion as to when the delegate may speak to the 'point of order', but the delegate is entitled to speak before the vote. On invitation from the Chairman of Conference, the delegate shall speak to the 'point of order'. The Chairman of the Committee shall provide advice to the Chairman of Conference and/or speak to Conference. The Chairman of Conference shall then give his/her decision, which shall be final unless ten or more delegates challenge it and a motion 'that the Chairman leaves the chair' is carried by Conference.
2. In the event that the Chairman of Conference is required to leave the chair, a person appointed under the provisions of Rule 12 shall take the chair. A debate on the matter raised shall be then take place under the rules of debate at RP9 with the Chairman of the Committee given the opportunity as the last speaker to comment on the motion put before Conference. Following the vote the Chairman of Conference shall resume the chair.
3. In the event that a delegate believes there has been an error or omission of fact by a speaker to a Resolution, he may seek an explanation by approaching the rostrum and calling 'point of information'. It shall be at the discretion of the Chairman of Conference when the delegates requesting the 'point of information' shall be allowed to speak to it but they shall be allowed to do so before the vote is taken.

## RP13. DEPUTISING FOR A DELEGATE

1. A delegate may appoint a person who is eligible to be a delegate under the provisions of Byelaw 10(4), from their own Council or branch respectively, to deputise for them during a temporary absence from the Conference Hall or because the delegate needs, for a reason of necessity, to leave Conference before the close of business. In the latter circumstance the change of representative shall be recorded in the booking-in register together with the reason for the change. A person mandated as a deputy may speak to Resolutions and, if the delegate was entitled to vote, vote on Resolutions.

## RP14. PROCEDURE FOR ELECTIONS

1. If a postal vote/election has taken place, the result will be declared by the Secretary General on the first morning of Annual Conference.

## RP15. INTERPRETATION

1. If these Rules of Procedure are used to govern an Area Conference or a branch general meeting the following shall apply:
  - a. 'The Committee' shall mean the Officers of the branch or Area.
  - b. 'The Conference' shall mean the Area Conference or the branch general meeting.
  - c. 'The Chairman of the Committee' shall be the President or in their absence the Chairman of the Area Conference or the branch general meeting.
  - d. 'Delegate' shall mean the delegate of a branch at Area Conference or a 'member' at a branch general meeting.
  - e. In the case of a branch general meeting RP 13 and 14 shall not apply.

# Hints for speakers

The Annual Conference Committee hopes that these hints for Conference speakers may be useful to delegates and guests, particularly those attending for the first time:



**Take a seat at the front of the Conference room in good time** so that when your turn comes to speak you are close to the rostrum. There will be employees on hand if you prefer to use a microphone at your seat.



**It is normal to be a bit tense, so remember to introduce yourself** by name and branch. Nothing is more off-putting than to be stopped after a few words to give these details.



**Vary your pace and tone to some degree and speak a little slower than usual**, particularly when emphasising a point. An occasional short pause will enable the audience to absorb your points and indicate when you are turning to a new one.



**Wind up as the yellow light shows.** The audience can see the light as well as you, and expects you to do so. It is embarrassing to everyone if you continue to speak after the red light has come on. On conclusion (unless you are the proposer of the resolution and might want to exercise the "right of reply") return to your own seat.



**The PA system is excellent, providing you speak at a distance** of between six and twelve inches from the microphone. Do not get too close as this produces a most unpleasant effect for the audience. You should use your normal "public" voice and do not shout. Do not turn to address the platform as your voice will be lost.



**Remember that the mover of a resolution is limited to five minutes and other speakers to three minutes.** Please do not be offended if you have gone over your time limit and the Chairman asks you to summarise/close your speech, this is to allow everyone a chance to speak.



**Present your arguments to support or oppose the resolution as written**, try not wander off into side issues. A few important points put over briefly and clearly in a good humoured way are more likely to win the debate. Set piece stories are seldom appropriate when speaking on resolutions.



**Although the view of the audience from the rostrum can be a bit daunting, don't let it throw you.** They may, at times, disagree with you but you are among friends. Look them over, take a good breath (in and out) – and let them have it!

# Workshops

Our Sunday workshops are full of useful information and additional support for you and your branch. Please book your place on Friday during your registration.

## FUNDRAISING WORKSHOP

**Meeting room:** Viscount

**Time:** Sunday 1030hrs–1115hrs

To further support branches with their tremendous fundraising efforts, we are running a workshop during the Conference weekend. This workshop will be a great way to make sure that Wings Appeal organisers and aspiring fundraisers from different branches have the chance to come together, share ideas and receive updates on initiatives. We encourage those attending to feed back and make suggestions on how the HQ team can enhance the support you receive.

Pete Brocklehurst and Hayley Wessier from the Community Fundraising Team will be running a fun and engaging session to help inspire your 2019 activities. They will be demonstrating tools to help you generate your own fundraising ideas while answering any questions you may have.

## GOVERNANCE AND TRUSTEE RESPONSIBILITIES

**Meeting room:** Brooke (Warwick Suite)

**Time:** Sunday 1030hrs–1115hrs

This workshop is aimed at providing straightforward guidance for branch committee members to help them meet their statutory obligations as charity trustees, particularly for those branches who have not yet attended a full day branch development and support workshop. Vikki Hall, Director of Governance and Risk will be hosting the session.

The following topics will be covered during the session:

- The charitable status of branches – what it means in practice
- Legal responsibilities of branch committees as charity trustees
- Good governance and when it goes wrong

## EQUALITY AND DIVERSITY

**Meeting room:** Greville (Warwick Suite)

**Time:** Sunday 1030hrs–1115hrs

Do branch trustees understand their role and responsibilities for equality, diversity and inclusion? What is it? Why is it important and what are the challenges for branches? How has the RAF changed over the years? Let Alyson Hunter, Director of HR and Volunteering, walk you through the legislation with some practical examples and helpful tips.

## FINANCE SUPPORT FOR BRANCHES

**Meeting room:** Viscount

**Time:** Sunday 1115hrs–1200hrs

The RAF Association is aware of the complexities of the financial responsibilities that treasurers face in discharging their duties in maintaining branch and branch club financial affairs. Guidance and support will be provided by Andrew Wilkinson-Sharpe, Director of Finance during a workshop session that seeks to shed light and insight on many of the day to day questions treasurers often have.

## HEALTH AND SAFETY FOR BRANCHES

**Meeting room:** Brooke (Warwick Suite)

**Time:** Sunday 1115hrs–1200hrs

This workshop will provide straightforward health and safety guidance for branches, equipping committees to adopt proportionate and sensible precautions to ensure the safety of members and others affected by their activities. We will also be introducing the new branch health and safety toolkit. Vikki Hall, Director of Governance and Risk will be hosting the session.

## SAFEGUARDING FOR BRANCHES

**Meeting room:** Greville (Warwick Suite)

**Time:** Sunday 1115hrs–1200hrs

This workshop is aimed at providing straightforward guidance for branch committee members to help them meet their safeguarding responsibilities as charity trustees. Rory O'Connor, Director of Welfare and Policy will be hosting the session.

The following topics will be covered during the session:

- The Charity Commission's guidelines – what it means in practice
- Legal safeguarding responsibilities of branch committees as charity trustees
- Good safeguarding governance and safeguarding measures

## GENERAL DATA PROTECTION REGULATION (GDPR)

**Meeting room:** Brooke (Warwick Suite)

**Time:** Sunday 1200hrs–1245hrs

This workshop is aimed at demystifying the new GDPR regulation that came into force on 25 May 2018 and is an opportunity to get advice regarding data protection. Phil Sherwin, Chief Information Officer and certified GDPR practitioner will be hosting the session.

The following topics will be covered during the session:

- What is GDPR and data protection?
- What is personal data?
- Data controllers and data processors
- Lawful basis for processing
- Practical data protection tips for branches and clubs
- Useful sources of information

## MEMBERSHIP BRANCH PORTAL WORKSHOP

**Meeting room:** Greville (Warwick Suite)

**Time:** Sunday 1200hrs–1245hrs

This workshop is aimed at giving branches early sight of what we hope will be a significant improvement in our ability to support branches by more easily and effectively overseeing and managing their membership. We are currently conducting a trial with a small number of branches who have been given access to their branch element of the Association membership database (known as Salesforce). This small trial is being undertaken so that we can refine and develop a provision and capability that can be used by all branches. There will be a practical demonstration session by Guy Davies, Head of CRM (Customer Relationship Management), and Del Rowlands, Director of Membership, and should appeal especially to branch secretaries and membership secretaries.

The following topics will be covered during the session:

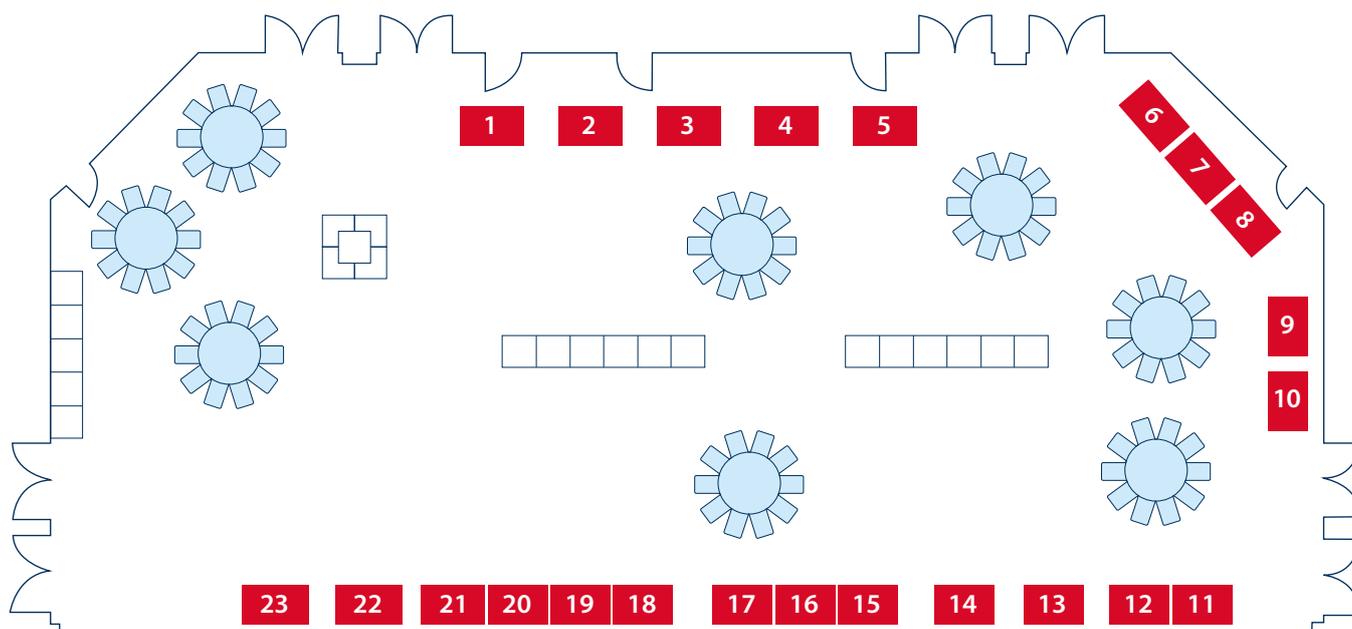
- The practical use of the database – what branch officers be able to see
- What will this offer branches
- How branches will be able to more easily manage their membership and contact their members

# Annual Conference Marketplace

## THE MARKETPLACE OPENING TIMES

The marketplace will be open for your browsing and support at these times:

**Friday** 1500hrs–1630hrs and 1830hrs–2100hrs **Saturday** 0800hrs–1730hrs



### 1 MARSTON'S

Marston's Brewery is the Association's drinks supplier of choice. Find out more about how they can help your Branch Club to reach its true potential by visiting their stand.

### 2 MEMBERSHIP

The membership team will be available to answer questions using the Salesforce database and demonstrate the functionality of the members' portal on the RAF Association website. You will also be able to replenish your stocks of the new membership forms. Finally we will help you with your branch and club queries.

### 3 MEMBERSHIP PORTAL

The membership and Salesforce teams have been working together on an initiative to provide branches with real time membership data. The team will be on hand to demonstrate this great step forward in membership support to branches.

### 4 RAFAYOUTH

rafaYOUTH members benefit from the opportunities the RAF Association provides to take part in aviation-related activities through monthly prize draws. rafaYOUTH took off in 2013 to promote youth engagement, encourage volunteering for young people and support the RAF Association's aims. Come and find out how rafaYOUTH can help your branch engage with and support young people in your area.

## **5 VICTORY SERVICES CLUB**

The Association enjoys a friendly relationship with the Victory Services Club, a club located in central London for all ranks and their families and those who have previously served. The Victory Services Club (VSC) is based near Marble Arch and was established in 1907. The VSC is a tri-service, all ranks members' club for currently serving and former serving members of the Armed Forces and their families. The Club has two charitable objectives: to provide a place for serving and former serving personnel to meet; and to support serving or former serving personnel who face hardship or distress, including those wounded as a result of operational service. The Club is very proud of the respite and welfare breaks that contribute to the second charitable objective. The Club offers a truly unique atmosphere offering excellent service and value for money, impressive accommodation, varied dining options and events.

## **6 WELFARE**

Information and updates about the Association's welfare support and how to access it, including Wings Break hotels, sheltered accommodation, welfare casework, Storybook Wings, Wings Cafés, mental health first aid, Talking Airmail, Dementia Friends, spousal employment and befriending.

## **7 ALZHEIMER'S SOCIETY**

Alzheimer's Society is the UK's leading dementia support and research charity, here for anyone affected by any form of dementia in England, Wales and Northern Ireland.

## **8 VOLUNTEERING**

The welfare training manager will provide information about the new accredited befriending (level 1) and welfare support information and advice (caseworker – level 2) training courses and the continuous professional development (CDP) courses for caseworkers.

## **9 RAF BENEVOLENT FUND**

The RAF Benevolent Fund provides financial, practical and emotional support to the serving and former RAF personnel and their dependants. This includes welfare breaks, financial grants, mobility aids, specialist advice on benefits, relationship support, as well as support for young people through the Airplay programme. Come and talk to us and find out more.

## **10 SKILLFORCE**

SkillForce is an education charity which uses ex-service personnel to deliver the new Prince William Award, to build confidence, resilience and character in young people. They deliver a training programme which broadens the professionalism, experience and employability of former Royal Air Force personnel working for SkillForce.

## **11 12 MARKETING TEAM**

Come and talk to us about the communications and marketing materials and support we can offer your branch. We have examples of the free branch websites we can create for you, advice on making the most of social media and samples of printed materials available to order.

## **13 GIFTS IN WILLS AND REMEMBRANCE**

Gifts left in wills and remembrance donations fund over a quarter of the RAF Association's welfare work every year. Visit the stand to find out how we are trying to encourage this generosity to continue in future years.

## **14 BENEFICIAL TRUST AND WILL COMPANT (BTWC)**

BTWC offers an exclusive half-price will-writing scheme to all RAF Association members, wherever they are located and whatever their age. To find out more, visit the stand – or contact 01522 500 823.

## **15 16 17 COMMUNITY FUNDRAISING**

Meet the new community fundraising team and find out more about their exciting plans for 2019 and beyond. Seek advice on how to maximise your branch fundraising and get answers on any queries you may have. The full range of 2019 fundraising items and equipment (including our new pin badges, bears and ducks) will also be on show.

## **18 19 20 21**

### **RAF ASSOCIATION SHOP (RAFATRAD LTD.)**

Buy from the RAF Association's full merchandise range, including the latest products featuring the Association's new crest.

## **22 FAMILIES FEDERATION**

The RAF Families Federation is funded by the RAF but sits outside the chain of command as an independent organisation, parented by the RAF Association. We represent all RAF personnel, be they regular, reserve, single, married or in a partnership, together with their families. We capture evidence of issues and concerns, report to the senior RAF leadership, MOD and government ministers, providing them with a picture of the concerns our people have, and proposing change on key issues.

## **23 RAFALOS**

Over half of the approximately 33,000 personnel in today's Royal Air Force are members of the Association. The RAFALOs, on behalf of their respective station commanders, provide the serving link to the Association. Come and see them and find out more about the Association's linkage to those currently serving and the challenges the service is facing today.

# Terms of reference: Annual Conference Committee

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## AUTHORISATION

1. The Annual Conference Committee (the Committee) is constituted by Rule 22 and Byelaw 12. The Committee shall appoint its own Chairman and Vice Chairman and shall have the terms of reference as shown below.

## MEETINGS

2. The Committee shall meet as required.
3. Membership of the Committee is prescribed in Byelaw 12. The President, as Chairman of Annual Conference (Conference), shall be deemed to be an ex-officio member of the Committee. The Annual Conference organiser shall also be a member of the Committee.
4. Only members of the Committee have the right to attend and vote at Committee meetings. Other Council members may attend at any time. In attendance: Secretary General and other Directors as appropriate. With the Chairman's agreement other officers of the Association may attend all or part of the meeting.
5. In the absence of the Chairman and/or an appointed deputy, the remaining members present shall elect one of themselves to chair the meeting.

## QUORUM

6. A quorum is to consist of three members of the committee, one of whom is a member of the Council.

## RESPONSIBILITIES

7. The Committee shall be responsible for the planning of Conference business and shall:
  - a. Study all nominations for election to establish that they are valid in accordance with the Rules and Byelaws;
  - b. Study all Resolutions and other business submitted for Annual Conference accepting, amending or rejecting items as considered appropriate. A proposed Resolution may be amended or rejected on the following grounds:
    - I. It is not within the power of Conference.
    - II. It is not within the policy of the Association as set out in Rule 6.
    - III. The meaning of the proposed Resolution is:
      - a. not clear or it is based on a miss-statement of fact; or
      - b. it is composite in nature.

- IV. In the case of a Resolution for specific amendments to the Royal Charter or Rules, it has been submitted in a year when such Resolutions are not considered by Conference (these Resolutions are normally considered every third year).
  - V. It is considered an administrative matter and should be dealt with at Headquarters. If the Committee has amended a Resolution, it shall be referred back to the proposer for agreement, although final authority rests with the Committee as to what goes forward to Conference and the way in which it is presented.
- c. Prepare the Conference programme and decide the order of Resolutions for the agenda.
  - d. Provide rules of procedure for inclusion within the Conference programme.
  - e. Report in the Conference programme any matters that need to be brought to the attention of Conference.
8. The ACC shall be in full-time session during Conference and members of the Committee will be available for consultation throughout Conference.
  9. The Committee shall provide a report to the newly elected Committee on the Conference for which it has been responsible in accordance with Byelaw 12(1).

# Report of the Annual Conference Committee

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## REPORT

1. The Annual Conference Committee (the Committee) has prepared the Conference programme. The Committee has also examined all nominations for election and Resolutions and considers them valid in accordance with the provisions of the Rules and Byelaws. The rules of procedure for Conference have been reviewed and details are to be found in this Conference brochure.
2. Since the 2018 Annual Conference, the Committee has met six times to plan and organise the 2019 and future Conferences. The Committee is very flexible, often discussing matters out of Committee when required to ensure it responds to the membership or any items which may arise between meetings. It is the aim of the Committee to ensure that the charity hosts a Conference where members feel engaged in the future of the Association and have an opportunity for a reunion whilst always ensuring the best value and spend of charitable funds.

## AGENDA RESOLUTIONS

3. A Resolution marked with a dagger [†] means that it was the subject of debate and lost at last year's Annual Conference and the consent of Conference will be required (by a vote being taken by Conference with a two-thirds majority) for the Resolution to be debated at this year's Conference.
4. "Special Resolutions" (marked with an asterisk [\*]) mean that a change in the Royal Charter or Rules will be required, and they have been put forward in accordance with the provisions of Article 24 of the Royal Charter and will require a two-thirds majority to succeed.
5. In the event that a Resolution is not discussed because of lack of time, it will be remitted to the Council for consideration.
6. Delegates speaking for or against Resolutions are reminded that the use of personal names of employees or other members of the Association is not allowed.

## ELECTIONS

7. Elections to the Committee are made with the Governance Handbook Rules and Byelaw's.

## INFORMATION FOR DELEGATES

8. Delegates are required to book in for each voting session of Annual Conference. The registration desk to collect the voting handset and/or voting cards will be Saturday 0800hrs to 0845hrs. Failure to book in will mean disqualification from speaking to, or voting on, Resolutions. Delegates and guests should be seated at the latest by 0855hrs on the day of Conference.

9. Proposers, seconders, and delegates wishing to speak to Resolutions should, during voting on the preceding Resolution, take a seat at the front of the Conference room. Proposers of Resolutions should remain in these seats after presenting their Resolution in case they wish to exercise their right of reply. Delegates and other speakers are required to wear their lanyard during all Conference business sessions. Failure to do so will mean disqualification from speaking to Resolutions.
10. A traffic light system will be in operation on podiums for members wishing to speak at the rostrum, speakers must clearly give their name and branch details, and indicate whether they are speaking "for" or "against" the Resolution. Members who feel unable to speak from the rostrum, can seek the use of a roving microphone. To use this facility, speakers must attract the attention of Association staff who will bring the microphone to them. Speakers using the roving microphone must observe the traffic lights at the front of the Conference room to ensure they keep within the permitted time limits.
11. The traffic light system conducted at the podium operates in the following manner:

- **Green light:** on opening the speaker will be shown a green light
- **Yellow light:** will be lit on the podium when it is time for speakers to wind up their address
- **Red light:** will be lit when the maximum time is reached

## AVAILABILITY OF MEMBERS OF THE COMMITTEE

12. Members of the Committee will be available during all of Conference to deal with queries, and review any submissions from delegates:
  - Taff Rees, Chairman of the Committee and Trustee
  - Sir Baz North, President
  - Geoff Bridgeman, elected member and Trustee
  - Gail Evans, elected member
  - Warrant Officer Rab Davies, co-opted member

## USE OF MOBILE TELEPHONES

13. The use of mobile telephones in the Sovereign Suite is prohibited and to avoid disturbance they should be switched OFF.

## ACCEPTANCE OF THE REPORT

14. Acceptance by Conference of the report of the Committee means that delegates are content with the order of Conference business and of the rules of procedure for Conference.

# Actions taken so far on Resolutions carried at Annual Conference 2018

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This article provides an update on those resolutions that were passed at Conference 2018. If a resolution is not listed below, then it fell or was withdrawn.

## **RESOLUTION NO. 1.**

This Conference resolves that Council should undertake a study into the feasibility, whereby, all members of the Association have the right to vote on Association elections and resolutions, through a plebiscite (a direct vote) of all of the membership. Reporting back its findings, along with any details of any proposed changes (if appropriate) to the Association's governance documents and administrative structure to effect the findings, to Annual Conference 2019.

**Proposed:** Wales, Midland and South Western Area Council

**Seconded:** Scotland and Northern Ireland Area Council

**Council have undertaken a study into the feasibility of a plebiscite (a direct vote) of all of the membership and will be reporting back its findings, along with details of any proposed changes during Conference on Saturday.**

## **RESOLUTION NO. 2.**

This Conference resolves that Council examines and reviews the continued individual charity registration of branches vis-à-vis branches becoming legally part of the Association, under a single charity registration, consulting with Regulators as appropriate. Reporting back its findings, along with any details of any proposed changes (if appropriate) to the Association's governance documents and administrative structure to effect the findings, to Annual Conference 2019.

**Proposed:** Northern Area Council

**Seconded:** South East and Eastern Area Council

**Council have undertaken an initial review into branches vis-à-vis branches becoming legally part of the Association, under a single charity registration. Council will report back its findings and discussions with the regulators during Conference on Saturday.**

## **RESOLUTION NO. 3.**

This Conference resolves that; AR8(11) be withdrawn from the Area Rules and so remove a duty of action for Area Councils that is not practicable.

**Proposed:** Northern Area Council

**Seconded:** Dunstable Branch

**AR8(11) has been withdrawn from the Area Rules and will be removed from the next edition of the Governance Handbook.**

\* A Resolution marked with a dagger [†] means that it was the subject of debate and lost at last year's Annual Conference and the consent of Conference will be required (by a vote being taken by Conference with a simple majority) for the resolution to be debated at this year's Conference.

# Conference Resolutions: Five year life span

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Resolution 31 carried at Conference 2004 stated that resolutions would have a life span of five years and, on completion, would either have been written into the Association's governance documents or would be considered expired and be rescinded.

**The following resolutions carried at Annual Conference 2014 are now considered expired and will be rescinded on completion of Annual Conference 2019 unless otherwise stated below.**

1. This Conference resolves that Byelaw 26 be amended by inserting the following after Byelaw 26(1): If a vacancy occurs amongst the elected members, it shall be filled by the Annual Conference Committee by offering the vacancy to the unsuccessful candidates at the last election in turn, starting with the candidates who obtained the greatest number of votes. If there were no unsuccessful candidates or if none of these candidates are willing to fill the vacancy, it shall be filled by the Annual Conference Committee by appointing any member who is eligible for appointment.

If a vacancy occurs amongst the members of Council on the Annual Conference Committee, it shall be filled by the Council.

**The governing documents of the Association have been amended following Conference 2016 and this resolution has been incorporated into Byelaw 8(10).**

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2. This Conference resolves that Central Council investigate a way forward to ensure that members on Area and CHQ membership rolls are not disenfranchised and each roll is represented by a voting delegate at Area and Annual Conferences, and that the governing documents are amended accordingly.

**The governing documents of the Association have been amended following Conference 2016.**

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3. This Conference having approved a new category of youth membership, rafaYOUTH, now agrees that the Association extend the eligibility of the rafaYOUTH scheme, subject to the satisfactory completion of due diligence by Central Council, to include all air cadet organisations in the British Commonwealth.

**rafaYOUTH membership is open to all young people; regardless of their membership of Air Training Corps, Combined Cadet Force (RAF), Girls Venture Corps Air Cadets, Air Scouts and Air Explorer Scouts. Young people can join rafaYOUTH from 12 up until their 18th birthday. Check out the rafaYOUTH website: [rafayouth.org.uk](http://rafayouth.org.uk) or the rafaYOUTH Facebook page for more information.**

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4. Emergency Resolution  
1) This Conference resolves that the Eagle and Globe emblem remains as an integral part of the Association identity.

**The Eagle and Globe emblem remains an integral part of the Associations identity. In 2017 Conference approved the proposal to obtain a crest for the Association, created by the Royal College of Arms. In 2018 the official crest, approved by Her Majesty The Queen was presented to the Association by the Chief of the Air Staff on 1 April 2018.**

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5. Emergency Resolution  
2) Notwithstanding the proposal in Resolution No 8 to hold the 2016 Annual Conference in Harrogate subject to due diligence, Council is requested to also consider Blackpool as the 2016 Conference venue.

**The Annual Conference in 2016 was held in Blackpool and Conference will be using the same venue in 2020 (please see page 35 for further information).**

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# Things to do locally

For guests not attending Conference or the workshops on the Sunday, there are many places to visit nearby and we have listed a few which may be of interest below:

## Hilton Birmingham Metropole

The hotel itself has a heated indoor swimming pool with relaxing views over the lake and includes a whirlpool, sauna, steam room and a fully equipped Precor fitness centre.

### Opening times

Monday to Friday: 0600hrs–2200hrs

Saturday and Sunday: 0700hrs–2130hrs

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## NEC Birmingham

The Hilton Birmingham Metropole is situated at the National Exhibition Centre (NEC) which for over 40 years has been the venue of choice for organisers, exhibitors and visitors. This is a selection of what is available during Conference.

### MAKERS CENTRAL

(11–12 May 2019), Hall 2

[makerscentral.co.uk](http://makerscentral.co.uk)

This is one of the biggest creative events of the year, bringing together thousands of makers from around the world. From crafters and inventors to hobbyist and artists to share their passion for all things creative. Makers Central is an event for the maker community. If you make or just share the passion for making and creating, come and join us for this spectacular event. Tickets are available online and start from £12.

### Opening times

Saturday: 1000hrs–1800hrs

Sunday: 1000hrs–1630hrs

### BEAR GRYLLS ADVENTURE

[beargryllsadventure.com/birmingham](http://beargryllsadventure.com/birmingham)

Within a nine minute walk of the hotel you can escape the ordinary and achieve something epic at The Bear Grylls Adventure. From the initial 'basecamp' where you can try an escape room, archery, survival maze or to one of the other areas for something more challenging such as an indoor skydive, shark dive, cage snorkelling, indoor climbing or outdoor high ropes! Tickets start from £20 per person.

### Opening times

Friday: 1000hrs–2000hrs

Saturday: 0900hrs–2100hrs

Sunday: 0900hrs–1900hrs

### RESORTS WORLD

[resortsworldbirmingham.co.uk](http://resortsworldbirmingham.co.uk)

Within a 15 minute walk from the hotel (around the lake) is Resorts World. Home to over 50 outlet shops from a wide range of top brands. There are plenty of places to eat and drink and the centre also hosts its own cinema, virtual reality and a 24hr Genting International Casino.

### Opening times (for shopping)

Friday: 1000hrs–2000hrs

Saturday: 0900hrs–1900hrs

Sunday: 1100hrs–1700hrs

### SANTAI SPA AT RESORTS WORLD

[gentinghotel.co.uk/santai-spa](http://gentinghotel.co.uk/santai-spa)

Telephone: 0121 273 1000

Revitalise your mind, body and spirit with a wealth of refreshing organic treatments and techniques to restore your inner beauty, balance and wellbeing. For some well-deserved pampering before the annual reunion gala dinner or following the Sunday service perhaps?

### Opening times

0700hrs–2200hrs

**Five-year-old Mair is on the move again**, thanks to support from the RAF Association who helped purchase her tricycle. Sergeant Dan Lewis and family can continue to enjoy their time together in the great outdoors.





## Message to delegates from **The RAF Benevolent Fund**

**This year, 2019, is an important year for the Royal Air Force Benevolent Fund as we reflect upon and celebrate a century of support for the RAF Family. We have achieved much in the past 100 years, but that work has not been done in isolation. We are the sum of our parts and for 75 years, the RAF Association has joined the RAF Benevolent Fund in our mission to look after the RAF Family.**

Our partners are all experts in their individual fields, providing the specialist care needed to support the entire RAF Family to overcome the challenges that they face. The RAF Association is no exception and in particular, the Association's expert caseworkers who often provide the vital link between the Fund and our beneficiaries.

During my tenure as Controller of the RAF Benevolent Fund and as a past RAFALO and RAF Association branch President, I have seen first-hand the dedication and determination possessed by Association caseworkers as they go about their work. Meeting beneficiaries on our behalf, their assessments often lead to greater support than originally sought thanks to the caseworkers' extensive knowledge and their drive to see the best done for the veterans that they meet during times of individual difficulty.

Last year, the RAF Benevolent Fund spent some £21.4 million on welfare and through their efforts, RAF Association caseworkers allowed the Fund to disperse £3.4 million of that support to those in need.

From the first airman needing a place to sleep in 1919, to the 55,000 members of the RAF Family who received help in 2018, the RAF Benevolent Fund's mission remains the same; to ensure that no member of the RAF Family faces adversity alone.

I know the RAF Association shares in this vision and its caseworkers embody the values we work to; beneficiary focussed, compassionate, inclusive, responsive, and trustworthy.

Together we have done great things. However, together we must do more.

Now, more than ever, there must be an added sense of urgency to our work. Association members, like me, will be saddened to have lost so many RAF veterans in the past year; Battle of Britain ace Geoffrey Wellum, ATA pilot Mary Ellis and Bomber Command veteran Bill Moore to name but a few and I know that there were thousands more whose names did not appear in the national newspapers.

Which is why we must act now, while we still can, to support those aging RAF veterans (not least the National Service cohort) as they approach their twilight years.

Consequently, during our centenary year the focus of the RAF Benevolent Fund will be on reaching those veterans that we know are out there who need our support but do not know our help is available or are too proud to ask. Over the next three years we intend to run a campaign to raise the numbers that we help from 55,000 to 100,000 a year, spending an additional £20 million in the process. It is an ambitious target but it is one that I know we can achieve with support from our RAF Association friends.

I wish you all a productive and inspiring conference.

**Air Vice-Marshal David Murray**  
**Controller, Royal Air Force Benevolent Fund**

# Annual Conference **2020**

**The 2020 Annual Conference will be held at the Grand Hotel in Blackpool from 26 to 28 June 2020.**



Recently known as the Blackpool Hilton Hotel, the Grand Hotel Blackpool is now one of Britannia Hotels flagship hotels and we are certain we will receive the same excellent service as we did for our Conference in 2016.

## **Some of the facilities at the Grand Hotel include:**

- 278 bedrooms, seven accessible rooms
- Over 300 car parking spaces which will be complimentary for Conference attendees
- Within walking distance to popular attractions such as Blackpool Pleasure Beach and Blackpool Tower
- 24hr leisure facilities and spa including an indoor pool, fully equipped gym, sauna, steam room and beauty treatments
- Wi-Fi is available throughout the hotel and will be complimentary to Conference attendees
- The hotel is four miles from Blackpool International Airport and a five minute drive from Blackpool North Railway Station

**Booking for Annual Conference 2020 will open in September 2019.**

[rafa.org.uk](http://rafa.org.uk) | 0800 018 2361

✉ [enquiries@rafa.org.uk](mailto:enquiries@rafa.org.uk)

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