

Royal Army Physical Training Corps Association Constitution



2011

(Ratified on 10 April 2019)

(incorporating the former Army Gymnastic Staff (AGS), Army Physical Training Staff (APTS) Old Comrades' Association and Army Physical Training Corps)

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**THE CONSTITUTION OF THE
ROYAL ARMY PHYSICAL TRAINING CORPS ASSOCIATION
(Registered Charity Number - 1053934)**

Title

1. The Association shall be called the Royal Army Physical Training Corps (RAPTC) Association, incorporating the former Army Gymnastic Staff (AGS), Army Physical Training Staff (APTS) Old Comrades' Association and Army Physical Training Corps (APTC).

Objects

2. The Objects of the RAPTC Association are to promote the efficiency of the Army by:
 - a. Maintaining contact between past and present members of the RAPTC, the AGS, APTS and APTC (hereinafter referred to jointly as the RAPTC).
 - b. Fostering *esprit de corps*, comradeship and welfare of the RAPTC and thereby preserving its traditions.
 - c. Assist, either generally or individually, past and present members of the RAPTC and their dependants, who are in conditions of need by virtue of financial hardship, sickness, disability or the effects of old age (hereinafter referred to as beneficiaries).
 - d. Supporting the formal Ministry of Defence (MoD) policy for Resettlement and assisting RAPTC Association Life Members to find employment on their transition to civilian life and for the remainder of their working life.
 - e. The commemoration and remembrance of those members of the RAPTC who have died while on active service and the encouragement of public recognition of the sacrifice made by such persons.
3. In furtherance of the foregoing Objects, but not further or otherwise, the RAPTC Association, through its Executive Committee, shall have the powers to:
 - a. Maintain a presence at Headquarters RAPTC (to include the Regimental Secretary, RAPTC Association Office and RAPTC Museum) within Fox Lines, Aldershot or such a place as is convenient.
 - b. Take all necessary action for publicising and disseminating information concerning the history, deeds and traditions of the RAPTC.
 - c. Execute and administer exclusively charitable trusts.
 - d. Provide support for, and fostering of, leadership, courage, *esprit de corps*, health and well-being and the Values and Standards of the British Army through participation in Physical Training (PT), Adventurous Training (AT) and Sport.
 - e. Accept or reject any gifts of property, whether subject to any special trusts or not.

- f. Accept or reject contributions by way of subscriptions, donations and otherwise and to raise funds for the said Objects, provided that the RAPTC Association shall not undertake any permanent trading activities in raising funds for its charitable Objects.
- g. Assist beneficiaries by way of grants, gifts, items, services or facilities calculated to reduce their need, hardship or distress.
- h. Pay for such items, services or facilities by way of donations or subscriptions to charitable institutions or organisations, which provide, or which undertake in return to provide such items, services or facilities for beneficiaries.
- i. Purchase, lease or exchange any property required for the purposes of the RAPTC Association and lease, exchange or otherwise dispose of the same, subject to such consents as may from time to time, be required by law.
- j. Borrow or raise money for the purposes of the RAPTC Association on such terms and security as may be deemed appropriate, subject to such consents as may from time to time be required by law.
- k. Invest, hold and accumulate Association funds in accordance with the various financial rules and regulations as required by law.
- l. Make and maintain regulations consistent with this Constitution for the management of the charity (hereafter known as the Internal Rules).
- m. Delegate the performance of any act, including the exercise of any power or discretion, to a committee consisting of three or more of the Trustees. (The Trustees must exercise reasonable supervision over any such committee and the committee must not incur any expenditure on behalf of the charity except in accordance with a budget previously agreed by the Trustees. Each committee must promptly report their acts and proceedings to the Trustees).
- n. Undertake all other lawful actions, as are deemed necessary, for the achievement of the Objects in accordance with the Constitution.

Amendment to the Constitution

- 4. Amendment to this Constitution may only be made with a minimum of two-thirds of the members voting at an Annual General Meeting (AGM) or a Special General Meeting. A resolution for any amendments to the Constitution must be received by the Regimental Secretary of the Association at least 21-days before the meeting at which the resolution is to be brought forward. At least 21-days notice of such a meeting must be given by the Regimental Secretary to the membership and must include notice of the alteration proposed.
- 5. No amendment shall be made to the Objects (clause 2) or Dissolution (clauses 24 and 25), until the approval in writing of the Charity Commission has been obtained; and no alteration shall be made which would have the effect of causing the Association to cease to be a charity in law.

Membership

6. The following categories of membership are available within the RAPTC Association:
- a. **Life Members.** All ranks, past and present, who have served in the RAPTC will have the right to vote, hold office and wear the insignia of the RAPTC Association. Serving members are granted life membership on transfer into the RAPTC.
 - b. **Associate Members.** Associate Members past and present, of all arms who hold or have held appointments connected with the RAPTC. Associate Members will be welcome to social and ceremonial activities of the Association, but only those elected to office within the Association shall have any voting rights. Associate Members will have no claim on financial or other benefits of the Association.
 - c. **Honorary Members.** Honorary Membership may be conferred by the Association Executive Committee, on any person who can be considered closely associated with the work and aims of the RAPTC. Furthermore, Officers, Warrant Officers and SNCOs of the Commonwealth, Allied and Associated Forces, who have successfully completed a PTI Class 1 Course at an ASPT, may be elected to Honorary Membership. They will have no claim on financial or other benefits of the Association.
 - d. **Exemptions.** The Association Executive Committee has the right to refuse membership to any applicant, or to terminate the membership of any person for reasons which appear, to the RAPTC Association Executive Committee, to warrant such action. In such circumstances, the individual concerned may make written representation to the Executive Committee in his or her defence.

Subscriptions

7. All serving members shall be invited to contribute through the Day's Pay Giving Scheme.

Trustees and Executive Committee

8. The Members of the Executive Committee shall be the Trustees of the Association. The Executive Committee shall control the affairs of the Association and will comprise the following (as detailed in Annex A):
- a. **Chairman.** The Chairman shall be the Commandant RAPTC who shall be a serving officer nominated by the Military Secretary.
 - b. **Vice Chairman.** The Assistant Commandant RAPTC (SMAA) shall be the Vice Chairman.
 - c. **Members.** The members of the Executive Committee shall be:
 - (1) Up to seven (7) retired RAPTC Association members, elected by the Executive Committee in accordance with the Appointment Process set out in clause fifteen (15). At least two (2) are to hold Branch Chair or Branch Secretary appointments.

- (2) Commanding Officer (CO) of the Army School of Physical Training (ASPT).
- (3) SO2 Physical Development (PD), HQ Regional Comd.
- (4) SO2 PD, Royal Military Academy Sandhurst (RMAS).
- (5) Adjutant, ASPT.
- (6) RAPTC Sergeant Major (Corps SM).

9. The Executive Committee shall meet at least twice a year, normally in March and September. The September meeting to coincide with the biennial Reunion Weekend.

10. A quorum shall consist of eight (8) members, which must include the Chairman and/or Vice Chairman and a Regular serving WO1.

11. Each item on the Agenda shall be decided upon by the assent of two-thirds of the Trustees present, all of who have voting rights.

12. The Executive Committee may co-opt such other members as necessary.

Non-Voting Members of the Executive Committee

13. **President.** The President of the RAPTC Association Committee shall be the Colonel Commandant RAPTC, who is entitled to attend and address any Executive Committee meeting.

14. **Secretary/Treasurer.** The Secretary/Treasurer of the Association shall be an officer on the staff of HQ RAPTC. He/she will normally be a Civil Service Grade C2 MSF and should, wherever possible, be a Retired Officer of the RAPTC.

Executive Committee – Appointment Process

15. The appointment process for up to seven (7) Trustees, who are not appointed by virtue of their ex-officio status to the RAPTC Association Executive Committee, is based on the following:

a. **Eligibility Criteria.** To be nominated, there must be a vacancy. Eligibility criteria is defined as being an Association member, or an Officer/Senior Non-Commissioned Officer from another Corps or Regiment who has held a key PD appointment. Nominations can be made by any member of the Association, but must be sponsored through, and by, a member of the RAPTC Association Executive Committee. To be carried, nominations require the agreement of a minimum of two-thirds of Committee Trustees (a quorum for the Committee is a minimum of eight (8) Trustees) who are present at a meeting of the Executive Committee (i.e. not less than 6).

b. **Tenure.** Trustees shall hold their appointment for a period of four (4) years, following which time, they can apply for re-election. Re-election requires the agreement of a minimum of two-thirds of Committee Trustees who are present at a meeting of the Executive Committee.

c. **Responsibilities.** Trustees of the RAPTC Association and its charity, have a joint responsibility, for the general control and management of the Association in accordance with the charity's Constitution. Trustees have, and must accept, ultimate responsibility for directing the affairs of the charity, ensuring that they are solvent, well-run and delivering the charitable outcomes for which they have been created. Trustees are members of the Committee with full voting rights.

d. **Removal.** If and when required, Trustees may be removed from the Executive Committee if deemed appropriate and endorsed by two-thirds of the Executive Committee. In such circumstances, the individual concerned may make written representation to the Executive Committee in his or her defence.

Supporting Committees

16. The affairs of the Association shall be controlled by the Executive Committee who are the Trustees of the charity and who shall delegate the day to day affairs of the Association to approved committees. The composition and frequency of each committee shall be as follows:

a. **Welfare Committee.** The Welfare Committee will meet as and when required by the Chairman and will consist of a minimum of three (3) members, including the Chairman. The Welfare Committee will comprise the following:

- Chairman - CO ASPT
- Vice Chairman - SO2 P&P HQ RAPTC
- Members - Min of 1 (one) Executive Committee Member, who should, wherever possible, be the Corps SM Adjt
- Secretary - Regimental Secretary

b. **Reunion Organising Committee.** The Reunion Organising Committee will meet as and when required by the Chairman. The Reunion Organising Committee will comprise the following:

- Chairman - CO ASPT
- Members - Co-opted members as deemed necessary by the Chairman
- Secretary - Regimental Secretary

c. **RAPTC Sports Management Committee.** The RAPTC Sports Management Committee will meet twice a year and a quorum shall consist of a minimum of fifty percent of the Committee, including the Chairman. The RAPTC Sports Management Committee will comprise the following:

- President - Commandant RAPTC
- Chairman - Assistant Commandant RAPTC (SMAA)
- Members - RAPTC Sports Representatives
- Treasurer - Regimental Secretary
- Secretary - Corps SM

d. **RAPTC Association Annual Awards Committee.** The RAPTC Association Annual Awards Committee will meet annually and will comprise the following:

- Chairman - Assistant Commandant RAPTC (SMAA)
- Members - Corps SM
- Secretary - Regimental Secretary

Association General Meetings

17. Meetings will be held under the following precept:

a. **Annual General Meeting (AGM).** The AGM will be held at any time decided upon by the Executive Committee but should normally coincide with the Biennial Reunion Weekend. During the alternate years, the AGM will coincide with another major RAPTC function.

b. The Chair will be taken by the Commandant RAPTC or a person nominated by him.

c. The notice convening the Meeting shall provide at least twenty-one (21) days notice and the draft Agenda paper shall be included with the notice. The business of the meeting shall be confined to the subjects contained within the calling notice.

d. A minimum of twenty-five (25) members shall form a quorum.

e. The business transacted at an AGM shall be:

- (1) The receipt of the Annual Accounts and Annual Report.
- (2) Any business introduced by the Executive Committee.
- (3) Any other business where twenty-one (21) days notice has been given, in writing, to the Secretary.
- (4) No resolution to any Agenda item, which require a vote of the Association Members, shall be deemed carried unless carried by a two-thirds majority of those members present and voting (i.e. not less than 17).

f. **Special General Meetings.** A Special General Meeting of the Association may be convened by the Chairman, on his own authority, on receipt of a written requisition from not less than ten (10) members or at the request of the Executive Committee. The following criteria will apply:

- (1) The notice convening the Meeting shall give at least 21-days notice and the draft Agenda paper shall be included with the notice.
- (2) The business of the meeting shall be confined to the subjects contained within the calling notice.
- (3) A minimum of twenty-five (25) members shall form a quorum.

(4) No resolution shall be deemed carried by a Special General Meeting unless carried by a two-thirds majority of those members present and voting (i.e. not less than 17).

g. **Officiating Officers.** At all General meetings, the Chair will be taken by the Chairman or, in his or absence, by his designated representative for the occasion. In the case of equality of votes upon any question, the Chairman shall have the deciding vote.

Finances

General

18. The three main sources of income for the RAPTC Association are:

- a. Donations by serving RAPTC personnel under the "Day's Pay Giving Scheme".
- b. Return on investments held by the Association.
- c. General donations and grants.

19. The RAPTC Association accounts Fund Manager should normally be the Regimental Secretary/Treasurer.

20. Annually, the Executive Committee will vote upon financial allocations for the forthcoming year. Allocations will be based upon a forecast of expenditure produced by the Fund Manager, compiled from estimates submitted by the Chairmen of the relevant committees.

21. Once approved by the Executive Committee, the Chairman (through the Secretary) will issue letters of delegated financial authority to those allocated funds, giving direction regarding spending limitations and their responsibilities as directed in the RAPTC Association Internal Rules.

Investments

22. The Association has money in various investments and the Trustees will monitor the balance between each and direct that changes be made as appropriate following financial advice.

Audits

23. Annual accounts are to be prepared by the Account Holder in accordance with the Charity Commission's Statement of Recommended Practice. The annual balance sheet will be drawn up as at the thirty first of March each year and all funds will be independently examined annually in accordance with Service Fund Regulations (SFRs).

Dissolution

24. The Association may be dissolved by a Resolution passed by a two-thirds majority of those present and voting at a Special General Meeting convened for that purpose, of which 21-days notice shall have been given to the members. The RAPTC Association Executive

Committee will remain in office as Charity Trustees and will be responsible for the orderly winding up of the Association's affairs.

25. Such a Resolution may give instructions for the disposal of any assets held by, or in the name of, the Association provided that any property remains after the satisfaction of all debts and liabilities. Such property shall not be paid to, or be distributed among, the members of the Association, but shall be given or transferred to such other charitable institution or institutions having Objects similar to some or all of the Objects of the Association. These transfers may be determined by the Association and if and insofar as effect cannot be given to this provision, then to some other charitable purpose.

26. The Trustees must notify the Charity Commission that the Association has been dissolved.

Branches

27. **Formation.** The formation of Association Branches is strongly encouraged subject to the following:

- a. No Branch shall be formed or extended without the direct approval of the Executive Committee. Before considering any such request, the Committee will ascertain that there are sufficient potential members to justify the request.
- b. When the formation of a Branch is approved, the members shall appoint a Chairman, Secretary and Treasurer. These officials shall offer themselves for re-election annually.
- c. Branch Committees will meet as required, each Branch developing its own Constitution within the broad framework of the Constitution of the RAPT Association.
- d. Each Branch official has the following responsibilities:
 - (1) **Branch Chairman.** The Branch Chairman will oversee the effective operation of the Branch, including arrangements for an AGM and the appointment of officials to carry out the duties of the Branch. The Chairman is to ensure that an annual audit of the account is undertaken and account details are presented at the Branch's AGM.
 - (2) **Branch Secretary.** The Branch Secretary will be responsible, through the Branch Chairman, to the Branch Committee for the proper regulation of its activities.
 - (3) **Branch Treasurer.** The Branch Treasurer will be responsible for the accountable handling of all financial matters of the Branch. He/she will maintain a proper system of accounts which will be available for inspection, should this be required, by the Association Executive Committee. He/she will lodge all monies received in a bank approved by the Branch Committee in an account in the name of the Branch.
 - (4) **Meetings and Procedures.** Branch AGMs will be held at which an Annual Report and Statement of Account will be presented. Once the report

and account have been accepted by their members, a copy of the report, and nominal roll of members present, shall be forwarded to the Secretary of the RAPTC Association within two (2) months of the Branch AGM.

- e. **Finances.** Branches are to be financially self-sufficient but may apply for financial assistance from the RAPTC Association.

RAPTC Association Reunion Weekend

28. The first Reunion was held in 1909 and, until 2004, Reunion Weekends were held annually on the second weekend in September. From 2006, Reunion Weekends have been held biennially on even years and, where possible, should continue to be held on the weekend in September nearest to the 16th September; the formation date of the Corps.

Annual Journal

29. The Journal of the Association, which shall be known as the 'Mind, Body and Spirit' (MBS), will be published annually. The Regimental Secretary will act as the principal Editor.

Association Information

30. Association information will be distributed via various means (ie website) as required to serving and retired members. This will be co-ordinated through HQ RAPTC and through Association Branches for retired members.

Badge

31. The badge of the Association will be the 'Crossed Swords and Crown', which should be worn on the blazer front pocket.

Regimental Tie/Scarves

32. The tie/scarf of the Association will be a miniature 'Crossed Swords and Crown' in red on a black background or Corps Sports Colours where entitled.

Annex:

- A. RAPTC Association Executive Committee Structure.

RAPTC Association Executive Committee Chairman:

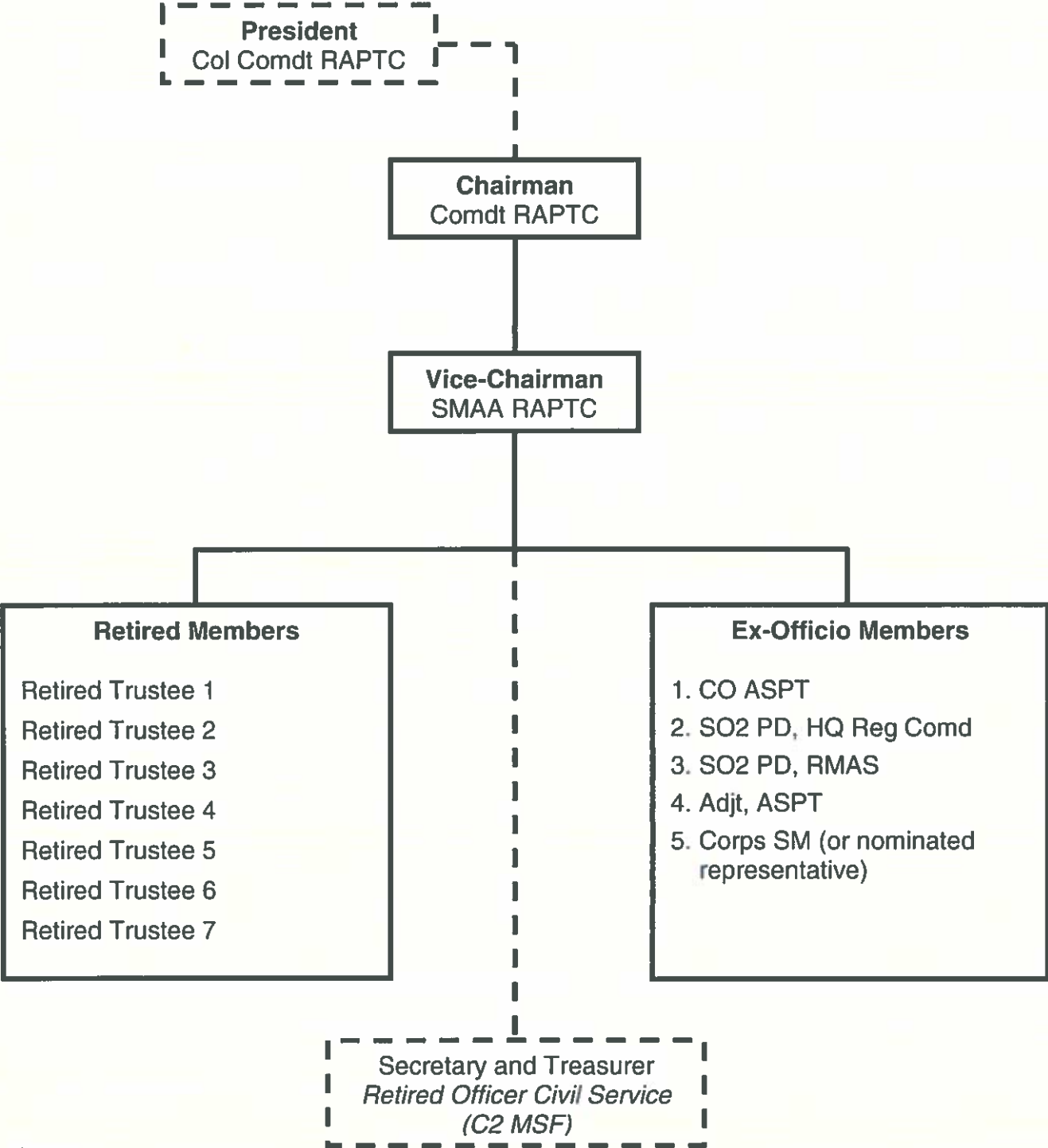
Name: E J R Chamberlain

Signature:



Date: 10 April 2019

RAPTC ASSOCIATION EXECUTIVE COMMITTEE STRUCTURE



Notes:

1. Total Committee = 14 voting members (7 Serving and 7 Retired).
2. A Quorum shall consist of a minimum of 8.
3. Assent of agenda items by a minimum of two-thirds.
4. There must be a minimum of one serving WO1 RAPTC.
5. - - - - - = Non-voting members.