



THE BRITISH AIRBORNE FORCES CLUB (BAFC)

CONSTITUTION

(Revised May 22)



1. OBJECTIVES

1.1 To promote the fostering of links between serving and ex serving members of The Parachute Regiment and Airborne Forces, by way of annual activities and by use of the club website (www.thebritishairborneforcesclub.co.uk) and other social networks. To try to relieve, either generally or individually, persons who are serving or who have served in The Parachute Regiment and Airborne Forces or the dependents of such persons who are in conditions of need, hardship or distress.

2. STATUS

2.1 The BAFC will **ALWAYS** remain independent of any other Airborne associations and Organisations.

3. FUNCTIONS

3.1 The committee shall have the following powers and duties:

- a. Maintain the website club website (www.thebritishairborneforcesclub.co.uk)
- b. Organise annual events.
- c. Arrange a conference of the membership to be known as the AGM.

3.2 Raise funds and invite and receive contributions provided that, in raising those funds, BAFC shall not undertake any external trading activities and shall conform to any requirements of law.

4. MEMBERSHIP

4.1 Membership to the BAFC is open to any serving or non-serving members of all arms of BRITISH AIRBORNE FORCES, to include Pathfinders (PF), Special Forces Support Group (SFSG) and anyone who passed SAS test week and the BPC, under the authority given at; HQ 5AB Bde dated 05 Jan 1996. Potential members of the club will need to register through the club's website, they will not be full members until they have been verified as having passed P Coy and BPC or the selection course stated above for PF, SFSG and SAS.

4.2 The registration process is explained on the BAFC website. Once verified, Members will have full access to BAFC website and have the right to vote at the AGM, wear the insignia of the club, take part in polls or any other benefits associated with membership. Affiliate membership is agreed by the committee based upon the circumstances or benefits of having those individuals associated with the club. Affiliate membership is open to the families of both serving and

non-serving members of BAFC and The Parachute Regiment and Airborne Forces. They will enjoy all the benefits of the club as non-members together with restricted access on the BAFC website. BAFC

5. REGISTRATION

5.1 Registration to the website www.thebritishairborneforcesclub.co.uk is open to any serving or non-serving individual from The Parachute Regiment and Airborne Forces or their dependents. Part of the registration process is clearance by the moderator by proof of a workable email address and the essential security clearance. Non-Airborne supporters of the club are welcome, once accepted they will have access to all the pages except for the Airborne Only Pages.

6. WITHDRAWAL OF MEMBERSHIP

6.1 The committee may expel or suspend anyone who, in the view of the committee, has been guilty of bringing the name of the club into disrepute or endangers the website by acting against the website's terms of service (TOS). A person who is expelled or suspended will have the right to appeal to the membership via poll on the club website. They should submit a written plea of mitigation or denial so that it can be posted for members to read and vote upon. The member's decision is final.

7 SUBSCRIPTION RATES

7.1 The current cost of membership to the BAFC is £10 per annum.

8. THE COMMITTEE

8.1 A committee shall control the affairs of the club and website and currently consists of the following posts:

- a. Chairman
- b. Deputy Chairman
- c. Webmaster
- d. Treasurer
- e. Welfare Officer
- f. Membership officer

8.2 The committee shall communicate by all possible means to ensure that the security and functions of the club and website are fit for purpose. The selection of the committee will be held every 2 years at the AGM. The website will be the vehicle for proposals where the membership may put forward names for any post or simply re- elect the current serving members.

9. THE ANNUAL GENERAL MEETING (AGM)

9.1 The AGM shall take place annually, normally during the afternoon of FANDANCE at a time and place decided on by the committee and relayed to the membership via the BAFC website. The Chairman is responsible for advertising the AGM and inviting the membership to put forward

points they may wish to be included within the AGM agenda. This process is to be completed no less than one month prior to the Fan-dance date.

10. ALTERATIONS OF THE CONSTITUTION

10.1 The constitution may only be altered at the AGM or by way of an extra special vote by use of the website, this method is only to be used in special circumstances, whereby the safe function of the club & website require it to take place.

11. FINANCES

11.1 The funds of the BAFC shall be obtained from:

- a. Donations and subscriptions.
- b. Interest of the club account.
- c. Raffles and auctions.

12. ACCOUNTABILITY

12.1 The Treasurer shall post the state of the club account on the website Business Room at the end of every month. The Chairman is accountable for the use of the Chairman's annual discretionary fund (£500). A receipt for any payments to the club will always be issued to the person making the payment.

12.2 Any raffle or auction will, in conjunction with the treasurer, have two witnesses to count any monies and the total shall be announced to the membership by way of the website.

12.3 There will be three Treasurers Accounts held by the Club and a PAYPAL Account:

- a. **Lloyds Banking Group.** There will be two signatories, only one signatory of the two will be required to withdraw or transfer funds. The two signatories shall be The Treasurer and The Chairman.

(1) **Treasurers Account 30516068.** This is where the majority of income and expenditure will be seen.

(2) **Treasurers Account 38185368.** This account is reserved for income and expenditure for specific organised Charity events.

(3) **Treasurers Account 41686668.** Spare Account.

- b. **PAYPAL Account.** The account allows the club to collect money online for Subscriptions and donations.

- c. The committee of the BAFC will ensure that the clubs funds are deposited with Reputable financial institution(s) or service(s) that provides and best serves the functions and ROI for the club. Any money that is used by the club in its function (i.e. direct or indirect costs together with donations or financial support) shall be posted on the website.

13. DUTIES OF THE COMMITTEE

13.1 CHAIRMAN

The Chairman shall be:

- a. Ultimately responsible to the members for the conduct of those elected to the committee
Responsible for executive decisions in the operation and future direction of the club in conjunction with the committee and wishes of the membership.
- b. To hold a conduct review of any member who, in the view of the committee, may have brought the club and its members into disrepute.
- c. To act in a fair manner and to give the right of reply to any allegation brought against a club member(s). With all the evidence gathered, to act both fairly and proportionately, to arrive at a decision that best suits the club and its members. To advertise and conduct an AGM.
- d. To ensure the minutes of the AGM are recorded and placed in the website Business Room.
- e. To assist the committee in their duties.
- f. To liaise with ABF units, other Airborne clubs, charities and websites to further the objectives, functions and benefits of membership.

13.2 DEPUTY CHAIRMAN

The Deputy Chairman shall:

- a. Deputise for the Chairman and his duties at club events, as outlined above and other meetings or gatherings organised by or for the club.
- b. Ensure the smooth and uninterrupted business of the club and to deputise, by making executive decisions for club in the absence or unavailability, for whatever reason, of the Chairman.
- c. Support the Chairman, Committee and Members in any way as the need arises.

13.3 WEBMASTER

The Webmaster shall:

- a. Ensure the daily security and smooth running of the website.
- b. Support the members in the use of the website and other mediums used by the club.
- c. Propose to the committee improvements and suggestions for the website and other media.

- d. Liaise the Membership Officer in the enrolment of members to the club and to support him to ensure an accurate record of membership.

13.4 TREASURER

The Treasurer shall:

- a. Manage the club account and to prove the account at any time to any member.
- b. Ensure the security and banking of any monies received for the club.
- c. Make and account for payments from the club accounts.
- d. Produce at the end of each month the current state of the account and publish these in the BAFC website Business Room.
- e. Produce, upon request, the club accounts and receipts in and out of the account for the previous year at the AGM.
- f. Provide copies of the current end of month accounts at the AGM.
- g. Ensure, in conjunction with the Membership Officer, that subscriptions are accurate and paid to the club promptly and by the most efficient and cost-effective means.
- h. Advise the club of any donations received.

13.5 WELFARE OFFICER

The Welfare Officer shall:

- a. Provide funding and other support guidance to the Committee.
- b. Liaise, as requested, with individuals seeking club assistance.
- c. Liaise, where necessary, with other support agencies to assist individual cases.
- d. Give updates to the committee on current cases.
- e. Liaise with The Treasurer where payments have been agreed.

13.6 MEMBERSHIP OFFICER

The Membership Officer shall:

- a. Issue BAFC membership Cards.
- b. Keep accurate membership records by liaising with The Treasurer.

- c. Keep membership records in a secure place and back up the online database regularly.
- d. Maintain the online database accurately and provide access only to those necessary persons.
- e. Advise the Webmaster on all matters related to the website.
- f. Enrol registration to the club once all security obligations are met.
- g. Enable verified member's access to the full website.
- h. Give passwords to members who have forgotten them.
- i. To Provide evidence in cases where withdrawal of membership is being considered in matters relating to the website.
- j. To Undertake the verification of new members by using all the club's resources and Members to ensure that only bone-fide AB members are given membership status.

14. UK GENERAL DATA PROTECTION REGULATION (UK GDPR)

14.1 The General Data Protection Regulation (GDPR) came into force on **25 May 2018**, replacing the 1995 Data Protection Directive. Under Section 3 of the EU (Withdrawal) Act 2018, the GDPR was incorporated directly into domestic law immediately after the UK left the EU.

14.2 DEFINITIONS

1. **Personal Data.** Any information relating to a person (A data subject) who can be identified directly/indirectly, such as name, ID number, location data, online identifier, or one or more physical, physiological, genetic, mental, economics, cultural or social identity of that person.
2. **Data Processing.** Any operation or set of operations which performed on personal data or on sets of personal data, such as collection, recording, organisation, structuring, storage, alteration, retrieval, consultation, use disclosure, dissemination, restriction, erasure or destruction.

14.3 DATA PROTECTION PRINCIPLES

1. **Lawfulness, Fairness and Transparency.** Processing must be lawful, fair and transparent.
2. **Purpose Limitation.** The purpose of processing must be specified, explicit and legitimate.
3. **Data Minimalisation.** Personal data must be adequate, relevant and limited to what is necessary.

4. **Accuracy.** Personal data must be accurate and where appropriate kept up to date.
5. **Storage Limitation.** Personal data must be stored for no longer than necessary.
6. **Integrity and Confidentiality.** Personal data must be processed in a secure manner.

14.4 DATA SUBJECT RIGHTS

14.5 Data Subjects (individuals) have the following rights:

1. Right to be informed.
2. Right of access.
3. Right to rectification.
4. Right to erasure.
5. Right to restrict processing.
6. Right to data portability.
7. Right to object.
8. Rights in relation to an automated decision making and profiling.

14.6 LAWFUL BASIS FOR PROCESSING

14.7 The following rules are to be adhered to when processing personal data:

1. **Consent.** Must be clear, affirmative, explicit and not a pre-condition of service. Easy to withdraw. Regularly reviewed.
2. **Vital Interest.** The processing is necessary to protect the data subject's life or another person's life.
3. **Public Task.** Processing is necessary for a task carried out in the public interest or for an official authority, e.g. government departments.
4. **Legitimate Interest.** Processing is necessary for the purposes of the legitimate interest pursued by the controller or third party.
5. **Contractual.** Processing is necessary under a contract or upon entering into a contract.
6. **Legal Obligation.** Processing is necessary for compliance with a legal obligation, eg employment law, H&S Work Act.

14.8 EXEMPTIONS

14.9 The following GDPR restricts the scope of obligations and a data subject's rights under GDPR where such a restriction is necessary. This includes the following:

1. National Security and Defence.
2. Public Security.

3. Parliamentary Privilege.
4. Legal Professional Privilege.
5. Prejudice to negotiations with data subject.
6. Exam scripts or marks.
7. Confidential references given by the Controller.
8. Defence – Prejudice to combat effectiveness of any of the Armed Forces.

15.0 BAFC & GDPR. The British Airborne Forces Club (BAFC) uses personal data of its individual members by collecting the following information:

1. Name and initials of data subject.
2. Post Nominals.
3. Service Number (Historic or current).
4. Date completed of P Coy/BPC
5. Parachute Regiment Association/Associate Membership number.
6. Sponsor's names.
7. Address and telephone numbers of data subject.
8. Current/previous Units served with.
9. Membership status.
10. Payments received.

15.1 All this information has been freely given by individuals on applying for membership and complies with current GDPR Regulations as detailed in sub paras 14.5-14.7 of this document. All information is securely stored via the BAFC Website and remotely on the BAFC's own secure www.sync.com site. This information is regularly reviewed and updated as members join or leave the BAFC. No other copies of data subject's information are held in any other location, whether it be electronic or on paper.

Nick Butler
Chairman
British Airborne Forces Club