

RESERVE FORCES' AND CADETS' ASSOCIATION FOR NORTHERN IRELAND

SCHEME MADE BY THE DEFENCE COUNCIL UNDER THE RESERVE FORCES ACT 1996, PART XI AND SCHEDULE 4

Commencement, Interpretation, Amendments and Revocations

1. (1) This Scheme has been revised and is effective as of 1st April 2020.
- (2) In this Scheme, "the Association" means the Reserve Forces' and Cadets' Association for Northern Ireland established by the Association Scheme of 1st April 1968.
- (3) Subject to sub-clause (4) of this clause, any other scheme that makes provision for the Association is hereby revoked.
- (4) The Northern Ireland Association Scheme establishing the Association on 1st April 1968 shall, to the extent that it establishes the Association on that date, continue in force.
- (5) Any reference to the Reserve Forces' and Cadets' Associations Regulations is a reference to the Reserve Forces' and Cadets' Associations Regulations 2009 made by the Defence Council in exercise of their powers under part XI of the Reserve Forces Act 1996, as amended from time to time.

Continuation of the Association and Common Seal

2. (1) The Association shall be an association for the Counties of Antrim, Armagh, Down, Fermanagh, Londonderry and Tyrone, and the non-metropolitan districts of Belfast and Londonderry.
- (2) The Association is the successor to the territorial, Auxiliary and Volunteer Reserve for Northern Ireland and all of its predecessors. The Association shall be a body corporate with a common seal.
- (3) The common seal shall be affixed only in the presence of and witnessed by either the Chairman of the Association and a member of the Association Board of the Association, or the Chief Executive of the Association and a member of the Association Board of the Association.

President

3. (1) The President of the Association shall be appointed by the Defence Council from Her Majesty's lord-lieutenants for the time being of the counties of Antrim, Armagh, Down, Fermanagh, Londonderry and Tyrone and the non-metropolitan districts of Belfast and Londonderry as described in schedule 1 paragraphs (2) and (3) to the Lieutenancies Act 1997 as amended from time to time, and Orders in Council made by her Majesty.
- (2) Failing any of those lords-lieutenants the Defence Council may appoint such other person as they think fit to be President of the Association.

Vice-Presidents

4. The Defence Council shall appoint Her Majesty's lord-lieutenants for the time being of the areas covered by the Scheme, listed at paragraph 3(1) above, who are not at the time President of the Association and are willing to act as Vice-Presidents of the Association, to be Vice-Presidents of the Association.

Number of Members

5. (1) The Association shall consist of the President, Vice-Presidents and not more than one hundred and twenty five members. Members are to be drawn from as wide a base as possible, as part of a continuous effort to achieve progressively greater diversity of Association membership and to achieve broad representation of the regional community.
- (2) Members shall be appointed strictly in accordance with the process and procedures outlined in the Reserve Forces' and Cadets' Association Regulations and in particular those appended as Schedule 1 of this Scheme.
- (3) Membership of the Association shall be as follows:
- (a) Not more than eleven persons shall be naval members (which in this Scheme means persons appointed under the provisions of sub-clause (1) of clause 6).
 - (b) Not more than two persons shall be marine members (which in this Scheme means persons appointed under the provision of sub-clause (2) of clause 6).
 - (c) Not more than fifty three persons shall be military members (which in this Scheme means persons appointed under the provisions of sub-clause (3) of clause 6).
 - (d) Not more than six persons shall be air force members (which in this Scheme means persons appointed under the provision of sub-clause (4) of clause 6).
 - (e) Not more than five persons shall be cadet force members (which in this Scheme means persons under the provisions of clause 7).
 - (f) Not more than forty two persons shall be representative members (which in this Scheme means persons appointed under the provisions of clause 8) and
 - (g) Not more than six persons shall be co-opted members (which in this Scheme means persons appointed under the provisions of clause 9).

Naval, Military and Air Force Members

6. (1) Naval members

(a) The Commanding Officer of HMS Hibernia and the Senior Naval Officer Northern Ireland shall be ex officio naval members of the association.

(b) The Association shall appoint as selected naval members of the Association, after consultation with the said Chief of Naval Personnel & Training and Second Sea Lord persons who are members or former members of Her Majesty's naval forces, or who are persons specially qualified by their interest in and knowledge of naval matters.

(2) Marine Members

(a) The Commanding Officer of the sub-unit in Northern Ireland shall be ex officio marine member of its association.

(b) The Association shall appoint as selected marine members of the Association, after consultation with the said Commandant General Royal Marines, persons who are members or former members of Her Majesty's marine forces, or who are persons specifically qualified by their interest in and knowledge of matters affecting the marine forces.

(3) Military Members

(a) Both senior Army Regular and Reserve officers appointed to the Army Regional Point of Contact (RPOC) in the area for which the Association is established, and the Commanding Officer of each unit of the Army Reserve which is defined as a Colonel's or Lieutenant Colonel's command in the area for which the Association is established, approved by the Adjutant General, shall be ex officio military members of the Association.

(b) The senior officer of each unit of the Army Reserve in the area for which the Association is established being a unit or sub-unit recommended by the Adjutant General, not represented by a person who is an ex officio military member of the Association by virtue of the provisions of sub paragraph (a) of this paragraph, shall be an ex officio military member of the Association.

(c) The Association shall appoint as selected military members of the Association, after consultation with the said Adjutant General, persons who are members or former members of Her Majesty's military forces, or who are persons specifically qualified by their interest in and knowledge of military matters.

(4) Air Force Members

(a) The Commanding Officer of 502 Squadron Royal Air Force shall be ex officio air force members of the Association.

(b) The Association shall appoint as selected air force members of the Association, Officers commanding Royal Air Force Stations located within its area, with the approval of the Chief of the Air Staff. The Association may also on the advice of the air force member serving as Chairman as one of the Vice-Chairmen of the Association, appoint former members of Her Majesty's Air Forces or persons who are specially qualified by their interest in and knowledge of matters relating to aviation as selected members of the Association.

Provided that:

(i) If the aggregate of the number of naval, marine, military and air Force members shall at any time become less than one half of the total number of members of the Association at that time, further naval, marine, military and air force members (within the limit stated in Clause 5) shall be appointed as soon as practicable;

(ii) The Association may recommend to the said Chief of Naval Personnel & Training and Second Sea Lord Commandant General Royal Marines, Adjutant General and Chief of the Air Staff, the number of selected naval, marine and air force members respectively who shall be appointed at any one time;

(iii) The provisions of this Clause are subject to the provisions of Clause 5.

(c) Not use the 12 persons representing the functional areas linked to the Association's outputs. These include; youth, F/E, medical, employer, veterans and finance activities.

Appointment of Cadet Force Members

7. The Defence Council may appoint as cadet forces members of the Association persons recommended by the Association as follows:

- (1) One person to represent the Sea Cadet Corps.
- (2) Two person to represent the Army Cadet Force.
- (3) One person to represent the Air Training Corps
- (4) One person to represent the Combined Cadet Force

Appointment of Representative Members

8. (1) The Defence Council may appoint persons as representative members of the Association after consultation with, and on the recommendation of the bodies to be requested, as follows:
- (a) One person to represent each of the eleven Local Authorities in Northern Ireland. (LA).
 - (b) Each of these is an elected representative appointed under the D'Hondt system and, as per the announcement in Parliament on 22 October 2012, will act as Veteran's Champion for his/her authority.
 - (c) A person to represent Queens University Military Education Committee.
 - (d) Not less than ten persons to represent employers in the area for which the Association is established.
 - (e) Not less than six persons to represent employees in the area for which the Association is established.

Appointment of Co-opted Members

9. (1) The naval, marine, military, air force, cadet forces and representative members of the Association may appoint co-opted members who shall be full members with power to vote. The period of service of co-opted members is restricted, as detailed in Schedule 1, paragraphs 8 and 9.
- (2) (a) In every year in which all the members of the Association are newly appointed, the first business of the first meeting of the Association, which for this purpose shall consist of the President, Vice-Presidents, naval, marine, military, air force, cadet forces and representative members, shall be the appointment of co-opted members;
- (b) Co-opted members of the Association shall include persons interested in cadet matters.
- (3) The provisions of this Clause are subject to the provisions of Clause 5.

Chairman and Vice-Chairmen

10. (1) (a) The Association shall elect a member of the Association to be Chairman, bearing in mind the requirements outlined in the Reserve Forces' and Cadets' Association Regulations; and
- (b) Two or more members of the Association shall be elected Vice-Chairmen of the Association.
- (c) Of the Chairman and Vice-Chairman, at least one shall be a naval or marine member of the Association and at least one shall be a military member of the Association and at least one shall be an air force member of the Association.

(d) In every year in which all the members of the Association are newly appointed, the election of the Chairman and Vice-Chairmen shall take place at the first meeting of the Association at which the co-opted members shall be entitled to vote.

(e) The term of office of the Chairman and Vice-Chairman shall be deemed to begin on the day on which the naval, marine, military, air force, cadet forces and representative members came into office.

(2) (a) The term of office of a Vice-Chairmen shall be one year and he shall be eligible for re-election (subject to the provisions of Clause 14).

(b) No person who has held the office of Vice-Chairman for a total of five terms (whether consecutive or not) shall be eligible for re-election to that same office at any subsequent election, except with the consent of the President of the Association signified in writing and produce to the meeting of the Association at which such re-election is to be proposed.

(3) (a) The term of office of the Chairman shall be one year and he shall be eligible for re-election (subject to the provisions of Clause 14).

(b) No person who has held the office of Chairman for a total of five terms (whether consecutive or not) shall be eligible for re-election to that same office at any subsequent election, except with the consent of the President of the Association signified in writing and produced to the meeting of the Association at which such re-election is to be proposed.

Term of Office

11. (1) The President of the Association shall be appointed for such terms as the Defence Council may decide, provided that the term shall not exceed five years.

Dismissal of Members from Office

12. The Defence Council may, at its discretion, dismiss a member of the Association from his office as a member of the Association, provided that the Defence Council shall not exercise this right without first having consulted the President of the Association.

Vacation of Office

13. A representative member of the Association appointed under the provision of Clause 8 who ceases to be an elected member of the authority or body, or who ceases to be a representative of the interest for which he was appointed, shall thereupon vacate his office as a representative member of the Association.

14. A member of the Association, other than an ex officio naval member of the Association or an ex officio marine member of the Association or an ex officio military member of the Association or an ex officio air force member of the Association shall vacate his office as a member of the Association on reaching the age of 70 years and so not be eligible for re-appointment.

Provided that:

(a) Where the President of the Association is satisfied that the re-appointment of a member after that member has reached the age of 70 years is in the best interest of the Association, he may re-appoint, or, as the case may be, approve the re-appointment of that member for a period not exceeding one year at a time.

(b) If the authority or body, on whose recommendation a representative member was appointed, recommends that the representative member be re-appointed as that member has reached the age of 70 years, the President may re-appoint that member for a period not exceeding one year at a time.

(c) Where a member of the Association reaches the age of 70 years and is currently serving as Chairman or Vice-Chairmen of the Association, he shall remain a member until he has completed his term of office as Chairman or Vice-Chairman or until his successor is appointed. If he is eligible to remain a member of the Association under the provisions of this clause, he shall not be eligible for re-election to the office of Chairman or Vice-Chairman.

Disqualified from Holding Office

15. (1) Subject to the provisions of paragraphs (2) and (3) of this Clause, a person shall be disqualified from being appointed to or being a member of the Association if he holds any office under the Association, or while he is concerned in any bargain or contract entered into with the Association, or if he participates in the profits of any such bargain or contract of work done under the authority of the Association.

(2) A person shall not be treated for the purposes of paragraph (1) of this Clause as being concerned in any bargain or contract entered into with the Association, or as participating in the profits of any such bargain or contract or of work done under the authority of the Association, by reason of his having an interest therein if he has declared that interest and it cannot reasonably be regarded as likely to prejudice the interests of the Association and he takes no part in the discussion relating to that bargain or contract or work (and does not vote in relation thereto).

(3) A person to whom the provisions of paragraph (2) of this Clause do not apply shall nevertheless not be disqualified from being appointed or being a member of the Association by reason of being interested:

(a) In the sale or lease of any lands to the Association, or;

(b) In any agreement as to compensation under the Manoeuvres Act 1958, or;

(c) In any bargain or contract which the Defence Council may by general or special order permits the Association to make.

Provided that he shall not at any meeting of the Association, or meeting of any committee appointed under the provisions of Clause 19, be present during the discussion of or vote on any question in which he has a financial interest.

Vacancies

16. If a member of the Association, other than a co-opted member shall die, resign, be dismissed, vacate his office, or otherwise cease to be a member of the Association, another person shall as soon as practicable be appointed in his place in accordance with the provisions of this Scheme.

Persons to Preside at meetings

17. (1) The President of the Association, if present at a meeting of the Association, shall be entitled to preside, and, if elects to do so, shall preside.
- (2) Subject to the provisions of paragraph (1) of this Clause, at every meeting of the Association the Chairman, if present, shall preside.
- (3) Subject to the provisions of paragraph (1) of this Clause, if the Chairman is absent, a Vice-Chairman, if present, shall preside.
- (4) Subject to the provisions of paragraph (1) of this Clause, if neither the Chairman nor Vice-Chairman is present the members present at the meeting shall choose a person to preside at the meeting from the Vice-Presidents and members present and the person so chosen shall preside.

Quorum

18. The quorum for plenary meetings of the Association shall be one-fifth of the total number of non-co-opted members of the Association permitted by the provisions of Clause 5.

Decisions of Questions by Majority of Votes

19. Every question at a meeting of the Association shall be decided by a majority of votes of the members present who vote on that question and in the case of equality of votes, the person presiding the meeting shall have the casting vote if he shall be the President or a Vice-President of the Association or a second vote if he shall be a member of the Association.

Appointment of Committees

20. The Association shall appoint the following committees:

- (1) Association Board.
- (2) Sub-committees each chaired by an appropriate member of the Board, to address business, interfaces; estates; veterans, HE & FE interfaces; medical interfaces, finance and youth affairs.

Association Board

21. (1) The Association shall refer to the Association Board all matters relating to the exercise of powers or the performance of the duties of the

Association and the Association Board shall report on such matters to the Association.

(2) In every year in which all the members of the Association are newly appointed, the Association, at its first meeting, shall decide and shall inform the Association Board of the powers which may be exercised and the duties which may be performed by the Association Board without prior reference to the Association.

(3) The Association Board shall consist of the Chairman and Vice-Chairmen of the Association and such other members of the Association as the Association may determine wherever possible, these will represent each of the functional areas listed in paragraph 20 (2). Furthermore the Board will comprise equitable representation from geographical of areas across Northern Ireland. Following the Association's first meeting, as defined in Clause 21 (2), the Association Board, at its first meeting, shall inform the Chairman of the powers which he may exercise and the duties which he may perform without prior reference to the Association Board.

(4) The Chairman and Vice-Chairmen of the Association shall be the Chairman and Vice-Chairmen of the Association Board.

(5) The Association Board shall include a member with appropriate expertise and interest to oversee the Association's activities in each of the following respective areas:

- (a) Finance
- (b) Medical interfaces
- (c) Veteran affairs
- (d) Youth matters (Pathways and Cadets)
- (e) Business interfaces
- (f) Regional Representation as required necessary by the Board as a whole
- (g) Higher and Further Education interfaces

Other Committees

22. (1) Each of the above areas will be supported by a Committee chaired by the designated Board member. Each Committee shall advise the Association Board on matters relating to the area for which the Committee has been appointed.

(2) If the Association Board desires to delegate to an area committee any of the powers and duties which the Association has decided that the Association Board shall exercise or perform under the provisions of paragraph (2) of Clause 20, and the Defence Council approve the delegation, such powers and duties may be delegated by the Association Board to an Area committee.

(3) Each other Committee may include persons as members who are not members of the Association provided that a majority of the members of the Committee shall be members of the Association.

Financial Expenditure

23. No payment shall be made by or on behalf of the Association except under the authority of the resolution of the Association in pursuance of a report of the Association Board, or out of an appropriation previously made to the Association Board for which payment is made.

Regulations as to Meetings of Committees

24. The Association may make, amend and revoke regulations respecting the quorum, proceedings, frequency and place of meeting of any committee appointed under this Scheme, but subject to any regulations the quorum, proceedings and place of meeting shall be such as the committee may determine.

Evidence of Proceedings at Meetings

25. (1) A minute of the proceedings of the meeting of the Association, or committee thereof, signed at the meeting or the next meeting of the Association or the committee, as the case may be, by the President of the Association, a Vice-President of the Association or a member of the Association describing himself as, or appearing to be, the person presiding at the meeting at which the minute is signed shall be accepted as a true record of such proceedings.

(2) Until the contrary shall appear, every meeting, at which a minute has been made of proceedings shall be deemed to have been properly convened and all the persons present at the meeting shall be deemed to have been entitled to attend and if they voted on a question at the meeting to have been entitled to vote on that question.

(3) Where the meeting was a meeting of a committee, the committee shall be deemed to have been entitled to have been duly appointed and to have had the power to deal with the matters referred to in the minute.

Act or Proceedings of the Association

26. No act or proceeding of the Association shall be invalid on account of any vacancy in that membership of the Association or on account of the appointment of any member having been defective.

Power to Regulate Procedure

27. Subject to the provisions of the Scheme, the Association may regulate its own proceedings.

Appointment of Officers

28. (1) The Association shall appoint a Chief Executive whose appointment and terms of appointment shall be in accordance with the provisions of the Reserve Forces' and Cadets' Association Regulations.

(2) The Association may appoint other officers and members of staff.

Power of Certain Officers to Attend and Speak at Meetings

- 29. (1) An ex-officio naval, marine, military or air force member of the Association who is a Commanding Officer may, with the consent of the Chairman of the Association, depute his second-in-command or one of his officers to represent him at any meeting of the Association or of a committee thereof which the Commanding Officer represents his unit but no such deputation shall be permitted for the Association Board.
- (2) An officer so deputed shall, whether or not he is a member of the Association, be entitled to speak at any such meeting and may vote on questions at the meeting unless the Chairman of the meeting decides that he shall not be entitled to vote on any question or questions.
- (3) Brigade or Group Commanders, Flag, General and Air or such other Officers commanding parts of Her Majesty's Forces who are concerned with the duties entrusted to the Association, or an officer deputed by any one of the these Commanders or Officers, may attend any meeting of the Association and may speak thereat, but no Brigade or Group Commander, Flag, General, Air or other such Officer shall be entitled to vote at any such meeting unless he is a member of the Association.

Citation

- 30. This Scheme may be cited as the Northern Ireland Association Scheme 2020

Dated.....

Dated.....

Signed by:

Signed by:

.....

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[Minister for Reserves]

[Vice Chief of the Defence Staff]

On behalf of the Defence Council

On behalf of the Defence Council

**QUALITIES REQUIRED OF MEMBERS AND CHAIRMAN OF A RESERVE
FORCES' AND CADETS' ASSOCIATION**

MEMBERS

1. A Member of a RFCA should:
 - a. On appointment, be a British or Commonwealth citizen.
 - b. Be or have been a member of one of Her Majesty's Forces or Cadet Forces; or be specially qualified by their interest in or knowledge of matters pertaining to one or more of Her Majesty's Forces or Cadet Forces; or bring other particular experience, background or interest (such as in employment, local Government, education, finance, property, or business experience) which is of value to an Association in meeting its role and responsibilities.
 - c. Possess skills and experience which sustain and broaden the expertise available to the Association, in particular in fostering its links both to its own local community and in improving the overall links, which Associations provide between the civil and military communities.
 - d. Be able to demonstrate a willingness to participate actively and assist in matters concerning the Volunteer Reserve Forces and Cadets within the Association's area. This includes regular attendance at any relevant committee, area (county) or Association meetings and the wish to contribute helpfully to the wider Defence debate.
 - e. Be prepared, if invited and able to accept, to serve on any relevant Committees of the Association, or to fill an office within such a Committee. Examples of such Committees are the Association Board, Employer Engagement, Recruiting Support, Volunteer Estate and Infrastructure, and Cadet and Youth Committees.

CHAIRMAN

2. The Chairman of a RFCA should:
 - a. Be a British or Commonwealth citizen and a member of the Association.
 - b. Be a prominent person in the civilian community with extensive knowledge of at least one of the Armed Forces and, in particular, of the Volunteer Forces. The Chairman will normally have held a command appointment in one of Her Majesty's Forces.

- c. Possess good communication skills together with a willingness to seek out and listen to the views regarding Reserve and Cadet matters from all Service organisations across the Associations' region and from the civil community.
- d. Possess skills and experience within the civilian environment which sustain and broaden the expertise available to the Association (for example, in business, finance, personnel or property management, media communications, local government, law or community or race relations).
- e. Be able to demonstrate the ability to challenge accepted views in a constructive way.
- f. Be able to represent the full range of issues from across the Association region, having an understanding not only of defence issues but also of the pressures and challenges, which face civilians with the Volunteer Reserve Forces and Cadets.