

THE PJI CANOPY CLUB ASSOCIATION CONSTITUTION

Ratified at a full Executive Committee meeting following email consultation with the wider membership on 30 April 2022.

Association title

1. The PJI Canopy Club Association was formally incorporated at the 2012 PTS Canopy Club AGM to carry forward and build on the heritage of the PTS Canopy Club (formed at RAF Ringway on 18 September 1945) under a joint management team of serving and retired RAF PJIs. The new Association is to be called “The PJI Canopy Club Association”, referred to hereafter in this document as the “Association”.

Association aims

2. The aim of the Association (reflecting the spirit of the original 1945 Constitution) is to provide opportunities for RAF PJIs past and present to remain in touch with friends and colleagues in an all ranks social network and to provide a support structure in which assistance can be mobilised to meet the immediate needs or concerns of members and/or their families.

3. The Association will hold an annual general meeting of members, combined, where possible with an annual reunion function. The Association will also organise other social and commemorative functions as required.

General administration

4. The business of the Association will be discharged by an Executive Committee of serving and retired PJIs made up as follows (these positions constitute the voting members):

- Chairman (Retired PJI or serving PJI) - voted in at the AGM. To serve a period of 2 years. PJIs wishing to serve as Chairman must be proposed and seconded by 2 other PJIs at least 4 weeks prior to the AGM.
- Vice Chairman (OC Airborne Delivery Wing [ADW]). Ex Officio. To serve a period of their tour as OC ADW. OC ADW may delegate this role, or attendance at meetings to one of his/her Wg sqn cdrs.
- General Secretary (Retired PJI) voted in at the AGM.
- Treasurer (Retired PJI) voted in at the AGM.
- Oxfordshire Area Secretary (Retired PJI) who will represent the views of the other area secretaries.
- Wing Warrant Officer (Chief Instructor) ADW Ex Officio. To serve a period of their tour as Wg WO.

5. The Executive Committee will call on the support of the following co-opted officers as and when required:

- Assistant General Secretary (Retired PJI). (This post may be activated if the General Secretary needs additional support)
- Social Media rep (ADW volunteer) (This post is to mastermind the Facebook page, which may act as a conduit for the recruitment of serving members to the Association.)
- ADW Project Officer/SNCO as required
- ADW Membership Secretary
- Website Manager (preferably a retired PJI to allow proper continuity)
- Tatton Salver Golf Secretary

- Support Fund rep
- Heritage rep
- Cenotaph rep

Co-opted members do not have voting rights.

6. The Association will also be supported by a network of Area Secretaries made up of retired PJIs. Terms of Reference for the posts of General Secretary, Assistant General Secretary, Treasurer and Area Secretaries are detailed at Enclosure 1.

7. While serving PJIs fill Executive Committee posts on an “ex officio” basis all other Executive Committee posts will be re-elected annually at the Annual General Meeting (AGM) of the Association (with the exception of the Chair who will serve 2 years). The names and email contact details of current Committee members and Area Secretaries are shown (separately) at Enclosure 2.

Association President and Vice-Presidents

8. In keeping with the earlier Constitution of the PTS Canopy Club, the Association President will be nominated to the Executive Committee by the Association Vice Presidents and will be a retired member who has given long and conspicuous service to either the PJI Specialisation and/or the Association and who it is felt can add a level of experience and gravitas beyond that of the Chairman. In exceptional circumstances where there is more than one candidate for the role of President a vote will be taken among the Vice-Presidents and Executive Committee. Presidents will normally hold the office for 4 years; this may be extended where a President is willing to continue beyond the initial 4-year term.

9. Nominations for Vice President may be made (to the Executive Committee) by any member of the Association at any time and will be reviewed annually by the Executive Committee. Following the review of potential candidates for Vice President, the Executive Committee will announce new appointments at the AGM and Reunion Dinner. Vice Presidents will normally be appointed for life.

Association membership

10. The following categories of membership are available:

- Full membership. Full membership is open only to those who have qualified as RAF PJIs. Serving PJIs (on whatever term of service) are automatically enrolled as Full members on award of their PJI Brevet and retain that membership whilst serving. Retired PJIs hold and retain Full membership status on payment of any annual subscription that may be in place at the time (para 11 refers).
- Associate membership. Associate membership is open to those who have served in support of the military parachuting task and have made at least one military parachute descent. Associate members are appointed by members’ vote at an AGM.
- Honorary members. Candidates for Honorary membership must be elected at an Association AGM and their numbers limited to 12. A list of Associate and Honorary members is detailed at Enclosure 2.

Note: On incorporation of the Association, all Full, Associate and Honorary memberships of the Canopy Club were carried forward for automatic Association membership. All retired PJIs who were not existing Canopy Club members at the time of

incorporation are also eligible for Association membership on payment of any annual subscription that is in place at the time.

Association funding

11. The Association is currently considering the re-introduction of subscriptions to cover its administrative costs and to ensure that there are sufficient funds available to support members and ex-members who may be in need (see next paragraph). As part of this work, the merging of all existing PJI funds is being considered. Any financial support to serving or retired members and ex-members would be in conjunction with the Support Fund representative who is well placed to tap into the wider support options that organisations such as the RAF Benevolent Bund are able to offer.

Support grants

12. The Executive Committee may authorize support grants from the General Fund at their discretion. Payments may cover but are not limited to the purchase of wreaths for members' funerals, donations to charities in accord with a deceased member's or their family's wishes (in lieu of a wreath), travel assistance, support to families of PJIs, and traditional minor comforts. Awards will be considered on a case-by-case basis, and whilst it is undesirable to be too prescriptive, any one award is unlikely to exceed £250. Any grant over £500 must be agreed by the full membership (see para 18). All support grants will be reflected in the annual statement of accounts. Any donations to external charities will reflect the wishes of members voted at the Association AGM.

13. The Chairman may delegate authority to process these disbursements to the General Secretary and Treasurer (in consultation with the Support Fund representative) without reference to the full Executive Committee where time is critical. In such circumstances the General Secretary, is to circulate a note to the Executive Committee as soon as possible afterwards, explaining the circumstances.

14. Where welfare needs of retired members clearly exceed Association funds or resources the Support Fund representative will assist the member concerned or his/her family in contacting the appropriate Service charity.

Expenses

15. The General Secretary is authorized to re-claim the cost of telephone calls, postage, stationery, ink cartridges and other IT accessories or repairs from the Association Treasurer on submission of receipts. Motor mileage at £0.25 per mile is payable to all Executive Committee Members, the President and Vice-Presidents, for discharging duties on behalf of the Association. As a courtesy, all journeys in excess of 100 miles (round trip) should be agreed in advance with the Treasurer.

Meetings

16. The Executive Committee is to meet at least twice during the Association financial year (1 November – 31 October) to review policy issues and to agree the reunion date/venue/format and the AGM Agenda. The General Secretary will produce and distribute a meeting record (Record of Decisions – RODs) to the Executive Committee, co-opted officers, Association President and Vice Presidents.

17. Voting at committee meetings. Full committee meetings are the best place to discuss core business and changes or alterations to the Constitution of the Association. Whilst the opinions of all members are welcomed, votes may only be cast by Executive Committee members and the meeting must be quorate (4 Committee members including the Chair or Dep Chair). Executive Committee

members who cannot make the meeting may vote via email through the General Secretary. The Chairman shall hold a casting vote in the case of a tie. If time is pressing and a decision is needed, the Chairman may authorise discussion and a vote via email. A clear timeline for discussion and voting must be laid out by the General Secretary to enable committee members to reach a balanced position (this will generally be 7 days).

18. Whilst most changes to the Constitution are discussed and voted on at the AGM, there may be times when a more urgent response is needed and the committee may choose to seek opinions and endorsement via email. In such circumstances, the General Secretary will send out topics for consideration. Members will have 14 days to consider the proposal and vote for or against. Nil returns will be considered as support for the proposal.

Reunions

19. A formal reunion event will be organised annually and official guests may be invited at the discretion of the Executive Committee. The dinner costs of both official guests and the recipients of Association awards eg, the Canopy Club Award of Merit and the Lifetime Achievement Award, will be met from Association Funds. Members may invite male or female guests to the reunion event. In addition, more informal events will be considered to support members' requirements.

20. All serving, retired, Associate and Honorary members are entitled to attend Association events. All retired RAF PJIs who are not 'paid up' members of the Association are entitled to attend on payment of a supplement not greater than the equivalent of the prevailing annual membership fee.

Action in event of the Association's demise

21. In the event of the Association's demise the Treasurer will ring fence all monies (less liabilities) in the Association Account and no further subscriptions or donations will be sought or processed. A Board of Trustees appointed by the President and comprising Association Vice-Presidents will then:

- a. Consider the viability of re-forming a new Club or Association of PJIs under a new Constitution.
- b. Agree a time period during which the funds will remain ring fenced.
- c. Agree an action plan to disburse monies to Service funds or charities if no alternative Club/Association structure can be agreed and formulated during the time allocated (sub para 21b refers.)

Communication with members

22. The Executive Committee will keep members notified of Association matters and events by post, email or by means of an Association website, as appropriate. The General Secretary will maintain a master contact list of all retired Full, Associate and Honorary members. The ADW WO will maintain a master record of serving PJIs. The Executive Committee will produce and circulate a Winter and Summer Newsletter either by post, email or website posting. The General Secretary will produce AGM Minutes and arrange appropriate distribution to all Association members.

The Canopy Club Standard

23. The Canopy Club Standard may be paraded at the discretion of the Executive Committee at formal Association events, parades or at members' funerals. The Standard will be kept for safe keeping in the RAF Brize Norton Gateway House Hotel. A Standard Bearer (retired PJI) is to be

appointed by the Executive Committee, and a suitable serving PJI officer is to be nominated as the Deputy Standard Bearer, by OC ADW.

PJI Canopy Club Association Award of Merit

24. The Canopy Club Award of Merit is presented annually to a serving PJI nominated by OC ADW for overall excellence and contribution. The Award was first made in 1979 and the list of recipients is detailed at Enclosure 3. The award is normally presented at the Reunion Dinner.

Tatton Silver Salver

25. The possibility of a Canopy Club Golf Competition was first mentioned in the Minutes of the 1962 Club AGM. In 1963 the Tatton Silver Salver was presented to the Club by Mrs Nellie Griffiths. Since then, with only a few exceptions the Salver has been contested annually at a variety of golf courses. Winners are detailed on the website.

Lifetime Achievement Award

26. Following canvassing of the Vice-Presidents prior to each annual reunion, the President will inform the Chair of a preferred candidate(s) for a Lifetime Achievement Award nomination. As appropriate, u/t and serving PJIs will then be tasked by OC ADW to research and present the career biography of the Association member representing a PJI Lifetime Achievement Award for long and meritorious service to the PJI Brevet. This award will be presented at the Association Reunion Dinner. However, it is recognised that eventually, we may run out of truly deserving nominees! Winners so far are listed on the website.

PJI honours and awards

27. During our history, RAF PJIs have won a total of 90 Awards and 89 Decorations including 4 Bars. As a historical record, a full listing is detailed on the website.

Key contacts, award and trophy details and PJI traditions, legacies and records

28. The above-mentioned details, with records of traditional events, gatherings and achievements appear separately. Whilst not forming a formal part of the Association Constitution, it is important that these records are not lost to the PJI cadre and that the information contained in the Annexes is preserved and kept up to date. Only Enclosures 1-3 shown here. The remaining details appear on the PJI website.

Enclosures:

1. PJI Canopy Club Association Committee key Terms of Reference.
2. Current Executive Committee, Co-opted members, Presidents, Vice Presidents, Area Secretaries and Associate members.
3. Award of Merit record of recipients.

Enclosure 1 -PJI Canopy Club Association Committee key Terms of Reference

Chair

Setting the direction for the Association and leading association meetings.

Deputy Chair

Assisting the Chair and standing in for him/her in their absence.

General Secretary

The General Secretary is responsible for:

1. Vetting and processing all applications for Association membership
2. Co-ordinating the publication and distribution of Association Newsletters. Submitting information for publication on the Association website.
3. Attending to Association correspondence and maintaining records and files. Producing a Record of Decisions (RoDs) of Executive Committee Meetings (but see below for extra assistance from the Assistant General Secretary, when appointed).
4. Making arrangements for the Association AGM, producing and distributing Minutes (but see below for extra assistance from the Assistant General Secretary, when appointed).
5. Maintaining a master record of Full members (retired PJIs), Associate members and Honorary members.
6. Sending letters of condolence to members' next of kin and making arrangements for any charitable donations in accordance with Association policy and family wishes.

Assistant General Secretary (when appointed – not a voting member of the exec)

The Assistant General Secretary is responsible for:

1. Producing a Record of Decisions (RoDs) at all Executive Committee, Extraordinary Committee or Vice-President Meetings (distribution to be completed by the General Secretary; see above).
2. Producing Annual General Meeting (AGM) Minutes (distribution to be completed by the General Secretary; see above).
3. Assisting the General Secretary as necessary with the production and checking of Association Newsletters.

Treasurer

The Treasurer is responsible for:

1. Maintaining Association funds in the Current and Money Master Accounts held by HSBC (Abingdon Branch).
2. Recording and maintaining accurate records of income and expenditure.
3. Maintaining storing records and documents relating to Association Accounts and having those records readily available for scrutiny, checking and audit.

4. Producing an Annual statement of Accounts signed by the Chairman (or Vice Chairman), General Secretary and Treasurer for presentation to Members at the AGM.
5. Settling invoices and bills charged to the Association.
6. Reimbursing Association officials for approved expenses incurred on Association business.
7. Making charitable donations including donations to a charity of deceased members' or their NOK's choice and making welfare grants in keeping with Association policy.
8. Maintaining stock records of Association memorabilia and accounting for purchase and sales.
9. Keeping the Executive Committee apprised of Association financial matters.

Area Secretaries

1. Area Secretaries should be the eyes and ears of the Executive Committee on all Association matters pertaining to Full (retired PJI cadre), Associate and Honorary members living in their area. Area Secretaries are encouraged to maintain contact with their members and keep the General Secretary informed should any member or their immediate family require assistance or support.
2. In the event of the death of a member (retired cadre) they should contact the family concerned and offer assistance. They should also establish the family wishes in respect of funeral or memorial service arrangements and pass those details to the General Secretary.
3. The Oxfordshire Area Secretary is a Full member of the Executive Committee and has responsibility for the Association's participation in the annual Toot Baldon Memorial Service commemorating the loss of life in the Hastings crash in July 1965. This person also sits on the Executive Committee and represents the views of all the Area Secretaries.

ADW Project Officer/SNCO

The ADW Project Officer/SNCO is responsible for:

1. All aspects of planning and delivery of the Annual Reunion.
2. Establishing and working within a function budget agreed in consultation with the Executive Committee.
3. Presenting bills for payment to the Association Treasurer
4. Working closely with the appointed ADW Project Officer/SNCO regarding all aspects of Service support and participation.
5. Providing the General Secretary and Treasurer with Reunion costings and event information for promulgation in the Association Newsletter

Enclosure 2 - Current Executive Committee, Co-opted members, Presidents, Vice-Presidents and Area Secretaries

Executive Committee

Chairman, Wg Cdr Glynn Allcock: glynn.allcock@gmail.com

Vice-Chairman (OC ADW), Wg Cdr Hamish Pearson: Hamish.Pearson178@mod.gov.uk

General Secretary, Sqn Ldr (Ret'd) Dan Hennessy: hennessy0845@gmail.com

Treasurer, Wg Cdr (Ret'd), Wayne Loxton: wloxton@skyventure.com

Oxon Area Secretary, WO (Ret'd) Glan Evans: peejayi@aol.com

ADW WO (Chief Instructor), WO Darren Cookson: Darren.Cookson921@mod.gov.uk

Co-opted officers:

Assistant General Secretary, Sqn Ldr (Ret'd) Chris Heathershaw: cheathershaw@hotmail.com

Heritage Representative, WO (Ret'd) Doug Peacock: douparatrg@gmail.com

Social Media Representative, Sgt Adam Threlfall: threlfalladam@gmail.com

Support Fund Representative, Sgt (Ret'd) Bob Greig: bob.greig@icloud.com

ADW Project NCO/Representative, Sgt Dave Hankinson: david.Hankinson858@mod.gov.uk

Website Manager, Sqn Ldr (Ret'd) Simon Jarvis: simon@razay.com

(latest website <http://www.pjicanopyclub.com/>)

Tatton Salver Golf Competition Representative, WO Neil Dawson: Neil.Dawson413@mod.gov.uk

Cenotaph Representative, Sqn Ldr (Ret'd) John Read: jaread4@ol.com

President

President Wg Cdr (Ret'd) John Cole johncole44@hotmail.com

Vice-Presidents

Mervyn Green: m330green@btinternet.com

Doug Peacock: douparatrg@gmail.com

George Sizeland: george.sizeland@ntlworld.com

Seamus Byrne: seamuscarole@ntlworld.com

Henry MacDonald: macdonald449@btinternet.com

Glan Evans: peejayi@aol.com

George Long: golffm2000@aol.com

Graham Hand: grahamjhand@btinternet.com

Past Presidents

Gp Capt M A Newnham OBE AFC

Gp Capt J C Kilkenny OBE

Gp Capt J R W Blyth AFC

Mr Nolan May

Gp Capt P G Hearn AFC BA

Gp Capt P Watson

Area Secretaries

Current Area Secretaries are as follows:

London & South East: Fred Marshall fwc@btinternet.com

Midlands & Wales: WO Nic Martin (FTRS) w.nicmartin@icloud.com

Eastern England: Brian Stevenson brian.stevenson11@btinternet.com

Northern England: Ralph Weavill jeanralphesp@hotmail.com

Scotland: Ron McKail cllr.r.mckail@aberdeenshire.gov.uk

Oxfordshire: Glan Evans peejayi@aol.com

South & Southwest: Graham Hand grahamjhand@btinternet.com

Associate & Honorary members

The following have been elected as Associate members:

A Andrews, P Baigent, M Bowden, Dr A T Johnson, J Moore, A L Shepherd, Maj Sean Abbott and Paul (Frankie) Oliver.

The following have been elected as Honorary members:

A Astbury, J Mooring BEM, G Delaney, Dr C Brown GM, A Robinson DCM BEM JP, Dr H R Hewitt, G Liggins JP, and M P Westwood OBE

Enclosure 3 - Award of Merit record of recipients

At the 1978 AGM it was decided that the Club should present a Trophy called 'The PTS Canopy Club Award of Merit' to No1 PTS to be contested annually by PJIs who were Club members. It was agreed at the suggestion of our then President, Gp Capt John Kilkenny, that the award should be for overall work and that OC PTS should nominate the recipient whose name would be announced at each annual dinner. At the 1991 AGM it was decided that any serving PJI, whether or not a member of the Club, could be eligible for consideration. The winners, so far, have been:

1979 Flt Lt Peter Burgess	1980 Sgt Joe McCready	1981 WO Peter Keane
1982 FS Bob Roberts	1983 Sgt Chrys Murphy	1984 Sgt Roger Williams
1985 FS Des Desbois	1986 Flt Lt Vic Last	1987 Sgt Billy Moyse
1988 FS Terry Cooke	1989 Flt Lt (Ret'd) Erroll Minter	1990 FS Glan Evans
1991 Sgt Dave Emmerson	1992 WO Henry MacDonald	1993 Sqn Ldr George Sizeland
1994 FS Pat Feeney	1995 FS Nick Martin	1996 FS Dave Hart
1997 Sgt Dave Dodds	1998 Sgt Kevin Woolnough	1999 Sgt Jimmy Thompson
2000 Sgt Kevin Leeming	2001 WO Dave Wood	2002 FS Grahame May
2003 Sqn Ldr Chrys Murphy	2004 Sgt Steve Forster	2005 Sgt Paul Floyd
2006 FS Jimmy Doig	2007 FS Tony Isherwood	2008 FS Paul Usherwood
2009 FS Martin White	2010 Flt Lt Mike Burch	2011 FS Darren Cookson
2012 FS Mick Birchall	2013 Sgt Dave Worboys	2014 Sgt Wayne Carter
2015 FS Ed Massey	2016 RAF Weston-on-the-Green on the Unit's 70 Anniversary	2017 Sgt James France
2018	2019 Sgt Dave Hankinson	2020
2021	2022	2023