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The South Atlantic Medal Association (1982)

PRESIDENT & HONORARY VICE PRESIDENT POLICY

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Available (upon approval) to	Members and Volunteers
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POLICY CONTEXT & REQUIREMENT

This policy has been developed to protect the organisation, employees, trustees, membership and volunteers by ensuring there is a clear and effective set of rules in place for appointment of a Association President and Honorary Vice Presidents

Version Control				
Version	Author	Status	Date	Change Detail
2.0	Andrew Lockett	Implemented	16/09/2024	N/A
2.1	Alan Dodsworth	Implemented	19/08/2026	New Front Page, Policy Lead & Version Control

1. **Appointment**
   1.1 The trustees hold the sole duty of appointing the President and the Honorary Vice Presidents.
2. **President appointment**
   2.1 A President shall be appointed by the Trustees.
   2.2 The President shall hold office for a period of up to five years and, upon its expiry, shall be eligible for immediate re-election for a further such period.
3. **Purpose of Honorary Vice President appointments**
   3.1 The appointment of a Vice President will be known thereafter as an award.
   3.2 The award is to:
      3.2.1 recognise and reward the commitment, energy, compassion, charitable drive and effectiveness in furthering the objectives of the association,
      3.2.2 establish a permanent link to those who have contributed to the association and to provide an opportunity for them to make further appropriate contributions in resources and expertise relevant to their age and fitness.
4. **Honorary Vice President Criteria**
   4.1 Honorary Vice Presidents are appointed by Trustees.
   4.2 To be considered for this award, the candidate must have achieved one or more of the following terms of service:
      4.2.1 completed three terms or more as a trustee (a term being a trustee completing the period in post from AGM to the following AGM). Trustees cannot receive the award until they have completed their contribution to the association as a trustee,
      4.2.2 completed three years or more as a regional representative. A regional representative may continue with his or her duties whilst at the same time holding the award,
      4.2.3 completed three or more years as a branch chairman, secretary or treasurer. A person who qualifies as a chairman, secretary or treasurer of a branch shall complete this role before receiving the award,
      4.2.4 completed one year as a President,
         4.2.4.1 a President must not hold the position of president and Honorary Vice president at the same time.
      4.2.5 completed five or more years as an employee. A person who qualifies for the award as an employee must complete their employment before receiving their award,
      4.2.6 exceptionally, trustees can make the award to those not in the categories listed above, who by their qualities, influence, sacrifice and achievement have made a significant contribution to the association,
      4.2.7 in each case the trustees must satisfy themselves that the person made a significant contribution to the effectiveness, efficiency and achievement of the association's objectives.
5. **Number of Honorary Vice Presidents**
   5.1 There is no upper limit to the number of Honorary Vice Presidents the association may have.
6. **President and Honorary Vice President Nomination**
   6.1 Any trustee can nominate a person for the award of President and Honorary Vice President.
      6.1.1 A nomination shall contain:
         6.1.1.1 a written statement of the route through which the person qualifies,
         6.1.1.2 a narrative of the significant contribution the person has made to the association.
   6.2 Any person may submit a request for the award of Honorary Vice President.
      6.2.1 The request should be in writing citing all the information that supports the award. Persons may make proposals in meetings, if they wish, but they still have to commit their recommendations and reasoning in writing.

6.2.2 The document should be passed to the Secretary of the Association or to a named trustee.

6.3 Each application will become the business of a named trustee to argue the case for the award at the earliest trustee meeting available.

6.3.1 The amount, relevance and accuracy of the information presented are vitally important to maximise the likelihood of an award.

6.4 The trustee board will decide on a majority voting basis, the chairman having a second casting vote.

6.5 The nomination shall be marked confidential.

6.6 The nomination shall be included as a confidential item in the agenda.

7. Honorary Vice President award offer

7.1 The trustees' positive decision to offer the award is to be conveyed to the candidate by letter from the Chairman.

7.2 The candidate has the option to accept or reject the appointment.

7.3 A negative decision not to offer the award is to be recorded in the confidential minutes section of the trustees.

8. Records

8.1 The Association Secretary is to maintain a record of the appointments of Honorary Vice Presidents to include appointment/acceptance date, full name, rank and service, reference to the nomination information and date of end of life.

8.2 The list of Honorary Vice Presidents should be included as part of the Association heading in small font on documents for which this list is appropriate.

9. Duration of the Honorary Vice President

9.1 The recipient of the award shall hold it during:

9.1.1 the recipient’s life time, or

9.1.2 the life time of the association if shorter, or

9.1.3 until such time that the trustees determine that the conduct of the Honorary Vice President is no longer consistent with the good reputation of the association and/or the successful achievement of the Association’s objectives.

9.2 A President or Honorary Vice President may be dismissed by the Trustees in a majority decision should trustees deem their conduct to be incompatible with the objectives and reputation of the Association or constitute a conflict of interest.