SAMA 82	Controlled Document

The South Atlantic Medal Association (1982)

ASSOCIATION STRUCTURE & ORGANISATION

Policy Number	07
Document Owner	SAMA (82)
Ratifying Body	Board Of Trustees
Policy Lead	Robin Turk
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 that it has a clearly defined structure and is organised efficiently and effectively to achieve its objectives and complies with organisational and legal requirements.

Version Control				
Version	Author	Status	Date	Change Detail
2	Andrew Lockett	Implemented	19/08/2024	N/A
2.1	Alan Dodsworth	Implemented	19/08/2026	New Front Page, Policy Lead & Version Control
2.2	Robin Turk	Implemented	3/11/2026	Amendment to sections 3, 4 & 9: List of past Chairmen and office address updates: Addition of Section 9.9: Trustee Elections revised for clarification.

1. **Title**
   1.1 The Association is called the South Atlantic Medal Association (1982) (SAMA 82) and will be referred to hereinafter as the "Association". Where the term "Association" is used it refers to both the Limited Company and the Registered Charity.
2. **Preamble**
   2.1 The Aims and Objectives of the Association are laid down in the Memorandum and Articles of Association which should be read in conjunction with these Rules.
3. **Structure**
   3.1 The full legal name of the association is South Atlantic Medal Association (1982) (SAMA 82)
   3.2 The Association: -
      3.2.1 is often referred to as SAMA 82 or SAMA.
      3.2.2 is a limited company by guarantee, number 06113679 and is a registered charity number 1118842.
      3.2.3 was founded in 1997 by Surgeon Commander Rick Jolly OBE and Lance Corporal Denzil Connick.
      3.2.4 was registered as a charity on the 17 April 2007 and formed as a company on the 19 February 2007.
      3.2.5 The trustees are trustees of the charity and company directors
   3.3 The guarantee requires all members to contribute £1 each towards the debts of the association on closure.
   3.4 Past Chairmen: Rick Jolly OBE, Chris Petty, Martin Reed, Tony Davis, Mike Bowles, Gordon Mather, Tom Herring, Chris Howe MBE (in position)
   3.5 Past Presidents: Major General Malcolm Hunt, Major General Sir Jim Dutton, Commodore Jamie Miller, Major General Richard Cantrill OBE MC (in position).
4. **Communication**
   4.1 Company Secretary: Joanne Stevens
   4.2 Address: South Atlantic Medal Association 1982, Unit 1, Hall House Llanover Business Centre, Abergavenny, Monmouthshire, NP7 9HA.
   4.3 Email Address sama@SAMA82.co.uk
   4.4 Web site sama82.org.uk
   4.5 Twitter@sama82office
   4.6 Telephone Number 01495 741592
5. **People**
   5.1 Patron: His Majesty King Charles III.
   5.2 President: A person appointed by trustees to represent the association and to take an overview of the association's democratic processes and well-being of its beneficiaries.
   5.3 Trustees:
      5.3.1 persons elected to take responsibility for the association and to manage and control its activities,
      5.3.2 are responsible for legal compliance in all sectors of law. The trustees make the appointments of chairman, secretary and treasurer as officers of the association and the allocation of portfolios.
      5.3.3 are elected at an AGM or EGM.
      5.3.4 must stand down at least every three years but may be re-elected.
      5.3.5 must stand down each year over the age of 75 years
      5.3.6 must be a member of the association.

5.3.7 undertake an induction and further voluntary training through Wilsons, to understand the responsibilities and requirements of both our organisation and that of the Charity Commission and Companies House, by whom we are governed.

5.3.8 Where a vacancy occurs between successive AGMs the trustees may co-opt a person to be a trustee for the period up to the following AGM.

5.3.9 The association is limited to a maximum of nine trustees.

5.4 Members:

5.4.1 are those who have joined under the membership rules (see Policy 11).

5.4.2 may only benefit from the income of the charity in as far as the public service objectives; members are not permitted to benefit from the income of the charity otherwise.

5.4.3 who are medal holders are able to fully benefit from the charity.

5.4.4 are there to carry out the work of the charity in accordance with its objectives. There are three categories of membership (see membership procedure).

5.5 Beneficiaries

5.5.1 Public Beneficiaries: Members of the public in receipt of information and education over the history and lessons of the conflict.

5.5.2 Veteran Beneficiaries: Participants in the task force and the military parties involved in the defence of the islands on the 2 and 3 April 1982 and those who served in support of the crown up to the 21 October 1982 in the defence, recovery and post victory defence and community recovery of the islands. These islands are in the archipelagos of the Falkland Islands, South Georgia and South Sandwich.

5.5.3 The beneficiaries are normally defined by holding the South Atlantic Medal with or without rosette.

5.5.4 Further beneficiaries are the dependents of medal-holders; however, no documented definition of a current dependent exists.

5.6 Employees:

5.6.1 Office personnel including the Secretary and assistant who carry out the day to day work of the association.

5.6.2 As an employer the association has a duty to comply with employment related law and the Health and Safety at Work etc Act 1974 and subordinate legislation.

5.6.3 The association is required to be subject to PAYE tax and NI contributions and pension provision.

5.7 Volunteers:

5.7.1 See Policy 18 Volunteers.

6. Articles and Memorandum:

6.1 The core documents to everything SAMA 82 does.

6.2 The Articles: These set out the democratic processes that govern the organisation

6.3 The Memorandum: Describes the objectives and the financial conduct of the organisation. The objectives are included in an attachment.

6.4 The articles and memorandum were:

6.4.1 formed in 2007,

6.4.2 modified in 2021 to include a new definition of “meeting”. This was to enable meetings to be held by remote communications systems mainly through the internet,

6.4.3 modified at the AGM 2022 and:

6.4.3.1 brought changes to the objectives, where beneficiaries were defined by the award of the south Atlantic medal,

6.4.3.2 further the rest of the articles were numbered in a way that better describes the rules and requirements for the governance of the association,

6.4.3.3 were approved by both the Charity Commission and Companies House.

7. Governance

7.1 Trustees

7.1.1 Trustees have the ultimate collective responsibility for directing the affairs of the Association, ensuring that it is solvent and well run, and delivering the charitable outcomes for which it is set up.

7.1.2 See Policy 25 Trustees and Trustee Candidate Guidance.

7.2 Officers

7.2.1 The Officers of the Association are the Chairman, and the Treasurer.

7.2.2 The day-to-day administration of the Association is delegated to the Association Secretary, who reports to the Officers as directed in the job specification of the appointment.

7.3 President

7.3.1 See Policy 24 President and Honorary Vice Presidents

7.4 Vice Presidents

7.4.1 See Policy 24 President and Honorary Vice Presidents

7.5 Sub-committees

7.5.1 In accordance with Article 38, the Trustees may devolve any of their powers or functions to a sub-committee or sub-committees with specific duties in order to fulfil the Trustees' responsibilities for the proper governance of the Association and for the Association to achieve its strategic objectives.

7.5.2 sub-committees may be:

7.5.2.1 standing (permanent) or,

7.5.2.2 temporary (ad hoc) to incorporate the planning and execution of a specific function or event.

7.5.3 Each sub-committee, whenever possible, should be chaired by a Trustee and derive its administrative and financial powers from the Trustees by means of a written term of reference.

7.5.4 Members of each sub-committee may be volunteers from all membership categories.

7.5.5 Non-members may be appointed to attend a sub-committee in a professional or advisory role.

7.5.6 Officers of the Association and the Association Secretary may attend a sub-committee as an ex-officio member at the discretion of the sub-committee Chairman.

7.5.7 All acts and proceedings of each sub-committee must be fully and promptly reported to the Trustees by formal minutes.

7.5.8 The Trustees have the power to revoke or alter a devolved process at any time and make regular reviews of the terms of reference.

8. Finance

8.1 See Policy 4 Financial Arrangements

9. Annual General Meetings

9.1 Trustee, sub-committee meetings and other management meetings may be conducted by remote communication systems such as conference calls.

9.1.1 Minutes and records shall be retained and distributed for comment as for normal face to face meetings.

9.2 A member of the Trustees or an appointee of trustees shall be designated as responsible for organising the AGM and associated reunion.

9.3 The date and venue of the next AGM shall be announced as soon as possible after the previous AGM.

9.4 The AGM shall be held before members in March to June each year.

9.5 Proposals:

9.5.1 For discussion and voting must be submitted in writing to the secretary, at least 30 days prior to the AGM and be supported by a proposer and seconder, both must be full members or associate members,

9.5.2 No other proposals may be discussed and voted on during an AGM or an extraordinary general meeting (EGM).

9.6 The calling notice which contains will be circulated to members 21 days prior to the AGM.

9.7 The following are to be presented at the AGM:

9.7.1 The minutes of the previous AGM, and any EGM held since the previous AGM,

9.7.2 The annual report containing a financial and general report together with the accounts,

9.7.3 Proposals for discussion and elections/re-elections.

9.8 At each AGM, the minutes and accounts, shall be inspected and approved, subject to correction by the meeting, approved by those present. A record will be kept by the Association secretary.

9.9 Trustee Elections

9.9.1 Any member may stand for election to the Trustees, other than those who are in breach of the association Policy 8 Conflict of interest. They must be proposed and seconded by full/associate member(s), in writing together with a written personal statement to the association secretary. This must be received at least thirty days prior to an AGM. This will allow the details to be circulated in enough time to enable a vote to take place at the AGM.

9.10 One third of serving Trustees must retire at each AGM on a rotational basis.

9.11 Trustees over 75 shall seek election on a yearly basis.

9.12 Trustees may put themselves forward for re-election.

9.13 Trustees will be elected by a majority of voting members present at the AGM.

9.14 Should there be more candidates than vacancies on the Board of Trustees, a ballot will be necessary

10. Emergency General Meeting

10.1 An EGM may be called in accordance with the articles of association.

11. Other events

11.1 Shall be organised at the discretion of the Trustees.

11.2 Events shall be subject to a suitable organisational structure and be organised to minimise the potential for liability.

12. Welfare

12.1 Relief of distress amongst South Atlantic veterans and their dependants will initially be vested in their single - or tri-service parent charities.

13. Conduct and Grievance

13.1 All persons who participate in the Association shall:

13.1.1 Respect the property of the Association and shall comply with the provisions, rules, regulations and customs applicable to the Association's activities,

13.1.2 Ensure that their conduct does not prejudice the reputation and standing of the Association.

13.2 Misconduct or conduct detrimental to the Association shall be reported to the Trustees.

13.3 Complaints will be investigated and dealt with in accordance with Policy 17 Complaints and Grievance.

14. Communication

14.1 Information is deemed to be served if it is sent to the last known e-mail address or postal address.

15. Data Protection

15.1 See Policy 12 Data Protection and Policy 15 Records Retention and Destruction.

16. Discrimination

16.1 Within the framework of the membership conditions there shall be no unjustifiable discrimination.

16.2 See Policy 19 Equal opportunities.

17. Media

17.1 The policy on media is to be prepared.

18. Affiliations

18.1 The Association shall seek and, where permitted, maintain affiliation with organisations that may help in achieving the aims and objectives of the association.

19. Health, Safety and Environment

19.1 See Policy 14 Health and Safety.

20. Conflict of interest

20.1 See Policy 8 Conflict of Interest.

21. Power of amendment

21.1 The Trustees are to keep these rules under regular review.

21.2 The Charity in general meeting has the power to alter, add to or repeal the rules or bye laws.