

# ROYAL ARMY MEDICAL CORPS ASSOCIATION



## RULES

2020 Edition

**As authorized by the RAMC Charity**

APPROVED



Chairman RAMC Association  
Executive Committee

Date: 18 November 2020

**ASSOCIATION RULES**

The following RAMC Association Rules are supplementary to the 2019 Memorandum and Articles of the RAMC Charity.

They are binding on all Executives and Members of the RAMC Association and its Branches.

Throughout these Rules the term 'trustee' or 'trustees' refers to a person or persons currently serving on the Board of Trustees of the RAMC Charity, and the term 'member' or 'members' refers to persons currently registered as Members of this RAMC Association, unless indicated otherwise within the text.

All proposed alterations and amendments to these Rules shall, after being passed by a two-thirds majority of those members present, qualified to vote and voting at the appropriate motion at the Annual General Meeting (AGM) of the RAMC Association, be submitted via the Company Secretary for the approval of the Board of Trustees of the RAMC Charity and shall not come into force until they have received the approval of the RAMC Charity.

The Rules replace and supersede previous documents relating to Branch Model Rules which should now be destroyed.

## INDEX

<b>Subject</b>	<b>Page</b>	<b>Paragraph</b>
Authority	1	-
Index	2	-
Title	3	1
Objects	3	2
Membership	3	3-12
Structure	5	13-27
Financial	8	28-31
Standard Bearers	9	32-36
Reports	9	37-40
Welfare	10	41-43
Resettlement	10	44
Recognition	10	45-46
Marketing	10	47

### Annexes:

A.	Terms of Reference for Association Executive Committee	A-1
B.	Regional Representation on the Executive Committee	B-1
C.	Duties of the Executive Committee Members	C-1
D.	Composition and Duties of the Branch Committee	D-1
E.	Branch Performance	E-1
F.	Branch Financial and Property Matters	F-1
G.	Regulations for Standard Bearers	G-1

## **TITLE**

1. The Royal Army Medical Corps (RAMC) Association.

To be referred to in these Rules as 'the Association'.

## **OBJECTS**

2. The Objects of the Association are:
  - a. To promote the efficiency of the Army, and in particular, the RAMC in such charitable ways as the members think fit, including:
    - (1) Maintaining contact between past and present members of the RAMC through social gatherings and other means.
    - (2) Fostering esprit de corps, comradeship and welfare.
    - (3) Protecting and preserving the customs, deeds, traditions and heritage of the RAMC.
  - b. To educate the public and service personnel about the history and role of the RAMC.
  - c. To promote the commemoration and remembrance of those members of the RAMC who have died on active service and to encourage public recognition of the sacrifice made by such persons.
  - d. To assist past and present members of the RAMC and their dependents who are in need, by virtue of financial hardship, sickness, disability or the effects of old-age, by providing discreet advice on how to access welfare and benevolence.
  - e. To assist past and present members of the RAMC with their transition from military into civilian life by providing discreet advice on how to access resettlement.

## **MEMBERSHIP**

3. Membership of the Association is effected through its duly constituted and authorised Branches. There are two forms of Membership:
  - a. Full Membership shall be open to all serving and retired members of the RAMC, Regular and Reserve, upon application and upon payment to the Association of a one-off joining fee set and collected by the Association. Thereafter, Branches will set and collect their own annual subscription.
  - b. Associate Membership is open to friends or family of serving or retired members of the RAMC, Regular and Reserve, or other Regiments or Corps who have had close links with the RAMC, upon application and upon payment to the Association. Thereafter, Branches will set their own annual subscription.

- c. Both Full and Associate Members, duly paid up of their subscriptions, are entitled to attend and vote at their respective Branch AGMs.
  - d. Prior or subsequent membership of other regimental associations does not prevent either Full or Associate Members from joining or remaining in the Association.
  - e. Serving officers and soldiers of the RAMC, Regular and Reserve, who contribute to the Day's Pay Scheme for RAMC Charity funds are counted as Full Members during their service and are automatically accepted as Members of a virtual Central Branch run through RHQ RAMC. These Members are encouraged to liaise with a local Branch dependent on their place of duty/residence.
4. Those Members who enjoy Life Membership status under the Association prior to it becoming part of the RAMC Charity in 2008, ie under registered charity number 1024102, shall retain the rights and privileges granted there under. They are liable to annual Branch subscriptions to remain active Members of the Branch. All new Members will join in accordance with Paragraph 3 above.
5. The normal process of application for Membership will be through the Association website where the relevant page and linkages not only take personal details (in accordance with DPA 18) but handle the payment of the joining subscription and direct applicants to their preferred Branch. A membership card and an Association badge are issued as part of the joining process. Even a prospective Member directly recruited by a Branch should join through this system guided by the Branch.
6. The Executive Committee of the Association may refuse an application for membership if, acting reasonably and properly, it considers to be in the best interests of the Association to refuse the application. If an application is refused, the Executive Committee must inform the applicant in writing of the reason for refusal within twenty-one days of the decision. The Executive Committee must consider any written representation the applicant may make about the decision and must thereafter notify the applicant in writing of their further decision, which will be final. Contentious and unresolvable issues may be referred to the RAMC Charity Board of Trustees.
7. A Membership Index shall be maintained by RHQ RAMC. The Index will be shared with the relevant Branch. Branch annual returns will confirm the active status of Members and thus maintain the accuracy of the Index.
8. Each Branch will pay, during subsequent years, a fee per active Branch Member, annually, at a rate set by the Executive Committee.
9. Association Membership is terminated when:
- a. The Member dies.
  - b. The Member resigns by written notice to his/her local Branch.
  - c. After six months of any membership subscription being unpaid. (A previously active member should have their name put on a Branch inactive list in

order to assist any subsequent welfare issues that may arise regarding that individual).

d. The Member is removed from membership by a resolution of the Association Executive Committee that it is in the best interest of the Association, membership is terminated. Branches seeking to remove a Member should give the individual concerned a minimum of twenty-one days' notice in writing that such a resolution is proposed. The member, or his/her representative, must be allowed to make a representation if the proposal is to be contested.

10. A former Member of the Association, as registered under charity number 1024102, may not claim back subscription nor other money they have paid to the Association unless the money was paid to the Association or a Branch as a loan.

11. Members may from time to time decide to transfer to another Branch of the Association. They should advise both the donor and recipient Branch of their intention in order that the prescribed Membership Index may be amended.

12. A Member shall, on changing place of residence inform his/her Branch so that the Membership Index may be amended accordingly.

## **STRUCTURE**

13. The Association is a subset of the RAMC Charity, and its funds have been subsumed into those of the RAMC Charity at large. Thus, it is answerable to the Trustees for its expenditure and is given an annual income grant from the RAMC Charity to meet its aims and objectives. The quid pro quo for this arrangement is that it has access to a greater funding stream, if required, than through its previous exclusive financial resources.

14. As a consequence, the Association has Terms of Reference from the RAMC Charity and these are reproduced at Annex A. In addition, the Representative Colonel Commandant, a Trustee of the RAMC Charity, will act, ex-officio, as President of the Association during his/her tour of that duty.

15. The Chairman of the Association is a Trustee of the RAMC Charity and thus sits as one of its Directors. He/she is appointed from a nomination by the RAMC Charity Trustees and elected at the RAMC Charity's AGM. His/her tour of duty is for five years.

16. In order to meet the Association's Charter, an Executive Committee is formed to support the Chairman and address effectively the governance of the Association. This committee, thus a sub-committee of the RAMC Charity, is composed of:

- a. The Chairman.
- b. A Vice-Chairman.
- c. A Secretary.
- d. Regimental Secretary RAMC.

- e. Representative Sergeant Major RAMC.
- f. Seven Regional Representatives.
- g. The Senior Standard Bearer.
- h. Individuals seconded, temporarily, from time to time on the judgment of the Chairman. They will sit on a non-voting basis.
- i. The President on an ad hoc basis.

17. The Executive Committee will be attended and advised by, on an as required basis, a Social Media Coordinator.

18. Administrative support will be afforded by RHQ RAMC on a part-time basis; in short, by an employed Assistant Secretary who will normally also attend the meetings of the Executive Committee.

19. The Chairman and Regional Representatives are voted in, the Regional Representatives by the Branches they represent, a breakdown of which is at Annex B. The Regimental Secretary RAMC and the Representative Sgt Maj RAMC are ex-officio. The Vice-Chairman, the Secretary, the Social Media Coordinator and the Senior Standard Bearer will be appointed by the Executive Committee for a period of five years initially although this may be increased at the discretion of the Executive Committee.

20. Regional Representatives are normally, but not necessarily exclusively, a Chairman of one of the represented Branches. Their period of representation is for three years after which a vote for a new selection or re-election should take place around the represented Branches. In exceptional circumstances, and in the absence of a Regional Representative emerging through the due process, the Association Chairman may co-opt a suitable person until such time as the normal process can be resumed.

21. The Executive Committee will meet, formally, at a minimum of twice a year and additional meetings may be required at the discretion of the Chairman. The routine for these will be:

- a. Outline Agenda and call for papers, topics for inclusion, two months in advance.
- b. Final Agenda and circulation of papers for consideration, one month in advance.
- c. There will be no Any Other Business allowed at the end of the meeting due to Charity Commission Regulations, but Open Forum discussion points may be allowed at the discretion of the Chairman.
- d. Unless a topic has constitutional change in impact (ie otherwise requires a two thirds majority), a simple majority will carry a decision.
- e. Minutes of meeting circulated by one month after event.

These meetings will normally be physically conducted together but in exceptional circumstances may have to be conducted by telephone and/or televisual link.

22. Voting rights within the Committee are restricted to those who represent a constituency ie the seven Regional Representatives, the Regimental Secretary RAMC and the Representative Sgt Maj RAMC. The Chairman will have the casting vote in the event of a tie (and so will the Vice-Chairman if deputizing for the Chairman in his/her absence).

23. The Association, at large, will have its own AGM. This will be attended by all the members of the Executive Committee and a representative of each Branch. Each representative will have a vote, alongside each of the Executive Committee members, on any matter tabled at the AGM (a Branch providing a Representative Regional Chairman on the Executive Committee will not have an additional vote). Concerning the conduct of the AGM:

- a. The date and location will be announced a minimum of six months in advance.
- b. Any motions for subjects to be considered or voted upon will be submitted to the Secretary three months in advance.
- c. These, and a prospective Agenda for the meeting, will be circulated two months in advance.
- d. Final Agenda and papers for consideration circulated one month in advance.
- e. Unless a topic is constitutional in impact (ie otherwise requires a two thirds majority), a simple majority will carry a decision.
- f. A quorum is found from a presence of at least eight voting Members.
- g. Minutes of the AGM will be issued no later than one month after the event.

24. The duties of the Members of the Executive Committee are at Annex C.

25. Branches. Branches will be formed and maintained at locations that can sustain them both in terms of viable membership numbers and the ability to form a local Branch Committee. Branches may wax and wane. Detailed regulations for Branches are found at:

- a. Composition and Duties of the Branch Committee – Annex D.
- b. Branch Performance – Annex E.
- c. Branch Financial Matters – Annex F.
- d. Standard Bearer Regulations – Annex G.

26. Catchment Areas. Recruiting boundaries for membership of a given Branch will be set out on a county basis in a separate document issued by the Association Secretary. This will be devised on an agreed basis with Branches. There will be occasions when the geographical proximity of a Branch to a Member may trump the model or where a Member has a particular affinity with existing Branch Members. Common sense and personal preference should then prevail.

27. New Branches. These instructions allude to the existing structure however there may be opportunity for the formation of a new Branch. Application to form a new Branch should be made to the Executive Committee via the Secretary and, if approved, this will then be taken to the Trustees of the RAMC Charity for final approval. Branches are normally formed within a defined geographical area, and thus named thereafter, in which it is situated. The manner of demonstration of viability of a new Branch is evidence of a functional Branch Committee with an understanding and commitment to follow these Rules alongside any published policy of the RAMC Charity.

## **FINANCIAL**

28. Income for the Association comes from four sources:

- a. Allocation from the RAMC Charity based on an annual (calendar year) bid and examination of previous expenditure.
- b. Membership subscriptions that mainly go directly to Branches (see Annex F for detail of Branch arrangements).
- c. A Branch annual nominal subscription to the RAMC Charity based on a head count of its active membership; essentially this means the paid-up Members. The amount per head will be decided, from time to time, by the Executive Committee.
- d. Sales of Association memorabilia and branded items (though most of this is dedicated to supporting the Museum of Military Medicine).

29. Mainstream functions involving the Association (such as Corps Sunday) are financed directly through the RAMC Charity. Branches may bid to the Executive Committee for grants to support in a given financial year and, based on the perceived value and the available budget, will be met on approval of the Executive Committee at its scheduled meetings. An application form for grants is available from the Association Secretary along with a set of criteria of qualification for a grant. This will be a separate policy document, periodically amended to fit the topical situation. .

30. The book-keeping and audit of the Association's national finances will be conducted directly through the main RAMC Charity account.

31. Indemnity Insurance for Association and Branch activities, and inclusive of Standard Bearers on duty, is held by the RAMC Charity and paid for centrally.

## **STANDARDS AND BEARERS**

32. Each Branch should have its own Standard and Standard Bearer. Procurement of Standards, their replacement and associated equipment is funded and organized centrally by the Association. The Senior Standard Bearer will monitor the state of the Standards and Equipment.

33. Standards for new Branches and replacement of worn out ones will be approved by the Executive Committee. Dedication of new Standards and laying up of old ones will be managed in consultation between the Executive Committee and the relevant Branch.

34. The Senior Standard Bearer will arrange for Standard Bearer training, in conjunction with the Representative Sergeant Major RAMC.

35. In the main, Standards will be paraded for local Branch events and the costs of this will be borne by the relevant Branch. However, there are occasions when standard bearing will be required to support RAMC mainstream or national Association events such as Turning of the Pages at Westminster Abbey and Corps Sunday. The travel and subsistence costs associated with these duties will be met by the Executive Committee.

36. Instructions on the allocation and management of Standard Bearers by the Senior Standard Bearer are found at Annex G.

## **REPORTS**

37. The Chairman will make a periodic written report to meetings of the RAMC Charity Directors and also an annual, verbal, one to the AGM of the RAMC Charity. He/she will give a formal verbal report to the Association's AGM.

38. Members of the Executive Committee will deliver reports in regard to their area of responsibility at each Executive Committee Meeting.

39. Branch Chairmen will submit a short annual report to the Association Chairman, copied to their Regional Representative, a fortnight before the Association's AGM summarizing active membership numbers, events and activities of note during the preceding calendar year, highlighting any main concerns and problems regarding the Branch.

40. There are a series of returns required annually, early in the succeeding year, in order to manage the Association effectively and inform the RAMC Charity. These include Branch Statements of Accounts, details of Branch Officers, welfare activities and active membership details.

## **WELFARE**

41. A key part of the Branch function is to involve itself with the welfare of local RAMC veterans and their families. Each Branch's Secretary should therefore act as the Welfare Officer for the Branch by default but the task may be delegated to a specified individual within the Branch if one is suitable, willing and able.

42. The Welfare Officer is not there to do detailed case work but to understand the welfare system so that eligible individuals may be pointed to the relevant expert body and potential source of assistance and funding. Essentially this is done by SSAFFA and then the main RAMC Charity's Benevolence Committee that holds the relevant funds.

43. The Association will provide direction on the process and training for Branch Welfare Officers. Outline guidance on welfare is contained in a separate, periodically updatable, policy document.

## **RESETTLEMENT**

44. The Association will provide direction on the process and training for Branch Resettlement Officers. Outline guidance on resettlement is contained in a separate, periodically updatable, policy document. Again, the default setting is for the Branch Secretary to fulfil this role but a Branch may have somebody, suitable, willing and able to undertake it separately, and to whom it could be delegated.

## **RECOGNITION**

45. From time to time, the Chairman and Branch Chairmen will identify Association Members that have contributed long, distinguished and industrious service to the cause. In recognition of this, the Association will award a Certificate of Commendation for those efforts.

46. Citations should be forwarded by Branch Chairmen to the Association Secretary in a simple format he/she can provide before these are presented to the Chairman for approval. After approval, Certificates will be made up and signed and then a suitable occasion for presentation will be identified in consultation with Branches. Appropriate announcements will then be made over Social Media and Newsletters, etc.

## **MARKETING**

47. The Association's logo, as shown on the front page of these Rules, may only be used with the permission of the Executive Committee. Normal usage includes official letter headings, including by Branches, authorized Social Media sites and pages, informative digital presentations or handouts; and goods such as ties, lapel badges, clothing and presentation items on sale from approved outlets like the Museum of Military Medicine Shop.

## **TERMS OF REFERENCE**

### **RAMC ASSOCIATION EXECUTIVE COMMITTEE**

(Approved by the Board of Trustees of the RAMC Charity on 19 August 2019)

#### **1. GENERAL**

- 1.1. The RAMC Association Executive Committee shall act in accordance with the provisions of the Memorandum and Articles of Association of the RAMC Charity (Registered Charity Number 1129091).

#### **2. COMPOSITION**

- 2.1. The RAMC Association Executive Committee shall be comprised of one Elected Trustee from the Board of Trustees of the RAMC Charity, who shall be the Chairman of the Executive Committee, and up to eight Regional Representatives.
- 2.2. The National Secretary RAMC Association shall act as Secretary to the Executive Committee but shall not have a vote.
- 2.3. The Executive Committee may co-opt at any time up to two other members who have special qualifications or skills to assist the Committee.
- 2.4. Four members of the Executive Committee shall form a quorum.
- 2.5. Each member of the Executive Committee shall have one vote on the business put before them at a Committee Meeting, except when there is a conflict of interest as outlined in Paragraph 46 of the Articles of Association of The RAMC Charity. Where there is a tied vote, the Chairman of the Committee shall have a second or casting vote. Others in attendance and any co-opted members shall not have a vote. A simple majority is required for a resolution to be carried unless it is of constitutional impact when a two-thirds majority will be required.
- 2.6. The RAMC Association Executive Committee will meet a minimum of twice a year.

#### **3. CONDUCT**

- 3.1. The RAMC Association Executive Committee will report all decisions to The RAMC Charity.
- 3.2. The RAMC Association Executive Committee will make decisions as it considers meets with its delegated powers under the terms of reference set by the RAMC Charity and impart these around the Association through its Rules.
- 3.3. Any novel or contentious issue may be referred to the RAMC Charity Trustees whose decision will be final.

- 3.4 Any urgent business conducted by any members of the Committee when not in Committee but within the terms of delegated powers of the Committee shall be brought to the attention of the Committee at the next available Committee meeting.
- 3.5 The Board of Trustees of the RAMC Charity shall consider the amount of money to be allocated each year to the RAMC Association Executive Committee to enable the Committee to make such decisions in accordance with its delegated powers.

#### 4. **ANNUAL ACCOUNTS**

- 4.1 The RAMC Association Executive Committee shall submit to the RAMC Charity the annual report for the expenditure incurred by the RAMC Association Executive Committee on or before 31 March each year.
- 4.2 The annual report is to consist of:

Committee Members

Secretary

Chairman's Introduction

Objects and Activities of The RAMC Association

Report on key RAMC Association Activities throughout the year

Financial Review

Plans for Future

Risk Management Policy

**REGIONAL REPRESENTATION ON THE EXECUTIVE COMMITTEE**

<b>AREA</b>	<b>BRANCHES REPRESENTED</b>	<b>MEMBER</b>
Board of Trustees	Headquarters & Central Branch	Elected Trustee RAMC Charity (Chairman)
Northern Ireland & North West England	Manchester Merseyside Chorley Ulster	One Member
Wales & South West England	Bristol South Wales South West Region Wessex	One Member
Scotland	Aberdeen Cowal & Highlands Dundee & Tayside (Edinburgh & South East Scotland) Glasgow & West Scotland	One Member
North East England & Yorkshire	Durham Grimsby Kingston Upon Hull Northumbria Sheffield	One Member
Midlands	Birmingham Coventry East Midlands North Midlands Shropshire	One Member
South & South East England	Aldershot East Kent Maidstone	One Member
London & East Anglia	City of London Essex Norfolk Cambridgeshire & South Lincolnshire	One Member
Headquarters & Central Branch	Cyprus Serving Members	Regimental Secretary RAMC, Representative Sgt Maj RAMC

## **DUTIES OF THE EXECUTIVE COMMITTEE MEMBERS**

1. Chairman.
  - a. Represent the Association on the RAMC Charity Board as a Trustee.
  - b. Convene and Chair the Association's AGM and its Executive Committee Meetings.
  - c. Voting member at Executive Committee Meetings.
  - d. Chair any enquiry into referred membership related issues such as entitlement and dismissal of Members or investigation panel into Branch conduct.
  - e. Lead the Association at Charity and Corps events.
  - f. Lead on financial and budgetary matters.
2. Vice-Chairman.
  - a. Deputy to the Chairman and substitute in the Chairman's absence.
  - b. Coordination of Association wide projects and assistance to Members.
  - c. Non-voting member at Executive Meetings unless deputizing for the Chairman.
3. Secretary.
  - a. Disseminate notices of meetings, agenda, minutes and periodic returns.
  - b. Take minutes of meetings.
  - c. Non-voting member at Executive Meetings.
  - c. Maintain the membership roll.
  - d. Maintain a roll of Branch Executives.
  - e. Custody of the Association's papers, files and legal documents.
  - f. Process membership applications.
  - g. Collate data for periodic returns.

4. Regional Representative.
  - a. Represent their own and designated regional Branches, as per Annex B, at Executive Committee Meetings including submitting a report at those meetings.
  - b. Voting member at Executive Meetings.
  - c. Appoint a Deputy who can represent them in the case of their absence from a given Executive Meeting.
  - d. Be prepared to act as a member of an investigation panel, when invited by the Chairman, into any referred membership entitlement and dismissal issues or Branch conduct.
  - e. Oversight of regional Branch accounts.
5. Regimental Secretary RAMC.
  - a. Represent the serving Officer members of the Association.
  - b. Voting member at Executive Meetings.
  - c. Inform the Committee on matters of Corps import and germane Benevolence matters.
  - d. Dissemination of Association business around the serving.
6. Representative Sergeant Major RAMC.
  - a. Represent the serving Soldier members of the Association and the Cyprus Branch.
  - b. Voting member at Executive Meetings.
  - c. Inform the Committee on matters of Corps import.
  - d. Dissemination of Association business around the serving.
  - e. Training of Standard Bearers.
7. Senior Standard Bearer.
  - a. Represent the Standard Bearers of the Association.
  - b. Non-voting member at Executive Committee Meetings.
  - c. Coordinate selection, training, equipping and tasking of Standard Bearers, maintain a roll of them.
  - d. Inspection and a record of the state of Standard Bearing Equipment, bringing replacement requirements to the Executive Committee.

8. Social Media Coordinator.

a. Control, supervise and administer inputs to social media outlets such as Facebook, Twitter and Instagram. Novel and contentious content should be referred to the Secretary on the first instance.

b. Non-voting member at Executive Meetings.

c. Coordinate Association website entries with social media outlets.

9. Assistant Secretary.

a. Administrative support for Chairman and Secretary in the prosecution of their duties.

b. Attending Executive Committee Meetings.

c. As required of the Job Description and terms of employment by RHQ RAMC.

## **COMPOSITION AND DUTIES OF THE BRANCH COMMITTEE**

1. Composition.

- a. The Executive of a Branch will be: a Chairman, a Vice-Chairman, a Secretary and a Treasurer. Other members may be coopted from time to time at the behest of the Chairman. The outline duties of the first four are found at Appendix 1.
- b. These Executives will act as the Trustees of the Branch and be elected at the AGM.
- c. Eligibility for election to these Executive positions will be a paid-up Member of the Branch, Full or Associate, but ideally the former, aged over 18 years, with no unspent conviction for an offence involving dishonesty or deception, no disqualification as a company director, not an undischarged bankrupt or removed from trusteeship of a charity by a court.
- d. A Branch President may be appointed to serve for three years, and subsequent three-year periods, as determined by the Branch Committee. The Branch President is an Executive of the Branch and entitled to speak at a meeting, but unless paid up as a Member, is not entitled to propose, second or vote at Branch Meetings.
- e. A Branch may, at a Special General Meeting, or at the request of not less than a quarter of the active Members of the Branch, remove from office any of its Executives, and may elect another Member in place of any Executives so removed, or who has resigned or ceased to be a Member of the Branch.

2. Duties.

- a. The Executives of the Branch will form a Committee that will meet to conduct effective management of the Branch, and its property, at least quarterly. A quorum of four is required for decision making.
- b. Minutes will be published, copied to the Association Secretary.
- c. The Committee will organize an AGM.
- d. Guidance on property management can be gleaned from the Association Secretary.
- e. The Branch Chairman is the sole interpreter of the Memorandum and Articles of the RAMC Charity and the Association's Rules of Procedure.
- f. The Vice-Chairman will chair in the Chairman's absence.
- g. Decisions will be made by a simple majority.

- h. The Chairman will have a casting vote in the event of any tie.
- i. In the event of a vacancy arising on the Branch Committee, the Committee may appoint a replacement for a period up to a year when the decision will be made subject to ratification at the next AGM or Special General Meeting if one such precedes.
- j. A Branch Committee may appoint any sub-committees it sees fit to form with specially selected members temporarily for the proper organization of specific matters such as functions and projects.
- k. Provide a minimum of three Cheque signatories, including the Treasurer, and the names should be minuted.
- l. Authorise annually the limit that the Treasurer may expend on a single item without reference to the Committee and this authority should be minuted.
- m. Receive detail of any expenditure undertaken by the Treasurer and minute its approval.
- n. Check the 'petty cash book', held by the Treasurer, monthly and these checks be minuted.
- o. Being in arrears in Branch subscription will lead to forfeiture of Executive status.

Appendix:

1. Duties of Branch Executives.

## **DUTIES OF BRANCH EXECUTIVES**

1. Branch Chairman.
  - a. As Chief Executive of the Branch, direct all Branch activities.
  - b. Chair all Branch meetings and be conversant with the Memorandum and Articles of the RAMC Charity and these Association Rules.
  - c. Control meetings effectively through planning content and timings whilst encouraging input from all participants.
  - d. Delegate responsibilities to Members but in doing that ensure those duties are effectively performed.
  - e. Ensure proper hand-over/take-over between elected or appointed Executives of the Branch especially in relation to cash and cheque books.
  - f. Set an example as an active Branch Member and be available for advice to both Executives and Members.
  - g. Ensure adequate manning of Executives and sub-Committees as deemed necessary.
  - h. Ensure Branch Executives are aware of their responsibilities as contained in the Memorandum and Articles of the RAMC Charity and these Association Rules.
2. Branch Vice-Chairman.
  - a. Deputize for the Chairman in his absence.
  - b. Be conversant with the contents of the Memorandum and Articles of the RAMC Charity and these Association Rules.
  - c. Other duties as delegated by the Chairman.
3. Branch Secretary.
  - a. Liaise with Branch Chairman in preparation of the agenda for all Branch meetings.
  - b. Attend and record the minutes of all Branch and Committee meetings and safeguard all papers and documents of the Branch, especially the legal ones. Copies of the minutes to go to the Association Secretary within twenty-eight days.

- c. Receive all applications for Membership, monitor eligibility by personally checking documents and forwarding details to the Association Secretary.
- d. Maintain an up-to-date list of the Branch's membership and notify the Association Secretary of any changes.
- e. Monitor the currency of membership subscription status.
- f. Maintain a complete set of RAMC Charity and Association publications for reference including these Rules.
- g. Forward any nominations or motions the Branch wishes to raise at either the RAMC Charity or the Association AGMs.
- h. Contribute appropriate Branch input to the Association's Social Media and Medic Magazine entries.
- i. Complete the designated annual returns to the Association Secretary by 15 February each year for the preceding calendar year.
- j. Act as Branch Welfare Executive.
- k. Act as Branch Resettlement Executive.

4. Branch Treasurer.

- a. Responsible to the Branch Committee for all financial affairs of the Branch including annual accounts, Branch bank accounts, branch membership fees and subscriptions. insurance payments, etc.
- b. Attend General and Committee Meetings of the Branch in order to report on the financial affairs of the Branch to those present and deliver a written statement of liquidity when unable to attend.
- c. Control monetary transactions and record these in a Branch receipt and payment ledger.
- d. Receive subscription payments.
- e. Bank monies received as soon as is practicable after entry in the Branch ledger supported by relevant documentation.
- f. Enable the annual payment of fees due the Association.
- g. Ensure Branch accounts are audited/examined as required by the Association and submission of subsequent annual statement of accounts by 15 February for the previous calendar year.
- h. Ensure that all cheques are made out correctly with two authorised signatures, one of whom will be the Treasurer.

- i. Ensure that the detail of any expenditure is reported to the Branch Committee at its regular meetings for its approval.
- j. Control the 'petty cash book' and ensure it is checked monthly by the Branch Committee.

## **BRANCH PERFORMANCE**

1. AGM.
  - a. An AGM will be held at a venue and on such a date as the Chairman and Committee shall decide and will be open to all Branch Members.
  - b. Notice of the meeting will be given to all Members at least twenty-one days prior to the meeting together with a provisional agenda. Notice should include requests for written items of interest or proposals for inclusion on the agenda which should be posted at least ten days prior to the meeting.
  - c. Copies of the final agenda and previous minutes will be available to Members at the meeting.
  - d. Voting on election of Executives and motions shall be by show of hands, a simple majority carrying. However, a quorum will be required for such decisions to be lawful and thus either 10% of the active Membership or twelve, whichever is the greater, will constitute this threshold.
  - e. Election of Executives.
    - (1) Members wishing to stand for, or remain in office, must declare in writing their willingness to stand, prior to a vote being taken.
    - (2) An outgoing Chairman, if seeking re-election, shall vacate the chair during the election process for office.
  - f. Other General Meetings. These will be called at the direction and discretion of the Chairman and Committee.
2. Standards. Details of the management of Branch Standards and Standard Bearers is found at Annex G.
3. Letter Heading.
  - a. All correspondence will bear the Branch title and address, plus the Association logo, and the registered charity number of the RAMC Charity.
  - b. Signatories of all correspondence will clearly show their appointment.
  - c. The Registered Charity number will be printed on all Branch cheques.
  - d. No one is authorized to use the RAMC Charity, Association or Branch headed paper in a manner which may be misleading, nor give the recipient the impression that they have a contract with the corporate body of the RAMC Charity or Association.

4. Liability and Indemnity.

a. A Branch, or any of its Committees or Officers, has no power to pledge the credit of the RAMC Charity nor can incur any financial liability in the name of, or behalf, the RAMC Charity or any Officer of the Association without specific or delegated authority of the Board of Trustees of the RAMC Charity.

b. No member of the Branch Committee will be liable for any loss to the property of the Association arising by reason of any improper investment made in good faith (so long as prior there was prior professional advice) nor for the negligence, fraud, wrongdoing nor wrongful omission of any agent employed by the Committee (providing supervision had been employed) nor by reason of any mistake or omission made in good faith by any member of the Committee.

5. Integrity.

a. An investigation panel may be formed at the direction of the Association to investigate:

(1) Refusal or failure to comply with rules relating to the management and administration of the Branch.

(2) For acts or omissions of a Branch which are considered to be detrimental to the interests of the Association or the RAMC Charity.

b. The Investigation will comprise of at least three members of the Association Executive Committee.

c. No Member of the Branch under investigation may sit on the investigation panel or vote on any adjudication by the panel.

d. Full particulars of the allegations made against a Branch must be copied to Members of that Branch's Committee.

e. The Branch Secretary or other authorized Executives will be given the opportunity of stating their case at a meeting convened by the investigation panel; of which fourteen days' notice prior to convening will be given.

f. Following investigation, where the acts or omissions are reasonably held to have been substantiated, the panel may request remedial action by the Branch within a reasonable period if there is provision of an undertaking not to commit further breaches.

g. The investigation panel may suspend affiliation and provide notice of intention to dissolve the Branch where no commitment to remedy is made by the Branch or the situation has not been remedied within a reasonable time.

h. Where notice of intention to dissolve a Branch has been provided, the case will be considered by the Board of Trustees of the RAMC Charity. The Branch Secretary, or other authorized Executive of the Branch, will be given the

opportunity of stating their case at the RAMC Charity Board meeting which considers the case presented to it by the investigation panel.

g. Should the Board of Trustees decide to confirm the Branch closure it will set a date for this and the Branch will be notified of the decision in writing.

6. Dissolution.

a. A Branch may be closed or dissolved by a Resolution passed by a two thirds majority of those present and voting at a Special General Meeting convened for the purpose of which twenty-one days' notice has been given to the Members. Such a Resolution may give instructions for the disposal of any assets held by or in the name of the Branch, provided that if any property or funds remain after the satisfaction of any debts and liabilities such property will not be paid or distributed among Members of the Branch but shall be transferred to the RAMC Charity.

b. The Board of Trustees of the RAMC Charity may close a Branch for the reasons explained in sub-Paragraph 5a above.

7. Catch-me-all.

a. All matters not mentioned herein these Rules will be settled by reference to the RAMC Charity's Memorandum and Articles. Any questions of interpretation will be referred to the Association Chairman, via the Regimental Secretary, as also should any question to which these Rules do not apply.

b. Changes to these Rules may only be approved by the Board of Trustees of the RAMC Charity. Proposed changes will be staffed to the Association Chairman, via the Association Secretary, save that no amendment is valid if it would cause a fundamental change to the Objects of the Association or would destroy the charitable status of the RAMC Charity.

## **BRANCH FINANCIAL AND PROPERTY MATTERS**

1. Subscriptions. Branch Committees may set and collect Branch annual subscriptions in amounts sufficient to cover in total:
  - a. The annual Branch subscription.
  - b. The administration costs and other expenses of operating the Branch.
  
2. Branch Funds.
  - a. The funds of the Branch will only be used for the promotion of the Objects, and no portion thereof shall be paid or transferred directly or indirectly to the Members of the Branch or to any Executives or Committee Members by way of dividend, bonus or otherwise by way of profit or capital distribution.
  - b. No Executive or Committee Member will receive any direct or indirect material from the Branch except:
    - (1) Reimbursement of reasonable out-of-pocket expenses (including travel and hotel costs) actually incurred in the representation or administration of the Branch.
    - (2) Interest at a reasonable rate on money lent to the Branch.
    - (3) A reasonable rent or hiring fee for property let or hired to the Branch.
    - (4) Under indemnity in respect of any liability properly incurred in the running of the Branch (including costs of successful defence to criminal proceedings).
    - (5) In his/her capacity as a beneficiary under the Objects of the Branch.
    - (6) In other exceptional circumstances and with the approval of the Charity Commission.
  - c. Funds not required for immediate use or which will be required for use at a future date will be placed on deposit or invested until needed.

3. Audit.

a. The Financial Year of the RAMC Charity ends on 31 December. The Branch Treasurer is to close the Branch account on that day and prepare a statement of account for the Branch Committee to endorse. A copy of the examined and submitted statement of account is to be sent to the RAMC Charity, via the Association Secretary, to arrive by 15 February each year.

b. The statement of account should be shared and discussed with the Regional Representative.

c. Copies of the examined and submitted statement of account are to be made available to Members at the Branch AGM.

4. Property.

a. Branches should contact the Association Secretary for advice and assistance in all property matters. If the Branch Committee wishes guidance on the manner in which property should be dealt with, even if an approach to the Charity Commission is required, will in all cases initially approach the Association Secretary.

b. Standards. The Association will fund new and replacement Standards when required.

5. Indemnity and Insurance. Public Indemnity insurance is taken out across the whole RAMC Charity and includes cover for social events, parades, etc as well as for Branch funds and Standard Bearers on duty.

## **REGULATIONS FOR STANDARD BEARERS**

1. General.

- a. Standard Bearers and their Deputies are elected at the Branch AGM. The following instructions are equally applicable to Deputies.
- b. The Standard Bearer is responsible to the Branch Chairman.
- c. The Branch Chairman should always be aware in advance of what events the Standard Bearer is attending (for insurance regulations and financial considerations).
- d. The Branch will notify the Senior Standard Bearer of any changes to the circumstance for the Standard Bearer.

2. Equipment.

- a. All required equipment is financed and supplied by the Association Executive Committee through the Senior Standard Bearer.
- b. All Standard Bearers are to maintain their equipment; any deficiencies or damaged equipment is to be reported to the Senior Standard Bearer.
- c. Any damaged Standards are to be reported to the Senior Standard Bearer who will make a request to the Association Executive Committee for a replacement.
- d. New and replacement Standards are not to be used until they have been dedicated at the next Corps Sunday Service.
- e. All retiring Standard Bearers are to hand over all equipment to their successor; if no successor is available, the equipment is to be handed to the Branch Chairman.
- f. A retired Standard is not to be used after dedication of its replacement and is to be laid up as soon as is possible locally; if that is not possible then it can be laid up at the Garrison Church DMS Whittington.

3. Duties.

- a. The duties of the Standard Bearer are to parade as directed by the Branch Chairman, eg funerals of Branch or Association Members, or local parades and ceremonies.
- b. All Association events, such as Association AGM, Corps Sunday Service or Turning of the Pages will be notified to both the Standard Bearer and Branch Secretary by the Senior Standard Bearer.

- c. Standard Bearers should report their participation in Association events to the Senior Standard Bearer.
  - d. All Standard Bearers are to submit a report of their activities annually by 15 February each year, for the preceding calendar year, to the Senior Standard Bearer.
4. Training. Training Days are normally held every two years under the direction of the Representative Sergeant Major RAMC. Local training can be obtained from the Royal British Legion County Parade Marshall.
5. Dress. Dress for all Standard Bearers is to be of the highest standard. It comprises of:
- a. Navy-blue Blazer with RAMC Pocket Badge.
  - b. Dark Gray Trousers/Skirt (national kilts and kindred accoutrements may be worn by Scottish Branches).
  - c. Plain White Shirt.
  - d. Blue Association Tie.
  - e. Plain Black Shoes.
  - f. Brushed Navy-blue Beret with RAMC badge and dull cherry backing.
  - g. Medals and Badges.
    - (1) The only medals to be worn on Standard Bearing duties are those awarded to the individual.
    - (2) Badges are not to be appended to carrying straps as these will subsequently be weakened.
    - (3) The only badges permitted on blazer lapels, whilst on bearing duties, are the official Veteran's Badge and one RAMC or Association Badge.
6. Expenses.
- a. Expenses for local events are the responsibility of the Branch.
  - b. Reasonable expenses for Association events, if directed by the Senior Standard Bearer, will be met following claim submissions to the Senior Standard Bearer. They should be listed on a spreadsheet for onward staffing within two months of the event and accompanied by the relevant receipts.

7. Age. The maximum age for a Standard Bearer is normally 80 years but this may be continued beyond that date if the Senior Standard Bearer is confident the individual is fit enough to carry on with these duties and can still be covered by the insurance policy.