

# Rules of the Royal Signals Association

*Patron*

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**THE MASTER OF SIGNALS**



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## INTRODUCTION

1. The organisation and structure of the charities known as Royal Signals Association (RSA) and Royal Signals Benevolent Fund (RSBF) have changed over time to conform to best practice in charity governance. Following the restructuring of Corps charity governance in 2012, the Corps' solicitors advised that the rules of the RSA should also be amended to ensure that there were no impediments to the transfer of funds from either charity to the other and to ensure that legacies to the RSA could be properly transferred to the RSBF.

2. The rules (Column 1) govern the RSA which is administered by its trustee, Royal Signals Trustee Limited (RSTL). RSTL is also the trustee of RSBF. In developing its strategy for the two charities, RSTL looks to the Master and Corps Council for guidance.

3. However, these rules do not, deliberately for legal clarity, encompass all the operational information required to understand how the RSA is administered and guidance has, therefore, been prepared (Column 2) to assist the RSA membership.

4. Any questions regarding the interpretation of these rules should be passed, in the first instance, to the General Secretary via the RSA Admin Officer.

## RHQ CENTRAL ORGANISATION

5. RSTL is responsible for administering the two charities. Its primary functions are to administer the funds under its control by investing them, making grants and complying with legal requirements relevant to charities including the requirement to prepare an annual report and accounts and annual returns which are filed with the Charity Commission. RSTL's work is divided into 3 Sections under the General Secretary and Assistant General Secretary who are normally the Regimental Secretary and Assistant Regimental Secretary.

The Grants Section.

The Branches and Membership Section.

The Accounts Section.

6. **The Grants Section** is responsible for administering welfare grants from the RSBF.

7. **The Branches and Membership Section** maintains records of all Branches and Members and is designed to keep members in touch with the Corps and each other for mutual good fellowship and assistance.

8. **The Corps Accounts Section** maintains the accounts of the RSBF and is responsible to the RSTL trustees through the General Secretary. The RSBF covers all aspects of Corps charitable funding including RSA running costs and welfare grants whilst also maintaining the accounts of any other Trusts which may be handed over to the RSBF. The Corps accounts section provides regular updates on RSA finances for RSA Central Committee meetings and the Annual General Meeting. On a trial basis from June 2013, RSTL has also employed an RSBF Marketing and Communication Officer who is responsible for fund-raising and maintaining Corps and, where appropriate, public awareness of the Corps charities

## ADMINISTRATION OF THE GRANTS SECTION

9. Chairman RSA is appointed by the Master of Signals to be the lead RSTL Trustee ("activity manager") for RSBF welfare benevolence. He is supported in this role by the General Secretary (who is the Chief Executive of RSTL) and Assistant General Secretary who manage the activities of the Grants Section on a day to day basis and who, between them, form the minor grants committee. Their financial delegations per case are laid down by the RSTL Board. For bids exceeding the minor grants committee financial delegation or which are deemed by them to be too complex or contentious for consideration at that level, the casework will be passed to the major grants committee, which normally meets monthly, for consideration.

10. The major grants committee is chaired by a retired officer volunteer and consists of serving and retired personnel including a serving officer and a serving soldier. The Chairman of the major grants is appointed by the Chairman RSA on the recommendation of the General Secretary and is subject to the approval of the RSA Central Committee. The secretary of the major grants committee is the RSBF Grants Co-ordinator.

11. Requests for assistance from members of the serving Corps usually come through SSAFA or RBL caseworkers but on occasion, for Service reasons, may come direct from a unit with a good degree of urgency. Such cases will be dealt with personally by the General Secretary or the Assistant General Secretary.

12. All requests for assistance from the Grants Section should be addressed to the General Secretary on behalf of RSTL, The trustee of the Royal Signals Benevolent Fund. Each request will be judged on its merits. Note that as a matter of policy agreement between RHQ and Headquarters Brigade of Gurkhas, past and present Queen's Gurkha Signals Personnel are not eligible for **welfare** grants unless they had transferred into Royal Signals. Gurkha personnel should be referred to the Gurkha Welfare Trust or the Army Benevolent Fund - The Soldiers' Charity. Serving QG SIGNALS personnel are, however, eligible for the same morale and efficiency grants as their Royal Signals counterparts.

13. It is possible that former members of the Corps may approach branches for monetary assistance. In such cases, branches are advised to refer the individual to the Royal British Legion ([www.britishlegion.org.uk](http://www.britishlegion.org.uk) or helpline: 0808 802 8080) or SSAFA ([www.ssafa.org.uk](http://www.ssafa.org.uk) or helpline: 0845 241 7141) who will nominate a caseworker to investigate and who will, in turn, approach the RSBF Grants Co-ordinator for assistance if required.

## COPIES OF RULES

14. Copies of these Rules are available from Association HQ and are published on the RSA Website [www.royalsignals.org/rsa](http://www.royalsignals.org/rsa)

## **PROFESSIONAL ADVISERS AND BANKERS**

15. The following are the present Professional Advisers and Bankers of the Royal Signals Trustee Ltd and, hence, the Association:

### *Solicitors*

Wilson's Solicitors LLP  
4 Lincoln's Inn Fields  
London  
WC2A 3AA

### *Auditors*

Messrs Crowe Clark Whitehill  
Carrick House  
Lypiatt Road  
Cheltenham  
Glos GL50 2QJ

### *Bankers*

Lloyds TSB Plc  
7 Pall Mall  
LONDON  
SW1Y 5NH

**THE RULES OF THE ROYAL SIGNALS ASSOCIATION**  
**(REVISED 30 MARCH 2017)**

CLAUSE	RULE	GUIDANCE – not legally enforceable
1.	<p><u>Objects</u></p> <p>The objects of the Charity are:</p> <ul style="list-style-type: none"> <li>a. To promote and maintain efficiency and morale by fostering comradeship amongst Signallers;</li> <li>b. To relieve conditions of need, hardship and distress of Signallers and their families and dependants and the families and dependants of deceased Signallers;</li> <li>c. To promote the charitable work of the Royal Signals Benevolent Fund (RSBF);</li> </ul> <p>in such ways as the Trustee shall think fit.</p> <p>"Signallers" means past and present members of:</p> <ul style="list-style-type: none"> <li>a. The Royal Signals.</li> <li>b. The Indian Signal Corps before the partition of India in 1947.</li> <li>c. The Queen's Gurkha Signals.</li> <li>d. The Signal Service Royal Engineers.</li> <li>e. The ATS, WAC(I) and WRAC who served in communications appointments with the Royal Signals.</li> </ul>	

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	<p>whether they are Regular, Reserve, Supplementary Reserve, Army Emergency Reserve, Territorial and Volunteer Reserve, National Service or otherwise.</p> <p>“Royal Signals” means the “Royal Corps of Signals”.</p>	
<p>2.</p> <p>2.1</p> <p>2.2</p>	<p><u>Trustee</u></p> <p>Royal Signals Trustee Limited (RSTL) is the trustee of the Royal Signals Association (“the Charity”). The affairs of the Charity shall be under the control of RSTL. RSTL shall have all the powers of a beneficial owner in relation to the management of the Charity and its property including the power to pool its investments with the investments of the RSBF and to merge the Charity with RSBF. RSTL may adopt subsidiary rules governing the conduct of the Charity, meetings of the members and any other matter relating to the Charity. RSTL will be responsible for preparing an annual report and accounts for the Charity.</p> <p>The directors of RSTL shall not have any personal interest in the Charity’s property unless it is an interest which would, if a director was a trustee of the Charity, be authorised in accordance with Chapter 5 of the Charities Act 2011.</p>	
<p>3.</p> <p>3.1</p>	<p><u>President</u></p> <p>The Master of Signals shall, if willing, be the President of the Royal Signals Association. Failing this, the Master of Signals will be invited to appoint another person as President.</p>	

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<p>4.</p> <p>4.1</p> <p>4.2</p>	<p><u>Membership</u></p> <p>The Charity has "Trustee" Members and "Veteran" Members. Trustee members are the persons who are for the time being the directors of the RSTL. Veteran members are:</p> <ul style="list-style-type: none"> <li>a. Life Members;</li> <li>b. Associate Members;</li> <li>c. Honour Members; and</li> <li>d. Associate Life Members.</li> </ul> <p>Life Members are:</p> <ul style="list-style-type: none"> <li>a. Personnel and former personnel of the Regular Army;</li> <li>b. Personnel and former personnel of the Reserve;</li> <li>c. Personnel and former personnel of the Supplementary Reserve;</li> <li>d. Personnel and former personnel of the Army Emergency Reserve, Territorial Army, Territorial Army Volunteer Reserves, National Service and Home Service</li> </ul> <p>who satisfy rule 4.3 and who are:</p> <ul style="list-style-type: none"> <li>a. Present and past officers who have been Gazetted to the Royal Signals or</li> </ul>	<p>"Veteran" Members were previously the normal RSA membership. This title is purely used to differentiate between their legal rights/responsibilities and those of the RSTL Trustees.</p> <p>Membership of the Royal Signals Association is not inconsistent with membership of other Ex-Service organisation such as The Royal British Legion or the Burma Star Association.</p>

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4.3	<p>b. Present and past Warrant Officers, non-commissioned officers or men and women of the Royal Signals; or</p> <p>c. Former members of the ATS, WAC(I) and WRAC who served in communications appointments with the Royal Signals.</p> <p>d. Past members of the Indian Signal Corps before the partition of India in 1947.</p> <p>e. Present and past Gazetted officers and soldiers of Queen's Gurkha Signals.</p> <p>An officer is "Gazetted" if his or her appointment (or promotion) is listed in the London Gazette.</p> <p>Life Members must either:</p> <p>a. Contribute or have contributed to the Royal Signals Benevolent Fund under the Day's Pay Scheme; or</p> <p>b. Pay a Life Membership fee of £10; or</p> <p>c. Be granted Life Membership by the Central Committee without payment of a registration fee.</p>	<p>The Registration Fee does not apply to members of the REGULAR Serving Corps contributing to the Day's Pay Scheme. Likewise, Army Reserve soldiers pay their proportionate One Day's Pay subscription through their units and are exempt payment of the £10 Registration Fee.</p> <p><b>Life Membership cards</b> are issued, by RHQ, upon receipt of a completed enrolment card (or on-line equivalent) and upon receipt of the £10.00 Registration Fee (if applicable), less the sum which branches are authorised to retain under Clause 9.3.a. Blank cards are available from RHQ or Branches.</p>
4.4	<p><u>Associate Membership.</u> Any person who has an interest in the Royal Signals, but is not eligible to become a Life Member, may be eligible to apply for Associate Membership of a branch and</p>	<p>For the avoidance of doubt, the granting of associate membership is not within the gift of RHQ but is, instead, a branch matter.</p>





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	<p>from the Central Committee where relevant, RSTL may:</p> <ul style="list-style-type: none"> <li>a. Maintain records of members of the Royal Signals Association;</li> <li>b. Organise an Annual Meeting of the members to which Life Members will be invited to attend and vote, in accordance with Rule 10;</li> <li>c. Organise certain ceremonial occasions, remembrance parades and reunions;</li> <li>d. Assist members to trace former comrades from their service with the Royal Signals;</li> <li>e. Maintain a website;</li> <li>f. Deal with enquiries from members and the general public concerning Association business;</li> <li>g. Provide financial assistance in cases of hardship and distress for the benefit of Signallers and their dependants through appropriate charities such as SSAFA or the Royal British Legion;</li> <li>h. If requested, provide financial support for the funerals of Signallers.</li> </ul>	<p>As with other financial assistance provided by RSBF, assistance with funeral costs will be assessed by the minor grants committee on the basis of need.</p>
6.2	<p>Wherever possible, RSTL (and its Welfare Committee) intend to consult with, and seek guidance from, the Central Committee about the way in which their functions are exercised in relation to the funds belonging to the Charity and also the funds of the Royal Corps of Signals Benevolent Fund of which it is also the</p>	

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	trustee.	
7.	<u>Central Committee of the Royal Signals Association</u>	
7.1	The Central Committee will be Life Members.	
7.2	Ex-officio members of the Central Committee will be:	
	a. The Corps Colonel.	
	b. The Corps Regimental Sergeant Major.	
7.3	There will be nine Area Representatives nominated as follows:	
	a. One by each of the branch areas in England;	
	b. One from each of Northern Ireland, Scotland and Wales.	
	Candidates who have been nominated to be Area Representatives may be appointed by the Central Committee with the approval of the Veteran members at the next Annual Meeting.	
7.4	Area Representatives proposed for election will serve for a term of three years which may be extended with the agreement of the Chairman and that Area Representative if there is difficulty in finding a replacement for nomination in the relevant branch area.	
7.5	When a vacancy arises:	
7.5.1	The Master of Signals will nominate the Chairman of the	The Chairman of the Central Committee acts, in effect, as the

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	<p>Central Committee and subject to the approval of the Veteran members the appointment will take effect at the end of the next Annual Meeting. The Chairman will serve for an indefinite term.</p>	<p>unpaid head of the Association. He will normally be a current or past Colonel Commandant of the Corps. The Chairman of the Central Committee is nominated by The Master of Signals but his nomination is subject to acceptance by vote at a General Meeting of the Association.</p>
7.5.2	<p>The Trustee will appoint a Treasurer, a General Secretary and an Assistant General Secretary who will all be members of the Central Committee.</p>	<p>The General Secretary will normally also be the Treasurer.</p>
7.6	<p>The Central Committee may co-opt additional members including a Reserve Officer. Co-opted members shall cease to hold office at the next Annual Meeting but shall be eligible for appointment or election as the case may be in accordance with the rules.</p>	
7.7	<p>The Central Committee will meet twice a year in the Spring and Autumn and may meet on other occasions as they see fit. Four members of the Central Committee will form a quorum. When votes are equal, the Chairman of the Central Committee will have a casting vote.</p>	
7.8	<p>The Chairman, the Corps Colonel and one other member of the Central Committee may take decisions on behalf of the Central Committee in between meetings if required to do so in an emergency and shall report to the Central Committee at the earliest opportunity.</p>	
7.9	<p>If the President considers that a member of the Central Committee, including its officers, is not fulfilling his duties, the President may, after consultation with the board of the RSTL and (where relevant) the Chairman, remove that individual as a member of the Central Committee.</p>	

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7.10	Wherever possible the General Secretary or the Assistant General Secretary shall attend meetings of the Central Committee, the Annual Meeting and meetings called under clause 7.8 and record in writing any decisions taken or resolutions passed.	Neither post will be eligible to vote at the Central Committee but both can vote, as life members of the Association in their own right, at a General Meeting. The RSA Admin Officer will normally take and publish the minutes.
8.	<p><u>Role of the Central Committee</u></p> <p>The role of the Central Committee will be:</p> <p>8.1 To liaise between the members, the branches, RSTL and its Welfare Committee; and</p> <p>8.2 To act as an adviser to RSTL in relation to the views of members on relevant matters; and</p> <p>8.3 To inform RSTL and/or its Welfare Committee about any cases of need or hardship which are brought to its attention by its members; and</p> <p>8.4 To award Honour Membership, Associate Life Membership, Special Badges and other awards;</p> <p>8.5 To make rules for the day-to-day affairs of the Veteran members.</p>	
9.	<u>Branches</u>	
9.1	Members of branches which are recognised by RSTL may:	

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9.2	<p>Branches may be recognised by RSTL if they fulfill the following criteria:</p> <ul style="list-style-type: none"> <li>a. They provide RSTL with the name of a branch representative to whom notice of the Annual General Meeting and any other communications can be sent.</li> <li>b. They have a President who is appointed by the members of their branch.</li> </ul>	<p>Local Branches are entitled to and are encouraged to carry a Standard on ceremonial and other appropriate occasions such as Reunion or Remembrance parades. The Branch Standard consists of the Corps Colours flown horizontally. In the centre is the Corps badge in gold which will face the hoist on both sides. Above the crown of the Corps badge the words "Royal Signals Association" and below the scroll, the Branch name. Lettering will be yellow, special style hand painted and outlined in blue to read correctly on both sides. Trimmed gold worsted fringe and cords and tassels to match, with leather securing tabs on self coloured heading. Those branches that qualify may have the honour of a 50 year and 75 year pennant, which will be flown at the top of their standard. Funding for purchases will be subject to current Association policy.</p> <p>Local Branches may apply for a loan from Association Funds for the purchase of Standards. Applications should be made to the General Secretary at Association HQ, who have details of the sealed pattern and the approved manufacturer and will act as the procuring agent.</p> <p>Local Branches are formed in various localities at home and overseas whilst Regimental Branches (RB) are formed on existing units in Corps ORBAT. "Affiliated Associations" are those formed on a Unit or other grouping basis.</p> <p>All Branches and Affiliated Associations operate independently and are only governed by these rules so far as necessary for recognition as a branch for the purposes of proceedings at the annual meeting.</p>

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9.3	<p>c. They comply with rule 9.3.</p> <p>Branches must:</p> <p>a. Submit to RSTL half of any initial subscriptions paid to</p>	<p>Branches are advised to make rules to govern their procedures; they may, for example, choose to levy a subscription on their Members. Similarly, withdrawal or denial of membership shall be at the discretion of the Branch/Affiliated Association and be the result of a decision by a majority of members at an Annual, or Extraordinary, General Meeting. Withdrawal or denial of Membership will not affect an individual's entitlement to Life Membership of the Royal Signals Association.</p> <p>In the context of clause 9.2.b. "a President" means the main lead and focus for the branch. This can be the "President", "Chairman" or other individual as deemed appropriate by the branch for its particular structure and way of operating.</p> <p><u>Local Branch Officials.</u> It is recommended, but not obligatory, that the following Branch Officials be appointed:</p> <p style="padding-left: 40px;">The President: A serving or retired life member of the branch elected by the members.  The Chairman: Elected or re-elected annually.  The Secretary: Elected or re-elected annually.  The Treasurer: Elected or re-elected annually.</p> <p>By custom and practice, Presidents of RB shall be appointed by the Chairman of the RSA for a period not normally in excess of 5 years. The Presidents of RB shall be responsible for appointing the chairman and such other officers as are deemed necessary to administer the branch.</p> <p>This is 50% of the joining fee and not any annual subscription a</p>

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	<p>them by Life Members.</p> <p>b. Submit to RSTL a copy enrolment card or online equivalent for each new Life Member at the time of joining and submit a list of all Life Members in each case by not later than 15 March each year.</p> <p>c. Adhere to these rules.</p>	<p>branch may decide to levy on its members.</p> <p>These documents are to be sent to the RSA Administrative Officer (Branches and membership Section of RHQ).</p>
<p>10.</p> <p>10.1</p> <p>10.2</p> <p>10.3</p>	<p><u>Annual General Meeting</u></p> <p>The purpose of the Annual Meeting is:</p> <p>a. For Veteran members to approve the appointment of the Chairman and members of the Central Committee under rule 7.3 and 7.5.</p> <p>b. For Veteran members to receive a report on behalf of RSTL by any duly authorized person and the Central Committee on welfare and other matters relevant to the work of the Charity over the previous year</p> <p>c. Where relevant, for Trustee members to attend and vote on the matters in clause 11.</p> <p>The Central Committee may, with the consent of RSTL, call a special meeting of Veteran members.</p> <p>RSTL will instruct the General Secretary to give Trustee members, Life Members and each Branch representative not less than 3 months' notice of the date of each Annual Meeting</p>	



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10.4	<p>and, where possible, not less than 1 month’s notice of any other meeting. Notice may be served by post, in electronic form or by publication in any journal, newspaper, or magazine at the discretion of RSTL.</p> <p>For avoidance of doubt, it shall not be necessary for Trustee members to be present at the Annual Meeting unless there is to be a vote on all or any of the matters in clause 11.</p>	
11.	<p>The role of Trustee members at an Annual Meeting or any other meeting of the Trustee members is to vote on:</p> <ul style="list-style-type: none"> <li>a. The appointment, removal or retirement of RSTL or any other trustee; and</li> <li>b. Amendments to the Rules</li> <li>c. The dissolution of the Charity</li> <li>d. Any other matter put to them by RSTL relating to the Charity</li> </ul> <p>Resolutions shall be passed by a majority vote of the Trustee members present and voting on the matters.</p>	
12.	<p><u>Dissolution</u></p> <p>The Association may be dissolved by a resolution of the Trustee members. On dissolution the net assets of the Charity will be held on trust by RSTL for the Royal Signals Benevolent Fund.</p>	

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13.	<u>Amendment of Rules</u>  Apart from clause 2.2, the Trustee members may, by resolution, amend the Rules but not so as to cause the Royal Signals Association to cease to be a Charity.	