



Rules of the Aldershot Branch, Royal Signals Association

Edition 2

18th June 2020

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References:

A. Rules of the Royal Signals Association

<https://royalsignals.org/royal-signals-association/faqs-and-useful-downloads/>

B. Aldershot Branch Policy for Safeguarding Personal Data

<https://royalsignals.org/rsa/wp-content/uploads/sites/5/2020/06/Aldershot-Policy-on-Safeguarding-Personal-Data-Edition-2.pdf>

Name

1. These Rules apply to The Aldershot Branch of the Royal Signals Association (RSA), hereafter referred to as Aldershot Branch or Branch.

Locality

2. The Branch, one of the oldest in the Association, serves broadly the area defined by the GU postal code which includes some 24 towns centred upon Guildford but the precise catchment boundary is flexible.

Purpose

3. Within its area the Branch will uphold the Charitable Objectives of the RSA as follows:

- To promote and maintain efficiency and morale by fostering comradeship amongst Signallers
- To relieve conditions of need, hardship and distress of Signallers and their families and dependants, and the families and dependants of deceased Signallers
- To promote the charitable work of the Royal Signals Charity Fund

4. The Branch operates independently and is only governed by the Rules of the RSA (**Reference A**) in respect of the Objectives of the Charity and specifically stated administrative matters.

Membership

5. Branch membership is open to Life Members of the RSA as defined in the Rules of the Association.

6. Branch membership is also open to Associate Members as defined in the Rules of the Association including at the discretion of the Branch Committee:

- Partners of living or deceased Life Members
- Other persons who share an interest in the ethos and traditions of Royal Signals

7. All Branch Members are subject to these local Rules.

8. The Branch shall maintain a Membership List, containing the basic personal information on all members necessary for the good administration of the Branch. The list of Life Members is to be agreed with HQ Royal Signals annually.

Branch Organisation

9. **Committee.** A committee shall manage the affairs of the Branch. The composition at any time will depend on the availability of volunteers as well as their particular background, interests and skills. Some appointments may be combined. The minimum requirement is for Chairman, Secretary, Treasurer and Visiting Officer. The full list of possible appointments is as follows:

- Chairman
- Secretary
- Treasurer
- Membership Secretary
- Programme Secretary
- Visits (outings) Secretary
- Visiting Officer
- Newsletter Editor
- Information Officer
- Database Manager
- Associate Members Representative

10. All committee members are to be elected or re-elected annually. One committee member will be elected as Deputy Chairman.

11. New members may be co-opted onto the Committee at any time but their appointments are subject to election at the next AGM.

12. Members undertaking other duties may from time to time join the committee as circumstances dictate. This includes the possible appointment by election of a Branch President.

13. The broad scope of duties of committee members is given at **Annex A** to these Rules.

14. Regular committee meetings are to be held, normally at monthly intervals. A quorum of three members is required for all significant decisions affecting organisation, administration and finances of the Branch. Where appropriate such decisions will be taken after consultation with branch members and subject to confirmation at the next Annual General Meeting.

15. **Annual General Meeting (AGM).** A Branch AGM is to be held for the purposes of:

- Approving the annual Financial Statement
- Electing a committee for the forthcoming year
- Approving any changes to these Rules

- Discussing other matters relevant to the Branch or the Association

16. All Branch Members are eligible to vote at the AGM.

Communications

17. A Branch committee member, normally the Secretary, will be nominated to HQ Royal Signals as Branch Representative.

18. When opportunity arises, the Branch will nominate a candidate for possible election to the RSA Central Committee as Area 4 Representative.

19. Routine communications within the Branch will normally be by means of e-mail or telephone.

20. A Branch Newsletter entitled 'Mercury' will be published for the benefit of members at regular intervals, normally three times a year. For information purposes, copies are to be circulated as appropriate in printed form or by e-mail including circulation to HQ Royal Signals, the Area 4 Representative, neighbouring branches and other individuals with a connection to the Branch.

21. The Branch will pay particular attention to maintaining good communications with Aldershot Garrison HQ and with units or individuals of the Serving Corps within the Aldershot area.

22. A page within the RSA Website shall be maintained up-to-date for the purpose of advertising Branch activities to a wider section of Life Members and other interested parties.

23. Opportunities will be sought to take advantage of new or improved digital communications for the benefit of Branch Administration and the recruitment of new members.

Finance

24. The Branch is to be run on a self-financing basis with no membership fee.

25. The Treasurer is to maintain a current account of Branch income and expenditure. Liquid assets of £1000 are to be kept available against any emergencies or unexpected expenditure.

26. The Treasurer will normally sign all cheques but the Chairman and Secretary are to be registered as alternative signatories. Only one authorising signature is required.

27. Two Debit Cards are to be provided to Committee Members to facilitate Branch payments especially on Visits Days. Normally these will be held by the Treasurer and Visits Secretary.

28. **Welfare Fund.** In order to support the objectives of the RSA, a Welfare Fund is to be maintained within the branch account. Donations to the Royal Signals Charity Fund or other deserving Service Charities are to be made at the discretion of the Branch Committee.

29. The Treasurer is to provide regular reports to the Committee on the state of the funds, normally at monthly intervals.

30. The Account is to be independently scrutinised annually in time for presentation of a Balance Sheet to Members at the AGM.

Health and Safety

31. Members take part in Branch activities at their own risk. However, the Branch accepts that it has a Duty of Care to its members and a Risk Assessment is therefore to be carried out for all events at the time it is

incorporated into the Branch Programme and maintained up to date. Measures in mitigation are to be publicised to those taking part in the event.

32. **Insurance.** A policy held by HQ Royal Signals covers all normal Branch activities for a Public Liability of £5m. If there is any doubt as to the cover provided, the Branch will clarify with the insurers, Towergate Wilson.

Security

33. The receipt, holding and disposal of personal data on members held by the Branch are to be protected by local procedures in accordance with the Branch Policy on the Safeguarding of Personal Data (**Reference B**)

Branch Standard

34. The Branch Standard will be paraded on appropriate occasions such as Remembrance Day parades, civic events and funerals subject to the availability of a Standard Bearer. The manner of doing this and the dress of the bearer are specified in the Administrative Instructions of the RSA.

Branch Meetings and Events

35. In order to fulfil its purpose the Branch will aim to run an interesting event most months of the year to attract members and to help maintain links with Royal Signals units in the Garrison.

36. The annual Programme of Events is to be decided by the Committee (in consultation with members as appropriate) and published at the beginning of each year.

37. Detailed arrangements for individual events will be publicised in “Mercury” and on the Branch website page.

Welfare

38. In order to uphold the second Object of the RSA, the Branch Visiting Officer will endeavour to keep in touch with Branch Members so as to detect any signs of illness or distress where help is needed.

39. Minor cases will be dealt with by the Branch through such means as home or hospital visits.

40. Where more significant help is needed advice is to be sought from the Welfare Officer at HQ Royal Signals and placed in the hands of an appropriate agency such as SSAFA or the Officers Association.

41. Contact is to be maintained with the Member to give further advice, help or reassurance.

Dissolution

42. The Branch may be dissolved at an Extraordinary General Meeting by a majority of Members present. Four weeks' notice must be given to all Members. Any surplus funds and property shall be donated to the Royal Signals Charity Fund, and the Standard laid up.

Broad Duties of Branch Committee Members

The full list of possible committee appointments is given below but the composition at any time will depend on the availability of volunteers as well as their particular background, interests and skills. Some appointments may be combined.

Chairman. The Chairman is responsible for:

Oversight of Branch policy

Chairing Committee and Branch Meetings including the AGM

Maintaining good liaison with HQ Royal Signals, the Area 4 Representative, neighbouring RSA branches and Aldershot Garrison including Royal Signals units or individuals stationed there

With the agreement of the Committee, nominating a member for election as Deputy Chairman with responsibility for taking over Branch affairs in the absence of the Chairman

With the agreement of the Committee, submitting proposals to HQ Royal Signals for Association Awards.

Secretary. The Secretary is responsible for:

Coordination of committee business including taking, production and distribution of minutes

Recording the proceedings of the AGM

Maintaining a record of the eligibility of Life Members for award of the 50 Year Badge

Acting as Branch Representative for all routine communications with HQ Royal Signals

The distribution of information to Branch Members and Committee as appropriate.

Treasurer. The Treasurer is responsible for:

Maintaining the Branch Account including the allocation of funds in accordance with decisions made by the Committee

All dealings with the Appointed Bank on behalf of the Branch including keeping up to date the list of signatories for cheques

Providing the Branch Committee with regular updates on the state of the account including in particular the Emergency and Welfare Funds

Preparation of account for annual scrutiny including compiling a Balance Sheet

Membership Secretary. The Membership Secretary is responsible for:

Initial contact with and induction of new members

Recruitment of new members

Compiling and maintaining the Branch Membership List

Informing the Committee of all changes in membership

Confirming the list of Life Members annually with HQ Royal Signals.

Programme Secretary. The Programme Secretary is responsible for:

- Formulating an Annual Programme of Events for distribution at the beginning of each year
- Agreeing with the Committee a price for all events such that they break even or make a small profit
- Making detailed arrangements for all monthly or special events unless specifically delegated to other committee members such as the Visits Secretary.

Visits Secretary. The Visits Secretary is responsible for:

- Proposing suitable Visits for inclusion in the Annual Programme of Events
- Making detailed arrangements for the agreed Visits
- Collaborating closely with Programme Secretary.

Visiting Officer. The Visiting Officer is responsible for:

- Maintaining a Record of members who are sick or in need of welfare support
- Arranging home or hospital visits if appropriate
- Assisting with bids for welfare funds when needed
- Maintaining contact with the Welfare Secretary at HQ Royal Signals and local SSAFA representatives.

Newsletter Editor. The Newsletter Editor is responsible for:

- Planning and editing editions of 'Mercury'
- Seeking articles from committee members and others
- Coordinating with the Chairman the distribution of 'Mercury' by e-mail or post.

Information Officer. The Information Officer is responsible for:

- Maintenance of the Branch website page
- Exploiting the use of Social Media for the benefit of the Branch.

Database Manager. The Database Manager is responsible for:

- Accepting the duties of Branch Data Processor in accordance with GDPR requirements
- Processing the personal data of Branch Members in accordance with the procedures set out in the Branch Policy for Safeguarding Personal Data (see Annex B).
- Production of the Branch Membership List for the use of other committee members
- Distribution of e copies of 'Mercury'
- Production of address labels.

Associate Members Representative. The Associate Members Representative is responsible for:

- Ensuring that the interests of Associate Members are properly considered in the administration of the Branch.
- Arranging for the award of Associate Member Badges.