



Rules of the Royal Engineers Association

2009

Record of Amendments

Amendment Number	Date	Amended By	Signature	Date
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These Rules are published by Headquarters Royal Engineers Association.

Amendments to these Rules will only be made if authorised at a General Meeting. Suggestions for amendments should be made to a Management Committee member for consideration by the Committee at its meetings.

RULES OF THE ROYAL ENGINEERS ASSOCIATION

2009

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CONSTITUTION OF THE ASSOCIATION

- 1.01 The original Royal Engineers Association was founded in October 1912 under the name of The Royal Engineers Old Comrades Association. Its name was changed to The Royal Engineers Association in 1952.
- 1.02 The Royal Engineers Benevolent Fund Ltd was originally established as the Royal Engineers Charitable Fund in 1868. It was incorporated as a Friendly Society in January 1925 and changed its name to The RE Benevolent Fund in July 1943. In October 1959 it was incorporated as a limited company.
- 1.03 The current Royal Engineers Association was formed under the condition of a Deed of Declaration of Trust by the amalgamation of the original Royal Engineers Association and the Royal Engineers Benevolent Fund Ltd on 19 November 1968.
- 1.04 The Deed of Declaration of Trust established the Constitution of the Association. The provisions of this Deed are overriding in the affairs of the Association and may be amended only within the provision safeguarding the funds held on trust by the Association and by an extraordinary resolution of a General Meeting of the Association.
- 1.05 The Association is governed by Rules approved by the Council (see Rule 12.03) and subject to amendment only by a resolution of a General Meeting of the Association.

TITLE AND AIMS

- 2.01 Title. The title of the Association is "The Royal Engineers Association", hereinafter referred to as the Association.
- 2.02 Motto. The motto of the Association is "SERVICE - NOT SELF".
- 2.03 Aims. The Aims of the Association may be interpreted to be:
 - a. To promote and support the Corps among members of the Association in the following ways:
 - (1) By fostering esprit de corps and a spirit of comradeship and service.
 - (2) By maintaining an awareness of Corps traditions.
 - (3) By acting as a link between serving and retired members of the Corps.
 - b. To provide financial and other assistance to serving and former members of the Corps, their spouses, widows, widowers and dependants who are in need through poverty.
 - c. To make grants, within Association Guidelines, to the Army Benevolent Fund and to other charities that further the objectives of the Association.

HONORARY APPOINTMENTS OF THE ASSOCIATION

- 3.01 The Association shall have a Patron to whom the appropriate invitation shall be extended by the Council.

- 3.02 The President of the Association is ex officio the Chief Royal Engineer.
- 3.03 The Vice Presidents of the Association are the serving Colonels Commandant of the Corps and any other member who may be elected at the Annual General Meeting for meritorious service to the Association.
- 3.04 The Chairman and Deputy Chairman of the Association shall be appointed by the Chief Royal Engineer. The Chairman will be nominated in the first place to serve for three years, but is eligible for re-nomination for a further period of three years; thereafter he will stand down.
- 3.05 The Honorary Treasurer, who shall be a member of the Association, shall be elected by the Council annually and may serve for a maximum of six years, thereafter he will stand down.
- 3.06 The Honorary officers of the Association shall be:
- a. The Vice Presidents.
 - b. The Chairman
 - c. The Deputy Chairman/ Chairman of the Benevolence Committee
 - d. The Honorary Treasurer.
 - e. Such further person or persons as the Council shall from time to time appoint to honorary office.

ORGANISATION

- 4.01 The Association is organised into a Headquarters, Groups and Branches.
- 4.02 The establishment of the Headquarters of the Association shall be as authorised by the Ministry of Defence (Army), supplemented as necessary by REA Funds.
- 4.03 Groups of the Association shall be established on an area basis throughout the United Kingdom by the Corps Colonel.
- 4.04 Branches shall be established in towns, districts, units or specialist groups of the Corps (either of the Regular or Reserve Army) as authorised by the Management Committee and registered at Headquarters.

The Council

- 4.05 The affairs of the Association shall be directed by the Council of the Association.
- 4.06 The composition of the Council shall be:
- a. Three ex officio members, namely:
 - (1) The Chief Royal Engineer, who shall be President of the Association and Chairman of the Council.
 - (2) The Commandant of the Royal School of Military Engineering.
 - (3) The Corps Colonel.

- b. Five nominated members, namely:
 - (1) Three retired officers nominated by the Chief Royal Engineer, one of whom will be the Chairman of the Association and another the Deputy Chairman/Chairman of the Benevolence Committee.
 - (2) One officer of the Reserve Army to be nominated by the Chief Royal Engineer.
 - (3) The Corps RSM.

All nominated members, who must be Life or Full members of the Association, shall be appointed for the period of three years, and be eligible for re-nomination for successive periods of three years each. Serving personnel shall be appointed for their period of tenure of office.

c. An elected representative of each group of the Association but not less than six in total. Elected representatives, who must be Life or Full members of the Association, shall initially be appointed to serve for a period of three years, after which they shall be eligible for re-election for a further period of three years. They must then stand down for a minimum period of one year before standing for re-election.

d. The Honorary Treasurer.

e. The Controller of the Association shall be Secretary to the Council. The Corps Treasurer and Deputy Controller shall be in attendance.

4.07 The Council shall exercise its responsibilities through subordinate committees subject to the provision that at least two members of any such Committee shall be members of the Council.

4.08 The standing subordinate committees of the Council shall be:

a. The Management Committee, responsible to the Council for the management of the Association including administration, membership, reunions and awards.

b. The Benevolence Committee, responsible to the Council for all questions relating to the charitable business of the Association.

c. The Finance Committee, responsible to the Council for the financial affairs of the Association.

d. The Recruiting Committee, responsible to the Council for monitoring and prompting recruiting and awareness issues within the Association.

The Management Committee

4.09 The composition of the Management Committee shall be:

a. The Chairman of the Association to be the Chairman.

b. Members:

(1) The Corps Colonel.

- (2) An Officer of the Regular Army nominated by the Corps Colonel
- (3) An Officer of the Reserve Army nominated by the Corps Colonel
- (4) Warrant Officers representing the three locations for Veterans Weekends.
- (5) An elected representative of each group of the Association but not less than six in total. Elected representatives, who must be Life or Full members of the Association, shall initially be appointed to serve for a period of three years after which they shall be eligible for re-election for a further period of three years. They must then stand down for a minimum period of one year before standing for re-election.
- (6) An elected representative from every branch that has a qualifying membership of five hundred or more Full or Life Members of the Association. Branch representatives, who must be Life or Full members of the Association, shall initially be appointed to serve for a period of two years, after which, subject to a biennial review, they shall be eligible for re-election for a further period of two years. They must then stand down for a minimum period of one year before standing for re-election. Branches failing to maintain qualifying branch membership at each biennial review will not be eligible to be represented on the Committee.
- (7) The Deputy Controller of the Association shall be the Secretary. The Controller and the Corps Treasurer shall be in attendance.

The Benevolence Committee

4.10 The composition of the Benevolence Committee shall be:

a. The Chairman shall be the retired officer nominated by the Chief Royal Engineer under Rule 4.06 b. (1).

Members:

- (1) The Honorary Treasurer of the Association
 - (2) A serving officer nominated by the Corps Colonel
 - (3) A serving WO1 nominated by Corps Colonel
 - (4) One serving or retired officer of the Reserve Army.
 - (5) Up to two members of the Association, who have held commissioned rank, at the invitation of the Chairman of the Council on the recommendation of the Benevolence Committee.
 - (6) Up to two members of the Association who are retired soldiers, at the invitation of the Chairman of the Council on the recommendation of the Benevolence Committee.
- c. Up to two ladies, at the invitation of the Chairman of the Council on the recommendation of the Benevolence Committee, who shall serve on the Committee for an initial period of three years.
- d. Whenever possible, four observers shall also be invited to attend: three

serving officers or soldiers, selected from the UK regular units in rotation, and a member of the Association selected at random.

e. The Secretary of the Benevolence Committee shall be the Controller of the Association.

The Finance Committee

4.11 The composition of the Finance Committee shall be:

a. The Chairman shall be the Honorary Treasurer of the Association.

b. The Corps Colonel

c. The Controller

d. A N Other Trustee of the Royal Engineers Association co-opted by the Committee

e. The Secretary of the Finance Committee shall be the Corps Treasurer

The Recruiting Committee

4.12 The composition of the Recruiting Committee shall be

a. The Deputy Group Directors of each REA Group

b. The Chairman

c. The Controller of the Association

d. The Secretary shall be the Deputy Controller of the Association

Special Purposes Committee

4.13 The composition of the Special Purposes Committee shall be flexible, depending on the expertise required, and appropriate members will be nominated by the Chairman of the Association.

4.14 Special Purposes Committees shall be disbanded as soon as the topics for which they were formed have been dealt with.

4.15 The Secretary of Special Purposes Committees shall be nominated by the Chairman of the Committee from those nominated to serve on the Committee.

Co-option to Committees

4.16 The subordinate committees may invite additional members, having special knowledge or expertise, for the specific meetings, where such matters would be under discussion. Such members would not normally exceed two in number and shall have no voting rights.

ELECTIONS

5.01 The names of elected members of the Council and the Management Committee due to retire annually under Rules 4.06 c and 4.09 b (6) shall be notified to Groups at least nine months in advance.

- 5.02 New elected members of the Council and the Management Committee shall be elected by the appropriate Groups in which the vacancies arise by means of a Group Ballot of all Branches within the Group.
- 5.03 Names of members elected under Rule 5.02 shall be notified to the Controller at least three months before the Annual General Meeting.

ROLE AND PROCEEDINGS OF THE COUNCIL

- 6.01 The Council is empowered, subject to the provisions of the Deed of Declaration of Trust:
- a. To receive monies and other assets on behalf of the Association.
 - b. To sell or exchange assets of the Association.
 - c. To issue instructions on investments.
 - d. To accept trusts.
 - e. To discharge the financial obligations of the Association.
 - f. To act notwithstanding any vacancy in their body, provided that should their number fall below five they will be empowered to act only on the purpose of filling vacancies on the Council summoning a General Meeting of the Association.
- 6.02 The Council shall meet as they think fit, but it shall be the normal practice for them to meet at least twice a year, one of the meetings to be held shortly before the Annual General Meeting of the Association.
- 6.03 Any three members of the Council may request a meeting of the Council to discuss urgent matters.
- 6.04 The Chief Royal Engineer will normally preside at all meetings of the Council. In his absence, the Chairman or the Deputy Chairman of the Association, in that order of priority, shall preside. In the absence of all three, members of the Council present shall choose one of their number to be Chairman of the meeting.
- 6.05 Ten members of the Council shall be a quorum, which shall be competent to exercise all the powers vested in the Council generally.
- 6.06 Business of the Council shall be decided by a majority vote. In the case of equality of votes, the Chairman shall have a second or casting vote.
- 6.07 The Association may, by extraordinary resolution of the Council, remove any elected member of the Council from his office, and appoint another qualified member in his stead, who shall retain office until the expiration of the appointment of the member removed.
- 6.08 All bona fide acts of the Council or any Committee of the Council shall be valid notwithstanding should it be discovered subsequently that a member or members were disqualified to serve as such.
- 6.09 Members of the Council dissenting from any lawful decisions of the majority of the Council shall nevertheless abide by such decisions.

- 6.10 The Council and its committees shall cause proper minutes to be made of its business, which shall be signed in confirmation by the Chairman at the next meeting.
- 6.11 The Council, or the Management Committee on behalf of the Council, is empowered to dissolve or suspend all or any branches after giving due notice to the branches concerned.
- 6.12 A resolution in writing signed by all members for the time being of the Council shall be valid as if framed at a meeting in Council.

ROLES AND PROCEEDINGS OF COMMITTEES

- 7.01 The proceedings of committees shall conform to all regulations imposed on them by the Council and shall be governed in their conduct of business by all the same provisions as those regulating the business of the Council.
- 7.02 Committees shall determine their own quorums.

The Management Committee

- 7.03 The Management Committee shall be empowered to make, revise and publish such instructions, not inconsistent with these Rules and the Deed of Declaration of Trust, as shall in their opinion make for the good and efficient running of the Association.
- 7.04 The Management Committee shall be empowered to sign all instruments on behalf of the Council, as agreed by the Council, and to delegate its powers to officers and servants of the Association as it may consider necessary from time to time.
- 7.05 The Management Committee shall meet not less than twice annually.

The Benevolence Committee

- 7.06 The Benevolence Committee shall be responsible to the Council for the operation of the charitable activities of the Association in accordance with such principles and financial limits as the Council shall from time to time prescribe.
- 7.07 Subject to the provision of Rule 7.06, the Benevolence Committee shall be authorised by the Council to deal with cases of benevolence on their merits and to determine the amount and type of assistance to be given.
- 7.08 The Benevolence Committee shall be empowered to approve expenditure from the Association funds within the limits prescribed from time to time by the Council
- 7.09 The Benevolence Committee shall be empowered to transmit funds received from the Army Benevolent Fund and other service charities in respect of individual cases of benevolence.
- 7.10 The Benevolence Committee shall meet not less than eleven times annually.
- 7.11 The Benevolence Committee shall submit half yearly reports of its business to the Council.

The Finance Committee

- 7.12 The Finance Committee shall be responsible to the Council for the funds of the

Association in accordance with such principles, as the Council shall from time to time prescribe.

- 7.13 The Finance Committee shall meet as often as may be necessary to prepare the Association's budget and to liaise over the annual fund allocation from the RE Central Charitable Trust.
- 7.14 The Honorary Treasurer will, annually, present the audited accounts and financial statement for the period ending 31st December to the Council for formal approval before inclusion in the agenda for the Annual General Meeting of the Association in October annually.
- 7.15 The Finance Committee shall consider matters of finance policy and make detailed proposals on such matters to the Council.

The Recruiting Committee

- 7.16 The Recruiting Committee is responsible to the Council for monitoring and prompting recruiting and awareness issues within the Association.
- 7.17 It will report the conduct of its business through the Management Committee.
- 7.18 The Committee will elect its Chairman from within the membership of the Committee for a period of three years.
- 7.19 The Committee will normally meet twice a year; one meeting will be scheduled to enable a report of recruiting activities and initiatives to be drawn up. The Chairman will present his report to the Management Committee for inclusion in the Annual Report.
- 7.20 The Committee will seek to raise initiatives to advance awareness of the Association to the serving Corps and promote recruiting to the membership of the Association of both the serving Corps and former Sappers.
- 7.21 The Chairman may authorise expenditure from the Recruiting Budget in consultation with the Controller REA as Budget Holder.

FUNDS AND ACCOUNTS

- 8.01 All assets of the Association shall be applied to further the aims of the Association within the provisions of the Deed of Declaration of Trust.

Trust Funds

- 8.02 The Council, in applying the finances of the Association shall observe the provisions of those funds held under Trust, and in particular:
 - a. Fund "A" (The Officers Fund) whether capital or income shall be paid and applied in such a manner as the Council or appropriate delegated committee in their absolute discretion think proper and expedient in affording assistance in the form of grants, donations or periodical allowances to past or present commissioned members of the Corps and their respective spouses, widows, widowers or dependants who may be deserving of help and are in distress through poverty.
 - b. Fund "B" (The Soldiers Fund) whether capital or income shall be paid and applied in such a manner as the Council in their absolute discretion think proper and expedient in affording assistance in the form of grants, donations or periodical

allowances to past or present members of the Corps who are or were warrant officers or soldiers and their respective spouses, widows, widowers or dependants who may be deserving of help and are in distress through poverty.

c. The Gabriel Fund, whether capital or income, shall be paid and applied in such a manner as the Council, in their absolute discretion, think proper and expedient in affording assistance in the form of grants, donations or periodical allowances to past and present Members of the Corps and their respective spouses, widows, widowers or dependants who may be deserving for training needs.

d. The RE Kitchener Scholarships Fund, whether capital or income, shall be paid or applied in such a manner as the Benevolence Committee, in their absolute discretion, think proper and expedient in offering educational facilities, on an annual basis, so far as funds permit and need exists, to the children of all officers and other ranks of the Royal Engineers in the regular Army who have either died or been permanently disabled while actually serving, or who have died while in the performance of military duty or in circumstances directly arising there from. In special cases, scholarships may be allotted to the children of regular officers and other ranks of the Royal Engineers who were married while serving and who died after retirement, or on completion of colour service. Applications for Scholarships should be submitted to HQ REA on a prescribed form obtainable from the REA Controller.

e. All other funds of the Association shall be held in the General Fund to which all subscriptions shall be paid apart from those specifically allocated on Trust to Funds "A" or "B".

8.03 Funds "A" and "B" shall not be amalgamated with the General Funds of the Association.

8.04 The RE Kitchener Scholarships Fund is a Restricted Fund.

Administration of Funds

8.05 The Association's accounting period is from 1 January to 31 December.

8.06 Donations may be received by the Honorary Treasurer or the Controller at Headquarters for the funds of the Association, or by branches for local purposes.

8.07 Proper records of accounts shall be kept by the Headquarters of the Association at a place authorised by the Council.

8.08 The accounts of the Association shall be audited annually by properly qualified Auditors.

8.09 A statement of accounts for the period since the preceding account, together with a balance sheet, shall be submitted after audit to the Annual General Meeting

8.10 A copy of the statement of accounts and balance sheet shall be sent to each Branch and to Branch delegates not less than six weeks before the Annual General Meeting.

8.11 Branches wishing to raise questions on the annual accounts shall submit them in writing to the Controller not less than fourteen days before the date of the Annual General Meeting.

- 8.12 Auditors shall be appointed by the Association at its Annual General Meeting.
- 8.13 The Controller and the Corps Treasurer shall be authorised to sign cheques up to the limit agreed by Council.
- 8.14 Cheques for sums in excess of this limit, duly authorised by the appropriate authority, shall be countersigned by the Honorary Treasurer of the Association or, in his absence, by the Chairman of the Association, or the Corps Colonel.
- 8.15 Any official or servant of the Association misapplying funds shall repay the amount misapplied without prejudice to his liability to prosecution.

Claims and Supporting Documentation

- 8.16 All claims submitted to HQ REA for payment by individuals, branches or groups are to be supported by the appropriate receipts. The details of the appropriate receipts, motor mileage allowance and other information will be published in the Association Circulars.

INVESTMENTS

- 9.01 The Investments of the Association shall be applied at the absolute discretion of Council subject to the provisions of the Deed of Declaration of Trust.
- 9.02 The Council is empowered to employ the services of an investment manager but, in doing so, shall first obtain competent professional advice.
- 9.03 The investment business of the Association shall, where possible, be conducted in consultation with the Corps Investment Committee.

OFFICIALS OF THE ASSOCIATION

- 10.01 The Controller shall:
- a. Be under the executive control of the Chairman of the Association, but his line manager for administrative purposes shall be the Corps Colonel.
 - b. Apply these Rules and co-ordinate the work of the Association.
 - c. Take charge of the Headquarters Office and Staff.
 - d. Summon and attend the Annual General Meeting and Meetings of Council and the Benevolence Committee, together with any other special meetings called, from time to time, by Council or the Chairman.
 - e. Prepare minutes of the proceedings of these meetings.
 - f. Make benevolence grants, within his delegated powers, and disburse grants, weekly allowance and Special Christmas Grants as directed by the Benevolence Committee and, where appropriate, by the Chairman of the Association or Council
- 10.02 The Deputy Controller shall:
- a. Assist the Controller in his duties and act on his behalf, in his absence.
 - b. Carry out the routine administration and supervision of the Branches of the Association.

- c. Act as Secretary to the Management Committee and make all arrangements for the meetings.
- d. Act as Secretary to all meetings other than those delegated to other officers.
- e. Complete all tasks in connection with the Association's Badge of Merit.
- f. Make all the necessary arrangement for the Association's Annual General Meeting and Annual Dinner.
- g. Edit submissions from Branches for the Sapper Magazine.
- h. Deal with all enquiries on miscellaneous matters including medals, tracing old comrades, units' histories, service records, etc.
- i. Receive subscriptions from members and process claims to Groups, Branches and Officers of the Association.
- j. Account for the income and expenditure in connection with the Annual General Meeting, Annual Dinner, Committee Meetings and other appropriate functions.
- k. Account for any stocks held for re-sale.

10.03 The Corps Treasurer shall:

- a. Be responsible to the Council of the Association, through the Corps Colonel, and in consultation with Honorary Treasurer, for the compilation of budgets and audited accounts in compliance with Charity Commission legislation, Financial Reporting Standards and Statements of Recommended Practice and advise on all associated financial propriety.
- b. Act as Secretary to the Finance Committee.

10.04 The Accounts Clerk(s) through the Corps Treasurer, and where necessary in consultation with REA staff, shall:

- a. Account for all receipts and payments of Association money.
- b. Record dividends received from the Investment Manager.
- c. Reclaim entitled tax from the Inland Revenue.
- d. Receive subscriptions from members and pay authorized claims as directed to Groups, Branches and Officers of the Association.
- e. Prepare authorized salary and pension payments in accordance with the extant pay policy statement.
- f. Account to the Inland Revenue for Income Tax and National Insurance contributions.
- g. Account for all income and expenditure authorised by the nominated budget holder against the authorised budget and any other Council or formally approved expenditure.

GENERAL MEETINGS

- 11.01 The overall affairs of the Association shall be governed by resolutions passed at General Meetings of the Association.
- 11.02 The Council will be responsible for putting into effect resolutions passed at Annual General Meetings.
- 11.03 The Association shall hold a General Meeting in every calendar year, which shall be the Annual General Meeting.
- 11.04 All other general meetings shall be Extraordinary General Meetings.
- 11.05 Extraordinary General Meetings may be convened by the Council or on the requisition of not less than ten registered Branches of the Association.
- 11.06 At least one month's notice shall be given of every General Meeting, specifying the day, time and place of such meeting and, in the case of special business, the general nature of the business, by publication in "The Daily Telegraph", "The Supplement to the RE Journal", "The Sapper" and by notifying Branches by post.
- 11.07 A requisitioned meeting shall be held not later than seven weeks after receipt by the Controller of the Association of the appropriate requisition.
- 11.08 The accidental omission to give notice of a general meeting to any member shall not invalidate any resolution or proceedings of such a meeting.

Agenda

- 11.09 Business at General Meetings shall comprise:
 - a. Ordinary Business.
 - b. Special Business.
- 11.10 Ordinary Business shall comprise:
 - a. Approval of the minutes of the last meeting.
 - b. Consideration of the income and Expenditure Accounts and the Balance Sheet of the Association.
 - c. Reports of the Council and its committees and the auditors.
 - d. Appointment and remuneration of auditors.
- 11.11 All other business transacted at the Annual General Meeting and all business at an Extraordinary General Meeting shall be special business.
- 11.12 The provisional Agenda for the Annual General Meeting shall be considered by the Management Committee at the July meeting, taking note of propositions by Branches, and forwarded to the Council for endorsement. The final Agenda shall be sent to Branches with the Annual General Meeting papers.

Attendance

- 11.13 All members of the Association are entitled to attend General Meetings.
- 11.14 Each registered Branch and the Headquarters Branch of the Association is entitled to elect and nominate one of its members as a delegate to General Meetings of the Association, with full voting powers (referred to hereinafter as Branch Delegates).
- 11.15 Members held on the strength of the Headquarters Branch but attached to another Branch may represent that Branch as a Branch Delegate.
- 11.16 Names and addresses of Branch Delegates shall be sent by Branches to the Controller as follows:
- a. Annual General Meetings - 28 days before the Meeting
 - b. Extraordinary General Meetings - 7 days before the Meeting
- 11.17 Fares in the United Kingdom at the cheapest practical rate may be paid to Branch Delegates as a charge against the Association.
- 11.18 A quorum for General Meetings comprises twenty-five members and shall include not less than six Branch Delegates.
- 11.19 The President of the Association, or in his absence, the Chairman of the Association or the Deputy Chairman, shall preside at General Meetings. If all three are absent, members present shall choose some member of the Council to take the chair.
- 11.20 If within half an hour of the time appointed for the meeting, a quorum is not present, the meeting, if convened on the requisition of branches, shall be dissolved. In any other case it shall stand adjourned for seven days. If at such an adjourned meeting a quorum is not present within half an hour of the appointed time, the members present shall constitute the necessary quorum.
- 11.21 The Chairman may with the consent of any meeting at which a quorum is present adjourn the meeting to an alternative time or place. However, no business shall be transacted at the adjourned meeting other than that which should have taken place at the meeting that was adjourned.
- 11.22 When meetings are adjourned for thirty days or more, notice shall be given in the same manner as for the original meeting.

Motions

- 11.23 Any member of the Association shall be entitled to speak at General Meetings but if he is not a Branch Delegate shall so indicate to the meeting and shall **not** be entitled to vote on matters of special business.
- 11.24 Every motion shall be moved through the Chairman.
- 11.25 When rising to speak on a motion a member shall first state his name and branch.
- 11.26 Discussion on a motion or amendment shall not be permitted until it has been moved and seconded.
- 11.27 The mover of an amendment has no right to reply unless his amendment becomes

the substantive motion.

- 11.28 Motions or amendments once made can be withdrawn only with the consent of the Secunder and of the meeting.
- 11.29 Urgent business not on the agenda may, with the consent of the Chairman, be admitted at an Annual General Meeting provided the Conference considers the motion a matter that cannot wait for the next Annual General Meeting.

Voting

- 11.30 In respect of ordinary business, each member attending a General Meeting shall have one vote.
- 11.31 In respect of special business each member of the Council and each Branch Delegate only shall have one vote.
- 11.32 Voting shall be decided by a majority vote except that in proposals affecting the provisions of the Deed of Declaration of Trust or of the Rules, a majority of not less than two-thirds of those present and entitled to vote shall be required.
- 11.33 In case of equality of votes, the Chairman shall be entitled to a second or casting vote.
- 11.34 No proxy votes are permitted.
- 11.35 Voting shall be decided by show of hands unless a poll is demanded by the Chairman or by at least ten members present entitled to vote on the motion.
- 11.36 Unless a poll is taken, a declaration by the Chairman that a motion has been carried, or carried by a particular majority, shall be accepted as evidence of the fact.
- 11.37 A poll, if demanded, will be taken at such time or place and in such manner as may be decided by the Chairman.
- 11.38 The demand for a poll shall not prevent the continuance of the meeting for the transaction of other business other than that for which the poll is taken. The demand for a poll may be withdrawn.
- 11.39 Two scrutineers shall be appointed at General Meetings, in which polls are involved, to collect ballot papers, count votes and declare results.

Minutes

- 11.40 Minutes of the proceedings of all General Meetings and Committee Meetings shall be published within three months of the meeting and distributed to all Branches as appropriate.

APPLICATION OF THE RULES

- 12.01 The Rules of the Association shall be binding on all members and acceptance of membership shall indicate willingness to abide by the Rules.
- 12.02 The Rules of the Association and any variation, repeal or additional rules shall be approved by extraordinary resolution passed at a General Meeting of the Association subject always to the provisions of the Deed of Declaration of Trust.

- 12.03 Pending approval by a General Meeting under Rule 12.02 the Council shall be empowered to resolve by a two-thirds majority to make, vary, repeal or suspend any rule provided that such action conforms to the provisions of the Deed of Declaration of Trust.
- 12.04 The interpretation of the Rules shall be vested in the Council subject to the right of any Branch Delegate to demand a debate on such interpretation at a General Meeting of the Association.

MEMBERSHIP

- 13.01 There are three categories of membership of the Association:
- a. Full Membership.
 - b. Life Membership.
 - c. Associate Membership.
- 13.02 Full Membership and Life Membership are available to those men and women who are serving or retired members of the Corps, including the TA and other existing or previous Reserve Army units of the Corps. A member of the Corps is defined as a person who enlisted in, transferred into, or was commissioned in the Corps of Royal Engineers. Associate Members in receipt of the Badge of Merit are also eligible for Life Membership (see Rule 13.05f and 18.01)
- 13.03 Those persons who are serving or who served in other arms and services units attached to the Corps are not eligible for Full or Life Membership, but may be considered for Associate Membership.
- 13.04 Full Members are Retired Members of the Corps who pay an annual subscription to the Association.
- 13.05 Life Members are:
- a. Serving members of the Corps who subscribe to the Day's Pay Scheme and retired members of the Corps who subscribed to the DPS.
 - b. Full Members who have subscribed to the Association for eighteen years.
 - c. Full Members, other than regular serving officers and soldiers, who have purchased Life Membership outright for the equivalent of eighteen annual subscriptions less any subscription paid continuously since 1969.
 - d. Those who were granted Life Membership prior to 1 January 1970, including Life Membership of the Royal Engineers Old Comrades Association.
 - e. Full Members granted Life Membership by the Management Committee in recognition of special service to the Association.
 - f. Members awarded the Badge of Merit of the Association.
 - g. In-pensioners of the Royal Hospital, Chelsea and permanent patients in any hospital for the disabled or infirm ex-servicemen who have served in the Corps.
 - h. Full Members who are totally incapacitated from work through military service and whose applications have been approved by the Controller.

- i. Those who were formerly Honorary Members.
 - j. Full Members who are over 65 years of age and in financial distress, as recommended by branches, and approved by the Controller.
 - k. Former members of the Corps in the age group 65-74 years of age who have elected to pay a Life Membership fee at an approved reduced rate. Complimentary Life Membership will be offered to those applicants 75 years of age or more.
- 13.06 Associate Members are those persons who have had a long or special connection with the Corps or the Association. Included in this category are those men and women who are serving or have served with other branches of the Armed Forces and Government Service who have been attached to units of the Corps including the Reserve Army
- 13.07 Applications for admission to Associate Membership will be passed by branches to their Group Director who has the authority to approve or refuse an application subject to Para 13.12 below. Approved applications, with a passport sized photograph, are to be forwarded to the Headquarters of the Association for issue of the appropriate Membership Card.
- 13.08 Associate Members do not pay subscriptions to the HQ of the Association. They may, subject to the approval of the Group Director, be eligible for election as branch officers, with the exception of Branch President (see Rule 17.07 & 17.08), but are not eligible to be delegates to Association committees. Associate Membership does not confer eligibility for monetary assistance from the Association.
- 13.09 The number of Associate Members in any Branch is at the discretion of the Branch but subject to the approval of the Group Director.
- 13.10 Members of overseas military engineers associations whose countries have a close historical connection with Great Britain have all the privileges of Associate Members and are subject to the same Rules.
- 13.11 Branches may, if they wish, have Friends of the Association. Included in this category are spouses, widows, widowers, children and dependants of present or former Full Members. Friends of the Association are not in any sense members of the Association.
- 13.12 The Council or the Management Committee acting on behalf of the Council may refuse at its absolute discretion to admit any person to membership without declaring reasons.
- 13.13 Membership shall cease by:
- a. Resignation in writing
 - or
 - b. Expulsion by resolution of the Management Committee acting on behalf of the Council.
- 13.14 A member who has resigned may apply to re-join at any time on payment of the normal subscription.
- 13.15 A member one year in arrears shall be requested to make payment, failing which he may be struck off the membership rolls.

- 13.16 A member struck off under Rule 13.15 may apply to re-join on payment of the annual subscription for the year of re-joining.
- 13.17 No member shall be expelled without first being given full opportunity of placing his case before the Management Committee either directly, or through his branch.
- 13.18 No expelled member shall re-join the Association except by resolution of the Management Committee.
- 13.19 Members shall be issued with a Membership Card and shall be entitled to access to a copy of the Rules of the Association.

SUBSCRIPTIONS

- 14.01 There is no joining fee payable to HQ REA.

Full Membership

- 14.02 Subscriptions for Full Members shall be one of the following rates or categories per annum:
- a. Officer subscriptions at the rates applicable to the old Royal Engineers Benevolent Fund who elect to continue their subscriptions at those rates.
 - b. Full Members not covered by 14.02a, at the current rate approved at an Annual General Meeting.
 - c. On attaining the age of 65 paid-up Full Members may pay a reduced subscription of one half the approved rate.

Application of Subscriptions

- 14.03 No annual subscription shall be paid by Life or Associate Members.
- 14.04 The Management Committee may waive payment of annual subscriptions by retired members in the case of prolonged sickness or other exceptional circumstances.
- 14.05 Annual subscriptions are the property of the Headquarters of the Association and shall be paid either through branches or direct to the Headquarters of the Association through arrangements made by the members.
- 14.06 Subscriptions shall be paid on joining and thereafter annually on the first of January.
- 14.07 Subscriptions paid to branches shall be made only to the Branch Secretary or Branch Treasurer. Such subscriptions shall be entered on the Membership Record of the member. Entries shall be initialled by the Branch Secretary or Treasurer and an official receipt shall be given to the members. Subscriptions thus paid will be forwarded to Headquarters periodically as requested.
- 14.08 Subscriptions of members on the Headquarters Roll may be accepted by branches and shall be forwarded by branches to Headquarters at the end of the calendar year.
- 14.09 Subscriptions received by the Headquarters of the Association shall be recorded against the member's name and where appropriate the member's branch shall be notified of the payment.

NOTICE TO MEMBERS

- 15.01 Notices may be served to any members either personally through the post by addressing it to his registered address as appearing in the registry of members or by publication in "The Daily Telegraph", "The Supplement to the RE Journal" and "The Sapper".

GROUPS OF THE ASSOCIATION

- 16.01 The groups under which the branches of the Association are organised and supervised will be determined by the Corps Colonel who also will nominate the Group Directors. A list of such appointments shall be issued annually by Association Headquarters.
- 16.02 The Group Directors are responsible for promoting the aims of the Association within their organisation.
- 16.03 Meetings of groups shall be held at least once a year under arrangements to be decided by Directors.
- 16.04 The Group Directors may receive a small annual grant in accordance with directions to be given by the Council. These funds will be used to support official group activities, and will be properly accounted for.
- 16.05 Group Directors are encouraged to appoint a Deputy Group Directors for the following reasons:
- a. Deputise for the Group Director (in such matters as Branch meetings where necessary)
 - b. Continuity (in such matters as Badges of Merit and Group Directors Commendations)
 - c. Member of the Recruiting Committee (and where a Deputy is not appointed the Group Director is the Member)

BRANCHES OF THE ASSOCIATION

- 17.01 The Rules approved for the general management of the Association shall apply in so far as they are appropriate to the management of branches and no rule shall be made by branches that conflict with those of the Association.
- 17.02 A register of all branches shall be maintained by the Headquarters of the Association.

Formation

- 17.03 Formation of Branches under Rule 4.04 shall require the joint application to the Management Committee of at least twenty Full or Life Members or prospective members.
- 17.04 Branches may be amalgamated or divided by resolution of a General Meeting of the Branches concerned and with the approval of the Management Committee.
- 17.05 Branches may be wound up by the vote of two-thirds of the members attending a General Meeting of the Branch. Prior consultation with the Group Director should be

considered before taking this action. The Management Committee must be informed of branch closures by the appropriate group representative.

- 17.06 On a Branch closing down, all Association monies in hand, all account books duly balanced and membership registers and record cards shall be sent to Headquarters within one month of the date of the resolution for the winding up of the Branch.

Organisation

- 17.07 Each Branch shall appoint a President who shall be a serving or former Royal Engineer.
- 17.08 Each Branch shall be administered by a committee consisting of a Chairman, a Secretary and a Treasurer, of whom no more than one may be an Associate Member (q.v. Rule 13.08), and at least two other members.
- 17.09 Each Branch shall hold a General Meeting at least once a year and committee meetings as required. A quorum for Branch Meetings shall be decided by branches.
- 17.10 The Branch Chairman and committee members shall be elected at the Branch Annual General Meeting and shall retire annually, but shall be eligible for re-election.
- 17.11 The Branch officials under Rules 17.07 and 17.08 shall be honorary and shall not be remunerated from Association Funds.

Accounts

- 17.12 Branches shall be self-supporting as far as possible. In the event of any Branch being unable to meet legitimate expenses, an application for a grant may be made to the Group Director, in writing with full details.
- 17.13 Branches, exceptionally, may claim, from Headquarters, postage expenses incurred in the official business of the Association, apart from those arising from entertainment and social functions.
- 17.14 Association Funds of branches shall not be used for purposes other than authorised by these Rules.
- 17.15 Branches are authorised to receive monies due to the Association. Such monies shall be deposited in an approved bank in the name of the branch, and withdrawal forms and cheques shall be signed by the Chairman and Treasurer, or in their absence two members of the Branch nominated by the Branch Committee.
- 17.16 Branches will keep proper books to account for all monies received by them, whether these be monies belonging to the Association, or Branch domestic funds.
- 17.17 Branches requiring advice on administration or accounts shall apply to the Association Headquarters.
- 17.18 The Management Committee shall have the right to send representatives to examine the account books of Branches.
- 17.19 Branch funds accruing from entertainment profits or from contributions or donations received for local aims shall be the property of Branches and, although not subject to Rules 17.14 and 17.15, are subject to Rule 17.16.

- 17.20 Funds, due to Headquarters, held by Branches at 31 December annually, shall be forwarded not later than 31 January following, to Headquarters with a certified Statement of Accounts on forms supplied by Headquarters.
- 17.21 Branch accounts shall be balanced on 31 December annually and shall be audited or examined by two members elected at the Branch Annual General Meeting. Group HQs and Branches are to submit to HQ REA by 31 January annually, signed copies of scrutinised financial returns declaring: Income, expenditure, assets and liabilities as at 31st December.
- 17.22 Each Branch shall submit an Annual Report on the activities of the Branch as at 31 December, by the end of February the following year.

Register of Members

- 17.23 A register of Branch members shall be maintained by each branch.
- 17.24 A Headquarters Roll shall be maintained comprising members who cannot conveniently be included in an outstation Branch.
- 17.25 Members desiring transfer from one branch to another shall inform their present Branch Secretary who shall notify Headquarters to take the necessary action.
- 17.26 Details of every member joining will be entered on the Headquarters Data Base or a Record Card held at Headquarters. A copy, in the form of a Membership Record, shall be kept in the member's Branch.

BADGES OF MERIT

- 18.01 Those who are Full, Life or Associate Members and having given particularly meritorious service to the Association shall be eligible for selection to receive a Certificate and distinctive Badge.
- 18.02 The Badge shall be known as "The Badge of Merit", and shall be inscribed with the member's name.
- 18.03 The following shall be the conditions for the award of the Certificate and Badge:
- a. To have rendered particularly valuable service to the Association whether as a Branch official or in any other capacity.
 - b. To be recommended on Headquarters Forms by the appropriate Group Director; by the President or Chairman of the Branch; or by the Chairman of the Association.
 - c. All citations are to remain confidential and, in no circumstances, are unsuccessful candidates to be informed that they had been nominated.
- 18.04 Awards shall be made by the Management Committee whose decision will be final.
- 18.05 The Certificates and the Badge of Merit shall be presented to the recipients on a suitable occasion by the President of the Association or, in his absence, by an officer deputising for him.
- 18.06 The Badge shall be worn at all major REA functions. It shall be fastened to the left-hand lapel of the coat.

- 18.07 Members awarded the Badge of Merit are also granted Life Membership of the Association in accordance with Rule 13.05 f

GROUP DIRECTOR'S COMMENDATIONS

- 19.01 Any Full, Life or Associate Member who, in the opinion of his Group Director, has given outstanding service to his Branch or Group, shall be eligible for selection to receive a Certificate.
- 19.02 The Certificate shall be known as "The Group Director's Commendation" and shall be inscribed with the member's name.
- 19.03 There are no minimum conditions for the award but examples of the type of service expected are:
- a. Founding or establishing a new Branch.
 - b. Resuscitating a Branch that was about to close or which had been closed. A Standard Bearer who has won the National Competition and served for a year as National Standard Bearer, thereby bringing credit to his Branch.
 - c. A member who has carried out extensive fund raising for the Association.
 - d. Particularly dedicated work as a Welfare Worker.
 - e. A member who has made a particular contribution to Group activities.
- 19.04 Recommendations for the award shall be made on a Group Form by senior Branch members specified by the Group.
- 19.05 All citations are to remain confidential and, in no circumstances, are unsuccessful candidates to be informed that they had been nominated.
- 19.06 The award is made by the Group Director whose decision is final.
- 19.07 The Certificate of Commendation shall be presented to the recipient on a suitable occasion by the Group Director or, in his absence, by an officer deputising for him

STANDARDS AND STANDARD BEARERS

- 20.01 The Standard should be looked upon as the rallying point of the Branch and as a constant symbolic reminder to Members of the Association's motto "Service not Self". The fact that Standards are dedicated before being taken into use, and after service are laid up in sacred or public buildings helps to maintain the atmosphere of veneration with which they are regarded.
- 20.02 The reference for all drill and ceremonial parades is the Royal British Legion 'Handbook for Ceremonial and Services'.
- 20.03 The specification for Branch Standards is known to the preferred supplier, Corps Enterprises. REA Standards will be of the Corps Colours with the stripes horizontal and shall contain the legend 'The Royal Engineers Association' and include the RE Badge and the Branch name. Qualifying branches may still parade the REOCA Standard. Defacing of the Standard is not permitted unless approved by the Management Committee.

- 20.04 Subject to approval by the Management Committee, Branches continuously active for 50 or 75 years will be entitled to parade an Anniversary Pennant. The Pennant is to be fitted to the pole between the Standard and the finial. The pennant is not to be displayed on drill competitions.
- 20.05 Newly formed Association Branches wishing to buy a Standard or Pennant may apply to HQ REA for a grant to assist in its purchase. In order to maintain uniformity, quality and control, grants of up to 50% of the Standard cost may be approved if ordered through Corps Enterprises. The grant will apply only to the Standard and not to any additional Standard accoutrements such as gloves, pole or sling.
- 20.06 Association Branches wishing to replace their Standard because of its poor state or condition may also apply to HQ REA for a grant to assist in its purchase. Before such grants are approved, written confirmation from the Group Director is required stating that the Standard is in a poor state or condition and that a new one is warranted. In order to maintain uniformity, quality and control, grants of up to 50% of the Standard cost may be approved if ordered through Corps Enterprises. The grant will apply only to the Standard and not to any additional Standard accoutrements such as gloves, pole or sling.
- 20.07 Branch Standard Bearers may claim travel expenses from the Association for attendance at National Events. In addition to this, Branch Standard Bearers taking part in the National Standard Bearers Competition may also claim travel and one night's accommodation expenses. National Events are notified in the HQ Circular each year in advance.
- 20.08 The Rules of Dress for Standard Bearers is provided at Annex A. Although it is laid down for competitions it is a target to be aimed at for all Standard Bearers.
- 20.09 The Captain of Standards will be appointed by the Management Committee for a period of up to 3 years. Standard Bearers become eligible for election to Captain of Standards when they are twice winners of the National Standard Bearers Competition. Those winning the competition three or more times take precedence over those who have won less times.
- 20.10 The Captain of Standards shall:
- a. Where possible to be in attendance at all Association National Events
 - b. Ensure the maintenance of a high standard of turnout for Standards and Standard Bearers at National Events.
 - c. Assist the judging of the National Standard Bearers Competition as part of the team arranged by the Corps RSM.

ROYAL ENGINEERS ASSOCIATION
RULES OF DRESS FOR STANDARD BEARERS

These rules are for the information and assistance of all Royal Engineers Association Standard Bearers with the object of ensuring uniformity in the handling of Association Standards. For National Events and competitions these rules are obligatory (Note 1).

1. Beret. Normally midnight blue or black in colour, but Commando (green) and Airborne (red) berets may be worn at all times by members so qualified to do so. (See also Note 2).
 - a. The beret to be clean and neat, the headband level not more than one inch above the eyebrows, with the join at the centre rear, and the ribbon neatly knotted and tucked in.
 - b. The Corps cap badge above left eye and, unless anodised or 'staybright', polished.
 - c. The fullness of the beret pulled over to the right side, with no hairs or fluff.
2. Hair. Clean, neat and tidy, not resting on collar.
3. Tie. Official Corps tie, neat and pressed, no tiepin. (See Note 3).
4. Badge. Official Association lapel badge in correct position. (See Note 4).
5. Medals. May be worn in Competition at the discretion of the Standard Bearer, but will be assessed in the marking schedule when worn.
6. Shirt. Freshly laundered plain white shirt.
7. Suit. Neatly pressed plain black or charcoal suit
or
8. Blazer and Trousers. Neatly pressed dark blue or black blazer with the official Association blazer badge sewn or clipped on the left breast pocket, and grey trousers. Scottish dress may be worn at non-National events in Scotland.
9. Socks. Black in colour.
10. Shoes/Boots. Well polished, neat conventional pattern (not platform) and of black leather, not patent leather.
11. Gauntlets. White, well cleaned with no dirty marks, in reasonably good condition.
12. Sling. The leather sling and socket used for carrying a Standard to be worn over the right shoulder with the socket in the centre front of the body. Leather to be well polished to a dark tan colour and all brass work polished. A brass insert in the socket is acceptable.
13. Sling Badges. A sling badge is awarded annually to the winner of the National

Competition. Only such a winner may wear this badge.

14. Standard and Pole. The Standard to be neat, clean and unwrinkled. (See Note 5). Tassels to be clean, of equal length and level with the outer edge of the Standard fringe. The wood and brasses of the pole well polished.
15. Escorts. Escorts of Standards when on parade should be dressed as the Standard Bearer except for the sling and gauntlets.

Notes

1. Rules for Group and National Standard Bearers Competitions will be based on the Regulations for Competition contained in the Royal British Legion Hand book for Ceremonial and Services.
2. Midnight blue is the official colour for berets but Standard Bearers may wear black berets when it has proved impossible to obtain a midnight blue beret. Midnight blue berets are available from Corps Enterprises.
3. There is, at present, no official Association tie. The official Corps tie will be worn at all times when the Standard is paraded
4. Normally only the official Association lapel badge is to be worn, but an exception will be made for the Armed Forces Veterans Badge and badges of religious significance which are worn at all times.
5. A Standard should never be ironed.