



Rules of the Royal Engineers Association 2018

(Version 12 – Jan 2023)

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.

Record of Amendments

Amendment Number	Date	Amended By	Signature	Date
01	160719	K M Kirk		160719
02	011019	K M Kirk		011019
03 Update to travel & expenses 8.14 -8.19	290120	I George		290120
04 Rule 6.02 amended	250320	K Kirk		250320
05 Controller and Asst. Controllers title change throughout	070721	F Louch		070721
06 Section 16 fully amended	310821	I George		310821
07 Full members changed to Annual members throughout	150921	A Richardson/F Louch		150921
08 Section 4 - Modify criteria for board/committee members. Section 18 - 18.08 CRE Commendation	300921	K Kirk		300921
09 Section 17:15 Accounts 2 FA	100522	K Kirk		100522
10 Chairman changed to Chair throughout	110522	F Louch		110522
11 Changes to 3.02, changed ref to Vice President instead of Chair of the Association etc.	091122	I George/F Louch		091122
12 Changes to 5.01&2/8.02, 8.11-12, 8.15, refresh of Annex A, addition of Annex B. Change to Operations Director from Operations Manager throughout.	110123	I George/F Louch		120123

RULES OF THE ROYAL ENGINEERS ASSOCIATION 2018

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1. 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 Board (see Rule 12.03) and subject to amendment only by a resolution of a General Meeting of the Association.

2. 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.

3. HONORARY APPOINTMENTS OF THE ASSOCIATION

- 3.01 The Association shall have a Patron to whom the appropriate invitation shall be extended by the Board.
- 3.02 The President of the Association is *ex officio*; a Colonel Commandant of the Corps shall be nominated by the Chief Royal Engineer and ratified by vote of the Board and may serve for a maximum of six years.
- 3.03 The Vice-President of the Association shall be nominated by the President and ratified by vote of the Board. The Chair 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.

- 3.04 The Honorary Treasurer, who shall be a member of the Association, shall be elected by the Board annually and may serve for a maximum of six years, thereafter he will stand down.
- 3.05 The Honorary officers of the Association shall be:
- a.. The Chair of the Benevolence Committee
 - b. The Vice-President
 - c. The Honorary Treasurer.
 - d. Such further person or persons as the Board shall from time to time appoint to honorary office.

4. 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 as authorised by the Management Committee and registered at Headquarters.
- 4.05 **The Board of Trustees**

The affairs of the Association shall be directed by the Board of the Association. It is the aim that the composition of the Board shall be such that it provides a diverse and representative group that provides the skills and experience to ensure the Association is able to fulfil its objects in the most effective manner:

- President, a Colonel Commandant of the Corps nominated by the Chief Royal Engineer ratified by the Board appointment for maximum of six years.
- Vice President of the Association nominated by the President and ratified by the board, maximum of 6 years over two three year terms. Will also chair the Benevolence committee
- The Corps Colonel for duration of appointment.
- Honorary Treasurer elected by the board for maximum of 6 years over two three-year terms. Will also chair the Finance Committee.
- The Corps SM for duration of appointment.
- Reservist – Nominated by President and ratified by vote of the Board maximum 6 years over two three year terms.
- Serving officer – drawn from CO of RE Regts serving for a maximum of 2 times 3 year terms. Will also chair the Recruitment Committee.
- Business Leader – a senior leader with connections to the Corps serving a maximum of 2 times 3 year terms.
- Senior Leader – a senior leader with a suitable background and connection to the Corps serving for a maximum of 2 times 3 year terms
- Wider Community Trustee – externally recruited, position ratified by board for maximum six years over two three year terms
- Governance Trustee – externally recruited, position ratified by the board for a maximum of six years over two three year terms
- Service Charity Trustee - externally recruited, position ratified by the board for a maximum of six years over two three year terms.

As Chair of the Management Committee and Secretary to the Board, the CEO will represent the views of the wider Association to the Board.

4.06 The Chief Executive of the Association shall be Secretary to the Board. The Corps Treasurer and Operations Director REA shall be in attendance.

4.07 The Board 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 Board.

The standing subordinate committees of the Board shall be:

- a. The Management Committee, responsible to the Board for the management of the Association including administration, membership, reunions and awards.
- b. The Benevolence Committee, responsible to the Board for all questions relating to the charitable business of the Association.
- c. The Finance Committee, responsible to the Board for the financial affairs of the Association.
- d. The Recruiting Committee, responsible to the Management Committee for monitoring and promoting recruiting and awareness issues within the Association.

4.08 **The Management Committee**

The composition of the Management Committee shall be:

- a. The Chief Executive of the Association to be the Chair.
- 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) The Corps Sergeant Major
 - (5) Warrant Officers representing the locations for Veterans Weekends.
 - (6) An elected representative of each group of the Association but not less than six in total. Elected representatives, who must be Life or Annual 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.
 - (7) An elected representative from every branch that has a qualifying membership of five hundred or more Annual or Life Members of the Association. Branch representatives, who must be Life or Annual

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.

(8) The Operations Director of the Association shall be the Secretary. The Chief Executive REA and the Corps Treasurer shall be in attendance.

4.09 **The Benevolence Committee**

The composition of the Benevolence Committee shall be:

a. The Chair shall be a trustee nominated by the President under Rule 3.03 and Rule 3.05 a.

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) Representatives of the Association - members of the Association currently serving in the regular or reserve units of the Corps, at the invitation of the Vice President of the Board on the recommendation of the Benevolence Committee.

(6) Representatives of the Association who are retired serving or reserve members, at the invitation of the Vice President of the Board on the recommendation of the Benevolence Committee.

(7) Representatives of the wider community, at the invitation of the Vice President of the Board on the recommendation of the Benevolence Committee, who shall serve on the Committee for an initial period of three years.

b. Whenever possible, observers shall also be invited to attend: serving soldiers, selected from the UK regular or reserve units in rotation, and members of the Association selected at random.

c. The Secretary of the Benevolence Committee shall be the Operations Director of the Association.

4.10 **The Finance Committee**

The composition of the Finance Committee shall be:

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

b. The Corps Colonel

- c. The Chief Executive REA
- 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

4.11 **The Recruiting Committee**

The composition of the Recruiting Committee shall be

- a. The Chair who shall be the Serving Officer from the Board of Trustees.
- b. The Chief Executive REA.
- c. The Deputy Group Directors of each Group.

The Secretary shall be the Operations Director of the Association

4.12 **Special Purposes Committee**

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

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

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

4.13 **Co-option to Committees**

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.

5. ELECTIONS

- 5.01 The names of elected members of the Management Committee due to retire annually under Rules 4.08 b (5) and 4.08 b (6) shall be notified to Groups at least nine months in advance.
- 5.02 New elected members of the Management Committee shall be selected 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 Chief Executive REA at least three months before the Annual General Meeting.

6. ROLE AND PROCEEDINGS OF THE BOARD OF TRUSTEES

- 6.01 The Board 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 Board summoning a General Meeting of the Association.
- 6.02 The Board 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. Board and Committee meetings maybe be held either face to face, online, by video or tele conferencing, in exceptional circumstances this may also apply to the AGM at the discretion of the Board.
- 6.03 Any three members of the Board may request a meeting of the Board to discuss urgent matters.
- 6.04 The President will normally preside at all meetings of the Board. In their absence, the Vice President or Honorary Treasurer of the Association, in that order of priority, shall preside. In the absence of any of these, members of the Board present shall choose one of their numbers to be Chair of the meeting.
- 6.05 Eight members of the Board shall be a quorum, which shall be competent to exercise all the powers vested in the Board generally.
- 6.06 Business of the Board shall be decided by a majority vote. In the case of equality of votes, the Vice President shall have a second or casting vote.
- 6.07 The Association may, by extraordinary resolution of the Board, remove any elected member of the Board from their office, and appoint another qualified member in their stead, who shall retain office until the expiration of the appointment of the member removed.
- 6.08 All bona fide acts of the Board or any Committee of the Board 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 Board dissenting from any lawful decisions of the majority of the Board shall nevertheless abide by such decisions.
- 6.10 The Board and its committees shall cause proper minutes to be made of its business, which shall be signed in confirmation by the Vice President at the next meeting.
- 6.11 The Board, or the Management Committee on behalf of the Board, 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 Board shall be valid as if framed at a meeting in Board.

7. ROLES AND PROCEEDINGS OF COMMITTEES

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

7.03 The Management Committee

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 Board, as agreed by the Board, 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.

7.06 **The Benevolence Committee**

The Benevolence Committee shall be responsible to the Board for the operation of the charitable activities of the Association in accordance with such principles and financial limits as the Board shall from time to time prescribe.

7.07 Subject to the provision of Rule 7.06, the Benevolence Committee shall be authorised by the Board 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 Board

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 four times annually.

7.11 The Benevolence Committee shall submit half yearly reports of its business to the Board.

7.12 **The Finance Committee**

The Finance Committee shall be responsible to the Board for the funds of the Association in accordance with such principles, as the Board 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 Board 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 Board.

7.16 **The Recruiting Committee**

The Recruiting Committee is responsible to the Management Committee for monitoring and promoting recruiting and awareness issues within the Association. The Board of Trustees will elect the Recruiting Committee Chair from within the Board for a period of three years.

7.17 It will report the conduct of its business through the Management Committee.

7.18 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 Chair will present their report to the Management Committee for inclusion in the Annual Report.

7.19 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.

7.20 The Chair may authorise expenditure from the Recruiting Budget in consultation with the Chief Executive REA as Budget Holder.

8. 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.

8.02 Trust Funds

The Board, in applying the finances of the Association shall observe the provisions of those funds held under Trust, and in particular:

a. The Benevolence Fund - whether capital or income shall be paid and applied in such a manner as the Board 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 all past or present 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. The Gabriel Fund, whether capital or income, shall be paid and applied in such a manner as the Board, 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.

c. The RE Kitchener Fund - The object of the charity is to promote the education of qualifying dependent of members and former members for the Royal Engineers by such charitable purposes as the trustees shall from time to time think fit.
Qualifying dependent means children, step children and adopted children under the age of 25 who are in need by reason of ill health, disability, financial hardship or some other disadvantage
Applications for should be submitted to HQ REA on a prescribed form obtainable from the Chief Executive REA.

d. The Ballard Legacy Fund - Provides grants for extreme adventure training expeditions and owns the Corps Ocean Rowing four person boat.

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 the Benevolence Fund.

The Benevolence Fund shall not be amalgamated with the General Funds of the Association.

The RE Kitchener Fund is a Restricted Fund.

8.02.a Legacies & Donations

Legacies and donations are an invaluable way for the Royal Engineers Association to deliver support to those in financial need, whether serving or veteran.

There are two types of legacy:

a. A percentage of your estate after the expenses and gifts are paid. The percentage is not impacted by inflation which means less chance of needing to update your Will.

b. A fixed amount of money. To include a legacy in your Will, we always recommend you use a solicitor. If you have already made a Will and would like to include a legacy then your solicitor can update your Will to include this or draft a codicil for you.

Donations can be made online via the REA website www.reahq.org.uk/donate/ - donations can be a single or monthly donation.

8.03 **Administration of Funds**

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

8.04 Donations may be received by the Honorary Treasurer or the Chief Executive REA at Headquarters for the funds of the Association, or by branches for local purposes.

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

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

8.07 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

8.08 A copy of the statement of accounts and balance sheet (Trustees Annual Report – contained within the REA Annual Report) shall be sent to each Branch and to Branch delegates before the Annual General Meeting.

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

8.10 Auditors shall be appointed by the Association at its Annual General Meeting.

8.11 The Chief Executive REA and the Corps Treasurer may be authorised to make payments up to the limit agreed by Board.

8.12 Payments in excess of this limit, duly authorised by the appropriate authority, shall be counter-authorised by the Honorary Treasurer of the Association or, in their absence, by the Vice-President of the Association, or the Corps Colonel.

8.13 Any official or servant of the Association misapplying funds shall repay the amount misapplied without prejudice to their liability to prosecution.

8.14 **Claims and Supporting Documentation**

All claims submitted to HQ REA for payment by individuals, branches or groups are to be supported by the appropriate receipts. Payments will not be made if claims are not supported by receipts or the appropriate paperwork. All claims must be carefully scrutinised by a Group or Branch Official and authorised only if they comply with these instructions. Claimants must also read and comply with any notes contained on the claim form. Failure to do so may result in the claim form being returned to the authorising official without payment. HQ REA carries out its financial transactions through BACS payment, as cheques are no longer issued.

8.15 Only the following travel and subsistence expenses can be claimed from HQ REA:

Travel

Persons claiming Motor Mileage Allowance (MMA) should ensure that they have the appropriate business use insurance cover to specifically cover claimants using their vehicles on official business. Please note that the HQ REA insurance

policy provides cover only for third party public liability and for loss or damage to the Branch Standard or accoutrements.

Three Motor Mileage Allowance Rates are available; they are:

Standard Rate	45 pence per mile
1st Passenger	5 pence per mile
2nd Passenger	2 pence per mile

Rail travel should be Standard Class using the advance booking discounts available from the national train operating companies. All REA events are publicised well in advance and provide many opportunities to purchase discounted fares.

Taxi fares are available supported by a receipt. Taxis should not be 'the norm', therefore if public transport is available and the individual decides to use a taxi when public transport is available then they will only be reimbursed the MMA equivalent for the journey. If the claimant has a declared disability and public transport is not considered feasible then a taxi may be used.

Toll charges and car parking can be reimbursed for actual costs incurred when supported by a receipt. Penalty charges for parking or congestion charge non-payment may not be claimed from REA HQ.

Bus/coach fare can be reimbursed for actual costs incurred when supported by a receipt.

Hotel accommodation costs can be claimed for certain events but this must be cleared with REA HQ and the best priced hotels must be used.

Subsistence

The aim of subsistence is to reimburse actual allowable subsistence expenditure within limits. Subsistence expenses are defined as prepared food, drink and temporary accommodation expenses incurred when travelling on authorised duty. There are two types of subsistence:

Night Subsistence (NS). Claimed for actual expenditure for authorised overnight stays in hotels or guest houses as follows:

If B&B is booked - Accommodation cost and max £25 for remainder of days' meals.

If room only is booked. Accommodation cost and max £35 for meals.

Day Subsistence (DS). DS is the reimbursement of actual receipted costs up to a limit (see below) for expenditure incurred for food and drink (no alcohol) during the day for periods of over 5 hours' absence from home. If personnel receive light refreshments, breakfast, lunch or dinner in the working environment they must not claim DS for food and drink. Maximum DS claim permissible is £25 per day.

The rates given are the maximum allowance and not the target.

- 8.16 Branch Standard Bearers may claim travel expenses from the Association for attendance at National Events. These events will be published in the HQ Circular and on the REA website www.reahq.org.uk one year in advance. However, this will not include the Gibraltar weekend but the cost of the Branch Standard being transported by air as excess baggage can be claimed for at a total of £60 for the return journey. In addition to this, Branch Standard Bearers taking part in the National Standard Competition may also claim travel and one night's accommodation expenses for the night prior to the event.
- 8.17 Standard Bearers attending events on behalf of a Branch or Group should submit a claim for travel expenses to the Branch treasurer for their further action. Unless prior authority has been given by HQ REA, Branch claims for attending funerals, memorial services or other similar events are unlikely to be met.
- 8.18 Claims should be made as soon as possible after completion of the authorised event, ideally within one month and no later than 90 days after the end date of the travel. Failure to do so, may result in its rejection, unless there are

exceptional, REA approved circumstances, such as compassionate reasons. Any claims submitted after 90 days will require additional approval. Claims may be rejected (and payment delayed) if they are not properly completed or authorised. Responsibilities for accuracy of claims rests with the claimant. The REA will process claims in accordance with extant guidelines and provide management information as required to enable further scrutiny.

- 8.19 AGM delegates travel expenses will be paid to the one Branch member who is the delegate for the General Meeting of the Association. Branch Standard Bearers who attend the AGM and/or the Annual Dinner and Sapper Sunday may also claim travel expenses. Hotel accommodation costs are available if that delegate and Standard Bearer are more than 150 miles from the meeting. All travel must be cleared with REA HQ before the event.

9. INVESTMENTS

- 9.01 The Investments of the Association shall be applied at the absolute discretion of Board subject to the provisions of the Deed of Declaration of Trust.
- 9.02 The Board 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.

10. OFFICIALS OF THE ASSOCIATION

- 10.01 The Chief Executive REA shall:

- a. Be under the executive control of the President of the Association, but their 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 the Board and the Benevolence Committee, together with any other special meetings called, from time to time, by the Board or the Vice President.
- e. Prepare minutes of the proceedings of these meetings.

Make benevolence grants, within their delegated powers, and disburse grants, weekly allowance and Special Christmas Grants as directed by the Benevolence Committee and, where appropriate, by the Vice President of the Association or the Board.

- 10.02 The Operations Director REA shall:

- a. Assist the Chief Executive REA in their duties and act on their behalf, in their absence.
- b. Carry out the routine administration and supervision of the Branches of the Association.
- c. Act as Secretary to the Management Committee, Recruiting 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 arrangements 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 Board of the Association, through the Corps Colonel, and in consultation with the 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 advice 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 authorised claims as directed to Groups, Branches and Officers of the Association.
- e. Prepare authorised 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.

Account for all income and expenditure authorised by the nominated budget holder against the authorised budget and any other Board or formally approved expenditure.

11. 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 Board 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 Board 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 Supplement to the RE Journal*', '*The Sapper*' on the REA website and by notifying Branches by email.
- 11.07 A requisitioned meeting shall be held not later than seven weeks after receipt by the Chief Executive REA 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.

11.09 **Agenda**

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 Board 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 Board for endorsement. The final Agenda shall be sent to Branches with the Annual General Meeting papers.

11.13 **Attendance**

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 Chief Executive REA as follows:
 - a. Annual General Meetings - 7 days before the meeting

b. Extraordinary General Meetings - 2 days before the meeting

11.17 *Refer to Rules 8.15 and 8.19*

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 their absence, the Vice President of the Association shall preside at General Meetings. If both are absent, members present shall choose some other member of the Board 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 chair 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.

11.23 **Motions**

Any member of the Association shall be entitled to speak at General Meetings but if they are 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 chair.

11.25 When rising to speak on a motion a member shall first state their 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 their amendment becomes the substantive motion.

11.28 Motions or amendments once made can be withdrawn only with the consent of the Seconder and of the meeting.

11.29 Urgent business not on the agenda may, with the consent of the chair, be admitted at an Annual General Meeting provided the Conference considers the motion a matter that cannot wait for the next Annual General Meeting.

11.30 **Voting**

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 Board 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 chair 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 chair or by at least ten members present entitled to vote on the motion.

11.36 Unless a poll is taken, a declaration by the chair 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 chair.
- 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.

11.40 **Minutes**

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 (with the exception of Benevolence).

12. 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 Board 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 Board subject to the right of any Branch Delegate to demand a debate on such interpretation at a General Meeting of the Association.

13. MEMBERSHIP

- 13.01 There are three categories of membership of the Association:
 - a. Annual Membership.
 - b. Life Membership.
 - c. Associate Membership.
- 13.02 Annual 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 Annual or Life Membership, but may be considered for Associate Membership. (*see Rule 13.06*)
- 13.04 Annual Members are Retired Members of the Corps who pay an annual subscription to the Association. (*see Rule 14.02b*)
 - a. Annual members may also be QGE serving soldiers or veterans.
- 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. Annual Members who have subscribed to the Association for eighteen years.

- c. Annual 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 that were granted Life Membership prior to 1 January 1970, including Life Membership of the Royal Engineers Old Comrades Association.
 - e. Annual 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-service personnel who have served in the Corps.
 - h. Annual Members who are totally incapacitated from work through military service and whose applications have been approved by the Chief Executive REA.
 - i. Those who were formerly Honorary Members.
 - j. Annual Members who are over 65 years of age and in financial distress, as recommended by branches, and approved by the Chief Executive REA.
 - 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 to branches and their Group Director who has the authority to approve or refuse an application subject to Para 13.12 below. Approved online 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 the United Kingdom 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 Annual Members. Friends of the Association are not in any sense members of the Association.

- 13.12 The Board or the Management Committee acting on behalf of the Board 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 Board.
- 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 they 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 their case before the Management Committee either directly, or through their 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.

13.20 **QGEA/REA Joint Members**

From 01 May 2019 members for the Queens Gurkha Engineers Association are eligible for full membership of the Royal Engineers Association. Subject to rule 13.04a

a. Administration

QGEA members are entitled to apply for membership of the REA in the same way that all other members apply using their service number. The QGEA will provide an annual membership list to enable the REA to confirm eligibility for membership.

b. Branch Affiliation

Joint REA/QGEA members may be affiliated to their local REA branch or National branches.

c. Benevolence

When considering an application for benevolence assistance for a Joint QGEA/REA member support will be requested from QGEA association funds.

14. SUBSCRIPTIONS

- 14.01 There is no joining fee payable to HQ REA. If you wish to become a Life Member of the REA and you have not paid into the Day's Pay Scheme there will be a fee.
- 14.02 Subscriptions for Annual 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. Annual 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 Annual Members may pay a reduced subscription of one half the approved rates.

14.03 **Application of Subscriptions**

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.

15. NOTICE TO MEMBERS

- 15.01 Notices may be served to any members either personally through the post by addressing it to their 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'*.

16. 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 REA Group Directors are responsible for organising the operation of their REA group, implementing the current REA strategy locally and promoting the aims of the Association within their organisation and group area.
Group Directors are supported by a Deputy Group Director and a Group Secretary. Working as a team it is expected that this group structure will strive to develop and maintain a well-organised and vibrant REA Group.
- 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 Board. These funds will be used to support official group activities and will be properly accounted for by the Deputy Group Director.
- 16.05 The responsibilities of the Group Director are to:

- a. be an ambassador for the REA locally and to represent their group on national matters.
- b. ensure effective administration of the group locally.
- c. appoint a Deputy Group Director.
- d. chair formal meetings of the Group.
- e. approve or refuse applications from branches for associate membership (in line with HQ REA guidance)
- f. decide on members to be put forward for the REA Badges of Merit and to endorse applications with their recommendation.
- g. award a Group Director's Commendation and certificate to members doing particularly good work for the benefit of the group.
- h. confirm in writing, the poor state of worn-out branch standards and the need for a new one, when they are to be replaced due to its poor condition.

The Group Directors are expected to visit Branches at least once during their tenure.

16.06 Group Directors are encouraged to appoint a Deputy Group Director. Deputy Group Directors will usually be retired members of the Royal Engineers and as such are more likely to remain in post for longer periods providing continuity, local knowledge and the historical group context. The responsibilities of the Deputy Group Director are to:

- a. support the Group Director in discharging the duties above.
- b. deputise for the Group Director (in such matters as Branch meetings where necessary)
- c. provide continuity (in such matters as Badges of Merit and Group Directors Commendations)
- d. represent the group as a member of the REA Recruiting Committee (and where a Deputy is not appointed the Group Director is the Member)

16.07 Group Secretaries are key to the effective administration of the group and are a focal point for functions and events at group level. The Group secretary will normally be the RSM of the Regiment/host Unit. The responsibilities of the Group Secretary are to:

- a. be the Treasurer of the Group, including running the Group account and reporting on it for audit to HQ REA through the Group Annual Financial Summary.
- b. be responsible for ensuring all Branch Annual Financial Summaries are submitted for audit, accurately and on time to HQ REA annually.
- c. pass on to Branches any documents, calling notices and forms from HQ REA.
- d. organise location, agenda, calling notices and minutes for Group AGMs and other meetings.
- e. notify HQ REA of any changes at Group level and advise of new Group Secretary when moving on.
- f. ensure that the Group has a member on the Management and Recruiting Committee.
- g. host, organise and represent the group at National Events held in their Group area.

17. 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.
- 17.03 **Formation**
Formation of Branches under Rule 4.04 shall require the joint application to the Management Committee of at least sixteen Annual 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 **Closure**
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.
- 17.07 **Organisation**
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 Chair, 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. See also Annex B
- 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 Chair 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.
- 17.12 **Accounts**
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 account in the name of the branch; a two factor authorisation process is to be maintained and used for all withdrawals or transactions from the account..
- 17.16 Branches will keep proper books to account for all monies received by them, whether these are 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 a form supplied by REAHQ.
- 17.21 Branch accounts shall be balanced on 31 December annually and shall be submitted online by the Branch Treasurer through the members' area of the REA website. Group accounts shall be considered through the use of the online Yordex account.
- 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.
- 17.23 **Register of Members**
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 held at Headquarters. A copy, in the form of a Membership Record, shall be kept by the member's Branch.

18. BADGES OF MERIT AND CHIEF ROYAL ENGINEERS COMMENDATION

Badges of Merit

- 18.01 Those who are Annual, 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 Chair of the Branch; or by the Vice President of the Association.

All citations are to remain confidential and in no circumstances are unsuccessful candidates to be informed that they had been nominated.
A suitable awards board consisting of Trustees and Management Committee members will be convened each December and their recommendations will be ratified by the Management Committee.
- 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 their absence, by an officer deputising for them.
- 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
- 18.08 Members of the Association may be nominated for a Chief Royal Engineers' Commendation. Nominations for this are presented to be presented the awards board in December and ratified by the Board of Trustees.

- 1. The Chief Royal Engineer's Commendation is intended to recognise

extraordinary performance where merit and esteem are the main criteria. It aims to complement the standard Honours and Awards system outlined in refs a – c. To be considered, an individual must have gone well beyond the successful performance of their duties and made an exceptional contribution to operational effectiveness, business output, or the welfare/well-being of our people.

Awarding Criteria

1. **Eligibility.**

Broadly, there are no exclusions as to who can be considered for a Chief Royal (CR) Commendation. The eligibility criteria that follow are meant to serve as a guide and any citation submitted will be considered on its individual merits by the awarding body. There are no rank exclusions.

2. **Criteria.** Recommended criteria are:

- a. Performance of duties to an exemplary standard despite additional responsibilities and exceptionally demanding conditions.
- b. An exceptional contribution to the welfare or well-being of our soldiers/officers – serving or retired – and/or their families.
- c. An individual who has greatly inspired others by their diligence and selflessness.
- d. An exceptional contribution to extramural activities such as charity work.
- e. Demonstration of exceptional trade skills or achievements considered instrumental in the successful execution of a mission, project, or task.
- f. Exceptional initiative and effort to improve: operational/unit effectiveness; business output; training/education; equipment maintenance; or procedures that have enhanced the wider quality of life within the Corps, organisation, branch or unit/sub-unit.

19. GROUP DIRECTOR'S COMMENDATIONS

- 19.01 Any Annual, Life or Associate Member who, in the opinion of their Group Director, has given outstanding service to their Branch or Group, shall be eligible for selection to receive a Certificate and badge.
- 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.
 - c. A Standard Bearer who has won the National Competition and served for a year as National Standard Bearer, thereby bringing credit to their Branch.

- d. A member who has carried out extensive fund raising for the Association.
 - e. Particularly dedicated work as a Welfare Worker.
 - f. 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 and badge shall be presented to the recipient on a suitable occasion by the Group Director or, in their absence, by an officer deputising for them.

20. 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 Ceremonial Handbook 2018
- 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 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 *Superseded by Rules 8.16 – 8.19*
- 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.

ANNEX A

TO REA RULES 2018

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) but are the minimal standard requirements for all bearers, especially on duty at National Events, but should be maintained at local events too.

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. Officer beret badge is also authorised where appropriate.
 - 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 the competition at the discretion of the Standard Bearer, but will be assessed in the marking schedule when worn. Only official issued medals are to be worn on the left. Family medals that are normally worn on the right are not to be worn under any circumstances.
BoM medal should not normally be worn whilst carrying a Standard; however, if worn it should be placed on left next to lapel but must not obstruct the issued medals bar.
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 Ceremonial Handbook 2018.
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. If carrying a National Branch Standard then that associated tie is acceptable i.e. EOD, Plant, JLRRE.
4. Normally only the official Association lapel badge is to be worn, but an exception will be made for the Armed Forces Veterans Badge (worn next to and slightly below and to the right of REA badge) and badges of religious significance which are worn at all times.
5. A Standard should never be ironed.

Role and Duties of Royal Engineers Association (REA) Branch Committee Members

1. General

- a. Branch Officers and Committee members are representatives of the Royal Engineers Association (REA) in their Branch/Group. Except for the Branch President, they are elected at the Branch Annual General Meeting by those members eligible to vote, for a period of 1 year. The role is eligible for re-election annually, in accordance with REA Rules & Regulations (**Rule 17.10**) and will take office from the close of the appropriate Annual General Meeting.
- b. The Branch Officers and Committee members are required to perform their role in accordance with the Rules of the REA 2018. The REA objectives, policies and procedures are outlined in the Rules of the REA 2018 (current version).

2. Retirement, Resignation or Dismissal of Branch Committee Members

- a. The REA recognises that there are certain circumstances when the relationship between the Branch Committee members must come to an end. The following circumstances will make the role of Branch Committee Member untenable:
 - i. Their written notice of resignation;
 - ii. Becoming bankrupt or insolvent;
 - iii. Becoming incapable for medical reasons of fulfilling the duties of a Committee Member;
 - iv. Being directly or indirectly interested in any contract linked to Branch activities and failing to declare that interest;
 - v. The Branch Chair reserves the right to ask a Branch Committee member to relinquish their office if there is an evident conflict with The REA mission, values and objectives, or where there is failure to accept a majority decision of the Branch Committee.

Key responsibilities of all Branch Officers and Committee members:

3. Branch President

- a. The Branch President has both a representational and encouraging function. The incumbent should therefore be a person distinguished in public life, the local community and be able to counsel the Chair and Officers as necessary in the execution of their duties.
- b. The President, although an Officer of the Branch, has a non-executive role, without a vote; however, they may attend and speak at the meetings of the Branch Committee.

- c. A Branch President should have the ability to 'open doors', establish useful contact and bring influence to bear in order to promote the best interests of the Branch within the local community.

4. Key responsibilities of a Branch President

- a. Give clear constructive and comprehensive encouragement to the Branch Committee when required.
- b. Assist the Branch Committee with hosting local dignitaries at Branch events.
- c. Act as Branch representative, if required to present Branch awards.
- d. A Branch President should be willing to devote the time necessary to attend conferences, meetings, events and to represent the Branch.
- e. A Branch President should preside at the opening of the Branch AGM and give a Presidential address.
- f. **Succession Planning:** Discuss potential Branch President Candidates with the Branch and having arrived at a consensus, the retiring President negotiates discreetly and confidentially with the person targeted, to establish a willingness to serve and accept the duties involved.

5. Branch Chair

- a. The Branch Chair is elected at the Annual General Meeting by those members eligible to vote, for a period of 1 year, the role is eligible for re-election annually.
- b. The Branch Chair is the Senior Elected Officer on the Branch Committee.
- c. They are expected to show strong leadership, management and diplomatic skills in ensuring that a close bond and liaison is maintained with the branch committee, membership and the REA structure. They should be loyal to the Branch and be prepared to represent the views and concerns of the Branch through the REA Group Director or Deputy Group Director.
- d. As the Senior Elected Officer, they are accountable for all Branch activities and must delegate activities in a manner that will ensure duties are performed effectively.
- e. The Branch Chair must have extensive knowledge of all issues affecting the Branch and ensure that they comply with the Rules of the REA and must be prepared to advise the Branch Committee accordingly.
- f. The Branch Chair must ensure that the Charity complies with Charity law and with the requirements of the Charity Commission as regulator, in particular

that the Charity prepares reports on what it has achieved and Annual Returns and accounts as required by law. They must ensure that the Charity does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purposes and objects set out there, act with integrity and avoid any personal conflict of interest or misuse of Charity funds or assets.

- g. The Branch Chair should not receive any payments out of the Charity's funds other than reasonable and necessary out-of-pocket expenses, such as the cost of travel to attend REA meetings and ensure that funds are spent or earmarked for the purposes for which they were raised. They must avoid undertaking activities that might place the Charity's endowment, funds, assets and reputation at undue risk.

6. Key responsibilities of a Branch Chair

- a. To be fully conversant and adhere to the contents of The Rules of the REA 2018 as well as other REA policies and procedures.
- b. To direct all Branch activities.
- c. To chair and control meetings effectively ensuring that they are planned accordingly to content and time, avoiding the imposition of their personal ideas on the meeting but encouraging participation from Members.
- d. To delegate duties to the Committee/Members and to ensure that these duties are performed effectively and in accordance with REA policy and procedures.
- e. To ensure that proper handovers take place between newly-elected Branch Officers, appointed Committee Members and their predecessors. This includes ensuring that all Minute Books, correspondence, REA publications, Branch papers and keys are handed over.
- f. To ensure the Treasurer has a correct audit/examination undertaken and is agreed by both the outgoing and incoming Officers and that both are satisfied with the security of cash, chequebooks, bank cards and internet banking.
- g. To set an example as an active Member of the Branch and to be available for advising both the Committee and Branch Members when necessary.
- h. To ensure that sub-Committees, individual Officers and members for specialist functions are appointed where necessary.
- i. To ensure that all Branch Committee Members are aware of their responsibilities particularly as Branch Officials.
- j. To ensure all new Members receive an induction to the Branch.

7. Branch Vice-Chair

- a. The Branch Vice-Chair is elected at the Annual General Meeting by those Members eligible to vote, for a period of 1 year. The role is eligible for re-election annually.

8. The role of a Branch Vice-Chair

- a. The Branch Vice-Chair is to aid the Branch Chair in managing the Branch. They should be expected to show strong leadership, management and diplomatic skills, in particular when deputising for the Branch Chair.

9. Key responsibilities of a Branch Vice-Chair

- a. The Branch Vice-Chair is at all Branch meetings to deputise for the Branch Chair in their absence.
- b. The Branch Vice-Chair should attend all Branch meetings so that they can be conversant with on-going issues, and changes taking place within the REA, in particular at Branch level.
- c. The Branch Vice-Chair may be given specific tasks by the Chair, such as the organisation of a Branch event or charring of a sub-Committee.

10. Branch Treasurer

- a. The Branch Treasurer is elected at the Annual General Meeting by those Members eligible to vote, for a period of 1 year. The role is eligible for re-election annually.
- b. Branch Treasurers must be financially aware and have attended a Branch Treasurer's course or received similar formal financial training. They should also be aware of the REA Treasurers Guide to completing the Annual Financial Summary.
- c. Branch Treasurers are to perform their volunteer roles in accordance with the Rules of the REA 2018. In particular, Branch Treasurers must act in a timely manner with requests from HQ REA and Group Director.

11. The role of a Branch Treasurer

- a. The role of a Branch Treasurer is to administer the financial management of the Branch, ensuring that the Chair and Committee are at all times aware of the financial state of the Branch.

- b. The Branch Treasurer must be conversant with the relevant provisions pertaining to all financial matters as prescribed in the Rules of the REA 2018 and must be prepared to advise the Branch Committee accordingly.
- c. The Branch Treasurer must always bring to the attention of the Chair and Committee the financial implications of any decision they are considering.
- d. The Branch Treasurer should present the accounts in a clear and intelligible way at the AGM, bearing in mind that many members may not be familiar with accounting procedures and should answer any questions openly.
- e. The Branch Treasurer must ensure that the Charity complies with Charity law and with the requirements of the Charity Commission as regulator, in particular that the Charity prepares reports on what it has achieved and the Annual Financial Summary and accounts as required by law.
- f. They must ensure that the Charity does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purposes and objects set out there.
- g. The Branch Treasurer must act with integrity and avoid any personal conflict of interest or misuse of Charity funds or assets and not receive any payments out of the Charity's funds other than reasonable and necessary out-of-pocket expenses, such as the cost of travel to attend REA meetings. They must ensure that funds are spent or earmarked for the purposes for which they were raised and avoid undertaking activities that might place the Charity's endowment, funds, assets and reputation at undue risk.

12. Key responsibilities of a Branch Treasurer

- a. To be responsible to the Branch Committee for all the financial affairs of the Branch, including the Annual Accounts, the Welfare Account, Branch Bank Accounts, Membership Subscriptions, Insurance premium payments etc.
- b. To attend, or produce a report for the General and Committee Meetings of the Branch at least quarterly in order to advise the Branch Committee and, when necessary, the Branch Members on the financial affairs of the Branch.
- c. To control all monetary transactions, ensuring that they meet with guidelines contained within the 'Use of REA Funds Policy' and record these in the Branch Receipt and Payment ledger, retaining all receipts and supporting documents on behalf of the Branch Committee.
- d. To receive from the Branch Secretary or Membership Secretary all membership subscriptions and to ensure that all monies received are banked at the earliest opportunity, entered in the ledger/cashbook and that supporting documents are filed and safeguarded.
- e. To ensure that the Branch Accounts are examined/audited as required by The Rules of the REA 2018, and to submit the Branch Annual Financial Summary,

with supporting documentation to HQ REA as soon as possible after the Branch AGM but before 31 December annually.

- f. To ensure that all cheques for payment are made out correctly and that they bear the registered Charity number and the statement that the REA is a registered charity. Also to ensure that all cheques are signed by at least two of the authorised signatories, one of whom shall be the Treasurer, and that they are clearly endorsed 'A/C Payee only'. No signatory is to sign a blank cheque.
- g. To ensure that the Branch Committee authorise annually the limit the Treasurer may expend on a single item without reference to the Committee, and that this authority is minuted.
- h. To ensure that all expenditure, other than Petty Cash, is by cheque or BACS transfer and that the details of all expenditure are reported to the Branch Committee at their regular meetings for their approval. All such reports are to be minuted. Also, to ensure that if a Petty Cash system is in use that it is authorised by the Branch Committee and that it operates as an imprest system. The Petty Cash Book is to be checked monthly by the Treasurer and at least one other Branch Officer and should be countersigned by these individuals as being correct. The petty cash limit should be no more than £50. If the Branch uses Internet banking and bank cards these must also be checked monthly by the Treasurer and at least one other Branch Officer.

13. Branch Secretary

- a. The Branch Secretary is elected at the Annual General Meeting by those members eligible to vote, for a period of 1 year, the role is eligible for re-election annually.
- b. The Branch Secretaries are to perform their volunteer roles in accordance with the Rules of the REA 2018. In particular, Branch Secretaries must act in a timely manner with requests from HQ REA and Group Directors, as well as being the key liaison between members of the Branch and HQ REA and Group Directors.

14. The role of a Branch Secretary

- a. The Branch Secretary has a very important task in that they are responsible to the Branch Chair and Committee for the efficient management of the Branch administration.
- b. The Branch Secretary's role amongst this remit is to organise the General and Committee meetings on a regular basis, liaise with HQ REA and Group Directors regularly to update information such as replacement officers, handle all vital documents pertaining to the Branch and, in the absence of a Membership Secretary, control all aspects of Membership, maintaining

accurate records of applications, membership cards and returns, and monies in relation to fees.

- c. The Branch Secretary must ensure that the Charity complies with Charity law and with the requirements of the Charity Commission as regulator; they must in particular ensure that the Charity prepares reports on what it has achieved and Annual Returns and accounts as required by law. They must ensure that the Charity does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purposes and objects set out there and act with integrity and avoid any personal conflict of interest or misuse of Charity funds or assets.
- d. They should not receive any payments out of the Charity's funds other than reasonable and necessary out-of-pocket expenses, such as the cost of travel to attend trustee meetings. They must ensure that funds are spent or earmarked for the purposes for which they were raised and avoid undertaking activities that might place the Charity's endowment, funds, assets and reputation at undue risk.

15. Key responsibilities of a Branch Secretary

- a. To act as point of contact for receipt of correspondence issued by HQ REA and Group Director, and to ensure all correspondence received is communicated to the Branch Committee/Members for appropriate action.
- b. To liaise with the Branch Chair in the preparation of the Agenda for all Branch Meetings, ensuring that all the Branch Committee are furnished with relevant details.
- c. To attend and record Minutes of all General and Committee Meetings and safeguard all papers and documents of the Branch, especially legal documents such as Title Deeds and Insurance Policies.
- d. In the absence of a Branch Membership Secretary, carry out the duties pertaining to this role as outlined in the job description of the Membership Secretary.
- e. To forward without delay any information required by or on behalf of the HQ REA and Group Director. All returns are fully completed, signed and dated and submitted within a determined timescale.

16. Branch Membership Secretary

- a. The Branch Membership Secretary is an appointment of the Branch Committee.

- b. Branch Membership Secretaries are to perform their volunteer roles in accordance with the Rules of the REA 2018.

17. The role of a Branch Membership Secretary

- a. The Branch Membership Secretary is responsible to the Branch Chair and Committee for the efficient management of the Branch membership administration.
- b. The Branch Secretary's role amongst this remit is to control all aspects of membership, maintaining accurate records of applications, membership cards and returns, and monies in relation to fees.

18. Key responsibilities of a Branch Membership Secretary

- a. To promote the REA and encourage Membership within the Branch.
- b. Advise Branch Committee/Potential Members on the process of application.
- c. In accordance with REA policy encourage all potential/current members to sign up by Direct Debit.
- d. To receive all applications for membership; to monitor eligibility for membership by personally checking documents and to send to HQ REA the appropriate forms for action.
- e. To receive members' Membership Cards, if the cards do not go direct to individuals, and to issue a temporary receipt for the Branch Membership Fees.
- f. To hold an up-to-date copy of the computerised Branch Membership data-list, as issued by HQ REA without delay of all changes there to e.g. deaths, resignations, members' change of address and the transfer of members to/from another Branch. GDPR Compliance must be adhered to.
- g. To draw Branch Committee's attention to any Branch Member who is three (3) months in arrears with their Branch Membership Fees, in order that a reminder can be sent to the individual.
- h. Carry out on behalf of the Branch, the annual renewal process of Membership Cards for all cash payers.
- i. To liaise with the Branch Treasurer, ensuring that the Direct Debit Subscription Rates report is returned to the National/Group Secretary/Membership Administrator prior to the date stipulated, and the fees recorded reflect the agreed Branch administration fee.
- j. To keep and hand to the Treasurer all monies received by them, together with particulars of the fund to be credited, within three (3) days of receipt. The Treasurer will issue a receipt and/or countersign the Petty Cash Book.

19. Branch Committee Member

- a. A Branch Committee consists of the Officers and at least 3 other members of the Branch, who are elected by the members at the Branch Annual General meeting to serve in each case for a period of 1 year. The role is eligible for re-election annually.
- b. Branch Committee Members are to perform their roles in accordance with Rules of the REA 2018.

20. The role of a Branch Committee Member

- a. A Branch Committee Member occupies a key place in the management of the Branch.
- b. A Branch Committee Member, as an Official at Branch level, are to be ever vigilant that they serve the interests of the Charity at all times.
- c. A Branch Committee Member must ensure that the Charity complies with Charity law and with the requirements of the Charity Commission as regulator, in particular that the Charity prepares reports on what it has achieved and Annual Returns and accounts as required by law. They must ensure that the Charity does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purposes and objects set out there.
- d. They must act with integrity and avoid any personal conflict of interest or misuse of Charity funds or assets and not receive any payments out of the Charity's funds other than reasonable and necessary out-of-pocket expenses, such as the cost of travel to attend trustee meetings.
- e. They must ensure that funds are spent or earmarked for the purposes for which they were raised and avoid undertaking activities that might place the Charity's endowment, funds, assets and reputation at undue risk.

21. Key responsibilities of a Branch Committee Member

- a. Aid the Branch Committee, HQ REA and Group Directors, to carry out the work of the REA and in particular promote the objects at local level.
- b. Attend all Branch meetings.
- c. To provide HQ REA and Group Directors, with any information they may require in the interests of the REA.
- d. Assist in appointing any necessary sub-Committees.
- e. Assist in making individual appointments for any special duty or position.