

**THE REME ASSOCIATION
DERBY & NOTTINGHAM BRANCH**

BRANCH RULES

TITLE

1. The full title of the organisation governed by these Rules, and hereafter referred to as *the Branch*, shall be:

*THE REME ASSOCIATION
DERBY & NOTTINGHAM BRANCH*

RULES

2. The Branch shall be governed by the Rules of The REME Association supplemented by these Branch Rules. If there is any inconsistency, the former shall take precedence.

AIMS

3. The Aims of the Branch shall be:
- a. To foster the *spirit de corps* and well-being of the Corps of Royal Electrical and Mechanical Engineers.
 - b. To keep those who are serving or who have served in the Corps and who are based in the Branch area in touch with one another with a view to fostering and keeping alive a spirit of comradeship.
 - c. Establish contact with members of the Corps who settle in the Branch area on leaving the Service with a view to helping with resettlement from Service to civilian life.
 - d. To help, in conjunction with the REME Benevolent Fund and other welfare agencies, both serving and ex-Service members of the Corps and their dependants who are based in the Branch area and who find themselves in difficult circumstances.
 - e. To look after the welfare of past and present members of the Branch and their dependants.

ACTIVITIES

4. In pursuing its Aims, the activities of the Branch shall include the following:
- a. Arranging a varied programme of social and other events for the enjoyment of members.
 - b. Welcoming Life Members of the Association (see *Rule 6*) who arrive in the Branch area and assisting them with resettlement, giving them useful local information and drawing their attention to employment opportunities where necessary.
 - c. Watching over the welfare of Life Members, their dependants and the dependants of deceased Life Members, contacting local welfare agencies and Association Headquarters when necessary and especially where financial help is needed, and visiting Life Members who are ill or in hospital or who are living in residential homes locally whether they are members of the Branch or not.

- d. Watching over the welfare of Associate and Family Members (see *Rule 6*) and their dependants and providing such support as is agreed by members and contacting local welfare agencies as necessary.
- e. Representing the Association at local events such as the annual Acts of Remembrance and other ex-Service gatherings and parading the Branch Standard (see *Rule 15*) when invited to do so.
- f. Raising funds for local and Service charities, including the REME Benevolent Fund.
- g. Participating in Association events at National and Area level.
- h. Collecting Life Subscriptions (see *Rule 16*) from applicants for Life Membership of the Association and passing them to Association Headquarters.
- i. Collecting Associate Joining Fees from applicants for Associate Membership (see *Rule 6.b.*).
- j. Collecting Annual Branch Subscriptions (see *Rule 17*) from Members and donations from them and other sources and using them for authorised Branch purposes.

MEMBERSHIP

- 5. **Branch Area.** The Branch shall draw its members from the local area centred on Derby and Nottingham. Members may be accepted from outside this area if they have special reasons for wishing to join the Branch.
- 6. **Classes of Membership.** There shall be three classes of member:
 - a. **Life Members.** All persons who are serving, or who have served, on a Regular, National Service or Territorial Army engagement in REME are eligible for Life Membership of the Association and, on being accepted for Life Membership, may join the Branch.
 - b. **Associate Members.** Subject to the payment into Branch Funds of an *Associate Joining Fee*, equal to the current Life Subscription paid by applicants for Life Membership, the Branch Committee (see *Rule 12*) may grant Associate Membership of the Branch to:
 - (1) Persons who are not eligible for Life Membership of the Association but who are, or have been, serving in any branch of HM Forces and who are recommended by two Life Members.
 - (2) Persons who are, or have been, employed as Ministry of Defence civilians with REME and who are recommended by two Life Members.
 - c. **Family Members.** In acknowledgement of the contribution they make to the life of the Branch and to encourage them to play a full part in its social and welfare activities, the Branch committee may invite the spouses of both Life and Associate Members to join the Branch as Family Members.
- 7. **Honorary Branch Members.** Subject to the unanimous agreement of members voting at a Members' Meeting, the Branch may grant Honorary Branch Membership to:
 - a. A Life or Associate Member who has given loyal support in Branch activities over a period of some years.
 - b. A Life or Associate Member who is unable to take an active part in Branch activities owing to advanced age, long-term illness or disability.

c. Serving Life Members, who originate from the Branch area, for the duration of their Service with the Corps.

8. Membership Structure.

IN ORDER TO PRESERVE THE ESSENTIAL NATURE OF THE BRANCH, THE NUMBER OF ASSOCIATE MEMBERS SHALL NOT EXCEED 50% OF THE NUMBER OF LIFE MEMBERS.

9. Branch Membership Cards.

a. All Members of the Branch are to be given a Branch Membership Card in which will be recorded their Membership Class and the date of joining the Branch.

b. The Branch Membership Card shall be used to record the payment of Annual Branch Subscriptions (see *Rule 17*).

10. Suspension or Termination of Branch Membership.

a. The Branch Committee may suspend, for a period of up to 6 months, the Branch Membership of any Branch Member whose conduct they consider likely to bring the Branch into disrepute.

b. If the unsatisfactory conduct continues when membership is resumed, the Branch committee is to proceed as follows:

(1) If the member is a Life Member, the details of the case are to be reported to the Association Secretary for consideration by the Association Council.

(2) If the member is an Associate Member, the Branch committee may terminate the membership,

BRANCH OFFICIALS

11. President and Vice-Presidents.

a. A Branch President and if desired, Vice-Presidents, may be appointed with the approval of members on the recommendation of the Branch Committee.

b. THE PRESIDENT SHALL BE A LIFE MEMBER OF THE ASSOCIATION.

12. The Branch Committee.

a. The Branch shall be managed by a Committee composed as follows:

Officers	Chairman Vice-Chairman Secretary Treasurer
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Members	2, 3 or 4 additional members as decided by the Officers.
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b. THE CHAIRMAN AND VICE-CHAIRMAN SHALL BE LIFE MEMBERS OF THE ASSOCIATION.

c. NOT MORE THAN ONE THIRD OF THE OFFICERS AND MEMBERS OF THE BRANCH COMMITTEE MAY BE ASSOCIATE OR FAMILY MEMBERS.

- d. One member of the Committee shall be appointed Welfare Officer and one member of the Committee shall be appointed Programme Secretary/Entertainment Secretary.
- e. The Branch Committee shall be elected at an Annual General Meeting for a period of three years.
- f. The Programme Secretary/Entertainment Secretary may co-opt any branch Member to serve with him/her on a Programme/Entertainment Committee to organise the social and other activities of the Branch.
- g. The Committee may claim refund of expenses reasonably incurred on Committee duties but otherwise must seek the authority of members at a Members' Meeting for all other expenditure.

13. Auditors.

- a. One or, preferably, two Auditors shall be appointed by members attending the AGM to audit the accounts for the current year.
- b. Any competent person may be appointed Auditor provided he or she is not a member of the Branch Committee.

14. Standard Bearer. A Standard Bearer and, if possible, a reserve shall be appointed by members attending the AGM.

THE BRANCH STANDARD

15. All Branch members shall honour the Branch Standard as a symbol of their unity in support of the Aims of the Branch.

SUBSCRIPTIONS

16. The REME Association Life Subscription.

- a. Persons who wish to join the Branch and who are eligible to be Life Members of the Association must either produce evidence that they are already Life Members or they must apply to be accepted as Life Members and pay the REME Association Life Subscription which is decided annually by the Association Council.
- b. Applications may be submitted through the Branch Secretary to Association Headquarters accompanied by the Life Subscription.
- c. Applicants for Life Membership may be accepted provisionally as Branch Members on payment of the Annual Branch Subscription required by *Rule 17*.

17. The Annual Branch Subscription.

- a. ALL BRANCH MEMBERS, WITH THE EXCEPTION OF HONORARY LIFE MEMBERS, HONORARY BRANCH MEMBERS AND FAMILY MEMBERS, ARE TO PAY AN ANNUAL BRANCH SUBSCRIPTION.
- b. The amount of this Subscription shall be decided annually by the Branch Committee and announced at the AGM.
- c. The Annual Branch subscription shall become due for payment at the date of the AGM and should be paid within one month. The Branch Committee shall follow the procedure for collection given in the Rules of the Association.

- d. The payment of Annual Branch Subscriptions shall be recorded either by the Secretary or by the Treasurer on the Branch Membership Card (see *Rule 9*).
- e. Members joining the Branch after the date of the AGM shall pay a Joining Year's Subscription according to the quarter of the year in which they join i.e., 1st Quarter – 100%, 2nd Quarter – 75%, 3rd Quarter – 50%, 4th Quarter – 25%.

MEETINGS

18. **Committee Meetings.** The Branch Committee shall meet as decided by the Branch Chairman or, in his absence, by the Vice-Chairman.

19. **Members' Meetings.**

a. **Ordinary Meetings.** Ordinary Members' Meetings shall be held at a frequency, time, date and place decided by the Branch Committee after consultation with members.

b. **Annual General Meeting.**

(1) THE BRANCH COMMITTEE SHALL CONVENE A BRANCH ANNUAL GENERAL MEETING NOT LATER THAN 31 MARCH EACH YEAR FOR THE CONSIDERATION OF THE ANNUAL BRANCH REPORT TOGETHER WITH THE FINAL ACCOUNTS AND AUDITOR'S REPORT AND TO ELECT THE COMMITTEE AND THE AUDITOR(S) FOR THE FOLLOWING YEAR.

(2) The date, time and place of the AGM are to be decided by the Branch Committee.

(3) Any member wishing to raise a matter at the AGM is to inform the Secretary at least one month in advance so that it may be considered by the Branch Committee before it is discussed at the AGM.

(4) All members are to be sent a Convening Notice with details of the Agenda at least 7 days before the AGM.

c. **Extraordinary General Meeting.**

(1) An Extraordinary General Meeting may be called by the Branch Committee when it becomes necessary to consult members on an urgent and important matter.

(2) A Convening Notice detailing the matters to be discussed is to be issued to members at least 7 days in advance.

d. **Conduct of Business.**

(1) BRANCH POLICY ON MATTERS OF CORPS OR ASSOCIATION CONCERN SHALL BE DECIDED BY LIFE MEMBER ONLY.

(2) Unless the Branch Committee decides that special voting arrangements are necessary, all matters are to be decided by a simple majority of all members attending who are entitled to vote on an issue and who exercise their vote.

FINANCE

20. The Treasurer shall maintain the Branch Accounts in accordance with advice issued by Association Headquarters and directions given by the Branch Committee as advised by the Branch Auditor(s).

21. BRANCH ACCOUNTS ARE TO BE CLOSED ON *31 DECEMBER* EACH YEAR AND ARE TO BE AUDITED BY ONE OR TWO COMPETENT PERSONS WHO ARE NOT MEMBERS OF THE BRANCH COMMITTEE.

22. Apart from authorised Committee expenses, Branch funds may only be used for purposes authorised at a Members' Meeting.

23. Funds accumulated for welfare and charitable purposes are to be maintained in a Welfare Fund and may only be used for such purposes.

24. The Treasurer may hold a cash float of up to £10. Cash received over this amount is to be deposited in an interest-earning account as soon as possible.

25. Payments made by cheque are to be authorised by two signatories out of three authorised by the Branch Committee.

WEARING OF REME EMBELLISHMENTS WITH PLAIN CLOTHES

26. ALL BRANCH MEMBERS ARE TO COMPLY WITH THE INSTRUCTIONS FOR THE WEARING OF REME EMBELLISHMENTS WITH PLAIN CLOTHES GIVEN IN *ANNEX A*.

BRANCH RECORDS

27. Branch records are to be maintained as follows:

a. The Minute Book is to be maintained by the Secretary.

b. The Branch Membership Register is to be maintained by the Secretary or, if appointed, by the Membership Secretary.

c. The Branch Accounts and supporting documents are to be maintained by the Treasurer.

28. THE ANNUAL BRANCH REPORT TOGETHER WITH THE FINAL ACCOUNTS AND AUDITOR'S REPORT ARE TO BE FORWARDED TO THE ASSOCIATION SECRETARY NOT LATER THAN *14 FEBRUARY* EACH YEAR.

29. FOLLOWING THE ANNUAL GENERAL MEETING, THE BRANCH SECRETARY IS TO FORWARD TO THE ASSOCIATION SECRETARY, NOT LATER THAN *7 APRIL*, THE INFORMATION NEEDED FOR THE ASSOCIATION DIRECTORY.

30. A copy of these Branch Rules is to be forwarded to the Association Secretary and is to be kept up-to-date with any amendments.

AMENDMENT

31. Proposals for amendment of these Rules shall first be considered by the Branch Committee. If supported by the Committee they are to be submitted to members at the next AGM for decision by the Life Members.

Annexes:

- A. Wearing of REME Embellishments with Plain Clothes.
- B. Branch Welfare Rules.
- C. The Data Protection Act 1998.
- D. Branch Coach Subsidies Rules

WEARING OF REME EMBELLISHMENTS WITH PLAIN CLOTHES

THE REME REGIMENTAL TIE

1. The REME Regimental Tie is defined in Corps Instructions and may be worn by Life Members of the Association.

THE REME ASSOCIATE TIE

2. The REME Associate Tie, formerly known as the REME Civilian Tie, is defined in Corps Instructions and may be worn by Associate Members of the Association.

THE CORPS BADGE

3. The Corps Badge is defined in Corps Instructions and may be worn on the breast pocket of a dark blue blazer by Life Members of the Association. Life Members who were serving in the Corps prior to the adoption of the present Corps Badge may wear the original Corps Badge in a similar position. Life Members in possession of a black blazer carrying the Corps Badge may continue to wear it.

THE REME ASSOCIATION LAPEL BADGE

4. The REME Association Lapel Badge is a miniature version of the approved REME Association Badge and may be worn by ALL members of the Association.

BRANCH AND SPECIAL INTEREST GROUP TIES

5. Branches and Special Interest Groups which wish to sponsor Ties for wear only by their members may do so provided prior approval of the design has been obtained from the REME Dress Committee. Branches are to base their Ties on the Association Badge. Special Interest Groups are to base their Ties on either the Association Badge or on the Corps Badge.

REME ASSOCIATION DERBY & NOTTINGHAM BRANCH

Branch Welfare Rules

- 1) The Fund is to be known as "The Derby & Nottingham Branch Welfare Fund". The Fund must be capable of a quick and effective response to requests for help.
- 2) Those eligible to benefit from the Fund shall, in general be, Branch members and their immediate dependants.
- 3) The Welfare Officer is a Committee appointment, without the need to attend meetings, unless they deem it necessary or asked by the Chairman to attend.
- 4) The Branch Treasurer is to be responsible for the Fund and to be custodian of all Branch Accounts.
- 5) The Branch Treasurer will undertake to invest the Funds' assets, in an interest bearing account, with a recognized Bank or Building Society.
- 6) The income to the Fund will be the opening balance as reported at the last Branch Meeting, plus any additional money which may be allocated by vote at a Branch Meeting, or which may be donated to the Branch for Welfare use.
 - a. The balance will be kept at a nominal £2,000 but may fluctuate due to grants to members or donations to the fund.
- 7) The Fund is to be, administered by the Branch Chairman, and Committee Members and any expenditure from the Fund must be reported to the members at the next regular Branch Meeting.
- 8) Decisions to grant help should be based on an assessment made by two Branch Committee Members, normally the Welfare Officer plus one other:
 - a. Where **possible** and allowing for time constraints the second Committee member should be one of the "banking signatories".
 - b. Welfare Officer and one Committee member to sign off a Standard Welfare Request form.
 - c. Welfare Officer and Committee member (see a. above) to sign off the case file.
- 9) Applications for Welfare assistance will be treated in strict confidence. Each case will have a case number, which will be known only to the Committee with an auditable route for payments made.
- 10) In exceptional circumstances ex Corps, non-members of the Branch may be considered for assistance from the Fund. However, should such circumstances arise then The REME Benevolent Fund should be contacted with the case details and an application made for reimbursement to the Branch Welfare Fund.
- 11) The Fund should consider urgent needs by making payments until a long-term solution can be provided by other agencies. An interim grant should not exceed 10% of the Fund in order that the Fund and the Branch remain solvent. (This is not to be regarded as a target figure)
- 12) Loans from the Fund will not normally be allowed.
- 13) Members Funerals. The Branch will provide a wreath for a Members funeral or optionally give a donation to a charity nominated by the Member's Family. The option will be at the discretion of the Member's Family.
- 14) The amounts of money previously mentioned in any of the above sections will be subject to periodic review by Members.

05 February 2013

Rule 3 added and all rules renumbered; Rule 8 expanded for clarification

THE REME ASSOCIATION**DERBY & NOTTINGHAM BRANCH****The Data Protection Act 1998**

The Data Protection Act 1998 provides the legal framework that defines how personal information can be used. The Act is based on eight principles (listed below). The Derby & Nottingham Branch's commitment to observing these principles is set out in our Privacy Statement.

The Derby & Nottingham Branch's – Privacy Statement

- **The Branch is fully committed to compliance with the Data Protection Act 1998. The following principles will be applied when we handle your personal information:**
- Your personal information is only used with your knowledge;
- Only information we actually need is collected;
- Your personal information is only seen by those who need it to do their jobs;
- We will not pass your personal information on to any other organization without your agreement, unless required to do so by law;
- Personal information is retained only for as long as it is required;
- We will, where necessary, keep your information up to date;
- Your information will be protected from unauthorized or accidental disclosure;
- We will provide you with a copy of your personal information on request;
- Inaccurate or misleading data will be corrected as soon as possible.
- **NB These principles apply whether we hold your information on paper or in electronic form.**

The Data Protection Principles

The eight Data Protection Principles are the heart of the Data Protection Act 1998. They set out a basic code, which should be followed by anybody handling personal information. Personal Information includes computerized, audio and video records, as well as structured manual records from which living individuals may be identified. Further specific requirements, rights for individuals and penalties for non-compliance are set out in the Act.

The First Principle

- Personal information shall be processed fairly and lawfully, and shall not be processed unless:
- At least one of the conditions in Schedule 2* is met, and
- In the case of sensitive personal information (see Appendix 1), at least one of the conditions in Schedule 3** is also met.

The Second Principle

- Personal information shall only be obtained for one or more specified and lawful purposes, and must not be used in any manner that would be inconsistent with these purposes.

The Third Principle

- Personal information shall be adequate, relevant and not excessive in relation to the purpose(s) for which it is processed.

The Fourth Principle

- Personal information must be accurate and, where necessary, kept up to date.

The Fifth Principle

- Personal information processed for any purpose(s) must not be kept for longer than is necessary for that purpose or purposes.

The Sixth Principle

- Personal information must be processed in accordance with the rights of the data subjects as defined in the Act (see below for individuals' rights).

The Seventh Principle

- Appropriate technical, procedural and organizational measures shall be taken against unauthorized or unlawful processing and against accidental loss, destruction or damage of personal information.

The Eighth Principle

- Personal information shall not be transferred to a country outside the EEA (EEC plus Norway, Iceland and Lichtenstein) unless that country or territory provides an equivalent level of protection or the data subject gives explicit consent to the transfer.
- Schedule 2 conditions require consent, or other limited circumstances to apply.
- Schedule 3 conditions require explicit consent, or other very limited conditions to apply.

Our obligations under the Act

- To collect, use, store and dispose of personal information in accordance with the principles set out in the Act (see Principles).
- To respect and grant the rights of individuals set out in the Act.
- To notify our uses of personal data to the Information Commissioner.
- To ensure that all who process data on our behalf comply with the Act.
- To provide staff awareness of data protection.
- CCTV and web-site compliance.
- To comply with the requirements of the Act concerning employee and volunteer issues relating to:
 - Recruitment and selection.
 - Employment and medical records.
 - Monitoring at work.

Individuals' rights under the Data Protection Act 1998

Individuals (known as Data Subjects in the Act) have four main rights:

- A right to see what data is held about them (the "subject access" right) (s.7 DPA).
- A right, at any time, to prevent use of any data for direct marketing purposes (s.11).
- A right to prevent processing of their data which is likely to cause damage or distress (s.10)
- A right to have inaccurate data corrected (s.14).

Other rights include:

- A right to request an assessment by the Information commissioner, of the lawfulness of an organization's processing of their data (s.42).
- A right to seek compensation in the courts (s.13).

Complying with the Act

The Act imposes obligations on us and gives rights to those whose information we hold. It applies to both paper and electronic records. For anyone who handles personal information, the key points to remember are:

- Identify all your holdings of personal data and what use is made of them; if you hold data you no longer use, erase it!
- Ensure that everyone you hold data about:
 - Knows what you are holding.
 - Why you are holding it.
 - How you are holding it.
 - How you might use it.
 - And to whom it might be passed.
- Keep data securely.
- Remember that the people you hold data on have a right to see it.
- If in doubt ask for advice.

- Do not introduce any new system or procedure for the processing of personal information without due regard for data protection requirements.

Sensitive Personal Data

Sensitive personal data is any information relating to:

- Ethnic origin.
- Political opinions.
- Religious beliefs.
- Union membership.
- Physical or mental health.
- Sexual life.
- Commission of offences.
- Criminal proceedings.

REME ASSOCIATION DERBY & NOTTINGHAM BRANCH

Branch Coach Subsidies Rules

1. The trip sponsor is responsible for all planning, organisation and recruitment of passengers.
2. Proposed trips are to be announced to members at a Branch meeting to get a feel for numbers likely to attend.
3. At the meeting the sponsor shall open a list for members wishing to attend. How long the list remains open is at the discretion of the sponsor.
4. In instances where a member is unable to participate in a coach outing organised by the Branch as a result of illness, injury or disability; in the interests of fairness, the Committee feel it appropriate that if the spouse of the member wishes to participate in the visit, that they be encouraged to do so and may be accompanied by a close friend or relative. In these circumstances both spouse and the person who accompanies them will receive similar subsidy towards the cost of the trip as that enjoyed by other members and their spouses.
5. If the trip looks to be feasible then the sponsor is to determine the size of coach required and obtain a quote.
6. The Branch will then subsidize the cost of the coach for members (and their partner) travelling using the following formula:
 - a. **Cost of Coach (£) x Number of members/partners travelling** divided by
Number of seats on coach = Subsidy (£)
 - i. *E.g. Coach costs £300 for a 33 seater, number of members/partners travelling = 20 then subsidy is; $300 \times 20/33 = £181.81$*
7. The sponsor is responsible for filling any unused seats, booking the coach and the collection and payment of all monies. Payment by non-members should be collected at time of booking. There will be no refund unless the vacated seat/seats are filled. Having a waiting list might help in this respect. If all the remaining seats are not sold, then any shortfall is to be met by those who have elected to travel.
8. If a member puts his name down and then does not go without giving the sponsor ample warning so that the seat can be resold then the member is liable for the cost and the subsidy will be suitably reduced. This may be waived at the discretion of the Committee if there is a reasonable reason why the member could not travel.
9. The REME Association and/or the Derby & Nottingham Branch are **NOT** to be named in any contractual arrangements with the coach provider.
10. The Treasurer will pay out the subsidy on the presentation of the final invoice.
11. The Branch will **NOT** act as guarantor for any unpaid sums.
12. The Branch Committee will decide the annual limit of coach subsidies.