

# **The Royal Marines Association, Western Australian Branch**

## **Rules and Regulations of the Branch – 1<sup>st</sup> January 1999**

The official title of the Branch shall be styled “The Royal Marines Association, Western Australian Branch”

The term “Association” shall mean the Association as a whole rather than the Branch unless the context suggests otherwise

The term “Constitution” when used in these rules refers to the Seventeenth Edition of the Rules of the Royal Marines Association dated September 1995

### **General Policy of the Branch**

To maintain and promote esprit de corps and comradeship amongst all Royal marines, to keep them in touch with one another and with the activities of the Corps and the Association, and to actively participate in the welfare of the Branch members, In Furtherance of these principle objectives, the Branch will :-

Investigate for consideration by the Royal Marine Benevolent Trust, or other appropriate organisation, any case of hardship or distress in which direct financial assistance is sought or recommended

Establish and maintain contact with all other organisations which concern themselves with the welfare of the Armed Forces to ensure that due consideration is given to the claims of Royal Marines

Establish and maintain contact with other Branches of the Association in Australia and New Zealand and such other ex-servicemen’s clubs and associations which are considered compatible. However, the Branch shall not amalgamate with other associations and will always maintain complete independence

The association is non-sectarian and non-political in the strictest sense. In no circumstances will the Branch take sides as a body in any political or industrial dispute, members being left entirely free, so far as they themselves are concerned, to act as their individual consciences dictate

The welfare activities of the Association is vested by Royal Charter in the Royal marine Benevolent Trust and the Branch will maintain contact and collaborate with the Trustees in connection with the welfare interests of its members

The Branch standard shall be regarded as the Colours of the Branch and represent a symbol of the comradeship and esprit de corps for which the Association stands. It will be kept in a safe and fitting place and only paraded or displayed on occasions or functions which are appropriate and in keeping with its dignity

The Standard Bearer, when carrying the Standard on parade, will wear a green Royal Marines Commando beret with Globe and Laurel cap badge, or the white Pith Helmet. No other headgear will be permitted

### **Membership**

There are four categories of membership namely Full, Life, Associate and Honary members

Full membership shall be confined entirely to Royal marines (that is to say any person who is serving or has served in the Royal Marine or the Royal Marines Reserve) and to all members of the British Armed Forces who are serving or who have served on the strength of a Royal Marines Unit, formation or establishment

Life membership shall be conferred upon any person entitled to Full membership but who has reached the age of 70. Such members will not be charged the annual subscription

Associate membership shall consist of :-

Family members i.e. wives, husbands, widows, parents, sons and daughters of Royal Marines as defined in Rule 9a above

Members or ex-members of the armed forces and women's services not being Royal Marines

Honorary membership may be conferred by the Branch Committee on :

The bona fide Association of another Service, Corps or Regiment on terms to be specified in each instance

Service and Civic Dignitaries who may be deemed worthy of the privilege

Associate Membership shall not exceed 25% of the total membership of the Branch and the committee shall have absolute discretion to refuse to admit or to renew membership, subject to the right of appeal to the Branch General Meeting

## **Subscriptions**

The financial year for the branch shall be the 1<sup>st</sup> January to the 31<sup>st</sup> December

The annual subscription shall be determined each year by the Committee and approved by Members at the Annual General Meeting

Any member who neglects to pay the subscription required by Rule 13 by the 31<sup>st</sup> March shall be liable to have his/her Membership terminated by decision of the Committee. A Member shall be considered as "unfinancial" if his subscription has not been paid by the Annual General Meeting

No Member leaving the Branch shall have any claim upon the contributions or other monies paid into the funds of the Branch

## **Office Bearers**

The Officers of the Branch shall consist of a Patron, President, Vice President, Secretary and Treasurer

All Officers, other than the Patron, shall be Full Members of the Branch and shall be elected at the Annual General Meeting for a period of 12 months. Retiring Officers shall be eligible for re-election for a similar term

## **Branch Committee**

The affairs of the Branch shall be managed by a Committee whose duty will be :-

To decide matters of general management and administrative policy

To review, assess and organise the activities of the Branch

To create sub-committees as considered necessary for the day to day business of the Branch

To review all such matters brought before it and to determine the items to be placed on the Agenda for the Annual General Meeting

To determine any questions to which these rules do not apply

The Committee shall comprise the Branch Officers, other than the Patron, and not more than 6 nor less than 4 Full or Associate Members who shall be elected at the Annual general Meeting for a period of a year. Retiring Committee members shall be eligible for re-election and in the event of a Member being absent overseas or for reasons of ill health etc, the Committee may nominate an alternative

The Committee may co-opt other Full or associate Members to attend meetings to advise on any particular point but the said co-opted Members shall not be entitled to vote

Any five Members of the Committee duly assembled at any meeting shall form a quorum

The Committee shall endeavor to meet regularly once a month and a record of the proceedings shall be made and kept in a Minute Book which shall be available for perusal by any Member

## **Welfare**

Any Members, Spouses, Partners or Widows are eligible for a gift if hospitalised for three or more days. The gift is not to exceed Twenty Dollars

Any Members, Spouses, Partners or Widows who are permanently incapacitated are eligible to a small gift not exceeding Ten Dollars every four months

Any Members, Spouses, Partners or Widows requiring Welfare assistance may apply to the President. This request will only be discussed by him and the relevant Welfare Officer. The President, in such circumstances, shall have the discretion to advance a maximum of \$200 by way of financial assistance but any other financial assistance must be approved by the General Committee

All gifts, vouchers and other welfare payments are to be made from the funds held in the Branch welfare account

The proceeds (if any) from the sale of Poppies on Remembrance Day shall be credited to the Branch welfare account

## **Annual General Meeting**

The Annual General Meeting presided over by the President, or in his absence the Vice President, shall be held at a date and place to be chosen by the Committee but within three months of the end of the Branch Financial Year

At this meeting, Officers and other Committee Members for the ensuing year shall be elected and their names and addresses reported to the General Secretary of the Association. Other business to be transacted shall comprise :-

Consideration of Branch reports and accounts for the past financial year and appointment of two auditors

Approval of all capital expenditure proposed for the current year and not previously considered

A review and revision if necessary of these rules

Any other matter properly placed upon the Agenda

Notice shall be given in writing to the Branch Secretary five weeks before the date of the Annual General Meeting of all resolutions, propositions and amendments to these Rules and all nominations for the Office Bearers and Committee Members of the Branch

All such resolutions and propositions shall be placed before the Committee by the Secretary and the Agreed agenda together with ballot papers identifying the nominees for Office bearers and Committeemen shall be sent out to Members at least three weeks before the date of the Annual General Meeting

Unless included on the agreed Agenda, no resolution shall be voted upon unless the meeting, acting upon the recommendation of the President, declares by resolution that the subject is a matter of urgency. This rule does not preclude however, the discussion of matters of urgent interest

All decisions of the Annual General Meeting shall be arrived at solely by the votes of the Full, Life and Associate members who are financial at the date of the AGM

The voting for the election of office bearers and committeemen shall be by secret ballot and properly authenticated postal ballots shall be accepted from Members unable to attend provided they are received by the Branch Secretary not later than 24 hours prior to the Annual General Meeting. The Members present shall elect a chairman to supervise proceedings if the President is seeking re-election and a simple majority of votes shall elect the leading person. In event of a tie, a division of Members shall be called and should a further tie result, the Chairman shall have the casting vote

A simple majority of votes in a ballot shall pass a resolution and in the event if a tie, the President, or Vice President in his absence, shall have the casting vote

## **General Meetings**

The Branch shall endeavor to meet regularly once a month and a record of the proceedings shall be made by the Secretary

Only Full, Life and Associate Members may vote at General meetings but no business shall be conducted unless at least 10 members are present. Voting shall be simple majority but the votes from Associate Members shall not exceed 25% of the total votes recorded for or against any Resolution

## **Branch Funds**

The Financial Year of the Branch shall be the 1<sup>st</sup> January to the 31<sup>st</sup> December and all income and other funds received shall be paid into a Branch cheque and/or savings account at a bank approved by members at the Annual General Meeting

The Committee shall have absolute control of the Branch funds but no funds will be expended without the written authorisation of at least one office bearer and one other Committee Member

The Branch shall not make direct loans to any individual members

A separate Welfare Bank Account will be maintained and operated in accordance with Rule 39

The accounts of the Branch shall be supervised by the Treasurer and shall be available for inspection by any other Member at reasonable notice. Periodic statements of the affairs of the Branch shall be presented to Members at the General Meetings

The accounts for the Branch shall be audited by two appointed Auditors nominated by the Committee at the Annual general meeting, and within three months of the end of the financial year, a copy of the audited statements and duplicate subscription receipts shall be forwarded to the General Secretary of the Association