RASC/RCT Association

Rules

1. THE ORGANISATION

1.01 The Association shall consist of a committee of Management, Regions and Branches. These organisations are defined as follows;

Committee of Management: The focal point for Association business. The RASC & RCT Secretary is employed by The RLC Association Trust and is part of RHQ the RLC. Both he and his staff are located at:

Regimental Headquarters
The RLC
Dettingen House,
Deeepcut,
Camberley
Surrey
GU16 6RW

Regions: Geographic areas, which are currently:

- Eastern Region
- London Region
- North East Region
- Northern Ireland Region
- Scottish Region
- South East Region
- South West Region
- Wales & Western Region

Changes to these regions may be made by the Committee of Management after due consideration.

Branches: As established and authorised by the Committee of Management & registered at RHQ The RLC.

1.02 The Association shall have the following Officers:

- Patron
- President
- Chairman
- Vice Chairman

1.03 The President shall be a General Officer late RASC or RCT

1.04 The Association shall be governed in accordance with these Rules which can be altered by resolutions passed at a Conference of delegates from Branches (vide Rule 9.19)

1.05 Spare

1.06 A Committee of Management shall manage the affairs of the Association.

1.07 The Association shall work in close consultation with the RLC Association as appropriate.

1.08 Spare
2. MANAGEMENT

Committee of Management

2.01 Chairman The Chairman shall be elected at an Annual Conference of Branch Delegates and will Continue to serve unless another candidate is proposed and elected at a subsequent Annual Conference.

Vice-Chairman: The Vice-Chairman shall be elected by the Committee of Management
Elected Members: One Representative from each region, each to be elected annually by the regional committee. Members may be co-opted to join the Committee of Management.

Ex Officio The President of the Association
Member The RASC & RCT Secretary

Meetings

2.02 The Committee of Management shall hold not less than two ordinary meetings in each year. A Special Meeting may, at any time, be summoned by the Chairman or at the request of any (4) four members, upon at least 28 days’ notice being given to all other members of the matter to be discussed. Six (6) members shall form a quorum.

Every matter before the Committee of Management shall be determined by a majority of votes of the members present and the voting on the question. In the case of an equality of votes the Chairman shall have the casting vote whether he has previously voted or not, but no member shall, in any other circumstances, have more than one vote.

Branches having matters affecting association policy to be placed before the Committee of Management will refer it through their regions. This does not refer to matters of ordinary routine, which may be referred to the RASC & RCT Secretary.

Committee of Management – Powers of

2.03 The Committee of Management shall have power to make or amend bye-laws for the administration and management of the Association provided they are consistent with the Rules.

Dissolution

2.04 The Association may be dissolved by a resolution passed by two thirds majority of the members present and voting at a Special Conference conveyed for the purpose and in this case 90 days’ notice shall have been given to the members. Such Resolution may give instructions for the disposal of any assets held by or in the name of the Association, provided that if any property remains after the satisfaction of all debts and liabilities such property shall not be paid to or distributed among the members of the Association but shall be transferred to such other charitable institution or institutions having objects similar to some or all of the objects of the Association as the Association may determine and if and in so far as effect cannot be given to this provision then to some other charitable purpose.

Amendment

2.05 Any alterations to these Rules shall receive the assent of two thirds of the members present and voting at an Annual General meeting or a Special General Meeting. A resolution for the alteration of the Rules must be received by the RASC & RCT Secretary at least 90 days before the meeting at which the Resolution is to be brought forward. At least 28 days’ notice of such a meeting must be given by the RASC & RCT Secretary to the membership and must include notice of the alteration proposed.

2.06 The Committee of Management shall make recommendations to the RLC association Trust on the appointment of the RASC & RCT Secretary.

2.07 Spare
2.08 The Chairman of the Committee of Management shall present, at the Annual Conference, a report of the important activities of the Association during the previous year. The RASC & RCT Secretary is responsible for the production and distribution of the Annual report.

2.09 The Committee of Management may appoint a Sub-Committee as desired.

2.10 All acts and proceedings of the sub-committees shall be reported as soon as possible to the Committee of Management.

2.11 The Committee of Management may co-opt such persons for such purposes and for such period as the Committee may think proper.

**Local Committees**

To assist Committee of Management, Committees shall be set up in the United Kingdom as under:

**Regional Committees**

2.12 A Regional Committee shall be established in each region (see para 8.0 for composition).

2.13 Regional Committees will hold at least one meeting annually under the Chairmanship of the Regional Chairman. At the meeting the Vice-Chairman will be appointed and a Regional Representative elected to represent the Region on the Committee of Management. One Regional Meeting should be devoted to business connected with the Annual Conference and all Regional Branch Resolutions for Conference will be submitted through the Regional Committee to the RASC & RCT Secretary.

2.14 Regional Chairmen may, if they wish, attend the Annual General Conference. The President may consult them at any time during the Conference if he feels that their views are pertinent to the subject under discussion. They will invariably be asked for any views they may have on Association matters under “Any Other Business”.

**Branch Committees**

2.15 Each Branch shall elect a Committee (see para 8.04 for composition).

2.16 The purpose of the Branch Committee is to:
   a) Generally promote the Objects of the Association.
   b) Encourage Branches to hold entertainment etc. for the benefit of the Association.
   c) Take such action as is within the power of the Branches to provide relief for those in need, distress or hardship who are eligible and to refer such cases as are beyond their power to the RASC & RCT Secretary.
   d) Be responsible for any funds held and to submit annual audited accounts to the RASC & RCT Secretary and to hold an up to date list of Branch Members.

**RASC & RCT Secretary**

2.17 The RASC & RCT Secretary will be the executive officer of the Association and will, if required, act as the Secretary of all meetings, conferences and sub-committees. The RASC & RCT Secretary will, if possible, be a retired officer of the RCT or RLC.

In arranging the appointment the RLC Association Trust will consult with the Chairman of the Committee of Management.

**Minutes of Meetings**

2.18 The RASC & RCT Secretary shall record minutes of all meetings of conferences, committees or sub-committees. They will be confirmed and signed by the respective Chairman at the next meeting. Copies of the minutes of the meetings of the Committee of Management shall be circulated to all Committee Members and to the Secretaries of Regional Committees for onward circulation to permanent Branches.
2.19 The business of the Association shall be carried on by the Committee of Management subject to any instructions or regulations, whether general or specific, which may be given to or imposed upon the Committee of Management by the Annual or any Special Conference. A Rule of the Association can only be altered by a majority vote of the Annual or Special Conference. (Vide Rule 9.19). In the event of any resolution being put to the Annual or Special Conference which, in the opinion of the Committee of Management is not practicable, or in the best interests of the Association, the Committee of Management shall have the power to demand that the question be made subject of a Referendum to all members of the Association. For details of the conduct of a Referendum vide Rules 9.41 to 9.45.

2.20 Members of the Committee of Management having matters to be placed before a meeting will send a copy of the same to the RASC & RCT Secretary not later than fourteen (14) days prior to the date of the meeting at which the matter is to be discussed.

Indemnity

2.21 In the execution of their duties no Member of the Committee of Management shall be liable for any loss to the property of the Association arising by reason of any wrongdoing or wrongful omission of any agent employed by him or by any other Member of the Committee of Management (provided reasonable supervision shall have been exercised) although the employment of such agent was strictly not necessary or expedient or by reason or any mistake or omission made in good faith by any Member of the Committee of Management or by reason of any other matter or thing other than wilful and individual fraud, wrongful omission on the part of the Member of the Committee of Management who is sought to be made liable.

Finance

2.22 All financial matters in respect of Association business shall be the full responsibility of the RLC Association Trust and its trustees.

3. MEMBERSHIP

Eligibility

3.01 Membership of the Association is purely voluntary and the following are eligible to join:
   a) Officers, warrant officers, non-commissioned officers and soldiers who have served in the Royal Army Service Corps (RASC), the Royal Corps of Transport (RCT), The Royal Logistic Corps (RLC) or the other forming Corps of the RLC, who are RLC Association members.
   b) Officers, warrant officers, non-commissioned officers and soldiers of Army service Corps or regiments of Transport which were allied or affiliated to the RCT.
   c) Officers, warrant officers, non-commissioned officers and soldiers of the ATS and WRAC who have been attached to units of the RASC or RCT.
   d) Members of the RLC Association

Classes of Members

Eligibility

3.02 Membership may consist of the following classes:
   a) Life Members who may also be Branch members.
   b) Annual Members who belong to a Branch.
   c) Other Annual Members to be referred to hereafter as general members.
   d) Honorary Members of the Association
   e) Associate Members of the Association.
**Honorary Membership of the Association**

3.03 The committee of Management is empowered to grant honorary Membership to individuals not otherwise qualified for membership but who are interested in the work of the Association and are likely to further its interests. Such members are eligible to hold honorary appointments within the Association as may be determined from time to time by the Committee of Management. Honorary members under Rule 3.03 have no voting rights.

3.03a Honorary Membership may also be granted to:-

- **a)** Pensioners of the Royal Hospital Chelsea and permanent patients in any hospital for the disabled or the infirm ex-service personnel who have served in the RASC or RCT.
- **b)** Members totally incapacitated from work through Army service
- **c)** Annual subscribers as recommended by Branches to the Committee of Management for election.

Honorary members under Rule 3.03a who had service with the RASC & RCT are eligible to vote.

**Associate Membership of the Association**

3.04 Associate membership may be granted by Branches to any person who has a long or special connection with the Corps or in addition with an Association Branch and who are not eligible for full membership. In particular Associate membership of branches may be granted to wives and widows of members and to any other individual at the discretion of the Branch concerned. Associate members elected to serve on Branch committees are accorded full voting rights whilst members of their Committees or whilst holding official Branch appointments. Such voting rights are restricted to Branch business.

**General Membership of the Association**

3.05 A General Member is one whose circumstances prevent him or her joining a permanent Branch but wishes to maintain ties with the Association. The member will pay an annual fee to the RLC Association Trust.

**Cancellation of Membership**

3.06 When a complaint is made against a Member of the Association such complaint shall be investigated by the Branch committee who are responsible for ensuring that a full opportunity is given for the complaint to be refuted by the member in writing, and, if he/she so requests, after interview with the Committee. If the Branch Committee, by a two-thirds majority, consider that the member should be removed from the Roll of Membership they shall send a full report with all documents to the RASC & RCT Secretary at RHQ The RLC. The Committee of Management after full consideration shall have power to cancel membership of the individual. If the member wishes he/she will have the right to appear in person before a sub-committee of the Committee of Management at his/her own expense.

**Refusal of Membership**

3.07 The Committee of Management shall have the power to refuse membership to, or withdraw Membership from any person who, in their opinion, should not be a member of the Association.

**Registers of Membership Cards**

3.08 Registers of members are to be submitted by Branches to the RASC & RCT Secretary annually as at 1st January and amendments as they occur. Branches issue all membership cards with the exception of Life membership cards which are issued by the RASC & RCT Secretary upon receipt of the Life Membership subscription. Membership cards and Renewal Receipt Forms will be supplied by the RASC & RCT secretary to Branches on request.
4. SUBSCRIPTIONS

4.01 a) Life member £6.00

Annual Membership
b) Those who have served in the RCT or its predecessors
   (Including members of the TA) £1.00
c) General Member £5.00
d) Associate member £1.00
e) Honorary Member Nil

Payment of Subscriptions

4.02 Life membership may be paid either to a Branch or direct to RHQ The RLC. In both cases the RASC & RCT Secretary will issue a Life Membership Card.

Annual Subscriptions

4.03 Annual subscription is payable to a Branch or Headquarters on joining and is renewable each year on the 1st January. The first payment is acknowledged by the issue of a Membership Card and subsequent annual payments by the issue of the Association renewal receipt forms. No discount is made for those joining later than 1st January.

Membership Year

4.04 After initial payment of membership fee renewable is on 1st January each year.

Conversion of Membership

4.05 An Annual Member may convert to Life Membership at any time with the payment of £5.00, £1.00 of which should be submitted to the RASC & RCT Secretary as required by the existing rules of the Association. (£1.00 is no longer forwarded to the Secretary and this is no longer relevant)

Arrears

4.06 A member one year in arrears with annual subscriptions may be struck off the roll. He may at the discretion of the Branch Committee, be re-admitted. If the Branch agrees to re-admit they shall decide how much of the arrears he/she shall pay before such re-admission. If the branch Committee refuses re-admission an appeal shall be allowed to the refused member, if he/she so requests. (in manner similar to Rule 3.06)

Disqualification from Benefits

4.07 A member who is in arrears with his/her annual subscription will not be entitled to benefits of the Association unless reasonable grounds for default can be given.

5. INSURANCE

5.01 Under the terms of the RLC Association Trust Insurance Policy the association has Employers liability cover for the RASC & RCT Secretary and Public and Products liability cover for all association members on official association business. The policy covers Standard Bearers and escorts when on official Association duty. Standards are also insured whilst in the Standard Bearers home, when at a duty function and when in transit.

5.02 Branches should ensure that advice is taken from reputable Insurance Companies when organising social events and activities, in particular those involving events of a one off nature e.g. Open Days or hazardous pursuits.
6. HEADQUARTERS FUNDS

6.01 The RASC & RCT Association Central funds has been incorporated into the RLC Association held within the Armed Forces Common Investment Fund (AFCIF) administered by BlackRock.

6.02 The income to support association management and administration comes from:

- Membership subscriptions
- Interest on investments made by the RLC Association Trust
- Donations from Branches and others
- Activities organised by the Committee of Management

Administration Charges

6.03 All overhead charges of the Association shall be first charge against the income of the RLC Association Trust.

Grant and/or Loans

6.05 The RLC Association Trust in conjunction with the Committee of Management may delegate to the RASC & RCT Secretary the power to make grants and/or loans of money from the RLC Trust Fund, within such prescribed limits as they may authorise from time to time.

7. ENDOWMENTS, DONATIONS, CONTRIBUTIONS

7.01 The RLC Association Trust may receive any additional Endowments, Donations, or for the special benefit of its Branches, as well as Endowments, Donations or other contributions for any special fund, not inconsistent with, or calculated to impede the due working of the existing funds or the objects of the Association.

8. REGIONS AND BRANCHES

Regional Committee

8.01 Each Region shall be administered by a Regional Committee composed of:

- Chairman- to be elected by the Regional Committee and agreed by the Committee of Management.
- Vice-Chairman- to be elected by the Regional Committee
- Secretary/Treasurer- to be elected by the Regional Committee
- Members- one from each Branch of the Region

Five members shall form a Quorum

8.02 Regions may hold funds in an account which should be used for the benefit of Regional branches and their members. The Regional account shall be available for inspection by the Committee of Management or its representative. Balance sheets and Statements of Accounts properly audited as at 31 December shall be rendered to the RASC & RCT Secretary not later than 15th February each year

(See Annex B to Part 1 for Pro-forma). Regions are required to hold accounts for 5 years.

8.02a Spare

8.03 Spare
Branch Committee

8.04 Each branch shall be administered and managed by a Branch Committee composed of:

- Chairman
- Vice-Chairman
- Honorary Treasurer
- Honorary Secretary
- And at least three (3) other members

Five members shall form a Quorum

The Branch committee shall be elected at the Annual General Meeting of the Branch. Only members of the Association are eligible to serve on a Branch Committee. A branch may, if it so desires, appoint a President and Vice-President, subject to the confirmation of the Committee of Management in each case.

Branch Funds

8.05 Branch Funds shall be kept quite separate from and independent of the RLC Association Trust Fund and are used primarily for the benefit of members but where donations are proposed to other “Ex Service” and associated organisations this must be properly agreed by the majority of the Branch members voting on the proposal at a formal Branch meeting. Annual income to the branch should not exceed £5,000 otherwise the Branch will need to be registered as a Charity in its own right.

Disbandment

8.06 Branches may be Disbanded at the discretion of the Committee of Management, after consultation with the Branch Committee. On Disbandment of any Branch any surplus funds and Property of such Branch, including the Branch Standard, Shall be handed over to the RASC & RCT Secretary and become the absolute property of the Association. Branch standards may be laid up in local Churches with the agreement of the RASC & RCT secretary.

Accounts

8.06a The Accounts of Branches shall at all times be available for inspection by the Committee of Management or its representative. Balance Sheets and Statements of accounts properly audited as at 31st December shall be rendered to the RASC & RCT Secretary at RHQ The RLC not later than 15th February each year (see Annex A to Part 1 for the Pro-forma). Branches are required to retain accounts for five years.

Headquarters Branch

8.07 A Headquarters Branch is established at RHQ The RLC into which Members may enrol if they so desire

8.08 A Member may belong to more than one Branch of the association on payment of the full Branch Subscription to each Branch

9. –CONFERENCES

General

9.01 This section applies to both Annual and Special Conferences.

9.02 Annual and Special conferences form the legislative body of the association and the Rules can only be amended by a resolution as laid down in Rule 9.19.

9.03 An Annual Conference shall be held at a time and place decided by the previous Annual Conference.

9.04 A Special Conference shall be called by the RASC & RCT Secretary:

a) By resolution of the Committee of Management.

b) On receipt of a request signed by the Chairman of 10 or more Branches after consideration by their Regional Committees without satisfaction.

9.05 Special Conferences shall be called within fourteen (14) days and held within forty two days after receipt by the RASC & RCT Secretary of the resolution on request.

9.06 No business other than that contained in the Notice may be brought before a Special Conference.
At any Conference the President or in his absence the Chairman or in his absence the Vice-chairman of the Committee of Management shall preside. If none of these officers shall be present, the delegates present shall elect a Chairman for that Conference.

Every Branch which has submitted an approved statement of Accounts and Annual report for the previous year shall be entitled to send one member of the Branch as a Delegate to any Conference with full voting powers.

No Member who is a paid employee of the Association shall serve as a Delegate.

Members of the Committee of Management shall not serve as Delegates but shall be allowed to speak for the Committee of Management on any motion.

Separate blocks of seats may be provided for the Delegates and Visitors respectively.

Fifteen Delegates shall form a Quorum.

Should a quorum not be present within one hour after the time fixed for the opening the Conference will be dissolved.

The names and addresses of Delegates who will be attending the Conference should be submitted to the RASC & RCT Secretary before the date fixed for the Conference as follows:

<table>
<thead>
<tr>
<th>Conference Type</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Annual Conference</td>
<td>28 days before the meeting</td>
</tr>
<tr>
<td>Special Conference</td>
<td>7 days before the meeting</td>
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</tbody>
</table>

Branches will submit resolutions for an Annual conference to the RASC & RCT Secretary, through their respective Regional Committees, at least four months before the date fixed for the said Conference. Such Resolutions should be signed by the Chairman of the branch, or the Vice-Chairman if acting in the absence of the Chairman, or be accompanied by a copy of the proceedings of the meeting at which it was decided to put forward the resolution.

The Agenda for the Annual Conference should be sent to Branches two months before the conference is due to assemble.

Any amendments or propositions shown in the agenda which Branches wish their Delegates to move must be forwarded so as to reach the RASC & RCT Secretary not less than one month before the day of the Annual Conference.

Urgent business not on the agenda may, with the consent of the Chairman, be admitted at the Annual Conference if the motion a matter which cannot wait for the next Annual Conference.

Every motion (except a motion for alteration to these Rules) shall be decided by a simple majority of votes, and in the event of equality of votes, the Chairman shall have a casting vote. A motion for the alteration to these Rules shall not be passed unless at least two-thirds of the Delegates present and entitled to vote shall have voted for the motion.

In the event of a Referendum being demanded as provided in Rule 2.19 such demand shall be submitted to the Chairman in open Conference in the name of the Committee of Management before the close of the meeting. The presiding Chairman is bound to accept the demand for a Referendum and the Resolution is inoperative until the Referendum has been held.

Voting at Conference shall be determined by showing Delegate Cards unless a poll is demanded by a majority of the Delegates present and entitled to vote.

Every Delegate of qualified Branches (see Rule 9.08) shall be entitled to one vote on each motion, but in election, when several names are included in one ballot paper, he shall be entitled to one vote for each vacancy to be filled.

Three Scrutineers (who shall not be Delegates) shall be elected by the Delegates at such Conferences to collect the ballot papers, count the votes and declare the results.

Any Conference may adjourn but at the adjourned Conference only business shown in the original agenda may be dealt with.

**Conduct of the Conferences**

Every motion shall be moved on behalf of the Committee of Management or by the Delegate of the Branch (or in his absence, by the Delegate of any other Branch or by the Committee of Management) in the name of which it stands in the agenda.

When rising to move or speak on a motion a member shall first state his name and Branch.

Discussion on a motion or amendment shall not be permitted until it has been moved or seconded.

In the event of more than one Delegate rising at the same time to speak on a motion the Chairman shall indicate the member to speak and all others shall sit down.

No member may speak when the Chairman is standing. If the Chairman rises the speaker must resume his seat.

The mover of any motion will be allowed to speak for seven minutes. The seconder, or the proposer or the seconder of any amendment, or any other persons entitled to speak on the motion, shall be limited to three minutes each.

Unless called upon by the Chairman no member may speak more than once on any motion except the mover, who shall have the right to reply for up to five minutes.
Amendments may consist of:

a) Addition to
b) Deletion from
c) Substitution of certain words in the original motion but not so as to alter the broad object of the resolution.

In case of doubt it shall be for the Chairman to decide whether any amendment may or may not be allowed. Fresh subjects cannot be introduced.

The mover of an amendment has no right to reply unless his amendment becomes the substantive motion.

No member may move more than one amendment on any one motion.

Only one amendment may be considered at any one time e.g. the first amendment must be disposed of before the second one is moved and, if carried, the motion as amended must be read as a substantive motion before a second amendment can be moved.

Motions or amendments once made can be withdrawn only with the consent of the seconder and of the Conference.

On a point of order being raised to ascertain the Chairman’s decision on a point of procedure the speaker addressing the Conference shall resume his seat until the Chairman has given his decision.

A member who has spoken on a motion under consideration cannot move

“Adjournment”
“The question be now put”
“The Chairman proceed to the next business”

being carried, the motion under discussion shall at once be put to the Conference.

On a motion that “the Chairman proceed to the next business” being carried, the business under discussion shall be abandoned.

Referendum

Conduct of a Referendum

A Referendum is a Resolution on which every member of the Association may record his opinion by a vote for or against. On a Resolution being referred for Referendum the Committee of Management will be responsible for circulating to every Branch stating the question on which the vote is being taken in such a way as to admit if an answer “yes” or “no”. A statement, approved by the President, of the main arguments produced at the Conference for and against the Resolution will be circulated with the Referendum papers together also with the instructions for the procedure, within twenty-eight days of the date of the Conference.

The Referendum will close on a date to be stated in the Referendum Papers and such date will be within three calendar months of the date of the Conference. Any votes received at Headquarters thereafter will be invalid.

A Resolution referred for Referendum (except a Resolution for the alteration to those Rules) shall be decided by a simple majority of votes; in the event of an equality of votes the Resolution shall be deemed not to have been passed.

A Resolution for the alteration of the Rules referred for Referendum shall not be passed unless at least two-thirds of those Members who have voted shall have voted for the Resolution.

The result of the referendum will be reported by the RASC & RCT Secretary, at the earliest opportunity, to the Committee of Management and will be circulated by them to all branches.
10.--PERMANENT BRANCHES

New Branch Information

10.01 The continued success and well-being of the Association depends to a large extent on having as many Branches as possible in every locality where past Corps and former Corps members are to be found. In addition, National branches may be formed in accordance with Rules 10.13 to 10.16.

The procedure with regards to the formation of the new Branches is as follows:

a) Any member (officer or soldier) who is interested in the formation of a Branch, where there is no branch at present, and who is willing to instigate the necessary preliminaries is invited to write to the RASC & RCT Secretary.

b) If the RASC & RCT Secretary approves he will authorise the member to insert a notice in the local press in the following terms:

   It is proposed to form a Branch of the Royal Army Service Corps and Royal Corps of Transport Association in …………………………………………………………………………

   Will all former Corps personnel (officers and soldiers) who are interested please communicate with …………………. at the following address ……………………………………………………


(c) The member will in due course notify the RASC & RCT secretary the result of the Press Notice, and if this justifies proceeding with the project, The RASC & RCT Secretary will authorise the Member to insert a further notice for the calling of a meeting to discuss the formation of the Branch, the Member to arrange the date and place of the meeting. Should this meeting come to a favourable decision it must pass a resolution to that effect and that it agrees to abide by the rules of the Association, copies of which will be available for the information of those present. At the same time the meeting will proceed with the election of a Branch Committee, as defined in Rule 8.04, to hold office until the first Branch Annual Meeting takes place. If it is considered necessary the Branch Committee may elect Sub-Committees for such activities as finance, welfare, entertainment, etc. It may be possible to arrange for a Member of the Regional Committee or a member of the Committee of Management to attend the meeting.

d) Any expenses incurred in connection with the Press Notice in the inaugural meeting will be met, by a grant from RHQ The RLC.

Branch Annual meeting

10.02 A Branch Annual Meeting will take place as soon as possible after the end of the financial year, i.e. 31st December. The procedure for the meeting should be on the following lines:

a) Minutes of the last meeting.

b) Matters arising.

c) Honorary Secretary’s report and notices.

d) Honorary Treasurer’s report and accounts.

e) Reports of Sub-Committees.

f) Resolutions, including the election of officials for ensuing year.

Branch Chairman

10.03 The Branch Chairman is the chief executive officer of the Branch: he presides at the Annual and General Meetings of the Branch and at all meetings of the Branch Committee. Each Sub-Committee should appoint its own Chairman.

10.04 A Branch Vice-Chairman, when elected, deputises for the Chairman as and when required.
Branch Honorary Secretary

10.05 It is the duty of the Honorary Secretary to carry out the instructions given by his Committee; to see that regular meetings of the Branch and Committee are held; to keep proper Minutes of all such meetings; to ensure that notice of such meetings is properly given and to attend to all correspondence. He must bring to the notice of his Committee all Headquarters circulars at their first available meeting.

Any change in the Honorary Secretary of a Branch must be reported immediately to the RASC & RCT Secretary. The Honorary Secretary will keep a register of Members and will be responsible for issuing Membership Cards and Renewal Receipt forms. A nominal roll of members is to be submitted to the RASC & RCT Secretary annually but no later than the 15th February in order to update the Association membership database.

Branch Honorary Treasurer

10.06 It is the duty of the Honorary Treasurer to receive, bank and account for all monies collected either by the Honorary Secretary or by himself from members and other sources.

Branch funds must be placed in a Bank Account in the name of the Branch and there will be two signatories to the account, those of the Chairman or Vice-Chairman and the Honorary Treasurer. With the exception of very small accounts all payments should be made by cheque, such payments being first authorised by the Committee. For the payment of small administrative expenses such as postage, stationary etc. a sum should be drawn by cheque as Petty Cash and kept in hand by the Honorary Secretary and accounted for periodically. A record of all such payments must be kept in a Petty Cash Book.

Branch accounts must be audited at the end of each year and copies of the appropriate form (see Annex A) sent to the RASC & RCT Secretary as soon as possible but not later than 15th February in each year.

Branch Registers

10.07 Each Branch will keep its own Register of Members. For the sake of uniformity it is suggested that it be drawn up on the following lines;

a) Association Number i.e. Serial Number of Membership Card.
b) Name and initials.
c) Date of joining.
d) Additional columns in which to record the serial number of the receipt form issued for the renewal of annual subscriptions and such other information as the Branch may desire.

Transfer Between Branches

10.08 A Member is at liberty to Transfer from one Branch to another at any time and a Branch is empowered to take him on its Register on his producing the receipt from his current subscription i.e. Membership Card or Subscription Receipt form as the case may be. As a matter of courtesy his old Branch should be notified of his new affiliation.

Branch Funds

10.09 Branch Funds are administered by Branch Committees for the furtherance of the objects of the Association. They should not be used to benefit non-members. All expenditure authorised must be recorded in the Branch Minutes and copies of the audited accounts forwarded to the RASC & RCT Secretary by the 15th February in each year (vide Bye-law 10.06). In the event of a Branch closing down the balance of funds, after liabilities having been met, must be forwarded to the RASC & RCT Secretary at RHQ The RLC with a copy of the final account duly certified.

10.10 Subscriptions – Para 10.11 below is a guide only to the subscriptions which may be charged by Branches. Exceptionally, the Life Membership fee and the sum to be paid to The RLC Association Trust are mandatory. It is for the Branches to charge lesser or greater basic subscription fee from these shown in Para 10.11, given that these fees have been approved by Branch members in a properly conducted vote.
## Subscription Guide:

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<tr>
<th>Serial</th>
<th>Class of Member</th>
<th>Payment</th>
<th>Passed to the RASC &amp; RCT Secretary</th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td>Life Member</td>
<td>£6.00</td>
<td>£1.00</td>
</tr>
<tr>
<td>b)</td>
<td>Annual Member</td>
<td>£1.00</td>
<td>Nil</td>
</tr>
<tr>
<td>c)</td>
<td>General Member</td>
<td>£5.00</td>
<td>£5.00 Annually</td>
</tr>
<tr>
<td>d)</td>
<td>Association Member</td>
<td>£1.00</td>
<td>Nil</td>
</tr>
<tr>
<td>e)</td>
<td>Honorary Member</td>
<td>Nil</td>
<td>Nil</td>
</tr>
</tbody>
</table>

### National Branches

10.12 This rule is intended to incorporate organisations formed by those who have served together in specialist activities of the Corps such as Air Despatch, Airborne Forces and Tank Transporters and those who have served in particular units or formations who hold reunions outside the normal branch structure. With the changes in the logistic structure of the Army it is felt that there is a need to offer formal support to soldiers who served in the RASC &/or RCT who wish to establish links, albeit loose links, with the Association. Such organisations who wish to be incorporated will be referred to hereafter as National Branches.

10.13 National branches will not be expected to contribute to the Association other than for those members who are not already contributing as members of the RASC & RCT Association or The RLC Association.

10.14 The affiliation of such National branches, which would render the eligible for all the benefits of belonging to the association, will be a matter in each case for formal approval by the Committee of Management of the Association. This would depend on the facts as produced to the Committee by the RASC & RCT Secretary.

10.15 In general terms the organisation of such Branches should follow the rules laid down within the Handbook on the organisation and running of branches. Where, for some reason, a National Branch finds it impracticable to comply with all the rules in the Handbook, the Committee of Management may grant dispensation. For example – it may not be possible to render accounts every year but if the Association is to make available its protection and benefits to the National Branches it is necessary to have a general oversight of the financial position.

### Association Ties

10.16 The official association tie is available for purchase by all members through the RLC Museum shop. RASC & RCT ties can also be worn by members entitled to wear them.

#### LIST OF BRANCHES (This list is changing all the time)

- ABERDEEN
- ALDERSHOT
- BARNET
- BASINGSTOKE
- BATH
- BEDFORD
- BELFAST & DISTRICT
- BIDEFORD
- BIRKENHEAD & NORTH Wirral
- BIRMINGHAM
- BLACKPOOL
- BOURNemouth
- BRISTOL (closed May 2013)
- CARMARTHEN
- CENTRAL LONDON
- CHELMSFORD
- CHESTERFIELD
- COLCHESTER
- CORNWALL
- COVENTRY
- DONCASTER
- EASTBOURNE
- EAST KILBRIDE
- EDINBURGH
- EXETER
- GLASGOW & WEST OF SCOTLAND
- HARROW & DISTRICT
- HEATHROW
- HULL
- LIVERPOOL & Bootle
- LIVERPOOL Maritime
- LONDONDERRY
- MANCHESTER
- NORTHAMPTONSHIRE
- NORFOLK & NORWICH
- OXFORD
- PLYMOUTH
- PRESTON
- READING
- SHREWSBURY & SHROPSHIRE
- SIDCUP & DISTRICT
- STOKE ON TRENT
- SWANSEA
- TAMWORTH
- TAUNTON
- TEESIDE
- TYNESIDE
- YEOVIL
- 905 SUB BRANCH
A Branch address list is maintained by the RASC & RCT Secretary showing:
Branch Titles, the Names and Addresses of the Chairman, Branch Hon. Secretaries and Hon. Treasurers and the location and frequency of meetings. New copies are published annually and distributed to Branches. It is essential that all changes in detail at Branch level be notified to the RASC & RCT Secretary as quickly as possible.

**Correspondence**

11.01 All correspondence with Headquarters should be addressed as follows:

The RASC & RCT Secretary (Association)
RHQ The RLC
Dettingen House
The Princess Royal Barracks
Deepcut, Camberley
Surrey GU16 6GW

12. THE RLC JOURNAL AND THE WAGGONER

12.01 The editor of the Royal logistic Corps Journal (The Sustainer) will welcome inputs from Association Branches for the publication in both magazines. Letters from individuals, ex RASC and RCT, will also be welcome. There are four Sustainers and two Waggoners a year. Contributions, with photographs when available, should be sent direct to the Editor, The Royal Logistic Corps at the address shown below at least two months before each issue (detailed dates will be published in each Journal).
The annual cost of “The Sustainer” will be £15.00. Individual association members or Branches should order direct from the Editor at the following address:

The Editor
RHQ The RLC
Dettingen House
The Princess Royal Barracks
Deepcut, Camberley
Surrey GU16 6RW

13.– TRAVELLING ALLOWANCES

13.01 Travelling expenses shown below are admissible for representatives attending Annual, Special or Regional Conferences. In addition the Regional chairman or Regional Representative may be eligible for expenses incurred over a visit to a Branch within the Region but such visits shall be limited to a maximum of three in one year for any individual. All claims are to be submitted to the RASC & RCT Secretary complete with relevant receipts. Failure to do so may delay the payment of claims.

**Rail**

13.02 Member’s cost of the Standard Class fare. Full advantage is to be taken of advance bookings and rail cards held by members.
Motor Mileage Allowance

13.03 At a rate to be periodically agreed by the Committee of Management and The RLC association. In all cases not to exceed the cost of the Standard Class rail fare.
(The cost of purchase of railcards will not be refunded)

Air

13.04 Representatives from Scotland and Northern Ireland may travel by air. Airfares- the amount actually paid but not to exceed the economy class, off peak, fare unless authorised by the RASC & RCT Secretary.

Daily Subsistence Allowance

13.05 Actual expenses incurred owing to necessary absence from home not to exceed the rates as authorised from time to time by the Committee of Management. Claims should be submitted to the RASC & RCT Secretary and they must in all cases show the time of commencing and completing the journey. Travelling and Subsistence Allowances (normally at Civil Service rates) for the RASC & RCT Secretary and members of his staff, and for members carrying out duties approved by the Committee of Management, shall be fixed at the discretion of the RLC Association Trust and the Committee of Management in accordance with such duties.

13.06 Claims are to be submitted to the RASC & RCT Secretary within 28 days of completion of journey or duty together with relevant receipts.

14.– EMPLOYMENT

14.01 Branches should work in close collaboration with the Regular Forces Employment Association, (REFA) which has Branches all over the country, and with other ex-servicemen’s organisations.

15.– BRANCH STANDARDS

15.01 RHQ The RLC will fund the acquisition of a Branch Standard where this is being acquired for the first time. It will also fund the acquisition of pennants.
Replacements will normally be funded by the Branch concerned but where there is particular difficulty application can be made to the RASC & RCT Secretary for advice.
New Branches must have been running successfully for at least two years before they may have a Standard, which may be in either RASC or RCT colours as decided by Branch Committee after consultation with their members. Orders should always be placed through the RASC & RCT Secretary.

END
ANNEX A TO PART 1
Pro-forma for Annual Accounts as referred to in Rule 8.04

The Royal Army Service Corps & The Royal Corps of Transport Association
BULLER “ON LINE” BRANCH

TOTAL BRANCH MEMBERSHIP
Life Members ..........................
Annual Members ......................
Honorary Members ...................
Associate Members .................

ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 20____

<table>
<thead>
<tr>
<th>Expenditure £’s</th>
<th>Income £’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent and/or Hire of Hall</td>
<td>By: Subscription</td>
</tr>
<tr>
<td>Printing, Stationary and Postage</td>
<td>Annual Life</td>
</tr>
<tr>
<td>Sundries Goods Purchased</td>
<td>Goods sold</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Depreciation | Donations | .......................... |
Other Expenses | Entertainment, less Payments | .......................... |
Balance being in excess of income Sundries | Balance being excess of expenditure over income | .......................... |

£_________ £_________

BALANCE SHEET AS AT 31ST DECEMBER 20____

<table>
<thead>
<tr>
<th>Liabilities</th>
<th>Assets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creditors:</td>
<td>Cash:</td>
</tr>
<tr>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Due to Headquarters</td>
<td>At Bank</td>
</tr>
<tr>
<td>Subs in advance</td>
<td>In Hand</td>
</tr>
<tr>
<td>Other creditors (to be detailed)</td>
<td>On Deposit</td>
</tr>
<tr>
<td></td>
<td>Debtors:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Loans: | |
| Accumulated Fund: | |
| Balance at 01st January 20____ | |
| And less income over Expenditure | £_______ | £_______ |

| Investments at cost Furniture and Fittings: | £_______ |
| Audited and found Correct by: | Auditor 1. |
| | £_______ |
| | £_______ |

<table>
<thead>
<tr>
<th>Branch Chairman</th>
<th>Branch Treasurer</th>
</tr>
</thead>
<tbody>
<tr>
<td>..........................</td>
<td>..........................</td>
</tr>
</tbody>
</table>
RASC & RCT Association

From: BULLER “ON_LINE” BRANCH
We submit the following list of ex-Corps Comrades or their dependants for consideration of Christmas gifts.

In doing so we confirm that we have checked that the person concerned is eligible for consideration through service with the RASC or RCT.

<table>
<thead>
<tr>
<th>Serial</th>
<th>Army Number</th>
<th>Rank &amp; Name of Person to be Considered</th>
<th>Address</th>
<th>Amount Required (not to exceed £75) Per case</th>
<th>Reason for being put forward</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>(b)</td>
<td>(c)</td>
<td>(d)</td>
<td>(e)</td>
<td></td>
</tr>
</tbody>
</table>


To: The RASC & RCT Secretary  

RASC & RCT ASSOCIATION

From: _____________________________ Regional chairman

Bi-annual report (on 30th June and 31st December) of cases assisted from the Welfare Sub-Account

<table>
<thead>
<tr>
<th>Serial</th>
<th>Number Rank Name of Beneficiary</th>
<th>Address</th>
<th>Amount Granted (Limit £100)</th>
<th>Reason for Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>(b)</td>
<td>(c)</td>
<td>(d)</td>
<td>(e)</td>
</tr>
</tbody>
</table>

Total ……………………………………
Amount required making the Sub-Account up to £300

Date: ______________   Signature ______________________________

Appendix 1 to Part II
PART II

BENEVOLENCE AND WELFARE

The major activity in benevolence is carried out by RHQ The RLC by the RLC Controller Benevolence and his staff. Cases are received on a Common application Form (Form A 2001) directly from caseworkers e.g. SSAFA, FH, Royal British Legion and many others. The Form A 2001 is a means test but at the same time it identifies the fact that the applicant is definitely eligible for assistance from the fund either through service with the RASC or RCT or with appropriate family connections. Direct applications are also received from unit commanders on behalf of serving soldiers (with previous RCT service) and their dependants. The cases are dealt with confidentially through caseworkers and unit officers and not the applicant.

MINOR BENEVOLENCE

In addition to the above, Regional Chairmen may, have a sub-account. The sub-account is limited to £300. The purpose of the sub-account is to enable Regional Chairmen to deal with minor “one off” cases (limit £100.00) of need, distress or hardship that are put to them from Branches. Regional Chairmen are required to report on the 30th June and 31st December the cases they have dealt with in the previous six months. The sub-account will be automatically replenished (to £300) by the RASC & RCT Secretary. The form of the return is at Appendix 1. Where it is self-evident that a case requires major assistance the Regional Chairman should put the case to the RLC Controller Benevolence from the outset.

It is a natural function of Branches to help Corps Comrades who are in need, or distress or hardship whether they are members of the Association or not. The extent which Branches are able to undertake that duty varies. The hope is that they will be able to appoint a Welfare Officer.

Branch welfare Officers will not be able to solve all welfare problems that come their way as they have neither the time, experience nor the resources to do so. They can however, play a crucial part in bringing welfare cases to the notice of those who may be able to help. The range of ways open to Welfare officers, who have established a case of need, are set out below:

a) The cases may be reported to Branch Committee for direct assistance from Branch resources if that is practicable. Such a case will merit minor aid only.

b) If the case is relatively modest in terms of need and where the Regional Chairman has a sub-account, report the case to the Regional Chairman for his consideration.

c) If the case is clearly a major one where substantial aid is required, the Branch Welfare Officer should report it to the RLC Controller Benevolence, SSAFA FH, will then deal with the Controller.

d) As a matter of routine before Christmas each year assemble a list of local ex-Corps men or their dependants who are known to be in need or distress or hardship- who would welcome some additional help at Christmas.

Such aid must not exceed £75 in each case and would consist of a grant for winter fuel or for Christmas fare. For that reason the grants should be limited, especially to those who are on state retirement pensions or Income Support.

Branch Christmas lists should be sent, through Regional Chairmen, to reach the RASC & RCT Secretary by the 1st December each year using the pro-forma at Appendix 2.

The Christmas Grant Scheme is designed specifically to help those who are in financial difficulties and to make their needs less pressing at the festive season.

END