



The charity that supports the RAF family

**LETCHWORTH, HITCHIN &
DISTRICT BRANCH**

**BRANCH
RULES**

STANDARD BRANCH REGULATIONS

BR 1. AUTHORITY AND DATE OF EFFECT

- (1) These standard Branch Regulations, having been approved by the Association at its Annual Conference in 2017, shall come into operation on 1st June 2017 and as from that date any Branch Regulations then in force shall cease to have effect. Provided that a local variation to Standard Branch Regulations that have previously been approved for the Branch by the Council shall continue in effect if it remains applicable to the new regulations.
- (2) Any amendment made to these regulations by a decision of a Conference of the Association shall be deemed to take effect from the date of formal notifications of the amendment to the Branch.
- (3) Branches may apply to the Council for a local variation to these Regulations in accordance with Rule 5. Any such application may only be made following a resolution carried by a majority of the Members present and voting a General Meeting of the Branch.
- (4) Any local variation to the Regulations shall be deemed to take effect from the receipt of the formal notification of the approval of the Council.

BR2. DEFINITIONS

- (1) In these regulations words and expressions to which meanings are assigned by the Royal Charter, Rules and Byelaws shall, unless the subject or context otherwise require, have the same respective meanings and, if there is any discrepancy, the Royal Charter, Rules or Byelaws shall prevail.
- (2) In these regulations unless the subject or context otherwise require:
 - a) "the Committee" means the Committee of the Branch as constituted under Branch Regulation BR10
 - b) "the area office" means the office of the Area to which the Branch has been allocated; and the words importing the male gender shall include the female gender and vice-versa and the words importing the singular shall include the plural and vice-versa.
- (3) Where the Branch is not allocated to an Area any reference in these Regulations to an Area Council shall be considered as a reference to the Council, any reference to an Area Office shall be considered to the Headquarters of the Association and any reference to an Area Director shall be considered as a reference to the Secretary General.

BR 3. AMENDMENTS OF STANDARD BRANCH REGULATIONS

- (1) Branches may seek amendment of these regulations in accordance with Rule 5 by forwarding a resolution for consideration at an Annual Conference.
 - (2) Any such regulation may only be forwarded following a resolution carried by a majority of the Members present and voting at a General Meeting of the Branch.
-
- (1) The conditions and procedures for the formation of a Branch of the Association (including a Virtual Branch) are set out in byelaw 18. An application form B1 (obtainable from the Area Director of the Area in which it is intended to form the Branch) should be signed by at least 12 Ordinary members of Life Members of the Association and submitted to the Area Director for consideration by the Area Council and for approval by the Council of the Association. When approval is given, an inaugural meeting shall be called and a Branch Committee formed. Form B2 shall be completed and sent to the Area Director. A number will be allocated to the Branch and a certificate of formation will be issued by the Secretary General.
 - (2) If in the opinion of the Secretary General, where a virtual Branch is proposed, in accordance with Rule 29 and Byelaw 18 (c), that branches that have an interest in the proposed virtual branch, can be afforded an opportunity to comment on the proposal to form the virtual branch.

- (3) Further, that those branches and/or the Area Council concerned, can be provided with the opportunity to support of object to the formation of the proposed virtual branch prior to submission by the Secretary General to the Council, whose decision is final.
- (4) Any group of members wishing to form a Branch is advised to contact the Area Office as soon as possible so that advice and support can be offered to help with its formation.

BR4. FUNCTIONS OF A BRANCH

The functions of a Branch are set out in Rule 27. It should be noted that Branches are the basic unit of the Association and it is through the work of their members that it is possible for the Association to meet its charitable object.

BR 5 CHARITABLE STATUS OF BRANCHES

The Association is a registered charity and Branches, as part of the Association, have charitable status. Branches must meet the requirements of Byelaw 18 (2)

BR 6. BRANCH NAME AND PREMISES

- (1) The Branch shall be known by the name and number given to it in the certificate of authorisation issued by the Council, and the Branch shall be situated at such an address as may be determined by the Branch in General Meeting.
- (2) Subject to the approval of the Branch in General Meeting, the Branch may acquire the use of premises for Branch use subject to Branch regulation BR10 Paragraphs (13) and (14).

BR 7. BRANCH MEMBERSHIP

- (1) The details of membership of Branches are fully covered in the rules and Byelaws:
 - a) Rule 7: eligibility for membership;
 - b) Byelaws 4 and 5: admission to membership;
 - c) Rule 8: the rights, privileges and conditions of membership; and
 - d) Byelaw 7: subscriptions.

BR8. BRANCH LIFE VICE-PRESIDENTS, BRANCH VICE-PRESIDENTS AND THE OFFICERS OF THE BRANCH

Life Vice-Presidents and Vice-Presidents

- (1) Any member of the Association who has rendered outstanding service to the Association or to the Branch may be invited, on the recommendations of the Committee and following election at an Annual General Meeting, to become a Branch Life Vice-President or Branch Vice-President.
- (2) A Branch Life Vice-President or a Branch Vice-President shall not be deemed to be an officer of the Branch and shall not be entitled by virtue of being a Branch Life Vice-President or a Branch Vice-President to be a member of the any Committee of the Branch, but shall be eligible for election or co-option to any such Committee.
- (3) A Branch Life Vice-President shall hold office as long as they are a member of the Branch.
- (4) A Branch Vice-President shall hold office for three years from the conclusion of the Annual General Meeting at which they were elected to the conclusion of the Annual General Meeting in the year their term of office expires and shall be eligible for re-election.

The Officers of the Branch and their eligibility for election

- (5) The Officers of the Branch shall be the President, the Chairman, the vice-chairman, the secretary, and the treasurer and shall be elected by the Branch at an Annual General Meeting, as well as the Welfare Officer (where appointed and that the office is held by a member)

- (6) The office of President need only be filled if the Branch agrees at a General Meeting to nominate one of their number. Provided that the President shall be an Ordinary or Life member of the Association.
- (7) All other officers of the Branch shall be members of the Branch.
- (8) Officers and members of the Committee must meet the requirements of Byelaw 9.

Terms and Conditions of Office of the Officers and Committee Members

- (9) The President shall hold office for three years from the conclusion of the Annual General Meeting at which they were elected to the conclusion of the Annual General meeting in the year their term of office expires and shall be eligible for re-election.
- (10) The other officers of the Branch and Additional members of the Committee shall hold office for one year from the conclusion of the Annual General meeting at which they were elected to the conclusion of the next Annual General meeting and shall be eligible for re-election.
- (11) An Officer of the Branch shall cease to be an Officer before the expiration of their term of office if they resign from office or ceases to be a Member of the Association.
- (12) An Officer of the branch may be removed before the expiration of his term of office by a General meeting called for the purpose at which a resolution to that effect is carried by a majority of not less than two-thirds of the Ordinary and Life members present and voting or by a decision of the Area Council or Council.
- (13) Co-opted or Additional Members shall hold office from the date of their appointment until the first meeting of the Committee after the conclusion of the next Annual General meeting.
- (14) A co-opted or additional Member shall stand down from the Committee before the expiration of their term of office if required to do so by the Committee.

BR9. THE COMMITTEE OF THE BRANCH

Membership

- (1) The Committee shall comprise:
 - a) The Officers of the Branch who shall be ex-officio members;
 - b) The Wings Appeal Organiser (Where appointed)
 - c) Membership Secretary (Where appointed)
 - d) The Welfare Officer (Where appointed)
 - e) Additional members, who shall number not more than the number determined by the Branch at a General meeting, who shall be known as the additional member; and
 - f) The Committee may also comprise not more than two members of the Branch who may be co-opted by the Committee and who shall be known as the Co-opted Members.
- (2) All members shall have full voting and deliberative powers. (Note now includes co-opted members)

Powers and Duties of the Committee

- (3) The Committee shall be the governing body of the Branch and shall have the management and control of the affairs of the Branch and the day-to-day administration of the property and income thereof with the power to delegate, subject to such instructions, reservations or restrictions as it may think fit, any of its powers to a sub-committee appointed from amongst its purposes or otherwise constituted for a purpose.
- (4) The Committee as a whole shall ensure that the duties and tasks of the Committee are achieved by delegating them across the Committee, where appropriate, rather than relying upon a single member to execute such duties and tasks.
- (5) The Committee shall be responsible to the Council and the Area Council for the carrying out the functions of a Branch as set out in Rule 27 and the decisions made by the Branch in General meeting. Provided that the Committee shall not delegate any of its powers and duties in relation

to the expulsion or suspension of a member of the Branch under Byelaw 5 and 6 or its powers to invest monies under Branch Regulation BR12. paragraph 6 - 9.

- (6) **The Committee shall also be responsible for:**
- i. Acting as the charity trustees for the Branch;
 - ii. Submitting the Branch's annual return to the relevant charity regulator;
 - iii. Dealing with any application for membership of the Branch under the provisions of rule 7 and Byelaws 4,5 and 6; and
 - iv. Taking proceedings to suspend or expel members of the Branch as provided for in Byelaw 6 and 30.
 - v. Complying with UK Legislation and Regulation as set out in rule 1 (aa) and Rule 3.
- (7) **The Association has a legal obligation to protect personal data in conformance with UK data protection legislation (currently the Data Protection Act (DPA) 1998). The Association's personal Data Protection Policy, together with the associated Standard Operating Procedures, describe the measures necessary for the Association and its members to comply with DPA. At Branch level this means that any personal data held about Branch members must only be used for legitimate Association purposes and that all personal data must be kept under strict control and not inadvertently shared or made available for unauthorised use. The Association is only able to share personal data with Branch officials who have agreed to use such data in compliance with the policy and have signed the annual Certificate of Compliance for the protection of personal data.**
- (8) **The Chairman, as facilitator, shall be responsible to, delegating as appropriate within, the Committee for (but not limited to):**
- i. Ensuring that all members of the Committee are aware of their roles, what is expected of them and that they are carrying out the duties allocated to them. They should also ensure that a succession plan is in place for not only their own position but for other Officers of the Branch.
 - ii. Chairing Branch Committee meetings and ensuring that the decisions of the Committee, providing such decisions are lawful and within the terms of the Royal Charter, Rules, Byelaws and Regulations, are implemented;
 - iii. Chairing the Branch's Annual General Meeting using the same criteria as for Branch Committee meetings. However, they may delegate this role to another member of the Branch for all or part of the meeting where conflict of interest might be perceived, such as elections;
 - iv. identifying, with other members of the Committee and Branch, those members of the Branch who do outstanding work for the Branch and who may be deserving of formal recognition for their efforts and nominate them accordingly for either an Area or National Presidential Certificate or a State award;
 - v. Ensuring that any issues that may affect the future or reputation of the Branch or the Association are notified promptly to the Area Director;
 - vi. Ensuring that the Branch and its members comply with Charity Law and other relevant legislation and regulation e.g. Data Protection legislation and Association policy and Standard Operating Procedures (SOP)
 - vii. Liaising and coordinating the Branch representation with R.A.F. stations/units, UAS, military charities, Air Cadets Sqns and adjacent Branches;
 - viii. Ensuring that the Branch members are kept informed regarding Branch activities, and that, within the resources available, their needs, particular for befriending and welfare services, are met;
 - ix. Ensuring and leading Branch membership recruitment recruitment and fundraising activities; and
 - x. Ensuring that the duties of the Welfare Officer and Wings Appeal organiser are fulfilled where these posts are not appointed.
- (9) **The Secretary shall be responsible to the Committee for (but not limited to):**
- i. At the first meeting of the fully constituted Committee following the Annual General meeting, drawing the attention of the Members of the Committee to their responsibilities

as charity trustees as set out in relevant charity law and any guidance issued by the Council;

- ii. Dealing with correspondence addressed to the Branch (this may be by electronic means or via the branch website);
- ii. Fulfilling the duties of the membership Secretary if not separately appointed,
- iv. Maintaining the Branch records;
- v. Taking Minutes of General Meetings and meetings of the Committee and ensuring that such minutes are promptly circulated to all members;
 - vi. Coordinating the implementation of all actions arising from General Meetings of the Branch and meetings of the Committee;
 - vii. Submitting to their Area Office the particulars required of Members of the Branch for the Central Register to be maintained in accordance with Byelaw 6 if no membership Secretary is appointed.
 - viii. Informing the Area Office of the names and categories of the Members of the Committee:
and
 - ix. Dealing with insurance matters for the Branch.

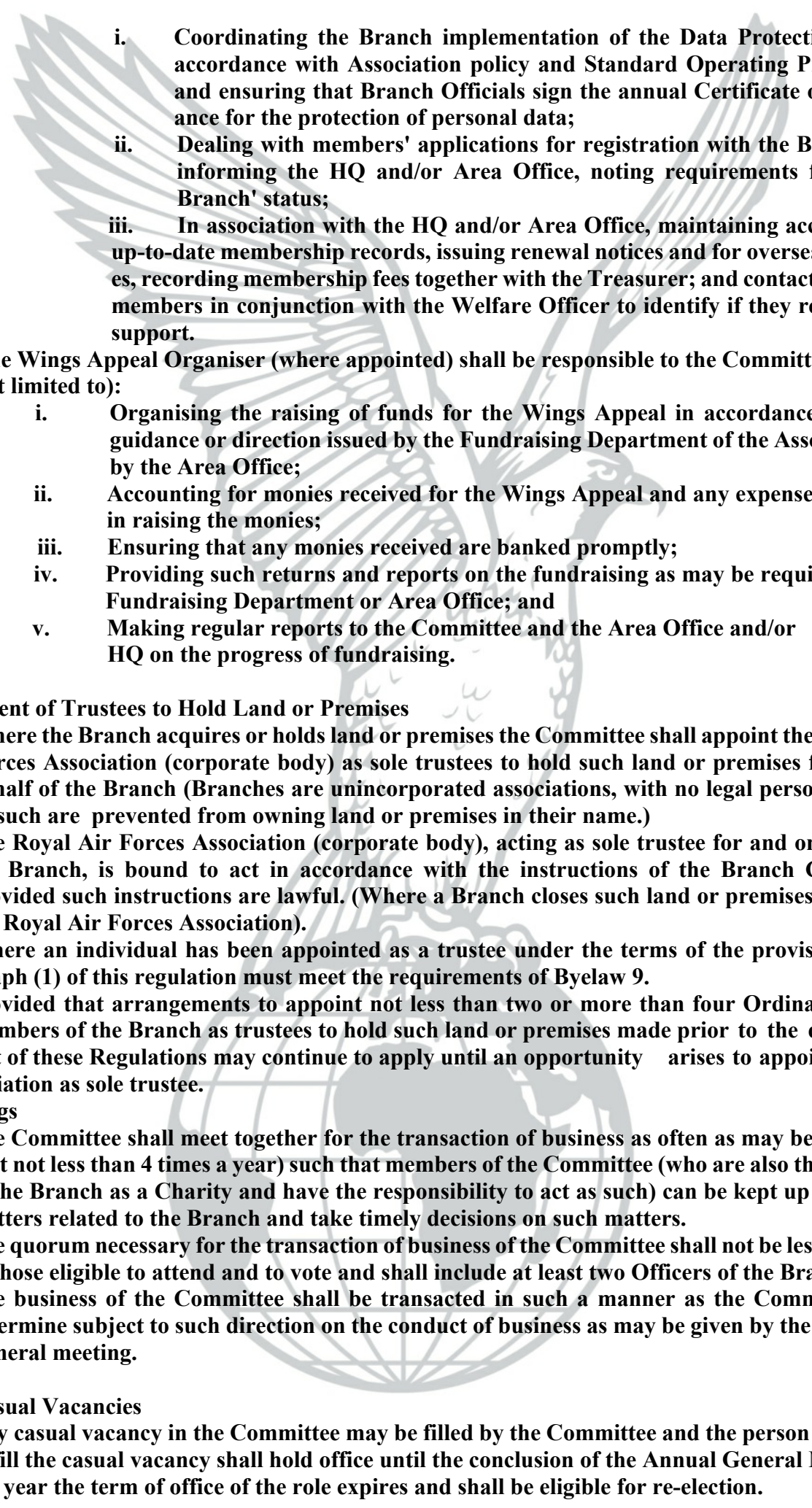
(10) Treasurer shall be responsible to the Committee and the Branch for (but not limited to);

- i. Receiving subscriptions; For overseas branches only; Paying the subscriptions to HQ;
- ii. Receiving and disbursing Branch monies, including monies raised from entertainment and other functions in aid of Branch or Association funds, and maintaining books and accounts in compliance with such instructions as may be issued by or on behalf of the Council;
- iii. Presenting to the Committee at each of its Ordinary Meetings a statement showing the current financial position of the Branch;
- iv. Presenting to the Committee any specially called for statement of Accounts and Report of the Auditor or independent Examiner that will be or has been forwarded to the Area Office in accordance with Byelaws 25 and 26;
- v. Presenting to each Branch meeting (other than the Annual General meeting) a statement showing the current position of the Branch;
- vi. Presenting to the Committee and to the Annual General Meeting the Statement of Accounts of the Branch for the preceding financial year and the Report of the Auditor or independent examiner; and
- vii. Submitting to the Area Office by 31st March each year a copy of the Statement of Accounts for the preceding financial year and the Report of the Auditor or independent Examiner.

(11) The Welfare Officer (where appointed) shall be responsible to the Committee for (but not limited to);

- i. Promoting the welfare by charitable means of those members of the Branch and those persons who are eligible for welfare support of the Association under the terms of Article 2 of the Royal Charter in accordance with any guidance or direction issued by HQ or by Area Office;
- ii. Maintaining a record of welfare work and receipts and expenditure for welfare purposes;
- iii. Making regular reports to the Committee, the Area Welfare Officer and/or the Area Office and/or HQ on welfare work; and
- iv. Coordinating Branch befriending activity and the work of Association volunteers in the Branch Area of responsibility.

(12) The Membership Secretary (where appointed) shall be responsible to the Committee for (but not limited to) - in the absence of a Membership Secretary these task shall be the responsibility of the Secretary;

- 
- i. Coordinating the Branch implementation of the Data Protection Act in accordance with Association policy and Standard Operating Procedures, and ensuring that Branch Officials sign the annual Certificate of Compliance for the protection of personal data;
 - ii. Dealing with members' applications for registration with the Branch and informing the HQ and/or Area Office, noting requirements for 'Home Branch' status;
 - iii. In association with the HQ and/or Area Office, maintaining accurate and up-to-date membership records, issuing renewal notices and for overseas branches, recording membership fees together with the Treasurer; and contacting lapsed members in conjunction with the Welfare Officer to identify if they require any support.
 - (13) The Wings Appeal Organiser (where appointed) shall be responsible to the Committee for (but not limited to):
 - i. Organising the raising of funds for the Wings Appeal in accordance with any guidance or direction issued by the Fundraising Department of the Association or by the Area Office;
 - ii. Accounting for monies received for the Wings Appeal and any expenses incurred in raising the monies;
 - iii. Ensuring that any monies received are banked promptly;
 - iv. Providing such returns and reports on the fundraising as may be required by the Fundraising Department or Area Office; and
 - v. Making regular reports to the Committee and the Area Office and/or HQ on the progress of fundraising.

Appointment of Trustees to Hold Land or Premises

- (14) Where the Branch acquires or holds land or premises the Committee shall appoint the Royal Air Forces Association (corporate body) as sole trustees to hold such land or premises for and on behalf of the Branch (Branches are unincorporated associations, with no legal personality and as such are prevented from owning land or premises in their name.)
- (15) The Royal Air Forces Association (corporate body), acting as sole trustee for and on behalf of the Branch, is bound to act in accordance with the instructions of the Branch Committee provided such instructions are lawful. (Where a Branch closes such land or premises reverts to the Royal Air Forces Association).
- (16) Where an individual has been appointed as a trustee under the terms of the proviso to paragraph (1) of this regulation must meet the requirements of Byelaw 9.
Provided that arrangements to appoint not less than two or more than four Ordinary or Life Members of the Branch as trustees to hold such land or premises made prior to the date of effect of these Regulations may continue to apply until an opportunity arises to appoint the Association as sole trustee.

Proceedings

- (17) The Committee shall meet together for the transaction of business as often as may be necessary (but not less than 4 times a year) such that members of the Committee (who are also the Trustees of the Branch as a Charity and have the responsibility to act as such) can be kept up to date on matters related to the Branch and take timely decisions on such matters.
- (18) The quorum necessary for the transaction of business of the Committee shall not be less than half of those eligible to attend and to vote and shall include at least two Officers of the Branch.
- (19) The business of the Committee shall be transacted in such a manner as the Committee may determine subject to such direction on the conduct of business as may be given by the Branch in General meeting.

Casual Vacancies

- (20) Any casual vacancy in the Committee may be filled by the Committee and the person appointed to fill the casual vacancy shall hold office until the conclusion of the Annual General Meeting in the year the term of office of the role expires and shall be eligible for re-election.

BR10. GENERAL MEETINGS

Annual General Meetings

- (1) An Annual General Meeting (AGM) of the Branch shall take place on such a date as may be fixed by the Committee between 1st January and 31st March each year. The AGM should be held as early as possible in the year but require first that the annual accounts for the preceding financial year have been examined and certified. The matters that need to be included in the agenda for these meetings are set out at Standard Branch Regulation BR11.(6). It should be noted that the approved annual accounts for the preceding financial year ended 31st December should be submitted to the Area Office not later than 31st March. Thus, the Annual General Meeting should be held in time to allow this submission.**

Special General Meetings

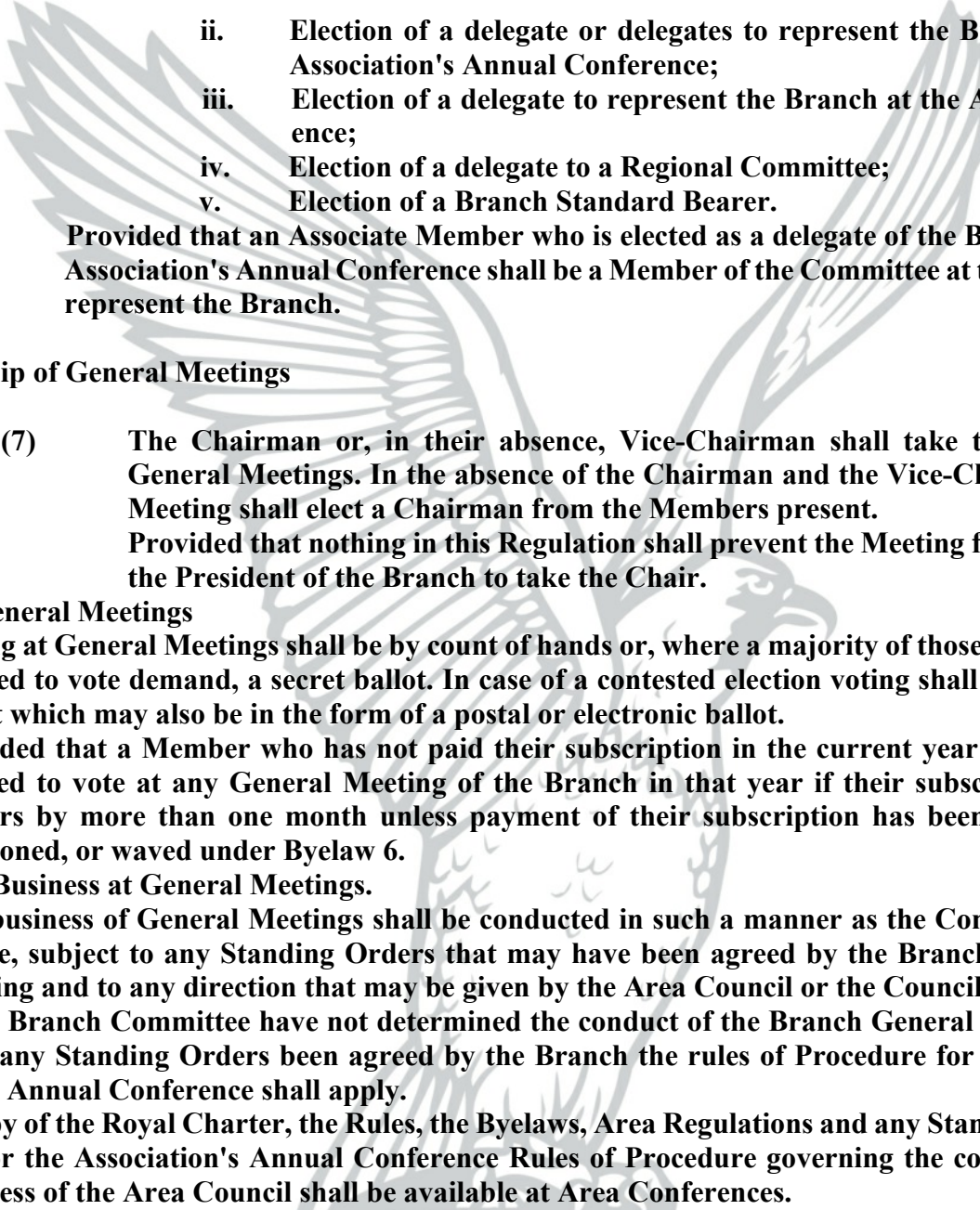
- (2) An Special General Meeting may be summoned at any time by the Committee and shall be so summoned on the written request of not less than one-tenth of the Members of the Branch.**

Notice of General Meetings

- (3) At least 14 days' notice of all Annual or Special General Meetings shall be given to the members of the Branch in writing or other electronic means or, if so authorised by the Committee, by advertisement in the local Press.**

Notification of and Nominations for Electron

- (4) The notice of an AGM shall include notification of any Officer and Additional Committee Member elections to take place at the meeting and shall invite nominations to fill the vacancies. Nomination forms, on which acceptances of nomination by the members concerned shall be certified; must be signed by two Members of the Branch, one of whom should be an ordinary or Life member and forwarded to the Secretary at least seven days before the date of the Annual General Meeting. Provided that if there be no nomination for these positions, then the Members present shall be entitled to nominate any eligible member willing to accept the position.**
- (5) If the election of a Life Vice-President or Vice President is to take place at an AGM this shall also be indicated in the notice of the meeting. Business to be conducted at Annual General Meetings**
- (6) The business to be transacted at an Annual General Meeting:**
 - a) Shall comprise:**
 - i. The Report from the Committee for the past year;**
 - ii. consideration of the Statement of Accounts for the preceding financial year and the Report of the Auditor or Independent Examiner;**
 - iii. Election of the Auditor or Independent Examiner;**
 - iv Election of the Officers of the Branch and other Committee members (when appropriate)**
 - v. Consideration of any resolutions forwarded by Members of the Branch to the Secretary at least seven days before the date of the meeting;**
 - b) May comprise:**
 - i. Election of the President, Life-Presidents and Vice-Presidents;**

- 
- ii. Election of a delegate or delegates to represent the Branch at the Association's Annual Conference;
 - iii. Election of a delegate to represent the Branch at the Area Conference;
 - iv. Election of a delegate to a Regional Committee;
 - v. Election of a Branch Standard Bearer.

Provided that an Associate Member who is elected as a delegate of the Branch to the Association's Annual Conference shall be a Member of the Committee at the time they represent the Branch.

Chairmanship of General Meetings

- (7) The Chairman or, in their absence, Vice-Chairman shall take the Chair at General Meetings. In the absence of the Chairman and the Vice-Chairman, the Meeting shall elect a Chairman from the Members present.
Provided that nothing in this Regulation shall prevent the Meeting from inviting the President of the Branch to take the Chair.

Voting at General Meetings

- (8) Voting at General Meetings shall be by count of hands or, where a majority of those present and entitled to vote demand, a secret ballot. In case of a contested election voting shall be by secret ballot which may also be in the form of a postal or electronic ballot.
Provided that a Member who has not paid their subscription in the current year shall not be entitled to vote at any General Meeting of the Branch in that year if their subscription is in arrears by more than one month unless payment of their subscription has been suspended, postponed, or waved under Byelaw 6.

Conduct of Business at General Meetings.

- (9) The business of General Meetings shall be conducted in such a manner as the Committee may decide, subject to any Standing Orders that may have been agreed by the Branch in General Meeting and to any direction that may be given by the Area Council or the Council.
- (10) If the Branch Committee have not determined the conduct of the Branch General Meeting nor have any Standing Orders been agreed by the Branch the rules of Procedure for the Association's Annual Conference shall apply.
- (11) A copy of the Royal Charter, the Rules, the Byelaws, Area Regulations and any Standing Orders and/or the Association's Annual Conference Rules of Procedure governing the conduct of the business of the Area Council shall be available at Area Conferences.

BR11 FINANCE AND ACCOUNTS

- (1) All monies received for the general purposes of the Branch shall be banked without delay into an account held in the name of the Branch.
 - a) Any cheques drawn on this account shall be signed by the Chairman or the Secretary and countersigned by the Treasurer or an Officer of the Branch authorised by the Committee to be a reserve signatory.
 - b) Electronic banking provisions shall be authorised by the Treasurer and countersigned by an Officer of the Branch authorised by the Committee to be a reserve authoriser.
- (2) All monies received for the welfare purposes of the Branch shall be banked without delay into a Branch Welfare account.
 - a) Any cheques drawn on this account shall be signed by the Welfare Officer and countersigned by the Treasurer or the Secretary. In the absence of the Welfare Officer the Chairman or other Officer of the Branch authorised by the Committee to be the reserve signatory may act as signatories.
 - b) Electronic banking provisions shall be authorised by the Treasurer and countersigned by an Officer of the Branch authorised by the Committee to be a reserve authoriser.
Electronic banking provisions shall be authorised by the Treasurer and countersigned by an Officer of the Branch authorised by the Committee to be a reserve authoriser.
- (3) No other bank accounts may be held in the name of the Branch without the previous written consent of the Area Council or the Council.

Branch Annual Accounts

- (4) The accounts of the Branch for period 1st January to 31st December shall be examined annually in accordance with the provisions of Byelaw 23 and a statement of the Branch Accounts together with a report from the Auditor or Independent Examiner shall be forwarded to the Area Office not later than the following 31st March.
- (5) In the case of a Branch with a Branch Club the Statement of Accounts of the Branch shall attach a Statement of Accounts together with a report from the Auditor or Independent Examiner of the Branch Club for the corresponding period. Branch Clubs are required to have a full audit on a triennial basis (or such period as maybe defined from time to time by HMRC). A qualified Auditor or Independent Examiner shall be appointed to audit the accounts of both the Branch and the Branch Club in accordance with the provisions of byelaw 25.

Expenses

- (7) Where reasonable expenses are necessary incurred:
- a) by a Member of the Committee in carrying out the functions and responsibilities of the Branch;
 - b) by the honorary Welfare Officer carrying out the duties and functions relating to Welfare;
 - c) by the Branch delegate attending an Association Annual or Area Conference;
 - d) by the Branch delegate attending a Regional Committee meeting; and
 - e) by the Branch Standard Bearer attending an Annual or Area Conference or parade or ceremony;
- (8) Claims for such expenses must be made within one month of them being incurred.
- (9) Such expenses may be reimbursed from Branch Funds.

Payments to a Member of a Branch

- (10) The business of the Branch shall normally be carried out without payment to individual members of the Branch but, subject to the provisions of Article 4 of the Royal Charter and to the approval of the Council, the Branch in General Meeting may authorise;
- a) Reasonable expenses payment to a member of the Branch for general services rendered in carrying out the functions and responsibilities of the Committee.
 - b) A payment to a member of the Branch for a specific service provided in dealing with a necessary matter related to the functions and responsibilities of the Branch.
- (11) Members of the Committee as Trustees of the Branch Charity may not receive a regular payment from the Branch for any activity. Regular payment to a Trustee can only be made following approval from the Council and the relevant Charity Commission/Regulator.

Investment

- (12) Branches should have a 'Reserve Policy' in place which aims to ensure that Branches hold in reserve funds sufficient to sustain the Branch for a minimum period of six months.
- (13) Exceptionally, where a Branch Committee wishes to invest funds, such investment shall be authorised by the Branch Committee in accordance with the provisions of rule 36 and Branches are required to confirm to the Charity Act, the Trustee investment Act of 2000 and/or the Charities & Trustees investment (Scotland) Act 2005 and the Financial Services and Markets Act 2000 (as they may be amended, extended or re-enacted from time to time).
- (14) In accordance with Byelaws 20 and 26 the Branch investments shall be kept available for inspection by any member, Area Office or HQ.
- (15) Any Branch funds in excess of the required reserves which the Branch do not immediately require for the purposes of the Branch shall normally be invested to the credit of the Branch in the Association's Branch Deposit Fund (minimum £1,500)

BR 12 MISCELLANEOUS

Branch Standard Bearer

- (1) Subject to the agreement of the Branch at a General Meeting the Branch may purchase a Branch Standard and equipment for a Standard Bearer from the general funds of the Branch.
- (2) Where a Branch has a Standard the Branch at a General Meeting shall elect a Branch Standard Bearer from amongst the members of the Branch for such term of office as the Branch shall decide. Any casual vacancy in the position of Branch Standard Bearer shall be filled by the Committee and the person appointed to fill the vacancy shall hold the position until the next

General Meeting of the Branch or the conclusion of the Annual General Meeting in the year the mandate of the role expires and shall be eligible for re-appointment.

- (3) A Branch may request a representative from a local ACO to act as the Branch Standard Bearer from time to time, ensuring appropriate safeguarding measures are in place.**
- (4) The parading of the Branch Standard shall be subject to such approval as the Committee shall determine.**

BR 13 CONCLUSION

- (1) Provided also that in Scotland and Northern Ireland Area Council shall have the authority on behalf of the Council to approve changes to Standard Club Rules that are required by the Sheriff or other Scottish licensing authority.**

Notes :-

- 1. *These rules were presented to the Committee of the Letchworth, Hitchin and District Branch of the Royal Air Forces Association at the monthly Committee meeting held on Thursday 13th July 2017. and agreed that they should be the new rules of the LETCHWORTH HITCHIN & DISTRICT BRANCH*



Christmas Party R.A.F. Henlow 2008

BRANCH OFFICER APPOINTMENTS FOR 2017

LIFE PRESIDENT	MR GORDON COLLINSON
VICE PRESIDENT	MR DENNIS DAWSON
CHAIRMAN	MR ERNIE BROWN
VICE CHAIRMAN	MR ROY NEWBURY
SECRETARY	MR KEN NEEDHAM
TREASURER	MR KEN NEEDHAM
WINGS APPEAL CO-ORDINATOR	MR ROY NEWBURY
MEMBERSHIP SECRETARY	MR ROY NEWBURY
NEWSLETTER EDITOR	MR KEN NEEDHAM
BRANCH R.A.F.A.L.O.	WARRANT OFFICER SHAUN GRIFFIN
COMMITTEE MEMBER	LISA BERRY
COMMITTEE MEMBER	JOHN AIREY
AREA CONFERENCE DELEGATE	JOHN AIREY
NATIONAL CONFERENCE DELEGATE	WARRANT OFFICER SHAUN GRIFFIN
WELFARE OFFICER	VACANT
SOCIAL SECRETARY	WARRANT OFFICER SHAUN GRIFFIN
BRANCH PADRE	REV LINDSAY DEW



Follow us on Facebook

Keep up to date by checking our web site

[Www.rafa-lethworth.org.uk](http://www.rafa-lethworth.org.uk)

SOCIAL MEETINGS ARE HELD AT THE LETCHWORTH CONSERVATIVE CLUB,
BIRDS HILL, LETCHWORTH GARDEN CITY, EVERY SECOND THURSDAY OF EACH
MONTH COMMENCING AT 20.00 hrs

COMMITTEE MEETINGS ARE HELD ON THE SAME EVENING COMMENCING AT
19.00 hrs



 **ROYAL
AIR FORCES**
Association

The charity that supports the RAF family