

**RULES  
OF THE  
ROYAL ARTILLERY ASSOCIATION  
2019**

**Patron**

**Her Majesty the Queen  
Captain-General, Royal Regiment of Artillery**

**President**

**Master Gunner, St James's Park**



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## INTRODUCTION

1. **Historical.** The Royal Artillery Association (RAA) was established in 1920 for the purpose of supporting serving or retired members of the Royal Regiment of Artillery ("Gunners"), furthering Gunner comradeship and looking after the welfare of ex-members of the Royal Artillery and their dependants. The RAA is a registered unincorporated charity (Charity Commission No. 238197).
  
2. **Objects.** The Objects of the RAA ("the Objects"), which have remained unchanged, are:
  - a. to promote the efficiency of the Royal Artillery by:
    - (1) maintaining contact between past and present members of the Royal Artillery, fostering mutual friendship between them and providing social gatherings for them and;
    - (2) fostering esprit de corps, comradeship and the welfare of the Royal Artillery and preserving its traditions.
  
  - b. to relieve either generally or individually past and present members of the Royal Artillery, and their dependents, who are in conditions of need, hardship or distress. The Trustee may relieve persons in need under this clause by:
    - (1) making grants of money to them; or
    - (2) providing or paying for goods, services or facilities for them; or
    - (2) making grants of money to other persons or bodies who provide goods or services to those in need.
  
3. **Governance.** The affairs of the RAA are governed by its Scheme, Rules and its General Administrative Instructions (GAIs).
  - a. **Corporate Trustee.** The trustee board of the Royal Artillery Charitable Fund (RACF) is the sole Trustee of the RAA.
  
  - b. **Chairman.** The Trustee will appoint a Chairman of the RAA. This will normally be the Chairman of the NEC.
  
  - c. **Scheme.** The Scheme is the current Charity Commission's sealed Scheme (dated 16<sup>th</sup> May 2015), which is the governing document of the charity.
  
  - d. **Rules.** These Rules are made pursuant to the Trustee's power under the Scheme to make rules and regulations for the management of the charity. They are applicable to all members. If there is a conflict between the Scheme and the Rules or the GAIs the terms of the Scheme shall prevail.

- e. **GAls.** GAls amplify the Rules and explain in detail how the RAA functions. They cover each aspect of the RAA's organisation and administration. They are issued to every branch and ladies' section and throughout the Serving Regiment down to battery level. They may be consulted by any member of the RAA at Artillery House if they do not have access to a copy.
4. **Authority.** Both the Rules and the GAls are issued under the authority of the Trustee of the RAA.

### **TITLES**

5. **Branches.** The Title of each branch is, "The ..... Branch, Royal Artillery Association".

### **PRINCIPLES TO BE OBSERVED**

6. **Principles.** The RAA is non-sectarian and non-political and, as such, does not participate in political or religious matters or in disputes. Its members are expected to act as responsible, law-abiding citizens at all times.

### **BADGES**

7. **Badges.** The badge of the RAA is the Gunner Cap Badge as shown on the front cover of these Rules. However, members may use either of the two below:
- a. The Regimental cap badge modified as shown below:



- b. The Regimental Monogram, consisting of the letters R and A reversed and interlaced and surmounted by a crown.



### **ORGANISATION**

8. **Structure.** The RAA is organised by its Trustee through the intermediate structure of the National Executive Committee, Regions and Districts, down to individual Branches and Ladies' Sections.

### **CHARITABLE STATUS**

9. **Application.**
- a. The RAA is a registered charity. This means that the whole of the RAA's property and income must be applied solely towards its Objects and no part of it must be paid or applied to the members by way of dividend or salary or other remuneration. The RAA may though, with the approval of the Trustee, reimburse certain necessarily incurred out of pocket expenses to members and remunerate members of its secretariat for work done for the RAA.
  - b. The charitable status and trusts of the RAA extends to all its members, Branches and Ladies' Sections which may benefit from that status as appropriate. The Trustee is legally responsible for the Branches and Ladies' Sections, and their funds, and where they own property then such property, of whatever type, is a charitable asset of the RAA.
10. **Limitations.** The charitable status of the RAA does not extend to those social clubs (howsoever formed) often known as "Gunner Clubs", provided that where the land and buildings of such clubs are owned by the RAA that property is a charitable asset of the RAA and shall be accounted for accordingly. Subject to that proviso, each of these social clubs or Gunner Clubs is autonomous and not part of the RAA charity and bound by its own rules in the light of local bye-laws and other regulations.

### **TRUSTEE**

11. **Corporate Trustee.** The RACF board as the sole corporate Trustee oversees the affairs of the RAA.
12. **Corporate Trustee powers.** In furtherance of this duty, the Trustee may exercise the powers set out in the Scheme and:
- a. Create or authorise the establishment of an organisation consisting of:
    - (1) A secretariat staff at Artillery House.
    - (2) An intermediate structure comprising:
      - (a) National Executive Committee.
      - (b) Regions and Districts.
    - (2) Branches and Ladies' Sections.

(4) Members.

- b. Manage the RAA through the intermediate structure of the National Executive Committee, Regions and Districts, down to individual Branches and Ladies' Sections. It is recognised that some members do not join a branch.
- c. Receive and accept contributions by way of subscriptions, donations and otherwise.
- d. Assist beneficiaries by way of grants, gifts, pensions or otherwise or by providing or paying for items, services or facilities calculated to reduce the need, hardship or distress of beneficiaries.
- e. Make grants in order to promote the efficiency of the Royal Artillery through: the fostering of mutual friendship between past and present members of the Regiment; providing social gatherings; fostering esprit de corps, comradeship and welfare and; preserving its traditions.
- f. Pay for such items, services or facilities, by way of donations or subscriptions to charitable institutions or organisations, which provide, or which undertake in return to provide such items, services or facilities for beneficiaries.
- g. Subject to such consents as may from time to time be required by law to purchase, take lease or exchange any property required for the purposes of the Association and lease exchange or otherwise dispose of the same.
- h. Invest funds of the Association in such investments as may from time to time be authorised by law.
- i. Accumulate funds of the Association for such period as may from time to time be authorised by law.
- j. Make, add to and amend the Rules, other than Rules 2, 30, and this sub rule, and GAIs of the RAA, but not so as to cause the RAA to cease to be a charity in law.
- k. Issue instructions, which shall be binding on all those concerned, in furtherance of the Rules and GAIs.
- l. Appoint any staff as required.
- m. Establish and maintain contact with the organisations of Artillerymen or women in Commonwealth countries and elsewhere, as appropriate.
- n. Hold an annual Assembly of members; make arrangements for the conduct of the annual Assembly and to consider resolutions passed there.
- o. Make arrangements for the holding of the capital of the RAA Funds and to use its income to promote the Objects of the RAA.

- p. Promote fund-raising projects to increase the income of the RAA.
  - q. Award personal certificates to members of the RAA and present trophies to branches and Ladies' Sections.
  - r. Present the Mansergh Memorial Award to individual serving Gunners, and sporting trophies to Gunner units, from time to time.
  - s. Present the Joan Wanklyn Memorial Prize.
  - t. Make grants to Gunner units to promote comradeship and welfare.
  - u. Do all such other things as shall further the Objects of the RAA.
13. **Delegation of Powers.** The Trustee may, at its discretion, delegate some of its powers to the National Executive Committee of the RAA, or to a duly appointed sub-committee. If such committee or sub-committee be created or authorised by the Trustee in accordance with the provisions of this Rule, its actions or proceedings shall be reported to the Trustee as soon as possible.
14. **Branches and Ladies Sections.** Under the Charities Act 2006 the Branches and Ladies Sections are part of the RAA charity, and not separate entities, and as such the Trustee is legally responsible for them and their accounts.

#### **MEETINGS**

15. **Board of Management.** The notice, frequency and proceedings of meetings of the Trustee and its Board of Management are governed by the Articles of Association of the RACF.
16. **National Executive Committee.** The meetings of the National Executive Committee and any duly appointed sub-committee, are governed by the instructions of the Trustee as expressed in the terms of reference for the relevant committee.
17. **Annual Assembly.** There shall be an Annual Assembly for members of the RAA at which one delegate from each Branch and Battery shall have one vote.

#### **MEMBERSHIP**

18. **Life Membership of the RAA.** Automatic life membership of the RAA is granted, at no cost, to:
- a. Serving or retired members of the Royal Regiment of Artillery (Gunners).
  - b. Spouses/Partners of serving or retired members of the Royal Regiment of Artillery.



19. **Branch Membership.** Any members qualified under Para 21 (a&b) may apply to become a member of his or her local branch using the RAA application form.
20. **Branch Subscriptions.**
  - a. Membership of a branch, including life and associate members, will attract subscriptions raised by the branch.
  - k. The annual Assembly recommends the level of all membership fees for branches.
21. **Honorary Members.**
  - a. Honorary membership of a Branch may be conferred on local dignitaries or other persons whose membership may be of benefit to the Branch.
  - b. Honorary members shall have no voting rights nor be required to pay subscriptions.
22. **Associate Members of a Branch.** Associate membership of an RAA branch is open to anyone, 18 years old or over, not eligible for life membership, and who supports the aims and aspirations of the RAA.
  - a. The granting of Associate membership shall be at the discretion of the Branch. Associate members pay the same branch subscriptions as life members.
  - b. Associate members shall be eligible to hold any Branch office except those of President or Chairman. However, these posts may be held by Associate members exceptionally if extenuating circumstances exist.
  - c. All Associate members may vote at a branch meeting providing their total does not exceed 30% of those eligible to vote at that meeting. Should the percentage of Associate members exceed 30% then the branch must decide by ballot or other means, which Associate members suspend their voting rights for that meeting in order to reduce their numbers to 30%. A member whose voting rights are suspended in this way must have the situation explained to him or her by the Chairman of the branch.
23. **Royal Artillery Charitable Fund (RACF).** Eligibility for assistance from the RACF is restricted to members and ex-members of the Royal Artillery and their dependants as laid down in the RACF's Articles of Association.
24. **Refusal of Branch Membership.** Any branch committee is entitled to refuse branch membership to any person, subject to appeal by either party to the National Executive Committee. Reasons for any refusal must be given and a copy sent to Artillery House.
25. **Cessation of Branch Membership.** Branch membership may be terminated by resignation, expulsion, or falling into arrears with annual branch membership fees.

26. **Expulsion from a Branch.** Any branch committee is entitled to expel a member of that branch by a resolution of the branch. Any member so expelled is entitled to appeal to the National Executive Committee whose decision is binding. The details and the reason must be sent to the RAA Secretary at Artillery House.
27. **Re-Admission to a Branch.** Members who resign from a branch or whose membership has fallen into arrears, may subsequently apply for re-admission. They will be liable to subscribe from the date they are re-admitted.
28. **Powers of Members.** The members of the RAA, through their branch delegates at the annual Assembly, have the following powers:
- a. To examine, and if approved, adopt the Précis of the Proceedings of the previous Assembly.
  - b. To examine, and if approved, recommend the annual accounts of the RAA Central Fund to the Trustee.
  - c. To nominate three members to the Board of Management of the RACF who must then be appointed in accordance with the Articles of Association of the RACF.
  - d. To elect representatives for the intermediate structure of the RAA.
  - e. To make Resolutions for consideration by the Trustee.
  - f. To propose and debate items for discussion.
  - g. Members of the RAA may also express their views through Regional and District Committees and deal directly with Artillery House on routine administrative matters and welfare.

### **LADIES' SECTIONS**

29. **Role.** The role of the Ladies' Sections is to work closely with their parent branches, to assist the RAA in social and welfare activities, and to raise funds for the RAA and RACF. The Ladies' Sections are part of the RAA charity, and the Trustee is legally responsible for their funds and their accounts.
30. **Formation within Branches.** Branches may authorise the formation of a Ladies' Section within the branch.
31. **Formation of Independent Ladies' Sections.** An independent Ladies' Section may be formed where no local RAA branch exists. This might eventually lead to the formation of a local branch, when the Ladies' Section would then become part of the branch in the usual way.

32. **Membership.**
- a. Membership of a Ladies' Section is open to any lady who is or supports the aims of the RAA or is either a life or associate member.
  - b. Application to become a member of a Ladies' Section should be made by means of the RAA application forms.
33. **Rules.** Ladies' Sections are governed by the RAA Scheme and these Rules.

### **THE SECRETARIAT**

34. **Location.** The Secretariat is located at the national headquarters of the RAA in Artillery House at Larkhill, Wiltshire SP4 8QT. The Regimental Secretary oversees the day to day operation of the RAA acting on direction from the Trustee and NEC.

### **FINANCE**

35. **RAA Central Fund.** The RAA Central Fund consists of: a General Fund; branch funds; the Ladies' Sections funds; Regional and District funds, when they exist; sums held for the time being on behalf of closed branches and; any other funds the Trustee may accept from time to time. Under the Charities Act 2006 all such funds are part of the RAA Central Fund and must be accounted for annually by Artillery House.
36. **Investment.** Monies requiring investment may be invested by the RA Board of Management's Investment Committee in conjunction and in line with the RACF investments, as approved by the Trustee. The Committee will monitor the investments against the RACF's benchmarks.
37. **Use of Income.** The income of the RAA Central Fund is to be used to promote the Objects of the RAA.
38. **Annual Accounts.** The Branches and Ladies Sections are to submit annual accounts to Artillery House.

### **DISSOLUTION**

39. **Dissolution of the RAA.** The RAA may be dissolved in accordance with the terms of the Scheme.