



BRANCH CHARTER

THE ROYAL GREEN JACKETS ASSOCIATION

SOUTH EAST KENT BRANCH

1. **Composition.**

a. **Committee.** The main committee will be made up of 6 specific roles as detailed in Roles & Responsibilities.

b. **Sub Committee.** Sub-committees can be formed by any Main committee members in order to spread the workload of a role. The main committee may appoint sub-committees for special purposes when required. Current Sub-committees:

- (1) Events – BBQ & Christmas Party.
- (2) The Smoker.
- (3) Membership Coord.

2. Roles & responsibilities.

a. **President.** Acts as a figure head for the branch and provides guidance to the committee. Attend committee meetings and voice objective opinions on issues and is to pay attention to the main association activities that affect or are affected by the branch committee's work. Must have served in the Royal Green Jackets and must be voted in by 2/3 majority of the committee. Full committee voting rights.

b. **Chairman.** Head of the branch and ensures that the committee functions properly, that there is full participation during meetings, that all relevant matters are discussed and that effective decisions are made and carried out. Signatory for financial matters. Must have served in the Royal Green Jackets and must be voted in by 2/3 majority of the committee. Full committee voting rights.

c. **Secretary.** Supports the Chairman in ensuring the smooth functioning of the management of the branch and committee. Ensuring meetings are effectively organised and minuted. Maintaining effective records and administration. Coordinator of Membership and Communication sub-committees. Must have served in the Royal Green Jackets and must be voted in by 2/3 majority of the committee. Full committee voting rights.

d. **Treasurer.** Has specific responsibilities for the administration of money under the guidance of a qualified Accountant or Bookkeeper^[1] (If required can be a Honorary Member). And must create and maintain secure systems for income and expenditure control, monitor cash flow, prepare statutory returns if required, advise on investments and prepare annual accounts for audit. Signatory for financial matters. Must have served in the Royal Green Jackets and must be voted in by 2/3 majority of the committee. Has full committee voting rights.

e. **Memorials.** Responsible for all acts of Remembrance conducted by the branch, liaison with Dover District Council (DDC) including the Mayor of Dover and local dignitaries as required. Must have served in the Royal Green Jackets and must be voted in by 2/3 majority of the committee. Full committee voting rights.

f. **Events & Entertainments.** Responsible for organisation and running of Events. Head of sub-committee Events & Entertainments. Must have served in the Royal Green Jackets and must be voted in by 2/3 majority of the committee. Full committee voting rights.

g. **Property.** Responsible for accounting & maintaining all property held by the branch. Must have served in the Royal Green Jackets and must be voted in by 2/3 majority of the committee. Full committee voting rights.

3. Meetings. In order for the effective running of the branch, meetings are to be attended by all main committee members. For an effective meeting with powers of decisions by vote, a quorum of 4 committee members must be present.

Non-Attendance of meetings where possible should be communicated to the Secretary prior to the start of the meeting. Ad-hoc meetings can be set up between main meetings for the purpose of planning. Decisions can only be made if a meeting has the required quorum and is minuted.

a. **Format.** For effective use of time and resources, meetings are to follow a set agenda managed by the secretary. Committee members are to submit agenda points to the secretary for inclusion. Branch Members can also add items to the agenda for the committee to discuss and vote on by way of proposals by either contacting the secretary directly or by the online proposal form.

The branch will hold the following meetings yearly unless unable to do so for unforeseen circumstances. Dates of all meetings and attendance required will be published and communicated to the membership.

- (1) Quarterly Committee meetings (Committee only).
- (2) Quarterly Branch meetings (All Branch members) including the Branch Annual General Meeting (AGM).
- (3) Account Audit (Annually by President, Chairman and Secretary, minimum of 2 present).
- (4) Sub-Committee Meetings (If required).

(5) Ad-Hoc meetings (If required).

b. **Decisions.** All decisions by the committee are to be recorded in the minutes and be made available to the membership.

c. **Voting.** The branch will operate a 2/3rd rule whereby if all 6 committee members vote a minimum of 4 in favour are required to carry the vote forward, if only 4 committee members (which is the minimum to achieve quorum) are present then 3 in favour votes are required to carry the vote forward. Abstentions are allowed. Votes are to be recorded in the minutes. In order to vote, a proposal is to be made by a committee member and seconded by another followed by the vote. All votes are to be recorded in the minutes.

4. **Membership.**

a. **Full Member.** All former (Regular and Territorial) members of the Royal Green Jackets, regardless of rank, have absolute right of membership provided they pay an annual membership subscription.

b. **Associate Member.** Any member of another cap badge who served on the posted strength of a RGJ unit, Headquarters or Establishment, persons with "Riflemen's interests at heart", wives, widows, relatives or other Service personnel who have no local service association of their own, may apply for Associate Membership. Associate Membership is approved by Branch Committees and confirmed by the Association Committee. Associate members pay the annual membership subscription. Do not have voting rights.

c. **Honorary Member.** Honorary Members are those persons who by virtue of their position, title or rank can or do good for the Association. Examples are Mayors, High Sheriffs, local businessmen, local dignitaries. Honorary membership is proposed by Branches and authorised by the Association Committee. Honorary members do not pay an annual subscription. Do not have voting rights.

5. **Rules of Membership.** As our primary focus is to maintain our close comradeship of those that have served in the Royal Green Jackets or those with close ties, therefore all members are to be respectful to each other and behave in a manner which does not bring the Royal Green Jackets and the branch into disrepute. For the branch to work effectively members are to adhere to the following.

a. **Subscriptions.** Payable yearly by the 25th February. Subscriptions are to use for the following. Full accounts made available for scrutiny by members at all Branch meetings.

(1) Events.

(2) Remembrance wreaths/flowers.

(3) Farewell toasts.

(4) Branch running costs which include website, newsletter print & postage, membership cards.

b. **Subscription Arrears.** Any member who has not paid by the 25th February each year will be sent a reminder by email and will not receive benefits from membership until Subscriptions are paid. Members with 1 years arrears will be removed from our membership.

c. **Cessation & Expulsion.** Members have the right to cease membership at any time.

If at any time the committee shall decide that a member of the branch is no longer upholding the ethos and standards expected of the Royal Green Jackets, it may determine that the member be expelled from the branch. Such action shall be decided by a two-thirds majority vote taken at a committee meeting at which a quorum is present. In this case the member will be informed as to why and has the right to appeal.

d. **Resignation.** Any member of the committee can resign at any time by letter.

6. **Dress.** Where possible members are asked to dress appropriately for the event such as remembrance parades, Church Service and Funerals.

a. **Winchester.**

- (1) Regimental headdress.
- (2) Shirt & regimental tie.
- (3) Blazer, Green. (Regimental Blazer Badge optional)
- (4) Dark Trousers (Remembrance) or Beige Chinos.
- (5) Medals.

Variations of dress such as requests for dress at funerals will be published to the membership.

[i] Bookkeeper – appointed to support the treasurer in the day to day running of the accounts. Non-voting rights but may attend committee meetings at the request of the Treasurer or Chairman.