



THE ARMOURERS' ASSOCIATION

Motto – 'Make all sure – we are one'

President: Mr. T. Holroyd

RULES

(Updating the rules as agreed in May 1982 and incorporating the original conditions of membership that were agreed at the first committee meeting held at Whitehall 26 November 1958) Now incorporating the REME75 Rules.

1. TITLE: The association shall be known as:

THE ARMOURERS' ASSOCIATION

2. OBJECT: The object of the ARMOURERS 'ASSOCIATION' is to foster the standard of comradeship and esprit-de-corps which has always been associated with the Armourers, Gun Fitters and Weapons Artificers of the RAOC, REME, Royal Marines, Gurkha Regiments and the Royal Gibraltar Regiment.

3. MEMBERSHIP:

All serving and Ex members of REME are members of the REME Association and are governed by the REME 75 Rules as well as The Armourers' Association Rules. The Armourers' Association is a Group as defined by Part 2, Rule 2b of the REME 75 Rules. Non-members of REME are not eligible for REME Association membership, but may still be members of The Armourers' Association. As such any assistance from the REME Association may only be used for the benefit of those who wear/wore the REME cap badge. The REME 75 Rules are attached at Annex B for reference.

a. **Full Membership:** Is open to all Armourers, Gun Fitters and Weapons Artificers who are serving, or have served in RAOC, REME, Royal Marines, Gurkha Regiments and The Royal Gibraltar Regiment. The Membership application form should be sent to the Secretary.

b. Honorary Membership:

- (1) The Committee may invite a person to become an Honorary Member if they are able to enhance or benefit the Armourers' Association and its membership.
- (2) Guests of Honour at Association reunions will be accepted as Honorary Members if they so desire.
- (3) A Spouse or Long-Term partner of a full member will automatically be accepted as an Honorary Member, if they so desire. The Honorary membership application form should be sent to the Secretary.

c. Associate Membership:

- (1) Is open to all bona-fide armourers or gun fitters of other Services and Defence Forces including those of Commonwealth Countries. The committee will consider all doubtful cases and rule accordingly. This ruling shall be final. The Associate membership application form should be sent to the Secretary.
 - (2) Is open to anyone who may have a genuine interest in fostering and improving the Armourers' Association. Sponsorship from a full member is mandatory, with the committee initially vetting the application and then the application shall be voted on at the next AGM. A simple majority vote is required for the membership to then become permanent. The Associate membership application form should be sent to the Secretary.
- d. Honorary and Associate Members do not have voting rights within the Association, but their views will be taken into consideration during the voting process.
- e. The committee shall have the right to disqualify any member who in their opinion is considered unworthy of retaining membership of the Association.
- f. Disqualified members may reapply for membership providing that any custodial sentence is complete and in accordance with the following:
- (1) No costs shall be incurred by the Association.
 - (2) A disqualified member must obtain sponsorship from two full members of the Association. They will act as:
 - (a) A Proposer
 - (b) A Secunder
 - (3) A motion to reinstate the disqualified member shall be sent to the Chairman by the Proposer, naming the Proposer, the Secunder and the disqualified member. The motion shall contain a reasoned argument for reinstatement.

- (4) The Chairman shall organise a vote of the membership at the next Annual General Meeting, providing that the conditions of paragraph 3. f. (1), (2) and (3) of these rules, have been met.
- (5) A unanimous vote is required for a disqualified member to be reinstated on the Association Membership List.

4. ELECTION OF THE PRESIDENT

- a. The President shall be elected by a ballot of as many full members as it is possible to contact by post or other means. The appointment shall be for life, or for any lesser period the incumbent decides. A retiring President shall be accorded the honorary title of 'Vice-President'.

5. COMMITTEE – CONSTITUTION AND ELECTION

- a. The committee shall include The President, Chairman, vice-Chairman and Secretary, who shall also act as treasurer, plus a minimum of one other member, who shall be the secretary's deputy.
 - (1) Additionally, another four members may be elected/appointed to the committee. The committee shall not exceed eight members. The number of serving members on the committee shall not exceed the number of retired members. Only when circumstances make it unavoidable may this rule be varied.
 - (2) The secretary's deputy shall if the need arises take over the duties of the secretary until such time as an election for the post can be carried out. As such it is the duty of the secretary to keep his deputy informed of all ongoing business.
- b. The committee shall be elected from full members of the Association who accept nomination.
- c. The membership shall elect one of its retired members to be Chairman and one member, serving or retired, to be Secretary.
- d. Three members of the committee will form a quorum.
- e. **Committee Tenure:** For all members of the committee, other than the President, the tenure shall be 5 years. Re-election shall be in accordance with 5b and 5c above.

6. COMMITTEE DUTIES

- a. The committee shall meet at least once a year and shall be responsible for the running of the Association and in particular the organising of the annual reunion.

- b. The Chairman, or Vice-Chairman, shall be responsible overall for the activities of the committee. He/She will preside at all committee meetings and ensure the proper procedure is followed for all functions.
- c. The committee shall assist the Secretary in whatever is necessary to ensure the smooth running of all functions.

7. MEMBERS 'RIGHTS

- a. Any member of the Association shall have the right to submit proposals, ideas and queries affecting the running of the Association to the committee for consideration. The committee shall consider any such submissions and the resulting decisions made known.
- b. Any suggestion may in the first instance be communicated to a committee member by any means but should its substance be such that further debate and submission to the full membership is required then to avoid any misunderstanding the submission should be confirmed in writing.

8. ASSOCIATION TIES AND WARES

- a. The approved pattern Association ties, and any other approved item of stock held by the Association, may only be obtained through the Secretary. Only full and Associate members shall be permitted to purchase Association ties.

9. BENEVOLENCE

- a. Because it would not be practical to do so the Association shall not normally undertake any form of benevolence. The members are invariably life members of at least one benevolent association and are therefore covered in this respect. Should it be known however that a member, or his widow, is in need or distress the committee shall investigate the case and, where necessary, refer it to the benevolent association concerned. Failing this the committee shall consider raising a subscription from members or making a small grant to provide some assistance.
- b. **Assisted Attendance:** It is recognised that the overall cost of attending the annual reunion may be prohibitive to some members. Any member who feels that they are unable to attend a function for purely financial reasons may apply **In The Strictest Confidence** to the Secretary, or any other member of the committee, to have their costs subsidised by the Association. The recipient of the request shall discuss the request with at least one other committee member, and receive the sanction of the secretary/treasurer, before a decision is made and the applicant informed. Any assistance granted shall be shown in the Association Accounts as "Assisted Attendance" in the expenditure column. The amount granted to

the applicant will not normally exceed the cost of the function or meeting the applicant wishes to attend.

- c. **Remembrance:** The Association shall each year arrange for a 'Field Cross' to be planted at The Field of Remembrance, Westminster Abbey. This will normally be done by arrangement with the REME Association. In addition to the cost of the Field Cross a donation, agreed by the Committee, will be made through the same channel to the 'Poppy Appeal Fund.
- d. **Floral Tributes:** Where enough notice is given and the arrangements are possible the Association will provide a Poppy Wreath, purchased from the Royal British Legion, to be laid at the funeral/cremation of a deceased member. It will be suggested to the next of kin that it may be appropriate for the wreath to be laid at the local War Memorial after the funeral service.

10. REUNIONS – PROCEDURE

- a. The general procedure for reunions is shown in Annex A

11. GUESTS

- a. Subject to the following conditions, members may invite guests to reunions. The conditions are:-
 - (1) No member will normally be allowed more than one guest. Should a member wish to invite more than one guest the approval of the committee will be sought, prior to the invitation being extended.
 - (2) In the event of accommodation or seating shortage members shall have attendance priority over member's guests.
 - (3) The behaviour of guests shall be the responsibility of the member on whose invitation they are present.
 - (4) In all cases of doubt on any aspect of members' guests the committee's decision shall be final.

12. Association Web Site

- a. The Association Web Site shall be managed in accordance with the Web Site Administrator Role.

13. CLOSURE

- a. Should it become necessary for the Association to cease functioning, the following action shall be taken.
 - (1) The Secretary shall notify all existing members of the cessation of all functions of the Association. He will have notices to this effect published in, Army, Regimental and other Service magazines and news sheets.
 - (2) The Secretary shall clear all outstanding debts.

- (3) The committee shall hold a final meeting to audit the accounts, complete any outstanding business and formally end the Association.
- (4) Any funds remaining shall be donated to the REME Benevolent Fund and an agreed sum donated to The Royal Marines Benevolent Fund, The Gurkha Benevolent Fund and the Royal Gibraltar Regiment Benevolent Fund.
- (5) The Association's historical records and the President's Badge shall be handed to the curator of the REME Museum.
- (6) The web site shall be closed down in accordance with Annex C paragraph 10.
- (7) Any items of Association stock, ties etc., shall be offered to members at a reduced price. Any further stock remaining shall be donated to the REME Association shop any proceeds from their sale being donated to the REME Benevolent fund.

ANNEX A

GENERAL PROCEDURES FOR ANNUAL REUNIONS

14:00 – 16:00hrs

The Secretary meets representative of the venue to ensure all is as planned.

18:00 – 19:30hrs

Bar opens, members and guests assemble at bar.

19:30hrs

- (1) Members and Guests are invited to take their seats for dinner.
- (2) The President welcomes members and their guests and asks them to stand for Grace.
- (3) Dinner and convivial conversation ensue.
- (4) After desert and the tables have been cleared, Port/Wine is served.
- (5) The Chairman calls upon youngest member present to give the Loyal Toast.
- (6) The Chairman proposes a toast to the Guests.
- (7) Coffee/tea is served.
- (8) The President gives a short address and introduces the Guest of Honour, if applicable.
- (9) The Guest of Honour gives a short address and concludes by giving a toast to 'The Armourers'. (In the absence of a Guest of Honour the President will give the toast, 'The Armourers').
- (10) The President presents the Guest of Honour with a suitable gift.
- (11) If no AGM has been held prior to the dinner, the Chairman conducts brief Association business.

21:00hrs (approx.)

Raffle tickets are sold and the raffle held.

23:30hrs

Bar closes and members disperse.

ANNEX B

REME ASSOCIATION REME75 RULES

Foreword by Colonel CP Phillips ADC

Colonel REME and Vice President of The REME Association

I am delighted to present these revised rules of The REME Association 'The REME 75 Rules'. Our previous rules 'The Jubilee Rules' served us well but much has changed since they were written and published in 1977. Our aim with this revision has been to simplify wherever possible and not restrict our membership in any way should they wish to set up a branch, group or community of interest to serve the needs of The REME Family.

I draw your attention to Part 1 and the definition of membership criteria 'Anyone who has served, or is serving, in REME and their spouse/partner is a member of the REME Association for life'. This cannot be clearer and emphasises our inclusivity. We are all members of the REME Family – for life.

The REME Association provides comradeship and support for those that desire it and those who need it across the whole REME Family. It develops communities of interest and engagement to bring the like-minded together and provides practical help from within its own resources and from The REME Charity. Your commitment and achievements with the Corps of REME are appreciated, highly valued and The REME Charity wants you to be part of The REME Family throughout your career and beyond.

You will also note there will be no Annual Membership Fee. All those leaving the Service are invited to consider making a voluntary annual charitable donation and those who have already left are similarly invited to do so. All will have the opportunity to ring-fence their donations to the REME Association. This is consistent with the principle of voluntary donations currently made under the Day's Pay Scheme in which the vast majority of our serving officers and soldiers are enrolled. A donation also better reflects its purpose, which is to further the charitable aims of the REME Association rather than provide a form of benefit or service in return for payment.

The REME 75 Rules are now officially published and to be adopted by us all. The Jubilee Rules are henceforth archived and now part of our history. The revised rules are deliberately loose to enable us all to operate in a less restrictive manner. We want the REME Family to meet and organise and help and support each other wherever and whenever we wish. There will be space for formal branches, informal groups and communities of shared-interest wherever and however we wish, operating within the REME 75 Rules. Thank you.

Signed

1st May 2018

Initials of
Secretary

REME Association Rules – The REME 75 Rules

Part 1 – Membership

1. The REME Association recognises one class of membership – 'Member'.
2. All members of the REME Association are invited to make an annual voluntary charitable donation in order to further the Aims of the Association.

Membership Criteria

3. The following are entitled to membership of the REME Association:
 - a. Anyone who has served, or is serving, in REME and their spouse/partner is a member of the REME Association for life.
 - b. Supporters of, and those with an interest in, the Corps of REME. Applications from this category will require a sponsor from the preceding category.
 - c. Anyone considered to have made a significant contribution to the Association may, with the approval of the Association Executive Committee, be elected an honorary member of the Association.

The forgoing describes the routes to membership. There are no distinct categories of membership and all members are equally entitled to volunteer to serve on, for example, local and national Association Committees.

Annual Charitable Donations

4. All members of the REME Association are invited to make an annual voluntary charitable donation to the REME Charity to enable the REME Association to provide greater levels of support across all of the REME Family. Those currently serving normally donate through their Days' Pay Scheme contributions and all members are requested to continue their donation once their service is complete. The use of direct debits is encouraged with any annual donations being collected on 1 April each year.
5. Members are not required to make a donation in order to maintain their membership. They may choose however, to do so thus continuing their support to the REME Charity.
6. Individual branches may charge their own subscriptions within the branch, for use as the branch committee sees fit. This would be additional to any annual voluntary charitable donation paid by members.

Annual Charitable Donation - 2018/2019

7. The suggested donation amount for 2018/19 is £15 per annum although individual donations should be at a level that is affordable to the member at their discretion and depending on their own particular circumstances.
8. Members are strongly encouraged to set up a Direct Debit. Annual donations may also be paid by cheque or bank transfer where necessary.

REME Association Rules – The REME 75 Rules

Part 2 – Communities, Groups and Branches

1. **Aims.** The REME Association aims to foster the spirit of the Corps of Royal Electrical and Mechanical Engineers: Regular, Reserve and Retired. It encourages comradeship and provides support for those who desire it and those who need it across the whole REME Family and assists serving members of the Corps in their transition to civilian life. It seeks to develop communities of interest and engagement to bring the like-minded within the REME Family together and be a source of, and a conduit for, the provision of practical help from within its own resources and from the REME Charity. To help fulfil these charitable aims and to allow members to network socially and professionally, the Association supports the formation of the following entities:

- a. Communities.
- b. Groups.
- c. Branches.

2. These entities are defined and explained as follows:

a. **Communities.** A community is a grouping of Association members, formed so that they may pursue a common interest. A community will allow members to share information with other like-minded individuals, seek or offer advice, showcase achievements and allow the exploration of new areas of interest. Communities can be wide ranging and cover social or professional matters, as well as sports, hobbies and more general interests. The Association will recognise and support the formation of a community, as long as there is an established lead/point-of-contact between the community and the Association. An Association community may exist physically or virtually (but is more likely to be a combination of both). The community name, intentions and proposed activities must be agreed with the Association in the first instance.

b. **Groups.** A group consists of a number of Association members formed so that they may meet regularly on a predominantly social basis. Group members are likely to live in the same geographical area though this is not an absolute requirement. There are no formal rules applicable to the formation of a group, though each group must have a nominated point-of-contact known to the Association.

c. **Branches.** A branch will consist of a number of Association members, predominantly living in the same geographical area, and generally operating under more formalised arrangements. Branches may write their own rules to cover the range of activities that they wish to undertake, these rules should be discussed and agreed with the Association to ensure that they are completely coherent with its objects. Branches may administer their own funds, participate in formal activities,

and play an active role in supporting the wider activities of the REME Family.

Branches must adhere to the following:

- i. An appropriate branch representative/lead must be identified and contact details notified to RHQ REME for communication purposes.
 - ii. Association branch members may carry a Branch Standard at formal events, in the form and manner prescribed by the Association Executive acting on behalf of the trustees of the REME Charity. When a new branch is established, it should appoint a Standard Bearer and apply to the Association Executive for a Branch Standard. A Standard will be issued as soon as possible on long term loan to the Branch. Should a branch wish to change its title or other accoutrement, funding may not be available from The REME Charity and will be decided on a case by case basis.
 - iii. The appointment of branch officials shall be at the discretion of each branch, and should reflect the scope of activity that the branch wishes to undertake.
 - iv. Branch activities must always support the aims of the Association.
 - v. Branches should report once per year to the trustees of The REME Charity through the Association Executive. Detail should be provided on notable branch activities, recruiting activity, and other successful initiatives.
3. Due to the number of individuals in a particular geographical area, it may be appropriate to form an Association group as opposed to a branch (this would certainly be the case should the intention be purely social). Conversely, where a group grows larger, it may acquire the appetite for more activity, and could then seek to become a new branch. The intention within the Association is that there is some flexibility, and that members are not disadvantaged through geographical factors or fluctuations in local membership numbers.
4. All members are encouraged to participate in Association activities through the means described above. Members are however required to adhere to the Association Code of Conduct at all times (Part 3 of the Association Rules).
5. Those wishing to form a Community, Group or Branch should contact the Association Executive, based in RHQ REME, in the first instance.

REME Association Rules – The REME 75 Rules

Part 3 – Code of Conduct

1. The REME Association is an entity of The REME Charity and an integral part of the REME Family. Individuals and organisations outside the Corps of REME will not distinguish between the Association and the Corps. Members are therefore expected to uphold the highest standards of integrity and behaviour when involved in Association activity or when acting on behalf of the Association in any capacity.
2. This Code of Conduct:
 - a. Sets out the standards required of REME Association members as a condition of membership.
 - b. Applies to all members, irrespective of rank, grade or status, or the roles they fulfil either for the Association or for other organisations.
 - c. Is primarily concerned with the conduct of the individual although is applicable to the collective with regard to safeguarding (see para 5 below).
3. In order to comply fully with this Code of Conduct, an individual member must:
 - a. Accept a personal duty to uphold the reputation of the Association, the Charity and the wider REME Family, and take no action which could bring the Association into disrepute or otherwise tarnish the good name of REME.
 - b. Act with integrity and respect when dealing with other members of the Association, whether on a social, professional or advisory basis.
 - c. Ensure they are suitably competent and qualified if acting on behalf of the Association as an advisor in any capacity.
 - d. Ensure confidentiality is maintained at all times.
 - e. Have due regard for public health, privacy, security and wellbeing of others and the environment when representing the Association.
 - f. Conduct all Association activity lawfully and without discrimination on the grounds of sex, sexual orientation, marital status, nationality, colour, race, ethnic origin, religion, age or disability.
 - g. Not make any statement on behalf of the Association or purport to represent the Association (or any part thereof) through any public medium, including digital social media, unless authorised to do so by the Association Executive acting on behalf of the trustees of The REME Charity. Members must not use an Association email address or signature block when representing his/her personal views.
 - h. Accept a duty to the Association to encourage membership, and support the wider activities and aims of the REME Charity.

- i. Where applicable, protect personal data to prevent unlawful disclosure and identity theft.
- j. Not claim knowledge or competence that he/she does not possess.
- k. Respect and value alternative viewpoints.

4. Members are expected to conduct themselves at all times in such a way that they bring credit to the Association, the Charity and the wider REME Family, its members, or those organisations that support our activities. No discredit or damage that may bring our reputation into disrepute is to be caused. Any suggestions for improvement, complaints, or observations that may be seen as contentious, must be directed to the Association Executive staff in the first instance, and must not be aired publicly through social media or any other communication channel.

5. All members are obliged to immediately report to the Association Executive staff any issue that could impact the reputation or ability of the Association or the Charity to be statutorily compliant.

Safeguarding

6. The REME Association must follow the safeguarding policies of the REME Charity, in particular those related to the acceptance of legacies and protection of vulnerable adults.

7. The REME Association Executive Committee may be asked to investigate reported serious instances of non-compliance with the Code of Conduct. Where this is the case, and a serious non-compliance is proven, the following courses of action may be taken:

- a. Censure.
- b. Dismissal from the Association.

REME Association Rules – The REME 75 Rules

Part 4 – Membership Benefits

1. There are a number of specific benefits available to members of the REME Association, resulting in a package that gives value not only when members are in military service, but throughout an entire working career and into retirement. Members may find that different aspects of membership become more important during different phases of their professional and private lives but the support that members provide to the REME Family through their membership is a constant throughout. The specific benefits of REME Association membership are:
 - a. Access to Association professional and social networks.
 - b. The opportunity to share interests with the wider REME family by establishing a Community, Group or Branch.
 - c. Access to information, advice and support concerning professional recognition and registration.
 - d. REME Association Membership Card.
 - e. Access to, and support from raja.
 - f. Privileged access to a discount/benefits package and additional benefits that may subsequently be established.
 - g. The ability to maintain close links with the entire REME Family throughout service and beyond.
 - h. Access to individual/group awards and recognition.
 - i. For those that choose to make a voluntary annual charitable donation as detailed at Part 1, the main benefit is their continued support for the REME Charity. (See also below).
2. The simple act of joining the REME Association and choosing to make a charitable donation helps support the REME Charity in providing welfare and benevolence wherever it is required, something that all members can take great pride in, and arguably the greatest benefit of all.
3. The range of benefits available to members may change from time-to-time as the Association continues to develop. Any change will not detract from the Association offering, but will seek to add further value for members. Bespoke benefits applicable only to REME Association members rather than general discount cards that simply replicate those available to Armed Forces or Veterans, will be particularly sought.
4. Members are encouraged to provide feedback on the range of benefits to support development and future initiatives and suggested additions, particularly links to potential providers are welcome.

REME Association Rules – The REME 75 Rules

Part 5 – Governance

1. The REME Association is an entity under the governance of the REME Charity, a registered charity in England and Wales, number 1165868. Accordingly, the Association is governed such that its activities continue to meet with the charitable objectives.

STRUCTURE

2. The Association's Headquarters is co-located with the offices of The REME Charity in RHQ REME, MOD Lyneham in Wiltshire, a hub from where it manages its charitable and other membership related activities.

3. To support these activities, the Association has a regional network comprising:

- a. Scotland and NI.
- b. North.
- c. Midlands.
- d. South West and IOW.
- e. South East and London.
- f. Wales.

4. These 6 regions provide a local liaison point and conduit between the Lyneham hub and the communities, groups, and branches (see Association Rules Part 2) within their region. Association branch members within each region, along with community and group members who are resident in that region, should elect a nominated regional representative to sit on the Association Executive Committee. Appointments should be confirmed by that committee.

5. Overseas branches will be kept informed directly from the membership hub.

OFFICERS OF THE ASSOCIATION

6. The Association is to have the following officers:

- a. President Master General REME
- b. Vice-President Chairman Executive Committee
- c. Vice-President Vice Chairman Executive Committee

THE REME CHARITY TRUSTEE BOARD

7. **General.** The REME Charity Trustee Board has overall responsibility for the Association, but will delegate to the Executive Committee the day-to-day conduct of Association affairs.

8. **Reserved Powers.** The REME Charity Trustee Board reserves the following powers:

- a. Approval of the rules of the Association.
- b. Defining the composition and Terms of Reference of the Executive Committee.
- c. Recommending an amount for the suggested Voluntary Annual Charitable Donation by REME Association members. (See Part 1).
- d. The approval of the annual budget.
- e. The approval of the annual accounts.

THE EXECUTIVE COMMITTEE

9. **General.** The Executive Committee functions under the direction of the REME Charity Trustee Board and is responsible for the detailed management of the affairs of the Association. The Committee will always include at least one trustee of The REME Charity.

10. **Composition:**

Chairman¹ Colonel REME

Vice-Chairman Retired Senior Officer Late REME²

Members:

Corps Secretary and Chief Executive of The REME Charity

Regional Representatives

Corps ASM

Secretary REME Association

Membership Manager

11. **Regional Representatives.** Their role is to: act as a conduit for communication, keep in touch with each community/group/branch within their area and to be aware of activities and any problems. He/she should also be ready to provide advice and to raise matters on behalf of their area with the Executive Committee. Regional Representatives have a specific responsibility for driving the creation of new communities, groups and branches in their area and for providing ongoing support to these as required. They should stand for a maximum of 5 years. Although they may be re-elected they should actively canvas for a replacement within their region as their tenure closes.

12. The Committee may co-opt such additional members as it sees fit.

¹ The Chairman or Vice-Chairman will normally also be a trustee of The REME Charity.

² To be nominated by the Trustees of The REME Charity on the advice of MG REME.

13. Terms of Reference:

- a. The Committee shall exercise detailed control over all aspects of the affairs of the Association, under the guidance of The REME Charity Trustee Board.
- b. The Committee may make recommendations to The REME Charity Trustee Board on any matters where powers are reserved.
- c. The Committee has responsibility for:
 - i. Drafting the rules of the Association and amendments thereto.
 - ii. Preparing the annual budget.
 - iii. Submitting the annual accounts.
 - iv. Allocating grants to communities/groups/branches.
 - v. Overseeing the election or appointment of community/group/branch representatives.
 - vi. The refusal, suspension or termination of membership.

14. The Committee shall meet at times decided by the Chairman, but not less than twice a year.

RECORDS AND ACCOUNTS

15. Minutes of the meetings of the Executive Committee are to be prepared by the Association Secretary.

16. Association accounts are to be maintained by the Corps Treasurer. These accounts are to be audited annually by the auditor in accordance with the scheme laid down by The REME Charity.

ANNEX C

RULES FOR THE ASSOCIATION WEB SITE

The web site shall be known as **The Armourers' Association Web Site** and is to be used to keep the membership informed and up to date with Association activities. The web site also acts as an online Archive for documents, photographs and memorabilia of the Association.

1. Web Site Administrator

- a. The web site shall only be administered by a member of the Armourers' Association, whom, if not already a committee member shall automatically be appointed to the committee and hereinafter be referred to as **admin**.
- b. Admin is responsible for ensuring that the Association web site is informative and engaging to the membership. Admin may from time to time engage other members to act as Authors and/or Editors on the web site using the appropriate permissions and passwords.
- c. Admin or an appropriate designate approved by the committee shall act as the web site moderator in all matters concerning the web site content and submissions from members

2. Web Site Host

- a. Admin is responsible for ensuring that the web site is able to reach as wide an audience as possible. The web site should be hosted by one of the popular hosts to allow the web site to take advantage of their knowledge, experience and security. The host's web site package should be appropriate to the needs of the Association. Funding for this is detailed below in section 6.

3. Web Site

- a. Admin is responsible for designing/producing the web pages. Admin should use an appropriate Content Management System (CMS) rather than dedicated software as this is considered a more cost effective solution. CMS that may be considered are:
 - (1) Wordpress
 - (2) Joomla
 - (3) Drupal
- b. The choice of host may determine which CMS is used for the web site.

4. Domain Name

- a. The current domain name is: **ukarmourers.org.uk** which is subject to a fee, normally paid in conjunction with the host's fee, see section (6) below.

The domain name may only be changed with the agreement of the committee.

5. Email Addresses

- a. The choice of host and package will determine the availability of email addresses, but at a minimum each committee member shall have the following email address:

President:	president@“domainname”*
Chairman:	chairman@“domainname”
Vice-Chairman:	vicechairman@“domainname”
Secretary:	secretary@“domainname”
Admin:	admin@“domainname”

*Substitute the Association domain name for “domainname”

6. Funding

- a. Admin shall be the interface to the host and shall ensure a cost-effective package that suits the needs of the Association. Should the needs change then the type of package shall reflect those needs.
- b. The package will incur a fee (monthly or annual) and normally includes the domain name as well.
- c. Payment for the web site package shall be the responsibility of Admin. Funding for this shall be agreed through the committee as well as the method of payment, which can be either payment through the Association accounts or reimbursement through expenses.

7. Security

- a. The web site shall be protected by passwords which are at least 9 characters long, random and must include the following:
- (1) Upper and lower case letters
 - (2) Numbers
 - (3) Special characters e.g. * & - @ unless they are not allowed.
- b. The main password to access the web site shall be known to Admin and the Chairman. When posts change the password must be changed as well.
- c. The web site shall contain the following to explain how the web site may be used:
- (1) Terms of Use*
 - (2) Disclaimer*
 - (3) Copyright*

* The web site host sometimes provides templates for the above, but suitable examples may be found by searching the web.

- d. To ensure privacy and protection of the web site the internet protocol Hypertext Transfer Protocol Secure (https)* shall be used. This will be provided by the host, but may need to be activated separately and will also include encryption using Transport Layer Security (TLS)*.

* These protocols are subject to change as they evolve and the latest versions should be used.

8. General Data Protection Rules (GDPR)

- a. As an Association we have not been subjected to the full impact of GDPR, but have embraced the 'Spirit' of GDPR and have written our own rules for this. These should be followed and clearly shown on the web site. They should be monitored regularly and updated as necessary.

9. Web Site Content

- a. The number of pages on the web site is dependent on the type of package purchased, as a minimum the following pages should be included:

- (1) Home Page
- (2) Membership
- (3) About Page
- (4) Events Page
- (5) Shop Page

- b. Package permitting as much information about the Association as possible should be included and pages such as History, Galleries, Blog, Links, Obituaries etc. should be considered.

10. Closure

- a. In addition to the closure procedure contained in paragraph 13 of the main rules, Admin shall take the necessary steps to close the web site and clear any outstanding debts with the host.
- b. The copyright for all images, documentation and memorabilia owned by the Association shall be given to the REME Museum.

Admin shall meet with the committee in accordance with paragraph 13 of the main rules.

Rules Approved by:

Position	Name	Signature	Date
President	Ted Holroyd
Chairman	Jay Neal
Secretary	Bob Cotter

Initials of
Secretary