

BY-LAWS FOR BRANCHES

SECTION 1

MANAGEMENT

1. The overall management and control of the affairs of a Branch of the Association shall be the responsibility of the Association, but for the purposes of the day to day management, control and general administration, shall be vested in:

a. A Branch President who under normal circumstances will be a past or present officer of the Regiment nominated by the President of the Association and the Regimental Lieutenant Colonel.

b. Vice Presidents, at the discretion of the Branch President and Committee.

c. A Committee to be elected annually at the Branch Annual General Meeting, comprising: Honorary Secretary, Honorary Treasurer (whilst these duties may be combined it is in the interest of all concerned that a separate Honorary Treasurer is appointed), Welfare Officers and such other members as may be deemed expedient for efficient management.

2. The President, or Vice Presidents, shall act as Chairman at all Branch meetings unless a Chairman of Committee has been otherwise elected.

3. Serving members of local Regimental Recruiting Staff may be invited to become ex-officio members of a Branch Committee.

4. The Branch President, Vice Presidents and the Committee of a Branch shall be responsible at all times to the Association and shall be subject to removal from their respective positions by the Executive Committee of the Association, who may at their discretion appoint replacements in their place. Otherwise appointments of replacements shall take place in the normal way.

SECTION 2

MEMBERSHIP

1. Applications for membership will be dealt with by Branch Secretaries, who will issue the appropriate membership card and maintain a record of the subscription paid.

2. Branches may appoint Honorary Members at the discretion of their Committees.

3. Members of Associations of other Regiments of the Household Division may be elected as Associate Members of a Branch. They are not required to pay a subscription, but will be invited to make a donation similar in amount to a full member's annual subscription, to Branch funds.

SECTION 3

FINANCE

1. Subscriptions.

a. Members subscriptions will be collected annually by Honorary Secretaries or Treasurers of Branches and retained in Branch funds.

2. Branch Working Expenses

a. All Branches receive an annual grant from Association Headquarters to help with administration and routine welfare expenses otherwise they are deemed to be self-supporting. Claims for the refund of Branch working expenses in exceptional circumstances are to be submitted to the General Secretary by 1st March or 1st October for consideration by the Finance Committee who may agree or decline the claim. They may also seek the guidance of the Executive Committee.

b. When national or other special Association functions are held in a Branch area, refunds of additional expenditure may be made from Association Central Funds, with the approval of the Executive Committee.

3. **Donations.** Donations made to the Association under the Gift Aid scheme will, with the approval of the donor, be transferred in full to individual Branch Funds in December of each year. This transfer of money concerns the main donation only, and shall not include any refund of income tax which is subsequently accrued.

4. **Accounts.** Branches will be responsible for keeping an account of all money received or paid out. This account is to be audited as at 31st December of each year, either by properly appointed auditors or by at least two members of the Branch appointed by the Committee. The audited account is to be submitted to the General Secretary by 31st January for inclusion in the annual Consolidated Accounts of the Association.

5. **Branch Assets.** All Branch accounts and assets are to be held in the name of the Branch concerned. Under no circumstances are these to be held in the name of the individual members.

SECTION 4

WELFARE

1. Branches will endeavour to get in touch with all ex-Grenadiers living in their area and to take under their special care disabled and aged Grenadiers, and by visits and other small attentions try to make their lives easier for them. They will also keep in mind the widows and children of former Grenadiers. Distress in either case is to be reported at once to Association Headquarters.
2. The Welfare Funds of the Association exist to provide help, to those who have served in the Regiment and their dependants who are suffering hardship and distress and who are in need. The Funds exist to supplement State and Local Authority benefits and not to replace them.
3. Names of members, recommended by a Branch Committee for consideration for an award of a Supplementary Allowance, are to be sent with full details on the Common Application Form to the General Secretary.
4. Expenses incurred in investigating welfare cases and in welfare visits may be claimed through Branch Secretaries and paid at a rate agreed by the Branch Committee from their own funds which are supplemented by the annual grant from Association Headquarters.
5. Where possible, Branches will endeavour to find employment for ex-Grenadiers who may require it, and members of the Branch should be encouraged to notify their Honorary Secretary when vacancies for employment are known to them.

SECTION 5

DISSOLUTION

1. On dissolution of any Branch the balance of any funds held by that Branch shall be paid into and become part of the Association Central Fund.

SECTION 6

GENERAL

1. When Branches require the services of members of the Regiment at Branch Dinners, Lunches or on other occasions, the Branch President or Honorary Secretary must apply through the General Secretary to the Regimental Adjutant.
2. The procedure for sending Loyal Messages to Her Majesty the Queen is for the Branch President to write to Her Majesty's Private Secretary at Buckingham Palace. Messages for His Royal Highness, The Colonel, should be sent to the Assistant Equerry at Regimental Headquarters.