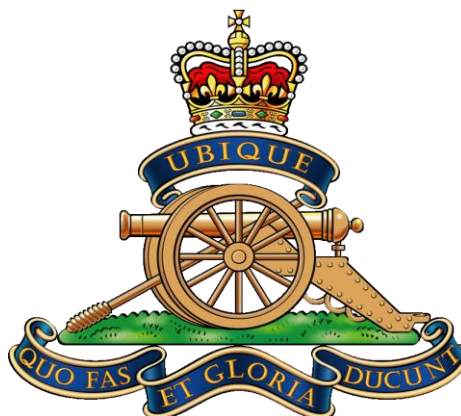




**GOVERNING REGULATIONS  
OF THE  
ARTILLERY CLERKS' ASSOCIATION**



Version 3 (As at 13<sup>th</sup> October 2020)

# **GOVERNING REGULATIONS**

## **PART ONE - ADMINISTRATION**

### **Introduction**

1. As part of the 2020 reform of the Artillery Clerks' Association's Charter, supporting Governing Regulations have been introduced to enshrine the fundamental structures, roles, responsibilities and principles for the governance and operations of the Association.
2. They also provide the framework for the Chairman and Secretary of the Association to comply with and implement Committee decisions.
3. This document has been checked to ensure it conforms to the current Equality and Diversity legislation.

### **Ethical Principles**

4. Association business shall be conducted with regularity and propriety.

### **The Honorary President**

5. The Honorary President of the Association is nominated by the Association Committee and elected by the Full Members at the Annual General Meeting (AGM) to serve an indefinite term. The Honorary President is not a member of the Association Committee but works closely with Committee Members to ensure efficient management of the Association.

### **The Association Committee and Regional Representatives**

6. The Association Committee is the governing body of the Association and is charged to conduct the affairs of the Association for the good and benefit of all Members, in good faith and for a proper purpose. The responsibilities of the Association Committee are set out in Clause 15 of the Charter.
7. All members of the Association Committee are volunteers, who receive no remuneration apart from minimal personal expenses, authorised as necessary by the Association Chairman, for their work on behalf of the Association.

#### **8. Composition of Committee**

- a. The composition of the Association Committee is to set out in Clause 16 of the Charter.
- b. **Co-opted Members of Committee.** The Committee may co-opt additional temporary Committee Members or appoint project officers to perform specific tasks (for example, the duties of Germany Reunion Secretary) which cannot be undertaken by the Committee itself.

#### **9. Regional Representatives**

- a. Regional Representatives are appointed by the Association Committee for an indefinite period to cover the following geographical areas:
  - (1) Northern Ireland and the Republic of Ireland.
  - (2) Scotland.
  - (3) Wales.

- (4) The North West consisting of Cumbria, Lancashire, Merseyside, Greater Manchester and Cheshire.
- (5) The North consisting of Northumberland, Tyne and Wear, Durham, Cleveland, North, West and South Yorkshire and Humberside.
- (6) The Midlands consisting of Derbyshire, Nottinghamshire, Lincolnshire, Shropshire, Staffordshire, West Midlands, Leicestershire, Hereford and Worcestershire and Warwickshire.
- (7) The East consisting of Buckinghamshire, Bedfordshire, Essex, Northamptonshire, Hertfordshire, Cambridgeshire, Norfolk and Suffolk.
- (8) London Area
- (9) The South consisting of Oxfordshire, Berkshire, Hampshire, Isle of Wight, Surrey, West Sussex, East Sussex and Kent.
- (10) The West consisting of Cornwall, Devon, Somerset, Dorset, Gloucestershire, Avon and Wiltshire.
- (11) Germany.
- (12) The Rest of the World – covered by the Association Secretary.

## **Meetings**

- 10. Meetings of the Association Committee, chaired by the Association Chairman or in his absence by the Association Secretary, are to be convened by the Association Chairman or Association Secretary on an “as required” basis. There shall be a quorum when at least four of those with voting rights are present. Decisions at meetings shall be determined by a majority vote with the Chairman of the meeting having the casting vote in the event of a tied vote.

## **Responsibilities and Duties of the Association Committee**

- 11. **The Association Committee** is responsible to the Honorary President and membership for the efficient day to day management and administration of the Association.

### **12. The Association Chairman**

- a. To maintain contact between the Honorary President, the Association Committee and the Members.
- b. Fostering ‘esprit de corps’ by perpetuating the ties of comradeship, friendship and mutual support throughout the Association.
- c. To preserving the traditions of the Association.
- d. Vet and authorise personal expenses applications presented by members of the Association Committee.

### **13. The Association Secretary**

- a. Maintenance of an up-to-date Register of Members to enable the Association to keep Members fully informed of all its activities and to enable Members to contact one another.
- b. Custodian of the Association's correspondence.
- c. Compilation and circulation of the Association Magazine – *Crossed Quills*.
- d. Coordinating the activities of the Area Representatives.
- e. Carrying out such administrative work as the Association Committee may delegate.
- f. Act as the Association Data Protection Officer, responsible for ensuring that the General Data Protection Regulations policy for the Association is current and adhered to.
- g. Providing a focus for the Association's links to the Royal Artillery Association (RAA) and Royal Artillery Charitable Fund (RACF).

**14. The Assistant Secretary**

- a. To stand-in or assist the Association Secretary as and when required.

**15. The Association Treasurer**

- a. The responsibilities and duties of the Association Treasurer are set out separately in Part 2 – Financial Regulations.

**16. The Welfare Secretary**

- a. To assist present and past members of the Association, and their dependants, who are in conditions of need, hardship or distress.

**17. The Reunion Secretary**

- a. Organisation of the annual Reunion weekend.

**18. The Webmaster**

- a. Maintaining a website as a medium for electronic dissemination of information about any aspect of the Association's activities as well as maintaining the Association's Facebook page 'Crossed Quills'.

**19. The Historical Secretary**

- a. Encouragement of and support for the collection and preservation of memorabilia and other material that may contribute to the development of the Association's history archive.

**20. The Regional Representatives**

- a. The Recruitment of new Members.
- b. Maintaining an Area Membership list.
- c. Coordinating travel to Reunion and other Association activities.

**Provision for Winding Up**

21. In the event of the Association being wound up or dissolved, any balance remaining in its Fund after the settlement of all outstanding liabilities and debts, together with any other assets belonging to the Association, shall - at the discretion of the Association Committee - be donated to the RAA and/or the RACF, as appropriate.

## **PART TWO - FINANCIAL REGULATIONS**

### **Introduction**

1. These Financial Regulations govern the conduct of financial management by the Association and may only be amended or varied by resolution of the Association Committee and ratified by the Full Members at an AGM or EGM.
2. The Association Treasurer is responsible for the effective supervision and management of Association finances. The purpose of these Regulations is to provide sound arrangements for internal financial management, accounting and control, and to promote compliance with the Association's legal and financial obligations, including the management of risk.

### **Source of funds**

3. The funds of the Association may be derived from joining fees, annual subscriptions, donations, fund-raising activities, grants, interest and any other sources approved by the Association Committee.

### **Management of funds**

4. The Association must open an account with a financial institution from which all expenditure of the Association is made and into which all the Association's revenue is deposited.
5. Subject to any restrictions imposed by the Full Members at an AGM or EGM of the Association, the Association Committee may approve expenditure on behalf of the Association.
6. The Association Committee may authorise the Treasurer to expend funds on behalf of the Association (including by electronic funds transfer) up to a specified limit without requiring approval from the Association Committee for each item on which the funds are expended.
7. The Association Treasurer has delegated authority to sign all cheques, drafts, bills of exchange, promissory notes and other negotiable instruments.
8. All Association income must be paid promptly into the Artillery Clerks' Association bank account and be accounted for properly. All Association expenditure must be paid from the Artillery Clerks' Association bank account and be accounted for properly with supporting statements and/or invoices.
9. With the approval of the Association Committee, the Association Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.
10. The Treasurer, at the end of every month is to balance the account journal to the bank statements received from the nominated bank and report any discrepancies to the Association Secretary.
11. The Treasurer is to annually close the accounts as at 31<sup>st</sup> December and open them on the 1<sup>st</sup> January.

12. The Treasurer is to maintain the Association's Subscription Register and regularly update the Secretary of all issues that warrant the committee's attention.

### **Responsibilities and Duties of the Association Treasurer**

13. The Association Treasurer is accountable to the Association Committee and membership.
14. Maintenance of a bank account entitled "The Artillery Clerks' Association"
15. Ensure that monies received are paid into the Association as soon as practicable after receipt.
16. Ensure that shop stock is correctly entered into the accounts so that financial reports are a true reflection of all assets held.
17. Make any payments authorised by the Association Committee or by the Full Members at an AGM or EGM of the Association.
18. Accounting for all the finances of the Association in compliance with these Financial Regulations.
19. Prepare and present a Statement of Account to the Association Committee (as and when required) and annually for the approval by Full Members at the AGM.
20. Coordinating the Association Insurance policy.
21. Ensure that at least one other Committee member has access to the accounts and financial records of the Association.

### **Financial records**

22. The Association Treasurer is to maintain financial records that:
  - a. Correctly record and explain all transactions, financial position and performance.
  - b. Ensure the prompt production of income and expenditure information, statement of balances, or record of receipts and payments and additional management information as requested by the Association Committee from time to time.
  - c. Correctly record and explain its transactions, financial position and performance.
  - d. Enable financial statements to be prepared as and when required.
23. The Association Treasurer is to ensure that Association financial records are retained for 7 years after the transactions covered by the records are completed.

### **Financial statements.**

24. The Association Treasurer is responsible for:
  - a. The preparation of the financial statements.
  - b. If required, the review or auditing of the financial statements.
  - c. The certification of the financial statements by the Association Committee.
  - d. The submission of the financial statements to the AGM of the Association.

- e. The lodgement of the financial statements and accompanying reports, certificates, statements and fees to the Royal Artillery Association (RAA).

### **Insurance**

- 25. The Association Treasurer shall:
  - a. Effect all insurances and negotiate all claims on the Association's behalf.
  - b. Keep a record of all insurances effected by the Association.
  - c. Be notified of any loss liability or damage or of any event likely to lead to a claim.
  - d. Ensure that the members of the Association Committee are included in a suitable form of security or fidelity guarantee insurance.

### **Shop Stock**

- 26. The Association Treasurer shall:
  - a. Obtain stock sheets and prices from the Reunion Secretary.
  - b. Ensure that the correct prices for stock are entered into the Account Journal.
  - c. Ensure that the accounts submitted to the AGM and the RAA contain the correct worth of stock held within the Association.

### **Suspensions**

- 27. The Association Treasurer shall:
  - a. In accordance with Clause 10 of the Charter monitor all subscriptions paid annually. Should members fail to pay subscriptions for 3 consecutive years then the Treasurer is to inform those individuals that should their arrears remain to be unpaid then they will be suspended.
  - b. Inform the Association Secretary of all members who have been suspended.

