

THE JAVEA BRANCH OF THE ROYAL BRITISH LEGION - BRANCH BYE-LAWS - 2022

Reference: The Royal British Legion Membership Management Handbook (MMH), March 2022, Version 1.3.3, Page 49, Ch 9.e (Appendix A)

The following Branch Bye-Laws are supplementary to the 2003 Royal Charter of Incorporation and Schedules of the Royal British Legion hereafter known as "The Royal Charter" and procedures as laid down in the Membership Management Handbook (MMH). They shall be binding on the Officers and Members of the Javea Branch once approved by District North Spain Committee.

All proposed alterations and amendments to these Bye-Laws shall, after being passed by a two-thirds majority of those members present, qualified to vote and voting on the appropriate motion at the Annual General Meeting of the Branch, be submitted to the District Committee for approval and shall not come into force until they have received the latter's approval. Any additions which are required by the Branch should be submitted as an addition to the District Committee for approval.

Membership of the Branch will be open to all persons as specified within The Royal Charter. Reference - (MMH), March 2022, Version 1.3.3, Page 45, Ch 9.a (Appendix B)

A member can join up to four branches, so can belong to a maximum of four branches at one time and pay only one membership fee. They will have to pay the applicable admin fee for each Branch they join.

1. Branch name and number.

The **Javea Branch** of **The Royal British Legion**. Branch number **BR 3457**.

2. Branch meeting place, frequency and timings of meetings.

The Javea Branch of The Royal British Legion meets at The DAR Community Centre, Javea for a formal meeting on the first Tuesday of each month, commencing at 11:30 hours. The fourth Tuesday of the month is used as an informal coffee morning at the same location. The Annual General Meeting (AGM) will be held on the second Tuesday in November unless otherwise notified. Committee meetings will be conducted at least every two months in order to plan and deliver events and activities; these meetings will be called by the Branch Chairman in agreement with other committee members.

During periods of COVID or other national or local lockdown, meetings (including the Branch AGM) will be held periodically via Skype at the discretion of the Branch Committee. Out of schedule meetings will also be held in order to maintain branch cohesion and traction. All such meetings will be recorded, and the minutes circulated as for standard meetings.

3. Branch Committee and Structure by function and appointments.

The branch officers shall be the Chairman, Vice-Chairman, Treasurer, and Secretary.

The Chairman, Vice Chairman and Secretary are to be elected and the Branch Treasurer appointed at the AGM with a committee of not less than three (3) other branch members and no more than seven (7), one of which shall be the BS representative.

The branch may appoint a Branch President to serve for three (3) years and can be re-appointed at the end of the tenure.

The Branch President is a full member of the branch and is entitled to speak at meetings but not propose, second or vote on motions of the Branch Committee. Except for the Branch President, all posts will be for a period of one year unless otherwise stated below, this will be reviewed annually at the AGM in November.

JAVEA BRANCH OF THE ROYAL BRITISH LEGION - BRANCH BYE-LAWS

The Branch Officers and Committee are the managing trustees of all Branch assets and therefore must follow in every respect the rules and guidance as provided within The Royal Charter and MMH. Branch Officers and committee members are ineligible for post if they are under 18 years of age or have been:

- Found guilty of fraud, dishonesty or deception
- Previously been found guilty of misconduct in the appointment of a committee member
- Previously been removed as a Trustee or Company Director
- Been declared a bankrupt and not been discharged.

4. Branch Election Process and Protocols.

The Branch Committee is to be voted in and elected at the branch AGM unless a member of the committee retires, resigns or passes away prior to the AGM. In such circumstances a Special Meeting will be held, and the Overseas MSO informed.

A notification that the AGM is to be run is to be published at least 21 days prior to the AGM

Members of the Branch who wish to nominate themselves for an appointment on the committee are to complete a Branch nomination sheet – including the name of the nominee, membership number and the name of the proposer and seconder which must be sent to the Branch Secretary at least seven (7) days before the AGM.

The appointment of the Branch Chairman will be conducted by the Branch President and voting for each nominated person will be by a show of hands, with the individual with most votes being appointed.

Once appointed, the Branch Chairman will conduct the voting in of other branch committee members as listed below. Each nomination for each post will be voted in by a show of hands, with the individual with most votes being appointed.

The duration of roles is listed below:

- Branch President: 3-year appointment as agreed by the committee.
- Branch Chairman: 2-year appointment. Due re-election in 2023;
- Branch Vice Chairman: 1-year appointment. Due re-election in 2023;
- Branch Secretary: 1-year appointment. Due re-election in 2022;
- Branch Treasurer: 3-year appointment as agreed by the committee.
- Standard Bearer: 2-year appointment. Due re-election in 2023;
- Branch Community Support: 2-year appointment. Due re-election in 2023;
- Other committee members: 1-year appointments as agreed by the committee.

5. On completion of a term of service. The outgoing individual may apply to be re-elected into post at the AGM and the appointment will be considered equally and on the persons' merit along with any other nominated individuals.

6. The Javea Branch Values. These are the values towards which the branch and its members strive, "The Javea Branch is at the heart of RBL Spain, District North, a network that supports our Armed Forces, Veterans and beneficiaries community through thick and thin – ensuring their unique contribution is never forgotten"

JAVEA BRANCH OF THE ROYAL BRITISH LEGION - BRANCH BYE-LAWS

- Remembrance of the fallen
- Support to Veterans and current serving Armed Forces personnel and their dependants
- Support to all Branch Members and potential Members, Mutual comradeship
- Support to the Javea Branch Poppy Appeal throughout the year
- Involvement with the community and community support projects and groups
- Encourage Branch engagement, support and adherence to District North Committee Three (3) Year Plan including identifying individuals to serve on the District Committee
- Development of relationships and collaboration with other Branches.

7. Branch Officer Terms of Reference.

Branch President. The duties of the Branch President are to:

- Although the Branch President is not a Branch officer, he/she is an important part of the Branch organisation who is appointed by the Branch Committee usually for a three (3) year tenure which can be repeated.
- He/she may speak and advise but has no vote on the Committee.
- The President will advise on nominations and be requested to present awards to Branch members.
- His / her role, however, is representative and advisory and must be able to promote the Legion and build relationships within the local community.

Branch Chairman. The duties of the Branch Chairman are to:

- Act as the branch Executive Officer and to direct all Branch activities.
- To chair all Branch meetings and ensure compliance with The Royal Charter and MMH.
- To plan and deliver meetings effectively ensuring the maximum participation of Branch members.
- To delegate responsibilities to branch members and to ensure that those responsibilities and duties are carried out effectively.
- To ensure a process of appointment handover is carried out between the outgoing and incoming Branch officials.
- To set an example as an active and effective member of TRBL and branch to make themselves available to advise other branch officials and members.
- Shall ensure all other branch officials and committee members are aware of their role and responsibilities.
- To ensure that new Branch members undergo induction briefings where deemed appropriate and send a welcome letter and Branch information pack to all new Members;
- Attend District training courses as required for the above appointment.

Branch Vice-Chairman. The duties of the Branch Vice-Chairman are to:

- To deputise in all aspects for the Branch Chairman in his/her absence.
- To be fully conversant with the contents of The Royal Charter and MMH.
- To Chair Branch Sub Working Groups.
- To assume other duties as delegated by the Branch Chairman.
- Provide general updates at Branch Committee and Branch General Meetings.
- Attend District training courses as required for the above appointment.

JAVEA BRANCH OF THE ROYAL BRITISH LEGION - BRANCH BYE-LAWS

Branch Secretary. The duties of the Branch Secretary are to:

- To liaise with the Branch Chairman regarding the preparations for Branch meetings and events.
- To record the minutes of all Branch meetings and upload a copy to Office 365 (O365) and to safeguard all branch documentation in their care.
- To maintain a set of current handbooks and other relevant publications as listed within the MMH, this should be an e-copy from the Membership Administration Portal (MAP).
- To forward without delay to the Branch Chairman any correspondence sent from or on behalf of the Director General and his/her staff and the District Committee staff.
- To send to the Overseas MSO and District Secretary within twenty-eight (28) days of the AGM the completed MS1 containing the details of the elected Branch committee. All concerned are to be informed that their personal details are to be forwarded to the Overseas MSO and District in order to comply with Data Protection and the GDPR acts.
- To forward to the District Secretary any nominations and motions for discussion at the District Annual Conference.
- Provide general updates at Branch Committee and Branch General Meetings.
- Attend District training courses as required for the above appointment.

Branch Treasurer. The duties of the Branch Treasurer are to:

- To be responsible to the Branch for all Branch financial affairs.
- To attend Branch meetings in order to inform Branch members of the financial fluidity of the Branch.
- To control all financial actions and transactions of the Branch via the Legion Online Membership Accounting System (LOMAS).
- To ensure that all monies received are banked without delay and entered onto LOMAS.
- To ensure that Branch accounts are audited in accordance with the Royal Charter and MMH direction and that they are submitted to the Overseas MSO and District Treasurers in good time.
- To ensure that all payments are made correctly and e-signed by two authorised Branch Officers.
- To ensure that the Branch Committee annually authorises a set spend limit for a single item where no further reference to the committee is required; this decision is to be minuted at the AGM.
- To ensure all expenditure is by Bank transfer and that the detail of any expenditure is reported to the Branch Committee at the monthly Branch Meeting and the expenditure is added to the Branch Meeting minutes.
- To ensure no expenditure is made without a valid and legible receipt being provided;
- Attend National and District training courses as required for the above appointment.

Branch Community Support (BCS). The duties of the BCS Member are to:

- Is the Point of Contact (POC) for all equerries relating to the activities the Branch undertakes within the BCS scheme.
- Update the BCS portal on O365 recording all Customer and Supporter information;
- Advertise all Branch awareness events.
- POC for bereavement support, hospital / home visitors (HHV), telephone buddies (TB).
- Provide general updates at Branch Committee and Branch General Meetings, note that stats can be provided but beneficiaries names are not to be given.
- Attend District training courses as required for the above appointment.

JAVEA BRANCH OF THE ROYAL BRITISH LEGION - BRANCH BYE-LAWS

Branch Membership Secretary. The duties of the Branch Membership Secretary are to:

- Maintain the Branch Membership database and cross-reference on a regular basis with the information held on O365, any inaccuracies are to be reported to the Chairman in the first instance and then if required the Overseas MSO and the Membership Services team on O365.
- Assist members with online or telephone membership applications.
- Inform members via email or if email address not held by telephone as and when memberships are due for renewal.
- Assist with membership renewal if requested by Branch member.
- Liaise with the Recruitment and Retention Members on a regular basis.
- Maintain the Branch birthday database and send e-Cards to all Branch members on the occasion of birthdays.
- Provide general updates at Branch Committee and Branch General Meetings.
- Attend District training courses as required for the above appointment.

Branch Recruitment and Retention Member. The duties of the Branch Recruitment and Retention Member are to:

- Advertise the Branch within the local community, available web pages and e-magazines, this will involve close liaison with the Branch Publicity/Web Master.
- Organise at least four (4) Meet the Legion events annually.
- Liaise with the Webmaster / Publicity Member on a regular basis to discuss and plan a Recruitment and Retention media campaign.
- Liaise with the Membership Secretary on a regular basis.
- Assist potential members with online or telephone membership applications.
- Assist Branch members with membership renewals.
- Provide general updates at Branch Committee and Branch General Meetings.
- Attend District training courses as required for the above appointment.

Branch Poppy Appeal Organiser (PAO). The duties of the Branch PAO are to:

- Proactively fundraise for the Poppy Appeal throughout the year.
- Order Poppy Appeal items via the Online Poppy Ordering Portal as and when required to ensure that Branch constantly has the required Poppy stock levels throughout the year, however paying particular attention to Remembrancetide (14 October to 14 November annually).
- Control and distribute All Year Round (AYR) Poppy Collection containers no later than February annually.
- Control and distribute Remembrancetide Poppy Collection containers and Poppies no later than 14 October annually.
- Collect, count, record and bank all Poppy Donations as and when required to do so, paying particular attention to the period following Remembrancetide, the PAO must ensure that at least one other member of the Committee is in attendance when opening and counting the contents of collection containers. Once the donations have been banked the PAO is to provide a receipt to the Branch Treasurer.
- Ensure Poppy Wreaths are available for Remembrancetide and also for Branch members to purchase throughout the year, a recommended stock lever is Five (5).
- Liaise with the Branch Fundraising Member on a regular basis to discuss and plan Fundraising activities for the Poppy Appeal and Branch General Funds.
- Provide general updates at Branch Committee and Branch General Meetings.

JAVEA BRANCH OF THE ROYAL BRITISH LEGION - BRANCH BYE-LAWS

- Attend District training courses as required for the above appointment.

Branch Fundraising Member. The duties of the Branch Fundraising Member are to:

- Fundraising for the Poppy Appeal and Branch General Funds is key role, the Branch Committee also has a key function within Fundraising as do the Branch Members.
- Branches are permitted to raise funds for the Branch General Fund, but the Fundraising activities must be kept separate from the Poppy Appeal and the use of Poppy branding items must not be used to raise funds for the General Account.
- Liaise with the Branch PAO on a regular basis to discuss and plan Fundraising activities for the Poppy Appeal and Branch General Funds.
- The Fundraising Member may wish to form a Sub Committee for the purpose of Fundraising, this should be discussed with the Vice Chairman.
- The Overseas MSO and the District Fundraising Member is available to discuss initiatives for Fundraising for the Poppy Appeal and Branch General Funds.

Branch Standard Bearer/Deputy Standard Bearers. The duties of the Branch Standard Bearer/Deputy Standard Bearers are to:

- Be specially appointed by the Branch Committee for this important post of honour.
- It is essential that the person(s) selected as the Branch Standard Bearers or Deputy Standard Bearers are physically strong and well and able to handle the Standard under all conditions.
- Are to inform the Chairman if for any reason they are unable to carry out the duties for any reason.
- Are to sign the MS1B the Standard Bearers Disclaimer Certificate annually.
- Attend training sessions organised by the District.
- The Branch Standard Bearers or Deputy Standard Bearers will be given access to the Ceremonial Handbook and are to comply with the regulations, guidelines, and direction within.
- Should if possible, attend all ceremonial parades and events requested by the Branch Committee, this may also involve parading the Branch Standard at Members Funerals. If for any reason the Branch Standard Bearers or Deputy Standard Bearers are unable to carry out a particular event the Chairman is to be informed so that a suitable representative of the Branch may attend.
- Encouraged to enter Standard Bearer competitions organised by the District Parade Marshal.
- Provide general updates on Recruitment and Retention at Branch Committee and Branch Meetings.

Branch Webmaster / Publicity Member. The duties of the Branch Webmaster / Publicity Member are to:

- Create and maintain the Branch Webpage in accordance with the Legion policy on Branch Webpages.
- Ensure the information contained on the Branch Webpage is accurate and timely.
- Ensure the Webpage conforms to GDPR.
- Encourage Branch members to provide good quality articles and photographs for publication.
- Edit articles provided by Branch members for publication in the Branch, District and any social media sights used by the Branch.

JAVEA BRANCH OF THE ROYAL BRITISH LEGION - BRANCH BYE-LAWS

- Liaise with the Recruitment and Retention Member on a regular basis to discuss and plan a Recruitment and Retention media campaign.
- Provide general updates at Branch Committee and Branch General Meetings.
- Attend District training courses as required for the above appointment.

Branch Social Activities Member. The duties of the Branch Social Activities Member are to:

- Provide a Branch Social calendar in consultation with the Branch Committee and Branch members.
- Aim to hold at least one social event every quarter, not considering social lunches following Branch General Meetings.
- POC for Branch Lunches including Branch General Meetings, confirming returns from Branch members and booking menu selections.
- Provide general updates at Branch Committee and Branch General Meetings.

As authorised by the Javea Branch Committee Members.

APPROVED: Michael Huggins

District Chairman:
(Signature)

Date:

As authorised by the District Committee

APPROVED: Jack Kemp

District Chairman:
(Signature)

Date:

Appendix A - Extract from (MMH), 2022, Version 1.3.1, Page 49, Ch 9.e

9.e Overseas Districts and Branches

There are two kinds of overseas Branches: those that operate within an overseas District and those that are stand-alone. Stand-alone Branches come under the responsibility of the Membership Council.

Overseas Districts (Germany, Spain North and Spain South) operate in the same way as UK Counties but should be aware that some activities (for example, fundraising and property ownership) will be regulated by local laws. If there is a conflict, then the law of the home country of the District or Branch must prevail.

The Legion's Membership Support Officer (Overseas) offers support and guidance to all overseas formations. Overseas Districts have their own supplementary Model Bye-Laws, found below

BRANCH BYE-LAWS

1. Purpose

1.1. Branch Bye-Laws instruct the Branch members on how their particular Branch is organised and structured and how it is to function.

2. Model Branch Bye-laws

2.1. Model Bye-Laws apply to all Branches. If no changes are submitted to the District Committee for approval the Model Bye-Laws will apply.

3. Content

3.1. Branch Bye-Laws should contain the following information:

- Branch name and number.
- Branch meeting place, frequency of meetings, timings, etc.
- Branch structure.
- Branch Committee by function and appointments.
- Committee election process, length of tenure and procedure for replacement.

3.2. Any amendments or additions beyond those stated above must be presented to the District Committee for approval.

4. Authorisation

4.1. When amendments or additions are added to the Branch Bye-laws they do not come into effect until they have been approved by the District Committee.

4.2. If a District Committee refuses to approve Branch Bye-Laws, the Branch is entitled to appeal against the refusal to the Membership Council, whose decision will be final. Such Bye-Laws must be based on Model Bye-Laws approved by the Membership Council.

Appendix B - Extract from (MMH), 2022, Version 1.3.1, Page 45, Ch 9.a

9.a What formations are and how they are structured

JAVEA BRANCH OF THE ROYAL BRITISH LEGION - BRANCH BYE-LAWS

- A Branch is a group of Legion members, which may be formed based on locality or shared interest. Counties are made up of several Branches.
- To become a member of the Legion, a person has to join a Branch. Every Legion member is therefore a Branch member.
- A member can join up to four branches, so can belong to a maximum of four branches at one time and pays only one membership fee. They will have to pay admin fees for each Branch they joined.
- A member who sits on more than one Branch Committee, must be a member of that Branch and this does not exceed four branches at any given time.
- An individual, who is a member of multiple branches, is not allowed to be nominated as a Conference delegate by more than one branch.