

ALICANTE BRANCH OF THE ROYAL BRITISH LEGION BRANCH BYE-LAWS

THE ALICANTE BRANCH OF THE ROYAL BRITISH LEGION BRANCH BYE-LAWS – 2022/3

Reference: The Royal British Legion Membership Management Handbook (MMH), 2021, Version 1.3.1, Page 49, Ch 9.c

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 Alicante 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. MMH Page 45, Ch9.a: 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 Alicante Branch of The Royal British Legion. Branch number BR 3475.

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

The Alicante Branch of The Royal British Legion meets at two locations on alternate months as follows. Branch General meetings are held monthly, on the First Thursday of the month. **Odd numbered months**, the meetings are held in El Campello at The International Club (TIC) and, **even numbered months**, at Glenn’s Restaurant, Castalla. All Branch General Meetings commence at 13:30 hours. The Branch Annual General Meeting (AGM) will be held on the first Thursday in October unless otherwise posted (in accordance with TRBL MMH). Additional Committee meetings will be conducted as necessary 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 national or local restrictions, meetings (including the Branch AGM) will be held periodically via Microsoft Teams or other social media platforms 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 a standard meeting.

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 along with a committee of not less than three (3) other branch members and no more than seven (7). The branch may appoint a Branch President to serve in three (3) year appointments 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. Less 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 October.

ALICANTE 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 held 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 if in post and voting for each nominated person will be by a show of hands, with the individual with the majority of votes being appointed into post;
- 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 the majority of votes being appointed the post. The duration of posts are as listed below:
 - Branch President: 3 year appointment as agreed by the committee.
 - Branch Chairman: 2 year appointment. Due re-election in **2024**;
 - Branch Vice Chairman: 1 year appointment. Due re-election in **2023**;
 - Branch Secretary: 1 year appointment. Due re-election in **2023**;
 - Branch Treasurer: 3 year appointment as agreed by the committee;
 - Standard Bearer: 1 year appointment. Due re-election in **2023**;
 - Branch Community Support: 2 year appointment. Due re-election in **2023**;
 - Other committee members: 1 year appointments **by agreement with 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 their merit** along with other nominated individuals.

6. The Alicante Branch Values. These are the values towards which the branch and its members strive, We are Responsive, Committed, Accountable and act with Integrity at all times, remember if we are just an ordinary Branch we will never know how extraordinary the Branch can be:

- Remembrance of the fallen;
- Support to Veterans and current serving Armed Forces personnel and their dependants;

ALICANTE BRANCH OF THE ROYAL BRITISH LEGION BRANCH BYE-LAWS

- Support to all Branch Members and potential Members, Mutual comradeship;
- Support to the Alicante 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, they are an important part of the Branch organisation. Appointed by the Branch Committee, usually for a three (3) year tenure, which can be repeated;
- The President may speak and advise but has no vote on the Committee;
- The President will advise on nominations and may be requested to present awards to Branch members;
- The President's 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 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 their 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.
- Take ownership and maintain branch Asset Register

ALICANTE 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 their 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 items where no further reference to the committee is required; this decision is to be recorded at the AGM;
- To ensure all expenditure is by Bank transfer and that the details of any expenditure is reported to the Branch Committee at the monthly Branch General Meeting and the expenditure is added to the Branch General 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).

ALICANTE BRANCH OF THE ROYAL BRITISH LEGION BRANCH BYE-LAWS

- 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.

Branch Membership Secretary. The duties of the Branch Membership Secretary have been reduced as we do not have anyone in post and is being covered part time by Vice Chairperson:

- 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;
- 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 Committee Members on a regular basis for new member details;
- 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: This post does not have a dedicated ownership but will be managed by the whole committee.

- 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 Member are to: This post does not have a dedicated ownership but will be managed by the whole committee.

- Proactively fund-raise 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

ALICANTE BRANCH OF THE ROYAL BRITISH LEGION BRANCH BYE-LAWS

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 level is five (5).
- Liaise with the Branch Fundraising Member on a regular basis to discuss and plan fundraising activities for the Poppy Appeal and General Branch Funds;
- Provide general updates at Branch Committee and Branch General Meetings.
- 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 General Branch 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;
- Be encouraged to enter Standard Bearer competitions organised by the District Parade Marshal;
- Provide general updates on Recruitment and Retention at Branch Committee and Branch General Meetings.

ALICANTE BRANCH OF THE ROYAL BRITISH LEGION BRANCH BYE-LAWS

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;
- 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.
- Administration of Branch Facebook Page

As authorised by the Alicante Branch Committee Members.

APPROVED: Les Deswon

Alicante Chairman: *Signed Electronically*

(Signature)

Date: 19/March/2021

As authorised by the District Committee

APPROVED: Jack Kemp

District Chairman:
(Signature)

Date:

ALICANTE BRANCH OF THE ROYAL BRITISH LEGION BRANCH BYE-LAWS

Appendix A.

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 Model 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.