

THE JUBILEE RULES
OF
THE REME ASSOCIATION



Approved at the 160th meeting of the REME Corps Committee, 29 October 1998,
and effective from that date.

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PART 1- GENERAL

1. General. The REME Association was formed in 1945 to foster and preserve the spirit of comradeship between all members of the Corps and especially those no longer serving.

AIMS OF THE ASSOCIATION

2. The aims of the Association are:

- a. To foster the '*esprit de corps*' and well being of the Corps of Royal Electrical and Mechanical Engineers.
- b. To keep those who have served in the Corps in touch with each other with a view to keeping alive a spirit of comradeship.
- c. To help, in conjunction with the REME Benevolent Fund, serving and ex-members of the Corps and their dependants who find themselves in difficult circumstances.
- d. To assist serving and ex-members of the Corps with resettlement in civilian life.

ACTIVITIES OF THE ASSOCIATION

3. The Association endeavours to achieve its aims by the following activities:

- a. Sponsoring branches in the main towns and population centres in the UK, and in places overseas and providing them with financial assistance where justified.
- b. Running a welfare, employment and general advice service within the Corps Secretariat REME which is at the service of all members.
- c. Arranging visits to members hospitalised in UK following evacuation from overseas.
- d. Promoting the sales of Association goods for the benefit of members.
- e. Holding an Annual Reunion for all members.
- f. Collecting subscriptions from members and receiving contributions from other sources.
- g. Assisting in defraying the costs of Association social activities and making payments and contributions to other funds in furtherance of the aims of the Association.
- h. Supporting the many activities, which bring credit to the Corps.

CONSTITUTION AND RULES

4. The Constitution and Rules of the Association are contained in the Handbook of the REME Association held in HQs and major units, and by Branches of the Association.

MANAGEMENT OF THE ASSOCIATION

PRESIDENTS AND VICE-PRESIDENTS

5. The Association is to have the following officers:
 - a. President - The Representative Colonel Commandant.
 - b. Vice-Presidents - All Colonels Commandant (less the President) and the Professional Head of the Corps.
 - c. Three Representative Vice-Presidents appointed by the Corps Committee.

THE REME CORPS COMMITTEE

6. General. The REME Corps Committee is the controlling body of the Association and will delegate to the Executive Committee day-to-day conduct of the Association's affairs.
7. Investments. The Corps Committee will delegate to the REME Corps Funds Investment Committee responsibility for the investment of the capital of the Association within the REME Income Common Investment Fund.
8. Reserve Powers. The Corps Committee will reserve the following powers:
 - a. Approval of the Rules of the Association.
 - b. Approval of the Charter guiding the operation of the Association Shop.
 - c. The Appointment of Representative Vice-Presidents.
 - d. The Composition and Terms of Reference of the Executive Committee.
 - e. The grant of Honorary Life Membership.
 - f. The amount of the Life Subscription.
 - g. The approval of the Annual Budget.
 - h. The approval of the Annual Accounts.
 - i. The approval of the Association Badge, Association Standards and through the REME Regimental Committee, associated dress items.
 - j. The proposal of amendments to Corps Instructions which affect the Association.

THE EXECUTIVE COMMITTEE

9. General. The Executive Committee functions under the direction of the REME Corps Committee and is responsible for the detailed management of the affairs of the Association within policy direction given by the Corps Committee from time to time. The composition and terms of reference of the Committee, given below, shall be subject at all times to the decision of the Corps Committee.

10. Composition.

- a. The composition of the Committee shall be:

Chairman A Representative Vice President

Vice-Chairman Comd ES LAND

Members: Representative Vice President North

Representative Vice President South

Regt Col

Regular Army Representative (nominated by Comd ES LAND ex UK)

Regular Army Representative (nominated by Comd ES LAND ex Germany)

Territorial Army Representative (nominated by Comd REME TA)

Corps RSM

Four Branch Representatives elected by branches

Corps Secretary

The Corps Treasurer (attends meetings as required)

Secretary: Secretary REME Association

- b. The Representative Vice Presidents should normally serve for a five-year tenure and other members of the Committee should not serve for over six years.
- c. The Committee may co-opt such additional members as it sees fit.

11. Terms of Reference.

- a. The Committee shall exercise detailed control over all aspects of the affairs of the Association within policy guidance given by the Corps Committee from time to time.
- b. The Committee may make recommendations to the Corps Committee on any matters, which are reserved by the Corps Committee.

- c. The Committee has special responsibility for:
- (1) Drafting the Rules of the Association and amendments thereto.
 - (2) Preparing the Management Policy Directive for and exercising functional control of the Association Shop in accordance with the Charter issued by the Corps Committee.
 - (3) Approving the Annual Association Report.
 - (4) Preparing the Annual Budget.
 - (5) Submitting the Annual Accounts.
 - (6) Sponsoring centrally organised Association events.
 - (7) Acting as focus for advice to Branches.
 - (8) Seeking to stimulate recruitment to the Association and active participation in it by serving and ex-serving members of the Corps.
 - (9) Allocating financial grants to Branches
 - (10) Making grants in support of Corps activities which further the Aims of the Association.
 - (11) Overseeing the election of Branch Representatives and the allocation of Branches to each Representative.
 - (12) Proposing Honorary Life Membership.
 - (13) The refusal, suspension or termination of Life Membership.

12. Frequency of Meetings. The Committee shall meet at times decided by its Chairman, but not less than twice a year.

RECORDS AND ACCOUNTS

13 Records of the minutes of the meetings of the Executive Committee are to be prepared and maintained by the Secretary.

14. Proper accounts in respect of the Association are to be maintained by the Corps Treasurer. These accounts are to be audited annually by the auditor appointed for all Corps funds and made public.

15. There are four classes of members of the Association:

Life Members
Honorary Members - Life and Branch
Associate Members - Branch only
Family Members - Branch only

Full details of membership and the respective rates of subscription are contained in Part 2 of the Rules of the REME Association.

ASSOCIATION BRANCHES

16. Branches are to be established and managed as laid down in Part 3 of the Rules of the Association. The Comd ES at Division, District or other appropriate Headquarters is to provide a link between Branches and Regular and TA Units.

CORRESPONDENCE

17. The Secretary of the Association and Branch Committees will correspond direct on routine and policy matters. The Secretary is to ensure that the Chairman and Vice-Chairman of the Executive Committee are kept informed on all matters of policy.

ANNUAL DELEGATES MEETING

18. Each year the Secretary is to convene a meeting of Branch Delegates at a place and on a date and time decided by the Executive Committee.

THE VINCENT METCALFE AWARD

19. The Vincent Metcalfe Trophy, instituted in 1999, is a prestigious award which is made to the REME Association Branch which is judged to have performed best over the previous calendar year in furthering the published aims of the REME Association actively, effectively and efficiently. It is awarded annually from 2000 and takes the form of a sterling silver rose bowl. Details are contained in the Rules of the REME Association.

ADDRESS OF THE SECRETARY

20. The address of the Secretary of the Association is:

Secretary REME Association
RHQ REME
Isaac Newton Road
Arborfield READING RG2 9NJ
Arborfield Military (9 4251) 2219 FAX 2672
PSTN (0118) 9763219 FAX3672
email: bensec@rhqreme.demon.co.uk

PART 2 – ASSOCIATION HEADQUARTERS AND MEMBERSHIP

GENERAL

21. The Corps Secretary shall appoint a member of his staff to be Secretary of the Association. *The Association Secretary* shall work under the functional direction of the Executive Committee and shall have the duties and responsibilities given in Annex B.

22. In addition to the responsibilities of the Association Secretary, the Corps Secretary shall arrange for functions in support of the Association to be discharged by other members of his staff under his control, or by members of Regimental Headquarters under the control of the Regimental Colonel. These functions are listed in Annex B.

LIFE MEMBERSHIP

23. Life Members.

a. All persons who are serving, or who have served, on an engagement (including National Service) in the Regular or Territorial Army in REME and RNZEME, shall be eligible for Life Membership of the Association.

b. Applications, showing brief details of service and accompanied by the Life Membership Subscription (see *Rule, 26*), may be submitted to the Association Secretary direct or through the Honorary Secretary of a local Branch (see *Part 3*). If the Association Secretary is satisfied with the details given on the application form he is to grant Life Membership and issue a Life Membership Card.

c. A copy of the Rules of the Association is to be issued to each new Life Member who requests one.

24. Honorary Life Members. The Corps Committee shall have power to grant Honorary Life Membership to persons who have given exceptional service to the Association over an extended period.

25. Refusal Suspension or Termination of Life Membership. The Executive Committee shall have power to refuse membership to, or suspend or terminate the membership of, any person whose conduct they consider likely to bring the Association into disrepute. In such cases the decision of the Executive Committee shall be final.

LIFE MEMBERSHIP SUBSCRIPTION

26. Applicants for Life Membership shall pay a single Life Membership Subscription to the Central Funds of the Association.

27. The Corps Committee shall decide the amount of the Life Membership Subscription and shall review it annually.

28 Life Membership Subscriptions from regular serving applicants may be paid by transfer from their initial contribution to the REME Central Charitable Trust where such a contribution is made.

29 In all other cases the Life Membership Subscription is to accompany the application for Life Membership. Cheques are to be crossed and made payable to *REME, Corps Account No 2*. A receipt will be given on the Life Membership Card.

THE ASSOCIATION BADGE

30. The Badge of the Association shall be based on the Corps Badge and the design was approved by the Corps Committee at their 153rd meeting on 23 Apr 95. Its design is shown on the first page of these Rules.

THE ASSOCIATION STANDARDS

31. A Headquarters Association Standard and Branch Standards (see *Rules 41-44*) shall be provided to a design and quality approved by the Corps Committee and shall be paraded on appropriate occasions as symbols of the unity of members in support of the Aims of the Association.

32. The Executive Committee shall appoint a Headquarters Association Standards Marshal and a Headquarters Association Standard Bearer.

33. The drill movements to be followed by the Standard Bearers of the Association shall be those laid down for the Standard Bearers of The Royal British Legion.

WEARING OF REME EMBELLISHMENTS WITH PLAIN CLOTHES

34. All members of the Association shall comply with the instructions issued under the authority of the Corps Committee for the wearing of embellishments with plain clothes. A summary of these instructions is given in Annex C.

PUBLICITY

35. The Corps magazine, *The Craftsman*, shall be the official magazine of the Association and shall be used to publicise its activities within the Corps and among members. Contributions from Branches or individual members shall be sent to the Editor through the Association Secretary.

THE ASSOCIATION SHOP

36. An Association Shop shall be established at Association Headquarters and shall be managed in accordance with a Charter approved by the Corps Committee and a Management Policy Directive issued by the Executive Committee. The primary purpose of the Shop shall be to foster *esprit-de-corps* through the sale to members of the Association and their families of approved items carrying the Corps Cipher, the Corps Badge or the Corps Colours. A secondary purpose shall be to generate additional income to the Central Funds of the Association and for this reason the Shop may deal in other approved items for which there is a demand from members.

PART 3 - BRANCHES

FORMATION

37. Groups of members, who wish to co-operate in the formation of a local Branch to pursue the Aims of the Association in their area, should make early contact with the Association Secretary. He will give them a copy of *The Handbook of the Association*, which contains advice on how to run a Branch successfully, and will advise them how to proceed.
38. When local discussions have reached the point where a provisional Committee has been formed, Branch Rules have been drafted and at least 20 persons have expressed their wish to join the new Branch as Founder Life Members, the Committee should send their proposal to form a new Branch to the Association Secretary for submission to the Executive Committee.
39. If the Executive Committee is satisfied that the proposal is viable, approval to form the new Branch together with its official title will be given. At the same time an initial Formation Grant will be made from the Central Funds of the Association to open the funds of the new Branch.
40. Throughout the formation period the senior Corps representative in the area is to be kept informed by both the local group and by the Association Secretary so that he may give any assistance in his power.

BRANCH STANDARDS

41. When a new Branch has become established, it should appoint a Standard Bearer and apply to the Association Secretary for a Branch Standard. As soon as possible the Association Secretary will issue a Branch Standard with all necessary accoutrements on long term loan to the Branch
42. After the receipt of its Standard, the Branch should plan to have it dedicated in a Standard Dedication Service either in a local Church or in a Drumhead Service elsewhere. On request, the Association Secretary will provide, in consultation with the Corps Chaplain, an outline of Orders of Service suitable for Standard Dedication.
43. The Dedication of its Standard is an important event in the life of a Branch of the Association as it marks the completion of its formation. It enables the Branch to play its proper part in co-operation with other Service and ex-Service organisations locally, as well as in the activities of the Association as a whole. It is customary to invite representatives from Association Headquarters and from local Service and ex-Service organisations to attend the Dedication. Branches should apply through the Association Secretary to the Executive Committee for financial assistance to fund their Standard Dedication programme.
44. Prior to Dedication, Branches may display their Standards on social occasions only and this period should be kept to a minimum.

BRANCH ACTIVITIES

45. The activities of a Branch should include:
- a. Arranging a varied programme of social and other events for the enjoyment of members, and to promote Branch unity.

- b. Welcoming Life Members arriving in the Branch area and assisting them with resettlement, giving them useful local information and drawing their attention to employment prospects where necessary.
- c. Watching over the welfare of Life Members and their dependants and the dependants of deceased Life Members, contacting local welfare agencies and Association Headquarters when necessary and especially where financial help is needed, and visiting Life Members who are ill or in hospital or who are living in residential homes locally whether they are members of the Branch or not.
- d. Representing the Association at appropriate local events such as the annual Acts of Remembrance and other ex-Service gatherings and parading the Branch Standard when invited to do so.
- e. Raising funds for local and Service charities including the REMIE Benevolent Fund.
- f. Collecting Life Membership Subscriptions from applicants for Life Membership and passing them to Association Headquarters.
- g. Collecting Branch Subscriptions (see *Rules 7-62*) from members and donations from them and other sources.

BRANCH MEMBERSHIP

46. Life Members. The Founder Members of a Branch will be Life Members of the Association and other Life Members will join the Branch from time to time.
47. Temporary Branch Membership. Branch Committees may grant Temporary Branch Membership to Life Members of the Association who have recently left the Service and reside in the Branch area. Temporary Branch Membership may be granted for a period of up to one year only.
48. Associate Members. Branch Committees may grant Associate Membership of their Branches to the following
- a. Persons who are not eligible for Life Membership of the Association but who are, or have been, serving in any branch of HM Forces and who are recommended by two Life Members.
 - b. Persons who are, or have been, employed as Ministry of Defence civilians with REME and who are recommended by two Life Members.
49. Associate Joining Fee. At the discretion of Branches, persons who apply for Associate Membership may be required to pay an Associate Joining Fee into Branch Funds. Such a Fee is payable only once and shall not exceed the Life Subscription currently payable by persons applying for Life Membership.
50. Family Members. In acknowledgement of the contribution they make to the life of a Branch and to encourage them to play a full part in its social and welfare activities, spouses of both Life and Associate Members may be invited to become Family Members.

51. Honorary Branch Members.

a. Subject to the unanimous agreement of members voting at a Members Meeting, Branches may grant Honorary Branch Membership to:

(1) A Life or Associate Member who has given loyal support to the Branch over a period of some years.

(2) A Life or Associate Member who is unable to take an active part in Branch activities owing to advanced age, long-term illness or disability.

b. Branches whose membership is predominantly ex-Service may offer temporary Honorary Branch Membership to serving Life Members who originate from the Branch area.

52. **Membership Structure.** In order to preserve the essential nature of each Branch of the Association, the number of Associate Members of a Branch shall not exceed 50% of the number of Life Members.

53. Branch Membership Cards.

a. All members of a Branch are to be given a Branch Membership Card in which the payment of Annual Branch Subscriptions (see *Rules 7-62*), and Associate Joining Fee (where levied), are to be recorded.

b. Associate Members may produce this Card as a recommendation when they wish to transfer to another Branch.

54. Suspension or Termination of Branch Membership. A Branch Committee may suspend, for a period up to 6 months, the membership of any Branch Member whose conduct they consider likely to bring the Branch into disrepute. If the unsatisfactory conduct continues when membership is restored, the Branch Committee is to proceed as follows:

a. If the member is a Life Member of the Association, the details of the case are to be reported to the Association Secretary for submission to the Executive Committee to be dealt with under *Rule 25*.

b. If the member is an Associate Member of the Branch, the Branch Committee may terminate the membership.

BRANCH RULES

55. Each Branch is to draw up its own Rules, which must be consistent with these Association Rules.

- a. The President of the Branch (if appointed) and the Chairman of the Branch Committee are to be Life Members.
- b. Not more than one third of the Branch Committee may be Associate or Family Members.
- c. The number of Associate Members of the Branch shall not normally and regularly exceed 50 % of the number of Life Members. Any Branch unable to comply with this rule may apply to the Executive Committee for dispensation.
- d. Branch policy on matters of Corps or Association concern is to be decided by Life Members only.
- e. All Branch members with the exception of Honorary Life Members, Honorary Branch Members and Family Members are to pay an Annual Branch Subscription (see *Rules 7-62*).
- f. All Branch members are to comply with the instructions for the wearing of REME embellishments with plain clothes. Annex C to these Rules is to be annexed to Branch Rules.
- g. Branch Accounts are to be closed on *31 December* each year and are to be audited by one or two competent persons who are not members of the Branch Committee.
- h. An Annual Branch Report together with the Final Accounts and Auditor's Report are to be forwarded to the Association Secretary not later than *14 February* each year.
- j. The Branch Committee is to convene a Branch Annual General Meeting, not later than *31 March* each year, for the consideration of the Annual Branch Report together with the Final Accounts and Auditor's Report and to elect the Committee for the following year.
- k. Following the Annual General Meeting, the Branch Secretary is to forward to the Association Secretary, not later than *7 April*, the information needed for an Association Directory.

57. A copy of the Branch Rules is to be forwarded to the Association Secretary and is to be kept up-to-date with any amendments.

ANNUAL BRANCH SUBSCRIPTION

58. All members of a Branch, whether Life Members or Associate Members, but excluding Honorary Life Members, Honorary Branch Members and Family Members, are to pay an Annual Branch Subscription.

59. The Annual Branch Subscription is retained by the Branch to fund its general administrative needs.

60. The amount of the Annual Branch Subscription is to be decided by the Branch Committee, and is to be announced at the AGM.

61. The Annual Branch Subscription becomes due for payment at the date of the AGM and should be paid within one month. Members not present at the AGM are to be informed in writing immediately afterwards.

62. Unless the Branch Committee is aware of exceptional circumstances and provided at least one reminder has been given in writing and included a warning of the consequences of non-payment, a member who has not renewed his or her Subscription within 6 months of the AGM shall be removed from the Branch Membership Register.

63. Members who join a Branch after the date of the AGM are to pay a Joining Year's Subscription according to the quarter of the year in which they join (*i.e.*: *first quarter, 100%. second quarter, 75%. third-quarter, 50%; fourth quarter, 25%.*).

FINANCIAL ASSISTANCE

64. Branch Formation Grants. New Branches will be given financial assistance from the Central Funds of the Association in two stages as follows:

a. Stage 1. On approval by the Executive Committee of a proposal to form a new Branch, an initial grant will be given, without application, to open Branch Funds.

b. Stage 2. When a new Branch is planning its Standard Dedication programme, it should apply for financial assistance (see *Rule 43*).

65. Special Needs Grants.

a. A Branch which is in danger of becoming non-viable due to the number of its Life Members falling below 20, should apply to the Association Secretary for a Special Needs Grant to fund a local recruiting campaign, giving details of how the grant would be spent

b. A Branch may apply for a special Needs Grant for other purposes but such applications will only succeed if a strong case is submitted showing how the grant would be spent.

66. General Purpose Grants. When the Executive Committee has decided the Branch Formation Grants and the Special Needs Grants to allow in each financial year, and has fixed a reserve to retain against unforeseen applications later in the year, the sum remaining in the Grants Budget may be distributed equally to qualifying Branches. No applications will be required for these grants but they will be given only to those Branches whose Annual Branch Report and Final Accounts for the preceding year demonstrate that the Branch is active in supporting the Aims of the Association, is complying with Association Rules and that its financial resources and commitments indicate a need for financial support.

67. Timing. With the exception of unforeseen Special Needs Grants, all grants will be decided by the Executive Committee no later than *30 April* each year will.

68. Closure. When a Branch ceases to be viable and closes, the Branch funds and Standard are to be returned to Regimental Headquarters. Such Standards may be laid up in the Arborfield Garrison church of St Eligius.

69. Each year the Association Secretary shall convene a meeting of Branch Delegates at a place and on a date and at a time decided by the Executive Committee,
70. Each Branch may send one or two delegates.
71. The purposes of the meeting are as follows:
- a. To enable the Executive Committee to present a report on the previous year and answer questions on it.
 - b. To enable the Executive Committee to seek Branch views on specific matters such as the venue for the Annual Reunion.
 - c. To enable any Branch to raise any matter through its delegate.
72. At least 6 weeks notice is to be given to Branches of matters to be raised by the Executive Committee or by a Branch.
73. Where the Chairman (who will normally be the Chairman of the Executive Committee) considers that it would be useful to take a vote on any matter, each Branch represented may register one vote only.
74. Delegates attending the meeting may draw expenses from Central Funds according to a scale decided by the Executive Committee.

BRANCH REPRESENTATIVES

75. The Executive Committee includes four Branch Representatives who are to have an area responsibility as decided by the Committee. The four areas are to be designated *North-East, North-West, South-East and South-West* and the Committee may make boundary and other adjustments as necessary from time to time.
76. The role of Branch Representatives is to keep in touch with the Branches in their areas, to be aware of their activities and problems, to be ready to give advice, to raise matters on their behalf with the Executive Committee where this seems appropriate and, through their personal contact with a number of Branches, to develop a balanced view on all Association matters.
77. A Branch Representative may serve on the Committee for three years before retiring. He may then be re-elected, following the procedure given in *Rule 78*, for a further period of three years. He must then retire but, after a period of three years off the Committee, he may again be nominated for election.
78. The Committee shall arrange for the retirement of Branch Representatives in rotation so that no more than two Representatives retire at the same time. For this purpose the Committee may authorise an extension of up to one year in the periods of office allowed by *Rule 75*
79. Nominees for election as Branch Representatives shall be Life Members of the Association.

80. The procedure for the election of a Branch Representative shall be as follows:
- a. During October each year the Executive Committee decides which Branch Representatives are to retire in the following year and the Association Secretary writes to all Branches in each area concerned inviting nominations to be submitted by the end of February.
 - b. Branches submit their nominations in February. Persons nominated shall be active Life Members of a Branch in the area concerned and should provide a summary of their past involvement with the Association and confirm their willingness to be nominated and their ability to participate fully in the work of the Committee.
 - c. The Association Secretary submits the nominations to the Executive Committee in March for confirmation of acceptance and a decision on the date of the election if there is more than one nomination for an appointment.
 - d. The Association Secretary issues the nomination papers and a voting paper, separately for each area concerned, to all Branches in each area and calls for their return during April. Nomination papers are to include a summary of each nominee's past involvement with, and commitment to, the Association.
 - e. Branches return their completed voting paper in April to the Association Secretary who informs the Executive Committee of the result(s). In the case of a tie, the Executive Committee shall make the final choice.
 - f. The Chairman of the Executive Committee invites the successful candidate(s) to join the Committee and the Association Secretary informs the Branches concerned giving details of their new Branch Representative where there has been a change.

PART 4 – SPECIAL INTEREST GROUPS

DEFINITION

81. The Association recognises that, whilst the Branches provide the focal points for members in a local area to get together, there are also members who wish to meet to pursue or renew a common interest but who are scattered more widely. Such interests may be in a leisure area or may arise from a common trade grouping or unit background while serving in the Corps. Such a group of members is designated a *Special Interest Group* by the Association and two categories are recognised:

SPONSORED GROUPS

82. A *Sponsored Group* is a group of members who support the Aims of the Association and who undertake (as far as they are applicable) to comply with the Rules of the Association as though they were a Branch recruiting on a National basis.

83. In recognition of the Group's commitment to the Association, the Group (although not entitled to a Standard) shall be entitled to the following:

- a. Advice on Group administration during formation and at any time thereafter.
- b. Financial assistance on the same basis as a Branch.
- c. Inclusion in the *Association Directory*,
- d. Publicity in the Association section of *The Craftsman*.
- e. Participation in the Annual Delegates Meeting.
- f. Participation in the election of a Branch Representative for the area in which the Group Headquarters is located.

AFFILIATED GROUPS

84. An *Affiliated Group* is a group of members who, whilst supporting the Aims of the Association in general terms, do not wish to be bound by the Rules of the Association but prefer to retain an autonomous status.

85. Such groups shall be offered the following benefits of affiliation:

- a. Advice on Group administration during formation and at any time thereafter.
- b. Inclusion in the *Association Directory*.
- c. Publicity in the Association section of *The Craftsman*.

REME ASSOCIATION

THE VINCENT METCALFE TROPHY

Background

1. The Vincent Metcalfe Trophy has been presented to the Corps by Major General V Metcalfe (Retd) who wishes it to be used for annual presentation to a Branch of The REME Association.
2. The Trophy commemorates the donor's successful leadership, as the first Chairman of the Executive Committee from April 1993 to October 1996, of the effort made at that time to reorganise and revitalise the Association.
3. The Rules governing the award of the Trophy follow.

Criterion for the Award

4. The Trophy will be awarded each year to the Branch which is judged to have performed best over the previous calendar year in furthering the published Aims of the Association actively, effectively and efficiently.

Eligibility

5. The Trophy may only be awarded to a Branch which, over the period under consideration, has been fully formed and is therefore in possession of a Branch Standard which has been formally dedicated.
6. For practical reasons, the Trophy will normally only be awarded to Branches based in the United Kingdom. Exceptionally, Branches based overseas may be recommended for the award on the understanding that, if successful, the Trophy will be held on their behalf at Association Headquarters.
7. A Branch may be awarded the Trophy once only in any period of five years.

Nomination

8. In February each year, each Area Branch Representative will review the performance of the Branches in his Area over the previous year and will select the Branch which he considers has best met the Criterion for the award. He will consult the Association Secretary to obtain his view on how the Branch has performed in co-operating with Association Headquarters and in supporting events organised at National level.
9. At the same time, the Association Secretary will consider whether an overseas Branch merits nomination.

10. For each Branch selected, a Citation is to be prepared by the Proposer and forwarded to the Association Secretary for consideration by a Selection Panel.

Selection

11. The nominations will be considered by a selection Panel chaired by the Executive Committee Chairman and including the Representative Vice-Presidents and the Corps Secretary as members.

12. The Panel will agree a first and a second choice for the award and the Corps Secretary will forward the Panel's recommendations with Citations to the President of the REME Association for a decision. In exceptional circumstances, the President may decide that no Branch has performed well enough to merit the award.

Presentation

15. Wherever possible, the presentation of the Trophy to the winning Branch will be made publicly at the REME Association Annual Reunion after the Citation has been read out.

Custody

16. A Branch, which has been awarded the Trophy, is responsible for its safe keeping and may display it on appropriate Branch occasions. Association Headquarters will arrange insurance of the Trophy.

17. The Trophy is to be returned to Association Headquarters in sufficient time in the following year for the name of the next winning Branch to be engraved on it prior to presentation.

Commemorative Memento

18. On returning the Trophy to Association Headquarters the Branch will be presented with a Commemorative Memento as a permanent reminder of the year when it earned the award

REME ASSOCIATION HEADQUARTERS RESPONSIBILITIES

Duties and Responsibilities of the Association Secretary

1. Providing administrative and secretarial support to the Executive Committee.
2. Secretarial duties and other responsibilities, as required by the Executive Committee, in support of the Association Shop operation.
3. Providing guidance to new and existing Branches on running their affairs.
4. Arranging financial assistance to Branches as decided by the Executive Committee.
5. Liaison with Special Interest Groups and referring requests for recognition as Sponsored Groups or as Affiliated Groups to the Executive Committee.
6. Preparing and distributing The Handbook of the REME Association and updating it as necessary.
7. Recruiting Life Members of the Association by encouraging regular recruits and newly commissioned officers of the Corps to join.
8. Arranging national recruiting campaigns and providing assistance to local recruiting campaigns.
9. Providing a focus through which assistance to Life Members resettling into civilian life or seeking employment may be channelled from the appropriate agencies.
10. Providing a focus through which requests for assistance, financial or otherwise, from Life Members or their dependents, which find themselves in difficult circumstances, may be passed to the appropriate agencies.
11. Arranging visits to Life Members hospitalised in the UK from overseas or living in residential ex-service homes.
12. Arranging representation, at National level, in the annual Acts of Remembrance.
13. Arranging support, financial or otherwise, at National level for those activities which bring credit to the Corps.
14. Arranging, with financial support as decided by the Executive Committee, an annual Reunion at National level.
15. Arranging financial support for Regional Reunions.
16. Arranging the Annual Delegates Meeting.

17. Arranging Association participation in the Corps Weekend (when held) and in other appropriate central Corps functions.
18. Holding the Headquarters Association Standard and arranging for the Headquarters Association Standard Bearer to parade it on appropriate occasions.
19. Arranging the provision, on loan, of Branch Standards and arranging for the Headquarters Association Standards Marshal to take charge when a number are paraded together.
20. Collecting Life Subscriptions from applicants for Life Membership and passing them and donations from any source to the Corps Treasurer.
21. Issuing Life Membership Cards to new Life Members and providing them with a copy of the Rules on request.
22. Arranging contributions from the Central Funds of the Association to the REME Benevolent Fund, the REME Museum Fund and other funds which further the Aims of the Association and approving minor grants under delegated financial powers.
23. Participating in the preparation of Annual Budgets for the Central Funds of the Association, monitoring expenditure against budget and reporting to the Executive Committee.
24. Arranging publicity for the Association and its activities in the Corps magazine, *The Craftsman*.
25. Receiving and passing to the Director of the REME Museum of Technology material of historical interest concerning the Association.
26. Drafting an Annual Association Report for submission by the Executive Committee to the Corps Committee.

Responsibilities of Supporting Staff

31. **The Corps Treasurer.** The Corps Treasurer:
 - a. Maintains the Central Accounts of the Association ensuring that subscription income is divided between Capital and Income Accounts as directed and that Life Subscriptions from serving members are transferred from their initial contributions to the REME Central Charitable Trust as decided by the Corps Committee.
 - b. Arranges the investment of the capital of the Association as decided by the REME Corps Funds Investment Committee.
 - c. Assists in the preparation of the Annual Budgets for the Central Funds of the Association and in monitoring income and expenditure against budget for the information of the Executive Committee.
 - d. Prepares Final Accounts as at *31 December* each year and submits them together with the year's accounts for audit by auditors appointed by the Corps. Committee.

32. The Editor of *The Craftsman*. The Editor of *The Craftsman* arranges for material concerning the Association and passed to him by the Association Secretary to be published in the Corps magazine.

33. The Director of The REME Museum of Technology. The Director of the REME Museum of Technology arranges for material of historical interest concerning the Association to be stored in the Corps Archives and displayed as appropriate.

WEARING OF REME EMBELLISHMENTS WITH PLAIN CLOTHES

The REME Regimental Tie

1. The REME Regimental Tie is defined in Corps Instructions and may be worn by Life Members of the Association.

The REME Association Tie

2. The REME Associate Tie, formerly known as the REME Civilian Tie, is defined in Corps Instructions and may be worn by Associate Members of the Association.

The Corps Badge

3. The Corps Badge is defined in Corps Instructions and may be worn on the breast pocket of a dark blue blazer by Life Members of the Association. Life Members who were serving in the Corps prior to the adoption of the present Corps Badge may wear the original Corps Badge in a similar position. Life Members in possession of a black blazer carrying the Corps Badge may continue to wear it.

The REME Association Lapel Badge

4. The REME Association Lapel Badge is a miniature version of the approved REME Association Badge and may be worn by All members of the Association.

Branch and Special Interest Group Ties

5. Branches and special interest Groups which wish to sponsor Ties for wear only by their members may do so provided prior approval of the design has been obtained from the REME Regimental Committee. Branches are to base their Ties on the Corps Badge.