

ROYAL ARTILLERY ASSOCIATION



GENERAL ADMINISTRATIVE INSTRUCTIONS

2019

RAA GENERAL ADMINISTRATIVE INSTRUCTIONS

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Please note that all forms contained or mentioned in these instructions can be found at:

www.thegunners.org.uk/join-us/downloads

RAA GENERAL ADMINISTRATIVE INSTRUCTIONS

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RAA GENERAL ADMINISTRATIVE INSTRUCTIONS

PART 1

GENERAL INTRODUCTION

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RAA GENERAL ADMINISTRATIVE INSTRUCTIONS

PART 1

GENERAL INTRODUCTION

INSTRUCTIONS

1. **General Administrative Instructions**. The aim of these Instructions is to explain in detail how the RAA and its branches function. GAIs are subordinate to the Rules of the RAA. Any discrepancies in these instructions or issues not covered by GAIs should be referred in the first instance to the Regimental Secretary. If necessary, such matter will be referred to the National Executive Committee for resolution.
2. **Rules of the RAA**. The Rules of the RAA lay down the basis of how the RAA functions and are subordinate to the Scheme.
3. **Scheme**. The RAA is a charity (Charity Commission No. 238197) governed by its Scheme adopted 16 May 2015, which lays down the objects of the charity as follows:
 - a. to promote the efficiency of the Royal Artillery by:
 - (1) maintaining contact between past and present members of the Royal Artillery, fostering mutual friendship between them and providing social gatherings for them and;
 - (2) fostering esprit de corps, comradeship and the welfare of the Royal Artillery and preserving its traditions.
 - b. to relieve either generally or individually past and present members of the Royal Artillery, and their dependents, who are in conditions of need, hardship or distress.
4. **Authority**. These Instructions have the authority of the RAA's sole corporate trustee, which is the RACF, and the National Executive Committee (NEC). This edition 2019 supersedes previous editions, which should be destroyed. Office holders are asked to retain these GAIs, amend them when authorised, and pass them on to their successors.

HISTORY OF THE ROYAL ARTILLERY ASSOCIATION

5. The RAA was established on 26th May 1920, with the Monarch as its Patron. A summary of the history of the RAA is at Annex A to Part 1.

HISTORY OF THE ROYAL ARTILLERY ASSOCIATION

The RAA was established on 26 May 1920 by the RA War Commemoration Fund to create a 'Gunner Friend' network organisation in every part of the United Kingdom and Commonwealth; in essence to create and foster a bond of comradeship irrespective of rank between all who are serving or who have ever served as artillerymen, to maintain and promote the proud traditions of 'Ubique'. It was also designed to identify and help those in need or distress and maintain contact with old comrades. It raised its money from annual and life subscriptions and, after running costs, funds were used to further the aims of the Association. Her Majesty The Queen is the Patron.

Organised in regions each with their own districts based on county boundaries; each district contains a number of branches. The small staff at Artillery House administers the Association on a day to day basis, helps branches as required and organises national events for the members. They also publish a quarterly newsletter and organise and advise the NEC, which is made up of Regional Representatives and regimental serving personnel under the Chairman of the RAA. The Chairman of the RAA is also an RACF trustee who reports to the corporate trustee (The RACF) through the Controller / Chairman of the RA Board of Management, which meets bi-annually.

In earlier years the RAA oversaw an employment bureau for retired Gunners and a corps of commissionaires with the Gunner cap-badged commissionaires. It also ran the Royal Artillery Association Benevolent Fund. These functions have now ceased.

Comradeship is mainly fostered through regular branch level meetings, normally held once a month, where members get together to plan activities, have a quiet drink or two, discuss life and to watch over members and their dependants who are in need. Branches meet wherever they can find suitable rooms; some in public houses, some in Royal British Legion clubs, some in other military clubs and some in village and church halls. Many branches started their own Gunner Clubs for socialising, and local members and the RAA helped purchase them. These have now been disposed of. Branches vary in size and composition but sadly membership is on the decline as latter generations seem less eager to seek comradeship with old friends. In 1946 there were 378 local branches, and in 2019 there are now 92 local or national branches and ladies' sections. Initially ladies formed their own sections but increasingly branches have encouraged ladies to join them where ladies' sections do not exist or have had to close due to the shortage of numbers. All Regular and Reserve Batteries are RAA branches in their own right. Each branch is affiliated to a regular or reserve Battery which is usually either based locally or has a linked recruiting area. This arrangement is in order to encourage links between the serving soldiers and the retired Gunners, in other words re-enforce the Gunner family ties. There are branches throughout England, Scotland and Northern Ireland; and in Germany, Australia, Bermuda and South Africa.

Through its quarterly newsletters and www.thegunners.org.uk website, Artillery House promotes various central activities of the RAA. Such activities include:

- the Annual General Meeting, normally held at Blackpool, in May, at the same time as the Royal Artillery Assembly. This event combines a weekend of entertainment and comradeship with the AGM;
- Gunner Sunday at the Royal Hospital Chelsea in April.
- the annual Royal Artillery ceremony of remembrance at the Hyde Park Memorial in November;
- the annual service at the National Memorial Arboretum near Lichfield in July, where we have a remembrance service followed by a wreath laying ceremony in the Gunner garden.
- a St Barbara's Day Service is held each year at Larkhill to celebrate our Patron Saint.

In 1919 The GUNNER magazine was started by General Sir William Furze to help inaugurate the Royal Artillery Association, with the first edition being published in April though there was an irregular run of copies for the first few years until 1921. The GUNNER magazine was and is the official organ of the Royal Artillery Association and is used to publicise branch activities, future events and record local branch events.

Funds are raised through income from investments, by annual and life membership fees and a proportion of the days pay scheme paid by serving officers and soldiers and by fund raising activities.

For many years before World War II the headquarters was based in Artillery House in Earls Court but left in September 1951. Moves during its history included moving into The Common at Woolwich, Connaught Barracks, the old Academy and the Front Parade before coming to Larkhill in late 2005 to co-locate with the then Director Royal Artillery's staff. The RAA staff are now embedded within RHQ RA.

Branches play a key role in welfare and many branches still have welfare officers. In the past it was generally the branches who sought out those in need and informed the Gunner welfare charities who provided the benevolence. With a reduction in numbers and greater emphasis on regulation, data protection and safeguarding most casework is now carried out by SSAFA or RBL who work closely with the RACF to ensure need is identified and responded to.

Comradeship is still a vital part of the regimental family, although it does become more difficult to encourage younger retired soldiers to join. The RAA however remains at the heart of the retired regiment and very supportive of the serving regiment.

RAA GENERAL ADMINISTRATIVE INSTRUCTIONS

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ORGANISATION OF THE ASSOCIATION

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RAA GENERAL ADMINISTRATIVE INSTRUCTIONS

PART 2

ORGANISATION OF THE ASSOCIATION

PATRON & PRESIDENT

1. The Patron of the RAA is Her Majesty the Queen, Captain General of the Royal Regiment of Artillery. The President of the RAA is the Master Gunner St James's Park.

TRUSTEE

2. **Responsibilities.** The RACF is sole Trustee of the Association. The Trustee is responsible for the overall management of the affairs of the RAA. It manages the RAA through the NEC and the Regional and District structure. Further details are in the Rules of the RAA.

3. **Representation.** Three members of the RAA represent the RAA as trustees on the RACF Board of Management and are nominated at the RAA Annual General Meeting (AGM) for a period of three years and are eligible for re-election.

ARTILLERY HOUSE

4. **Address.** The address of the Secretariat of the Royal Artillery Association and the Royal Artillery Charitable Fund is:

Artillery House
Royal Artillery Barracks
Larkhill
Salisbury
Wiltshire SP4 8QT

NEC

5. **Terms of Reference.** The Terms of Reference for the NEC are at Annex A to Part 2.

6. **Composition.** The NEC shall comprise the following:

a. **Chairman of the RAA.** The Chairman is nominated by the Trustee and is responsible for representing the views of the RAA to the Trustee and directing the NEC as instructed by the Trustee. The Chairman shall be one of the RAA appointed Trustees to the RACF Board of Management.

b. **Members.** The following are members of the NEC:

- (1) Representatives from each RAA Region
- (2) Regimental Colonel
- (3) RAA Secretary

- (4) Regimental Secretary (As Chief Executive of the RAA)
- (5) Royal Artillery Sergeant Major
- (6) The Trustee may nominate extra members for specialist advice

c. Secretary. The Secretary of the NEC is the Association Secretary

7. **Dissemination of Information**. In order to disseminate information throughout the RAA, the Secretary will distribute agendas and minutes of the NEC to District Representatives in addition to members of the committee. He will also distribute the literature, including circulars, newsletters and other relevant paperwork.

THE SECRETARIAT

8. **Composition and Responsibilities**. The Artillery House Secretariat consists of the Regimental Secretary, the Welfare Secretary, the Finance Secretary and the Association Secretary together with their staffs. The Regimental Secretary is the Chief Executive of the RAA and the RACF. The Association Secretary is responsible for the day-to-day administration of the RAA and is the person most likely to deal directly with branches of the RAA. The Finance Secretary's duties include keeping the accounts of the RAA and RACF. The Welfare Secretary deals with the allocation of RACF welfare grants to individuals.

REGIONAL AND DISTRICT REPRESENTATIVES

9. **Election of Representatives**. Branches elect their District Representative and District Representatives elect their Regional Representatives. It is the responsibility of Regions and Districts to inform Artillery House of the nominees, which are then published in the Agenda for the next AGM where the individuals concerned are formally elected until the following Assembly. Retiring Representatives are eligible for re-election.

10. **Notification of Interim Changes**. Artillery House is to be informed of all interim changes to Regional and District Representatives.

11. **Operating Procedures – Guidelines**. It is acknowledged that each Region and District will operate in the manner best suited to its own circumstances. A fundamental principle is that there should be close links between the RAA and the Serving Regiment at every level. The following guidelines are suggested:

- a. Regional meetings are chaired by the Regional Representative and should include the representative from each District within the Region.
- b. Regional meetings should be held as required, but not normally less than one a year.
- c. District meetings are chaired, where possible, by the District Representative and should include a representative from each branch.
- d. District meetings should be held as required, but not normally less than one a year. The pattern of District meetings should conform to those of the region but be

held sufficiently beforehand to enable the District views to be voiced at the Regional meetings.

e. District Representatives should endeavour to visit each of their branches at least once a year and Regional Representatives as often as is practicable.

12. **Audit of Regional and District Accounts.** Each Region and District Representative who holds funds on behalf of the RAA is to submit audited accounts to Artillery House by the 31st January each year. The accounts are to be maintained and audited in accordance with the principles contained in Part 5 paragraphs 23 - 36, the accounts should ideally be audited by someone who has worked in the banking / accountancy/bookkeeping sector or who has previously managed a Service Funds account and approved by the appropriate Regional or District committee before being submitted.

13. **Refund of Travel Expenses to Regional and District Representatives.** Regional and District Representatives are entitled to a refund of their travel expenses for journeys undertaken on official business. They are to complete a RAA/RACF Expenses Claim form and send it to the Association Secretary for approval. The expense form can be downloaded here www.thegunners.org.uk/join-us/downloads or by contacting the office.

14. Regional and District Representatives will, where possible, use the cheapest form of travel. Travel expenses for journeys undertaken by private car will be reimbursed at the rate of motor mileage allowance authorised by the Trustee.

BRANCHES

15. **Categories.** Branches are categorised as follows:

a. **Local Branches.** These branches serve their local Gunner community. Administrative instructions for RAA local branches are at Part 5 to these Instructions.

b. **National Branches.** These branches are generally based on regimental or battery associations and include for example, the Artillery Clerks Association. They generally have a national footprint. The administrative instructions at Part 5 apply equally to these branches.

c. **Virtual Branches.** The concept of virtual branches is currently under development. It is anticipated that these branches may be local or national but will in effect 'meet' via social media.

d. **Holding Branch.** This is a branch based in Artillery House for members who are in areas where there is no local branch or who don't wish to take an active part in an RAA branch.

16. **Direct Links with Artillery House.** Artillery House deals directly with individual branches and ladies' sections on routine administrative matters and welfare. Contentious matters should be first discussed with District and Regional representatives before being raised with Artillery House.

17. **Affiliated Units of the Serving Regiment**. In order to strengthen the essential links between the RAA and serving Regiment at all levels, each branch is affiliated to a serving Gunner Regiment or Battery. Details of these affiliations are sent to all branches and units and are updated from time to time.

18. **Support from Affiliated Gunner Units**. The affiliated Gunner unit can be of great assistance to a branch and provide it with valuable support. This support can range from providing facilities in which branches can hold their meetings, to arranging visits to open days or other social functions. As a minimum it should consist of a nominated point of contact in the serving Regiment or Battery with an address and telephone number. In return a branch can offer members of the affiliated Gunner unit hospitality, friendship and a focal point for any Gunners settling in the area.

LADIES' SECTIONS

19. **Role**. The role of the ladies' sections within branches is to work closely with their branches and to promote the objects of the RAA. Independent Ladies Sections have the same role as branches.

20. **Administration of Ladies' Sections** Administration of a Ladies Section within a branch will follow the same rules as their branches. Independent ladies' sections will be subject to the same rules and administrative instructions as other branches.

TERMS OF REFERENCE FOR THE NEC OF THE RAA

GENERAL

1. The RAA is a charity governed by its Scheme, Charity Commission No. 238197, whose objects are the promotion of military efficiency, comradeship and esprit de corps and the relief of need. Its Trustee is the Royal Artillery Charitable Fund, a company limited by guarantee, (Charity Commission No. 210202 and Company House No. 163205) as sole corporate Trustee. The National Executive Committee (NEC) of the RAA is formed on authority of the Trustee and the Rules of the RAA 2015.

AIM

2. These terms of reference outline the role and responsibilities of the NEC.

TERMS OF REFERENCE

3. General. The NEC is to advise the Trustee on all policy matters affecting the RAA and take all necessary executive action concerning the RAA through the Secretariat. In particular they are to:

- a. Advise the Board of Management on all policy matters affecting the RAA.
- b. Execute policy laid down by the Trustee through the Regimental Secretary.
- c. Agree the annual Forecast of Income and Expenditure before it goes for approval by the Trustee.
- d. Keep under review the Rules of the RAA.
- e. Keep under review the General Administrative Instructions (GAIs) for the RAA.
- f. Recommend any amendments to the Rules and GAI to the Trustee.
- g. Provide guidance to the Regimental Secretary on the running of the RAA.
- h. Oversee all RAA national events including:
 - the RA Assembly and RAA AGM;
 - the Gunner Remembrance Service at the National Memorial Arboretum;
 - the RAA's participation in the Ceremony of Remembrance at Hyde Park;
 - the Gunner Sunday at the Royal Hospital Chelsea;
 - the RAA's participation St Barbara's Day Service at Larkhill.
- i. Actively maintain and improve membership of the RAA through publicity and other initiatives.

- j. Oversee all fund-raising activities of the RAA by branches.
- k. Oversee the Gunner Lottery.
- l. Oversee all RAA awards and trophies and select the winners as appropriate at the Spring meeting of the NEC.
- m. Oversee any merchandising for the RAA.
- n. Receive in the Spring meeting a verbal and written report from each Region and the Ladies' Sections summarising activity in each Branch and District in the preceding year for consideration by the Trustee.
- o. Oversee the RAA's National Standard Bearers' Competition, its rules and conditions.
- p. Actively promote the RAA and encourage branches to participate in all RAA national events.
- q. Oversee the RAA contribution to www.thegunners.org.uk website.

COMPOSITION

4. The NEC shall consist of:

- a. Chairman. The Chairman shall be an RACF Trustee who has been nominated as such at the RAA AGM and appointed by the Trustee.
- b. Deputy Chairman. Regimental Colonel.
- c. A representative from each of the twelve regions.
- d. Royal Artillery Sergeant Major.
- e. Regimental Secretary.
- f. RAA Secretary.

5. Secretary. The Association Secretary is the Secretary to the NEC.

6. The Chairman may invite any other person to join a meeting to advise the NEC on a particular subject.

MEETINGS

7. The NEC will meet at least three times a year; normally in the early Spring, at the RA Assembly and in the Autumn.

8. Quorum. The Quorum for the NEC is seven members. This must include the Chairman or, if he is unavailable, either the Regimental Colonel or Regimental Secretary who will deputise for the Chairman.

REPORTING

9. The Chairman is to make a report on the RAA to the RA Board of Management twice a year. Any issues for a decision by the Trustee should be supported by the NEC's view and recommendation.

10. Dissemination of information. In order to ensure dissemination of information agendas of NEC meetings are to be distributed to District Representatives in time to allow them to express their views on matters to be discussed. Minutes of the NEC are also to be distributed to District Representatives.

RAA GENERAL ADMINISTRATIVE INSTRUCTIONS

PART 3

MEMBERSHIP

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RAA GENERAL ADMINISTRATIVE INSTRUCTIONS

PART 3

MEMBERSHIP

DEFINITIONS

1. **Membership of the RAA.** The term Gunner in the GAIs means anyone of any rank who is serving, or has served, in the Royal Regiment of Artillery. All Gunners and their spouse/partners are automatically life members of the RAA. RAA members may in addition join their local branch, a national footprint branch or, in future an online virtual branch.

BRANCH MEMBERSHIP CATEGORIES

2. The categories of branch membership are shown below. There are three categories of membership:

- a. Life.
- b. Honorary.
- c. Associate.

RAA MEMBERSHIP CERTIFICATE

3. Application for an RAA life membership certificate may be obtained on request from a local RAA branch or RAA Headquarters, Artillery House, Larkhill. Applications can also be made through the website www.thegunners.org.uk/join-us. Application forms also contain a number of consents which will allow the RAA to process the individual's personal data.

MEMBERSHIP OF A BRANCH

4. Membership of a branch is open to all Gunners and their spouse/partner. Details can be obtained from the local branch or through the website www.thegunners.org.uk/join-us.

MEMBERSHIP FEE OF A BRANCH

5.. When an individual Gunner applies to become a member of a branch he or she must pay the appropriate branch fees.

HONORARY MEMBERSHIP

6. Honorary Membership of a branch may be conferred on local dignitaries or other persons whose membership will be of benefit to the branch.

7. **Limitations.** Honorary Members may not hold office on a branch committee, nor do they have voting rights. They will not be required to pay subscriptions.

ASSOCIATE MEMBERSHIP

8. Associate membership is open to anyone who has the best interests of the RAA at heart.
9. The granting of Associate membership shall be at the discretion of the branch. Associate members shall have the same voting rights (Subject to para 12) and pay the same subscriptions as Life Members.
10. Associate members shall be eligible to hold any branch office except that of President or Chairman.
11. All Associate members may vote at a branch meeting providing their total does not exceed 30% of those eligible to vote at that meeting. Should the percentage of Associate members exceed 30% then the branch must decide by ballot or other means, which Associate members are to suspend their voting rights for that meeting in order to reduce their numbers to 30%. A member whose voting rights are suspended in this way must have the situation explained to him or her by the Chairman of the branch.

RECORDS OF MEMBERSHIP

12. **Branches**. Branches are to maintain a record of their members to enable them to complete their Annual Return. Branches may receive branch applications directly from Artillery House. These applications will have been processed through the website and new members will have already received their welcome pack. Annual Returns are explained in Part 5, paragraph 21.
13. **Artillery House**. The Association Secretary at Artillery House will maintain a record of all branch members, showing the date on which, they became members.
14. **Notification to Artillery House**. Branches are requested to notify Artillery House of all changes to their Membership so that these records can be kept up to date.
15. **Rules and Membership Card**. Branches are to obtain a Membership Book from Artillery House for each of their members, complete it, and give it to the member to retain. A Membership Card will be issued by the Branch Secretary. Branches can also send in a monthly list of new members to RAA HQ and a welcome pack will then be issued to the new members.

TRANSFER BETWEEN BRANCHES

16. Members may transfer from one branch to another. The Secretary of the original branch should send the member's details (showing current fees paid) to the Secretary of the new branch. If this is not done, the Secretary of the new branch should request it.
17. Artillery House should be informed on any such transfers. Artillery House may inform the receiving branch of any issues that might pertain to that Member that could affect the branch.

REFUSAL OF MEMBERSHIP

18. The Branch Committee is entitled to refuse membership to any person. Such a decision will be subject to appeal by either party to the NEC. Details and the reason for refusal must be sent to Artillery House.

CESSATION OF MEMBERSHIP

19. **General**. Branch membership may be terminated by resignation, expulsion or falling into 3 months arrears with membership fees.

20. **Expulsion**. Any Branch Committee is entitled to expel a member by a resolution of the branch, confirmed by the National Executive Committee.

RE-ADMISSION

21. Branch members who resign, or whose membership has fallen into arrears, may subsequently apply for re-admission. They will be liable to subscribe and pay appropriate branch subsidies from the date they are re-admitted.

SUBSCRIPTION WAIVER

22. Branch members may be excused their subscription at the discretion of the Branch Committee if circumstances warrant it.

ACTIVE AND NON-ACTIVE MEMBERSHIP

23. In order to maintain an accurate and clear composition of the membership, the NEC require branches to inform Artillery House (on their Annual return) of their numbers of active and non-active branch members based on the following criteria:

- a. Active members are those members of any category who attend branch meetings at least twice a year or who have paid their annual subscription.
- b. Non-active members are those whose names appear on the Branch Records or who were members but are not active.

24. **Loss of Contact**. Branches, having made efforts to contact their member, are to take off their strength any member with whom they have not been in contact for twelve months, and notify Artillery House with a request to transfer them to the Holding Branch. Holding Branch is explained in Part 3, paragraph 15b.

Application for Registration

Send to: The Association Secretary, Royal Artillery Association, Artillery House, Royal Artillery Barracks, Larkhill, Salisbury, Wiltshire SP4 8QT

Name:.....

Address:.....

Tel:..... **e-mail:**..... **DOB:**.....

Please fill in the branch information below

Branch (if already a member).....

Returning Application from Join Us Pack YES/NO

New Branch Member (if applied through branch meeting).....

a.* I am a serving/retired* member of the Royal Regiment. Please put me in touch with my local branch.

b.* I am a spouse/partner of a serving/retired member of the Royal Regiment.

Or

c. I am a civilian who wishes to apply for Branch membership, please put me in touch with my local branch.

Application for Membership of a RAA Ladies Section

d.* I am the female relative/companion of a Gunner. Please enter details:

e.* I would like to join the RAA Ladies' Section nearest my home.

*** delete as applicable**

BRIEF SERVICE RECORD

Please complete the information below as appropriate.

Regiment.....

From..... To.....

Regiment.....

From..... To.....

Consent

The RHQ Royal Artillery database holds personal information in order for the Royal Artillery Charities & funds (RAC) and RHQ Royal Artillery (RHQ RA) to provide support for its serving and retired members and their dependants. Some of this data we process on the basis of Legitimate Interest as described in our privacy notice. We may use the information to contact you about the RAC and regimental events, process requests for welfare support and other related regimental activity including helping Gunners to keep in contact with old friends. For those serving we will also use the information to administer your Service Giving Scheme donations. The RAC data is shared between these related Gunner organisations in order to conduct its business. RHQ RA and the RAC are legally bound by the Data Protection Act to ensure that any data it holds on individuals is relevant, accurate and not excessive. Additionally, it must be fairly and lawfully processed, held for defined purposes, be accurate and up to date, not kept for longer than necessary, processed in line with your rights and must be secure. We will ensure that all data held on our database is treated in accordance with these principles. We will not sell or misuse any personal data and we do not intend to contact you too often; we merely need your formal agreement for us to use your data to establish routine correspondence, if required. You can withdraw your consent at any time by writing or emailing Cas.Thoburn603@mod.gov.uk

Name:.....

Date:.....

Signature:.....

RAA GENERAL ADMINISTRATIVE INSTRUCTIONS

PART 4

HONORARY AFFILIATED ORGANISATIONS

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RAA GENERAL ADMINISTRATIVE INSTRUCTIONS

PART 4

HONORARY AFFILIATED ORGANISATIONS

OLD COMRADES' AND FOREIGN ARTILLERY ASSOCIATIONS

1. Whilst Old Comrades' Associations of individual batteries and regiments of the Royal Artillery may become branches in their own right, those which are not branches and foreign artillery associations that have historical links with the Royal Artillery, may be granted the status of Honorary Affiliated Organisation.

AFFILIATION FEE

2. Honorary affiliated organisations pay an annual affiliation fee the rate of which is laid down from time to time by the NEC. The affiliation fee is due by 31st March.

REPRESENTATION AT THE ROYAL ARTILLERY ASSEMBLY

3. The members of the Honorary Affiliated organisation are most welcome to attend RAA national events.

CESSATION OF AFFILIATION

4. An honorary affiliated organisation will cease to be affiliated if it is more than one year in arrears with the payment of its affiliation fee.

RAA GENERAL ADMINISTRATIVE INSTRUCTIONS

PART 5

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RAA GENERAL ADMINISTRATIVE INSTRUCTIONS

PART 5

ADMINISTRATION OF BRANCHES

FORMATION

1. **Application to Form a Branch.** Any group of Gunners (as defined in Part 2 paragraph 1) may apply to Artillery House to form a branch of the RAA. Any such application will be considered by the NEC.

2. **Information to be contained in the Application.** The application is to include the following information:

- a. The proposed branch title.
- b. The branch committee (names, addresses, telephone numbers and email address).
- c. The branch bank details
- d. The branch meeting place and frequency of meetings.
- e. The number of potential members.

3. **Certificate of Formation.** If the NEC Committee approves the formation of the branch, Artillery House will issue the branch with a Certificate of Formation.

THE BRANCH COMMITTEE

4. **Composition.** Each branch is to form a Committee consisting of the following RAA members who control the affairs of each branch:

a. **President – Responsibilities.** The President is responsible for leading and motivating the Branch, ensuring that Branch members feel valued, inspired, and connected to each other and the wider association. The President is responsible for the efficient conduct of Branch. In being so he:

- Oversees all activities of the Branch
- Presides over Branch meetings. However, the meetings are run by the Branch Chairman.
- Assists in the identification of new committee members
- Monitors the finances of the Branch and ensure the annual audit is carried out in accordance with GAIs

- Works with the committee by providing guidance on the conduct of the Branch's business and activities, ensuring the Rules and GAIs are followed
- Maintains order through the meeting and rule on points of order ensuring the meeting is conducted in a fair manner.
- Is prepared to represent the Branch in a positive manner at local community events.

b. Chairman – Responsibilities.

- 1) **Meeting Facilitator.** The Chair is the person who creates the agenda for and runs the branch meetings. He/she must gather the information for the agenda speaking with committee members to maintain a knowledgeable understanding of the things taking place in the group.
- 2) **Oversee Committees.** As the leader of the Branch the Chair must be involved with the planning of events and ensure that all activities are in accordance with the Branch's wishes and objectives. Although the Chair may not be a voting member on the committee, the chairman should attend as many meetings as possible so as to remain informed and can offer advice.
- 3) **Internal Mediation.** As the leader of the Branch, the Chair becomes the person everyone goes to when there are interpersonal problems or disagreements about how to proceed with specific events or functions. The Chair needs to be able to employ his/her personal skills to deal with such situations.
- 4) The responsibilities of a Chair can be summarised as below:
 - The overarching role of the Chair is to provide leadership; they must be an effective strategist and a good networker.
 - The Chair is responsible for making sure that each meeting is planned effectively, conducted according to the constitution and that matters are dealt with in an orderly, efficient manner.
 - The Chair must make the most of all his/her committee members, building and leading the team.
 - The Chair must coordinate the Committee to ensure that the Branch operates according to the associations current Rules and General Administrative Instructions (GAIs).
 - Overseeing the work of the other Committee members.
 - Carrying out financial due diligence and implementing financial control measures as outlined in Annex A.

- c. **Secretary – Responsibilities: Administration and Communication.** The Branch Secretary is the main contact person with the wider association. They handle Branch administration and work with the Branch Chair and other leading committee members to provide leadership. The details of the role may vary

depending on Branch size, but typically the responsibilities can be summarized as below:

- Working closely in support of the Branch President and Chair.
- Acting as the coordinator within the Branch
- Communicating with the wider association, including Artillery House, District and Regional Representatives on behalf of the Branch
- Convening and attending all meetings of the Branch and Branch committee and making sure proper minutes are kept and circulated
- Encouraging cooperation within the Branch committee and identifying potential new committee members
- Leading the Branch committee in making sure that the Branch observes the association's rules and supports and upholds the association's values and objectives
- Making sure Branch records are kept in a proper manner
- Making sure that Branch members are aware of opportunities to take part in the activities of the wider association, including self-organisation if appropriate
- Making sure the Branch processes membership applications speedily and accurately and maintains records in accordance with Rules and GAIs
- Making sure the representation of members within the Branch is in accordance with national guidance (Rules and GAIs) and in partnership with Regional Representatives
- Making sure there is regular communication with Branch members, including news of local and national association events, local area events of common interest
- Managing the delegation of work to other committee members.

d. **Treasurer – Responsibilities:**

1) **Financial Planning, Safeguarding and Reporting**

The role of the Treasurer is to maintain an overview of the Branch's financial affairs, ensuring its viability and ensuring that proper financial records and procedures are maintained as outlined in paras 21-34 below. The responsibilities of the Branch Treasurer can be summarized as below:

- To oversee and present Branch accounts and financial statements.
- To liaise with the Chair about financial matters.
- To ensure that appropriate accounting procedures and controls are in place.
- To ensure compliance with relevant regulations.
- To ensure any recommendations of auditors are implemented.
- To present financial reports to the Committee and Branch.
- To make a presentation of the accounts at the Annual General Meeting.
- To advise on the financial implications of the Branch's spending/savings plans.

- To advise on the fundraising strategy of the Branch
- To ensure that there is no conflict between any financial activity and the aims and objects of the Branch.

2) **Essential Personal Qualities and Attributes.** Branch Presidents and Chairs are to ensure that the Branch Treasurer has as a minimum the following skills / expertise:

- Experience of financial control and budgeting.
- Experience of fundraising.
- Good communication and interpersonal skills.
- Ability to ensure decisions are taken and followed-up.
- High levels of integrity.

5. **Associate Committee Members.** An Associate member may hold one of the positions of Secretary or Treasurer. No member of the committee should hold more than one appointment. The Chairman is responsible for ensuring that two different authorised members of the committee sign cheques (Normally this will be the Chairman and the Treasurer. A third signatory should be appointed in order to provide cover for absences).

6. **Additional Committee Members.** In addition, branches are to elect other committee members as the branch sees fit. These appointments may be held by Associate members.

7. **Welfare Officer.** As one of the primary objects of the RAA is to further Gunner welfare, each branch may appoint a Welfare Officer. The Committee may appoint as many assistants as necessary to help the Welfare Officer. Welfare Officers and their assistants must carry their RAA Membership Cards when carrying out their roles.

- a. The laws and regulations surrounding the provision of welfare support are complex and ever-changing. For that reason, Branches are asked to provide simple, first-line support. This may involve a simple visit to someone who is looking for company or simply a telephone call to someone you know to be lonely. The occasional contact with lapsed members may uncover someone in need.
- b. It may be felt within the Branch that such assistance would necessitate financial expenditure. For example, a gift on someone's birthday or to a patient in hospital. In such cases the cost of such gifts should fall easily within the Branch's budget.
- c. For more serious cases advice should be sought from the RACF welfare office. See also Part 13 regarding the involvement of other agencies.
- d. Welfare Officers and their assistants must not share any personal information with third parties (including RACF and SSAFA etc) without the written consent of the individual. Any personal data collected may only be used for the purposes for which it was obtained. A simple consent form is at Annex B. Potential beneficiaries must be given a copy of the RA Charities Privacy Notice and complete the consent form.

e. The responsibilities of the Branch Welfare Officer can be summarized as below:

- Understand the RACF welfare organisation and how to contact them.
- Be aware of other local welfare organisations and their contact details: RBL Branches, SSAFA Forces Help & Local Council welfare departments.
- Ensure that Branch members understand the importance of welfare and that to be effective, welfare support must be provided as soon as possible.
- To alert the Branch of any known RA serviceman or woman, serving or retired or their dependants, who's situation means that they may need welfare support.
- To advise the Branch on what support can be provided at Branch level.
- Update the Branch on any welfare issues at Branch meetings.

f. If the Branch is considering the offer of support other than that mentioned above, then advice must be sought from the RACF

g. It is accepted that all Branches will not be able to elect a dedicated Welfare Officer. In such cases it is expected that all Branch members act as the eyes and ears in their local community to identify welfare cases.

h. More detailed guidance on welfare support can be found in Part 13.

8. **Tenure of Appointment.** Members of the branch committee and other branch officers are to be elected at their AGM for the ensuing year. If it is necessary for an office holder to change during this period, the new incumbent is to be elected at a General Meeting. Branches are to keep Artillery House informed of the names and addresses of all committee members.

9. **Liaison with Ladies' Section Committee.** Where a branch has its own ladies' section, it is in the best interests of all concerned for a close working partnership to exist between the two committees.

MEETINGS

10. **General Meetings.** Branches may hold General Meetings as often as they wish. The following conditions are to be observed:

- a. **Aim.** The aim of getting together is to promote comradeship. It is recognised that a more formal meeting is required to discuss for example, events, expenditure and appointments. However, the social aspect of the meeting is important.
- b. **Quorum.** Two members of the branch committee plus at least four fully paid-up members.
- c. **Notice.** At least fourteen days clear notice is to be given to all members.

d. **Adjournment.** If within half-an-hour from the time appointed for a meeting, a quorum is not present, the meeting shall stand adjourned to a time and place as the Chairman shall appoint.

11. **Annual General Meetings.** Each branch is to hold an AGM. At this meeting the annual audited accounts are to be presented for approval and the branch committee elected, in addition to any other business.

12. **Voting.** Issues will be decided by a simple majority of those present and entitled to vote. In the event of an equality of votes, the Chairman will have an additional or casting vote.

ITEMS FOR DISCUSSION

13. **Ordinary Items.** Members may request the Branch Secretary to include items for discussion on the agenda of meetings or raise them under “Any Other Business”.

14. **Items Affecting Branch Monies.** Items affecting branch monies, including the level of members’ subscriptions, are to be discussed at a General Meeting. They must be approved by at least three-quarters of those present and entitled to vote.

15. **Record of Meetings.** The Branch Secretary is to keep a record of each branch meeting in a minute book¹. The accuracy of the record of each meeting is to be confirmed at the next meeting. The Chairman should then sign the record. Should the occasion arise, the NEC may call for the minutes of any branch meeting.

ANNUAL REGISTRATION FEE

16. **Object and Date Due.** Each branch is required to pay an annual registration fee for the calendar year to Artillery House by 1st March each year. This is used to offset the expenses of running the RAA. Artillery House may, with the agreement of the RAA’s AGM impose extra subscriptions for specific purposes.

17. **Amount.** The amount of the registration fee has to be approved by not less than three-quarters of the delegates at the RAA’s AGM from time to time.

18. **Failure to Pay.** Failure to pay the annual registration fee disqualifies a branch from nominating a delegate to the Royal Artillery Assembly that year. Persistent failure to pay may result in the branch being closed.

ANNUAL RETURNS

19. **Object and Date Due.** Each Branch is required to send its annual returns to Artillery House by 1st March each year. The annual returns are important in providing Artillery House with the up-to-date information on how each Branch is fairing. They also provide names and addresses of office holders, so that correspondence can be addressed correctly. Annual

¹ Records may be created and stored electronically provided the can be circulated to all members.

returns also confirm the number of members in each branch, from which the winners of certain trophies are calculated.

20. **Format**. The format for the annual returns is at Annex C to Part 5.

ACCOUNTS

21. Whilst Branch funds are held by the individual Branch and used by the individual Branch, under Charity Commission rules the funds are accountable by the RAA and Artillery House must declare the Branch funds in the RAA's annual accounts. Additional Instructions concerning the management of accounts and the financial controls that are to be put in place are at Annex A.

22. **Title of Account**. Each branch is to keep an account entitled "..... Branch RAA". Whilst Branches may wish to open a savings account they should inform Artillery House of the name and account number of their accounts and who the signatories are when opening an account. It should be in the same bank as their current account. Other than an interest earning deposit account no other form of investments may be opened or undertaken.

23. **Overdrafts**. The Branch Committee is responsible for ensuring that the accounts are always in credit and for making good any losses. Overdrafts are not to be authorised.

24. **Signing Cheques**. Each cheque is to be signed by two Members of the Committee, one of whom must be the Treasurer. The primary signatory will be the Branch Chairman. The Branch Secretary may be approved as an alternative signatory.

25. **Members' Subscriptions**. The subscriptions of all Members are to be recorded in the accounts (Details may be held electronically but must be capable of being produced in hard copy as part of the annual accounts).

26. **Fund Raising**.

a. Branches are encouraged to raise funds for the RACF/RAA. Charities for which money is being collected are to be clearly advertised during fund-raising events and all monies raised on such events must be paid to the specific funds for which they had been collected.

1) Fundraising should generally be limited to authorised street / store bucket collections; authorised raffles, tombola's and the like; or sale of merchandise.

2) Branches must not engage in any direct marketing in order to raise funds (eg contacting individuals by phone, email or in writing with a view to raising funds). Any such activity must be discussed with Artillery House in the first instance.

b. If funds are raised for the RACF they must be sent to the Regimental Secretary at Artillery House. Money collected on behalf of the RAA must be used in accordance with the objects of the Charity. See RAA Rules, para 2.

c. Insurance.

1) The RAA holds public liability insurance to cover Branch fundraising events however appropriate risk assessments must be carried and any activity involving significant risk to participants or spectators must be discussed with the Association Secretary.

2) Loss of cash from a branch premises, an authorised person's home or in transit to an authorised person home or to the bank is covered. However when in transit cash must be shared equally as follows: £1-3000 – 1 person. £3001-6000 – 2 persons. £6001-10000 – 3 persons. Any larger sum must be transferred using a specialist security company.

27. **Donations to Artillery House.** All donations to the RAA or RACF sent to Artillery House will be paid into the appropriate fund for that charity.

28. **Account Headings.** The accounts are to record, under appropriate headings, all receipts and payments on behalf of the Branch. The headings will depend on the activities of each Branch. All charitable income (i.e. Money collected for charitable purpose from members of the public) should be clearly shown as distinct from normal income, i.e. subscriptions collected for Branch activities, profits from Branch activities. The following, as a minimum, will be required:

a. Income:

- Subscriptions from members
- Donations received
- Proceeds from fund-raising activities:
 - Via public street collections for RAA/RACF
 - Via internal Branch fund-raising for Branch activities
 - Welfare Grants received from Artillery House.

b. Expenditure:

- Entertainment
- Administration
- Property
- Welfare Grants paid to individuals
- Donations RAA/RACF via Artillery House.

29. **Property.** Property owned by the Branch is to be recorded in a Property Book (which may be electronic or hard copy) and where appropriate, depreciated at a standard rate of 10% per annum. Property is to be re-valued at least every ten years.

AUDIT

30. **Financial Year.** The financial year of the Association is the calendar year.

31. **Preparation for Audit.** Books are to be closed at the close of business on 31st December, and the Income and Expenditure Account and the Balance Sheet for the year prepared by the Treasurer as shown at Appendix 1 to Annex A to Part 5. These are to be signed by the Branch Chair and Secretary. A copy of all bank and any bank investments' statements as at 31st December must be sent to Artillery House to be there by 31st January each year.

32. **Welfare Grants Received from Artillery House.** Any welfare grant for individuals received from Artillery House should be shown in the Income account, but only that amount actually paid out shown in the Expenditure account, the balance remaining being shown as a liability in the balance sheet. This is not "charitable income" however since the branch is almonising for Artillery House. Any unspent grant is to be returned to Artillery House. Please note that such grants are now made by exception only. In most cases grants will be almonised through SSAFA, RBL etc.

33. **Auditors.** Branch accounts holding less than £10,000 (together with the accounts of the ladies' section where one exists) are to be scrutinised by at least two suitably competent persons neither of whom can be the Treasurer. Branches holding £10,000 or more in their accounts are to have their accounts audited by a qualified auditor who is not a member of the branch. Scrutinisers and/or auditors are required to sign the Audit Certificate shown at Appendix 1 to Annex A to Part 5.

34. **Submission of Audited Accounts to Artillery House.** When the audited/scrutinised accounts have been approved at the Branch AGM they are to be sent to Artillery House to arrive by 1st March. A reminder to this effect is included in the RAA newsletter and by email.

RECORDS TO BE KEPT BY BRANCHES

35. **General.** Branches are to keep a record of each of their members. It is suggested that these records allow for the easy identification of the different categories of members.

36. **Individual Membership Records.** Individual Membership Records should include the following information:

- Name
- Address
- Service Number and Rank/Grade
- Date of Enrolment
- Type of membership
- Subscription Paid and Date (where applicable).

37. Branches should use their own form.

Data Protection Act 2018

38. Branch Secretaries and other officers who are in possession of personal data are reminded that they must maintain their records in accordance with the Principles of the Data Protection Act 2018. A copy of the principles can be obtained and downloaded from <https://www.gov.uk/government/publications/guide-to-the-general-data-protection-regulation> or the Royal Artillery Charities (RAC) policy can be downloaded here <http://www.theraa.co.uk/join-us/downloads>

All members of the RAA, whether a member of a branch or not must receive and update their consent preferences. Branches are to hold copies of consent forms for each of their members.

39. **Annual Members' Subscriptions.** In addition to the information held on the members record, the payment of each subscription is to be recorded in the member's personal membership card.

40. **"Excused" Subscriptions.** The Branch record of Members should show any Member who is excused subscriptions (Part 3 paragraph 23) are to be marked accordingly.

41. **Members who transfer from One Branch to Another.** The Secretary of the original Branch should send the record, containing the Member's details to the Secretary of the new Branch. If this is not done, the Secretary of the new Branch should request it. The transfer of this information is necessary to ensure that the Member is only asked to pay the fees for which he or she is liable.

APPLICATION BY A BRANCH TO CHANGE ITS TITLE, AMALGAMATE WITH ANOTHER BRANCH, OR CLOSE

42. Any Branch may apply to Artillery House to change its title, amalgamate with another Branch or close. The written application is to state the reason for the request, and the number of Members present at the meeting at which it was decided to do so.

COMPULSORY CLOSURE

43. The NEC, subject to appeal within three months by the Branch concerned, is authorised to close any branch which:

- a. Fails to comply with the Scheme, Rules of the RAA or these GAIs or passes Branch motions contrary to them.
- b. Fails to comply with instructions from the National Executive Committee.
- c. Adopts any policy opposed to the main objects of the Association as laid down in the Rules of the RAA.
- d. Fails to pay registration fees or to submit its annual accounts regularly to Artillery House.

ACTION ON CLOSURE

44. As a final duty before a branch closes, the branch committee is to:

- a. Close the books and have them audited in accordance with the principles contained in Part 5 paragraphs 32 - 36.
- b. Deliver to Artillery House:
 - (1) The audited accounts.
 - (2) Unused cheques.
 - (3) Cash in hand.
 - (4) A cheque for the balance of any funds remaining in the branch account.
 - (5) A list of bank accounts with details and list of signatories and their contact details.
 - (6) A copy of the closing bank statements.
 - (7) Its property, including any trophies and the Branch Standard (unless the branch is laying up its Standard in their local church or other suitably dignified location).
 - (8) Where time has elapsed between the previous end of year audit and Branch closure, all financial paperwork (receipts, invoices, bank statements and cheque stubs / payment vouchers etc) must be provided in order to reconcile the closing bank balances at audit with the final closing bank as at the date of closure.
- c. Transfer remaining Members to a Branch of their choice or the holding branch, if they so desire.
- d. Inform Artillery House of what they have done.

FUNDS AND PROPERTY OF CLOSED BRANCHES

45. Artillery House will record the funds it holds on behalf of each closed Branch for a period of five years after its closure.

46. If, within five years of its closure the Branch re-forms, or if the area in which it was situated is amalgamated with another Branch, Artillery House, and with the agreement of the Regimental Secretary, as advised by the Association Secretary, will deliver to the resurrected Branch, or to the Branch that has absorbed the closed Branch:

- a. A cheque for the closed Branch's cash and funds.
- b. The closed Branch's property, including any trophies and the Branch Standard if it was returned to Artillery House on closure.

COMPLAINTS

47. If any members have a complaint against anyone, branch or official of the RAA the member is to submit the complaint in writing to the Branch Chairman who should investigate the complaint. If possible, the Chairman should deal with the complaint but if this is not possible it should be submitted to the District representative for resolution and so on to the Regional representative and finally Artillery House. Ideally complaints should be settled at the lowest level. Officials investigating the complaint are to ensure a written record is kept of the complaint and the action taken to settle the complaint.

Royal Artillery Association - Branch Finance Policy

Introduction.

This policy has been produced to support and guide RAA branch chairs and treasurers.

This publication includes two sections. The first describes the major responsibilities of the club Chairman and Treasurer. The second provides direction on the financial controls that must be adopted by each branch.

Roles and Responsibilities.

Legally all branch funds belong to the RAA and are liable to be audited on an annual basis. Responsibility for the day to day management and oversight of branch funds lies with the branch chairman. Each branch will also appoint a branch treasurer who is responsible for the collection, holding and spending of branch funds. All transactions must be authorised by the Chairman and jointly signed off by the Chairman and Treasurer. The Treasurers duties include:

- Collecting and submitting Fees
- Managing funds by:
 - Maintaining a set of written accounts showing all items of income and expenditure
 - Paying monies into the branch bank account
 - Obtaining the chairman's approval for all transactions
 - Reconciling all transactions with bank statements
- Reporting the state of branch finances annually
- Working with the Royal Artillery Association
- Preparing accounts for handover to a successor

Where possible new treasurers should spend a period of time assisting the outgoing treasurer before taking over to gain a better understanding of their role. New Chairs and Treasurers should ask questions such as:

- How are the bank accounts set up?
- How do branch members pay their fees and when?
- Does the branch have any outstanding debt?
- What is the budget for the coming year? How was it established?
- How are funds allocated?
- What kind of accounting system is put in place for bookkeeping?
- How are financial records kept?
- What paperwork needs to be filled into remain a branch.

Managing Funds.

Chairs and Treasurers are to ensure that all collected funds and expenses are accurately documented. Treasurers should provide members with receipts their membership fees and/or donations and record any transaction, including any branch purchases.

Incoming Funds include but not limited to

- Branch membership fees
- Donations
- Money raised from branch activities
- Fundraising Income

Outgoing funds include but are not limited to

- RAA Membership fees
- Branch Donations to RAA / RACF
- Branch supplies and equipment's
- Meeting/Event Expenses
- Fundraising expenses
- Miscellaneous costs

Reporting on the State of Your Branch Finances.

Chairs and Treasurers are responsible for issuing a detailed financial annual report to branch members and submitting the RAA Summary of Accounts Return to RAA headquarters at Artillery House. This can be found at Appendix 1. It is to be submitted with bank statements for 1st January and 31st December to show the opening and closing balances of the account. Appendix 1 to be signed by Treasurer and countersigned by Chairman.

The Treasurer is primarily responsible for the accuracy of the branch financial records. It is important that the branch minutes list of bank account balances. All records need to be retained for 7 years in case the branch is required to account for any funds during a specific period. Branches may be selected to be audited by the RAA nominated audit company. In such cases, branches will be required to send all financial statements and records directly to the auditors.

Preparing for your successor.

Once a new Chairman or Treasurer is selected, the current post holders should meet and discuss the role, so their successor is prepared to assume the role on the required date. Review recording and reporting procedures and share tips on managing the branch funds. If practical the incoming Chairman / Treasurer should spend time in assisting with their predecessor's regular responsibilities. All funds, accounting record and any other related material must be handed over to the successor.

Best Financial Practises.

Branches are required to implement the best practises, which are included in this document in order to help protect the branch and its assets.

Risk Management.

Risk Management is the process of planning, organising, leading and controlling the branch activities to minimise the adverse effect of accidental losses. Branch chairs and treasurers are in the position to minimise financial risk and safeguard the branch, its members and assets. It is their responsibility to learn the law regarding financial practises and to ensure that the branch follows them. Chairs and treasurers can limit their personal liability and that of their branch by answering three basic questions when planning activities and events.

- What can go wrong?
- If something goes wrong, how will I or the branch respond?
- How will any losses be covered?

If there is a significant possibility that something will go wrong, risk can be reduced by:

- By not conducting the activity or event.
- Modifying the activity or event to lessen the risk
- Preparing a plan to address any potential problems

The RAA have an Insurance policy which cover branches public liability insurance for any fundraising event.

Internal Financial Control

The following financial control measures must be implemented by each branch.

- **Supporting Papers.** Every invoice/transaction must have supporting paperwork showing that the invoice/transaction is approved and by whom. This evidence should either be invoices or minutes of meetings signed by the originator. Cheque/On-line Request and Receipt forms are to be used and a clear description of where the funds are to be accounted for is required.
- **Cheque Signing.**
 - All cheque payments require two signatories.
 - The guiding principle is that the Branch Chairman is the principal and primary signatory for all cheques on all the accounts. The second signatory for cheques should be the Branch Treasurer. The Branch Secretary may be approved as an alternative signatory.
 - Cheques for signing should be given to the Branch Chairman with the supporting paperwork.
 - No blank cheques are to be signed.
- **Electronic Banking.**
 - In order to minimise bank charges and take advantage of electronic banking, payments should be made on-line where possible.
 - The internal controls will follow the principles for cheque signing as detailed above, including the requirement for two (electronic) signatories /

authorisations and the submission of supporting paperwork to the branch Chairman before any transactions are actioned.

- The branch bank account must be set up as requiring two authorising officers.
- The branch Treasurer will enter the details to be paid into the appropriate bank account and the Branch Chairman authorise the transactions.

- **Bank Statement.** Bank statements should be sent direct to the Branch Chairman. If this is not possible the Branch Chairman should open and review all bank statements before passing them to the Treasurer.

- **Reconciliation.** Monthly reconciliations are to be carried out by the Branch Chairman and every 6 months by an independent selected branch member. Reconciliations are to take place even if there have been no transactions that week/month and the record kept.

- **Petty Cash.** Petty cash is to be kept securely by the Branch Treasurer and accounted for. Petty cash expenditure showing amount and on what should be brought forward by the Branch Treasurer regularly to the Branch Chairman. Any cash received must be banked within three working days. No more than £150 cash should be kept.

- **Credit/Debit Card.** If the Branch Treasurer holds a credit/debit card, The Chairman must approve each use, even if retrospectively. The Treasurer will check the bank account each day for abnormal credit/debit card expenditure.

- **Irregularities.** All irregularities, incorrect procedures or possible fraudulent actions are to be reported to the Association or Finance Secretary straight away at The Royal Artillery Regimental Headquarter, Larkhill, Wiltshire, SP4 8QT.

Useful Contact

Association Secretary	01980 845362	allan.solly458@mod.gov.uk
Finance Secretary	01980 634096	becky.hoblyn147@mod.gov.uk

Appendix 1:

Annual Financial Return

ROYAL ARTILLERY ASSOCIATION
SUMMARY OF ACCOUNTS RETURN

This form is to be sent to The Royal Artillery Association, Artillery House, Royal Artillery Barracks, Larkhill, Wiltshire, SP4 8QT by the Treasurer (or acting Treasurer). It **MUST** be sent back by **31ST January** to comply with Charity Law.

Branch _____

(A) Total amount held in bank/building society (s) as at the 1st January, (From Bank Statement):

(B) Total Expenditure from 1st January (Start of Year) to 31st December (End of Year)

(C) Total Income from 1st January (Start of Year) to 31st December (End of Year)

(D) Total amount held in bank/building society (s) as at 31st December (From Bank Statement):

(A) Total Amount held – (B) Total Expenditure + (C) Total Income = (D) Total amounts held as at 31st December

Attach a copy/photocopy of all bank/building society (s) statements as at 1 January (opening balance) and 31st December (closing balance).

Total amount of cash held in hand (Petty Cash) as at the 31st December:

Name of Treasurer:

Signature of Treasurer: Date:

Name of Chairman:

Signature of Chairman:Date:

Auditors / Scrutineers Statement.

I / We have examined the balance sheet, income and expenditure accounts and bank statements of theBranch of the RAA dated 31 December 20.... And have obtained all information / explanation regarding transaction within the account.

In my / our opinion the accounts show a true record of the fund's transactions during the year and the correct closing balance at the financial year end.

Name:.....

Address:.....

Date:..... Signature:.....

CONSENT FORM

1. The following consent form is to be used when obtaining personal data from potential welfare beneficiaries.

Name:

Address:

Tel:

Email:

I have been provided with a copy of the Royal Artillery Charities Privacy Notice. **Yes / No***

I confirm that I am content for the Branch of the Royal Artillery Association to process personal data, including sensitive data, that I provide to them. **Yes / No***.

I understand that this data will be used solely for the purposes of obtaining / providing welfare support to me / my family. **Yes / No***.

I consent that the personal data, including sensitive data, provided by me may be shared with the welfare team of the Royal Artillery Charitable Fund. **Yes / No***.

I consent that the personal data, including sensitive data, provided by me may be shared with other charities and agencies including (for the purposes of service verification) the Ministry of Defence. **Yes / No***.

*** Please delete as appropriate**

Please provide details of any personal data you do not wish us to share:

Signed:..... Name:.....Date:.....

ROYAL ARTILLERY ASSOCIATION ANNUAL RETURN

TO REACH ARTILLERY HOUSE BY 1ST MARCH

Branch:

To: RAA
Artillery House
RA Barracks
Larkhill, Salisbury
Wiltshire SP4 8QT

1. MEMBERSHIP RETURN

BRANCH STRENGTH AS AT 31ST DECEMBER

- a. LIFE MEMBERS of which are active.
- b. ANNUAL MEMBERS of which are active.
- c. HONORARY MEMBERS of which are active.
- d. ASSOCIATE MEMBERS of which are active.

PLEASE ATTACH A NOMINAL ROLL OF ALL YOUR MEMBERS

I enclose a cheque for £10 being our Branch's Annual Registration fee.

I enclose a cheque for £2.50 being our Ladies Section Annual Registration fee. (if Applicable)

I enclose a cheque for £..... being our Branch's contribution towards the support of the Membership Office, based on £2.50 per active member.

I enclose a cheque for £10 being our Associations Annual Affiliation fee (Only Applicable to affiliated Associations)

2. BRANCH OFFICERS

The following were elected to hold office for the ensuing year. (CHANGES MUST BE REPORTED TO ARTILLERY HOUSE)

President Name Tel:.....
Address
..... email:.....
.....

Chairman: Name Tel:.....
Address
..... email:.....
.....

Secretary: Name Tel:.....
Address
..... email:.....
.....

Treasurer: Name Tel:.....
Address
..... email:.....
.....

Welfare: Name Tel:.....
Officer Address
..... email:.....
.....

3. **ANNUAL GENERAL MEETING BRANCH AGM was held on**
Date.....

4. **BRANCH MEETING PLACE Meetings are held in:**

Every: _____

5. **BRANCH STANDARD (Please signify if Branch is in possession)**

YES/NO*

6. REGIMENTAL AFFILIATION

Regiment.....

Battery.....

Contact has/ has not* been made during the year.

Signed

Branch Chairman / Secretary

RAA GENERAL ADMINISTRATIVE INSTRUCTIONS

PART 6

ADMINISTRATION OF LADIES' SECTIONS

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RAA GENERAL ADMINISTRATIVE INSTRUCTIONS

PART 6

ADMINISTRATION OF LADIES' SECTIONS

ROLE

1. Ladies' sections exist for partners and family members who have the interests of The Royal Artillery Association at heart.
2. **Within Branches**. A ladies' section may be formed as part of the Branch. Once formed, the Section is to inform Artillery House, who will issue a Certificate of Formation. These sections will be included under the branch registration fee.
3. **Independent Ladies' Sections**. Where no local branch exists an independent ladies' section may be formed. In this case it might become the means of forming a local branch of the RAA, when the Section would become part of the branch in the usual way.
4. **Membership**. Membership of a ladies' section is open to all life, honorary and associate members. Honorary members have no voting rights.
5. **Registration & Membership Fee**. An annual registration and membership fee are payable by each independent ladies' section to Artillery House. ~~As laid down by the RAA's AGM.~~
6. **Administration of Section**. Ladies sections should follow the administration of branches, see GAI's, Section 5

RAA GENERAL ADMINISTRATIVE INSTRUCTIONS

PART 7

STANDARDS

CONTENTS

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RAA GENERAL ADMINISTRATIVE INSTRUCTIONS

PART 7

STANDARDS

INTRODUCTION

1. The Standards of the Royal Artillery Association are emblems of regimental comradeship and welfare, which are carried on parades and at other appropriate occasions. They are not "Colours" as defined by the services but are consecrated emblems and should be respected accordingly. Standard Bearers should be specially chosen for this honour.
2. It is hoped that every branch will have its own Standard. Branches may hold more than 1 standard to cover separate events. However, 2 standard bearers from the same branch would not normally be on the same parade.
3. All Standard Bearers are to be provided with a copy of Part 7 of GAIs, including Annex A.

THE QUEEN'S STANDARD

4. The Queen's Standard is the National Representative Standard of the RAA. It is a specific standard, coloured red in upper half and blue in the lower half with the RA badge in the centre. It has the Union flag in the top left-hand corner and a gold fringe around the edge of the Standard with two gold cords and gold tassels attached at the top of the pole below the crown surmounted with a lion.

THE BRANCH STANDARD

5. The branch Standard is made of dark blue silk or bunting with a fringe. It bears the regimental badge in the centre, with "Royal Artillery Association" above it and the title of the branch below. It also bears the regimental red zigzag down the leading and trailing edges. In the case of the RHA Association the regimental badge may be replaced by the RHA cypher and the words "Royal Artillery Association" by "Royal Horse Artillery Association". Branches, other than local branches may, with the approval of Artillery House, adopt an appropriate means of recognising their individual identity.

6. Each Standard has the following additional parts:

- a. **The Pike** carrying the Standard is 8'8" long and has a joint in the middle. It bears a boss that is either the Royal Artillery grenade or a spike. The Standard should be secured to the pike one inch below the boss to allow for the cord and tassels.
- b. **The Cord and Tassels.** A red and blue cord with a red and blue tassel at each end is tied, with a clove hitch at its centre, round the head of the pike just below the boss. Gold fringe and tassels are acceptable.

- c. **The Sling** is made of brown leather, which should be highly polished, with a leather socket to take the bottom of the pike at the carry, and a brass buckle for adjusting its length. A bright, polished Royal Artillery cap badge (small) should be fitted about 1½ inches above the buckle. The sling is worn over the right shoulder to avoid damage to medals and ribbons. The bottom of the socket should be worn approximately level with the hips.
- e. **Case**. Black waterproof material, to hold the Standard, sling, gauntlets and beret.
- f. **General**. All bright metal parts are to be well-polished and varnish on the Pike in kept in good condition. The sling and socket are to be maintained with brown boot polish.

DRAPED STANDARDS

7. On occasions when mourning is customary, such as funerals and memorials, the Standard should be draped with a length of crepe mourning ribbon or dull black cloth, 60 inches long and 6 inches wide, tied round the head of the pike just below the grenade/spike in the form of a bow with long ends.

OFFICIAL DRESS FOR STANDARD BEARERS

8. The official dress for Standard Bearers is as follows:

- a. **General**. A dark blazer and dark grey trousers are to be worn with a white shirt, RA Cypher tie or RA tie and black boots or shoes. RA/RAA and official veterans lapel badges may be worn. This is to be limited to three such badges on the left lapel when on parade. When attending Remembrance Day events, a poppy lapel badge may also be worn.
- b. **Headwear**. Dark blue beret (as worn in the Regiment) with current RA (or from May 2020 RHA) cap badge (small). The beret is to be worn with the headband level and half an inch above the eyebrows, badge over left eye, top of the Beret pulled over the right ear. Berets should not be removed at any time, except when “Three Cheers for the Sovereign” are called for.
- c. **Gauntlets**. Clean white gauntlets are to be worn.
- d. **Overcoats**. When these are worn, the lapel badges and medals are to be worn on the overcoat instead of the blazer.
- e. **Medals are to be worn**. Authorised medals should be on the left breast. Medals of bright metal and silver should be polished, but dull bronze crosses and stars should not. No part of the bar should show and medals should never be more than one row, mounted in correct order with the obverse to the front. Information on the order in which decorations and medals should be worn can be obtained from Artillery House. Commemorative or souvenir medals are not to be worn.

- f. Standard Bearers' Badge. Standard Bearers are to wear a Standard Bearer's badge. This is to be worn on the outside of the left-hand sleeve midway between the elbow and the shoulder.
Branches may apply for badges using the application form which can be found at: <http://www.thegunners.org.uk/join-us/downloads>. The branch is responsible for paying for the badge to be sewn onto the jacket/blazer.

DRILL AND CEREMONIAL

9. Details of drill and ceremonial are contained in the pamphlet "The Royal Artillery Association Standards, Drill and Ceremonial," a copy of which is at Annex A to Part 7.

DEDICATION

10. A form of service for dedicating a Standard is at Annex B to Part 7.

TERMS OF REFERENCE FOR THE QUEEN'S STANDARD BEARER

11. The Terms of Reference for The Queen's Standard Bearer are as follows:

- a. He or she will hold office for a period of three years, from one Queen's Standard Bearers' Competition to the next. Unless otherwise authorised by the NEC.
- b. He or she will be expected to attend all major Royal Artillery Association functions where Standards are paraded, such as the Royal Artillery Ceremony of Remembrance at Hyde park, the Remembrance Service at the National Memorial Arboretum at Alrewas, St Barbara's Day Parade, the Royal Artillery Assembly, Gunner Sunday at Royal Hospital Chelsea and other functions if requested to attend by Artillery House.
- c. When on parade he or she will assume command of all Royal Artillery Association Standards and will brief the Standard Bearers before the Parade.
- d. He or she is required to have a thorough working knowledge of the current drills and procedures including dress and should notify Artillery House of any discrepancies or deviations within the Association that might come to his / her notice.
- e. Artillery House will notify him or her of all Royal Artillery Association functions.
- f. Artillery House will reimburse him or her for any out-of-pocket expenses incurred in carrying out his or her duties.
- g. He/she should have a good understanding of the RA and its histories and traditions.

THE NATIONAL STANDARD BEARERS' COMPETITION

12. A national Standard Bearers' Competition is held annually at the Royal Artillery Assembly. Every third year it is also used to select The Queen's Standard Bearer for the next three years. Instructions for the Standard Bearers' Competition are published separately in the RAA newsletter and on the website. Rules are at Annex A to Part 7.

THE QUEEN'S STANDARD BEARER'S CUP AND INSIGNIA

13. The Cup and insignia awarded to The Queen's Standard Bearer are described in Part 10 paragraphs 44.

RAA - STANDARDS

DRILL AND CEREMONIAL

DRILL

1. This drill is based on the Drill Manual, Army Code 70166, Chapter 5. Standard Bearers should note this drill differs from the Royal British Legion standard bearers' drill. Practice is essential; especially for the Carry and Slow Marching at the Carry. Lowering correctly is also very important. The Standard is handled almost entirely with the right hand, the left hand only being used to assist when necessary. At the Halt and when Slow Marching the left hand is kept motionless at the side. At Quick March the left arm should be swung, but without exaggeration. The general carriage should be erect; eyes to the front; elbows in, except of course the right elbow at Carry; movements to be executed smartly, neatly and with dignity.

THE POSITIONS

2. **The Order.** The Pike and Standard are held with the right hand at that part of the Pike where the lowest corner of the Standard reaches naturally without being stretched, that is, just below the joint in the Pike; Pike vertical; bottom of the Pike resting on the ground one inch forward and one inch to the right of the right toe-cap.

(Points to Note. The Standard should not be stretched down the Pike, the Pike vertical at all times, the Standard draped in front of and evenly on each side of the Pike).

3. **Stand at Ease and Stand Easy.** The Standard is kept vertical, left hand at the side.

(Points to Note. The only movement carried out is the move of the left foot. On a Ceremonial Parade the Standard Party will not Stand Easy unless it receives a special order to do so).

4. **The Carry.** The Pike vertical in front of the body, base of the Pike resting in the socket of the Sling, right hand grasping the Pike opposite the centre of the mouth, back of the hand to the front, fingers closed on the Pike, wrist and forearm horizontal.

(Points to Note. Standard is not held, keep the right elbow up, Pike held vertical at all times, do not hunch the right shoulder).

5. **The Slope.** The Pike resting on the right shoulder, right hand grasping both Pike and Standard at the same position as at the Order.

(Points to Note. The Pike is held at a slope, right forearm parallel to the ground, elbow close to the side. The Standard should hang over and cover the right shoulder and arm and cover the Pike from the shoulder to the hand).

6. **The Lower**. The right hand grasping the Pike at the same point as at the Carry, back of the hand down; the Pike held under the right armpit, its head not resting on the ground in front of and in line with the right foot; the Standard spread out on the ground to the right of the Pike.

(Points to Note. Right elbow is held close to the body, shoulders square to the front, head held upright, and eyes not to follow the movement of the Pike. If a strong wind is blowing from the right, the Standard should be spread out on the left of the Pike and in front of the body).

7. **The Lower (Short), (When lining the streets for a procession)**. As above, but grasping the Pike at the same point as at the Order, i.e. just below the joint.

8. **The Lower (on wet ground)**. The right hand grasping the Pike at the same point as at the Order, i.e. close to the joint, back of the hand down; the Pike held horizontally, under the right armpit, straight to the front; the Standard hanging down, but just not touching the ground.

9. **The Lower in Memory of the Fallen**. Position as at the Lower, but head inclined forwards, eyes looking at the ground in front of the body.

MOVEMENTS

10. **Carry - from the Order**

a. Raise the Standard to a vertical position in the front centre of the body under control of the right hand, guiding the base of the Pike into the socket of the Sling, at the same time bring the left hand across the body by the shortest possible route to grasp the socket ensuring the base of the Pike enters the socket.

b. Slide the right hand down to its position at Carry.

c. After a regimental pause, cut the left hand back to the side and raise the right forearm to a horizontal position.

(Points to Note. When the Pike has moved from the Order to the vertical position under control of the right hand; the right wrist forearm and elbow are forced in against the Pike; the right-hand slides down the Pike, the Standard is released; the right hand stops directly the thumb of the right hand is in front of the mouth. Left hand cut to the side and right forearm raised to the horizontal position carried out together).

11. **Order - from the Carry**

a. Left hand across the body to the sling socket; raise the Pike just clear of the socket of the sling, steadying the socket with the left hand; move the Pike across to the hollow of the right shoulder; cut the left hand to the side.

b. Cut the left hand to the side.

(Points to note. The Pike stays in the vertical position at all times. The right arm and elbow are held firm against the Pike in the first movement).

12. **Lower - from the Carry**

a. Left hand across the body to the sling socket; raise the Pike just clear of the socket of the sling, steadying the socket with the left hand; move the Pike across the hollow of the right shoulder; cut the left hand to the side.

b. Lower the Standard well to the right, the Pike coming up under right armpit, until the Standard is just touching the ground; and then, still lowering, sweep the Pike inwards thus spreading the Standard out on the ground (except in wet weather), finishing with the head of the Pike clear of the ground in front of and in line with the right toe.

(Points to note. With a strong wind from the right, lower well to the left and sweep inwards to the right, thus spreading the Standard to the left of the Pike and in front of the body. The movement should commence with the first note of the National Anthem, and finish at the end of the first line. Keep the head and eyes straight to the front and do not follow the Standard).

13. **Lower (Short) - from the Carry**

a. As Lower, except the right-hand slides to the position of Order i.e. just below the joint of the Pike.

b. All further movements are the same as in the Lower.

14. **Lower (on wet ground) - from the Carry**

a. Left hand across the body to the sling socket, at the same time force the right arm and elbow on to the Pike.

b. Slide the right arm to the position as at the Order i.e. just below the joint of the Pike.

c. Raise the Pike just clear of the socket of the Sling, steadying the socket with the left hand, and move the Pike across to the hollow of the right shoulder bending the right elbow, at the same time cut the left hand to the side.

d. Lower the Standard straight to the front, allowing the Pike to come up under the armpit until the Pike is horizontal and the Standard hanging straight down just clear of the ground.

15. **Lower in Memory of the Fallen - from the Carry**

a. As Lower depending on conditions.

b. Incline the head well forward, eyes looking on the ground in front of the body.

16. **Carry - from Lower**

a. Left hand across the body to the sling socket; raise the Standard to the position of Carry, right wrist and arm forced on to the Pike; guide the base of the Pike into the socket of the Sling with the hand.

b. Bring the right hand and arm to the position of Carry and cut the left hand to the side.

(Points to note. The Standard should be raised with the right hand and the Pike pressed under the armpit. Care must be taken that the body is not moved from the vertical to assist in raising the Pike).

17. **Slope - from the Carry**

a. Left hand across the body to the sling socket, right arm and wrist forced on to the Pike; raise the Pike just clear of the socket of the Sling, move the Pike across the hollow of the right shoulder, at the same time move the left hand across the body and grasp the Pike with the left hand just below the right.

b. Lower the Pike, still in the vertical position, sliding it through the hands until the right hand can catch the Standard and grasp both Pike and Standard at the same position as at the Order, i.e. just below the joint.

c. Drop the Pike on to the right shoulder so that the Standard lies correctly cut the left hand to the side.

(Points to note. Should the Standard become disarranged, the Bearer may use his / her disengaged hand to get the Standard back to its correct position. This is not a drill movement and should be carried out unobtrusively).

18. **Carry - from the Slope**

a. Left hand across the body to the sling socket; at the same time raise the Standard from the shoulder to a vertical position in front of the body; guide the base of the Pike into the socket of the Sling with the left hand.

b. Bring the right hand and arm down to their positions at Carry, arm and elbow forced on to the Pike.

c. Raise the right arm and elbow to a horizontal position and at the same time cut the left hand to the side.

19. **Order - from the Slope**

- a. Raise Standard from the shoulder and bring to Order, at the same time bringing the left hand across the body to steady the Pike.
- b. Cut the left hand to the side.

(Points to note. Watch the Standard and if necessary adjust the drape).

20. **Sequence**. It will be noted that in all movements where the Standard is placed in or removed from the sling socket, the first movements should be “left hand to sling socket, right arm and elbow to the Pike”.

CEREMONIAL - GENERAL

21. The following instructions are for general guidance only and should be varied according to circumstances. When attending parades organised by another organisation, instructions issued by that body should be conformed to as far as possible.

22. **Falling In**. Standing at the Order. If the parade is to remain in line, the Standard Bearer should fall in in front of the centre of the front rank, or on that flank which will lead when marching off in column. If the parade is to march off in column, the Standard Bearer should fall in at the head of the column.

23. **Standard Party**. If desired, the Standard Bearer may have two members as escorts. They should wear the same dress as the Standard Bearer, but they need not wear gauntlets.

24. **The Queen’s Standard**. When The Queen’s Standard is paraded with Branch Standards it will take priority over the Branch Standards.

25. **Parades and Rallies**. The most usual position is either the Order or the Carry. On the march the usual position is the Carry, and Standard Bearers may rest themselves by changing arms. If the march is likely to be a long one, the Slope may be ordered.

26. **Saluting**. When the parade receives the order “Eyes Right (or Left)” as it approaches the Saluting Base, Standard Bearers are to remain looking straight to the front.

27. **Religious Services**. When a Service takes place in the open air, Standards will be brought to the Order and told to Stand Easy before the Service itself begins. If conditions permit, the Standard Bearers should be given the order “Ground Standards - Stand Easy”. They will then lay their Standards carefully on the ground at their right sides and conform with the rest of the parade, but not leave their places. If “Last Post” is to be sounded, Standard Bearers should first be ordered “Take Up Standards” - “Carry Standards”. They are then, without further orders, to “Lower in Memory of the Fallen” at the first note. They are to return to Carry at the first note of Reveille. Similarly, for the National Anthem.

28. **Remembrance Ceremony at the RA Memorial, Hyde Park Corner**. Artillery House issues special instructions for this Ceremony.

29. **Guard of Honour**. If a Standard parades with a guard of honour, the Standard is to be brought to the Carry when the Personage approaches and remain at the Carry until the inspection has been made and the Personage has departed.

NATIONAL STANDARD BEARERS COMPETITION

30. **Aim**. It aims is to foster and improve Standard Bearers drill. Every three years the competition will be used to select the Queen's Standard Bearer for the following three years.

31. **Frequency and Location**. The Standard Bearers competition is held annually at the Royal Artillery Assembly.

32. **Organisation and Judges**. The competition is run by the Royal Artillery Sergeant Major (RASM). It is judged by the RASM, RABSM and an RSM of the RASM's choosing.

33. **Competition**. The competition shall consist of two parts:

- a. Drill.
- b. Turnout

34. **Drill**. All drill is based on the Drill Manual, Army Code 70166, Chapter 5.

35. **Regional Competitions**. RAA Regions are encouraged to hold their own regional competitions to foster good drill and comradeship amongst the standard bearers.

THE ROYAL ARTILLERY ASSOCIATION



ORDER OF SERVICE
AND CEREMONIAL

*For use on the occasion
of*

THE DEDICATION OF A
ROYAL ARTILLERY ASSOCIATION
STANDARD

ORDER OF SERVICE

WELCOME & OPENING PRAYER

HYMN

O God, our help in ages past,
Our hope for years to come.
Our shelter from the stormy blast,
and our eternal home.

Beneath the shadow of Thy Throne
Thy saints have dwelt secure;
Sufficient is thine Arm alone
And our defence is sure.

Before the hills in order stood,
Or earth received her frame.
From everlasting Thou art God,
To endless years the Same.

A thousand ages in thy sight
Are like an evening gone;
Short as the watch that ends the night
Before the rising sun.

Time like an ever-rolling stream
Bears all its sons away;
They fly forgotten as a dream
Dies at the opening day.

O God our help in ages past
Our hope for years to come.
Be Thou our guard while troubles last
And our eternal home. *Amen.*

During the singing of the Hymn, the Standard Bearer and two escorts will move forward to (a) the Chancel During the singing of the Hymn, or (b) the piled drums or Table, where the furled Standard will be held upright at the "Order".

(a) at a service in church (b) at an open-air service

Then the Chaplain or officiating Minister shall say -

BRETHREN, we are met together in the presence (and House) of God to take part in the hallowing and dedication of the Standard of the XXX Branch of the Royal Artillery Association, established in this place; and to witness thereby to the noble ideals and great purposes, inspired by Almighty God, which animate the members of the Association, such

purposes being the succour of those our brethren who fought in War and who have fallen out by the way of life, the care of the widows, orphans and other dependants of those who served, the fostering of brotherly love and comradeship amongst all its members, the remembrance of the ideals for which we served, and of our fellow citizens who have laid down their lives for us: and the preservation of true loyalty and devotion to our Queen and Country at all times, and in all places.

To this end I call upon the members of the Association and the whole congregation here present, to offer humble prayer to Almighty God, that he will bless this standard now to be dedicated to His Glory, and that He will inspire the members of the Association to carry out with a single heart and devoted purpose the high aims for which they are joined in fellowship.

Minister: Our help is in the Name of the Lord.

Response: *Who hath made heaven and earth.*

Minister: The Lord be with you.

Response: *And with thy spirit.*

The Standard Bearer, with the Standard at the "Carry", accompanied by his escorts will come forward and kneel on the right knee, the Standard being brought to the "Order": the escorts will remain standing.

PRAYERS

Our Father, which art in heaven, hallowed be Thy Name, Thy Kingdom come. Thy will be done, in earth as it is in heaven. Give us this day our daily bread. And forgive us our trespasses, as we forgive them that trespass against us. And lead us not into temptation; But deliver us from evil, For Thine is the kingdom, the power, and the glory. For ever and ever. Amen.

O Lord God of our fathers, who didst lead this people through countless sufferings, Keep us, we beseech Thee, ever mindful of Thy mercy; pour Thy blessing upon the peoples over whom Thy servant ELIZABETH, our Sovereign Lady the Queen, is ruler; unite us in the bond of brotherhood and in the service of our country; that the offering of our life's work may be acceptable to Thee; through Jesus Christ our Lord. Amen.

Grant, we pray Thee, O Almighty God, that all we who here do honour to the memory of our brethren's loyal sacrifice, may be filled with the spirit of their love and courage, and, forgetting all selfish and unworthy aims, may live together to the glory of Thy Name, and in the service of our fellow-men; through Jesus Christ, our Lord. Amen.

THE DEDICATION OF THE STANDARD

Then shall the Chaplain or officiating Minister lay his hands on the Standard and say:

In the name of the Father, and of the Son, and of the Holy Ghost, we do dedicate and set apart this Standard, that it may be a sign of our duty towards our Queen and Country in the sight of God and symbol of the service the Royal Artillery Association is called upon to render.

The Standard Bearer will then stand, and the unfurled Standard will be taken by the Chaplain or officiating Minister and placed on the Altar, drums or table, where it will remain until the conclusion of the service.

We yield Thee hearty thanks most merciful Father, that Thou hast put it into the hearts of these Thy servants to join together in the fellowship of the Royal Artillery Association in this place and to desire to carry out its aims and purposes, let Thy Fatherly hand ever be over them, let Thy Holy Spirit ever be with them, and so guide their councils that they may set forth Thy Glory, and help forward all the great works to which they have given themselves so that by their witness and their labours the spirit of love and comradeship among those who have served may be advanced in this place, and loyalty and devotion to Queen and Country may be established here on a sure foundation through Jesus Christ our Lord. Amen.

HYMN

Fight the good fight with all thy might
Christ is thy strength and Christ thy Right,
Lay hold of life and it shall be
Thy joy and crown eternally.

Run the straight race through God's good grace
Lift up thine eyes and seek His Face;
Life with its way before us lies,
Christ is the path and Christ the prize.

Cast care aside, lean on thy Guide;
His boundless mercy will provide,
Trust and thy trusting soul shall prove
Christ is its life, and Christ its love.

Faint not nor fear, His Arms are near,
He changeth not, and thou art dear;
Only believe and those shall see
That Christ is all in all to thee. Amen.

THE ADDRESS

HYMN

Now thank we all our God,
With heart, and hands, and voices
Who wondrous things hath done,
In Whom His word rejoices.
Who from our Mother's arms
Hath blessed us on our way
With countless gifts of love,
And still is ours to day.

O may this bounteous God
Through all our life be near us,
With ever joyful hearts
And blessed peace to cheer us.
And keep us in His grace
And guide us when perplexed
And free us from all ills
In this world and the next.

All praise and thanks to God
The Father now be given
The Son and Him who reigns
With them in highest Heaven.
The One Eternal God
Whom earth and Heav'n adore.
For thus it was, is now
And shall be evermore. Amen.

Remain Standing

ROYAL ARTILLERY COMMEMORATION

Let us remember with thanksgiving and with honour before God and man, all Ranks of the Royal Regiment of Artillery who have died giving their lives in the service of their Sovereign and Country.

THE NATIONAL ANTHEM

God save our gracious Queen,
Long live our noble Queen,
God save the Queen.
Send her victorious
Happy and glorious
Long to reign over us
God save the Queen.

THE BLESSING

After the blessing the Minister will take the Standard and return it to the bearer, who, with the Standard at the “carry” and accompanied by his escorts, will thereupon precede the members of the Association in procession following the Clergy from the place of the Service. The congregation will remain in position until the Clergy and Association members have passed.

Music will be played while the clergy, Standard Bearers and congregation depart

RAA GENERAL ADMINISTRATIVE INSTRUCTIONS

PART 8

RECRUITING FOR THE ASSOCIATION

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RAA GENERAL ADMINISTRATIVE INSTRUCTIONS

PART 8

RECRUITING FOR THE ASSOCIATION

INTRODUCTION

1. The continued existence of the RAA branches depends on attracting new members. The traditional method of recruiting into the RAA is by identifying a Gunner who has retired from the Serving Regiment, who has resettled into civilian life, and who is now looking for the comradeship and social life he / she enjoyed when she / he was serving. Branches of the RAA should therefore do their utmost to make contact with this type of potential member by personal approach and by using the wide range of communication media, such as local radio, newspapers, Internet and advertisements in local shops etc.

However, it must be recognised in the modern era that younger Gunners may be in contact with their friends/comrades through social media. These individuals are still members of the Association and may well find the benefits of the Association without actually joining a branch.

Ideas for attracting new members can be found at Annex A.

RETIRING GUNNERS

2. Retiring Gunners are encouraged to join the RAA by means of a personal letter from the Controller to each individual as he / she retires from the Serving Regiment. This is followed up within three months by a letter from the Regimental Secretary.

MEMBERSHIP APPLICATIONS FORMS

3. Application for branch membership forms can be reproduced using Annex A to Part 3. A new member can also apply via the RAA website (www.thegunners.org.uk/join-us) or can obtain an application directly from Artillery House.

ARTICLES IN THE GUNNER MAGAZINE

4. The RAA publishes articles in The GUNNER magazine on a monthly basis. Branches, districts and regions are strongly encouraged to submit articles covering their main activities and matters of general interest. Guidelines on how to submit articles are published in The GUNNER magazine. It is essential that articles are short and enjoyable to read with pictures.

POSTERS

5. The RAA office is capable of producing A3 size posters, on request, for branches wishing to make use of them. Artillery House will from time to time produce posters for branches to display in their local area. Royal British Legion Clubs, working men's clubs, church halls and supermarkets are all potential places to display posters.

PRESENTATIONS

6. Artillery House gives presentations to all Young Officers, Battery Commanders, Commanding Officers designate, Regimental Sergeant Majors and Battery Sergeant Majors about the Association. The Regimental Secretary carries out briefing visits to the Serving Regiment.

ADVERTS AND ARTICLES IN NEWSPAPERS

7. Articles and recruiting adverts in newspapers can be effective but it is essential that the notice is short and eye catching. The best way to do this is use a Gunner cap badge in the advert. Branches may apply for a grant to support this activity by submitting their request and advert / article for checking to Artillery House.

IDEAS FOR ATTRACTING NEW MEMBERS & RETAINING EXISTING MEMBERS

1. Regions, Districts or Branches may wish to consider the following methods of encouraging new members to join:
 - a. Listing Branch contact details in local directories or traders' publications. These are usually produced by local councils.
 - b. Advertising details of Branch meetings in the local press. Advertising is paid information that appears in different forms of media like newspapers and local magazines. Branches can control what's included in the advertisement. However, it is costly so it's wise to consider cheaper forms of marketing first. If you want to advertise then choose the most appropriate advertising method for the target audience.
 - c. Producing articles about branch activities for the local media.
 - 1) Promoting the Branch this way can be as simple as ringing the local newspaper or radio station with an interesting story or information on an event. Find out what they're interested in covering and how you can give them the information. Check their deadlines and requirements.
 - 1) The local paper is more likely to publish stories that will appeal to their audiences. Consider publishing articles around the time of military anniversaries such as VE Day, Remembrance Sunday, Dunkirk, Normandy etc. This is more likely to get in the news.
 - 2) Local media is likely to be interested in covering your event but sometimes they don't have the staff to do it. So, if the paper cannot send someone to cover the Branch's event, it may be happy for the branch to send them a story. Media releases are the standard way to provide information to the media. Take some photos and offer to send those too. Stories cost nothing to have published!
 - d. Flyers and brochures that outline the Branch's details, membership fees, and contact information can be placed on local community notice boards, in libraries, recreation centres, church notice boards etc.
 - e. Informal advertising can also be used. This is something that Branch Committees can bring into their routine dealings with prospective members. Steps such as:
 - 1) offering help and providing timely information to prospective new members over the phone if contacted by an individual.
 - 2) contacting potential new members if they are notified by Artillery House.

3) Encouraging friends and family members to join up.

4) Encouraging Branch members to talk positively about the Branch and the Association. It is important to try and make every experience or contact with your Branch a positive and rewarding one.

2. The following measures may also help with raising awareness and interest in the Branch and the Association:

a. Members should be encouraged to wear their Gunner ties on appropriate occasions. They should also carry Committee contact details with them.

b. Branches should use the RAA badge on letterhead, signage, and other promotional material. Signage with Branch name and RAA badge should be used at local events days (eg when setting up a charity stall or having a pitch at a boot sale).

c. Branches should consider creating Websites and Facebook / Instagram accounts. These are a simple and effective way of communicating with members, supporters, prospective members and the local community. Basic websites should include:

- Branch location and catchment area
- what the Branch offers
- a calendar of events and meetings
- membership information
- Branch's contact details
- Links to related sites.

Websites and social media in particular have become powerful communication tools. They are cheap and effective ways to get information out to existing and prospective members alike.

Ask your local council, schools & recreation centres to provide a link to your site. Assign someone to update pages and add new information. Artillery House have staff that can help and advise.

d. Artillery House have promotional packs that can be sold to raise funds and promote the Branch at the same time.

3. Internal Communications.

a. Newsletters/flyers provide information to members about Branch events, activities, and news. It is less expensive to email your newsletter to members rather than printing it. It should also be published on the website and links sent via social media.

b. Each Branch is different and will need to create efficient ways of communicating with their members. The responsibility for communication may be shared by everyone on the Committee or rely on one person such as the secretary. The important thing is that good communications are maintained.

4. External Communications.

a. Branches will receive a wide range of correspondence and information via mail and email. The Secretary should be responsible for monitoring all forms of communication and ensuring distribution it to the relevant people in the most effective manner.

b. Branch Secretaries receive regular newsletters from Artillery House. In addition, Artillery House will inform Branches of events in a particular area e.g. Memorials, parades, funerals, regimental activities and so on. Branches should make every effort to attend these events in their "uniform". This will get the Branch positive publicity and public awareness.

5. Funds Available for Recruiting. Artillery House maintains a budget for recruiting/advertising. Please contact Artillery House for more details.

RAA GENERAL ADMINISTRATIVE INSTRUCTIONS

PART 9

THE ROYAL ARTILLERY ASSEMBLY

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RAA GENERAL ADMINISTRATIVE INSTRUCTIONS

PART 9

THE ROYAL ARTILLERY ASSEMBLY

OBJECT

1. The Royal Artillery Assembly is a Regimental family weekend at which the AGM of the RAA is held and to which affiliated organisations are invited. The Assembly is chaired by the Controller and its object is to provide a suitable forum for professional and social activities; in particular, it will normally include: -

- a. An RAA Standard Bearers' inspection.
- b. A Regimental update, which will normally include:
 - 1) The Master Gunner's keynote address.
 - 2) A report by the Regimental Colonel.
 - 3) A presentation by an element of the serving regiment or external body which may be of interest to members.
 - 4) The Presentation of RAA Awards.
 - 5) The Presentation of RAA Trophies.
 - 6) An Open Forum.
- c. The RAA AGM, which is chaired by the RAA / NEC Chairman, which will include:
 - 1) A report by the Chairman of the RAA / NEC.
 - 2) Presentation of the annual RAA accounts and voting on their recommendation to the corporate trustee.
 - 3) The election of Trustees and representatives of the Association.
 - 4) Any additional Resolutions to be discussed and approved or otherwise.
- d. The Standard Bearers Competition – to include the competition to select the national Standard Bearer every three year.
- e. A Sunset ceremony or similar event followed by a Gala Dinner.
- f. A church service.

OUTLINE PROGRAMME

2. There is no set format for the Assembly but it usually starts on Friday evening and finishes on the Sunday. Friday evening is given entirely to social events. Saturday morning is taken up with the Regimental update, presentation of awards, open forum and RAA AGM. The Standard Bearers' competition takes place on Saturday afternoon. A dinner is held on Saturday evening. The Assembly disperses after church service on Sunday morning for those not staying for the Sunday night entertainment.

WHEN HELD

3. Whenever possible the Assembly is held during the weekend closest to 26th May, the anniversary of the Association's foundation.

THE LOCATION

4. The location is approved by the NEC on a yearly basis.

DELEGATES

5. Each branch or independent Ladies Section that has paid its registration and membership fees for the current year, may send one delegate to the AGM. Only these delegates have the right to vote.

OBSERVERS

6. Every branch, ladies' section, affiliated organisation and unit of the serving regiment is asked to encourage as many of its members as possible to attend the Assembly as observers and to enjoy the festivities.

COSTS TO INDIVIDUALS

7. The costs incurred in attending the Assembly are to be borne by individuals.

8. **Subsidies Available to Branch & Ladies' Section Representatives**. A travel subsidy is available to the branch / independent Ladies Section delegate. However, if travelling in the same vehicle, only one person will receive the full subsidy with a passenger allowance payable, to the driver, for the other delegate. The travel subsidy is based on 50% of the Standard return rail fare. The passenger allowance will be 20% of the rail fare.

9. **Standard Bearers**. Standard Bearers may claim the full costs of travel, unless travelling in Branch transport.

10. **Group Travel**. Branches traveling by coach or mini bus may claim a grant to offset the cost of travel. This will be between 75 and 90% of cost incurred.

11. For those travelling from abroad, advice can be sought from Artillery House.

SEQUENCE OF EVENTS LEADING UP TO THE ASSEMBLY

12. The sequence is:

- Call for resolutions – issued by RAA Secretary in January.
- Nominations of regional and district representatives to be submitted by January.
- Booking forms and administrative instructions issued in January.
- Agenda and outline programme drafted in February.
- Notice of the AGM and any Resolutions issued first week in April.
- Deadline for any items to be raised under AOB – 28 days before date AGM.

13. **Delegates' Folder**. Prior to the Assembly, all Branches are sent a copy of the resolutions to be agreed at the Assembly. If possible, this will include the draft accounts. On arrival delegates will be issued voting cards and instructions to those claiming subsidies. If not issued in advance, a copy of the accounts will also be issued.

VOTING

14. **Entitlement and Method**. Only delegates of branches and independent ladies' sections are entitled to vote at the AGM. They do so by raising their voting cards. A postal proxy voting system is operated to enable those branches not attending the Assembly to cast their vote. Branches can nominate another branch or the Chairman to cast their vote. The result of each vote is announced by the Chairman as it occurs.

ITEMS APPROVED BY THE ASSEMBLY

15. Items approved by the AGM, whether resolutions or items for discussion, are taken to be recommendations to the NEC and to the corporate trustee. They are not binding on that committee, or on the trustee, but will be adopted wherever practicable.

RECORD OF PROCEEDINGS

16. The Regimental Secretary produces the minutes of the AGM, and a record of proceedings of the Assembly.

RAA GENERAL ADMINISTRATIVE INSTRUCTIONS

PART 10

AWARDS AND TROPHIES

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RAA GENERAL ADMINISTRATIVE INSTRUCTIONS

PART 10

AWARDS AND TROPHIES

GENERAL

1. Each year the RAA makes the following awards:

- a. The Mansergh Memorial Award.
- b. The RAA Sword for Young Officers.
- c. The RAA Football Challenge Cup.
- d. The Eire Cup.
- e. The Artillery House Cup.
- f. The Caterham Cup.
- g. The Royal Artillery Association Cup.
- h. The Kerr Cup.
- i. The Joan Wanklyn Cup.
- j. The Burton Cup.
- k. Certificates of Appreciation.
- j. Certificates of Merit.
- k. The RAA Medal - if approved by the NEC.

2. The award for the Queen's Standard Bearer is awarded every three years.

3. The Mansergh Memorial Award is awarded or recommended by the Regimental Colonel and the RAA Sword for Young Officers is awarded on the recommendation of the Commandant of the Royal School of Artillery. The RAA Football Challenge Cup and a Rose Bowl are won by the winners and runners-up respectively of the Regimental Association Football Competition. The other awards and trophies are competed for by members of the RAA.

THE MANSERGH MEMORIAL AWARD

4. **Object.** The object of the Mansergh Memorial Award is to recognise outstanding acts of bravery, which have not been recognised by another award or commendation; in the

absence of any such act, other special achievements by individuals of the Regiment will be considered. Commanding Officers and heads of establishment will be invited to submit nominations in January each year.

5. **The Award**. The award consists of an inscribed bracket clock and a scroll. These are accompanied by a biographical sketch of General Mansergh.

6. **Presentation**. The award is presented at the RA Assembly.

THE RAA SWORD FOR YOUNG OFFICERS

7. **Object**. The award is made to the Royal Artillery Officer who, during the summer term Young Officers' Course, showed him or herself most deserving in general efficiency and character. An interest in outdoor and sporting activities is to be taken into account.

8. **The Award**. The award is a Royal Artillery sword inscribed with the RAA's title and the name of the winner.

9. **Presentation**. The award is presented at the dinner in which the Young Officer concerned is 'dined in' to the Regiment.

THE RAA FOOTBALL CHALLENGE CUP & ROSE BOWL

10. **The Awards**. The winner of the Regimental Association Football Competition holds the Cup for one year. The runner-up receives a rose bowl for the same period.

11. **Presentation**. The Awards are presented on the field of play.

THE ASSOCIATION'S TROPHIES FOR BRANCHES

12. **Definition of "Trophies"**. In the context of these Instructions, these cups and shield are known as "trophies".

13. **The Eire Cup**. The Eire Cup is awarded to the Branch which shows the most effort in support of its members. Areas to consider should include: Comradeship, Welfare, Social & Wellbeing, Recruitment and raising the profile of the RAA. Branches submit an annual report to their Regional Representative (via their District Rep where applicable) who will write a supporting report of endorsement before sending the nomination form to Artillery House. The official closing date for nominations is 15 January.

Collated by Artillery House for Spring NEC. Decided by the NEC (on a score sheet basis).

14. **Artillery House Cup**. The Artillery House Cup is awarded to the Branch or Section that raises the largest amount of money for the RAA and / or RACF during the preceding calendar year.

Collated by Artillery House and announced at the Spring NEC.

15. **The Caterham Cup**. The Caterham Cup is awarded to the runners up of the Artillery House Cup.

Collated by Artillery House and announced at Spring NEC.

16. **Royal Artillery Association Cup**. The Royal Artillery Association Cup is awarded in recognition of action(s) or achievement(s) of particular merit by a RA Major Unit in support of the Royal Artillery Association. The nominations are made in writing by the Regional Representative to Artillery House. The official closing date for nominations is 15 January.

Collated by Artillery House for Spring NEC. Decided by the NEC (on a score sheet basis).

17. **The Kerr Cup**. The Kerr Cup is awarded in recognition of action(s) or achievement(s) of particular merit by a RA Minor Unit (Battery & below) in support of the Royal Artillery Association. Nominations are to be made in writing by the Branch/Section Chairman to the Regional Representative for endorsement prior to forwarding to Artillery House. The official closing date for nominations is 15 January.

Collated by Artillery House for Spring NEC. Decided by the NEC (on a score sheet basis).

18. **The Joan Wanklyn Cup**. The Joan Wanklyn Cup is awarded annually to the Ladies' Section which has made the greatest contribution in terms of effort and overall activities during the previous year to the work of the RAA. Branches / Sections submit an annual report to their Regional Representative (via their District Rep where applicable) who will write a supporting report of endorsement before sending the nomination form to Artillery House. The official closing date for nominations is 15 January.

Collated by Artillery House for Spring NEC and decided by NEC (on a score sheet basis).

19. **The Burton Cup**. The Burton Cup is awarded to the Branch or Section that raises the largest amount of money for heritage during the preceding calendar year.

Collated by Artillery House and announced at Spring NEC.

20. **Announcement of the Winners**. The trophy winners are announced in the RAA Newsletter, The Gunner magazine and at the Royal Artillery Assembly.

21. **Presentation of the Trophies**. The trophies are presented at the Royal Artillery Assembly. They are held by the winners until the next Assembly.

22. **Engraving and Insurance**. The winner of each trophy is responsible for having it appropriately engraved and for its safe custody. Insurance cover will be provided by Artillery House provided the trophy is held securely in branch premises or in an authorised persons house.

THE ASSOCIATION'S AWARDS TO INDIVIDUALS

23. **Definition of "Awards"**. This category applies to Certificates of Appreciation and Merit, and the Royal Artillery Association Medal.

Certificate of Appreciation

24. **Object.** The object of the Certificate of Appreciation is to recognise outstanding services by a member to their Branch/Section.

25. **Guidelines.** Members can be nominated at any time throughout the year.

26. **Submitting Nominations.** Branches/Sections are to submit nominations to their Regional Representatives for their endorsement prior to forwarding the application to Artillery House.

27. **Presentation.** Presentation of the certificate is to be arranged by the Regional Representative. The certificate will be of A4 size and signed by the Regimental Secretary.

The previous award of a Certificate of Appreciation is a prerequisite for nomination for a Certificate of Merit.

CERTIFICATE OF MERIT

28. **Object.** The object of the Certificate of Merit is to recognise outstanding services to the RAA by a member.

29. **Guidelines.** There is no restriction on the number of nominations that may be made each year, but:

a. Current members of the NEC are not normally eligible for nomination, except in exceptional circumstances and based on their work for the RAA other than in their role as an NEC member and their responsibilities as Regional representatives and work on the NEC. They become eligible for an award based on their work as Regional representative and NEC member after they have retired from the committee. (Approved by Trustees 29.5.12).

b. Length of membership, whilst being a major consideration, will not in itself, justify the award of a Certificate of Merit.

30. **Submitting Nominations.** Branches/Sections are to submit nominations to their Regional Representatives for their endorsement prior to forwarding the application to Artillery House. Nominations are normally initiated by branches and must reach Artillery House by 15th January each year.

31. **Selection.** Selection of individuals for this award is made by the NEC at its spring Meeting.

32. **Announcement of the Recipients.** Shortly after the recipients have been selected, Artillery House will inform the Branch Chairman, who initiated each successful nomination, and ask them to arrange for the individual concerned to be present at the RA Assembly to receive his / her award.

33. **The Award**. The award is a certificate signed by the Chairman of the RAA.

34. **Presentation**. The award is presented at the Royal Artillery Assembly.

RULES FOR THE AWARD OF THE RAA MEDAL

35. **Object**. The RAA Medal is the highest acclaim that the Association bestows and will only be awarded in cases of exceptional merit. It is in recognition of continuing exceptional meritorious service and extraordinary support to the Royal Artillery Association as a whole.

36. **Guidelines**. The Award will represent the highest acclaim that the RAA can bestow and will only be awarded in cases of exceptional merit.

a. Those eligible to receive this Award should already hold both the RAA Certificate of Appreciation and Certificate of Merit.

c. The Award should not be regarded as an annual award.

37. **Submitting Nominations**. Branches/Sections are to submit nominations to their Regional Representatives for their endorsement prior to forwarding the application to Artillery House. Nominations are normally initiated by branches and must reach Artillery House by 15th January each year.

38. **Selection**. Selection of individuals for this award will be made by the NEC at its spring meeting.

39. **Announcement of Recipient**. Shortly after the recipient has been selected, Artillery House informs the Branch Chairman who initiated the nomination and asks him to arrange for the individual concerned to be present at the RA Assembly to receive his / her award.

40. **The Award**. The Award is a gold medal suitably inscribed that hangs on a regimental ribbon to be worn around the neck. The recipient will also receive a certificate signed by the Chairman.

41. **Presentation**. The award is presented at the RA Assembly.

42. **Posthumous Awards**. Posthumous nominations will not be accepted, however if a nominee dies before receiving an award, the award will be presented to his / her family or nominated next of kin.

REGIONAL AND DISTRICT AWARDS

43. It has become customary for Regions and Districts to present awards to members in recognition of their service to the Association. These awards are arranged and presented entirely at the discretion of the respective Regional and District representatives who should promulgate appropriate instructions within their areas of responsibility. All such awards are to be funded from local resources.

STANDARD BEARERS' AWARDS

44. The Queens Standard Bearer's Award.

- a. **The Queen's Standard Bearer's Cup.** This silver cup is awarded to the winner of the Queen's Standard Bearers' Competition. The winner is responsible for having his or her name engraved on the base for which he or she will be reimbursed. The cup is returned each time the competition is held.
- b. **The Collar and Badge.** In addition to receiving the cup, the winner receives a collar and badge of office to wear on appropriate occasions during his / her period of office. The collar is in the regimental ribbon design. The badge is an enamel medallion embossed with the gun badge.
- c. **Presentation.** The winner of the competition is presented with the Queen's Colour Standard, the cup and the collar and badge, at the conclusion of the competition.

45. **National Standard Bearers Competition.** The National Standard Bearers' competition takes place annually at the RA Assembly. It is based on drill and turn out. A cup is awarded to the winner. Cash prizes are awarded to the top five entrants.

46. **Abu Klea Cup and Salver.** The Abu Klea Cup and Salver are awarded annually at the RA Assembly to the best turned out Standard Bearer. Judging will take place on the Saturday morning inspection by the RASM. The Cup is held for one year and the Salver is kept permanently by the winner.

NOMINATIONS FOR AWARDS AND TROPHIES

47. All nomination and award applications can be found at:

<http://www.thegunners.org.uk/join-us/downloads>

RAA GENERAL ADMINISTRATIVE INSTRUCTIONS

PART 11

THE ROYAL ARTILLERY ASSOCIATION WEBSITE AND SOCIAL MEDIA

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How to improve communications Annex A

RAA GENERAL ADMINISTRATIVE INSTRUCTIONS

PART 11

THE RAA WEBSITE & SOCIAL MEDIA

GENERAL

1. In order to reach out to a much wider audience the RAA developed and maintains its own website – www.thegunners.org.uk. The RAA website is intended for the use of all Gunners and their relatives, to communicate between themselves and groups of like-minded people such as regimental and Old Comrades Associations as well as the branches of the RAA. It is also used to publicise and support other Gunner Charities, particularly the RACF.
2. The website welcomes suggestions on content from all its visitors in an attempt to provide a modern, simple to use, vibrant and interesting method of communication for all age groups within the Gunner family.
3. The websites aim is to involve, engage and inform the Regimental family of what the regimental charities are achieving, planning and participating in. The aim is to evolve the website to one of the primary locations where all Gunners, whether serving or retired can obtain news, information and details of events that happen in the Royal Regiment and beyond. It will also act as a means of signposting individual to support that is available from regimental and other service charities and organisations.

ADVANTAGES

4. The website has several major advantages over other forms of communication; a few examples are:
 - a. It is available worldwide.
 - b. It is free to use.
 - c. It is easy to use.
 - d. Communication is instant.
 - e. Information is current.
 - f. It has instant access to other websites of considerable interest.
 - g. It is available 24 hours a day, 365 days a year.
 - h. It has downloadable documents such as awards and forms.
 - i. Anyone can have articles and information placed on the website.

ACCESS TO THE RAA WEBSITE

5. The RAA website can be accessed by anyone with an Internet facility by logging on to:

www.thegunners.org.uk

The Webmaster can be contacted by emailing the address shown on the website.

6. **Facebook.** Facebook has become a vehicle for members of the RAA to get in touch with comrades and also to keep in touch with the regimental family. The RAA Facebook page is monitored and administered by Artillery House and is used to advertise the local and national events held by the Regiment and the RAA/RACF.

7. **Twitter.** The RAA / RACF have a Twitter account and @Gunner_Net can be accessed through the website or www.twitter.com.

IMPROVING COMMUNICATIONS

8. Advice and guidance on improving electronic communications are contained in Annex A. This is also available in a presentation at: www.thgunners.org.uk/joinus/videos

REGIMENTAL LOTTERY

9. The RAA website will also provide a link to the regimental lottery. Branches are encouraged to promote participation and to consider taking out a branch standing order.



THE ROYAL ARTILLERY ASSOCIATION

Involve, Engage & Inform the Regimental Family

How to Improve your Communications

Prepared By: **Sarah Davies**

Position: **RAA Communications & Admin Manager**

Date: **Sept 2018**

Version No: **V1**

This booklet is designed to assist you in improving your Communications. The creation of your Royal Artillery Association Facebook group and Twitter account is the first step.

The RAA feel that this will allow you to reach out to your current members and attract new members into the branch. To create a group, you do need to have your own Facebook profile. If not, you could have another member of your branch create your group for you. If at any time you require assistance, then please email me or call.

Cas.Thoburn603@mod.gov.uk 01980 845233

Your Duties are:

- To communicate all relevant communication to Branch members.
- Liaise with RAA HQ to keep membership up to date.
- To sign up, receive and communicate the RAA Newsletters.
- To be the Branch's first point of contact for communications outside the Branch.
- To oversee the Branch's Social Media.

How we communicate with you:

- Face to Face
- Telephone
- Letter
- RAA Newsletter
- RAA website/Blog
- Twitter
- Facebook
- Email
- You Tube
- Forecast of Events

How to improve your branch/district/region communications:

- **Liaise with RAA HQ to keep us informed** of all changes to your emails, telephone and addresses.
- **Contact your local Council for an FOE** – branches can then attend these events which in turn raise the profile of your branch and the RAA – you could even sponsor an event.
- **Subscribe to the RAA Newsletter through the RAA website** – this allows you to keep up to date with the news and events.
- **Join the RAA Social Media family** – Facebook and Twitter are a great way of connecting with your local and wider community.
- **Use a Branch Email** – this saves the charity a large amount of money due to less postage.

Let's go Digital:

- **Follow the RAA website** –
- Constantly updating.
- Ability soon to upload your own events
- RAA Newsletter
- Local and Wider News
- Download all your forms

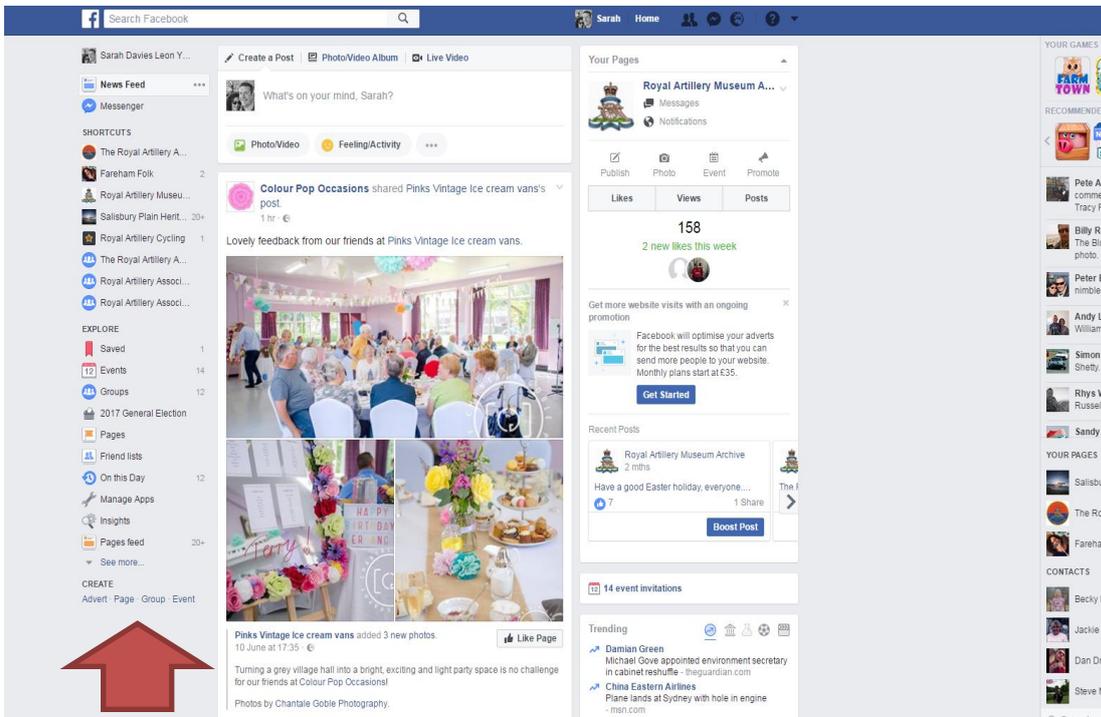
Join the RAA Social Media family –

- Facebook & Twitter
- Great way of connecting with your local and wider community.
- Social media following over 15,000
- The membership of your branches can only benefit from this.

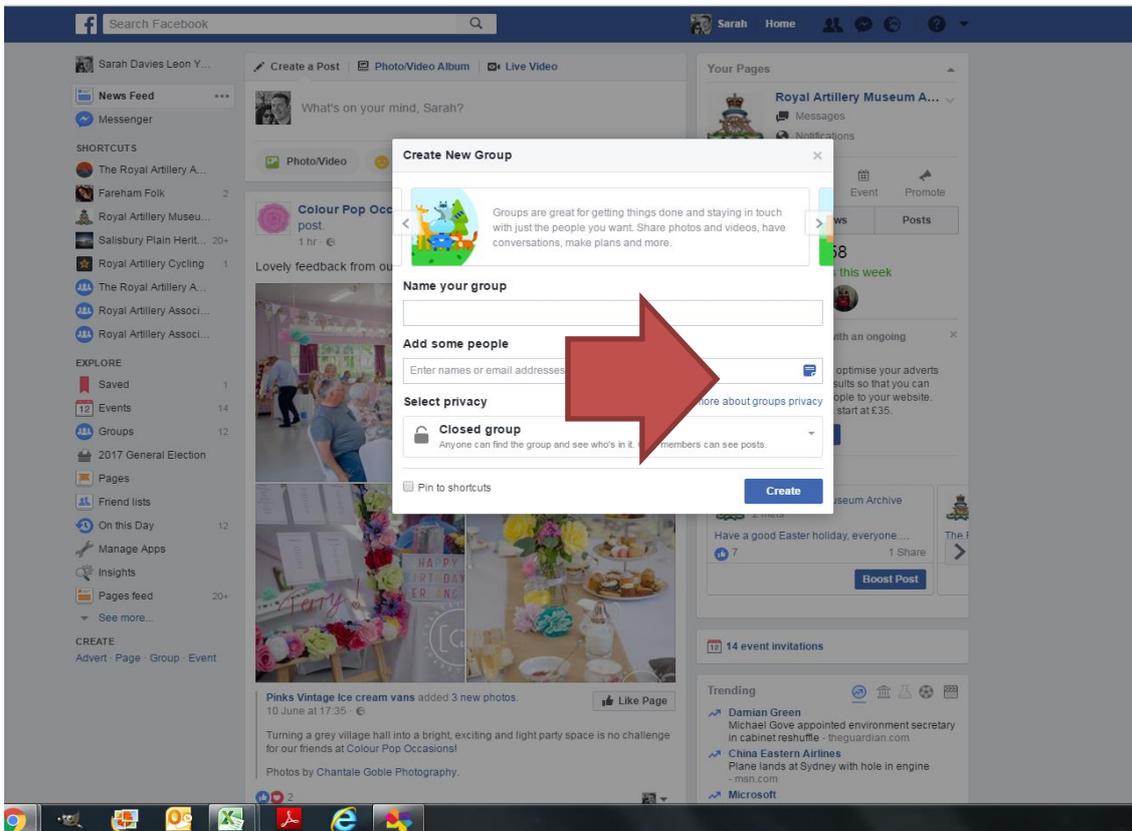
Use a Branch Email –

- saves the charity money due to less postage
- Give you up to the minute information.

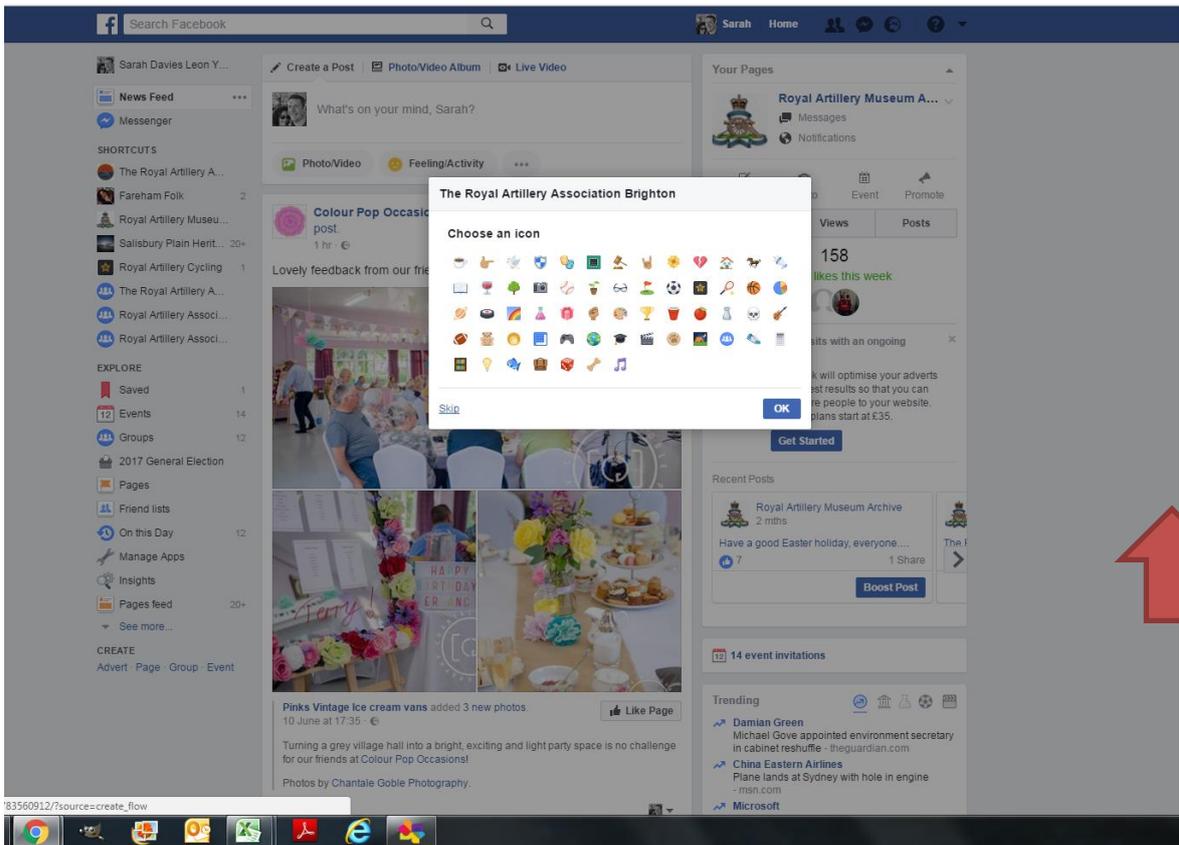
How to create a Facebook Group/Page



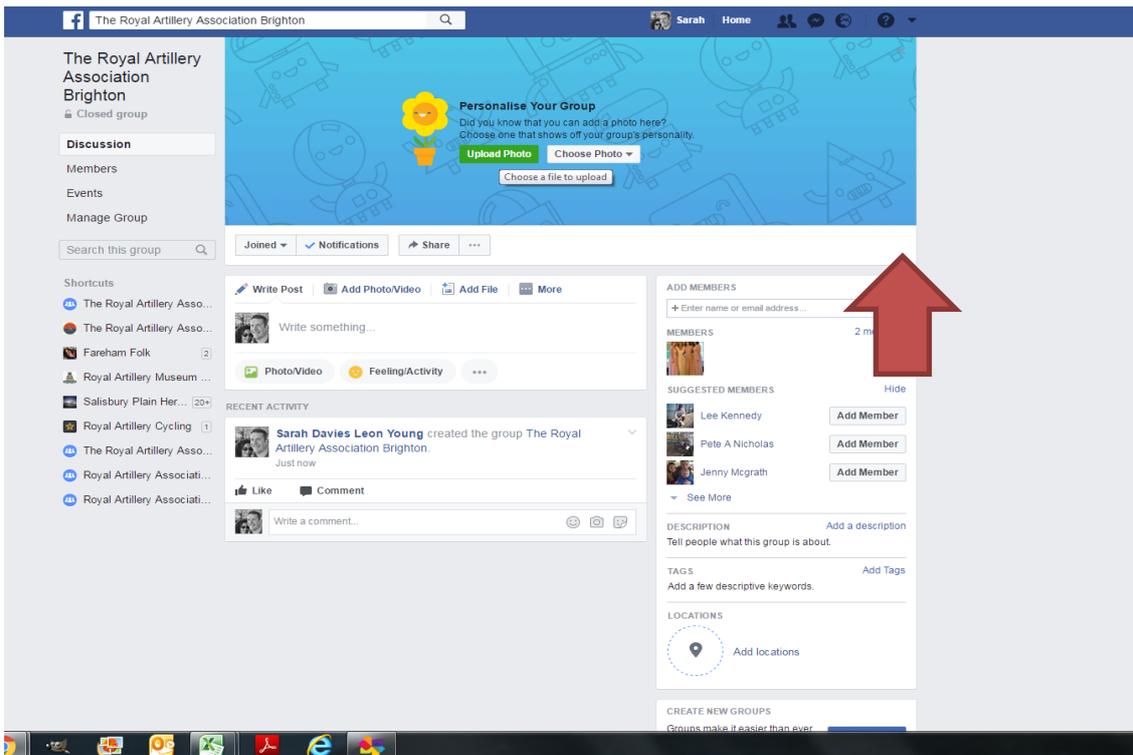
1. Go to your own Profile & Click on the group icon to 'create your group or page'



2. Name your Group 'The Royal Artillery Association **BRANCH NAME**', Add one member from your friends list, keep privacy as closed and tick 'Pin to Shortcuts' – Click 'Create'

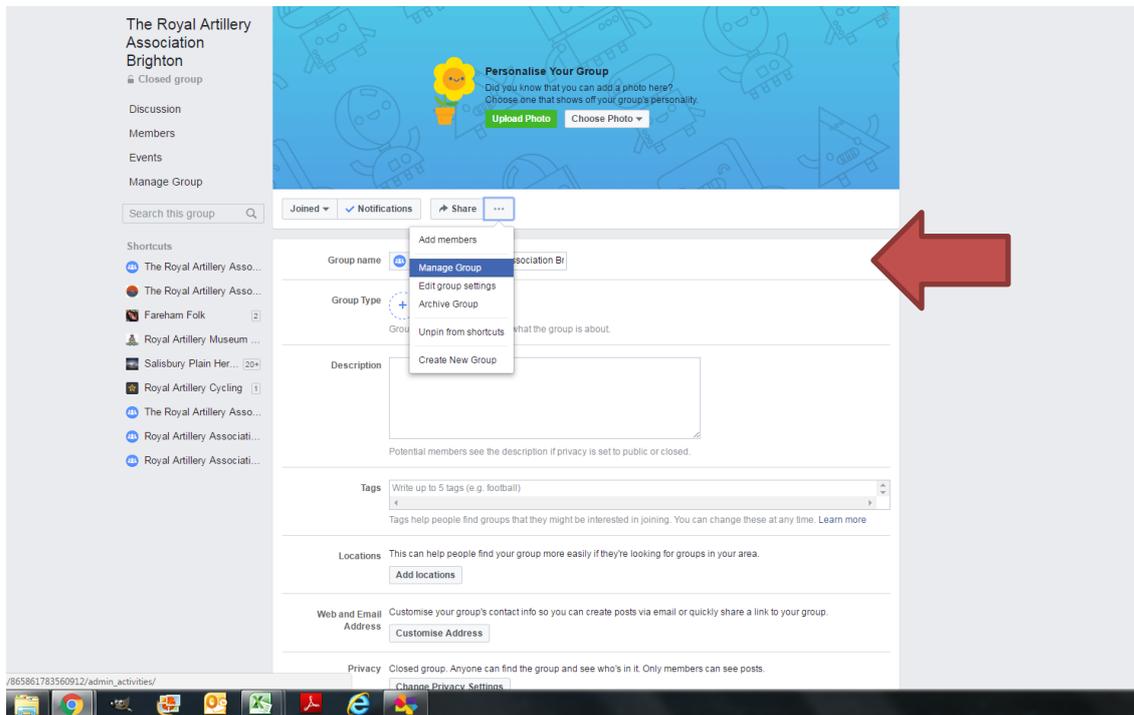


3. Choose an Icon and click 'OK'



4. You can upload a photo here as your cover photo. We recommend using a photo of your branch at a function. If you do not have a suitable photo then you can download one from

our gallery to upload <http://www.theraa.co.uk/gallery> once you have uploaded click 'Save'
If you create a page instead of a group then your profile picture must be the RAA Badge (on the front of this Document) This can be copied from the RAA Facebook page. If unsure, please email me and I will send you a copy.



5. This is where you can edit your group settings and add content and new members. If you want to add some information about what the RAA does then you can copy this information from the website. <http://www.theraa.co.uk/ra-charitable-fund-1/the-raa>

Once you have saved all of these changes you can now start adding your content and publish an event or an article. You can even add a photo album.

To see all the things, you can do please follow this link.

<https://www.facebook.com/help/418065968237061>

How to create a Twitter Account

Go to <http://twitter.com> and find the sign-up box, or go directly to <https://twitter.com/signup>

You will be guided through the sign-up experience and prompted to enter information such as your name and email address.

Please note that in order to verify your phone number phone number, we will require you to verify by sending you an SMS text message with a code. You may also request a voice call to

verify your phone number. Enter the verification code in the box provided. Learn more about having a phone number associated with your account.

Once you sign up for an account, you can select a username (usernames are unique identifiers on Twitter). We'll tell you if the username you want is available.

Twitter Name: @Artillery_BranchName

Twitter Logo should again be the RAA badge on the top of this instruction

For more information please read this Twitter Guide <https://help.twitter.com/en/twitter-guide>

RAA GENERAL ADMINISTRATIVE INSTRUCTIONS

PART 12

THE GUNNER MAGAZINE & OTHER REGIMENTAL PUBLICATIONS

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RAA GENERAL ADMINISTRATIVE INSTRUCTIONS

PART 12

THE GUNNER MAGAZINE & OTHER REGIMENTAL PUBLICATIONS

GENERAL

1. The GUNNER magazine is the regimental magazine of the Royal Regiment of Artillery including the RAA. Artillery House uses the magazine to disseminate information about the work of the regimental charities and therefore, it is strongly advised that every branch should take at least one copy and all members are encouraged to order their own copy.

ARTICLES FOR PUBLICATION

2. Details of how to submit articles for publication are included in every issue of GUNNER. In general articles must reach the Editor before the middle of the month for inclusion in the following month's magazine. Branches are strongly encouraged to submit copy for publication as often as possible. Copy should include photographs and names of those pictured. To comply with Data protection legislation, consent should be obtained from those whose images are used alongside names. Contributors should be aware of the sensitivity surrounding the taking and publication of images of children, for whom parental consent should be obtained. Ideally long accounts of events should be avoided but articles should enough description to capture the reader's interest.

USEFUL CONTACTS DETAILS

3. The magazine can be contacted using the following methods

Address: Gunner Publications, RHQRA, Artillery Centre, Larkhill, Salisbury, Wiltshire SP4 8QT

Telephone: 01980 63 4204

e-mail: gunnereditorial@artycen.ra.mod.uk

Editor Telephone: 01980 84 5241 e-mail: gunnereditorial@artycen.ra.mod.uk

Subscriptions e-mail: thegunner@artycen.ra.mod.uk

OTHER PUBLICATIONS

4. Blue List. The Blue List contains the name and appointment of all serving regular and reserve officers, the names and addresses of retired regular and reserve officers who wish their name to be in it. It also contains some regimental information such as Battery Honour titles and a list of regimental awards winners. Distribution is now on a limited basis within RHQ RA.

5. RA Journal. The RA Journal is published twice yearly and is the professional journal of the Royal Artillery and designed to inform and discuss regimental issues.

RAA GENERAL ADMINISTRATIVE INSTRUCTIONS

PART 13

WELFARE

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RAA GENERAL ADMINISTRATIVE INSTRUCTIONS

PART 13

WELFARE

GENERAL

1. Successful welfare work depends on a realistic and caring approach supported by a speedy and clear request for assistance from the RACF if this is necessary.

GUIDE TO BRANCH WELFARE OFFICERS

2. The nature of the welfare is an ever-changing issue fraught with legal obstacles in a world of ever increasing and changing legislation and the RAA does not expect its Branch Welfare Officers to be professional welfare advisors.

3. Branch Welfare Officers are the first point of contact for welfare cases in their branches. Apart from minor (first-line) welfare help, all cases should be reported to either SSAFA, the Royal British Legion (RBL) or Officers' Association (OA). The minimum information required is the name, address and contact telephone number of the person in need and seeking assistance. **The individual concerned must consent to this information being passed to RACF and other organisations. (See part 5 Para 7 and part 5 Annex B).** ~~The RACF Welfare Officer, with the potential recipient's permission, will then task SSAFA to produce a report for the RACF.~~

4. SSAFA / RBL / OA will then almonise funds and signpost the individual to other organisations as appropriate. The RACF will consider all SSAFA / RBL / OA requests for assistance for all Serving and ex Gunners and their dependants. If necessary, further advice can be obtained from the RACF Welfare Office.

5. Contact Details. Contact details for the RACF Welfare Office, SSAFA, RBL and OA are as follows:

RACF: RACF Welfare Secretary
Artillery House
Royal Artillery Barracks
Larkhill
Wiltshire SP4 8QT

Telephone: 01980 634309

Email: RA RHQ-RACF-Welfare-Mailbox@mod.gov.uk

Online: <http://www.thegunners.org.uk/ra-charities/ra-charitable-fund-application>

SSAFA Forces Line: 0800 7314 880

RBL: 0808 802 80 80

OA: 0845 873 7150

LIAISON WITH OTHER WELFARE ORGANISATIONS

6. In addition to having access to the above central helpdesks, Branch Welfare Officers will find it helpful to meet the local representatives of SSAFA, RBL and other local welfare organisations to obtain and offer mutual help and cooperation.

CHRISTMAS GIFTS FOR GUNNERS IN HOMES AND HOSPITALS

7. The RACF sends a Christmas card and a small monetary gift to Gunners who are long-term residents and patients in military care homes and hospitals throughout the United Kingdom. Where possible, the local RAA branches are used to deliver these gifts.

8. Regional, District and local Branch representatives are strongly encouraged to visit Gunner residents in these homes, if possible, on a regular basis. If Welfare Officers know of any such residents, they should ensure the RACF Welfare staff at Artillery House are aware of them so that they can be sent Christmas cards and gifts.

ROYAL ARTILLERY WAR MEMORIAL HOUSES & HAIG HOUSING

9. In the aftermath of the Boer War and two World Wars, many memorials were made to honour those who gave their lives for their country. For those still alive but perhaps having suffered injury or subsequent hardship, recognition of their sacrifice took many different forms. One of the most necessary and practical forms of help was the provision of housing and all three Services and, within the Army, specific Regiments, provided funds for housing to help their fellow Servicemen.

10. The Royal Artillery was no exception to this practice and a large number of Royal Artillery houses were built. These have now been transferred to the Haig Housing Trust, but ex-members of the Regiment will have priority over an ex-service person from a different Service or Regiment when applying for housing in these particular properties if practical.

11. The houses are owned and managed by Haig Housing, who charge a rent as assessed by the local rent officer. Application for tenancy should be made to:

The General Secretary
Haig Housing Trust
Alan Dobson house
Green lane
Morden
Surrey SM4 5NS.

Telephone: 020 8685 5777.

12. Further information on Haig Housing can be found at <https://www.haighousing.org.uk>

ROYAL ARTILLERY COTTAGE HOMES

13. The Royal Artillery Benevolent Fund owns four Cottage Homes, two in Colchester and two in Bath, for retired Gunners. Vacancies are notified in GUNNER magazine as they occur.

ASSISTANCE TO THE SERVING REGIMENT

14. To acknowledge and support comradeship in the serving Regiment and in some part repay, the debt which the RAA owes to the Serving Regiment, Artillery House provides annual grants to Batteries from central funds of the RAA in order to *'improve Comradeship, Morale and Conditions for Soldiers and their Families'*.

15. Regular and Reserve batteries may apply for grants by contacting the Regimental Secretary's office on 01980 845585 or email Jodie.mcgovern547@mod.gov.uk.

RAA GENERAL ADMINISTRATIVE INSTRUCTIONS

PART 14

COMMEMORATION, COLLECT, PRAYERS,

GRACE AND LOYAL TOAST

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PART 14

COMMEMORATION, COLLECT, PRAYERS, GRACE AND LOYAL TOAST

GENERAL

1. The following paragraphs provide details of the prayers and form of words for the Loyal Toast to be used on appropriate occasions within the RAA.

THE COMMEMORATION

2. The Commemoration, which should be read at the start of all formal RAA meetings, is as follows:

“Let us remember with thanksgiving and honour before God and man, all ranks of the Royal Regiment of Artillery who have died giving their lives in the service of their Sovereign and their Country”.

Response: *“We will remember them”.*

COLLECTS

3. The Royal Artillery Collect is:

“O Lord Jesus Christ, who dost everywhere lead Thy people in the way of righteousness, vouchsafe so to lead the Royal Regiment of Artillery that wherever we serve, on land or sea or in the air, we may win the glory of doing Thy will”.

4. The Collect for St Barbara’s Day is:

“Almighty God, you have built your Church on the love, devotion, and sacrifice of your saints. We give thanks for your servant St Barbara, whom we commemorate today. Inspire us to learn from her and all your saints, that we too may rejoice in the vision of your eternal glory, through Jesus Christ or Lord. Amen”

PRAYERS

5. The following prayers may be found appropriate for use at Meetings:

“Let us pray for our Association:

O Lord, our heavenly Father, whose blessed Son came not to be ministered unto but to minister: We beseech thee to bless the members of the Royal Artillery Association who following in his steps, give themselves to the service of their fellow-men; that being inspired by thy love, they may worthily minister to their comrades and their

families in times of need, giving life and meaning to the claim, "Once a Gunner always a Gunner"; for the sake of the same they Son our Saviour Jesus Christ. Amen"

"As we meet today let us resolve to dedicate ourselves anew in the years that lie ahead, to the furthering of our proud tradition and inheritance.

O Lord God, when thou givest to thy servants to endeavour any great matter, grant us also to know that it is not the beginning, but the continuing of the same, until it be thoroughly finished, which yieldeth the true glory; through him who for the finishing of Thy work laid down his life for us, even our Redeemer, Jesus Christ. Amen"

GRACE

6. The Regimental Grace is as follows:

"For what we are about to receive - Thank God".

LOYAL TOAST

7. The Loyal Toast, as proposed in the Royal Artillery is:

"The Queen - our Captain General".

The response is: *"The Queen".*

****No other words are to be added.**