

THE RULES OF THE REME ASSOCIATION



Approved at the 45th meeting of the Corps Council
On 02 Apr 2013

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PART 1 – GENERAL

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

AIMS OF THE ASSOCIATION

2. The aims of the Association are:

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

ACTIVITIES OF THE ASSOCIATION

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

- a. Sponsoring branches in the main towns and population centres in the UK, and in places overseas and providing them with financial assistance where justified.
- b. Running a welfare, employment and general advice service within the Regimental Headquarters REME, known as the REME Association Job Agency (RAJA), which is at the service of all members.
- c. Arranging visits to members hospitalised in UK following evacuation from overseas.
- d. Promoting the not for profit sales of Association goods for the benefit of members, to foster esprit de corps and to provide for non-issue REME items of uniform.
- e. Holding an Annual Reunion for all members.
- f. Collecting subscriptions or donations from members and receiving contributions from other sources.
- g. Assisting in defraying the costs of Association social activities and making payments and contributions to other funds in furtherance of the aims of the Association.
- h. Supporting the many activities, which bring credit to the Corps.

CONSTITUTION AND RULES

4. The Constitution and Rules of the Association are contained in the Handbook of the REME Association held by the Regimental Headquarters REME and by Branches of the REME Association.

PRESIDENTS AND VICE-PRESIDENTS

5. The Association is to have the following officers:

- a. President - The Master General Royal Electrical and Mechanical Engineers
- b. Vice-President – a Colonel Commandant appointed by MGREME
- c. Three Representative Vice-Presidents appointed by MGREME as follows:
 - (1) A late REME senior officer as Chairman of the Executive Committee
 - (2) Two Vice-Presidents appointed by the Corps Committee from active branch members and to be styled Vice-President North and Vice-President South.

THE CORPS COUNCIL

6. **General.** The Corps Council is the controlling body of the Association and will delegate to the Executive Committee day-to-day conduct of the Association's affairs. Reporting to the Corps Council will usually be through the REME Regimental Committee.

7. **Investments.** The Corps Council will delegate to the REME Corps Funds Investment Committee responsibility for the investment of the capital of the Association within the REME Income Common Investment Fund.

8. **Reserve Powers.** The Corps Council will reserve the following powers:

- a. Approval of the Rules of the Association.
- b. Approval of the Charter guiding the operation of the Association Shop.
- c. The Appointment of Representative Vice-Presidents.
- d. The Composition and Terms of Reference of the Executive Committee.
- e. The grant of Honorary Life Membership.
- f. The amount of the Life Subscription.
- g. The approval of the Annual Budget.
- h. The approval of the Annual Accounts.
- i. The approval of the Association Badge, Association Standards and through the REME Regimental Committee, associated dress items.
- j. Amendments to Corps Instructions which affect the Association.

THE EXECUTIVE COMMITTEE

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

10. **Composition.**

a. The composition of the Committee shall be:

- Chairman: The Nominated Representative Vice President
- Vice-Chairman: A Commander ES
- Members:
 - Representative Vice President North
 - Representative Vice President South
 - Colonel REME
 - Regular Army Representative (nominated by Corps Col)
 - Territorial Army Representative (nominated by Col REME TA)
 - Corps ASM
 - Five Area Representatives elected by branches:
 - South East
 - South West
 - Midlands
 - Scotland and Northern Ireland
 - Northern
 - Corps Secretary
 - The REME Museum Director
 - Treasurer: The Corps Treasurer (attends meetings as required)
 - Secretary: Secretary REME Association

b. Vice Presidents North and South normally serve a 5 year tenure but may be re-appointed at the discretion of the Corps Committee. Their role is to bring their experience of the Association, its members and development to aid the discussion and decisions of the Executive Committee. Additionally, each offers a ready point for informal help and advice to the Area Representatives outside the formal committee discussions. They sponsor recommendations for the President's Commendation from their areas. The geographic split of Association areas for these two appointments is:

- VP North North, Scotland and Northern Ireland and Midlands.
- VP South South East, South West and Overseas

c. The Committee may co-opt such additional members as it sees fit.

11. **Terms of Reference.**

a. The Committee shall exercise detailed control over all aspects of the affairs of the Association within policy guidance given by the Corps Council from time to time.

b. The Committee may make recommendations to the Corps Council on any matters, which are reserved by the Corps Council.

c. The Committee has special responsibility for:

- (1) Drafting the Rules of the Association and amendments thereto.

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

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

RECORDS AND ACCOUNTS

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

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

MEMBERSHIP AND SUBSCRIPTIONS

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

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

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

ASSOCIATION BRANCHES

16. Branches are to be established and managed as laid down in Part 3 of the Rules of the Association. A nominated member of the Executive Committee (usually the Vice Chairman) is to provide a link between Branches and Regular and TA Units.

CORRESPONDENCE

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

ANNUAL DELEGATES MEETING

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

MERITORIOUS AWARDS

19. The meritorious awards are:

a. **The Vincent Metcalfe Trophy.** The Vincent Metcalfe Trophy instituted in 1999, is a prestigious award which is made to the REME Association Branch which is judged to have performed best over the previous calendar year in furthering the published aims of the REME Association actively, effectively and efficiently. It is awarded annually and the trophy takes the form of a sterling silver rose bowl. It will usually be presented at the Annual Reunion. Details are at Annex A.

b. **The President's Commendation.** The President's Commendation is awarded to recognise exceptional service to the Association. Any member from a recognised branch of the REME Association may be nominated for consideration of the award. Additionally, and exceptionally, any person or organisation that has rendered outstanding service to the Association may be considered. The Procedure for the award is at Annex B

ADDRESS OF THE SECRETARY

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

Secretary REME Association,
RHQ REME,
The Prince Philip Barracks, LYNEHAM, Chippenham, SN15 4XX
Lyneham Military (95481) 4524
PSTN (01249) 894524
email: REMERHQ-Association@mod.uk

PART 2 – ASSOCIATION HEADQUARTERS AND MEMBERSHIP

GENERAL

1. The Corps Secretary shall appoint a member of his staff to be Secretary of the Association. The Association Secretary ***shall work under the functional direction of the Executive Committee*** and shall have the duties and responsibilities given in Annex C.
2. In addition to the responsibilities of the Association Secretary, the Corps Secretary shall arrange for functions in support of the Association to be discharged by other members of his staff under his control, or by members of Regimental Headquarters under the control of the Corps Colonel. These functions are listed in Annex C.

LIFE MEMBERSHIP

3. **Life Members.**
 - a. All persons who are serving, or who have served, on an engagement (including National Service) in the Regular or Territorial Army in REME and RNZEME, shall be eligible for Life Membership of the Association.
 - b. Applications, showing brief details of service and accompanied by the Life Membership Subscription (see *Rule, 26*), may be submitted to the Association Secretary direct or through the Honorary Secretary of a local Branch (see *Part 3*). If the Association Secretary is satisfied with the details given on the application form he is to grant Life Membership and issue a Life Membership Card.
 - c. A copy of the Rules of the Association is to be issued to each new Life Member who requests one.
 - d. Benefits of Life Membership?
4. **Honorary Life Members.** The Corps Council shall have power to grant Honorary Life Membership to persons who have given exceptional service to the Association over an extended period.
5. **Refusal Suspension or Termination of Life Membership.** The Executive Committee shall have power to refuse membership to, or suspend or terminate the membership of, any person whose conduct they consider likely to bring the Association into disrepute. In such cases the decision of the Executive Committee shall be final.

LIFE MEMBERSHIP SUBSCRIPTION

6. Applicants for Life Membership shall pay a single Life Membership Subscription to the Central Funds of the Association.
7. The Corps Council with the agreement of the Corps Trustees' Committee shall decide the amount of the Life Membership Subscription and shall review it annually.
8. Life Membership Subscriptions from regular serving applicants will be paid by transfer from their initial contribution to the REME Central Charitable Trust where such a contribution is made.
9. In all other cases the Life Membership Subscription is to accompany the application for Life Membership. Cheques are to be crossed and made payable to REME, Corps Account No 2. A receipt will be given on the Life Membership Card.

THE ASSOCIATION BADGE

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

first page of these Rules.

THE ASSOCIATION STANDARDS

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

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

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

WEARING OF REME EMBELLISHMENTS WITH PLAIN CLOTHES

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

PUBLICITY

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

THE REME SHOP

16. A REME Shop shall be established within the Corps Museum and shall be managed in accordance with a Charter approved by the Corps Council and a Management Policy Directive. The Museum Director is responsible for its day-to-day activity. The primary purpose of the Shop shall be to foster *esprit-de-corps* through the sale of approved items carrying the Corps Cipher, the Corps Badge or the Corps Colours. The Shop may deal in other approved items for which there is a demand in its role as a souvenir gift shop for the Museum.

PART 3 – BRANCHES

FORMATION

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

BRANCH STANDARDS

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

BRANCH ACTIVITIES

9. The activities of a Branch should include:
 - a. Arranging a varied programme of social and other events for members to enjoy and to promote Branch unity.
 - b. Welcoming Life Members arriving in the Branch area and assisting them with resettlement, giving them useful local information and drawing their attention to employment prospects where necessary.

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

BRANCH MEMBERSHIP

10. **Life Members.** The Founder Members of a Branch will be Life Members of the Association and other Life Members will join the Branch from time to time.

11. **Temporary Branch Membership.** Branch Committees may grant Temporary Branch Membership to Life Members of the Association who have recently left the Service and reside in the Branch area. Temporary Branch Membership may be granted for a period of up to one year only.

12. **Associate Members.** Branch Committees may grant Associate Membership of their Branches to the following

- a. Persons who are not eligible for Life Membership of the Association but who are, or have been, serving in any branch of HM Forces and who are recommended by two Life Members.
- b. Persons who are, or have been, employed as Ministry of Defence civilians serving with REME and recommended by two Life Members.

13. **Associate Joining Fee.** At the discretion of Branches, persons who apply for Associate Membership may be required to pay an Associate Joining Fee into Branch Funds. Such a Fee is payable only once and shall not exceed the Life Subscription currently payable by persons applying for Life Membership.

14. **Family Members.** In acknowledgement of the contribution they make to the life of a Branch and encouraging them to play a full part in its social and welfare activities, spouses of both Life and Associate Members may be invited to become Family Members.

15. **Honorary Branch Members.**

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

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

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

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

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

17. **Branch Membership Cards.**

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

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

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

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

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

BRANCH RULES

19. Each Branch is to draw up its own Rules, which must be consistent with the following Association Rules.

a. The President of the Branch (if appointed) and the Chairman of the Branch Committee are to be Life Members.

b. Not more than one third of the Branch Committee may be Associate or Family Members.

c. In order to preserve the essential REME nature of each branch, the number of Life Members should always exceed the number of Associate Members.

d. Branch policy on matters of Corps or Association concern is to be decided by Life Members only. Branches should include in their own rules, a provision to ensure that a Quorum is not declared at all formal Club meetings unless there is a majority of Life Members present.

e. All Branch members with the exception of Honorary Life Members, Honorary Branch Members and Family Members are to pay an Annual Branch Subscription (see *Rules 7-62*).

f. All Branch members are to comply with the instructions for the wearing of REME embellishments with plain clothes. Annex D to these Rules is to be annexed to Branch Rules.

g. Branch Accounts are to be closed on *31 December* each year and are to be audited by one or two competent persons who are not members of the Branch Committee.

h. An Annual Branch Report together with the Final Accounts and Auditor's Report are to be forwarded to the Association Secretary no later than *14 February* each year.

j. The Branch Committee is to convene a Branch Annual General Meeting, no later than *31 March* each year, for the consideration of the Annual Branch Report together with the Final Accounts and Auditor's Report and to elect the Committee for the following year.

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

ANNUAL BRANCH SUBSCRIPTION

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

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

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

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

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

26. Members who join a Branch after the date of the AGM are to pay a Joining Year's Subscription according to the quarter of the year in which they join (*i.e.: first quarter, 100%. second quarter, 75%. third-quarter, 50%; fourth quarter, 25%.*). An Annual Branch Subscription can be replaced by a Voluntary Annual Donation at the discretion of the Branch.

FINANCIAL ASSISTANCE

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

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

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

28. **Special Needs Grants.**

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

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

29. **General Purpose Grants.** The Executive Committee has the discretion to award grants for General Purposes. They will be considered only for those Branches whose Annual Branch Report and Final Accounts for the preceding year demonstrate that the Branch is active in supporting the Aims of the Association, is complying with Association Rules and that its financial resources and commitments indicate a need for financial support. Applications for such grants should be made through the association Secretary.

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

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

32. **Expenses.** Branch members and Area Reps that are required to travel on duties on behalf of the Association are eligible to claim back expenses incurred in completing those duties as long as they are fair and reasonable. If more than one member attends an event, mileage for one vehicle only will be allowed. If several members are attending, prior approval from Association Secretary is required. Expenses that will be reimbursed are;

- Fuel costs @ 0.30 PPM.
- 2nd class rail costs by the most direct route.
- Overnight stay at B&B, Travel lodge or similar.
- Meal costs.

All claims to be supported by ALL receipts where applicable and are to be made within three months of the date of the event.

ANNUAL DELEGATES CONFERENCE

33. Each year the Association Secretary shall convene a meeting of Branch Delegates at a place and on a date and at a time decided by the Executive Committee,

34. Each Branch may send one or two delegates.

35. The purposes of the meeting are as follows:

- a. To enable the Executive Committee to present a report on the previous year and answer questions on it.
- b. To enable the Executive Committee to seek Branch views on specific matters such as the venue for the Annual Reunion.
- c. To enable any Branch to raise any matter through its delegates.

36. At least 6 weeks notice is to be given to Branches of matters to be raised by the Executive Committee or by a Branch.

37. Where the Chairman (who will normally be the Chairman of the Executive Committee) considers that it would be useful to take a vote on any matter, each Branch represented may register one vote only.

38. Delegates attending the meeting may draw expenses from Central Funds according to a scale decided by the Executive Committee

BRANCH REPRESENTATIVES

39. The Executive Committee includes five Branch Representatives who are to have an area responsibility as decided by the Committee. The five areas are to be designated North-East, North-West, South-East, South-West and Scotland and Northern Ireland). The Committee may make boundary and other adjustments as necessary from time to time.

40. The role of Branch Representatives is to; act as a conduit for communication, to keep in touch with the Branches in their areas and to be aware of their activities and problems. The Representative is also to be ready to provide advice, to raise matters on their behalf with the Executive Committee where this seems appropriate and, through their personal contact with a number of Branches, to develop a balanced view on all Association matters.

41. A Branch Representative will normally serve on the Committee for three years before retiring. He may then be re-elected, following the procedure given in, for a further period of three years. He should then retire but, after a period of three years off the Committee, he may again be nominated for election. In special circumstances, the Executive Committee may modify these requirements if suitable candidates are not forthcoming.

42. The Committee shall arrange for the retirement of Branch Representatives in rotation so that no more than two Representatives retire at the same time. For this purpose the Committee may authorise an extension of up to one year in the periods of office allowed by *Rule 75*

43. Nominees for election as Branch Representatives shall be Life Members of the Association.

44. The procedure for the election of a Branch Representative shall be as follows:

a. During October each year the Executive Committee decides which Branch Representatives are to retire in the following year and the Association Secretary writes to all Branches in each area concerned inviting nominations to be submitted by the end of February.

b. Branches submit their nominations in February. Persons nominated shall be active Life Members of a Branch in the area concerned and should provide a summary of their past involvement with the Association and confirm their willingness to be nominated and their ability to participate fully in the work of the Committee.

c. The Association Secretary submits the nominations to the Executive Committee in March for confirmation of acceptance and a decision on the date of the election if there is more than one nomination for an appointment.

d. The Association Secretary issues the nomination papers and a voting paper, separately for each area concerned, to all Branches in each area and calls for their return during April. Nomination papers are to include a summary of each nominee's past involvement with, and commitment to, the Association.

e. Branches return their completed voting paper in April to the Association Secretary who informs the Executive Committee of the result(s). In the case of a tie, the Executive Committee shall make the final choice.

f. The Chairman of the Executive Committee invites the successful candidate(s) to join the Committee and the Association Secretary informs the Branches concerned giving details of their new Branch Representative where there has been a change.

PART 4 – SPECIAL INTEREST GROUPS

DEFINITION

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

SPONSORED GROUPS

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

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

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

AFFILIATED GROUPS

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

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

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

THE VINCENT METCALFE TROPHY

Background

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

Criterion for the Award

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

Eligibility

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

Nomination

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

PRESIDENT'S COMMENDATION

INTRODUCTION

1. The President's Commendation is awarded to recognise exceptional service to the Association. Any member from a recognised branch of the REME Association may be nominated for consideration of the award. Additionally, and exceptionally, any person or organisation that has rendered outstanding service to the Association may be considered.

AIM

2. The aim of this leaflet is to detail the process for the award.

GENERAL

3. The President's Commendations are to be awarded on a calendar year sequence. In order to retain its standing and prevent devaluation by too many Commendations being presented, there will normally be no more than 5 such awards each year and may be fewer.

4. The outline timescale will be:

- a. Citation drafted by branch and passed through Area Representative to arrive at RHQ by 31 December.
- b. All citations considered by awards committee (see below) by 15 February and placed in "Order of Merit"
- c. Selection of those to receive awards
- d. Awards prepared ready for presentation at Annual Reunion.

CITATIONS AND CONDITIONS

5. A President's Commendation may be awarded to any individual branch member or, exceptionally, a group or organisation that has rendered outstanding service to the Association. Such service could include:

- a. Demonstrating an achievement or commitment of an exceptional nature.
- b. Service which enhances the health of the branch or the association including exceptional diligence in the discharge of branch offices and improvements to processes, organisation, membership and activities.
- c. Achievements bringing credit to the Association or the Corps.

REME ASSOCIATION HEADQUARTERS RESPONSIBILITIES

Duties and Responsibilities of the Association Secretary

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

WEARING OF REME EMBELLISHMENTS WITH PLAIN CLOTHES

Overview

1. Members of the REME Association are expected to observe the highest standards of behaviour at all times when wearing any items connecting them to the Association or the Corps of REME (e.g. blazer with badge, beret, Corps or Association tie, lapel badge). Whether or not they are formally representing the REME Association, in the eyes of the public they are representative of the Association. The reputation of the Armed Services and their veterans is rightly outstanding and it is essential that this is preserved. Approved Association ties and accruements are detailed in Appendix 1.

The REME Regimental Tie

2. The REME Regimental Tie (also known as the Corps Tie) is defined in Corps Instructions and may be worn by Life Members of the Association.

The REME Association Tie

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

The Corps Badge

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

The REME Association Lapel Badge

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

Branch and Special Interest Group Ties

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

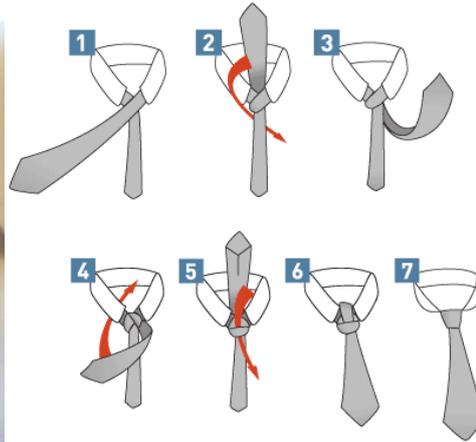
APPROVED REME ASSOCIATION TIES & ACCRUMENTS

Ser	Photo	Description	Authority	Occasion	Remarks
1.		Corps Blazer Badge (Patch).	REME Assn Rules – Annex D. Col REME.	Activities adhering to REME Assn Rules, Part 1, Ser 3.	Available in REME Shop.
2.		Corps Blazer Badge (Tailored).	REME Assn Rules – Annex D. Col REME.	Activities adhering to REME Assn Rules, Part 1, Ser 3.	Available in REME Shop.
3.		Corps Blazer Badge (Original).	REME Assn Rules – Annex D. Col REME.	Activities adhering to REME Assn Rules, Part 1, Ser 3.	Available in REME Shop.
4.			REME Assn Rules – Annex D. Col REME.	Activities adhering to REME Assn Rules, Part 1, Ser 3.	Available in REME Shop.
5.		Regimental/Corps Tie. Silk or Polyester	REME Assn Rules – Annex D. Col REME.	Activities adhering to REME Assn Rules, Part 1, Ser 3.	Available in REME Shop.
6.		REME Association tie – Alternative to Corps Tie. Silk – Blue with Crest.	REME Assn Rules – Annex D. Col REME.	Within a suitable environment at Non-Branch or Corps Events.	Available in REME Shop.
7.	Awaiting Image	REME Associate tie. Silk.	REME Assn Rules – Annex D. Col REME.	Activities adhering to REME Assn Rules, Part 1, Ser 3.	TBC Presently not in production

8.		REME Association – Scotland Branch. Silk.	REME Assn Rules – Annex D. Col REME.	Activities adhering to REME Assn Rules, Part 1, Ser 3.	Relevant Association Branch Members Only.
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REME REGIMENTAL TIE – CORRECT ORIENTATION

1. See below for pictorial representations of the correct orientation of the Regimental Tie.



Points to note:

- a. The knot is tied so the gold stripe is **above** the scarlet stripe (Fig 1).
- b. A Windsor knot is the preferred method of tying. Tying in this method ensures correct orientation of tie (Fig 2).