



THE ROYAL NAVAL ASSOCIATION

GENERAL SECRETARY'S MEMORANDUM

(Short Title: **GSM's**)

1. This folder should be used to contain General Secretary's Memoranda which are issued as necessary to record, in more permanent form, administrative advice and instructions which need to be retained and used by RNA officials. Two copies of each new Memoranda will be provided. One copy should be placed in this folder, the other used by the appropriate official or as a spare copy.
2. It is important that Area and Branch Secretaries should personally keep the folder up to date and check it against the list of Memoranda in force which from time to time will be sent out with the H.Q. Circular. Whenever a Secretary is relieved it is vital that this folder is handed over. However, should any be missing, copies may be obtained from Headquarters.

General Secretary

Distribution

Members of the National Council
Area Secretaries
Branch Secretaries

GENERAL SECRETARYS MEMORANDUM

INDEX

REVISED / REVIEWED - JULY 2007

<u>NO's</u>	<u>SUBJECT</u>
01	CENTRAL CHARITY FUND - ASSISTANCE TO INDIVIDUALS
02	THE ALEC MADDEN FUND - LOANS TO BRANCHES
04	ADVANTAGES OF BELONGING TO THE ROYAL NAVAL ASSOCIATION
05	PRESIDENTS AWARDS FOR RECRUITING ACHIEVEMENT
06	STANDARD - INSURANCE AND LOANS (Revised)
09	RECORD OF NAVAL SERVICE & APPLICATION FOR MEDALS
10	TRUSTEES (New)
11	CLUB (New)
12	MEMBERS WHO HAVE BEEN EXPELLED - INFORMATION PROVIDED ON APPLICATION TO GENERAL SECRETARY
13	BRANCH FUNDS - INVESTMENTS
14	THE COMMONWEALTH WAR GRAVES COMMISSION
16	EFFECT OF CHARITABLE FUNDS / GRANTS ON INCOME SUPPORT
17	ROYAL NAVAL BENEVOLENT TRUST (RNBT) & THE SOLDIER' SAILOR' & AIRMEN' FAMILIES ASSOCIATION (SSAFA)
18	TRANSPORTATION OF THE NATIONAL STANDARD WHEN UNACCOMPANIED
19	LIFE MEMBERSHIP
20	EXPULSION OR SUSPENSION OF MEMBERS - APPEALS TO THE NATIONAL COUNCIL
21	NATIONAL COUNCIL COMMITTEES
22	THE NAVY NEWS
24	HM SHIPS - AFFILIATION, LIAISON & HISTORICAL INTEREST
25	NAVAL REGIONAL OFFICERS
29	FORMATION OF BRANCHES - OBJECTIONS
31	MEMBERSHIP – ELIGIBILITY (Revised)
33	THE CENTRAL CHARITIES FUND
35	RNA HEADQUARTERS TELEPHONE / FAX NUMBERS & E.MAIL
40	ASSOCIATION CEREMONIAL ADVISER - TERMS OF REFERENCE
41	BADGES OF OFFICE
42	THE ROYAL ALFRED SEAFARERS SOCIETY
43	AREA WELFARE ADVISERS
44	CERTIFICATE OF APPRECIATION - ASSOCIATE & HONORARY MEMBERS
46	HOSPITAL OF SIR JOHN HAWKINS, KNIGHT IN CHATHAM - PENSIONER VACANCIES
47	INFORMATION TO NEW MEMBERS
49	CHAIRMANSHIP
50	WELFARE - 'MAYDAY' POSTCARDS
53	RAFFLES
54	HM SHIPS ASSOCIATIONS, REUNIONS & HISTORICAL INTEREST

56	MOTIONS FOR ANNUAL CONFERENCE
57	BRANCH WELFARE OFFICERS - TERMS OF REFERENCE & GUIDANCE
58	PUBLIC LIABILITY INSURANCE
60	VISITS BY WAR WIDOWS TO WAR GRAVES
61	ROYAL MARINE BANDS - APPLICATION FORM
62	PEMBROKE HOUSE, GILLINGHAM, KENT
64	BRANCH GOLDEN JUBILEES
66	LIAISON WITH SEAFARERS UK (KING GEORGE'S FUND FOR SAILORS)
68	RECOGNITION BY THE ROYAL NAVY
70	HEADED NOTEPAPER - POINTS TO INCLUDE
71	PUSSER'S RUM - SPONSORSHIP FOR THE R.N.A.
73	REGISTER OF NAVAL ASSOCIATIONS RECOGNISED BY THE ROYAL NAVY
74	REGISTRATION OF ASSOCIATION & ALL BRANCHES AS A CHARITY
78	NEGLIGENCE ACTIONS BY INJURED SERVICEMEN AGAINST THE CROWN
82	SOCIAL EVENTS
84	DISCIPLINARY PROCEDURE
86	HEALTH & SAFETY
87	WHAT H.Q. DOES

GENERAL SECRETARY'S MEMORANDUM 1

Revised July 2007

CENTRAL CHARITIES FUND - ASSISTANCE TO INDIVIDUALS

1. The National Council has directed that as well as using the Central Charities Fund for collecting contributions to our major charitable activities each year, sufficient funds should be retained for unforeseen charitable requirements, including assistance to individuals which cannot reasonably be covered by Branches.
2. Applications for assistance to individuals from the Central Charity Fund should be addressed to the General Secretary. Cases will be decided by the Charities and Welfare Adviser and the General Secretary acting jointly.
3. In presenting applications to the General Secretary, Branch Welfare Officers and Officials have discretion to decide what appropriate information is needed bearing in mind the guidance in this Memorandum. Should further information be needed, normally the General Secretary will ask for it.
4. The Basic Information needed for all cases is:-
 - a. Full Name and Branch
 - b. RNA Membership and/or Naval details
 - c. Age
 - d. Summary of Circumstances and the need for help. Whether other organisations (including the Branch) have given help, or been asked to do so.
 - e. What help is recommended from the Central Charities Fund (expressed wherever possible as a specific sum of money).
5. For many cases requiring help, the SSAFA Application Form A provides the best method of presenting an application with appropriate facts. But form filling should not delay action on an urgent case. If in doubt consult the General Secretary by telephone and follow up with a written application.

Who can be helped?

6. As a Registered Charity operating under a Royal Charter, we must comply with the main objects of the Charter and the Charities Acts. These are:-

- a. To further the efficiency of the Service.
- b. To relieve members of the Association who are in conditions of need, hardship or distress.
- c. To afford financial assistance in the form of grants, donations or periodical allowances to all serving and former members of the Naval Forces.

7. We are therefore limited to helping members of the Association and serving or former members of the Naval Forces and their wives, widows, children and dependants who are in conditions of need, hardship or distress. In the same way help to organisations who look after naval people can be considered.

8. Branches may of course help local people and local organisation by specific activities and collection from members, but this is not a proper use of RNA Branch Funds, and it is not appropriate to the Central Charities Fund.

How to help

9. Relief and assistance must be directly related to the need, hardship or distress. Particularly in the RNA, friendship, comradeship, advice, visits and generally being a good neighbour is a feature of our charitable work. However, that is primarily a Branch activity, and is not a matter in which the Central Charities Fund can directly assist. The Fund can however, supplement this with financial help to enable Branches to buy or provide the money for items, Services or Facilities. While an all inclusive list is not practicable, some examples are:-

- a. **Items** that could be provided, either outright or on loan - preferably the latter in the case of expensive apparatus - including bedding, clothing, food (including special food), fuel, heating appliances, medical or other aids, nursing requisites or comforts, television sets and/or licenses, radio sets, washing machines (suitable for soiled clothing and bed linen).
- b. **Services** that could be provided include; bathing, escort services, exchange of library books, foot care, gardening, hair-washing, shaving, help in the home, house-decorating and repairs, laundering, meals on wheels, nursing aid, outings and entertainment's, physiotherapy in the home, reading, shopping, sitting in, tape-recording for the housebound, travelling.
- c. **Facilities** that could be provided include; arrangements for a period of rest or a change of air, or to secure the benefits or any convalescent home or other institution or organisation, or handicapped person, help for those relatives to visit or care for patients, transport facilities.

10. In advising individuals and deciding how to help and whether to seek help from the Central Charities Fund, Welfare Officers and Officials should bear the following points in mind:-

- a. Charities operate in the same field as a statutory services and care must be taken to avoid duplication or abating statutory services. For instance there is no point in providing assistance which serves to reduce the availability or Supplementary Benefits from the DSS.
- b. There are other charities upon which individuals have a right to claim and which may be better placed financially or by role to give assistance. RNBT (for ratings) the RN Benevolent Society for Officers (for officers) are obvious examples. Care must be taken to co-ordinate and not to duplicate activities.

GENERAL SECRETARY'S MEMORANDUM 2

Revised July 2007

THE ALEC MADDEN FUND - LOANS TO BRANCHES

1. The Alec Madden Fund is used to give financial assistance to RNA Branches who wish to acquire or improve premises used for a Branch Headquarters or an RNA registered Club.
2. All loans need the approval of the National Council and this is dependant upon the amount of money available in the fund when the application is considered, and other known calls on the fund.
3. The basic condition of the loan are :
 - a. The Branch must generally contribute to the project at least as much as the total loan sought.
 - b. Details and estimates for the work to be undertaken should be included with the application for the loan.
 - c. It must be repaid at 5% interest spread over sixty equal monthly payments by Bankers Standing Order starting one year after the date of the loan.
4. An application form may be obtained from RNA Headquarters.

Loans to Purchase Branch Standards

5. The Alec Madden Fund is available to lend £450 to any Branch which wishes to acquire or replace a Standard. The terms of the loan are as follows:-
 - a. The loan must be exactly £450, neither less or more.
 - b. Repayment of the loan will be effected by charging £60.75 on eight consecutive quarterly statements starting from the second statement made after the date of the loan. This in effect means that £486 is repaid over a period of approximately 2.5 years giving an interest rate of roughly 3%.

Note: The Alec Madden Fund loan is not applicable outside the United Kingdom.

Number of Loans

6. The number of loans that can be outstanding at any one time is controlled by the balance available in the Alec Madden Fund and other calls upon it. It is hoped that it will not be necessary to ration loans. However should this become necessary at any time a waiting list will be maintained and the applicants informed accordingly.

Application

7. Application should be made in a separate letter addressed to the General Secretary, RNA HQ on the following form.

.....

LOAN FOR STANDARD

The Branch requests the loan of £150 to enable them to purchase a Standard or replacement Standard. It is requested that the loan may start from

.....

2. Should for any reason the purchase not be completed the loan will immediately be returned in full. It will not be used for any other purpose.

Date:

Signature of Secretary:

THE
ROYAL NAVAL ASSOCIATION

APPLICATION TO HEADQUARTERS FROM THE ALEC MADDEN FUND

1. Branch Date of application
Amount of loan applied for

2. Full particulars of proposed improvements to local headquarters.

.....
.....
.....

N.B. It will be a condition of any loan made in connection with the establishment or extension of any club premises connected with the Branch that membership of such club is restricted to full members (including life members) and associate members of the Association as reported annually to headquarters.

3. What arrangements have been made, or will be made, to raise money to repay the loan?

.....
.....

4. In the event of the loan being granted for the purpose of acquiring freehold or leasehold property do you undertake to deposit the title deeds, for safe custody, with the Association Legal Adviser or Bankers according to instruction of the National Council.

.....

5. If the loan is granted do you undertake, on behalf of the Branch and all its Members, to repay the capital, and interest at% per annum, by furnishing a bankers order payable to "The Royal Naval Association," Account No 29671612 National Westminster Bank PLC, Chelsea Branch, PO Box 3048, 224 Kings Road Chelsea, London SW3 5XJ, authorising the payment of sixty equal monthly instalments or such other monthly instalments as may be accepted by the National Council?

.....

6. Are you prepared to furnish a bank certificate showing an amount at least equal to the sum now applied for. This bank certificate must be in respect of a separate banking account in the name of "The Royal Naval Association Branch, improvements Account."

7. If any part of the amount raised locally for improvements has been expended, receipted invoices must accompany this application.

8. Do you understand that no loans will be made for improving existing headquarters unless the Branch has the exclusive use of the headquarters?

This condition may be varied at the absolute discretion of the National Council in cases where a branch has joint ownership of a headquarters with one or more other Service Organisation.

.....

9. Do you understand that notwithstanding the fact that all signatories of this application may from any cause whatsoever cease to hold office of membership of the Association during the period of the loan now applied for, the branch remains under an obligation to repay the loan and interest at the prescribed intervals.

=====

WE, the undersigned, having completed this form and accepted all the conditions outlined in headings 2 to 9 above, and having complied with the requirements therein apply for loan of £ on behalf of the Branch of The Royal Naval Association.

President Chairman

Private Address Private Address

.....

Hon. Secretary Hon. Treasurer

Private Address Private Address

.....

FOR OFFICIAL USE ONLY

Application accepted for and on behalf of The Royal Naval Association.

By

Date

Amount of loan granted

Cash transferred to Branch Bank on

GENERAL SECRETARY'S MEMORANDUM 4

Revised July 2007

ADVANTAGES OF BELONGING TO THE R. N. ASSOCIATION

Introduction

1. From time to time Naval Clubs and Naval Ex-Service organisations enquire about the reasons why they might consider joining the RNA. This memorandum sets out the main points to be made to them. It may also prove useful to help answer RNA Club, Branches and members who seek an authoritative answer to the question "Why stay in the RNA and why pay an annual subscription"?

Government Recognition

2. The Admiralty Board recognises the RN Association as being the principal Association which supports the Royal Navy and takes a supportive interest in all Members in or out of the Service irrespective of gender, Rank, Rate, Branch or Specialisation. While recognition is also accorded to organisations such as the RM Association, the WRNS Association, the Submarine Old Comrades Association and the Association of Royal Naval Officers, such recognition is limited to the sectional interests that these organisations represent.

3. It follows from this recognition that the Royal Naval Association is regarded by the Admiralty Board and other Government departments and organisations as providing the principal voice which represents the opinions of a significant cross-section of naval people.

4. Furthermore the Royal Naval Association has a first claim on official support available in the form of official information and support of Association functions (e.g. senior officers' presence, Bands, ships visits).

Royal Charter and Royal Patronage

5. HM The Queen has recognised this special position of the Royal Naval Association by the granting of a Supplemental Royal Charter, which defines and regulates our objects, and the way in which they are met. The Rules of the Association are approved by the Privy Council.

6. In granting the Supplemental Royal Charter in 1990 Her Majesty included the wording "We do reserve to Ourselves to be the first patron of the Association".

Maintenance of proper standards

7. Royal Patronage and Government recognition are based on the Supplemental Royal Charter and Rules. The resultant organisation of a National Council, Headquarters, Areas and Branches provides assurance that the Association will be conducted and maintained in a manner that does credit to the Naval Service. The disciplined, democratic structure that results ensures that the Royal Naval Association is well respected throughout the country. Branches and members have the assurance that the Association will maintain the standards, principles and objects which bind us together. Other less regulated organisations may change according to their own systems for amending rules. The Royal Naval Association can change only by amendment to the Supplemental Royal Charter or the Rules, and this needs a motion to and approval by Annual Conference and final approval by the Privy Council.

Registration as a Charity

8. The Royal Naval Association is a registered Charity, providing special recognition and advantages to the Association, Headquarters and Branches. It does not, however, extend to Clubs and their activities which, although frequently involved in charities and their support, are primarily concerned with providing social comradeship for shipmates. The Charitable Status has to be guarded carefully to ensure that it is not misused, and that we satisfy the requirements of the Charities Commission. However it provides the following advantages:-

- a. It provides recognition and authenticity to activities for raising money and support for charities.
- b. Headquarters, Areas and Branches can reclaim VAT on expenses involved in running the Association. (Providing that they are registered to do so).
- c. Tax remission can be obtained in respect of legacies and Gift Aid subscriptions.
- d. Council Tax on Headquarters, Area and Branch premises are halved because of Charitable Status. (Note: When a Branch and Club share the same premises proportion attracting rate relief is a matter of negotiation with the local Council).

Central Charities Fund

9. The RNA Central Charities Fund provides a method by which individual Members, Branches and Areas can help to make significant contributions to worthwhile charities needing support, if they come within the objects of our Supplemental Royal Charter. By co-ordinating a combined Association effort it is possible to support organisations which help naval people in projects which would be beyond the local charitable activities of Branches.

10. The Central Charities Fund is also available to help individual members who are in difficult circumstances when the Branch itself cannot assist to the degree needed to get support from other charitable organisations.

Assistance to Clubs and Branches

11. The Royal Naval Association provides a structure which can give guidance and direction to Clubs and Branches, particularly when they are forming or if they run into difficulties. Both HQ staff and Area officials are available, and this is supplemented by Area meetings, and by yearly symposia on Clubs, covering the problems of running them.

12. Financial support is limited but is open to change by conference depending on the resources available and the view taken on the extent to which funds raised by subscription of all Branches can be allocated to assist individual Clubs and Branches. However, the following assistance is currently available :

- a. In the first year after forming, Branches retain the annual subscriptions of members to enable them to build up Branch Funds.
- b. The Alec Madden Fund enables Branches to borrow money on financially advantageous terms, to help obtain or improve premises to the Branch and/or Club (loan limited to £5,000 with an equivalent sum from the Branch repayable at 5%p.a. over 5 years starting on year after the loan is made).

Registration of Clubs

13. The RNA Clubs are registered under the Industrial and Provident Societies Act 1965 with assistance from HQ in providing the forms and the model Rules. While all members of a Club must be RNA members, their liability in the event of financial failure of the Club is limited to 5p per member. Branch and Association funds are similarly protected, which is not necessarily the case if a Branch is associated with an unregistered Club.

14. The restriction in the rules that each main Committee must contain a majority of Full Life or Full Members and that the positions of Chairman and Vice Chairman may not be filled by Associate Members ensures that the Club conforms to the objects of the Association. There cannot, therefore, be a "take over" by Associate Members, and Clubs are run throughout the Association with consistency of purpose. Members who are expelled from the Association cannot join other RNA Branches and Clubs.

15. Branches and Clubs retain full financial responsibility and autonomy, and continue to own their premises and equipment if they have bought them. The only occasion on which the Association could 'take over' would be in the event of a Branch and Club lapsing, leaving premises, property and funds to be held on trust, pending the reforming of a Branch/Club.

Benefits to Individual RNA Members

16. From time to time special discounts or advantages are negotiated with commercial firms from the benefit of individual members (and sometimes to the benefit of HQ or Branch Funds).

17. Full and Associate Members may stand for election as officials of Branches (see the caveat in para 14 above) or Area. Only Full Life or Full Members may stand for election to National Council offering participation in decision making up to national level.

18. All members have the right to attend and speak at the Annual General Meetings of the Area, although only accredited Branch delegates may vote. All members of the Association are entitled to attend the Annual Conference and General Meetings.

19. All members are eligible to apply for tickets for national Reunions or similar functions that maybe held.

20. Members with a paid-up membership card are customarily welcome at all RNA Branches and Clubs as visitors although this is at the discretion of the Branch and Club being visited, since it may be necessary to control the numbers using facilities.

Ceremonial

21. It is open to members to participate in Services of Remembrance and in competitions to select Standard Bearers to represent Branches, Areas and the Association.

Short Answer

22. It has taken 21 paragraphs to try to identify all the advantages of belonging to the Royal Naval Association. A shorter answer is sometimes required. It cannot be comprehensive and it needs to be adjusted to the circumstances and the questioner. A possible way is to concentrate on the RNA motto, and say something on the following lines :

UNITY gives us national strength, by welding together all Branches in an Association which maintains proper naval standards.

LOYALTY to the Royal Navy extends to all Shipmates in the Association.

PATRIOTISM joins us together, to help our country and try to ensure that the sacrifices of naval comrades in the past were not in vain as we approach the future.

COMRADESHIP gives us united strength to enjoy our lives, and help all naval people in need wherever they may be.

GENERAL SECRETARY'S MEMORANDUM 05

Revised July 2007

PRESIDENT'S AWARDS FOR RECRUITING ACHIEVEMENTS

1. The basis on which the President's awards are made is the increase in FULL membership of Areas and Branches as explained bellow. The trophies which are competed for annually,are :
 - a. Sword of Honour, the Area trophy which is awarded to the Area with the greatest increase of full members during the preceding calendar year.
 - b. The President's Dirk, the trophy for large Branches with 31 or more Full and Life members recruiting most Full Members from June to June.
 - c. The Briggs Rose Bowl, the trophy for the small Branches with 30 or less Full and Life members recruiting most Full Members from June to June.
 - d. A Certificate for the Overseas Branch with over 30 members which has recruited the most Full Members from June to June.
 - e. A Certificate for the Overseas Branch with under 30 members which has recruited the recruiting most Full Members from June to June.
2. The rules for the competition are as follows :
 - a. The awards will be made at Conference each year.
 - b. The awards are for the largest increase in FULL membership (Associate members are excluded) in Areas for the previous full year or Branches for the current year (i.e. the year in which the Conference is held).

GENERAL SECRETARY'S MEMORANDUM 06

Revised July 2007

STANDARD INSURANCE

1. To assist Branches to insure Standards the following assistance is available from HQ.

INSURANCE

2. A central insurance policy covering all "registered" Branch and Area Standards is maintained by HQ with the Ecclesiastical Insurance Co. It covers the accidental loss or damage to a Standard and the associated equipment (i.e. carrying case, gloves, belt). Standards are insured anywhere within countries of the European Union. The insured has to meet the first £100 on any claim. Claims for £100 or less should not be submitted. All claims should be made to HQ in a separate letter stating the circumstances and the amount claimed.

REGISTRATION

3. Branches who wish to be covered by the scheme should inform HQ. They will be charged £5.00 which should accompany the application. Unless Branches specifically withdraw from the scheme, they will be charged the Annual Premium (currently £5.00) on the quarterly account dated 31st March each year. Should it be necessary at any time to increase the value covered or the premium, details will be promulgated in a monthly circular.

4. Area Standards are automatically included in the policy without charge.

GENERAL SECRETARY'S MEMORANDUM 09

Revised Feb 2008

RECORD OF NAVAL SERVICE AND APPLICATION FOR MEDALS

Occasionally former Naval Personnel lose their Service Records and require an official statement of their Naval Service either when applying for a job, or to produce their credentials when asking to join the Royal Naval Association. In these circumstances, write to :

Director Naval Personnel
Disclosure Cell
West Battery
MP G 2
Whale Island
Portsmouth
Hants PO2 8DX

2. Applications should normally be by post but if there is real urgency the following telephone number may be used:-

02392-628779/628781
FAX 02392-628660

Remember that it takes time to dig out the old records (which are not on the computer). Priority is given to those who need a certificate for a job application. Non-priority cases can take 6 weeks. If all that is needed is a statement that a person was in the Navy just ask for that and not for a detailed record of service.

3. **Medal Enquiries** Applications for medals not claimed or replacement of lost medals (at a charge) should be by letter, giving a Service Number or, in the absence of that, as much information of service rendered as possible. Write to the following :

RN Medal Office
Building 250
RAF Innsworth
Gloucestershire GL3 1HW

GENERAL SECRETARY'S MEMORANDUM 10

Revised July 1999

Trustees

Nearly everyone is a trustee of some sort. For example, anyone who has a joint ownership of a property is a trustee of their partner's interest.

2. This GSM is mainly concerned with charity trustees but contains a warning to anyone who is asked to be a trustee of a loan by a bank, building society or brewery to their club.
3. Charity Trustees are defined by Section 97 of the Charities Act 1993 as the persons "having the general control and management of the administration of a charity". Responsibilities of Trustees are described in the Charity Commissioners leaflet CC3 which is available free from the Charity Commission (08123-345427)
4. The members of the National Council are Trustees of the Royal Naval Association. All members of the Area/Branch Committee are Trustees of their Area/Branch.
5. Trustees are responsible for the proper administration of the charity and that the assets and resources are used only for the purposes of the charity.
6. Trustees must ensure that the charity operates lawfully, including such compliance issues as are raised by Charity Law, Company Law Employment Law, Environmental Law, Health & Safety Law etc. etc.
7. The Trustees must accept ultimate responsibility for everything which the charity does. They may delegate to staff or committees.
8. The Trustees have to act reasonably and prudently in all matters relating to the charity. The test here is the degree of care which may be expected from reasonable men and women of business acting in the management of their own affairs. Trustees are not expected to be experts in law, accountancy, finance etc. but they are expected to be aware of the issues involved and to seek advice when appropriate. Seeking advice is not a luxury but a responsibility. In particular Trustees should ensure that the charity is solvent.

9. Trustees must safeguard and protect the assets of their charity. They must be aware of what the assets consist of e.g. property and bank account. They must ensure that properties and assets are properly cared for, maintained and insured. They must ensure that proper controls are in place to protect bank accounts and handling of funds.
10. Trustees have a duty to act collectively. There should be no sleeping Trustees. Decisions and responsibilities are shared. Unless the constitution of the charity states otherwise, the Trustees act by majority, but all the trustees share responsibility for the decisions.
11. Trustees must act in the best interest of their charity. They are not mandated by their “constituents”.
12. Trustees must avoid any conflict between their personal interest and the interest of the charity except where this is permitted by the charity’s constitution.
13. **Warning.** If you are asked to act as a trustee for a loan to your club, or any other organisation for that matter, think very carefully before accepting. What you are guaranteeing is that **you** will pay the outstanding loan if for any reason the club or organisation does not have the money to pay it. This is a risky form of trusteeship and should only be entered into if the individual has sufficient money to spare for it.

GENERAL SECRETARY'S MEMORANDUM 11

Revised July 2007

CLUBS

At 1st July 2007, the Royal Naval Association had 39 registered clubs. These vary in size from about 50 members to the largest of 650 members. Between them they represent about half the membership of the RNA with a large number of Associate Members. Their health and membership are an intrinsic and valuable part of the health and membership of the Association. RNA Clubs may only exist as an intrinsic part of an RNA Branch. All Members of RNA Clubs must be Members of the Association. Should the Branch for any reason close, the Club as an RNA Club, must close also.

Clubs are owned in a variety of ways, short lease, long lease or freehold. The freehold of some clubs is owned by the club. Others are owned by the Branch i.e the RNA. These latter are "charitable" properties under the 1993 Charities Act and their disposal is governed by that Act. The only way to be certain of ownership is to look at the Title Deeds. Local authorities often charge clubs favourable business rates on the grounds that they are valuable social amenities.

Running a club requires the same dedication as running any business. Clubs do not pay income or corporation tax and it is only necessary to make sufficient profit to put money back into the club so that it can expand or be refurbished, redecorated and repaired. All our clubs are operated in accordance with the Royal Naval Association Model Rules and all should be registered as Industrial and Provident Societies with the Financial Services Authority (FSA). As Limited Companies, Clubs are separate legal entities in their own right; they are not charities. Our two clubs in Northern Ireland come under different laws.

Like businesses, clubs tend to be either in a virtuous circle where profits and margins are healthy and members are waiting to join or in a vicious circle where the membership and turnover are insufficient to support as much gross profit as the club needs for its week to week running. It is estimated that at least £1,000 per week in overheads is needed to run a club. Clubs are successful for a variety of reasons of which the main one is that they provide a social amenity of entertainment and drinks at less cost than a public house. Because they are continually striving to maintain their small competitive edge, their gross margins are lower than a public house and the possibility of moving from a virtuous to a

vicious circle is constantly present.

RNA clubs are managed by a committee elected annually. In the best run clubs, the management committee meets at least monthly. The position of Club Treasurer is a particularly demanding one and needs attention every few days. Clubs, like branches, are finding a dearth of suitable available Full members who are prepared to serve on the Club Committee. Unlike Branches whose annual accounts may be audited by two appointed members, Rule 20 of our Model club rules requires that Club annual Accounts are audited by qualified auditors. Club and Branch Secretaries are reminded that a separate Minute Book is required by law for the Club, separate from the Branch minute book.

The Association “loses” clubs for a variety of reasons. Lack of proper, firm management is a common feature leading to club closure. Club performance is monitored by The National Council Clubs Committee and these monitors are responsible for ensuring RNA Clubs are conducted in accordance with the Model Club Rules.

The RNA receives advice from The Royal British Legion and the Committee of Registered Clubs’ Association (CORCA) on running clubs. TRBL has approximately 900 clubs and a Clubs Department. Their “useful indicators” and “warning signs” have been discussed at our Club Seminar and distributed to all our clubs. Advice to clubs is available from the General Secretary.

The liability of club members is protected by the issue of 5p shares. This restricts the individual liability of a club member to this amount. These shares have no pecuniary value and become void on the Club closing or the holder ceasing to be a member of the Club or Association, for whatever reason.

The strict conditions for the grant of an annual permit to an RNA club are laid down in Rule B62 of the RNA Rule Book. Applications to HQ should be forwarded through Area Secretaries.

GENERAL SECRETARY'S MEMORANDUM 13

Revised July 2007

BRANCH FUNDS - INVESTMENTS

One of the advantages of being a Registered Charity is that Association and Branch funds are not subject to income or company tax. It does not however provide any automatic exemption from VAT.

2. The main advantage is that we do not have to pay tax on the interest or dividends received from investments. However many investments are subject to the automatic deduction of income tax at the standard rate (e.g. Banks and Building Societies). While it is theoretically possible to reclaim this tax it is a chore and local HM Inspectors of Tax may not invariably agree it without argument. It is therefore much better to invest Branch funds so that tax is not deducted automatically.

3. In all investments the rate of interest paid varies according to the notice for repayment of the money and the amount of money you have. Security is also important and Branch Treasurers will not want to risk the money in their charge. The overall rule for investing Association funds is in Rule 11. (f) (7) which boils down to keeping at least one third in "safe" Government securities. Most Branches will not however be in the league needing professional advice and the following are some of the investments that the average Branch Treasurer may wish to consider. There are of course other investment possibilities:-

- a. Keep just enough in a Current Account at a Bank to avoid paying Bank charges.
- b. Consider opening a Deposit Account at a Bank for money needed at 7 days notice. Interest rates are not as high as other investments but tax is deducted so it generally compares unfavourably with the net rate given by a Building Society.
- c. Consider opening a National Savings Investment Account for money needed at a one month's notice. Tax is not deducted and interest is greater than in a Deposit Account. Main Post Offices will accept the money and fix withdrawals but it can also be arranged by post with a Director of Savings, National Savings Bank, Glasgow G58 1SB. (Get initial forms and envelope from the Post Office). However interest is calculated on the balance on the last day of the month. So the wise Treasurer pays in late in the month and withdraws early in the month.

- d. Gilts are suitable for longer terms investments. A restricted range can be brought through the Post Office up to £5,000 a time. Bought this way interest is paid without deduction of tax (unlike buying through a Bank or Stockbroker). There is a commission charge but it is small. Of course Gilts can fall or rise in value but if short-dated stocks are bought and you do not need to withdraw the money until the maturity date then you are sure of payment at par. Post Offices provide a brochure called Government Stock on the National Savings Register (SL605) and the application forms.
- e. Special Deposits. If you are rich enough to invest over £2.500, banks will usually give a higher rate of interest but it varies with the length of notice.

4. **CLUBS** Club funds are not covered by our registration as a charity so investment dividends or interest are liable to tax. Under Rule 22 of the model club rules, clubs have wide discretion governing the application of their profits.

GENERAL SECRETARY'S MEMORANDUM 14

Revised July 2007

THE COMMONWEALTH WAR GRAVES COMMISSION

1. The Commonwealth War Graves Commission, founded by Royal Charter on 21 May 1917, maintains the graves records of and memorials to the 1.7 million members of the Commonwealth's armed forces who died during two world wars - thus commemorating them and ensuring that 'Their Name Liveth for Evermore'.
2. The main task of the Commission is the structural and horticultural maintenance of war graves in over 20,000 public cemeteries and churchyards in 148 countries. In addition, the Commission has over 2,600 specially constructed cemeteries and memorials in its perpetual care.
3. The Commission is also responsible for the upkeep of records to those it commemorates. Through its vast resource of computer held information on the casualties of two world wars, the Commission offers an enquiry service to the public whereby the exact location of a burial or place of commemoration can be identified. Please supply the Commission's Records Department with as much information as possible. This will enhance the chances of a positive trace.
3. A full list of the Commission's services and publications on offer to the public is available from:

The Records & Enquiries Section
The Commonwealth War Graves Commission
2 Marlow Road
Maidenhead
Berkshire SL6 7DX
United Kingdom
Tel: +44 1628 634221
Fax: +44 1628 771208
Telex. 847526 Comgra G
E-mail: cwgc@dial.pipex.com
Web Site: www.cwgc.org

GENERAL SECRETARY'S MEMORANDUM 16

Revised July 2007

EFFECT OF CHARITABLE FUND GRANTS ON INCOME SUPPORT

1. When any member of the Association is helped by a grant from a Charitable Fund (i.g. RNBT or RNA) it might reduce any Income Support that a member may be receiving.
2. The Department of Social Security has issued guidance to the effect that a one-time grant from a charitable organisation, paid because of a current problem and not intended as part of a series of periodical payments, should be regarded not as income but as a capital resource. Since capital up to £3,000 is ignored for the purpose of income support and any grant would be spent and not increased capital, this generally means that single financial grants from a charity should not effect income support payments.
3. All decisions on income support are made by the local Income Support Appeal Tribunal and the Department of Social Security assumes that, generally, financial help given to individuals or obtained for them from other charitable organisations will not effect any Income Support they received.

BRANCH WELFARE OFFICERS SHOULD HOLD A COPY OF THIS GSM

GENERAL SECRETARY'S MEMORANDUM 17

Revised July 2007

THE ROYAL NAVAL BENEVOLENT TRUST (RNBT) & THE SAILORS', SAILORS' & AIRMEN'S FAMILIES ASSOCIATION (SSAFA)

RNBT

The RNBT is a Trust controlled by a Royal Charter and the motto is "By the Navy, For the Navy". This reflects its unique character being administered by serving and ex-service ratings who regularly meet to decide on all applications for financial help. Anyone who has served on the "Lower Deck" or his dependants can apply for financial help and the Committee at Portsmouth decides each case. The address:-

Grants Secretary
Castaway House
311 Twyford Avenue
Portsmouth PO2 8PE
Tel; 02392-690112

The RNBT Grants Secretary has a small team of full time people who co-ordinate the investigations needed to produce all the facts for the Committee.

RNA Assistance to the RNBT

2. **Almoner Activity** An important role the RNA can play is by being the Almoner or go-between. A Branch Welfare Officer should be uniquely fitted for the role as a naval person able to talk frankly and in the same language to naval people in difficulty. But it is important, while helping the individual, to give the RNBT a detached and impartial view about each case. RNBT are very happy to consider requests for help on a SSAFA Forces Help Form A. There is also a Standard application form which Branch Welfare Officers can get from the RNBT at the Portsmouth address in the first paragraph above. In completing it do remember:-

- a. The application form must in all respects be completed by the Branch Welfare Officer (or investigator) and should only be given to the applicant for signature to attest that the information which he has given is to the best of his/her knowledge correct.
- b. The back page is for the confidential remarks of the Branch Welfare Officer which the applicant should not see. The important thing is to be fair and honest trying to paint a picture of the particular case which can be understood. You must answer the question about whether you have been able to check his/her naval service, as that must be established before any grant is made. If you cannot check it, the RNBT will do so.

- c. If a grant is made payable through the RNA for a specific purpose, make sure that the finances are passed through the Branch Account (which need not specify the name of the recipient if anonymity is desirable). Welfare Officers should satisfy themselves that grants are used for the purpose provided.
- d. The reputation of the RNA as a caring organisation is at stake in each case both with the individual and the RNBT. Do try to be a scrupulously fair middleman and help the process of reaching the right decision. While ex-naval personnel are eligible to apply to RNBT, there is no automatic entitlement to assistance. Every case is dealt with on its individual merit.

3. Whenever there is a welfare problem involving financial help for a service or ex-service rating, it is always better to ask a SSAFA Forces Help caseworker to investigate the case, and to seek RNBT help and advice first before trying to solve the problem from RNA or other resources. In the case of Associate members and any other case where RNBT cannot help, it may be appropriate for the Branch to help or to make an application to the RNA Central Charities Fund under GSM 1.

SSAFA

4. Over 1,200 SSAFA Branches exist and every Branch Welfare Officer should maintain contact with the local office as it can often help with advice. Often SSAFA is asked by RNBT to investigate cases and distribute any grants made. However RNBT may ask the RNA Branch to do this if we are better placed to do so, and both RNBT and SSAFA may inform an RNA Branch about an eligible person's difficulties where money is not the only thing they need. Often the friendship and comradeship we uniquely offer may be the better way of helping. Do therefore keep in touch with the local SSAFA people. If you do not know them and cannot trace them through the telephone director or Citizen's Advice Bureau, ring the SSAFA HQ in London on 0207-403-8783 or write to the Secretary, SSAFA. The telephone is manned 24 hours a day with an answer-phone covering the silent hours.

Officers

5. If there is a case concerning an officer or his dependants, different support may be needed. There are a number of different agencies, three of which are:-

- a. Royal Naval Benevolent Society for Officers
70 Porchester Terrace
Bayswater
London W2 3TP
☎ 0207-402-5231
- b. The Officers' Association
48 Pall Mall
London SW1Y 5JY
☎ 0207-930-0125
- c. Association of Royal Naval Officers
70 Portchester Terrace
London W2 3TP
☎ 0207-402-5231

GENERAL SECRETARY'S MEMORANDUM 18

Revised July 2007

TRANSPORTATION OF THE NATIONAL STANDARD - WHEN UNACCOMPANIED

1. When an Area or Branch request that the National Standard be paraded at a function as defined in Chapter 2 "Parades and Parade Procedure" of the 'Guide to Ceremonial' paragraph 212 and 213 and the National Standard Bearer cannot attend and the National Standard cannot be taken by hand, the following procedure is to be followed.
2. Headquarters are to be informed at least two weeks prior to the function taking place that the National Standard Bearer is not available to attend the parade. In the same letter the following information is to be included:-
 - a. Date and time that the National Standard can be collected from the National Standard Bearer
 - b. Date, time and address that the National Standard is to be delivered to
 - c. Date, time and address that the National Standard can be collected on completion of the function
 - d. Date and time the National Standard can be delivered back to the National Standard Bearer
3. Headquarters will make the necessary arrangements in accordance with a-d above with Securicor to transport the National Standard to and from the function venue. Branches and Areas requesting the attendance of the National Standard will meet all costs.
4. The National Standard Bearer is to obtain a receipt from the Securicor Driver when the National Standard is collected from him and the Area/Branch holding the function are to obtain a receipt when the National Standard is returned. Both receipts are to be returned to Headquarters.
5. Confirmation of Securicor collection and delivery dates and times will be notified to all concerned by letter at least seven days prior to transportation.

GENERAL SECRETARY'S MEMORANDUM 19

Revised July 2007

LIFE MEMBERSHIP

The basic rules for the nomination and appointment of Life Members are contained in Rule 2(b) and in Bye-Law 5 :

“Bye-Law 5 - Appointment of Full Life Members In accordance with rule 2(b) “long and honourable service” is interpreted as service given by a Full Member nationally, or to an Area, Branch or RNA Registered Club which has significantly enhanced the best interests and reputation of the Association. Normally, but not exclusively, this will have required service as an official of the Association, Area Branch or Registered Club of the Association. The quality of service shall be more important than its length which shall however reflect a sustained effort on behalf of the Association and shall be not less than ten years. Each nomination is to be endorsed at a general meeting of an Area or Branch before it is sent to Headquarters”.

2. The National Council has directed that when any member is nominated as a Life Member the Branch or Area nominating shall provide the following details to the General Secretary via their National Council Member :

- a. Length of service as a Full Member
- b. Official position (s) held with dates
- c. Special contributions made to the interests and reputation of the Association
- d. The voting at the Area or Branch general meeting when the nomination was proposed.

3. A sum equivalent to ten times the Annual Association Subscription (subject to a maximum of £100) should be forwarded with the application. A Life Membership Badge and Card and the Certificate will be sent to the Area Branch once the application is approved. The Certificate should be completed and signed by the appropriate Area or Branch officials and formally presented.

4. **Purchased Life Membership** Until 1972 it was possible for Full Members to purchase Life Membership and this gave valuable financial support to the Association. Such a Life Member may be considered for nomination to receive Life Membership as a result of long and honourable service as defined above and by the same procedure. In these circumstances it is not necessary for the Branch or Area to pay a second subscription. However the sum of £5 should be forwarded to HQ with the nomination to cover administrative expenses. This will include the cost of a Life Membership Certificate. Unless specifically awarded under this procedure Life Members who purchase their membership are not entitled to receive the Certificate.

5. **Approved Procedure** Subject to the concurrence of the National Council Member of the area concerned the General Secretary may approve Life Membership on behalf of the National Council but is required to report the names of the members at the next meeting of the National Council. If there is any doubt about eligibility or suitability for the award the General Secretary is required to report the facts to the next meeting of the National Council. The names of Life Members so honoured in the year will be shown in the Annual Report to Conference.

APPLICATION FORM (REVISED 2006)

FOR LIFE MEMBERSHIP OF THE ROYAL NAVAL ASSOCIATION
(Rule 2(b) and Bye-Law 5)

Branch.....

Full Name of Nominee.....

Length of RNA Service.....

Branch cmmt. Post(s) held:.....

.....

Area cmmt. Post(s) held:.....

Reason for Award:.....

.....

.....

Recommended at Branch General Meeting held on :.....

Result of voting:...a) Unanimous OR b) Majority.....

Branch Chairman's Comments.....

.....

I certify that the nominee is qualified by service for Full Life Membership i.e. a minimum of ten years i.a.w. Bye-Law 5 (a).

Signed :
BRANCH CHAIRMAN

National Council Member's Comments :.....

.....

.....

I certify that the nominee is qualified by service for Full Life Membership i.e. a minimum of ten years i.a.w. Bye-Law 5 (a).

Approved/Not supported..... (signature)

NCM No.....Area Date.....

GENERAL SECRETARY'S MEMORANDUM 20

Revised July 2007

EXPULSION OR SUSPENSION OF MEMBERS - APPEAL TO THE NATIONAL COUNCIL

Rule 3(d) contains the procedure for the Expulsion or Suspension of Members from the Association or Branch. Rule 3(e) says that any member expelled from a Branch automatically ceases to be a member of the Association. However Rule 3(e) says that any member who is expelled from a Branch automatically becomes a member of the HQ Roll for up to 3 months pending any appeal.

2. It follows from these rules that anyone who is expelled or suspended from a Branch should be informed of the right of appeal to the National Council at the same time as details are reported to HQ as required by Bye Law B43(d). If they do not appeal within 3 months then transfer to the HQ Roll is just a formality.

3. If there is an appeal to the National Council, a procedure is needed as the whole National Council cannot in practice hear all the facts and witnesses involved in a dispute. Accordingly the National Council has passed Bye Law 8.

4. It will be noted that the Bye Law also covers appeals under Rule 12 of the Club Model Rules. This rule gives arbitrators full power to alter or rescind a suspension as they may think fit. However in practice there are few such appeals and therefore few experienced arbitrators; accordingly, the National Council has decided that the arbitrators should report their recommendations for approval, rather than announce a final decision after a hearing.

GENERAL SECRETARY'S MEMORANDUM 21

Revised July 2007

NATIONAL COUNCIL COMMITTEES

Under Rule 6(l) and 7(h), the National Council is required to appoint Officers of the Association and set up certain Committees and Sub-Committees. Other Sub-Committees can be set up as the Council deems necessary. The Terms of Reference for Officers and Committees are approved by the National Council. At each September meeting of the National Council the Officers and members required for these Committees are appointed or re-appointed. Any Branch wishing to receive the full Terms of Reference of any of the Officers or Committees may obtain them on request to Headquarters. The names of Officers and Members of the Committees are shown in the Year Book.

Finance and General Purposes Committee

2. Consists of the President, The Chairman, Vice-Chairman and two elected NCM's. The Hon Treasurer, the Accountant and the Hon Legal Adviser attend in an advisory capacity. The General Secretary is Secretary to the Committee. The Committee deals with management and financial matters, keeping the financial position under review and examining the accounts. It reports its recommendations to the National Council. At its March Meeting, the Annual Budget is considered.

Ceremonial Adviser

3. His/her task is to consider all ceremonial matters and co-ordinate events and functions in which the Association is involved. He/she maintains the Guide to Ceremonial and can make detailed changes to it, although major or policy changes need the approval of Council.

Charities and Welfare Adviser

4. He/she administers the Central Charities Fund with the assistance of the General Secretary. They decide on any grant applications made by Branches for individual members (GSM No1 and 33 refer). He/she investigates and recommends the major charitable targets for the Association each year, recommends the amounts to be paid to charities and considers all charitable appeals received.

Communications and Public Relations Adviser

5. He/she is responsible for maintaining and improving the public image of the Association, recruiting policy and the representation of the Association at events likely to promote publicity. He/she controls the budget for the production and maintenance of publicity stands and material.

Clubs Sub-Committee

6. This consists of up to five members of the National Council including the National Chairman of whom at least two members must be elected members. The General Secretary, the Hon Legal Adviser and the Accountant are ex-officio members, the latter two being invited to attend where the Agenda makes this appropriate.

7. The Committee considers all matters concerning Clubs in the Royal Naval Association which should properly be the concern of the National Council. It organises seminars on the running of clubs and is authorised to produce detailed guidance for the running of clubs. It advises the National Council on the implementation of Rule 18 and is authorised to form a sub-committee to investigate the circumstances of any RNA club.

Standing Orders Committee

8. The Standing Orders Committee is elected by Annual Conference but under Rule 7(h) the Chairman and any other member not elected at the Annual Conference is appointed by the National Council. The duties of the Standing Orders Committee are set out in Rule 15.

GENERAL SECRETARY'S MEMORANDUM 22

Revised July 2007

THE NAVY NEWS

The Navy News has current readership of over 200,000. This excellent newspaper has won many national awards for its presentation and content and is the ideal publication for RNA members to keep in touch with the activities of Royal Navy.

2. The RNA is currently granted a section and we have the pledge of the Editor to give the Association two pages every issue subject to our contributions being of general interest, supported by quality photographs when appropriate and written in a way that the Navy News staff can readily use or can rewrite without having to spend too much time seeking further information.

3. Navy News is the perfect platform to promote the benefits of belonging to the RNA and we must all seek out interesting articles on a constant basis if we are to retain this tremendous coverage. The Publicity Officers' Aide Memoire booklet sets out in straightforward terms how to recognise a potential story, how to gather the relevant facts and how to present to Navy News. Further copies of the Aide Memoire can be obtained from Headquarters.

4. Whilst Navy News need a main story each issue they also need a number of smaller secondary articles and they are also quite happy to have a Branch News section. However efforts should be made to make these interesting rather than just statements. Christian names are essential to lighten the content.

5. Good quality photographs can augment the stories but these should not be exclusively of the "beer and blazer". Many of the photographs sent to Navy News are too dark in composition for successful publication - where possible, ask Shipmates to remove their jackets and to smile.

6. Topical articles should be sent as soon as possible and remember each issue has several weeks lead-time. A good story deemed worthy of full coverage should be notified in advance to Navy News to help them plan the pages. The more we work with Navy News the better will be the RNA page.

GENERAL SECRETARY'S MEMORANDUM 24

Revised July 2007

HM SHIPS - LIAISON AND HISTORICAL, INTEREST WITH HM SHIPS

1. Branches often obtain a special liaison or "adopt" an HM Ship. In many cases this follows a more formal adoption of a ship by a town or city and in these cases Branches should be aware that the point of contact between the ship and the civil authorities is via the Civic Leader's office.
2. Branches wishing to establish such a liaison should therefore first check whether their town or district has adopted a ship or is thinking of so doing. If not there is no objection to a Branch finding its own chummy ship. The official way of seeking a liaison is through the relevant Naval Regional Officer who maintains a list of ship affiliations.
3. Attached is a list of known Branch - HM Ship Liaisons compiled from the Branch annual return of officials etc. Alterations and additions to this list should be reported to HQ. It will be noted that in some cases more than one Branch has an interest in the same ship and this is acceptable although formal affiliation and adoptions are restricted to Town/Branch.

HISTORICAL INTEREST - REUNIONS

4. It will be noted that some ships are no longer in commission and interest may be just historical or with special contact with ship associations and their reunions. Such interests and liaisons are especially encouraged.

Enclosure to GSM No 24

HM SHIPS - LIAISON AND SPECIAL INTERESTS WITH HM SHIPS

Branch Alphabetical Order

Ship Alphabetical Order

Branch	Ship	Ship	Branch
Bangor, N.I.	Kingfisher	Antelope	Hereford
	Cleopatra		
Basingstoke	Wessex (RNR)	Ambuscade	Crewe
Birmingham (Central)	Birmingham	Apollo	Scarborough
	Invincible	Ariadne	Southport
		Ark Royal	Reigate
		Aurora	Bradford
Blackpool & Fylde	Penelope		
	Inskip	Avenger	St. Austell
Bournemouth	Phoebe	Battleaxe	Huddersfield
Bradford	Aurora/Forest Moor	Birmingham	Birmingham (Central)
		Yeadon	Bristol
		Bristol	
		Brilliant	Royal Tunbridge Wells
		Broadsword	Chester
			Capenhurst
Bristol	Bristol Flying Fox (RNR)	Cardiff	Cardiff
		Cavalier	Skegness
Bury St. Edmunds	HMS Vengeance		
Capenhurst	Broadsword	Cleopatra	Harrogate
Cardiff	Cardiff		Bangor N.I.
	Glamorgan		
Chester	Broadsword		
Chesterfield	Danae	Danae	Chesterfield
Crewe	Ambuscade		
	Shavington	Diomedea	Redcar
Derby	Sovereign		
	Invincible	Echo	Southend on Sea
Edmonton	Plymouth	Eskimo	Newton Aycliffe
Finsbury	President	Fawn	Stourbridge
Harrogate	Cleopatra	Flamingo	Runcorn
	Forest Moor		
Helston	Sea Hawke (RNAS	Flying Fox (RNR)	Bristol
	Culdrose)		
Hereford	Antelope	Forest Moor	Harrogate
			Bradford
Huddersfield	Battleaxe		
Ipswich	Grafton		
		Glamorgan	Cardiff
Musskar al		Glasgow	Portsmouth
Murtafaa'a			
(Oman)	Herald		
Newton Aycliffe	Eskimo	Herald	Musskar al Murtafaa'a (Oman)

Branch	Ship	Ship	Branch
Portsmouth	Glasgow Nelson Royal Oak	Heron (RNAS YEOVILTON) Inskip Invincible	Sherbourne Wells Blackpool & Flyde Durham Birmingham (Central) Bangor N. I.
Redcar	Diomedea	Kingfisher	
Reigate	Ark Royal		
Rhyl	Rhyl		
Royal Tunbridge Wells	Brilliant		
Runcorn	Flamingo	Mercury	Waterlooville
St. Austell	Avenger	Nelson	Portsmouth
Scarborough	Apollo	Northwood (RNR)	Watford
Southport	Ariadne		
Sherbourne	Heron (RNAS YEOVILTON)	Penelope Phoebe Plymouth	Blackpool & Flyde Bournemouth Edmonton
Skegness	Cavalier	President	Finsbury
Southampton	Southampton Wessex (RNR)	Rhyl	Rhyl
Southend on Sea	Echo	Royal Oak Seahawk (RNAS CULDROSE)	Portsmouth
Stourbridge	Fawn	Shavinton Sovereign	Helston Crewe Derby
Waterlooville	Mercury		
Watford	Warrior Northwood (RNR)	Southampton	Southampton
Wells	Heron (RNAS YEOVILTON)	Warrior Wessex (RNR)	Watford Southampton Basingstoke
York	York	Yeadon (RNR) York	Bradford York

GENERAL SECRETARY'S MEMORANDUM 25

Revised July 2007

NAVAL REGIONAL OFFICERS

Four Commodores Royal Navy (recently retired) are appointed to cover the whole of the United Kingdom. They are responsible to the Second Sea Lord/Commander in Chief Naval Home Command in Portsmouth and work closely with the Commander in Chief Fleet. They provide naval liaison with local authorities, other Government Departments, port authorities, industry, youth organisations, welfare and other civilian organisations. They represent the Royal Navy Careers Service and support the Royal Naval Presentation Team.

2. They are therefore most important officers who can help Areas and Branches in liaison with the Royal Navy and local authorities. In particular they are of especial value in matters such as ship visits, affiliation and liaison between Presentation Teams, etc. Each has a small office in their region with a Deputy NRO and Personal Assistant. Some also have sub-offices in other parts of their regions. In London NRO EE has an Assistant NRO who deals with all warship visits to the capital.

3. Enclosed are Annex A showing which Naval Regional Officers cover RNA Areas and Annex B giving their addresses, telephone numbers and staff details.

LIAISON BETWEEN RNA AREAS AND NAVAL REGIONAL OFFICERS

<u>RNA AREA</u>	<u>REGIONAL OFFICER</u>
1. (Greater London)	NRO Eastern England
2. (South East)	NRO Eastern England
3. (South)	NRO Eastern England. NRO Wales and Western England (for Wiltshire and Channel islands)
4. (South West)	NRO Wales and Western England
5. (East Anglia)	NRO Eastern England
6. (North and West of London)	NRO Eastern England
7. (South Wales, Gloucestershire, Hereford and Worcester)	NRO Wales and Western England
8. (West Midlands)	NRO Wales and Western England
9. (East Midlands)	NRO Eastern England
10. (North West)	NRO Northern England
11. (North East)	NRO Northern England
12. (Ireland)	NRO Scotland and Northern Ireland
(Scottish Area)	NRO Scotland and Northern Ireland

NRO ADDRESSES AND AREAS OF RESPONSIBILITY

<u>NAME</u>	<u>ADDRESS</u>	<u>AREA</u>
NRO Northern England	HMS EAGLET Brunswick Dock Liverpool L3 4DZ (0151) 707-3400/1/2/3/4/5 <u>Sub Office:-</u> HMS CALLIOPE South Shore Road Gateshead, Tyne & Wear NE8 2BE (0191) 477-8607	Northumberland, Tyne & Wear, Durham Cleveland, North West & South Yorkshire, Humberside, Cumbria, Lancashire, Merseyside, Greater Manchester, Cheshire Isle of Man.
NRO Wales & Western England	HMS FLYING FOX Winterstoke Road Bristol BS3 2NS (01272) 530966	All Wales plus Cornwall, Devon, Somerset, Dorset, Wiltshire, Avon, Gloucestershire, Channel Islands, Isle of Scilly, Salop, Staffordshire, Hereford & Worcester, West Midlands, Warwickshire.
NRO Eastern England	HMS PRESIDENT 72 Katherine's Way London E1 9UQ (0171) 480 7219 Mobile 0802 361705	Lincolnshire, Nottinghamshire, Derbyshire, Leicestershire, Northamptonshire, Norfolk, Suffolk, Essex Cambridgeshire, Bedfordshire, Herefordshire, Gtr. London, Oxfordshire, Buckinghamshire, Berkshire, Hampshire, Surrey West & East Sussex, Kent.
NRO Scotland & Northern Ireland	H M S CALEDONIA Rosyth Fife KY11 2XH (01383) 425533	Scotland & Northern Ireland

GENERAL SECRETARY'S MEMORANDUM 29

Revised July 2007

FORMATION OF BRANCHES - OBJECTIONS

The Association continues to form a number of new Branches each year. It seems likely that this trend will continue. It is indeed necessary that it should do so if the full potential of the Association is to be realised.

2. There have on occasions been objections by existing Branches. Under Bye-Laws B3 and A22, neighbouring Branches are informed of the proposal to form a new Branch and may object to the National Council. Although these rules refer to objections being made within one month of the proposed formation, it is most desirable that any objections should be made as soon as practicable as it takes time to consider the objection and it is important not to have a long delay during which the enthusiasm of the new Branch may fade.

4. Procedure

a. As soon as a letter is received by HQ from any potential new Branch the National Council Member and the Area Secretary will be sent a copy of the correspondence. Details of the new proposed Branches will also be included in the circular from time to time.

b. Under Rule A22, it is the task of the Area Secretary to tell neighbouring Branches about the proposed new formation. However any Branch wishing to raise an objection can do so to the Area Committee as soon as it hears about the proposed new Branch. It need not wait to be notified formally about it. Similarly in the absence of any objection being raised it is reasonable to assume that neighbouring branches are content with the formation.

c. The Area Committee should consider the objection in the presence of the National Council Member and a delegate from the Branch which has raised the objection. If the Committee supports the objection, then the General Secretary should be informed of its view and the reason for this, so that the National Council can consider it at the next meeting of the Council. If the Committee does not support the objection, it should ask the Branch to consider withdrawing it. The Branch concerned has the right to persist in its objection to the National Council and in that event the Area Committee should forward it stating why the objection is not supported.

d. The decision of the National Council, which is final, will be conveyed to the Area Secretary and the appropriate branch by the General Secretary.

5. **Principles** Each objection must be considered on the merits of the particular circumstances. The following points are relevant and the branches concerned and the Area Committees should take them into consideration.

a. **Distance** There is no specified minimum distance between branches. Density of population, potential membership and local factors are more important than distance.

b. **Road, rail and bus communications** are important factors. A branch is more likely to attract and keep members if it meets within easy inexpensive reach by public transport. In rural areas, public transport has markedly diminished, in urban areas it is increasingly expensive. Petrol costs also affect the use of personal cars.

c. **Place of employment** may also be relevant. Members may prefer to join a Branch near to their place of work instead of near their homes.

d. **Identity of local communities** A community which has a separate local identity and is generally recognised as such e.g., local authorities, clubs, sports teams, has a claim to form a separate branch. Inclusion of the words "and District" after the name of an existing branch does not automatically give it a pre-emptive right over neighbouring districts.

e. **Size and activities of branch objecting** The success of the branch objecting, its size, its willingness to accept new members, its ability in attracting new members are relevant factors. If it runs an RNA Club then it may need a greater number of members to remain financially viable. On the other hand if activities are limited to the running of a club it may be advisable to have other branches offering branch type activities in the neighbourhood. It should be borne in mind that under Rule 3 (b) 4 , members can join more than one branch.

f. **Expansion of the Association** The National Council seeks the continued expansion of the membership and more branches are needed to accommodate this. It is particularly important that adequate facilities should be available for the active service members.

g. **Friendly Rivalry and Comradeship** Can be enhanced to the benefit of both new and existing branches by having nearby branches with close associations and perhaps combined activities.

h. **Officials and Administration** The work of officials may be reduced by having more branches of reasonable sizes with officials for each rather than over large branches which are difficult to administer

GENERAL SECRETARY'S MEMORANDUM 31

Revised July 2007

MEMBERSHIP - ELIGIBILITY

HQ is often sent queries about eligibility for membership by different types of people and it may therefore be helpful to point out the main rules and the advice that is given about their interpretation.

ROYAL CHARTER RULES

2. Articles 2(1) to (7) of the Royal Charter provides the basic authority and their content is repeated in Rule 2.

3. **T124X engagements** A frequent query is the eligibility for membership of those who served in the Royal Navy during the Second World War on what is known as the T124X engagement. These were merchant seamen who were enlisted for specific duties in special types of ships. They were however fully subject to the Naval Discipline Act and in uniform. Service under T124X engagement therefore provides eligibility for Full Membership under Rule 2. It should be noted that T124, as opposed to T124X, were one ship/one voyage engagements so T124 applicants are not eligible for Full Membership although they can, of course, be enrolled as Associate Members.

4. **SCC Officers** Another common query concerns Sea Cadet Corps Officers who wear RNR uniforms. They are not however members of the RNR with a call up liability so their appointments do not of themselves qualify them for Full Membership. Of course they may have other naval service which provides the qualification. They should in any case be given a special welcome as Associate Members since close liaison with the SCC is important.

HONORARY MEMBERSHIP

5. Rule 2(d) specifies that Honorary Membership cannot be given to those who are eligible to be Full Members. It is intended for those who give especial help to the Association. While it refers to "professional persons" and is usually regarded as applying to the clergy, solicitors and accountants, there is no specific definition of this and anyone who uses specific talents, expertise or position to give continuing assistance might be regarded as qualifying under this heading. Under Rule 4(d) Honorary Members are not liable for entrance fee or subscription and clearly their numbers in any Branch should be carefully controlled with any borderline cases referred to HQ.

LIFE MEMBERSHIP

6. The appropriate regulations are Rule 2(b), Rule 4(d) and Bye-Law 5. Bye Law 5 gives the procedure for making application to HQ. Honorary and Associate Members cannot become Life Members but may be awarded a Certificate of

Appreciation. GSM 44 gives the procedure for applying for this award.

FULL MEMBERS

7. Rule 2(a) provides the list of those who can qualify as a full member. It is left to the discretion of Branches to decide what evidence is necessary to check to eligibility and whether it is appropriate to ask for documentary evidence to support the application form. Unless there is reason to doubt the word of an applicant, formal checks are not mandatory though anyone making a material false statement on entry should normally be expelled when it comes to light. As stated in GSM 9 statements of service can usually be obtained by applicants who have lost RN Service Records.

PROVISIONAL FULL MEMBERSHIP

8. Rule 2(c) allows serving members to join as Provisional Full Members before they have completed 6 months service. When an application to join the Association is received from a person who is currently serving, his application should be checked to see whether 6 months have been elapsed since the date of joining the service. If he has not completed this period but is still serving and seems likely to complete six months, the applicant may be accepted as a Provisional Full Member. The Membership Card issued to such a person must be endorsed "PROVISIONAL FULL MEMBER until" the date expecting to complete 6 months service should be inserted. Provisional Full Members should be told that on completion of their 6 months service they should return their membership Card so that a new one may be issued as a Full Member. They should also be told:-

- a. That they must inform the Branch should they be discharged from the Naval Service before completing 6 months service and return their Provisional Membership Card. They may then be offered Associate Membership.

Those

honourably discharged as disabled may of course be offered Full membership.

- b. That they cannot vote at meetings or hold office while they are Provisional Full members.
- c. That they are entitled to wear badge of a full Member while they have Provisional status.

ASSOCIATE MEMBERS

9. The primary requirement of an Associate Member is to be over 18 years of age and to express sympathy with the objects of the Association. It follows that any Associate Member who subsequently loses such sympathy can no longer be regarded as eligible for membership and is therefore liable to be expelled under the procedure in Rule 3(d).

10. Under Rule 3(c) Associate Members have the right to attend meetings of the Association. However under Bye-Law B(16) they may sit on and vote only at Branch Sub-Committees excluding any Finance Committee. Under Bye-Law B(13) they cannot vote at Branch Meetings except on social and domestic matters. Under Club Rule 7 they are (b) members and similar restrictions apply. The model rules at one time precluded their attending any meeting of the Club but this has now been deleted.

13. While such rules are necessary to preserve the essential naval traditions and control of all RNA branches and Clubs, Associate Members are highly valued members of the Association and should generally be accorded every consideration in all activities. There is no national rule about how many Associate Members can be accepted by Branches and it is left to the judgement of each branch to decide this, bearing in mind the overall objects of the Association set out in Article 3 of the Royal Charter.

14. Branches may indeed decide not to accept any applications to join as Associate Members. However there are many categories of people who may be regarded as having a special connection with the Association and branches are encouraged to give them priority should it be necessary to have a written list of applicants. The following list of categories deserving special consideration is not in any order of priority and does not necessarily include everyone. Local factors may also effect this list. However, Branches are invited to use it as a general guide, service in any capacity in the organisations mentioned being judged on its merits.

- (a) Wives, close relations and widows of all types of members
- (b) Sea Cadet Corps (SCC)
- (c) Royal Maritime Auxiliary Service (RMAS)
- (d) The Merchant Navy
- (e) NAAFI personnel who do not otherwise qualify as Full Members
- (f) Coastguards
- (g) Army and RAF
- (h) Police and Fire Brigades
- (i) Civil Servants who have worked closely with the Naval Service
- (j) RNLI, KGFS and RNBT supporters and staff
- (k) Members of the Royal British Legion and of other Service associations

GENERAL SECRETARY'S MEMORANDUM 33

Revised July 2007

THE CENTRAL CHARITIES FUND

1. The main Fund contains the donations sent to HQ by Branch and individuals. It is used to support charitable projects selected by the National Council and approved by the Annual Conference. In past years the following have been provided; ambulances/minibuses for the Royal Star and Garter Home and Pembroke House; Special Beds for Erskine Hospital; 'Churchill' baths for Broughton House; improvements to the RN and RM Children's' Home, Waterloo; substantial Grants to BLESMA and the Ex-Service Mental Welfare Society; the South Atlantic Fund; John Cornwall VC Homes; Troop Aid; and the Sea Cadet Corps; furnishing new accommodation for ex-Naval people in the hospital of Sir John Hawkins, Knight, Chatham. In addition, a regular grant is made each year to RNBT, RNBSO, WRNS Benevolent Trust, Not Forgotten Association and Broughton House in recognition of the help they give to RNA members.

2. Contributions are collected in HQ throughout the year. In March, National Council, as advised by the Charities and Welfare Adviser, decides exactly how much will be paid out to the selected charities. It also decides which new charities will be recommended to the Annual Conference in June for assistance.

3. If a Branch knows of a suitable charitable organisation which may qualify as a major national target, HQ should be informed so that it may be considered by the Council. To be eligible for consideration the proposed charity must be in accord with the objects set out in the Supplemental Royal Charter - which broadly means that it must help Naval people or RNA members in distress.

GENERAL SECRETARY'S MEMORANDUM 35

Revised November 2008

RNA HEADQUARTERS TELEPHONE AND FAX NUMBERS

The new Headquarters numbers are;

General Secretary	023 92722983
Assistant General Secretary (Administration)	023 92720782
Book Keeper	023 92723823
Assistant General Secretary (Management)	023 92723747
Fax	023 92723371

e.mail address - paddy/sheila/michelle/nigel@royalnavalassoc.com

RNA Website - <http://www.royal-naval-association.co.uk>

GENERAL SECRETARY'S MEMORANDUM 40

Revised July 2007

National Ceremonial Adviser - Terms of Reference

1. The National Ceremonial Adviser is responsible to the National Council.
2. His principal responsibilities are :
 - a. To give advice on all ceremonial matters affecting the Association
 - b. To edit the Guide to Ceremonial which is issued under the authority of the National Council
 - c. To ensure that all national parades and ceremonies are properly conducted and organised
 - d. To advise Areas and Branches on matters of ceremonial and, if requested and available, he may personally attend and assist in such ceremonies
3. The Ceremonial Adviser will be reimbursed for all travelling, accommodation and incidental expenses incurred in his duties. For those duties undertaken under paragraph 2d above the Area or Branch will be responsible for meeting the cost. For any other expense the claim is to be submitted to the General Secretary.

GENERAL SECRETARY'S MEMORANDUM 41

Revised July 2007

BADGES OF OFFICE

1. Many Areas and Branches provide neck badges for certain of their officials so that their office may be more easily recognised at official occasions.
2. The National Council considered whether this practice and the type of badge should be standardised but concluded that it is best left to the discretion of Areas and Branches. However the Council encourages the provision and wearing of such badges by Presidents and Chairmen of Area and Branches.
3. The Council does not consider that significant expenditure by Areas and Branches is necessary, but the badges should be appropriately dignified. Headquarters can provide details of suppliers.
4. A badge has been provided for the Association National Chairman by National Council

GENERAL SECRETARY'S MEMORANDUM 42

Revised July 2007

THE ROYAL ALFRED SEAFARERS' SOCIETY

This Society started in 1867 with a home in Kent known as the "Aged Merchant Seamen's Institution" and later obtained a Royal Charter as the Royal Alfred Merchant Seamen's Society. In 1977 it obtained a new Royal Charter which changed its name to the Royal Alfred Seafarers' Society which extended its work to all who have served at sea in British ships including retired officers and ratings of the RN and RM and their widows.

2. It provides accommodation in the following places:-
 - a. Belvedere House, Banstead, Surrey offers nursing and residential care in 56 single rooms with en suite facilities.
 - c. 'Weston Acres', Banstead, Surrey set in 14 acres of parkland provides 22 flats with some communal facilities and a warden on hand.
3. The cost of accommodation in the homes is up to £668 a week in Belvedere House and residents are asked to contribute their retirement pensions, occupational pensions and what they can reasonably afford. The balance is made up by maintenance grants from the relevant local authority, and the Society prides itself on never turning away a potential resident solely because of lack of means to pay for their keep. Self contained units in Weston Acres range from £72 to £106 per week inclusive of light, heat and water.
4. Respite care is available in Belvedere House only subject to medical need and room availability.
5. Branch Welfare Officers knowing of any eligible person who may benefit from this accommodation should advise application to the General Secretary, Royal Alfred Seafarers' Society, Weston Acres, Woodmansterne Home, Banstead, Surrey SM7 3HB (01737-352 231)

GENERAL SECRETARY'S MEMORANDUM 43

Revised July 2007

AREA WELFARE ADVISERS

Most Areas have an appointed Welfare Adviser whose Terms of Reference are shown below. Branch Welfare Officers should seek the advice of their Area Welfare Adviser whenever they need advice generally or about a particular case.

2. It is emphasised that it remains the responsibility of the Branch to continue to help their members or any naval people in their locality who are in need or distress. The Area Welfare Adviser will not 'take over' any case but may be able to suggest how best to deal with it. Other assistance may be found in the GSM's listed in para 3c of the Terms of Reference below and every Branch Welfare Officer should hold a copy of each (spare copies obtainable from HQ).

Area Welfare Advisers - Terms of Reference

1. Each Area should appoint an appropriate member to be the Area Welfare Adviser who should be ex-officio member of the Area Committee (if not already a member of the Committee.) These terms or reference have been approved by the National Council.

2. The primary task of an Area Welfare Adviser is to provide general advice to Branch Welfare Officers in their Area on the support they can obtain. They should also as necessary give advice to Branch Welfare Officers on the handling of specific welfare cases but they should avoid taking over such cases and becoming directly involved.

3. In support of the primary task in para 2 above, Area Welfare Advisers should:-

- a. Establish contact with appropriate DSS, SSAFA, RBL and other welfare authorities in their areas. They should explain the type of assistance they, the RNA, can provide to naval people in need.
- b. With the assistance of all Branches in the area build up records of all the welfare authorities and facilities (e.g. homes and hospitals) available in their areas.

- c. Maintain a record of all the Branch Welfare Officers in their Area and ensure that they are aware of the general policies of the RNA affecting welfare as communicated in the GSM's (Nos. 1, 16, 17 & 33 in particular).
 - d. Encourage the raising of funds for the Central Charities Fund.
 - e. Advise the Charities and Welfare Officer to the National Council (through HQ) about any matters which cannot be handled at Area level or which ought to be considered as a national matter.
4. The financial costs involved in the appointment of Area Welfare Advisers should normally be borne by Area Funds.

GENERAL SECRETARY'S MEMORANDUM 44

Revised July 2007

CERTIFICATE OF APPRECIATION ASSOCIATE AND HONORARY MEMBERS

Background

At the 1983 Conference a motion that Life Membership should be extended to include Associate Members was not carried, because it was generally felt that this was an honour appropriate only to Full Members to recognise their exceptional service, normally as officials of the Association. However, while Associate Members cannot become Chairmen or Vice Chairmen, a number of them make a great contribution on main committees or in other ways to promote the best interests of the Association. The National Council therefore undertook to consider how such services should be best be recognised. In following up this undertaking the Council also recognised that Honorary Members might similarly qualify for special recognition. The National Council has therefore approved that a Certificate of Appreciation should be introduced for Associate and Honorary Members who have given exceptional support and service to the objects of the Association. This Memorandum sets out the rules and procedures for such an award as approved by the Council.

Qualification for Award to Certificate

2. To qualify for an award the recipient should meet the requirements of the following definition:-

“Associate and Honorary Members who have given long and honourable service to the Association. Such service may have been given nationally, to an Area or Branch or RNA Registered Club and should have significantly enhanced the reputation or the Association. The quality of service is more important than its length which should however reflect a sustained effort on behalf of the Association”.

Procedure for Recommendation

3. An Area or Branch wishing to consider a recommendation should do so formally at a meeting of the Area/Branch Committee and the decision should be recorded in the Minutes. (Note: Unlike the recommendation for Life Membership for a Full member, it does not require the endorsement of an Area or Branch General Meeting as required by Bye-Law 5).

4. If a recommendation is agreed by an Area/Branch Committee it should be conveyed to the General Secretary at Headquarters by letter giving the following details:-

- a. Full Name of the member recommended
- b. Whether an Associate or Honorary member and period(s) of membership
- c. The exceptional services which meet the qualification set out in paragraph 2 above

5. A copy of the recommendation is to be sent to the National Council member for the Area. The National Council member will inform HQ if the recommendation is supported. Subject to this recommendation the General Secretary will approve the award and report it to the next meeting of the Council. If the award is not supported by the National Council Member the recommendation will be considered by the Council at their next meeting.

6. For Overseas Branches and members of HQ Roll the General Secretary will report any recommendation to the next meeting of the National Council for their approval before the award is made.

Award of Certificate

7. The Certificate of Appreciation will be forwarded to the Area/Branch making the recommendation for completion and signature by the appropriate Area/Branch officials. It should be presented in a manner which they consider appropriate. While the certificate is similar to that award to Life Members it will be significantly different in appearance.

Financial Aspects

8. Each recommendation is to be accompanied by a remittance for £5 to cover the cost of the certificate and the administration actions needed.

9. As an Associate Member who receives a Certificate of Appreciation continues to be required to pay subscriptions, no special badge or insignia is issued.

GENERAL SECRETARY'S MEMORANDUM 46

Revised Feb 2008

HOSPITAL OF SIR JOHN HAWKINS, KNIGHT IN CHATHAM

Pensioner Vacancies

The rebuilding of the group of Almshouses known as the Hospital of Sir John Hawkins, Knight, in Chatham was completed in 1984. Six flats for single persons and two flats for two/three persons were provided.

Those eligible for admission to the Hospital as Pensioners are "needy or disabled person who have served either in the **Royal Navy**, the **Royal Marines**, the **Women's' Royal Naval Service** or the **Queen Alexandra's' Royal Naval Nursing Service**, or who have served and have been mobilised for active service in any of the Reserve forces or bodies or the Royal Navy or the Royal Marines, or who have employment in any of Her Majesty's Dockyards or Naval Bases directly on the construction, maintenance, re-fitting of HM Ships. If on the occasion of a vacancy there is no applicant qualified as aforesaid the Governors (of the Hospital) may appoint as a Pensioner a needy or disabled person who is the widow, widower or other dependant of a person who has served or been employed as aforesaid". In the event that no one with Naval, ex-Naval, Royal Marine or ex-RM background/service, can be attracted, then the Charity Commissioner has authorised the Governors to admit an applicant of **Army** and **Royal Air Force** background/service, who is in all other respects qualified to apply.

Requests for further information about the Hospital and all applications for admission to the Hospital as a Pensioner should be submitted direct to :

The Administrative Officer
Hospital of Sir John Hawkins, Knight, in Chatham
7 Holmside
Gillingham
Kent ME7 4BQ

GENERAL SECRETARY'S MEMORANDUM 47

Revised July 2007

INFORMATION TO NEW MEMBERS

Occasionally members write to Headquarters asking for a copy of the Rule Book or pose questions indicating that they received very little information about the Association when they first joined. It is important that everyone should realise that they are joining a National Association and know something about it.

2. On joining it should be a standard routine to provide each new member with a badge (£1-50) and Membership Card. This should be paid for by collecting £1.50 as the entry fee. The attention of the new member should be drawn to the Royal Charter/Rule Book which is now included in the Association's Website on <http://www.royal-naval-association.co.uk/>.

3. In addition Branches should consider giving new members the following, if they have not already received them when being invited to join :

- Pamphlet "What Is The **Royal Naval Association**" and "Why You Should Join"
- RNA Goods Order Form

4. It may also be useful to provide a copy of the current Year Book which contains details of all Branches. From 2008 this information will be transferred to the Association Website (<http://www.royal-naval-association.co.uk/>) since the printed information is subject to frequent change. All new members should be told that other Branches and Clubs will normally extend a warm welcome to all members who make contact when they are visiting the vicinity. There is no absolute right of visiting - members need to ask and normally they are warmly welcomed.

GENERAL SECRETARY'S MEMORANDUM 49

Revised July 2007

CHAIRMANSHIP

1. The enclosed notes on the art of Chairmanship were produced by a School of Management and Business Studies. They are therefore general in their application and, are not specifically related to the Association.
2. They are promulgated for the guidance of those who chair meetings within the Association but they do not form part of the rules and regulations of the Association.

CHAIRMANSHIP

Type of Chairman of Committees

1. Ex officio; Nominated; Elected.

The Work of the Chairman

Chairman's Functions

2.
 - a. to ensure that the purpose of the meeting is achieved
 - b. to ensure that its proceedings are orderly and efficient
 - c. to get the best out of each committee member

Authority

3. His authority over the meeting is absolute, subject to any limitations that may be laid down in the terms of reference or standing orders. In maintaining this authority he is entitled to expect the support of all committee members.

Sanctions

4. To maintain his authority he has power to :
- a. demand silence
 - b. require a member to sit down
 - c. rule a speaker out of order
 - d. adjudicate on a point of order raised
 - e. require a member to withdraw an improper or offensive observation
 - f. require a member to withdraw from the proceedings
 - g. demand a vote of confidence (which should normally be given) if his ruling is challenged
 - h. in extreme cases, withdraw himself, when the meeting automatically ends

Duties

5. His main duties are to :
- a. determine that the meeting is properly constituted and a quorum present
 - b. approve the content and order of the agenda
 - c. adjudicate on the inclusion of emergency items not included in the published agenda
 - d. open and close the meeting
 - e. seek authority for signing, and then to sign, minutes of any previous meeting
 - f. settle the order in which members shall speak, and determine whether member shall be heard a second time on the same subject (subject to standing orders)
 - g. keep the discussion orderly and in order
 - h. rule on any "point of order" raised by a member
 - i. accept or reject a motion (within specific limits)
 - j. ascertain the sense of a meeting by putting relevant questions to the meeting taking a vote (if necessary and standing orders permit) and declaring the result
6. More broadly he has the continuous duty to see that the matters on the agenda are adequately discussed and that every viewpoint represented gets a fair hearing. As Chairman his function is to exercise restraint in voicing his own views and be the cause of speech in others.

Summarising

7. The Chairman should summarise the viewpoints put forward during and at the end of discussion of each item on the Agenda.

Regulation of the Discussion

8. There is a right of free speech but the Chairman has the duty of seeing that:
- a. the scope of the business of the meeting is fulfilled
 - b. a collective attitude to the subject under discussion is reached
 - c. he is impartial
 - d. all the business is done as far as possible in the time available

The Chairman's Role

9. The Chairman must: present each item on the agenda by:
- a. defining it
 - b. giving background information
 - c. planning the discussion so it follows a logical path
10. He must maintain good eye-contact with the group. He should be searching for feedback and reaction to what is being said. He should also be looking for those who want to speak, especially the shy person.
11. He must see the group is properly briefed in advance so that their resources can be properly exploited.

Removal of a Chairman

12. If a Chairman exhibits gross partiality or incompetence or is deliberately obstructive, it may be a meeting's wish to remove him and this should be allowed for under 'Standing Orders'. (Do not forget that someone else must be prepared to take on this often thankless task).

Vice or Deputy Chairman

13. The function of a Vice/Deputy Chairman, whether appointed formally or nominated ad hoc, is to take the Chairman's place if he is unavoidably absent or called, temporarily, from the room. When functioning, the Vice/Deputy has the full authority of the Chairman in whose favour he acts, however, he must retire when the latter appears or returns. By tradition, the Vice/Deputy sits on the Chairman's right-hand (the Secretary on his left); the Chairman may consult either or both of them in his interpretation of points or order./ He is, however, under no compulsion to do so

Meetings

14. A public meeting is "any meeting lawfully held for a lawful purpose and for the furtherance of discussion of any matter of public concern whether admission thereto be general or restricted". A private meeting is one to which the admission of the public is restricted.
15. On taking the chair, the Chairman becomes invested with authority to regulate and control the proceedings of the meeting.

Introducing a Speaker

16. In introducing a speaker it is proper for the Chairman to devote say some 5 minutes to the following purposes:

- a. making the speaker feel that he/she is welcome
- b. making the audience recognise that the speaker's subject is of importance
- c. making them appreciate the authority (qualifications, experience, etc.) of the speaker

Thanks to the Speaker

17. The Chairman is responsible for seeing that the audience has an opportunity to express its thanks to the speaker. On formal occasions it is usual to invite two members of the audience (preferably pre-warned) respectively to move and second a vote of thanks. On less formal occasions a seconder is not required. If the meeting has over-run its time, the Chairman can himself express the thanks of the meeting and invite the audience to signify their appreciation "in the usual way".

Keeping Order

18. In a public meeting the Chairman has the duty of keeping order. He may call upon any persistent interrupter, disturber, riotous or drunken person to behave properly or leave the premises and, if need be he can have him ejected by stewards (but only with such force as may be reasonably necessary) or by the police. In a private meeting (i.e. limited to members of some special group) he may not have the same wide powers.

Controlling Questions

19. When questions are invited he can decide (usually in consultation with the speaker) whether they shall be stated verbally or submitted in writing. He can decide the procedure for indicating the wish to submit a question and whether a supplementary, from the questioner or any other member of the audience, is to be allowed. If questions flag, he can, by tradition, put questions himself, but he should not do this if there is a ready supply of questions from the body of the meeting.

Controlling Discussion

20. Discussion is distinct from questions and it is usually more satisfactory that they should not be mixed up. The Chairman should make this clear and where it is the intention to allow discussion as well as questions, should say that he will take questions first and subsequently invite discussion. If this procedure is followed he must rule out of order anybody who tries to embody his own opinions in the form of a question. If he is wise however, he will not unreasonably object to a questioner introducing some brief explanatory comment to make the purpose of his question clear.

GENERAL SECRETARY'S MEMORANDUM 50

Revised July 2007

WELFARE - 'MAYDAY' POSTCARD

This memorandum passes on a good idea for a Branch who use ordinary postcards with the name and address of the Hon. Welfare Officer of the Branch printed on the address side. On the other side is printed the following:-

Date

Shipmates,

MAYDAY MAYDAY MAYDAY

- (a) I am ill
- (b) I am to be admitted toHospital on
.....
- (c) I would welcome a visit to my home

Yours sincerely

date as necessary (Print) Name:

Address:

.....

.....

2. These blank cards are made available to all members and given especially to any members who because of age, disability or sickness may be likely to want some help.

GENERAL SECRETARY'S MEMORANDUM 53

Revised July 2007

RAFFLES

It is a generally accepted custom of the Association that Branches holding raffles should restrict the sale of the tickets to their own Area. The only exception to this is raffles held to help finance national events (e.g. Annual Conference and Reunion).

2. This point was made during the 1986 Conference but does not seem to be on record for the benefit of new branches. This **GSM** is therefore clarifies the position.

GENERAL SECRETARY'S MEMORANDUM 54

Revised July 2007

H. M. SHIPS ASSOCIATIONS - REUNIONS AND HISTORICAL INTEREST

A strong bond of comradeship exists between those who have served together in a ship, squadron, flotilla, unit, etc. Even those of different commissions share a common interest. Many ship or unit associations have been formed but few have close links with the Royal Naval Association. We also lack any system of re-uniting those who have served together. At the 1983 Re-union, Peterborough Branch initiated a "Find Your Oppo" stall with some success.

2. Many branches have established links of affiliation or liaison with HM Ships in commission. These are reported to HQ in the Branch Annual Report and then promulgated by GSM 24. Branches are now encouraged also to take a special interest in any ship, squadron, flotilla, unit, etc. which may not now be in commission and be a focal point for re-unions, the exchange of information and preserving its history. To avoid a conflict of interest branches should send details of their interests to HQ so that a list can be published by GSM 24.

3. It is suggested that Branches taking up such an interest might:

- a. Appoint a volunteer member as the Hon Historian responsible for co-ordinating all action
- b. Make contact with any separate ship or unit association of the same interest and offer them support
- c. Compile a list of Shipmates from all Branches in the Association who have a special interest in the ship or unit.
- d. Build up and preserve a historical record and circulate newsletters to those interested
- e. Arrange re-unions

4. Announcements about such activities can be sent to HQ for inclusion in the announcements section of the Circular. Navy News can also be asked to assist.

GENERAL SECRETARY'S MEMORANDUM 56

Revised July 2007

MOTIONS FOR ANNUAL CONFERENCE

Standing Orders S8 contains the regulations concerning motions for Annual Conference. In applying these the Standing Orders Committee has approved the following:-

a. **Procedure** Branches should whenever possible put forward motions on appropriate form. Motions should begin with the word "That" and be worded in the affirmative (i.e. propose some finite action or declare or proclaim something). A section of the form is available to show the reasons behind the motion and this will help the Standing Orders Committee in exercising its powers under Rule S8 (4) b to combine, condense and/or re-draft motions. Branches may well find it advantageous to discuss proposed motions with Area officials, their NCM or Headquarters - sometimes the object may be achieved without the need for Conference approval.

b. **Timing** Motions for consideration at the next Conference must reach the General Secretary sixteen weeks before it. For Conference in mid June this means by the third week in February but the exact date will be promulgated each year. However motions may be submitted earlier as covenant.

c. **Amendments to Motions** These are in themselves Motions. The Agenda will be promulgated as early as possible (normally in advance of the mandatory 4 weeks in Rule 12b) so that Branches may have the opportunity to consider any amendments. They must be in writing and it is most desirable that they be sent to the General Secretary before Conference so that the Standing Orders Committee can consider the best way for them to be taken by Conference. Amendments can be proposed in the course of debate in Conference but may cause delay in proceedings because of the need to decide on their proper handling. These amendments must also be in writing and given to the Standing Orders Committee.

d. **Motions of Extreme Urgency** Standing Orders S8(7) requires motions of urgency to reach the General Secretary by not less than 48 hours before the date of the Conference. They should normally be accompanied by an explanation of the need for urgency indicating why the matter cannot be left until the following Conference or dealt with by other means.

e. **Amendments to the Royal Charter, Rules, Bye-Laws** There are separate special regulations concerning such amendments - Articles 16(2) and Rule 19. It should be noted that under the latter rule, while Conference can set aside a Bye-Law, it cannot make or amend one. However a motion can ask the National Council to consider such action.

GENERAL SECRETARY'S MEMORANDUM 57

Revised July 2007

BRANCH WELFARE OFFICERS - TERMS OF REFERENCE AND GUIDANCE

1. Each Branch of the Association should appoint a member as Branch Welfare Officer (BWO). If not already an elected member of the Branch Committee the BWO should be an ex-officio member of the Committee. The name of this official should be reported to HQ on the official Branch Report.
2. The name of the Branch Welfare Officer should be made known to all members of the Branch who should be advised to consult the BWO over any personal problems and pass on details of any naval person or dependant known to be in need or distress. In this connection Article 4(3) makes it clear that non-members of the Association may receive assistance.
3. Each Branch Welfare Officer should be given an identity card signed by the Hon. Secretary of the Branch and this card should be produced by the BWO when calling on people. Blank cards can be obtained from HQ. The Branch Secretary must ensure that the card is returned and destroyed when an official ceases to be the BWO.
4. The primary task of the BWO is to investigate all individual problems that come to notice and assist in their solution. Each case will need sympathetic individual handling but the following guidance is relevant :
 - a. **Comradeship** Problems are not confined to finance and the special role of the Association is to provide friendship and comradeship. Encouragement to those who are lonely to join in Branch activities is part of the solution.
 - b. **Financial Help** For those in need can often be arranged, and the task of the BWO is to identify where there is a real need and assist in obtaining it from the appropriate source. Those to consider are :
 - (i) **Branch Funds** Depending on their size and financial state Branches may have their own welfare funds on which the BWO may draw for immediate assistance to individuals. The rules of their fund set by each Branch should make clear the extent of the help the BWO can give and the cases which need Committee approval.

- (ii) **DHSS** In many cases help may be available from the DHSS but the individual needs guidance on how to apply. The BWO should establish local contact with DHSS officials so that their help can be used to best advantage.
 - (iii) **SSAFA** The BWO should establish local contact with a SSAFA Branch who can help with advice and sometimes finances. They are the recognised almoners for RNBT. (GSM 17 refers)
 - (iv) **RNBT** Anyone who is or has been an RN or RM rating/other rank or dependant can receive financial help from the RNBT and cases should be referred either direct or through SSAFA (GSM 17 refers). It may be appropriate to refer other cases to ARNO, RM Benevolent Society (Officers) or the WRNS Benevolent Trust.
 - (v) **RNA Central Charities Fund** If other sources cannot help application can be made to HQ in accordance with GSM No 1 and 33. This is a relatively small fund used only when other sources cannot help.
- c. **Confidentiality** is vital in dealing with all cases. The permission of the individual is essential before reference is made to others.
- d. **Advice to BWO's** Advice on how to handle cases may be sought from Area Welfare Advisers (GSM 43) or the other organisations mentioned in this guidance. The BWO should not expect to be able to handle every case single-handed. Advice from Headquarters and/or the National Council Member should also be sought if other sources prove ineffective.
4. If there are homes or hospitals in the area with naval people in them the BWO should endeavour to contact them and arrange for members of the Branch to pay regular visits. If members are sick at home, visits should be paid if possible and if admitted to hospital consideration given to whether relatives can be helped with transport etc. The Mayday Postcard system offered to members in poor health should be considered. (GSM 50)
5. **General Secretary Memorandum (GSM's)** Useful advice on welfare is contained in some of these memorandums. Two copies of each are sent to each Hon. Secretary who should pass one copy of each memorandum concerning welfare matters to the BWO. Spare copies can be obtained from HQ.
6. **Charities and Welfare Adviser** This is an appointment by the National Council to control grants to individuals in need and to propose large charitable grants each year. He/she is available to offer advice to BWO's and Area Welfare Advisers.

GENERAL SECRETARY'S MEMORANDUM 58

Revised July 2007

PUBLIC LIABILITY INSURANCE

1. An Insurance policy has been taken out and the premium paid from national funds to cover the whole of the Association, officers and members, against Public and Products Liability and Property Loss or Damage.
2. The policy covers all normal Royal Naval Association activities e.g. meetings, marches, social events, street collections etc. This should normally make it unnecessary for Branches to take out this form of insurance. The policy does not cover events organised by The Royal Naval Association in which other organisations participate e.g. car boot sales, fetes etc - special events insurance is required for activities such as these.
3. The policy is with Ecclesiastical Insurance arranged through our Brokers, Colemans. Claims should be submitted via Headquarters.
3. A copy of the summary of cover can be supplied to any Branch on request.

GENERAL SECRETARY'S MEMORANDUM 60

Revised July 2007

VISIT BY WAR WIDOWS TO WAR GRAVES

The Government announced in October, 1984 that it would give financial assistance to war widows to visit their husbands graves. The scheme to be administered by the Royal British Legion started in April 1985 and is continuing.

2. Any war widow wishing to be considered for such a visit should write to The General Secretary, The Royal British Legion, 48 Pall Mall, London SW1Y 5JY marking the envelope 'Pilgrimage' and stating the name of the War Cemetery they wish to visit. Such letters will be acknowledged and, at a later date, full details of eligibility will be issued together with advice regarding the pilgrimage programme and cost, with information on how to apply for inclusion in a specific pilgrimage.

3. **Eligibility** will be restricted to war widows who have not previously received financial assistance from public funds to visit the grave. Widows who have previously visited the grave at their own expense will however qualify for a government support visit. Those remarried will still be eligible but the fact of remarriage will be taken into consideration when placing applicants in order of priority.

4. **Costs** The scheme is based on each widow contributing one eighth of the cost. In most cases this will be a relatively small amount but no widow should be discouraged from making application because of this charge. In cases of difficulty the Royal British Legion can help and I am sure that Branches of The Royal Naval Association would be ready to help any naval widow who requires such assistance. If a Branch cannot do so then application can be made to HQ for assistance from the Central Charities Fund in accordance with GSM 33.

5. Branches may be asked by The Royal British Legion to help verify eligibility and the physical capability to make the journey. We have offered to help the Legion in any way we can in the administration of this scheme.

GENERAL SECRETARY'S MEMORANDUM 61

Revised July 2007

ROYAL MARINE BANDS - APPLICATION FORM

All applications for Royal Marine Bands to take part in RNA events should be forwarded to Headquarters as early as possible before the event. Headquarters will submit them to CGRM and attend the Band Conference held in December each year when allocations are made for the following year.

2. Engagements for 'Service Commemorations and Charities' are generally classified as Category II and are specified in MOD rules as follows:-

- a. Commemorative occasions which must have Service or ex-Service connection
- b. Performances, the profits of which will be applied wholly to Seafarers UK (formerly King George's Fund for Sailors), the Army Benevolent Fund or the RAF Benevolent Fund.
- c. Performances given for the benefit of a bona fide charity, the funds or service of which are devoted exclusively to past and present members of the Defence Services and their families.

3. The Organisers of category II engagements are responsible for the costs relating to transport, subsistence, insurance, security and any other out of pocket expenses. These can be considerable if the bands have to travel a long distance. In those circumstances the Branch is advised to discuss their idea with the appropriate Naval Regional Officer and/or Headquarters and find out whether there are likely to be any other engagements for bands in the area, enabling costs to be reduced or shared.

4. Applications from Branches to HQ should be on a form which may be obtained from H.Q.

GENERAL SECRETARY'S MEMORANDUM 62

Revised July 2007

PEMBROKE HOUSE, GILLINGHAM, KENT

Pembroke House in Gillingham is run by the RN Benevolent Trust to provide residential and nursing care for 52 ex-ratings and other ranks of the Royal Navy and Royal Marines. It has 44 single and 4 double rooms. It is the only home which is exclusively for ex RN/RM people and is therefore especially supported by the Association. Many Branches send donations to it and the Association has recently provided a new minibus and a vehicle for the conveyance of wheelchair bound residents.

2. **Adopting a Resident** Branches are encouraged to adopt a resident of the Home. This involves :

- a. Making them a member of the Branch (not necessary to collect a subscription).
- b. Writing to them and, when practicable, visiting them regularly.
- c. Remembering their birthday etc.
- d. Looking after any minor comforts needed.

3. **How to Adopt a Resident** Write to The Matron, Pembroke House, 11 Oxford Road, Gillingham, Kent (Tel. 01634-852431). She will propose a suitable resident or place you on a waiting list. Account will, when possible, be taken of the geographical interests and background of the residents.

GENERAL SECRETARY'S MEMORANDUM 66

Revised July 2007

LIAISON WITH SEAFARERS UK (EX-KING GEORGE'S FUND FOR SAILORS)

The following Memorandum of Understanding has been agreed by both the National Council and Seafarers UK (formerly KGFS) Board of Trustees as guidance to our Branches and their area and local committees to achieve a close liaison to the mutual benefit of both organisations and those we jointly help to look after.

MEMORANDUM OF UNDERSTANDING

1. **Seafarers UK (formerly King George's Fund for Sailors)** is the central and the **ONLY** fund which covers **ALL** maritime charities. It exists solely to secure and to give financial aid to officially recognised marine benevolent organisations and institutions, all of whom may apply to the Fund for help. Many do.

2. Some need money for unforeseen contingencies; others to meet regular and routine commitments. Many do not have the resources to make a separate direct appeal and are totally dependent on grants from Seafarers UK (KGFS) to maintain an adequate level of support for their 'seafaring' beneficiaries. All applications - including audited Annual Accounts - are carefully scrutinised to determine those in greatest need and grants are authorised by a special Distribution Committee. In recent years financial help totalling over £5,000,000 has been distributed annually to more than 90 Charities, Funds and Trusts caring for seafarers and their dependants.

3. **The Royal Naval Association** was formed in 1950 incorporating the RN Old Comrades Association which was formed in 1935. It is the principal Naval Association recognised by the Admiralty Board and is a Registered Charity. Membership is open to all serving and ex-service members of the Naval Forces including the Royal Navy, Royal Marines, QARNNS, WRNS, Reserves and all ranks and specialisations. In addition, anyone who is in sympathy with the objects of the Association may join as an Associate Member. Today the RN Association has a membership exceeding 28,000 in over 400 Branches - including some overseas. The objects of the Association are to further the efficiency of the Service, foster esprit-de-corps, preserve traditions, perpetuate the memory of those who have died and assist any naval people or their dependants who are in need, hardship or distress.

4. Within these objectives the RN Association concentrates on offering friendship, comradeship and personal support to those who need it. Limited welfare funds are raised by members to support these activities and close liaison is maintained with Seafarers UK (KGFS), RNBT and other similar organisations who can provide financial support to naval individuals - or, in the case of Seafarers UK (KGFS), provide advice on the best organisations from which to obtain help.

5. The RN Association raises charitable funds by contributions from members and by the local activities of the Branches. No national appeal is made to the public for funds but a Central Charities Fund is maintained to enable the Association to contribute to one or more naval charities each year as a demonstration of the corporate interest of the members of the Association in such activities.

GENERAL SECRETARY'S MEMORANDUM 68

Revised July 2007

RECOGNITION BY THE ROYAL NAVY

1. The Admiralty Board has formally delegated responsibility for liaison with our Association to the Commander in Chief Naval Home Command (CINCNAVHOME) who has his Headquarters in Fleet Headquarters, Whale Island, Portsmouth. He is also responsible for co-ordinating liaison with all naval associations and has set up a Consultative Committee to achieve this. The main service associations and their parent service authorities are members of the committee.

2. As a result of the work of this Committee, CINCNAVHOME has informed all Flag and Commanding Officers and other appropriate authorities (including Naval Regional Officers) of the various degrees and implications of recognition of associations by the Royal Navy. CINCNAVHOME has built up and maintains a register of naval associations and promulgates the degree of recognition accorded to each.

3. There are three degrees of Recognition - Full Recognition, Recognition and Limited Recognition with criteria, responsibilities and benefits established for each.

Full Recognition

4. To qualify for Full Recognition an Association must have a formal constitution and a proper organisation for internal administration. It must be active and have links with an identifiable parent branch of the Service, have continuing pool or recruits and a secure future.

5. The responsibilities of an Association accorded full recognition are as follows, with the Service parent authority being responsible for monitoring them:-

- a. To assist in encouraging a more informed public opinion sympathetic to the Naval case, but to avoid involvement in any political or sectarian activities.
- b. To maintain a high standard of conduct in all activities to ensure that they are never detrimental to the best interests of the Royal Navy.
- c. To assist with the care and well-being of Service and ex-service members of the Naval Service and, in particular, to assist those in need and distress.
- d. To protect their members from financial claims resulting from their membership and to have a financially sound organisation.

6. The benefits of Full Recognition are:-
- a. Authenticity and status recognised by all Royal Naval authorities.
 - b. Promulgation within the Royal Navy as deserving of support available, with priority over non-recognised organisation (e.g. resources).
 - c. Encouragement of active Service membership of recognised associations.
 - d. Supply of information about the Royal Navy to keep members up to date - e.g. Broadsheet.
 - e. Assistance with distribution of Association material within the Royal Navy.
7. The associations granted Full Recognition, who are members of the Consultative Committee are: The RN Association, RM Association, Association of Wrens, Submarine Old Comrades Association, Fleet Air Arm Officers Association, Aircrewmen Association, Telegraphist Air Gunners' Association, QARNNS Officers' Association, QARNNS Ratings' Association.

Recognition

8. Recognition will be given to those Associations which, while not meeting the criteria for Full Recognition, are of sufficient size and influence to be accepted as a genuine Naval Association and whose nature is such as to give them some right to benefit from the Service. Their membership should be of sufficient size to be a credible Association, they must have a formal constitution or set of rules and be active with links either to an existing or defunct Service sub-branch or unit.

9. The responsibilities and benefits of those associations granted Recognition will be similar to though less than those granted Full Recognition.

10. It is for Associations to apply to CINCPACFLT for such recognition and the Consultative Committee will assist in the decision of each. This degree of recognition will be obviously suitable for the RN Patrol Service Association and the Coastal Forces Veterans Association.

Limited Recognition

11. Small associations of limited geographical area, or of a finite life span, or consisting solely or one branch or club whose purpose may be purely social may be granted Limited Recognition if they apply to CINCPACFLT after discussion with the Consultative Committee.

12. No definable or enforceable responsibilities would be laid on those associations. The benefit that they would gain would be that they would be aware of the existence of the Consultative Committee and of CINCPACFLT's responsibilities and could seek advice and assistance as necessary.

Other Service and Tri-Service Associations

13. CINCPACFLT has stated that, While participation by serving members, and interest by Commanding Officers in other service and tri-service associations is welcome, he believes that the Royal Naval Association have first call on the loyalty, facilities and resources of the Navy.

Existing Service Links

14. CINCPACFLT has stated that there is no intention to interfere with, or end, any traditional links and relationship that may exist between Units and Associations - indeed it is the wish of the Consultative Committee that its work should strengthen such links. However, with diminishing resources, the ability of the Royal Navy to help "in the margins" is markedly reduced and the Registers of Recognition will give guidance to Service Authorities in allocating whatever assistance they may be able to afford.

Implications for the RN Association

15. The rationalisation and promulgation of these degrees of Recognition and their meaning in the Royal Navy is likely to have an advantageous long term effect on RN-RNA relationships and make evident to other naval organisations, the advantage of belonging to a national naval association which has Full Recognition by the Royal Navy. Dramatic or immediate changes should not however be expected in the shorter term.

16. It is important to emphasise to everyone that the RN Association has no wish nor aim to take over or eliminate those national naval associations which have also been granted Full Recognition. Of course we hope that many of their members will also join the RN Association and that mutual membership of the Consultative Committee will help to bring us closer together, sharing in activities whenever practicable.

17. But geographically limited naval associations or clubs who could become Branches of the RN Association will not now get more than Limited Recognition from the Royal Navy - except for such traditional links that already exist (para 14 above). Our relationship with such organisations is that we welcome friendly contact with all naval people and they are fully entitled to remain as independent associations. They cannot, however, expect to get all the advantages of being a fully recognised national naval association without joining as part of our Association. A welcoming hand is extended to them.

18. The advantages of being a Branch of the RNA are set out in details in GSM No 4 and there is no objection to copies being given to other naval organisations. It is now relevant to point to the differences in degree of RN recognition available and the fact that the RNA plays a leading role on the Consultative Committee.

19. Finally, it is important to appreciate that while the general endorsement and support of the Association by the Admiralty Board continues, the task of liaison with the RNA has specially been delegated to the Commander in Chief, Naval Home Command whose responsibilities include most shore establishments, Naval Regional Officers, Reserves, and Cadets. This is additional to the overall co-ordinating role

for associations which he exercises with the support of other naval authorities. We therefore have a most senior and powerful Flag Officer looking after our interests.

20. The longer term future of the RN Association much depends on getting closer to the Royal Navy and getting active service officers, ratings and other ranks to join us. The comparative ageing membership inevitably includes many who served in the Second World War when the Royal Navy was so large, but this is now diminishing as the older generation cross the bar. This is why we have taken the initiative to get the machinery of liaison improved and it is now incumbent on all members and Branches to help make it work and to live up to our responsibilities.

GENERAL SECRETARY'S MEMORANDUM 70

Revised July 2007

HEADED NOTEPAPER - POINTS TO INCLUDE

1. On headed notepaper specially printed for Branches and Areas it is appropriate to include the following:-
 - a. Incorporated by Royal Charter
 - b. Registered Charity - Registration No.
 - c. Full Recognition by the Royal Navy
2. For notepaper printed for R.N.A. Registered Clubs the first two are not appropriate but it is quite in order to include the third - Full Recognition by the Royal Navy.
3. The motto of the Association may be included if so desired on either. It is also legitimate to include "Patron of the Association: Her Majesty The Queen", but it is important to include "..... of the Association" as Branches can have separate patrons.
4. The slogan "Once Navy Always Navy" may also be included.

GENERAL SECRETARY'S MEMORANDUM 71

Revised July 2007

PUSSER'S RUM

Sponsorship of the Royal Naval Association

1. in 1980 "Pusser's Rum" was formed as a company in Tortola on the initiative of Charles Tobias and with the blessing of the Admiralty Board to market a reblend of the same rum used when the official 'tot' was abolished in 1970. It is a blend of five 'pot still' rums from various Caribbean countries - unlike most dark rums which are produced in modern continuous still and shipped in bulk to the United Kingdom.
2. "Pusser's Rum" pays a substantial donation to the Sailors Fund (the 'Tot Fund') which provides many of the facilities for the comfort and recreation of those serving. They also sponsor The Royal Naval Association and have helped in many ways, especially in publicity. It has therefore been designated as "the Official Rum of the Royal Naval Association".
3. While Branches, Clubs and Shipmates are entirely free to buy whatever rum suits their palates, the most valuable sponsorship the Association receives from Pusser's Rum should be borne in mind.
4. Cellar Trends is now the distributor for Pussers Rum. they are based at Stonehouse Farm, Ashby Road, Woodville, Swadlincote, Derbyshire DE11 7BP
Telephone No 01283-217703 Fax 01283-550309. Contact Neil Durnell or Rob Anderson.

GENERAL SECRETARY'S MEMORANDUM 73

Revised July 2007

REGISTER OF NAVAL ASSOCIATIONS

RECOGNISED BY THE ROYAL NAVY

1. GSM 68 sets out the criteria and meaning of the various degrees of Recognition which may be given by the Royal Navy to Naval Associations.
2. A Register has been compiled of Naval Associations who have been granted a degree of recognition by Commander in Chief Naval Home Command and a copy is enclosed with this Memorandum.
3. Every Branch of The Royal Naval Association receives Full Recognition. If contact is made with those local associations given Limited Recognition the difference should be realised, and the advantages of becoming a Branch of our Association should if there is a suitable opportunity, be tactfully pointed out.

Enclosure to GSM 73**REGISTER OF NAVAL ASSOCIATIONS****FULL RECOGNITION**

The Royal Naval Association	The Royal Marine Association
The Association of Wrens	The Submarine Old Comrades Association
The Fleet Air Arm Officers Association	The Aircrewman Association
The Telegraphist Air Gunners Association	The QARNNS Ratings Association
The QARNNS Officers Association	

RECOGNITION

The ASWI Association	The Coastal Forces Veterans Association
The Fleet Air Arm Association	The Ganges Association
The Gis Association	The PRIs Association
The Royal Naval Patrol Service Association	The RN Shipwrights Association
The RN Writers Association	The Ton Class Association

LIMITED RECOGNITION

The Algerines Association	The Bath White Ensign Association
The Bristol RN & RM Old Comrades Assoc.	Captain Walker's Old Boys Association
The Castleford Naval Association	The Charybdis Association
The Chatham RN Gunnery Inst. Association	Cornwall Association of Reserve & Retired Naval Officers
1st Destroyer Flotilla (42-45) Association	Downham Market Ex-Naval Association
The Exeter Flotilla	The Exeter White Ensign Club
The Fellowship of Naval Men	49th(1943) Fleet Air Arm Pilots Course Ass.
The HMS Barham Survivors Association	The HMS Bulwark Association
The Burnham Association	The HMS Fuji Survivors Association
The HMS Hood Association	The HMS Paladin Association
The HMS Serene Association	The HMS Sheffield Association
The HMS Warspite Association	Leicester Senior Service Association
The London Flotilla	The Manchester Naval Officers Association
The Midlands Naval Officers Association	The Nottingham Flotilla
The Portsmouth Field Gun Association	Portsmouth Retd. Naval Officers
The River Plate Veterans Association	The RN Commando Association
RN Constructive Officers Portsmouth	RN & RM Association (Oxford & Dist.)
Sidmoth & Dist. Royal Naval	Southampton RN Officers Association
Old Comrades Association	
Stockport & Dist. White Ensign Association	Sussex RNVR & RNR Officers Association
The TAD (RN) Association	Hull Naval Enthusiasts Association

GENERAL SECRETARY'S MEMORANDUM 74

Revised July 2007

REGISTRATION OF THE ASSOCIATION AND ALL BRANCHES AS A CHARITY

1. Branches are sometimes required to produce proof of their registration as a Charity. For those branches who have registered as a charity, they will need to show the letter of registration and print out from the Charity Commission, and for those below the registration threshold, a letter of confirmation from the Charity Commission that they are not required to register, but are nonetheless charitable and fall within charity law.
2. It should be noted that Clubs are non charitable and are not covered by this status, but should be registered with the Registrar of Friendly Societies under the Industrial and Provident Societies Act 1965.

GENERAL SECRETARY'S MEMORANDUM 78

Revised July 2007

NEGLIGENCE ACTIONS BY INJURED SERVICEMEN AGAINST THE CROWN

The position of members of the Armed Forces who are injured while on duty has been an area for consideration debated for some time. Historically, the Crown Proceedings Act 1947, Section 10, has prevented Service personnel (unlike civilian employees) injured on duty from making any claim for damages against the Crown. In many cases this clearly produced an injustice.

The law has been altered by the Crown Proceedings (Armed Forces) Act 1987. The obstacle of Section 10 has now been removed in respect of any injury or illness suffered because of an act or omission committed on or after 15 May 1987. If a Serviceman or woman suffers because of some fault by the Crown before 15 May 1987 he still cannot bring a claim. Even after 15 May 1987 a serviceman is not entitled to damages just because he suffers injury or illness. Like a civilian he will still have to prove that the Crown has been careless or negligent. It is worth noting that the Secretary of State has been given the power to review the effect of section 10 in time of national emergency or war conditions.

This short memorandum has been prepared by the Hon Legal Adviser who is happy to advise on individual cases.

DISABILITY - ANOTHER VIEW

A Serviceman/Service woman suffering from any disability thought to have been incurred prior to 1987 as a result of military service may not sue the Ministry of Defence for the award of financial compensation in the same way that a civilian can. However, other compensating factors are in place and these need to be seen in comparison with compensation awards made in a civil court. Basically, the comparison is about disability versus liability. An ex-Serviceman/Service woman can request that his/her medical condition be re-assessed at any time during his/her lifetime should it deteriorate significantly, and a sliding scale War Pension (Tax Free and Index Linked and descending at half rate to Widows) can be awarded if the disability is assessed as more than 20%. Should the disability be less than 20% at the time of assessment, a cash sum may be awarded, however should the disability increase to 20% or above in later years, a War Pension may then be awarded at a scale appropriate to the assessed current disability. The advantage of this approach is that the award is based on disability which exists rather than a liability which has to be proved in court, and where a higher standard of proof of negligence has to be proved against the Ministry of Defence. The civilian suing the Ministry of Defence for an award has to do so on the basis of both disability and liability. The Royal Naval Association has not given up watching events on this front, however in the shorter term we have reverted to a watching brief and are seeking to learn from those Members of Parliament who are involved in the various discussions.

GENERAL SECRETARY'S MEMORANDUM 82

Revised July 2007

SOCIAL EVENTS

1. Several enquiries have been received regarding the protocol to be observed when planning and organising official functions such as Branch or Area Dinners, Dedications, etc. While the Association would not wish to be dogmatic on the subject, it is felt that a modicum of guidance might be welcome, considering it right and proper for there to be a degree of correctness in the niceties of the occasion.

2. The following is offered as a guide :

a. **GUESTS** It is important to establish the Guest List as early as possible. Many people are committed very early in the year. The first letter you send out to your guests is to ask them if they are free to attend, giving the date, time, venue, also establish whether they will be accompanied. If they are free to accept the invitation it should be stated that, if necessary, accommodation will be provided. If your guest is sufficiently important, you can find out about him/her in 'WHO'S WHO' in the local library. Having established the guest's attendance it is then necessary to write a second letter in which the guest is given the following information:-

b. **AT DEDICATIONS**

- (i) How to get there (provide a map)
- (ii) Who will meet them
- (iii) What lesson, if any, they are to read
- (iv) Whether they are to take the salute
- (v) Whether a car is available
- (vi) What type of entertainment is to take place on completion
- (vii) Will they be required to speak.
- (viii) A list of other guests with their position, i.e. the local Mayor etc.
- (ix) A list of the names and positions held of the Branch/Area officials who will be attending

c. **AT DINNERS**

- (i) How to get there (provide a map)
- (ii) Where their accommodation is (if asked for)
- (iii) Whether a car is being made available
(from accommodation and return)
- (iv) Who will meet them
- (v) Whether they are required speak
- (vi) Whether they are required to propose a toast
- (vi) A list of other guests
- (vii) A list of the names and positions held of the Branch/Area Committees

d. **WHO MAKES TOASTS AND RESPONSES?**

This is very much a matter of choice. There are two schools of thought on the role of the Guest of Honour in this connection. Some like him/her to propose 'The Association' whilst others prefer him to respond on behalf of the guests (of whom he/she is the chief). If the former, he should be well primed on the subject in order that he is not reduced to a series of fatuous remarks, usually to his own embarrassment. Responding for the guests does, of course, allow him full rein in all directions including the realm of funny stories.

The Presiding Officer may well propose the health of our Royal Patron.

The Chairman, with his wealth of knowledge, is frequently considered ideal to toast 'The Association/Branch'.

The proposer of the toast of 'Our Guests' should ensure that no one goes unmentioned, either individually or in groups as, so often, these guests are the mainstay of the success of the function.

It is frequently considered unnecessary to have a response to all toasts - too many can take too long and not go down well. The proposer of the toast to "The Association/Branch" if they have done their homework, can cover the whole subject.

If such a routine is followed it only leaves

The Queen **AND MAY BE DRUNK SEATED**
The Association/Branch
Our Guests
Response

The toast for the Trafalgar Lunch or Dinner is "The Immortal Memory" **AND IS DRUNK STANDING AND IN SILENCE.**

Where Foreign Nationals are present, the Loyal Toast (The Queen) should be amended to "The Queen and (for example) The President of France" and is drunk standing. Where more than one foreign nationality is present the Loyal Toast is "The Queen and Heads of State here represented" and is drunk standing.

Daily Toasts may be appropriate, and these are :

Monday	"Our Ships at Sea"
Tuesday	"Our Men"
Wednesday	"Ourselves"
Thursday	"A Bloody War or Sickly Season"
Friday	"A Willing Foe and Sea Room"
Saturday	"Sweethearts and Wives"
Sunday	"Absent Friends"

3. It is advisable to allocate some funds in advance for the hosts to buy drinks etc. for the guests.

GENERAL SECRETARY'S MEMORANDUM 84

Revised July 2007

DISCIPLINARY PROCEDURE

1. From time to time it will become necessary in any organisation for a range of reasons to discipline a member. These reasons may vary from bringing discredit to the Royal Navy or the Royal Naval Association, to anti-social behaviour at Branch meetings or in club premises.
2. Firm action early on will often avoid more serious circumstances later. It is essential to protect the Association from legal proceedings by ensuring that any action taken is in accordance with procedures which do not affect any principles of natural justice.
3. It is essential that the circumstances of any incident which may lead to disciplinary action are investigated by the Branch Committee or Sub-Committee, excluding anyone who is involved in the incident or who may give any evidence.
4. It is an inherent requirement of natural justice that accused persons should understand exactly what charges are being laid against them, and what evidence there is in support of the allegation. They should be offered the opportunity to speak in their own defence, to call witnesses in rebuttal and, if necessary and desired, to have the right of appeal to a higher authority.
5. It is obligatory to explain to an accused person where, when and what the complaint is about. The witnesses in support of the complaint must be heard in the presence of the accused and a copy of any written evidence provided. The Accused should be afforded the opportunity to cross-examine witnesses either personally or via a "friend".
6. The case for defence should then be heard. If the accused asks for a reasonable postponement to produce evidence, this should be allowed.
7. Rule B43(b) allows for advice or warnings about a member's conduct to be recorded i.e. a recorded verbal warning. If this is ineffective in rectifying offensive conduct, it may be followed by a written recorded warning from the Committee to the member.
8. Rule 3(d) gives the procedure for expulsion or suspension for a specific period. Rules B43(d), (e) and (f) describe the procedure for an appeal.
9. **The Association Rules for handling disciplinary matters must be followed explicitly. If in doubt ring the General Secretary for advice.**

GENERAL SECRETARY'S MEMORANDUM 86

Reviewed July 2007

HEALTH AND SAFETY

1. This GSM deals with the complicated regulations concerning Health and Safety legislation. The relevant UK legislation is the Health and Safety at Work Act 1974 and similar occupational Health and Safety statutes, such as the Factories Act 1961 which have a relevance. Also relevant are the Safety Representatives and Safety Committees Regulation 1977 (SI No.500) and the Health and Safety (First Aid) Regulations 1981 (SI No.917).
2. The following guidelines are provided to assist in the implementation of the various Acts and Secondary Legislation.
 - a. All Staff with Supervisory responsibility shall:
 - (i) Be fully conversant with the general duties and responsibilities of employers towards their employees and the general public.
 - (ii) Continue to impress on all employees their own obligations under the Act.
 - (iii) Identify those premises and processes which were previously outside the scope of safety legislation and check that existing health and safety welfare standards are satisfactory. if in doubt, contact the Manager or Safety officer where one is appointed.
 - (iv) Ensure that all major items of new equipment are thoroughly checked as soon as possible after delivery and should there be cause for complaint, contact the manufacturer/supplier without delay.
 - (v) Be familiar with the improvements and prohibition notice procedure as laid down in the Act.
 - (vi) Keep all staff advised that, in the event of any mention by an Inspector of a prohibition/improvement notice being served, the Manager or Safety Officer shall be immediately informed.
 - (vii) Periodically review the position of the safety function within their field of responsibility to ensure that expert advice and guidance on safety matters is readily available to all.

GENERAL SECRETARY'S MEMORANDUM 87

Reviewed July 2007

WHAT HQ DOES

1. Shipmates may ask what goes on in HQ and why do we need one? This is a very valid question because the cost of running it is largely paid for out of the national subscription.

2. But first what does HQ consist of? The offices are themselves quite modest, consisting of a ground floor suite of five offices, one print room and two cellars in Chelsea off the Kings Road. However an HQ is more than a building as it consists of people who do things. the staff consists of the General Secretary, the Assistant General Secretary, the Data Base Manager and a part time Book-Keeper who works from home. We are also required by the Inland Revenue to declare our part time cleaner. The main activities are:-

- Being the Executive Arm of the National Council

The National Council is the Governing Body of the Association. It meets 4 times a year and the General Secretary is Secretary of the Council and also Secretary to the Finance and General Purposes Committee. There are a number of committees (listed in the Y/B) which meet as necessary and the General Secretary or the Assistant General Secretary are their Secretaries with the General Secretary sometimes being a member. For these meetings agenda are produced, memoranda written to explain many of the items and the options available, minutes produced and then action taken to promulgate and implement the decisions.

- Communicating with Branches

With Branches all over the country, and some overseas, an important task is to keep them informed about what is going on and a Circular is written, printed and despatched as the primary way of doing this. Branches also have individual problems and queries and a good deal of time is involved in giving advice - either by letter or telephone and verbally to callers. HQ Staff also endeavour to visit Branches when invited so that views can be heard and problems discussed on the spot.

- Administration of the Association

To supplement Rules and Bye-Laws, standing administrative procedures, guidance and advice are needed to assist branch and area officials General Secretary Memoranda are issued to provide these.

- **Communication with Areas**

This is achieved mainly by correspondence with Area Secretaries and National Council Members. At times HQ Staff are asked to attend Area Meetings which is a good way of meeting delegates from a number of Branches.

- **Keeping Financial Accounts**

The accounts of the Association and Branches and the increasing number of activities mean that the task has expanded considerably and has involved having a part time Book-keeper. She is responsible for the system and producing the accounts. The Book-keeper works from home. The Accountant and Auditor are not located in HQ.

- **Keeping Membership Records**

Membership cards are issued on receipt of the necessary application being made together with a cheque made payable to the Royal Naval Association. A record of Branch paid up membership is maintained within Headquarters.

- **Selling RNA Goods**

This involves buying, accounting for them and then despatching them. The range of goods is increased whenever practicable and a catalogue produced. The aim is to despatch orders on the same day as the order is received.

- **Setting up New Branches**

New Branches are commissioned each year and HQ advises them how to do it in liaison with the National Council Member who commissions them.

- **Dealing with Individual Applications to Join**

This involves sending them to appropriate Branches, or taking them onto the HQ Roll which is administered by HQ.

- **Awarding Life Memberships**

This task is taken on behalf of the Council after checking acceptability with the National Council Member.

- **Producing Publicity Material**

In conjunction with the NPRO this involves obtaining posters, pamphlets, stickers, banners etc. providing them to Branches and Areas for their publicity activities (e.g. stands at Veterans Events, Navy Days and Air Days) HQ liaises with the RN and the organisers and other events are organised or supported as required.

- **Producing the Year Book**

This involves editing the content, negotiating with the advertising agency, printers, despatching and selling it.

- **Organising Ceremonial Events**

HQ is fully involved with the Social and Ceremonial Officer in organising Reunion, National Parades, St. Paul's Seafarers Service, Cenotaph Parades, Field of Remembrance, National Standard Bearers Competition etc.

- **Organising Annual Conference**

The Assistant General Secretary acts as Secretary to the Standing Orders Committee. The National Council reports to Conference and follow-up action on Conference Resolutions is co-ordinated and implemented by the General Secretary.

- **Liaison with the Royal Navy**

This is undertaken at all levels on many subjects including RN/RMA relationships and supporting the Navy.

- **Liaison with Other Associations**

The General Secretary is the RNA representative on the Council of British Service and Ex-Service Organisations, the General Council of Seafarers UK (ex-KGFS), the governing body of BLESMA and CORCA.

- **Investments and Financial Control**

Careful control of investments and interest earning opportunities is needed to gain maximum benefit from the Association's capital and reduce reliance on subscription income,. Detailed control of the budget helps keep expenditure to the minimum needed.

- **Maintaining HQ**

This Includes organising insurance and cleaning, maintaining office machinery and the filing system.

- **Assisting the Charities and Welfare Officer**

HQ administers Central Charities Fund, dealing with individual cases and with grants to other organisations. Not one penny of the donations to the Central Charities Fund is spent on administration which is provided as an HQ activity.

- **Assisting Clubs**

An annual task is to issue their permits and organise a Clubs Seminar covering the commercial aspect of running a club. Individual clubs throw up a variety of different problems.

- **Running the HQ Roll**

The HQ and Serving Members Roll is now some 1,700 strong requiring four newsletters a year and detailed computer records.

3. While the above is a formidable though incomplete list, it should not be thought that HQ runs every activity completely. Many members of the National Council carry out a great deal of the work as do officials and volunteers from Areas and Branches. However, the back-up provided by full time HQ staff is an essential ingredient of having a National Association. Without a Royal Charter and a National Council every Branch would just do its own thing and there would be no cohesion order or regularity and hence no national reputation or influence. To be effective the National Council needs an HQ sufficiently staffed to meet the tasks and commitments placed on it.

GENERAL SECRETARY'S MEMORANDUM 88

CLOSURE OF ROYAL NAVAL ASSOCIATION CLUBS - PROCEDURES

1. The procedures for closing a Royal Naval Association Club are relatively simple, however they need to be strictly followed and the General Secretary of the Association (who is also Secretary of the Association's Clubs Committee) is to be consulted and kept informed as appropriate. The following guidelines have been drawn up utilising the experience of the Clubs' Committee
 - a. A decision to cease trading as a Club is not the same as closing the Club. The Club continues to exist as a registered entity until such time as a Special General Meeting of the Branch decides to close and de-register the Club. Since an RNA Club cannot exist without a host RNA Branch, the Branch controls the existence of the Club.
 - b. In order to formally close an RNA Club, a Special General Meeting of the RNA Branch, is required and 10 days notice of this meeting should be given to the membership of the Branch (Model Club Rule 13(3)).
 - c. ALL bona fide current members of the RNA Branch may attend the Special General Meeting but only FULL LIFE (A) and FULL (A) members may vote on the resolution to close the Club. ASSOCIATE members may not vote on this resolution (RNA Bye Law B13 and Model Club Rule 7). The resolution to close a Club requires a vote in favour of three fourths of the eligible voting membership i.e. the FULL LIFE (A) and FULL members (Model Club Rule 26). The proceedings of this meeting are to be formally recorded, as is the vote on the resolution (Financial Services Act 1968).
 - d. Following a vote to close an RNA Club, de-registration action with the Financial Services Authority should be commenced. Guidance is available on the Charity Commission Web Site at <http://www.charitycommission.gov.uk> and stocks of the documents involved are available from RNA Headquarters on request.
 - e. The Committee of the RNA Branch involved (its Trustees) are to take the assets of the RNA Club under control since they have a duty under Charity Law to realise the assets of the Club, and if possible to settle from them any debts the Club has incurred.
 - f. The Trustees have a duty under Charity Law, to obtain the maximum value of the assets of the Club (including the Club premises if appropriate) in an unrestricted market, and care must be taken not to enter into negotiations or agreements in contravention of this precept. This is particularly relevant where an offer is made by a third party to continue to operate the Club as a non-RNA concern. The Trustees are individually and severally liable for the observance of Charity Law, and failure to comply with the precept can lead to penalties being imposed under the vicarious liability regulations.

g. The Trustees are to take the remaining assets of the Club as a credit to the RNA Branch and this credit may be expended by the Branch in pursuance of the objects of the Royal Naval Association (RNA Supplemental Charter Article 3). The RNA Branch is not liable for any outstanding liabilities of the Club which exceed the value of the assets.

h. No distribution of Club assets is to be made to any member or individual except as by way of settlement of a liability of the Club. The individual 5p Shares held by the members of the Club have no pecuniary value (Model Club Rule 6).

i. Audited Accounts in respect of the closure of a Club are to be forwarded to RNA Headquarters as soon as possible after completion. The Financial Services Authority will also require audited accounts and may also request copies of previous annual accounts.

j. Once the Club has closed and is de-registered, the assets become the property of the Branch unless that in turn closes, in which case the assets revert to RNA Headquarters to be held in suspense for a period of ten years in case the Branch wishes to re-establish itself.

GENERAL SECRETARY'S MEMORANDUM 89 (Reviewed – March 2010)

RNA MANAGEMENT STRUCTURE

1. This General Secretary's Memorandum is issued at the direction of National Council which is concerned that the Area Management Structure is being eroded because of a tendency to raise problems directly with the RNA Headquarters instead of pursuing them via the proper administrative channels. This departure from normal administrative procedures results in Area officials being unsighted as to occurrences or difficulties within their Area, and also frustrates Area specialist officials as they try to build up knowledge and experience of their responsibilities as Trustees. In every case Area National Council Members should also be involved since they will invariably have a wider knowledge base on Association trends and strategies. Headquarters exists to give advice and direction where required, but only when Area officials either ask for it or cannot provide it themselves – the Headquarters Staff do not wish to exist in an isolated ivory tower, however on the other hand they have no wish to disadvantage their colleagues administering a well proven Area Organisation.

2. The General Secretary of The Royal Naval Association, S/M Paddy McClurg (02392-722983 or paddy@royalnavalassoc.com) will gladly offer advice and counsel to any Area official requesting it, or to any Branch official directed to him by an Area official, however specialist advice may also be sought from other HQ Staff or National Council specialist advisers, viz:

HQ Administrative Planning,
Royal Charter,
Circulars, Annual Conference
Newsletters, Programmes

Assistant General Secretary (Administration)
S/M Sheila Tarabella (02392-729782)
Sheila@royalnavalassoc.com

Membership, Slops, Information Technology,
Diary, Yearbook, Desk Top Publishing,
Projects :

Assistant General Secretary (Management)
S/M Nigel Huxtable (02392-72374)
Nigel@royalnavalassoc.com

Accounts :

Book Keeper
S/M Michelle Bainbridge (02392-723823)
Michelle@royalnavalassoc.com

Welfare :

National Welfare Adviser
S/M Rita Lock (02392-642234)
ritalock@sky.com

Public Relations

National Public Relations Adviser
S/M Steve Caulfield (0161-7890064)
stephen.caulfield@dhl.com

Ceremonial

National Ceremonial Adviser
S/M Alan Robinson (0208-7590444)
Yvonnecurtis1@hotmail.co.uk

Clubs

Chairman, Association Management Committee
S/M Chris Dovey (01584-810813)
Ncm8@mac.com

Overseas

National Council Overseas Representative
S/M W Murray (01634-304973)
bill.murray@blueyonder.co.uk

Remember that all Royal Naval Association Rules, Bye-Laws and Advisory Publications are now included in the Association Website www.royal-naval-association.co.uk/.

**ROYAL NAVAL ASSOCIATION, ROOM 209, SEMAPHORE TOWER (PP70),
HM NAVAL BASE, PORTSMOUTH PO1 3LT**

- (b) Staff will be informed of relevant codes of practice and of the regulation which have been, or will be made under the Act.
 - (c) Staff will co-operate with Inspectors with their task of passing relevant health and safety information onto employees.
3. The attached Annexes provide further guidance:
- a. Annex A - Notice to all employees of the Association
 - b. Annex B - Code of practice for known hazards or risks
 - c. Annex C - General fire precautions
 - d. Annex D - First Aid facilities
 - e. Annex E - Reporting of occupational accidents

Annex 'A' to Section 1

HEALTH AND SAFETY AT WORK, ETC., ACT. 1974

NOTICE

TO: All Employees of the Association

In accordance with the requirements of the Health and Safety at Work, etc. Act 1974, the following general statement of safety policy is issued by the General Secretary for your information:

1. The Association recognises its continuing responsibilities as an employer for providing a safe and healthy workplace and working environment for all its employees and to such persons as may lawfully be on its premises. The Association undertakes to fulfil these responsibilities by all practical means available to it.
2. The Association will pay particular attention to the provision and maintenance of:
 - a. A safe and healthy workplace with safe methods of work
 - b. Safety and awareness amongst all employees
 - c. Adequate welfare facilities
 - d. Plant equipment and systems of work that are safe
 - e. Safe arrangements for the use, handling, storage, conveyance and disposal of materials
 - f. Sufficient information, instruction, training and supervision to enable all employees and contractors to avoid hazards and to contribute positively to their own safety and health whilst at work
3. It will be the responsibility of the General Secretary and those members of his staff to whom responsibility is delegated (see para 7), together with those responsible for the care and maintenance of the Association's premises, to ensure safe conditions of work for all employees. This also applies for such other persons who, although not employees, are engaged in lawful business on the premises, and to obtain competent technical advice on safety and health matters when this is necessary.
4. The Association reminds every employee of their own duties and obligations under Section 7 of the Health and Safety at Work Act 1974, which are as follows:
 - a. To take reasonable care of their own health and safety and that of other persons who may be affected by their acts or omissions at work
 - b. That he/she must co-operate with the Association so far as is necessary to perform any duty or comply with any requirement imposed as a result of any law which may be in force

5. A copy of this statement will be issued to an employees of the Association and will be displayed on notice boards in premises of the Association. It will be reviewed, added to, or modified as required and may be supplemented in appropriate cases by further statements concerning the work of particular groups of employees.

6. This general statement will be supplemented by a series of guidelines to assist those responsible for implementation.

7. In the work of the Association, the fulfilment of this general statement of safety policy or for designation wherein that responsibility lies, is the responsibility of the General Secretary.

ANNEX 'B' TO SECTION 1

HEALTH, SAFETY AND WELFARE **KNOWN HAZARDS OR RISKS - CODE OF PRACTICE**

GENERAL ACCOMMODATION (INCLUDING OFFICES)

1. All corridors and stairways must be kept clear at all times
2. Any liquid which is spilled in corridors or stairways, must be cleared up immediately
3. Circulation areas within the building must be kept clear of obstructions, e.g. waste paper baskets, small items of equipment, packages, etc.
4. Electricity supply cables for typewriters, computers and other electrically operated appliances must not be stretched across circulation areas.
5. All electrical equipment should be switched off at the main supply when not in use and where possible the plug withdrawn from sockets at the end of each working day.
6. Extra care to be taken by smokers to ensure cigarettes, pipes etc., are properly extinguished - use ash trays **NOT** waste paper baskets or similar receptacles.
7. Extra care should be taken when working with sharp instruments, e.g. knives & Scissors.
8. Due care should be taken when opening or closing windows.
9. All windows **MUST** be firmly closed (locked where applicable) at the end of each working day.
10. Suitable assistance should be requested when items of heavy furnishings or equipment are required to be moved.
11. Fire 'smoke' doors **MUST** be kept closed at all times with free access to them unless incorporated in a magnetic system.
12. When it becomes apparent that there exists a hazard in any particular place of work, this should be brought to the attention of the Manager in order that timely action may be taken to obviate further risk.
13. Three and four drawer filing cabinets are to be closed when not in use. A distribution of files should be carried out to limit the title factor.
14. Close desk drawers and locker doors when not in use.
15. When using substances which attract a Control of Substances Hazardous to Health Regulations (COSHH) hazard, ensure that you have a safety data sheet for the substance, prior to using the substance.
16. All substances are to be locked away when not in use.

ANNEX 'C' TO SECTION 1

GENERAL FIRE PRECAUTIONS

BASIC FIRE PRECAUTIONS

1. All staff should be aware of the quickest way of evacuating the premises in the event of fire. The following relevant points should be noted:
 - a. They should be aware of the position of fire extinguishes
 - b. Occupants of any room or area should take, as far as possible, the most direct route to safety. Provision for alternative routes must also be part of the scheme.
 - c. A responsible person on duty must verify that all persons known to have been on the premises have reached the assembly point
 - d. Every door must be closed immediately the room is vacated.
 - e. Exit routes should be kept clear at all times and under no circumstances should goods or equipment be stored in corridors or stair enclosures
 - f. The fire drill must be practised at least once every two months. The fact that it has been carried out and the time taken to complete the operation must be recorded.
 - g. In the event of fire, the Fire Brigade must be called immediately the fire alarm has been sounded. A notice giving the procedure for calling the Fire Brigade must be properly displayed. The following notice should be displayed:

NOTICE

STAFF FIRE ORDERS

2. Members of Staff
 - a. Call the Fire Brigade. **999**
 - b. Locate the Area involved in fire.
 - c. Supervise evacuation procedure.
 - d. Be available to inform the Officer in charge of the Fire Brigade on his arrival of the nature of the incident and actions taken, particularly the safety of the residents.

ANNEX 'D' TO SECTION 1

FIRST AID FACILITIES

1. A First Aid Box or cupboard containing First Aid requisites must be provided for use of staff and must be readily accessible.
2. The box or cupboard must be placed in the charge of a responsible person and the name and location of such a person must be displayed prominently.

3. **First Aid Boxes**

These should be made of suitable material and so designed to protect the contents. All Boxes should be clearly marked, the recommended marking being a white cross on a green background.

First Aid boxes should contain sufficient quantities of suitable First Aid materials and nothing else. For most First Aid Boxes sufficient quantities may be considered as:-

- a. a general guidance card on First Aid (which is to be obtained from the appropriate source).
- b. 20 individually wrapped sterile adhesive dressings (assorted sizes) appropriate for the work environment (detectable dressings should be available for the catering industry).
- c. 2 sterile eye pads, with attachments.
- d. 6 individually wrapped triangular bandages.
- e. 6 safety pins.
- f. 6 medium sized individually wrapped sterile unmedicated wound dressings (approx. 10cm x 8cm).
- g. 2 large sterile individually wrapped unmedicated wound dressings (approx. 13cm. x 17.5cm.).
- h. 3 extra large sterile individually wrapper unmedicated wound dressings (approx. 28cm. x 17.5cm).

In situations where mains tap water is not readily available for irrigation, sterile water or sterile normal saline solution (0.9%) in sealed disposable containers should be provided. Each container should hold 300ml. and at least 900ml. provided. Once opened they must not be re-used. the use of eye baths/cups or re-fillable containers is not recommended.

Extra equipment, or items required for special hazards, i.e. antidotes, may be kept in or near First Aid boxes but only where the First Aide has been specifically trained in their use.

5. The minimum quantities required will vary according to the number of persons normally present at any one time.

ANNEX 'E' TO SECTION 1

REPORTING OF OCCUPATIONAL ACCIDENTS

1. Responsibility for the reporting of and maintaining and processing the relevant statistics relating to all accidents occurring during working hours and involving personnel irrespective of injury being sustained or not, shall rest with:-
 - a. The General Secretary
 - b. Or in his absence, the Assistant Secretary

GENERAL SECRETARY'S MEMORANDUM 87

Reviewed July 2007

WHAT HQ DOES

1. Shipmates may ask what goes on in HQ and why do we need one? This is a very valid question because the cost of running it is largely paid for out of the national subscription.

2. But first what does HQ consist of? The offices are themselves quite modest, consisting of a ground floor suite of five offices, one print room and two cellars in Chelsea off the Kings Road. However an HQ is more than a building as it consists of people who do things. The staff consists of the General Secretary, the Assistant General Secretary, the Data Base Manager and a part time Book-Keeper who works from home. We are also required by the Inland Revenue to declare our part time cleaner. The main activities are:-

- **Being the Executive Arm of the National Council**

The National Council is the Governing Body of the Association. It meets 4 times a year and the General Secretary is Secretary of the Council and also Secretary to the Finance and General Purposes Committee. There are a number of committees (listed in the Y/B) which meet as necessary and the General Secretary or the Assistant General Secretary are their Secretaries with the General Secretary sometimes being a member. For these meetings agenda are produced, memoranda written to explain many of the items and the options available, minutes produced and then action taken to promulgate and implement the decisions.

- **Communicating with Branches**

With Branches all over the country, and some overseas, an important task is to keep them informed about what is going on and a Circular is written, printed and despatched as the primary way of doing this. Branches also have individual problems and queries and a good deal of time is involved in giving advice - either by letter or telephone and verbally to callers. HQ Staff also endeavour to visit Branches when invited so that views can be heard and problems discussed on the spot.

- **Administration of the Association**

To supplement Rules and Bye-Laws, standing administrative procedures, guidance and advice are needed to assist branch and area officials General Secretary Memoranda are issued to provide these.

- **Communication with Areas**

This is achieved mainly by correspondence with Area Secretaries and National Council Members. At times HQ Staff are asked to attend Area Meetings which is a good way of meeting delegates from a number of Branches.

- **Keeping Financial Accounts**

The accounts of the Association and Branches and the increasing number of activities mean that the task has expanded considerably and has involved having a part time Book-keeper. She is responsible for the system and producing the accounts. The Book-keeper works from home. The Accountant and Auditor are not located in HQ.

- **Keeping Membership Records**

Membership cards are issued on receipt of the necessary application being made together with a cheque made payable to the Royal Naval Association. A record of Branch paid up membership is maintained within Headquarters.

- **Selling RNA Goods**

This involves buying, accounting for them and then despatching them. The range of goods is increased whenever practicable and a catalogue produced. The aim is to despatch orders on the same day as the order is received.

- **Setting up New Branches**

New Branches are commissioned each year and HQ advises them how to do it in liaison with the National Council Member who commissions them.

- **Dealing with Individual Applications to Join**

This involves sending them to appropriate Branches, or taking them onto the HQ Roll which is administered by HQ.

- **Awarding Life Memberships**

This task is taken on behalf of the Council after checking acceptability with the National Council Member.

- **Producing Publicity Material**

In conjunction with the NPRO this involves obtaining posters, pamphlets, stickers, banners etc. providing them to Branches and Areas for their publicity activities (e.g. stands at Veterans Events, Navy Days and Air Days) HQ liaises with the RN and the organisers and other events are organised or supported as required.

- **Producing the Year Book**

This involves editing the content, negotiating with the advertising agency, printers, despatching and selling it.

- **Organising Ceremonial Events**

HQ is fully involved with the Social and Ceremonial Officer in organising Reunion, National Parades, St. Paul's Seafarers Service, Cenotaph Parades, Field of Remembrance, National Standard Bearers Competition etc.

- **Organising Annual Conference**

The Assistant General Secretary acts as Secretary to the Standing Orders Committee. The National Council reports to Conference and follow-up action on Conference Resolutions is co-ordinated and implemented by the General Secretary.

- **Liaison with the Royal Navy**

This is undertaken at all levels on many subjects including RN/RMA relationships and supporting the Navy.

- **Liaison with Other Associations**

The General Secretary is the RNA representative on the Council of British Service and Ex-Service Organisations, the General Council of Seafarers UK (ex-KGFS), the governing body of BLESMA and CORCA.

- **Investments and Financial Control**

Careful control of investments and interest earning opportunities is needed to gain maximum benefit from the Association's capital and reduce reliance on subscription income,. Detailed control of the budget helps keep expenditure to the minimum needed.

- **Maintaining HQ**

This Includes organising insurance and cleaning, maintaining office machinery and the filing system.

- **Assisting the Charities and Welfare Officer**

HQ administers Central Charities Fund, dealing with individual cases and with grants to other organisations. Not one penny of the donations to the Central Charities Fund is spent on administration which is provided as an HQ activity.

- **Assisting Clubs**

An annual task is to issue their permits and organise a Clubs Seminar covering the commercial aspect of running a club. Individual clubs throw up a variety of different problems.

- **Running the HQ Roll**

The HQ and Serving Members Roll is now some 1,700 strong requiring four newsletters a year and detailed computer records.

3. While the above is a formidable though incomplete list, it should not be thought that HQ runs every activity completely. Many members of the National Council carry out a great deal of the work as do officials and volunteers from Areas and Branches. However, the back-up provided by full time HQ staff is an essential ingredient of having a National Association. Without a Royal Charter and a National Council every Branch would just do its own thing and there would be no cohesion order or regularity and hence no national reputation or influence. To be effective the National Council needs an HQ sufficiently staffed to meet the tasks and commitments placed on it.

GENERAL SECRETARY'S MEMORANDUM 88

CLOSURE OF ROYAL NAVAL ASSOCIATION CLUBS - PROCEDURES

1. The procedures for closing a Royal Naval Association Club are relatively simple, however they need to be strictly followed and the General Secretary of the Association (who is also Secretary of the Association's Clubs Committee) is to be consulted and kept informed as appropriate. The following guidelines have been drawn up utilising the experience of the Clubs' Committee
 - a. A decision to cease trading as a Club is not the same as closing the Club. The Club continues to exist as a registered entity until such time as a Special General Meeting of the Branch decides to close and de-register the Club. Since an RNA Club cannot exist without a host RNA Branch, the Branch controls the existence of the Club.
 - b. In order to formally close an RNA Club, a Special General Meeting of the RNA Branch, is required and 10 days notice of this meeting should be given to the membership of the Branch (Model Club Rule 13(3)).
 - c. ALL bona fide current members of the RNA Branch may attend' the Special General Meeting but only FULL LIFE (A) and FULL (A) members may vote on the resolution to close the Club. ASSOCIATE members may not vote on this resolution (RNA Bye Law B13 and Model Club Rule 7). The resolution to close a Club requires a vote in favour of three fourths of the eligible voting membership i.e. the FULL LIFE (A) and FULL members (Model Club Rule 26). The proceedings of this meeting are to be formally recorded, as is the vote on the resolution (Financial Services Act 1968).
 - d. Following a vote to close an RNA Club, de-registration action with the Financial Services Authority should be commenced. Guidance is available on the Charity Commission Web Site at <http://www.charitycommission.gov.uk> and stocks of the documents involved are available from RNA Headquarters on request.
 - e. The Committee of the RNA Branch involved (its Trustees) are to take the assets of the RNA Club under control since they have a duty under Charity Law to realise the assets of the Club, and if possible to settle from them any debts the Club has incurred.

- f. The Trustees have a duty under Charity Law, to obtain the maximum value of the assets of the Club (including the Club premises if appropriate) in an unrestricted market, and care must be taken not to enter into negotiations or agreements in contravention of this precept. This is particularly relevant where an offer is made by a third party to continue to operate the Club as a non-RNA concern. The Trustees are individually and severally liable for the observance of Charity Law, and failure to comply with the precept can lead to penalties being imposed under the vicarious liability regulations.

- g. The Trustees are to take the remaining assets of the Club as a credit to the RNA Branch and this credit may be expended by the Branch in pursuance of the objects of the Royal Naval Association (RNA Supplemental Charter Article 3). The RNA Branch is not liable for any outstanding liabilities of the Club which exceed the value of the assets.

- h. No distribution of Club assets is to be made to any member or individual except as by way of settlement of a liability of the Club. The individual 5p Shares held by the members of the Club have no pecuniary value (Model Club Rule 6).

- i. Audited Accounts in respect of the closure of a Club are to be forwarded to RNA Headquarters as soon as possible after completion. The Financial Services Authority will also require audited accounts and may also request copies of previous annual accounts.

- j. Once the Club has closed and is de-registered, the assets become the property of the Branch unless that in turn closes, in which case the assets revert to RNA Headquarters to be held in suspense for a period of ten years in case the Branch wishes to re-establish itself.

**GENERAL SECRETARY'S
MEMORANDUM 89 (November 2008)**

This General Secretary's Memorandum is issued at the direction of National Council which is concerned that the Area Management Structure is being eroded because of a tendency to raise problems directly with the RNA Headquarters instead of pursuing them via the proper administrative channels. This departure from normal administrative procedures results in Area officials being unsighted as to occurrences or difficulties within their Area, and also frustrates Area specialist officials as they try to build up knowledge and experience of their responsibilities as Trustees. In every case Area National Council Members should also be involved since they will invariably have a wider knowledge base on Association trends and strategies. Headquarters exists to give advice and direction where required, but only when Area officials either ask for it or cannot provide it themselves – the Headquarters Staff do not wish to exist in an isolated ivory tower, however on the other hand they have no wish to disadvantage their colleagues administering a well proven Area Organisation.

The General Secretary of The Royal Naval Association, S/M Paddy McClurg (02392-722983 or paddy@royalnavalassoc.com) will gladly offer advice and counsel to any Area official requesting it, or to any Branch official directed to him by an Area official, however specialist advice may also be sought from other HQ Staff or National Council specialist advisers, viz:

HQ Administrative Planning, Royal Charter, Information Technology, Desk Top Publishing, Circulars, Newsletters, Programmes	Deputy General Secretary S/M Frank Ward (02392-720782) Frank@royalnavalassoc.com
Membership, Slops, Diary, Yearbook, Annual Conference, Projects :	Assistant General Secretary (Management) S/M Nigel Huxtable (02392-723747) Nigel@royalnavalassoc.com
Accounts :	Assistant General Secretary (Finance) S/M Sheila Tarabella (02392-723823) Sheila@royalnavalassoc.com
Welfare :	National Welfare Adviser S/M Rita Lock (02392-642234) ritalock@sky.com
Public Relations	National Public Relations Adviser S/M Steve Caulfield (0161-7890064) stephen.caulfield@dhl.com
Ceremonial	National Ceremonial Adviser S/M Alan Robinson (0208-7590444) Arthur2west@talktalk.net

Clubs

Chairman,
Association Management Committee
S/M Chris Dovey (01584-810813)
Ncm8@mac.com

Overseas

National Council Overseas Representative
VP Geoff Hayhoe MBE (01983-810919)
v.hayhoe@onwight.net

Remember that all Royal Naval Association Rules, Bye-Laws and Advisory Publications are now included in the Association Website www.royal-naval-association.co.uk/.

THE ADDRESS OF HEADQUARTERS IS :

**THE ROYAL NAVAL ASSOCIATION
ROOM 209, SEMAPHORE TOWER
PP70
HM NAVAL BASE
PORTSMOUTH PO1 3LT**