



**Royal Air Force  
Police Association  
(St. Michael's Branch)**

**Branch  
Regulations  
(October 2017)**

## **BRANCH REGULATIONS** **(St. Michael's Branch)**

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# **Branch Regulations**

## **1. Name**

- 1.1. The Branch shall be known as `the Royal Air Force Police Association (St. Michael's Branch)`

## **2. Objects**

- 2.1. The Branch shall be responsible for carrying out the objects of the Association and for furthering the interests of its members.

## **3. Interpretation**

- 3.1. Words importing the masculine gender shall include the feminine and the singular, where the context admits, shall include the plural.

## **4. Discrimination & Disability**

- 4.1. All members of the Branch will be treated equally. Additionally, the Branch recognises that some members may have special needs and will make every effort to address such needs.

## **5. Confidentiality**

- 5.1. Information obtained, by whatever means, regarding members of the Branch shall remain confidential unless the said member(s), or the Branch Officers, feel disclosure will be in the best interests of the Branch and of the Association.
- 5.2. The Branch will develop a Data Protection Policy in compliance with the relevant legislation of the Country in which the data is held, such policy to be readily available to the Branch members with a copy being supplied to the Association Secretary.
- 5.3. Branch business shall not be published in any form, or on any social media, other than that authorised by the Branch.

## **6. Membership**

- 6.1. Membership of the Branch shall be open to current members of the Association who:
  - (a) are permanently resident outside of the United Kingdom and have not retained, or requested, membership of a United Kingdom Branch.
  - (b) are Serving Members stationed outside of the United Kingdom.

## **7. Cesser of Membership**

- 7.1. Any member ceasing to be a member of the Association shall automatically cease to be a member of the Branch.
- 7.2. A Serving Member stationed outside of the United Kingdom shall cease to be a member of the Branch on the completion of his "tour".

## **8. Functioning & Management**

- 8.1. Due to the nature of the Branch it will function, and be managed,

electronically by way of electronic mail, a website, and any other appropriate electronic means available.

## **9. Expulsion & Suspension of a Member**

*(Executive Council October 2017)*

- 9.1. Any Member, or Associate member, who has
- (a) committed a breach of these Regulations, or,
  - (b) has behaved in such a manner as to be detrimental to the interests of the Association or the Branch,
- may be expelled from membership of the Branch or suspended for such period as may be thought fit; such disciplinary procedures to be contained within the Association Administrative Handbook.

## **10. Officers of the Branch**

*(Executive Council October 2017)*

- 10.1. The Officers of the Branch are the Chairman, Vice-Chairman, and Secretary who must be paid up members of the Association or of the Branch.
- 10.2. The Chairman and Vice-Chairman shall be Annual or Life Members of the Association; exceptionally, where the Branch is unable to nominate such a member, or there are no volunteers, an Associate Member of the Branch who is considered to have the necessary qualifications and experience may be elected to either or both of these positions.
- 10.3. The Secretary may be an Annual or Life Member of the Association or an Associate Member of the Branch.
- 10.4. Each Branch Officer shall be responsible for such duties as reflected in the Association Administrative Handbook, and any others which may be determined by the members in Branch General Meeting.
- 10.5. In the event of a Branch Officer resigning, being deceased, or removed from office, or if a Branch Officer appointment remains unfilled, the remaining Branch Officers may co-opt a replacement, subject to ratification by the Branch members.

## **11. Finance & Property**

- 11.1. As the Branch holds no funds or possesses any property it is not required to:
- (a) Elect a Branch Treasurer,
  - (b) Appoint Trustees,
  - (c) Present any Accounts.

## **12. Duties of the Branch Secretary**

- 12.1. The Secretary shall be responsible for:
- (a) Maintenance of the Branch Records and the expeditious treatment of correspondence.
  - (b) Keeping an electronic record of Branch discussions.
  - (c) Carrying out the decisions of the members.
  - (d) Forwarding to the Association Membership Secretary all applications for membership of the Association, together with such proof of payment of entrance fees, as may come into his

- possession.
- (e) Supplying the Association Secretary with a report of Branch activity for presentation to the Association Officers & Executive Council as required.
  - (f) Promptly disseminating to the Branch members all matters relating to the Association & Branch.

### **13. Branch Meetings**

- 13.1. Due to the nature of the Branch physical meetings are not held, the members keeping in contact and exchanging views by electronic mail and other electronic means. Should any matter arise requiring a formal decision to be made this will be subject of an electronic ballot.
- 13.2. In lieu of a physical Annual General Meeting the following shall apply:
- (a) On the 1<sup>st</sup> day of April each year the Branch Officers will invite the Branch membership to submit nominations for office for the forthcoming year and any other proposals they may wish to submit, responses to reach the Branch Secretary by the 15<sup>th</sup> of that month. Included in the invitation will be an indication as to whether the incumbent Branch Officers are prepared to serve for a further term.
  - (b) On the 1<sup>st</sup> day of May, or as soon as is reasonably practicable after that date, the Branch Secretary will circulate to the Branch the Annual Report of the Officers, together with the names of those members standing for office and the details of any resolutions received, the members being invited to participate in an electronic ballot to:
    - i. Accept the Annual Report of the Officers,
    - ii. Elect the Branch Officers for the forthcoming year,
    - iii. Vote on any resolutions submitted,such ballot to be concluded 7 days after its commencement. The Branch Secretary will then expeditiously collate the results of the ballot and circulate the results to the Branch
- 13.3. In common with Annual General Meetings, physical Special General Meetings are not held. In lieu of this any matter that the Officers, or a tenth of the Branch membership, feel requires urgent formal attention shall be subject to an expeditious electronic poll.

### **14. Bylaws**

- 14.1. The Branch Officers may make such bylaws, provided they are not inconsistent with either the Association Rules, or these Regulations, as is deemed necessary for the efficient management of the Branch.
- 14.2. The Branch Members may also resolve such bylaws, provided they are not inconsistent with either the Association Rules, or these Regulations, as they deem necessary to enhance the interests of the Branch.

## **15. Associate Members**

*(Executive Council March 2017)*

- 15.1. The Branch may admit Associate Members to its membership in a like manner to that outlined in the Standard Branch Regulations of the Association.

## **18. Branch Closure**

*(Executive Council October 2017)*

- 18.1. If, in the opinion of the Officers of the Association, the Branch is no longer capable to discharge its function by either lack of members or lack of support, it will be closed.
- 18.2. Should the Branch close the members may, upon agreement of the Association Officers, form an Authorised Area Group (AAG) when the following shall apply:
- (a) Members of the AAG will be recorded in the Register of Members as prescribed in the Association Administrative Handbook (AAH).
  - (b) The nominated Area Representative will act as the point of contact.
  - (c) The AAG will hold no funds belonging to the Association, nor shall it receive a capitation fee; it will not hold or operate a bank account in the name of the Association. The Association Treasurer may, at his discretion, re-imburse reasonable 'out of pocket' expenses.
  - (d) The AAG may, upon invitation, send a representative to Executive Council meetings; he shall be entitled to take part in all discussions but shall have no voting powers. Any such attendee will be entitled to the same expenses as full members of the Council.
  - (e) The AAG will be allowed to keep its Branch Standard, should it have one, and attend Parades/Services; expenses for such events must be authorised by the Association Treasurer prior to attending the event. If the AAG decides to keep its Branch Standard the Association Secretary must ensure that he knows the location and name of the individual authorised to hold it.
  - (f) The AAG must continue to support the aims of the Association through comradeship and welfare. If the AAG identifies any welfare need within the area, this information should be referred immediately to either a trained RAFA, RBL, SSAFA or WPWS Welfare Officer, or the like, and the Association Secretary informed; the AAG should not attempt to deal further with such matters unless one of its members is suitably trained.
  - (g) Subject to the prior approval of the Association Officers, the AAG may reform into a Branch.

*Note: Unless otherwise shown, each of the foregoing Regulations were accepted by the Association Executive Council at their meeting of October 2015 and were later formally endorsed at the Association Annual General Meeting of April 2016.*

# Branch Bylaws

## 1. Branch Website

*(May 2015 by the Branch on its formation)*

- 1.1. The Branch Website (<http://st-mike.com>) is independent from the Association Website (<http://www.rafpassociation.com/>).
- 1.2. The Webmaster will be appointed by the Branch not the Association.
- 1.3. It shall be the responsibility of the Branch Officers to appoint a suitable person as Branch Webmaster who need not be either a member of the Branch or of the Association.
- 1.4. The Branch Webmaster may appoint a suitable person as his Deputy who need not be either a member of the Branch or of the Association.
- 1.5. The content of the Branch Website shall be at the discretion of the Branch Webmaster, or his Deputy, who must at all times ensure that it complies with:
  - (a) The Constitution & Rules of the Association,
  - (b) Any policy adopted at a General Meeting of the Association,
  - (c) The Regulations & Bylaws of the St. Michael's Branch,
  - (d) Any policy previously adopted by the members of the Branch.

## 2. Facebook Group

*(May 2015 by the Branch on its formation)*

- 2.1. The Branch may operate a 'Closed' Facebook Group membership of which will be restricted to current members of the Branch and those affiliated to it.
- 2.2. The Administrators of the Group will be the incumbent Branch Officers.
- 2.3. The members of the Group may 'post' on any matter whilst, at all times, maintaining a sense of propriety.

## 3. Alan Rusling Memorial Award

*(Section 1 - May 2016 Branch AGM) (Sections 2 to 5 –August 2016, Branch Officers vide Reg.14.1)*

- 3.1. In memory of the architect of the Royal Air Force Police Association Branch system the Branch will support annually "The Alan Rusling Memorial Award". The criteria for the award being that the Recipient shall, in the view of the adjudicators, have rendered outstanding service to the Royal Air Force Police Association as a whole, a Branch of the Association, or both, or the wider RAF Police 'family'.
- 3.2. The Adjudication Panel shall consist of not less than one member of the Branch, who shall not be an Officer of the Branch, plus such other Adjudicators as may be appointed.
- 3.3. The recipient will be selected on a 'first past the post' voting system; in the event that there is a split decision the matter will be referred to a member of the Rusling family, or should that not be possible to the Branch Secretary, who may either exercise a casting vote or recommend that there be co-recipients.

- 3.4. If the Adjudicators are of the opinion that none of the nominees fulfil the award criteria they may recommend to the Branch that the Award not be made.
- 3.5. No member of the Rusling family may receive the Award.

#### **4. Branch President**

*(May 2017 Branch AGM)*

- 4.1. The members may elect a member of the Branch to serve as Branch President.
- 4.2. The Branch President shall hold office for three years and shall be eligible for re-election.
- 4.3. The Branch President shall not by virtue of his appointment be regarded as an Officer of the Branch or of the Association.

#### **5. Branch Honorary Members**

*(May 2017 Branch AGM)*

- 5.1. Any person, not entitled to Branch membership, who has rendered outstanding service, or made a major contribution, to the Association and/or the Branch may, by resolution passed by the members of the Branch, be elected as an Honorary Member of the Branch.
- 5.2. All such Honorary Members shall be afforded the same rights and privileges as other members of the Branch but may not:
  - (a) be elected as an Officer of the Branch,
  - (b) propose or second any member for office or item which will be voted upon by members of the Branch,
  - (c) vote in any election or upon any proposal.