

THE CONSTITUTION AND RULES
OF
THE QUEEN'S OWN HIGHLANDERS REGIMENTAL ASSOCIATION

*(Incorporating the Regimental Association of the Seaforth Highlanders and
The Queen's Own Cameron Highlanders)*

NAME

1. The Association is to be called "Queen's Own Highlanders Regimental Association incorporating the Seaforth Highlanders Regimental Association".

HEADQUARTERS

2. The Headquarters of the Association is to be the Regimental Headquarters (Main) of The Highlanders or at such other places as may be determined from time to time.

OBJECTS OF THE ASSOCIATION

3. The objects of the Association are:
 - a. To promote the welfare of all former members of the Regiment. The Regiment means the Queen's Own Highlanders (Seaforth and Camerons), the Seaforth Highlanders, The Queen's Own Cameron Highlanders and The Highlanders.
 - b. To foster and promote Esprit de Corps, comradeship and Regimental interest among former members of the Regiment.
 - c. To arrange assistance, where necessary, to men who have served in the Regiment, or to their wives, widows or children, giving particular consideration to Members of the Association or their dependants.
 - d. To assist former members of the Regiment find employment.
 - e. To give advice to former members of the Regiment and their dependants on welfare matters including items such as entry to homes, hospitals and benevolent institutions, admission of children to charitable schools and applications for pensions and allowances.
 - f. To support service charities and institutions established for the benefit of ex-soldiers.
 - g. To encourage recruiting to any successor Regiment.
 - h. To organise periodic Regimental gatherings and reunions.
 - i. To encourage the formation of branches of the Association.
 - j. To meet the expenses of managements of the Association.
 - k. To erect, maintain and when necessary renew or replace permanent memorials to those who served in the Queen's Own Highlanders, Seaforth Highlanders or Queen's Own Cameron Highlanders including private graves of historical importance.
 - l. To undertake any act or expenditure which it is appropriate to the Regiments or the furtherance of the memory and knowledge of the Regiments and their history.

MEMBERSHIP AND SUBSCRIPTIONS

4. There are three classes of membership: Ordinary, Associate and Honorary. Eligibility and subscriptions are as follows:

a. Ordinary Members

(1) Eligibility

(a) Officers, WOs, NCOs and men have served in the Regular Army as Queen's Own Highlanders, Seaforth Highlanders, The Queen's Own Cameron Highlanders and The Highlanders.

(b) Officers, WOs, NCOs and men who have served a minimum of three years in the TA or as an adult instructor in the ACF as Queen's Own Highlanders, Seaforth Highlanders, The Queen's Own Cameron Highlanders or The Highlanders and who are recommended by the Executive Committee.

(c) Subscriptions. Members subscribe at the rate in force at the time.

b. Associate Members

(1) Associate Members may attend any social occasion organised by the Association, but are not entitled to the welfare support or financial benefits of the Association. They are not normally eligible for election to Branch Committees. See Rule para 31 and 32

(2) Eligibility

(a) Officers, WOs, NCOs and men who have served in the Regular Army as Queen's Own Highlanders, Seaforth Highlanders, The Queen's Own Cameron Highlanders or The Highlanders who are not paid-up members of their own Association.

(b) Sons of Queen's Own Highlanders, Seaforth Highlanders, The Queen's Own Cameron Highlanders or The Highlanders.

(c) Non-Queen's Own Highlander Officers, WOs, NCOs and men who have served a minimum of two years with the Queen's Own Highlanders or three years with a TA unit or as an adult instructor in the ACF of the Queen's Own Highlanders or The Highlanders and who are recommended by the Executive Committee.

(d) Subscriptions. Nil

c. Honorary Members

(1) Eligibility

(a) Widows of ex-members of the Regiments.

(b) People who are connected with the Regimental areas or with particular interest in the Regiments or the Association and who are approved by the Executive Committee.

(c) Subscriptions. Nil, but they may make decisions if they wish.

5. NOTE: Associate and Honorary Members may only hold office if no former member of the Regiment is available or able to do so, providing it is with the approval of the Executive Committee, nor are they allowed to vote at the Annual General Meeting.

PRESIDENT AND VICE PRESIDENTS

6. The President of the Association shall be a senior officer who has served in the Queen's Own Highlanders and who has been selected by the retiring President in consultation with the Executive Committee.

7. Past President are ipso facto Vice-Presidents of the Association and are to be informed of the Agenda for the Executive Committee Meetings.

8. The President and Vice-Presidents shall be entitled to attend the Executive Committee Meetings. In the event of a Vice-President considering that any rule of the Association is being infringed, he shall bring the matter to the notice of the President.

9. NOTE: Vice-Presidents shall be eligible for election to the Executive Committee and as members of the Executive Committee shall have the normal voting rights.

TRUSTEES

10. There shall be a minimum of 5 Trustees of the Regimental Association who shall be appointed by the President. A majority shall be former members of the Queen's Own Highlanders and are to include:

a. President.

b. Chairman of the Executive Committee.

c. A Trustee of the Queen's Own Highlanders (Seaforth and Camerons) Amalgamation Trusts.

d. Additional Trustees from the members of the Association (including Associate and Honorary Trustees) as nominated by the President.

11. In the event of a vacancy occurring in the number of Trustees by death, resignation or any other incapacity to act, such vacancy shall be filled within six months by a nomination made by the President.

12. Trustees may be members of the Executive Committee.

13. Trustees shall meet at least once a year and a quorum for business shall be more than 3.

14. Trustees are required to be conversant with the Offices of the Scottish Charity Regulators 'Guide for Charity Trustees'.

FUNCTIONS OF THE TRUSTEES

15. The responsibility of the Trustees is to fulfil its obligations within the Charities and Trustee Investment (Scotland) Act 2005 and any other Charitable, Financial and Investment Legislation in force and give general guidance and advice to the Executive Committee. The Trustees shall invest so much of the funds of the Association as may not be required for immediate use, or to meet the

usual accruing liabilities after consultation with the Executive Committee. Investments shall be in the name of the Trustees or their nominees and shall be in:

a. The purchase of heritable, real or leasehold property in Great Britain

or

b. The movable investments authorised by the Trustee Investment Act 1961 as amended.

16. The Trustees shall have power:

a. To enter into a lease and purchase of club premises.

b. To erect, take down, alter and let building.

c. To sue, defend, or compromise claims or actions at law.

d. To borrow money on the security of property, heritable or movable, held by them and to grant all necessary and proper security writings.

e. To sell and dispose of said property, or part thereof, either by public roup or private bargain and to grant all necessary deeds.

f. They shall also have all other general powers of Trustees not before specified conferred on Trustees by the Trusts (Scotland) Acts 1921 and 1961 as amended.

17. They shall also have power to appoint Agents or Factors, even though they may be of their own number, with the usual remuneration.

18. The trustees shall in no way incur liability, either personally or in respect of the funds and property held by them for behoof of the Association for any debts or liabilities contracted by members of the Association, by the Executive Committee or by such Sub-Committee as may be appointed.

19. The Trustees shall have the power to retain any investments which may come into their hands by gift or bequest, or such of the said investments as they shall think fit.

20. The Trustees shall have the power to realise any investments at any time they may consider it expedient and also to vary investments transferred to, or held, or made by them into or for others of any nature hereinbefore authorised.

21. The Trustees shall also have the power to encroach upon capital account for annual or immediate requirements.

MANAGEMENT

22. Executive Committee

a. The Association shall be managed by an Executive Committee of former members of the Regiment and shall include:

- | | | |
|------------------------|---|----------------------------------|
| (1) Chairman | - | To be nominated by the President |
| (2) Member | - | To be nominated by the President |
| (3) Additional Members | - | As nominated by the President |

- (4) Honorary Secretary) - May be joint nominated by the Committee
- (5) Honorary Treasurer) - May be joint nominated by the Committee

Trustees may be members of the Executive Committee.

FUNCTIONS OF THE EXECUTIVE COMMITTEE

- 23. The Executive Committee is responsible, in conjunction with the Trustees for the day to day running of the Association and so operated throughout the year. It is always subject to the decisions of the Chairman. The scope for its work is the same as the Objects of the Association listed earlier.
- 24. The Committee shall manage the Association in accordance with these rules and any amendments thereof.
- 25. The Committee shall appoint an Auditor or Independent Examinee as is permitted by the Charity Regulator. The person must be suitably qualified for this task, eg Chartered Accountant, Banker, Solicitor etc.
- 26. The Committee shall have power to give financial assistance or gifts in kind to men who have served in the Regiment, their widows and/or children in the event of their death, from surplus funds or disbanded units which may from time to time be handed over to the Association for this purpose, irrespective of whether or not the men were actually members of the Association.
- 27. The Committee shall consider and decide upon applications for grants-in-aid from the funds of the Association in accordance with the policy laid down. The Committee shall also have the power to appoint such other Sub-Committees and to delegate any of the other functions of the Committee to such Sub-Committees for carrying out any of the other objects of the Association in accordance with these rules.
- 28. The members of the Committee shall be entitled to be repaid from the funds of the Association necessary travelling and maintenance expenses incurred by them in attending meetings of the Committee or any Sub-Committee or while engaged on any other business of the Association.

ANNUAL AND SPECIAL GENERAL MEETING

- 29. An Annual General Meeting is to be held each year on a date fixed at the previous Annual General Meeting. All Trustees, Vice Presidents, Executive Committee Members and the Chairman and Honorary Secretary of the Branches are encouraged to attend. Branches are responsible for circulating the details of the Annual General Meeting to their members so that matters may be raised and members so wishing to attend may do so.
- 30. At the Annual General Meeting the following business will be transacted:
 - a. To approve the minutes of the previous Annual General Meeting.
 - b. To receive annual report and statement of accounts.
 - c. Any other competent Association business.

BRANCH COMMITTEES

31. The Chairman, Vice Chairman (optional), Secretary and Treasurer must be Ordinary Members of the Association unless permission for variance of this rule is granted by the Executive Committee. Other branch committee members may comprise of Ordinary, Associate or Honorary Members.

32. Branch Accounts are to be closed annually at 31 March and either audited or examined by a suitably qualified person in order to meet the requirement of the Charities Act and OSCR regulations currently in force. Copies are to be submitted to the Treasurer by 31 May each year. Branches may, with the approval of the Executive Committee close their accounts annually on a different day.

APPLICATIONS OF FUNDS

33. All monies received on account of membership fees, subscriptions, contributions, donations and interest on capital, or otherwise, except grants from the Army Benevolent Fund, shall be credited to the General Fund, out of which will be paid:

- a. Grants (other than grants for assistance under see Rule para 3a-l).
- b. Any other expenditure incurred in the carrying out of the Objects of the Association, in accordance with these rules or any amendments thereof.
- c. Expenses of management.

34. All grants from the Army Benevolent Fund and other charitable bodies shall be credited to a separate account suitably named in the account books, out of which shall be paid grants for assistance made under Rule para 3c.

35. The funds and property, heritable and movable, of the Association, shall be held by the Trustees for behoof of the Association and the titles to said funds and property shall be taken in their names in trust for and on behalf of the Association or their nominees.

36. In the case of special donations, the Executive Committee shall deal with them in accordance with the directions of the donors.

FINANCIAL YEAR

37. The financial year of the Association shall run from 1 April to 31 March.

SECRETARY

38. He shall summon all meetings of the Association Trustees and Executive Committee and any Sub-Committees as may, from time to time, be appointed.

39. He shall attend all meetings of the Association Trustees, Annual General Meeting and Sub-Committees.

40. He shall record correctly the names of members there present and take minutes of the proceedings where necessary.

41. He shall prepare an annual report as soon as possible after 31 March of each year. This, after approval by the Executive Committee and adoption by members of the Association, at the

Annual General Meeting will be sent to all Vice Presidents, Trustees and members of the Executive Committee.

42. He shall make arrangements for the Annual General Meeting of the Association.

43. He shall receive all applications for grants-in-aid and when a grant is given, record same in a register to be kept for the purpose, with the date and amount of such grant.

44. He is authorised to consider urgent cases for grants-in-aid and to make payments not exceeding the amount as laid down by the Executive Committee which, in his opinion, cannot await the decision of the Committee.

45. He shall keep all documents and papers of the Association in such manner as the Trustees and the Executive Committee may direct.

46. He shall prepare for the Trustees and Executive Committee a report of the work done since their previous meeting.

47. He shall keep a list of applicants whom it is considered undesirable to help further.

48. He shall, on all occasions, in the execution of his office, act under the superintendence, control and direction of the Executive Committee.

49. He shall keep a register of men desiring civil employment.

TREASURER

50. The Treasurer shall keep the accounts of the Association.

51. He shall collect the subscriptions of all members.

52. He shall pay all monies received by him into a bank account kept for the Association with a bank as may be agreed upon by the Executive Committee.

53. He shall take charge of the funds, sign cheques and pay all demands authorised by the Trustees and the Executive Committee and such demands made by the Secretary,

54. He shall prepare a statement of accounts and balance sheet as soon as possible after 31 March each year.

55. He shall close the account annually at 31 March each year and produce a statement of accounts and balance sheet either audited or examined by a suitably qualified person in order to meet the requirements of the Charities Act and OSCR regulations currently in force.

56. He shall produce a full and clear account of the books and records of the Association whenever required by the Trustees and Executive Committee.

57. He shall give up all books, deeds, documents, monies and property of the Association in his possession when required to do so by the Executive Committee.

BRANCHES

58. Local branches of the Association may be formed, but they must be authorised by the Executive Committee.

59. Branch members must be either Ordinary or Associate or Honorary Members of the Association.
60. Branches are authorised to produce their own sets of bye-laws, but these are to be approved by the Executive Committee.
61. Branches may decide and charge their own rate of annual subscriptions.
62. Branches may apply to the Trustees through the Executive Committee for an initial loan or grant.
63. It is desirable for each branch to be represented by its Chairman and Secretary at the Annual General Meeting.
64. Branches are to hold their own Annual General Meetings as soon as practical after the annual closure of accounts.

ASSOCIATION RULES

65. The Regimental website "cabarfeidh.com" is the official publication of the Association. Branches are encouraged to submit reports to activities and news of members of the Regiment to the web master so that they may be included on the Association Bulletin News Sheets.

ALTERATION OF RULES

66. Alterations and additions to the Rules of the Association may only be made if approved at the Annual General Meeting on the recommendation of the Executive Committee.
67. Proposed alterations or additions are to be submitted in writing to the Secretary early enough for submission to the Annual General Meeting if required.

(Amended 01/02/2012)

QUEEN'S OWN HIGHLANDERS REGIMENTAL ASSOCIATION
(INCORPORATING THE SEAFORTH HIGHLANDER REGIMENTAL ASSOCIATION)

Who is eligible to join?	What subscription do you pay?	What kind of membership does this enable you to?	What branch may you join?
Ex Officers of Queen's Own Highlanders	Pay Annual Subscription by Bankers Order	ORDINARY MEMBERSHIP (i.e Full) Entitled to: Attend all occasions Serve on committees Vote at AGM Receive welfare benefits	<u>QUEEN'S OWN HIGHLANDERS</u> Association Pipe Band Southern Branch Edinburgh Branch Highland Branch Strathclyde Branch Caithness Branch Aberdeen and North East Branch Western Branch
Ex-Regular Soldiers of Queen's Own Highlanders	Contributed to Day's pay scheme while serving		
Ex-TA Queen's Own Highlanders (Minimum 3 years TA services)	Pay joining subscription. Currently £10		
Ex-Queen's Own Highlanders Ex-Seaforth Highlanders Ex-Highlanders Ex-Adult Instructors in ACF with Executive Committee Approval Rule 4b(2)(a)	Pay joining subscription. Currently £10		
	No joining subscription	ASSOCIATE MEMBERSHIP Entitled to: Attend all occasions NOT entitled to: Serve on committees Vote at AGM Receive welfare benefits Rule 31/32	<u>SEAFORTH HIGHLANDERS</u> London Branch Notts Branch Elgin and District Branch Ross-shire Branch Nairn Branch
Non Queen's Own Highlanders who have served with the Queen's Own Highlanders for at least 2 years	No joining subscriptions		
Sons of Queen's Own Highlanders Sons of Seaforth Highlanders Sons of Cameron Highlanders Sons of Highlanders	No joining subscription		
Widows of Ex-members and others connected with the Regiment or the Regimental area who are approved by the Executive Committee	No joining subscription but donations welcome	HONORARY MEMBERSHIP Entitled to: Attend all occasions NOT entitled to: Serve on committees without Executive Committee approval Vote at AGM Receive welfare benefits	<u>CAMERON HIGHLANDERS</u> Highland Branch