

ROYAL BRITISH LEGION WOMEN'S SECTION BYE-LAWS

As authorised by the Membership Council

APPROVED

Chairman of the Membership Council (Signature)

Date:

The following Royal British Legion Women's Section (RBLWS) Bye-Laws are supplementary to The Royal Charter of Incorporation and Schedules of The Royal British Legion hereafter known as "the Royal Charter" and procedures as laid-down in the Membership Handbook.

They shall be binding on all formations within the RBLWS.

After being passed by a two-thirds majority of those delegates present and qualified to vote on the appropriate motion at the previous Annual Meeting of the RBLWS Conference, all alterations and amendments to these Bye-Laws shall be submitted to, and approved by the Membership Council (MC) on behalf of the Board of Trustees, before they may be implemented.

1. Section name and number

Royal British Legion Women's Section

2. Section meeting place, frequency and timings of meetings

The RBLWS Committee meets four times annually normally in January, March, June, and September.

3. Section Structure and Committee appointments

- a) Under the modernisation plans published¹ by the RBL Board of Trustees the RBLWS retained its National Status and its National Standard.
- b) Funds which are raised in the name of the RBLWS will be restricted for the benefit of the Women's Section Benevolent Fund to support the Women's Section Schemes unless the fundraising is explicitly for the Poppy Appeal during the closed period, the General Fund or Special causes. All will be administered and accounted for in accordance with the Rules and Governing Regulations of The Royal British Legion as stated in the Royal Charter of Incorporation and the Membership Handbook.
- c) The RBLWS is represented on the MC by a member of the WS who is not a member of the Central Committee². The MC rep will present the Minutes of all WS Central Committee meetings to the MC at the MC meeting immediately post their Central

¹ Joint Chairman's letter of 24 October 2016

² See 3.e)

Committee approval. Similarly, approved MC meeting minutes will be shared with the RBLWS.

- d) The Chairman of the RBLWS is automatically a member of the Board of Trustees and serves a term of 3 years. A Chairman and Vice-Chairman of the RBLWS may not serve for more than three years.
- e) The Central Committee will consist of the Chairman, Vice-Chairman and Women's Section Treasurer of the RBLWS together with up to 10 formation area representatives. The area representatives are nominated and/or elected by their branches according to their geographical³ groups in no more than up to three 3 year terms.
- f) The RBLWS National Parade Marshal is appointed for up to 3 years by the RBLWS Chairman and is a member of the RBL's Ceremonial Working Group.
- g) Members of the Central Committee should have completed, within the previous two years a County Management Course, or agree to undertake such training at the earliest opportunity. Failure to undertake a County Management Course may lead to the member being removed from the Committee.
- h) Members⁴ of the Central Committee will be eligible for appointment as non-voting delegates to The Royal British Legion National Annual Conference. Members of the Central Committee when not in her Central Committee capacity are also eligible for appointment as a Women's Section branch delegate to The Royal British Legion National Annual Conference.

4. Section sub-Committees and their Terms of Reference

The RBLWS operates Sub-Committees⁵ for Finance, the President's Award Scheme and Merit/Gold badge awards.

Annexes:

1. Finance Sub-Committee – Terms of Reference
2. President's Award Scheme – Terms of Reference
3. Merit / Gold badge awards – Terms of Reference

³ Geographical groups published as updated

⁴ Included for clarity: currently 10 areas with 9 reps and Wales looked after by Vice Chairman

⁵ Section Annual Meeting committee now under Royal Charter & Membership Handbook so not separately defined. AGM Chairman appointed by WS Chairman plus 3 Central Committee and 2 branch members supported by MSO

Annex 1

Finance Sub-Committee

The Women's Section Treasurer is the chair of this sub-committee which usually meets 4 times a year together with up to 3 members of the Central Committee, the RBLWS Chairman, Vice-chairman and the MSO:-

- responsible for RBLWS management accounting duties
- provides governance of WS income and expenditure for all WS formations including reviewing R&Ps, Donations report and Budgets.
- works with Finance Department when required

Annex 2

The President's Award Scheme

This continues to be delivered as it was prior to the centralisation of the WS benevolent fund schemes. Funding is from donations to the WS benevolent fund and ring-fenced monies.

Scholarships of £1,500 are available to eligible dependents of Legion beneficiaries in Higher Education up to Bachelor degree level. These scholarships are contributions towards the students accommodation costs, paid directly to the housing provider.

Grants of up to £500 towards education related purposes such as course fees and equipment available to any eligible Legion beneficiary.

These are assessed three times a year by the Presidents Award Scheme Panel, supported by the Grants Manager.

Annex 3

Merit / Gold Badge Awards⁶

RBLWS award nominations considered by email by a sub-committee of 5 people including RBLWS Chairman and Vice-Chairman.

⁶ Stock of badges still held