

# **WINDSOR, ETON & DISTRICT ROYAL WARRANT HOLDERS ASSOCIATION**

## **CONSTITUTION**

### **1. NAME**

The name of the Association shall be “Windsor, Eton & District Royal Warrant Holders Association”, henceforth referred to as “The Association” in this document.

### **2. OBJECTIVES**

The objectives of the Association shall be:

2.1 To uphold the values and quality of service granted by the Royal Households and enshrined in the grant of the Royal Warrant to its members.

2.2 To promote the social integration and business networking of members with meetings and activities, including social and sporting events, visits to members’ businesses and charitable fund-raising activities.

2.3 To support, liaise with the National Association of the Royal Warrant Holders in the performance of its activities.

2.4 To support and liaise and raise funds for the Royal Warrant Holders Charity QEST and the RWHA Members’ Charity, which was established in 1902.

2.5 To develop ‘local’ relationships with other organisations and businesses to promote a wider understanding of the values of the Association and its potential to contribute to and educate the community.

2.6 To encourage and support the development of crafts, apprenticeships and skills within the community.

2.7 To take all measures to protect the use of the Royal Warrant from fraudulent misuse.

2.8 To follow and uphold the guidelines of the Lord Chamberlain’s Rules.

### **3. MEMBERSHIP**

3.1 Membership of the Association is open to every holder of a Royal Warrant of Appointment who is a member of the national Royal Warrant Holders Association or to nominated senior employees of a Royal Warrant holding business, provided that no Warrant holding business shall have more than one member of the Association. They will be required to pay an annual subscription.

3.2 Honorary Membership may be offered for special services and is granted at the discretion of the Council. Honorary members will have no voting rights nor will they be charged an annual subscription.

3.3 Associate Membership is open to past members and associates who remain interested in the affairs of the Windsor Eton & District Royal Warrant Holders Association. Associate Membership may be granted at the discretion of the Council. They will have no voting rights within the Association but they will be required to pay an annual subscription.

3.4 The Association will, at its Annual General Meeting, elect five Officers for the ensuing year: President; Vice President; Secretary; Treasurer and the Windsor Representative. These Officers plus the immediate Past President shall be known as the Executive Committee and can take decisions on behalf of the Association, subject to later ratification by the Council (see point 3.10).

3.5 Only the retiring Secretary and Treasurer shall be eligible for re-election to their respective posts.

3.6 If the Secretary and/or Treasurer are not Warrant Holders, they will not have a vote on the Council.

3.7 The Vice President, who must be a Grantee, after serving one term, shall be eligible for election as President.

3.8 The President shall only be eligible to serve one term and is ineligible to stand again as Vice President or President within three years.

3.9 Members wishing to stand for election to Council must have been members of the Association for over one year and have a Royal Warrant which is valid for the full term of office.

3.10 The Association will, at its Annual General Meeting, elect a Council consisting of no less than **ten** members of the Association (including the five Officers) and no more than **fifteen** members of the Association.

3.11 The Council shall be primarily responsible for the activities and ensuring the appropriate governance of the Association every three years.

3.12 At each Annual General Meeting, unless the existing members of Council choose to retain the membership of any given member, the three longest-serving Council members shall stand down from the Council in order to create space for new members.

3.13 Any Member wishing to stand for election to Council shall be nominated formally to the Secretary no less than 30 days prior to the AGM. The formal submission should have a member proposer and seconder.

3.14 The Council shall elect one member to act as Windsor Representative at the national RWH Association.

3.15 The Representative shall be responsible for representing The Association at all national RWHA Council meetings, ensuring the views and interests of The Association are communicated and input to all relevant discussions. They shall report back to Council on all matters arising.

#### **4. MEETINGS**

4.1 The Council shall meet at least three times per year and such meetings shall be convened by the Secretary.

4.2 The Association shall meet each year for an Annual General Meeting (AGM). The AGM will be held within one calendar month of the national RWH Association's AGM.

4.3 Formal notice of the AGM will be sent to all members no less than 28 days before the date of the meeting. The formal notice shall be sent out by the Secretary and include the previous year's minutes, notice of all elections, statement of accounts, proxy form and an agenda.

4.4 Discussion topics and agendas for any Council meetings shall be made available by the Secretary to the whole Council at least three clear days prior to the meeting.

4.6 The President, or Vice President in their absence, shall chair all meetings.

4.7 All meetings shall have a quorum of no less than three Officers and three additional Council members present.

4.8 Members shall be able to vote on agenda items and elections by proxy, but that proxy will be ineligible on issues raised within the meeting and requiring a vote.

4.9 Voting on all issues shall be by a show of hands and voting will be by way of a simple majority.

4.10 The Secretary shall maintain minutes of each meeting to be made reasonably available to the members of the Council within fourteen days of the meeting.

4.11 An Extraordinary General Meeting (EGM), if proposed and seconded, shall only be called if the majority of the whole Council agrees to its requirement.

## **5. CONSTITUTIONAL AMENDMENTS**

5.1 Should any amendments be required to the constitution, this shall require a majority vote within the Council and ratification by members at the following AGM.

## **6. FINANCE**

### **6.1 Accounts**

The Treasurer shall maintain a set of accounts and summarise these and present them at each Council meeting. A full set of accounts shall be available for and signed off at the AGM.

### **6.2 Bank accounts**

All monies should be deposited on account in the name of the Association with minimal cash float available to cover incidentals. All cheques shall be signed by no less than two Officers.

### **6.3 Membership register**

The Treasurer shall manage and maintain the definitive member register. The Secretary shall ensure that all changes notified to them are forwarded to the Treasurer within 14 days of being notified. The Secretary shall also hold a duplicate membership register for purposes of communication and correspondence.

### **6.4 Fees**

The membership fees shall be decided by Council on the Treasurer's recommendation at least 30 days prior to the payment anniversary, 1st January. New members joining after 1<sup>st</sup> July shall pay a 50% discounted fee.

6.5 The best practice of the Association is to remain solvent, raise income to cover extraordinary gifts and cover the costs of hosting events.

## **7. EVENTS**

7.1 A schedule of all local events shall be maintained by the Secretary and made available as appropriate to all members.

7.2 The Officers should propose to Council a schedule of events which should be reviewed and sanctioned at each Council meeting.

7.3 The Representative should ensure that all national RWA events are communicated to the Council members and vice versa.

7.4 When appropriate, events should aim to raise charitable funds.

7.5 A President's Dinner and Reception should be scheduled within the events calendar to introduce the new President to the wider membership.

## **8. COMMUNICATION**

8.1 An Association Newsletter shall be published for electronic distribution no less than twice a year. This should contain details of a list of Officers, Council members, new members and news and events. The content should be collated and agreed by the Executive Committee with Editorial control resting with the Officers.

8.2 The Association shall maintain a website that communicates its values, benefits and objectives and aligns with the national RWH Association. The content should be collated and agreed by the Executive Committee with Editorial control resting with the Officers.

## **9. ADMINISTRATION AND SUPPORT**

Both the Treasurer and Secretary shall be able to employ external and additional resource in order to fully perform their duties. The costs and duties to be undertaken must be approved in advance by Council.

## **10. PRIVACY STATEMENT**

All members' information and company details shall remain confidential and shall not be shared, rented out or made available in any form to any third party without the formal permission of the grantee and/or member.

## **11. ASSETS**

The Chain of Office will be insured as an asset of the Association.