

CHARTER FOR THE ASSOCIATION OF
FRIENDS OF THE ROYAL ENGINEERS MUSEUM

[Revised 2006]

Introduction

1. The Royal Engineer Museum is entrusted with the care of a collection of historic memorabilia of the Corps of Royal Engineers. The Council of the Institution of Royal Engineers is the Trustee of the Museum; the Council has delegated the policy for the operation of the Museum to the Museum Executive and Library Committee [MELC]. In 1987, as successor to the Royal Engineers Historical Society and in order to support the Museum, the Trustees established The Association of Friends of the Royal Engineers Museum [The Friends, FoREM]. In addition, there is a Royal Engineers Museum Foundation [The Foundation], whose role is fundraising principally for major projects.

2. These guidelines, which are issued with the agreement of the MELC, are those for the operation of the Friends.

Objective of The Friends

3. The objective of the Friends is to support the Museum by promoting and encouraging knowledge of and interest in the activities and work of the Museum.

The Activities of the Friends

4. The core activities of the Friends are to:

- Encourage the fulfilment of the objective of the Association.
- Promote membership.
- Publish an annual newsletter to members.

5. In their role of supporting the Museum, the Friends are encouraged to undertake voluntary work which may include:-

- Organising Groups of Friends.
- Arranging visits to the Museum.
- Organising lectures, displays and exhibitions concerning the Museum and its collection.
- Historical research.
- Collection, sorting, cataloguing, restoration or conservation of items for the Museum.
- Guarding, guiding and stewarding in the Museum.
- Contributing to the funds of the Museum.
- Promoting other activities that will support the Museum or the Friends.

Membership of the Friends

6. Membership of the Friends is open to anyone who pays the appropriate subscription. The Committee shall have the right to refuse or terminate membership of an individual or organisation; the reason for any such refusal or termination will be recorded in the minutes of the Committee's meetings.

7 Membership will be in one of five classes:

- Patrons. The Committee may invite distinguished individuals to become Patrons of the Friends.
- Life Members. For the present, no new life memberships are being offered; existing life members will retain their membership.
- Ordinary Members. By payment of an annual subscription, individuals may become Ordinary members.
- Family Members. Family membership, for an individual and his or her partner together with any of their children under the age of 18, is available on payment of the appropriate annual subscription. Children are not entitled to a vote at an AGM.
- Honorary Members. A member may be appointed by the Executive Committee to be an Honorary Member to reward especially valuable services to the Association. Honorary Members pay no subscription for themselves.
- Collective membership. This may be offered to REA Branches and other organisations as may be determined by the Executive Committee. Each organisation with collective membership is entitled to one vote at an AGM.

8. Subscriptions, payable to the RE Museum Fund, preferably by direct debit, are payable on the 1st of April annually. Subscription rates for membership of the Friends will be set by the Executive Committee. Rates will be promulgated to members through the Friends' Newsletter.

9. A register of the membership shall be maintained and kept up-to-date. A copy of this register shall be held by the Museum Staff in the foyer and will be used to check claims from Friends for free entry to the Museum. Life Membership Cards shall be retained by existing Life Members. A Collective Membership Card shall be issued annually to the Secretary of any organisation which has subscribed for such membership. Otherwise, no Membership Cards will be issued.

10. Patrons, Life Members and Ordinary Members shall have the privilege of visiting the Museum free of charge. Family Members shall have the privilege of entry described in paragraph 8 above. Members of organisations which have collective membership may enter free of charge provided that one of their number presents a membership card at the time of entry. Where more than ten such members will be

visiting at one time, the secretary of the organisation should warn the Museum staff in advance.

Organisation of the Friends

11. The Friends will be run by an Executive Committee composed of.-

- A Chairman.
- The Director of the RE Museum (Ex officio Vice Chairman).
- The Curator of the RE Museum (Ex officio).
- An Honorary Treasurer
- The Chairmen of Sub-Committees responsible for Friends' Projects
- The Chairmen of Groups of Friends
- The Medal Advisor to the Institution of Royal Engineers
- The Newsletter Secretary
- An Honorary Secretary.

12. The Executive Committee will be responsible to MELC, of which the Chairman of the Friends is a member, or its successor.

13. Members of the Executive Committee shall be elected or re-elected at an AGM of the Friends. Members of the Committee, other than ex officio members, may serve for up to three years after which time they may be re-elected. Any casual vacancy on the Committee may be filled by the Committee; anyone so appointed shall hold office until the next AGM and shall be eligible for election at that meeting.

14. The Committee shall elect one of their members to serve as Chairman for a period of up to three years, after which time he may be re-elected. The Committee shall appoint two of their number to serve as Honorary Treasurer and Honorary Secretary.

15. The Executive Committee will normally meet three times a year; a quorum of the Committee shall consist of the Chairman or Vice-Chairman and not less than three other members. In the event of a tied vote, the Chairman of the meeting shall have a casting vote.

16. The Executive Committee will call an Annual General Meeting of the Friends to elect the members of the Executive Committee and to co-ordinate the activities of the Friends. The Agenda of the AGM shall be issued by the Executive Committee at least one calendar month before the meeting; normally, the agenda for the AGM will be included in the Newsletter. At the AGM, each Patron, Life, Ordinary, Family member or representative then present of an organisation with collective membership shall have one vote on any matter put to the vote. A simple majority of the members present shall be sufficient to determine the matter. In the event of a tied vote, the Chairman of the meeting shall have a casting vote.

17. For the day-to-day management of the Friends, the Chairman of the Executive Committee shall issue such instructions as are required.

18. Expenses reasonably and properly incurred by members of the Committee in carrying out duties on behalf of the Friends may be repaid out of the funds of the Friends.

19. Where possible, the Friends will be organised in Groups, normally on an area basis, each with their own committee and funds. In addition, Groups may be formed of those with a common interest in a specific aspect of the Corps history.

The Property and Finances of the Friends

20. As the Friends are run under the auspices of the Museum, they share the charitable status and VAT registration of the Museum; no action will be taken by the Friends which may put the status or registration of the Museum at risk. Assets of the Friends are the property of the Museum but will be managed by the Executive Committee of the Friends.

21. Income to the Friends will come from membership subscriptions, donations and fund raising events. The central funds of the Friends are held and the account of the Friends is maintained by the Corps Treasurer, as a sub account of the RE Museum Fund. Accordingly, the account is audited with the Museum Account; separate audit is not required. The Honorary Treasurer of the Friends is to maintain only such books as are required by the Committee for the management of the Friends' funds.

22. Expenditure will arise from the administration of the Friends, the support of Groups and the support of the Museum. A grant from the central funds of the Friends will be made annually to Groups who request it; this grant will be a part of the subscription income of the members allocated to each group.

23. Groups of the Friends are to maintain such accounts as may be required by the Honorary Treasurer of the Friends, in consultation with the Chairman of the Group concerned. When Groups wish to take advantage of the VAT registration of the Museum for the purchase of property, the purchase of the property is to be arranged through the central funds of the Friends. Property so purchased shall be considered the property of the RE Museum on loan to the Group concerned.