

CONSTITUTION AND RULES FOR THE PARACHUTE REGIMENTAL ASSOCIATION
ALDERSHOT BRANCH

1. FORWARD

The Constitution and Rules for the Aldershot Branch of the Parachute Regimental Association have been compiled from the Constitution of the Parachute Regimental Association and the Parachute Regimental Association Guidance Notes.

Cognisance was taken that we are an ex-military club and that we are now mostly civilians with a few serving members. The rules are not those of or for an Officers, Sergeants or Corporals Mess. However, the introductory paragraph of the Rules gives very sound reasons for the need to have rules.

It should be remembered always, that we are a voluntary organisation to which we belong for enjoyment, mutual benefit and to extend the principles and ties of comradeship formed during service with the Regiment and Airborne Forces.

2. INTRODUCTION

- a. Rules are essential for the comfort, welfare and stability of every society, without which there cannot long subsist that degree of harmony which melds it together. Therefore, all members should be conversant with these rules.
- b. The rules have been drawn up for the guidance of all Branch members in order that the Branch is run on a sound, orderly, prosperous and harmonious basis.
- c. The rules are to be observed at all times and any breach of them should be brought to the notice of the Branch Chairman or, in his absence, to any executive member of the Branch Committee.
- d. The good name of the Branch is dependent on the comradely relationship of the members. They should avoid the use of foul language, angry accusations and also to avoid discussions on such controversial subjects that will inevitably lead to bad feelings and irretrievable division.
- e. Ladies should be afforded the normal courtesies of an orderly society. All members should ensure that their conduct does not give offence to other members.

3. OBJECTIVES

The objectives of the Branch are in accordance with the Parachute Regimental Association Constitution and they are as follows:

- a. To maintain a Branch of the Parachute Regimental Association at Aldershot for members to perpetuate in civilian life the association and ties of comradeship formed during service with the regiment.
- b. To organise regular monthly meetings to foster and sustain interest in the Branch activities, including its annual dinner, social events and memorial parades.
- c. To bring to the notice of the Parachute Regimental Association Headquarters through the Chairman or the Secretary of the Branch, any cases of hardship amongst its members deserving assistance.
- d. To help in any way to obtain recruits for the Regiment.
- e. To help assist unemployed ex-members of the Regiment to obtain employment.
- f. To adhere in the Branch to principles laid down in the Constitution of the Parachute Regimental Association by loyalty, mutual service and helpfulness.

4. LOCATION

The present location (As of 6th June 2023) for the Branch meetings is in premises at the Trafalgar Inn, 1, Short Street, Aldershot GU11 1HA free of charge. A further location is also available for the Branch functions; The Rock and Pop Foundation, 30, Grosvenor Road, Aldershot, GU11 3EB. With a monthly cost of £50.

5. MEMBERSHIP

Membership of the Branch is in accordance with the constitution of the Parachute Regimental Association 2018 and is outlined below. All full members of the Branch must be registered members of the Parachute Regimental Association. This must be verified before any applicant may become a Branch Member or attend more than one Branch meeting.

- a. Full Membership. Any person who has completed training and has been cap badged as a member of the Parachute Regiment are eligible for Full Membership of the Parachute Regiment Association. Full members of the Association will have the right to attend all meetings, to vote, to be elected as officers of the Branch Committee. They are entitled to wear the maroon beret, Regimental Cap Badge and insignia of the Parachute Regiment and Association.
- b. Associated Membership
All persons who have served with, or are serving, as a qualified Military Parachutist with a British Airborne Forces, Air Assault, Air Borne Brigade and/or Special Forces Unit may be considered for Association Membership of the Branch. Associate members have the right

to vote and be elected as members of the Branch committee. They are entitled to wear the maroon beret and their parent Regiment or Corps cap badge and insignias of their parent unit and the Association. They are entitled to wear the Branch tie.

c. Affiliated Membership

Individual members of any other Nation who have served with other Military Airborne Formations may be considered for affiliated membership, subject to approval of the Parachute Regimental Association Committee. They must have served as a qualified Military Parachutist. They must be able to prove their Airborne credentials to the satisfaction of the Membership Secretary. Affiliate Members have the right to vote and be elected as members of the Branch committee. They are entitled to wear the beret and insignia of the parent unit. They are entitled to wear the Branch tie.

d. Armed Forces/Cadet/Social Membership.

For Armed Forces personnel, Parachute Regiment cadet instructors, families, and friends with a connection to The Parachute Regiment or Airborne Forces and civilians that support the Association. Armed Forces, Cadet and Social Members may hold office and be elected as members of the Branch Committee subject to the following conditions. The total number of Armed Forces/Social /Cadet members must be a minority of the total number of Officers of the Branch Committee. They are only permitted to vote in their capacity as Officers of the Branch Committee. They are entitled to wear the beret and insignia of their parent unit or, at the discretion of the Branch Committee, the maroon beret if they can provide evidence of service within an Airborne Unit or Brigade. They are entitled to wear the Branch tie.

e. Honorary Membership (Lifetime membership)

Any person, who in the opinion of the Branch Committee has rendered special service to the Regiment, Branch or Association may be considered for Honorary Membership at full a Branch Committee meeting and with unanimous approval. The number of honorary members within a Branch is restricted to ten at any one time. Honorary members shall have the right to attend all meetings of the Association. Honorary members may hold office and be elected as members of the Branch Committee subject to the following conditions: the total number of Honorary members must be a minority of the total number of Committee members. They are only permitted to vote in their capacity as Committee members. They are entitled to wear the Branch tie or female equivalent. Honorary membership will be reviewed on an annual basis in April following the Annual General Meeting. This will ensure that the list is up to date and the allocated numbers are not exceeded.

f. Supporters / Guest Members Category

This is not recognised as a class of Branch membership, nor is it classed as a member of the Parachute Regimental Association, nor are they intended to replace the Honorary members category. Supporters/Guest Members may attend social gatherings and functions; they are not allowed to parade and can only support parades as spectators or

helpers, i.e., as ushers handing out orders of service or distributing water etc. In any case, supporters/guest members may not vote, or make proposals at any of the Branch meetings.

g. Branch Meetings

Where the layout of the meeting venue allows, voting members are to sit in and vote at the meetings, non-voting members (wife's, partners and supporters etc) are not to sit in on the meetings, but are to sit or stand in a separate part of the venue, to re-join following the end of the meeting.

h. Voting – Full Members, Associate and Affiliate Members of the Branch have the right to vote. Members joining for the first time may not vote until they have been accepted, entered onto the Branch register, and confirmed by PRA HQ.

i. Exceptional proposals

Where, in the opinion of the Chairman and or the committee any proposal made is deemed to be 'exceptional' or 'major' The proposal will be made, discussed at the Branch meeting and deferred for a minimum of one month in order for the members and committee to form a better understanding and the implications of the proposal.

j. Withdrawal of Membership

The Executive Committee of the Parachute Regimental Association is the only authorised body that can withdraw individual membership of the Association.

However: The Branch Committee may expel any member of the Branch who has been guilty of discreditable conduct.

6. BRANCH SUBSCRIPTIONS

a. The Branch subscriptions will be paid annually. The amount will be that proposed by the Committee and that approved by the Branch members at the Annual General Meeting.

b. Subscriptions are to be paid following the April AGM meeting. No member will be struck off the list until he has received a reminding letter. A 4-month period is offered from the date of the AGM before membership will be rescinded and issue of the newsletter will thereafter cease. All members will pay the same subscription. Any member falling upon 'hard times' who feels that he is unable to afford the subscription should approach the Committee through the Branch Secretary for consideration. Members who are 70 years old and over and have belonged to the Branch for more than 10 years may elect not to pay.

c. The Branch subscription will include the cost of a monthly newsletter and its postage. In future years, the postal newsletter will be withdrawn in favour of electronic delivery, i.e., email.

7. ADDITIONAL PAYMENTS

Where the Branch has made arrangements on behalf of the members (such as coach trips, social events or historic visits) and those members have agreed to participate on these events, the members are then liable to pay for the event including payments for any other persons they have indicated would go on such a trip.

8. COMMITTEE (Quorum 3 committee members for the purpose of any matter requiring a vote)

- a. The Branch will be administered and served by one committee. It will comprise the following members: -
 - (a) President and Vice President
 - (b) Chairman* and Vice Chairman *
 - (c) Secretary *
 - (d) Treasurer *
 - (e) Welfare**/ PR.
 - (f) Bar
 - (g) Entertainment
 - (h) House
- b. All trustees must be legally able to hold such a position and complete the relevant charity declarations. The Branch currently have 2 additional full member trustees to those highlighted above to assist with Branch administration. All trustees have the right to vote.
- c. *Persons under sub-para b, c and d are executive members and trustees of the Branch. Persons may be elected to assist those in sub paras c, d,e,f,g and h.
- d. ** Any persons holding the welfare position or assisting must be hold an Enhanced Disclosure and Barring Services (DBS) certificate to work with vulnerable persons. Should this person(s) already hold a DBS certificate from other organisations, such as work, that would be acceptable. Failing that a new DBS check would have to be arranged and the expense of this will be reimbursed by the Branch (For charities, the currently administration costs are £5). DBS check's will be repeated every 3 years or as necessary. "The charity sector, just like any business sector, requires safeguarding measures in the form of DBS checks. Charities with staff that work with children and/or vulnerable adults are required by law to perform DBS checks to determine the suitability of the staff and volunteers."
- e. The members, including the President and the Vice-President, will be elected at the Annual General Meeting and will hold office for twelve months. Members may be proposed and re-elected after that time for additional tenures of office.
- f. The Committee should meet once a month to discuss matter arising from the previous Branch meeting, to prepare the agenda for the next meeting, to deal with the day-to-day

administrative matters and future events. At least two executive members must be present.

- g. Should a Disciplinary Committee be required (see para13), it shall comprise at least the Chairman or Vice Chairman, and two other members of the Committee.
- h. The Committee is responsible for the policy and administration of the Branch, to ensure that it is run in accordance with the Constitution and Rules of the Parachute Regimental Association and that the Branch is organised on a sound, prosperous, orderly and harmonious basis. The committee is the final arbiter in matters of policy, taking into account the majority wishes of the members. The Executive Members are responsible to the Branch and The Parachute Regimental Association Headquarters for all finances.
- i. All appointments to the Committee are honorary and no member shall profit in money or in kind from the work that they perform. However, genuine expenses will be allowed against such charges as telephone and postage. These expenses will be supported by debit vouchers and approved by the Executive Members.
- j. An outline list of Committee Members responsibilities is attached as Annexes.

9. MEETINGS

Monthly meetings (Quorum - 18 members for the purpose of any matter requiring a vote)

- a. Normally, the Branch will meet once a month on the first (Tuesday) of that month. The aim of the meeting is to join together to hear and discuss in a business like and cordial manner, matters affecting the Association and the Branch. Before the official agenda is begun, persons attending for the first time will be introduced and known cases of members who are sick or in hospital will be voiced.
- b. The Chairman or his deputy will run the meeting and all matters raised will be addressed to him from a standing position if possible, and, in the first instance, the person addressing the Chair should tender his name. Members who wish to speak or make remarks should address their point through the Chair to ensure debates allow for each person to speak and be heard without interruption.

Annual General Meeting (Quorum 18 members for the purpose of any matter requiring a vote)

- a. The Annual General Meeting (AGM) will be held on the evening of the April Meeting. All members are expected to attend and should inform the Secretary if they are unable so to do. Only those present may cast a vote at the AGM. Proxy and postal votes are unacceptable.

- b. During this annual meeting new members to the committee will be proposed and votes cast where applicable. Candidates shall leave the meeting room during the casting of votes for their election.
- c. An audited and certified statement of Branch funds and accounts will be presented at the June meeting.
- d. A review of the annual Branch subscription will be made at this meeting and the sum set will be binding for one year.

10. FINANCES

- a. The Executive Members of the Committee and Trustees are responsible to the Branch and the Parachute Regimental Headquarters for all finances.
- b. The Branch funds and accounts are to be audited annually by an independent board. This board will comprise a president and two members of the Branch (i.e., the 2 additional trustees or other members) not belonging to the Committee. They will present their findings to the Committee and thence to the Branch at the Annual General Meeting. Should this not be possible then an external auditor will be appointed at a cost to the Branch.
- c. No financial dealings may be carried out on behalf of, or in the name of, the Branch without prior approval of the Executive Members of the Committee.

11. BAR (where applicable)

- a. The bar will be open to members and their guests at times laid down by the Committee.
- b. No person is allowed behind the bar without the express permission of the bar member.
- c. Children are not allowed into the bar. No person under the age of 18 years will be permitted to purchase alcoholic drinks, neither will any member of the Branch or guest purchase on their behalf, or give them alcoholic drinks.
- d. All members and their guests are to treat the bar staff with due civility and politeness.

12. DRESS

Dress can be an emotive and subjective matter. To a degree, the standard of dress reflects the tone and standards of the Branch. The following modes of dress have been specified to reflect these standards and to suit members tastes without giving offence.

- a. Monthly Branch Meetings

Preferred attire - suits, sports jackets, blazers and shirt with collar and tie Branch and Regimental ties are encouraged.

However: -

Members and guests may if they wish “dress down” (as in informal bar sessions – see para ‘b’ below) on these occasions unless it has been announced to the contrary such as official visits from Regimental officers or VIP’s.

- b. Informal Bar Sessions: Smart casual wear including pullovers in winter and short- sleeved shirts in summer.
- c. Formal and Special Occasions: as advertised by the Committee in the monthly newsletter or on the Branch noticeboard.
- d. Unacceptable Dress; Ripped jeans, tracksuits, or sleeveless T-shirts/vests.

13. DISCIPLINE

The Committee may discipline any member whose conduct, either within or without the Branch premises, is such that, in the opinion of the Committee, it be injurious to the character or interest of the Branch. Before being disciplined, a member’s conduct shall be inquired into and he/she will be required to appear at a disciplinary hearing to justify or explain the alleged misconduct.

- a. The Disciplinary Committee comprised as in para 8g, on a simple majority is empowered to:
 - Dismiss the case.
 - Admonish the member.
 - Ban the member from the Branch for a period of time.
 - Call upon the member to resign. Should he/she refuse to resign the Committee is empowered to expel the member. On resignation or expulsion Headquarters Parachute Regimental Association will be informed in writing by the Branch Secretary.
- b. Guests are to be encouraged and welcome to use the Branch facilities and to attend appropriate functions. The following rules will apply to guests using Branch facilities:
 - Guests are not allowed onto Branch premises unless accompanied by a member who will sign his guest/guests into the visitors’ book.
 - Host members are entirely responsible for their guest’s dress, behaviour and hospitality. Guests dress and behaviour must conform to the Branch Rules.

Host members will not leave the facilities or function without ensuring that their guests are leaving with them or have left before them.

- Suspended members or expelled ex-Branch members are not entitled to be guests.

14. CHILDREN

Children are allowed onto the Branch premises during daylight hours on appropriate occasions. They must be under parental supervision at all times. They will not be allowed into the bar.

15. PROPERTY

All property belonging to the Branch is to be held on record together with property on loan from members. No property is to be removed from the Branch premises without prior permission directly from the Chairman or House member. It is the duty of all members to care for and protect the property of, and in the charge of, the Branch.

16. BRANCH STANDARD BEARER

The Branch Standard Bearer will be a volunteer, selected by the Committee for his smartness, drill ability and availability.

- a. The Standard Bearer will carry the Branch Standard on all appropriate occasions requested by the Committee and will also represent the Branch at the annual Parachute Regimental Association Standard Bearers Competition.
- b. The Standard Bearer will be responsible for the Standard and he will bring to the notice of the Chairman any cleaning or repair required of it.
- c. The Branch will provide a ceremonial strap and bucket, gloves and a maroon beret and parachute regiment cap badge, if the bearer is not entitled to wear this cap badge, then he will provide his own units cap badge. The Bearer provides his own blazer, grey flannels, black boots or shoes and Regimental or Airborne Forces tie.

17. ENTERTAINMENTS

Entertainments is an important aspect of Branch life.

- a. The Committee in general, and the Entertainments member in particular, are responsible for drawing up a programme of events. Suggestions and support from the Branch members are greatly encouraged.

- b. PLEASE NOTE: No event in the name of the Branch will be held without approval of the Executive Members of the Committee. Once a member has committed himself to an event, he will be liable for payment, together with any costs attached to their guests, for that event.

18. SOCIAL MEDIA

There are various social media platforms in use by the Branch.

- a. These forums/specific groups are helpful to assist in sharing information or alerts on events, availability, and local matters for example.
- b. Chat groups are also helpful to provide social contact, assistance, and camaraderie formed by the Branch and those in the Regiment.
- c. Branch initiated groups will be set up and overseen by a nominated administrator.
- d. Posts that are in whole or part inappropriate may be removed.
- e. Members should be mindful they are required to adhere to the social media platform Terms of Use

Media & Social Media Guidelines:

This section relates to the 'public face' and reputation of Aldershot Branch Parachute Regimental Association (ABPRA), including: -

- Any ABPRA statements to the press, such as Newspapers, Television and Radio.
- Anything published in the print media such as Magazines, and Programmes of events the ABPRA may be involved in.
- Anything published on the ABPRA Website or published on the ABPRA Facebook page.
- Anything published in the name of the ABPRA on any public facing social media that the Branch might decide to adopt in the future (e.g., X (formally twitter) TikTok, YouTube etc).

Publications of the sort listed above must be sanctioned by the ABPRA Committee, who can, in the case of social media, nominate a Member of the Branch to Moderate publications on their behalf.

ABPRA Code of Ethics: -

Every ABPRA Member must feel safe at the Branch meetings and events.

The ABPRA will not tolerate degrading comments regarding Race, Religion, Culture, Sexual Orientation, Gender or Identity, hate speech or bullying of any kind.

19. SECURITY

Members should maintain a security awareness at all times. Parachute Regimental Association HQ Membership cards which have photo ID should be carried by members at all Branch functions, especially Branch meetings.

20. RULES AND CONSTITUTION

The Rules and Constitution should be reviewed each year in April and re issued to the members once agreed by the Committee.

Should any issue arise that is not covered in this document reference should be made to PRAHQ Constitution.

*This issue has been accepted, passed and voted by the committee of the Aldershot Branch of the Parachute Regimental Association.