



REGULATIONS
of the
MEMBERSHIP
OFFICER

Contents

Excerpts from the Code of Law	2
Shows, Membership and Insurance	5
Wychurst	5
General Points	6
Temporary Members	7
New Members	8
Types of Members	8
Concessionary Rate	8
Change of Circumstance	10
Transfers	10
New Books	10
Renewals	10
Labels	10
Signing In	10
The Probationary Period	11
The High Witan	11
Overseas-Based Groups	12
Resignations and Expulsions	12
Annual Renewal Procedure	12
Responsibility of GLs	12
Data Protection Policy	13
Appendix A: Rates	15

Excerpts from the Code of Law

The Membership Officer

The duties of the Membership Officer are defined by the Code of Law (CoL)

The High Witan shall elect a **Membership Officer** (MO)

- a) He shall instigate and maintain a record of all the Society's members. He shall have sole responsibility for governing access to such records, and shall issue regulations on this matter in accordance with current legislation
- b) He shall collect subscriptions and promptly issue Membership Documents
- c) He shall pay collected subscriptions into a bank account stipulated by the Treasurer and shall maintain a record of such transactions to a standard required by the Treasurer.
- d) He shall maintain an accurate figure of the membership strength of each local group in the Society. He shall make these figures available to the HW at the opening of each of its meetings.
- e) He shall work closely with the Lawspeaker in the operation of the Land Grant system of the Society, and shall maintain a back-up record of all documents relating to it. He shall inform the Lawspeaker if an area falls vacant under C5Axv or C4Dix above.
- f) He shall bring to the attention of the HW, through the Eolder and Lawspeaker, any membership application that he has reason to believe may be inappropriate or in breach of the CoL.

Eligibility for Membership

Constitution 4

- i. Persons can only apply to join Regia through a local group, and are initially affiliated to the group through which they applied to join Regia (see R7iv below). Members can transfer their affiliation to another group.
- ii. Applications for membership may be made by any eligible person
- iii. Registered drug addicts are not eligible for membership of the Society.
- iv. Any person listed on the Sexual Offences Register is ineligible for membership of the Society
- v. A member of the Society who is convicted of a criminal offence that is triable only by indictment or an either way offence, which is triable by either indictment or summarily, shall have their suitability for membership reviewed. Members who are in any doubt should consult their Group Leader or the Lawspeaker for advice. A member who is found to have concealed such information may have their membership revoked.
 - a). Any review carried out under the above shall take place within 60 days of the conviction or of the time when the conviction came to the attention of the Society

- b) Any such review shall be conducted according to the principles of Natural Justice and will be governed by sections 4A of the Constitution and 6 of the Regulations of the Society
- vi. An applicant for membership of the Society who has been convicted of an offence as detailed in C4iv above shall only be admitted to membership at the discretion of his local Group Leader, who shall take the advice of the Society in each individual case. Any applicant who is found to have knowingly concealed such information at the time of application shall have their membership immediately revoked
 - vii. Persons expelled from Regia Anglorum are not eligible to rejoin
 - viii. Persons whose membership of the Society has lapsed (see C4Cii below) can only rejoin Regia by application to the group from which they lapsed. The Society reserves the right, expressed through the relevant local group, to refuse such application without explanation. If their membership has lapsed for more than 12 months then they must make a fresh application to join Regia through the group that operates in their area
 - ix. Local Group leaders are responsible for overseeing the initial training of a new member. It is up to them – and other senior members of their group where appropriate - to ensure that all their new members arrive at a Regia national event with a reasonable concept of what will take place there
 - x. GL's are responsible for the conduct and behaviour of Probationary members of their group at any and all events covered by the National Third Party Liability insurance
 - xi. Their period of Probationary Membership shall come to an end at the next public event attended by the new member after the Local Group has decided to confirm the membership of the new member (see C4Aii below) and shall be publicly marked
 - xii. Regia reserves the right to refuse membership to any applicant.
 - xiii. Regia reserves the right to immediately expel from a public event any member who, whether by action or inaction, brings the Society into disrepute. Further punitive action may be taken by the member's group or by the High Witan (see C4A and R6 below)
 - xiv. Regia reserves the right, expressed through the High Witan, to examine any behaviour, action or inaction occurring within the Society.
 - xv. Regia members, of whatever type, are bound by the Code of Law.

Shows, Membership and Insurance

Abridged from an article by Kim Siddorn

Every one taking part in a Regia Anglorum event must be a member of the Society or we are not complying with the terms of our Third Party Liability cover, rendering it null and void. Thus, our involvement with an event is probably in breach of contract, laying the whole membership open to civil prosecution. This is a matter for EVERY member as we are an Unincorporated Association and we all share the same risks at law.

This includes all Regia activities, including training at local level.

Proof of membership must be by one of the following methods:-

Membership book - with a sticker for the relevant year inserted

A receipt from the bottom of a membership application form

A temporary membership form

There are no exceptions and any Officer, Deputy, or Group Leader of the Society can ask to check your document at an event.

Wychurst

Whilst members of the Public can visit Wychurst, to work or take part in any Regia activity membership of Regia is mandatory.

General Points

- It is compulsory (as per CoL C4Ai) Group Leaders (GLs) must inform me of new members, renewals or resignations by email as soon as possible.
- Group Leaders should inform me of changes of name, address, type of membership and group – however, it is actually the MEMBER'S responsibility to ensure this is done, - it is the MO that sends the list to the printer for publications such as Chronicle. Therefore, if I do not have the correct information, you will not receive your copy.
- All changes required must be presented to me via a letter or printable e-mail. This means that telephone requests must be backed by hard copy evidence before they are actioned.
- When a change has been made it will be acknowledged by letter or e-mail. All letters that leave this Office have proof of posting as a minimum; this is to hopefully trace any item that gets lost in the post. Email acknowledgement will be confirmed upon receipt.
- As the postal service is not 100% reliable, if you have not had a reply to a query within fourteen days of posting, please contact me to make sure that the information has been received.
- Whilst I do not wish to put people to unnecessary trouble or expense, may I politely point out that a proof of posting or recorded delivery is a useful tool when sending cheques et cetera when pursuing a failed delivery.

The longstanding practice of handing cheques or details over at shows will be discontinued. The reasons for this are:

- I will not be in a position to issue receipts or labels on the spot.
- Every penny and detail that comes into this Office is recorded systematically. I do not wish to run the risk of losing details or especially cheques by not being able to deal with items effectively.

Temporary Members

From the CoL

- Temporary Membership is only available for two Society events and any local training event within a two month period by filling in the appropriate form and paying the relevant fee. The form and fee shall be sent to the MO by the local GL seven days in advance of the first event the Temporary Member is to participate in
- All Temporary Members must comply with the Code of Law and be mentored by the group they have joined.
- Each Temporary Member can only attend further events in that membership year by becoming a Full Member
- The GL must inform the MO, and all relevant Society Officers about the Temporary Member before that member's participation in the event.
- The Temporary Member shall be issued a Temporary Membership Document by their GL, which shall be available at all times during the event.
- Temporary Members who successfully apply for Full Membership within fourteen days of the expiration of the two month period shall only pay the outstanding balance due.
- Lapsed Members of Regia Anglorum are not automatically eligible for Temporary Membership and may attend a Regia Anglorum event only with the permission of the leader of their former local group, who is solely responsible for their conduct throughout the event.
- A Temporary Full Member's children may accompany the Temporary Member at an event with the GL's consent. All the provisions above shall apply

A Temporary Membership form must be completed by the applicant, signed by them and their GL and sent to me with a fee of £5 payable to Regia Anglorum. This will be offset against a full application to join Regia Anglorum if made within 14 days after the expiry date on the Temporary Membership form. If the Temporary Member does not become a Full Member within the 14 days then the whole Full Membership fee is payable.

The Local Group must tell me which two Society events the Temporary Member is to attend in the two month period. They must also inform other relevant Society Officers (such as the MTO if the Temporary Member intends to fight)

I will send the Temporary Member their portion of the form to prove membership, collect stamps, etc.

Reasonable timescales

If a GL has a new member or renewing member intending to attend a Regia event, time must be allowed for their application to be received, processed and for documents to be issued. A minimum of fourteen days would be reasonable

New Members

- The applicant shall request membership of Regia Anglorum from his local GL
- The GL shall verify that the applicant does not live in another groups land grant
 - If the applicant lives in another group's land grant the recruiting GL needs the local GL's permission to recruit the applicant.
- If the GL is satisfied at this point that the applicant is suitable to join Regia Anglorum then he shall issue an application form to the applicant
- The applicant shall complete the form and return it with two passport photographs and the appropriate fee
 - If any children under 16 are to be Family Members along with the applicant they must have forms and photographs too.
- The GL shall hand over the detachable receipt from the bottom of the Membership Form as proof of membership until the new member's book arrives
- **The GL shall inform the MO of the new member and then shall send the completed form, photos and capitation fee to the MO within 14 days**

Types of Membership

- Full Members of Regia Anglorum are over 18. Their group counts them for HW voting, and they may do all Society activities. **No-one under the age of 18 may join Regia independently.**
- Associate Members of Regia Anglorum are over 18. They do not count for HW voting and shall not attend displays as participants.
- Family Members of Regia Anglorum are the children of Full members under 16. They do not count for HW voting, and do not receive general mailings.
- Junior Members of Regia Anglorum are children of Full Members between 16 and 18
They do not count for HW voting.
- Junior Combatants of Regia Anglorum are those members aged between 16 and 18 who take part in combat activities. They **must** supply their GL with written permission from their parent or legal guardian(s) before taking part in combat and the parent or legal guardian shall only give this permission after they have attended a group or Society training session.
They do not count for HW voting.

Concessionary Rate

- The Society extends a concessionary rate of Full membership to:

- The over-60's
 - Full time students
 - The unemployed
- The concessionary rate can be claimed by submitting suitable written proof of unwaged status. Photocopies of documents are acceptable.
- A claim must be made with each annual renewal of membership.
- There is no onus upon anyone to claim the concessionary rate if they do not wish to do so.

Change of Circumstance

Either fill in the form or send me an e-mail. Notifiable changes are

- Name
- Address
- Type of membership
- Group (other documents required – see below)

Transfers

Members may transfer from one group to another within the Society. To do this they must show written proof of the following to the MO

- That they have informed their current GL of their wish to transfer
- That they have their new GL's permission to join the group.
- That all three parties have a copy of the information.

This documentation must also be provided when existing members of Regia Anglorum are forming a new group.

New Books

A member who requires a replacement book must send the MO his

- Name
- Address
- A current passport photo
- £1.

The MO cannot transfer any stamps to a new book. This must be done by the relevant Society Officer or stamping Deputy

Renewals

Renewals should be paid to your group between 01 October and 31 October. If you do not renew by the end of this period your membership may be refused

Labels

Your group leader will give you a label as proof of current year membership. Please insert it into your book as soon as possible. If you do not receive one or lose it please contact your GL in the first instance and the MO second.

Signing in

A record of those members of the Society attending any Society Event shall be kept at that event and retained by the MO (CoL)

In general the MO shall have the list at a show. It will also be available at kit check at morning training and on the LHC's morning rounds. If the MO is not at an event the identity of the Society Officer with the list will be communicated.

The Probationary Period

- The probationary period begins when the new member submits his form, photos and subscription to his GL
- The probationary period ends between three and twelve months from this date. Between these limits it ends when the new member has completed six days in kit at events.
- At that point the group must decide whether to expel the new member or keep him, or extend the period.
- If at any time in the period the new member fails his probation and is expelled from the group and therefore from Regia Anglorum, the GL must inform the MO and the Lawspeaker. The member at that point has no right of appeal.
- The member shall return his new member's pack and any issued group kit to the GL
- The group shall refund the new member's fee, and shall claim the capitation fee from the Treasurer.
- If the probationary period is extended the MO must be informed
- When the probationary period is completed the GL shall inform the MO.

The High Witan

- The MO will provide his group's voting strength to each GL at least 21 days before a scheduled HW. This shall be the number of Full Members in the group as of 1st October.
- No amendments will be accepted from 7 days before the HW. Please remember the turnaround period, although every effort will be made to process any alterations to allow for correct voting figures.
- If a HW is called at any other time then the voting figures shall be as of 21 days before the date of the HW.

Overseas-based Groups

- Regia Anglorum will make every effort to ensure that overseas members are treated as equals by the Society.
- Group Membership Officers of overseas-based groups shall collect membership fees and pass capitation fees to the MO in the same way as UK based groups, particularly passing on annual renewals by 15th November every year.
- The MO may recognize a member as his Assistant for an overseas area, which may contain one or more local groups.
 - Assistants may handle new member processing, transfers and renewals in their area, according to these regulations and procedures. The MO or the HW must approve any variation in practice.
 - Assistants will be issued with stocks of Society documents and forms, where necessary, for local distribution.
 - Copies of all records held by Assistants must be lodged with the MO, and held in the same format as the Society membership database.
 - Any local group's right to deal directly with the MO for any or all functions, rather than with the Assistant, shall not be affected.

Resignations and Expulsions

- GLs shall inform the MO if a member resigns his membership outside the renewals period
- The Lawspeaker shall inform the MO if a member is expelled from his group or the Society under R6 of the CoL, or if a new member fails his probation.

Annual Renewals Procedure

- The MO will issue to GL's a list of all their members of whom he is aware.
- The GL (or his representative) will check information and collect money.
- Capitation fees in respect of annual renewals must be sent to the MO before the 15th November.
- It would be useful to the MO if those not intending to renew could actually say so at renewal time!

Responsibility of GL's

- It is the GL's responsibility to ensure that the CoL has been complied with when recruiting members.
- Continued complaints to the MO from GL's that their rights under the CoL are being abused by other GL's will lead to the Lawspeaker being asked to investigate the matter and report breaches of the CoL to the HW.
- Continued complaints of GL's flouting these regulations will also be passed to the Lawspeaker for investigation.

Data Protection Policy

With reference to the Data Protection Act 1988 I wish to bring the following to your attention. It does not matter if Regia Anglorum is registered or not we must be compliant. Therefore we need to instigate a few changes with regard to: -

- Access
- Content
- Disposal of records

INTRODUCTION

- The Society's membership records shall be administered in compliance with current legislation.
- The Society shall store personal information about its members for the purposes of internal administration and communication.
- The Society shall only store information relevant to the above purposes in a readily accessible form.

ACCESS POLICY

1. Each paid-up member of the Society shall have the right to ask for and receive a copy of his record in the Society's membership database. He shall have the duty of sending all necessary amendments of these details to the Membership Officer and shall receive acknowledgement when such amendments are made.
2. Group Leaders shall have the right to ask for and receive a list of the current paid-up and Lapsed members of their group. They shall have the duty of sending all necessary amendments to that list to the Membership Officer, who will acknowledge amendments to both the Group Leader and paid-up member concerned.
3. The Society shall transmit a portion of the membership database to the Society's nominated printer for the distribution of Society publications
4. Other access to the database shall only be granted by the Membership Officer. He shall determine what portions of the database shall be released in order to meet such a request, and the period of time permission is granted for, if he is minded to grant it. At the end of that period of time, a fresh application must be made to renew permission.
5. All current holders of Society membership information shall reapply for permission to hold such information within fourteen days of the promulgation of this notice.
6. The Membership Officer shall have the power to amend the conditions of any permission at any time.

7. No user of Society membership information shall transmit it, in whole or in part, to any other person without the express consent of the Membership Officer. All unauthorized use of Society membership information, shall be regarded as a breach of Society regulations and reported to the High Witan for further action under Section 6 of the Code of Law.

CONTENT

The Membership Officer will periodically issue amended versions of application forms. On issue of such amendments, all previous application forms will become invalid.

Amendments to the Code of Law will affect the membership form

According to the principles of the Data Protection Act 1988 personal data shall be adequate relevant and not excessive. Whilst this is open to interpretation I feel that we should limit the questions we ask prospective members to fields that directly concern Regia Anglorum.

The electronic database can be easily adjusted to reflect this and as the applicant has signed the paper database this should be compliant.

DISPOSAL

Personal data shall not be kept longer than is necessary. Therefore records of former members who have been out of the Society for longer than 12 months (and as such require to make a fresh application to the Society (Code of Law C4Cv) need not generally be retained. There is, of course a need to retain some information regarding expelled members under Section 6 of the Code of Law.

After 12 months from the date of lapsing all previous membership material will be invalid. A fresh membership form must be submitted and a new membership number and document will be issued. Previously held rank is retained solely at the discretion of the local group.

Any previously held weapon test passes may only be retained with the express consent of the Military Training Officer (or his deputies).

After 24 months from the date of lapsing all membership records, both paper and electronic, held by the Society will be disposed of.

Appendix: Rates of Membership

These figures are subject to change by the HW, at which point an amended sheet will be issued

Produced with the assistance of Ian Uzzell and Martin Williams.

- Full Members - £15
- Associate Members - £5
- Family Members - £0
- Junior Members - £10
- Combatant Juniors - £15
- Concessionary Rate - £10

Extended to Full Members and Combatant Juniors who are either:

- In full time education
- Unemployed
- Over 60

Some form of documentary proof is required at each renewal for those claiming unemployed or student status. A photocopy is acceptable