



Regulations  
of the  
Membership Officer

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## 1. Introduction

This document is intended to be a guide for group leaders on various aspects of membership administration within Regia Anglorum – not the most exciting aspect of our activities, but a necessary one in order for the Society to operate. To keep things brief the relevant parts of the Code of Law haven't been reproduced here, but they should be referenced for more detail and all group leaders should be familiar with them.

## 2. Code of Law – relevant sections

- a. The Constitution of Regia Anglorum:
  - Section 4 - Membership of the Society
  - Section 4A – Probationary Membership
  - Section 4B – Types of Membership
  - Section 4C – Membership Fees
  - Section 4D – Capitation Fees
  
- b. The Regulations of Regia Anglorum:
  - Section 2 - The Society Officers
  - Section 2B - The Officers and Their Areas of Responsibility
    - Part xi - Membership Officer
  - Section 7 – The Local Group
  - Section 7A – Transference of Membership

## 3. Shows, membership and insurance

Everyone 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. This would have serious legal implications for the Society and the membership.

**This includes all Regia activities including training at local level and working at Wychurst.**

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

- a. Membership book with a sticker for the current year.
- b. Receipt from the bottom of the membership application form (covers the period until a membership book is issued).
- c. Temporary membership form – back page with MO's signature.

Members should take their proof of membership with them when travelling to and from Regia activities.

## 4. Types of membership

- a. Full membership (annual) – for members aged 18+.
  
- b. Junior membership (annual) – for members aged 16 – 17, they must join with a parent/legal guardian. A Junior member may apply to engage in combat with the permission of his group leader and parent/legal guardian. Permission must be given in writing, but only after the parent/legal guardian has attended at least one group or Society training session.

- c. Family membership (annual) – for children below the age of 16, they must join with a parent/legal guardian.
- d. Temporary membership – covers a 2 month period only during which the temporary member can attend 2 Society events and any local training. This type of membership gives the opportunity to experience Regia's activities for someone who is not sure if they'd like to join or not. They must become a full member to take part in further activities, but if they do this within 14 days of the end of the 2 month period they shall only pay the outstanding balance rather than the full cost.
- e. Day membership – entitles an adult (18+) to attend 1 local training session in advance of them taking out Full membership, if Temporary membership cannot be taken out in time.

**Important – in all of the above cases the relevant membership form must be completed and received by the local group along with payment before the applicant takes part in any Regia activities.**

Guest membership – in addition to the membership types above, the Eolder can invite guests (eg client's representatives or local dignitaries) on to Society property or to take part in Society events as a Temporary member. The names of these individuals shall be held by the MO.

## **5. Membership rates**

These rates apply from 1/1/20:

Full (adult) - £20

Full (adult) concessionary rate - £15

Junior (16-17) - £15

Family (under 16) – free

Temporary membership - £5

Day membership - free

The concessionary rate applies for full members who are in full-time education, unemployed or over 60. It is up to the local group leader to establish if this applies, this should be checked every year for renewals.

The concessionary rate also applies for members living overseas who are not liable for UK Income Tax.

There is no onus upon anyone to claim the concessionary rate if they do not want to.

These are the fees due to Regia and do not include any local top-up charged by individual groups as these are set at the local level.

If a member joins Regia **after the 31<sup>st</sup> July** then their payment covers the full membership year following this ie they will not need to pay to renew their membership in the same year as joining.

## 6. Potential membership enquiries

Anyone interested in joining Regia can get in touch by emailing [membership@regia.org](mailto:membership@regia.org) or having a chat with us at an event. Membership enquiries received by email will be acknowledged by the MO and forwarded on to the closest local group who should contact the interested person with more information.

## 7. New members

- a. It is only possibly to apply to join Regia Anglorum through a local group, this is normally the group in whose landgrant the person lives.
- b. When contacted by someone interested in joining, a local group should take the opportunity to meet up with them beforehand. This is why the membership form is not available on the Regia website – it must be obtained from and submitted to a local group.
- c. There are certain circumstances when membership will be refused – see section 4 of the Constitution of Regia Anglorum for full details, GLs must make sure they are familiar with these and seek further advice if necessary. The tick boxes section of the membership form should flag up any potential problems.
- d. When giving someone a membership form (for any type of membership), please check that this is the latest version available – this will be the one available in the files section on the Regia Members Info Facebook group, or can be requested by the group from the MO.
- e. A form must be completed for all membership types, including Junior and Family.

## 8. Applications for membership

- a. An application for membership must include a completed membership form, 2 passport size photos and payment – all elements are required and should be checked when received by the local group:
  - i. The form must be legibly and fully completed, including the tick boxes section (if necessary raise any queries at this point before accepting the membership application).
  - ii. The date on the form should be the date the form/photos/payment are given to the group, this is also the date that membership applies from.
  - iii. A form for someone under 18 should not be accepted unless the parent/legal guardian is also applying to join or is already a member.
- b. The New Member Receipt should be detached from the form and given to the new member as temporary proof of membership.
- c. The local group must send the form/photos/payment to the Regia Membership Officer **within 14 days of receipt**.
- d. Payment to Regia should come from the local group's bank account - cheques should be made payable to Regia Anglorum, if paying online please see the Regia Anglorum Financial Regulations (on Regia's website) for methods of paying. Payment should be made at the same time as sending the form/photos

and include a reference that enables the Treasurer and MO to connect the payment to the membership application.

- e. Once a complete application is received by the Membership Officer (and payment confirmed by the Treasurer if made online), the MO will:
  - i. Acknowledge receipt (normally by email or Facebook private message) – if not received the local group should follow this up in case the paperwork is missing in the post.
  - ii. Follow up any queries with the local group eg if the form/photos and payment aren't received at the same time.
  - iii. Issue a membership book and welcome letter – these may be sent to the group leader/rep if requested or if there is more than one to send at the same time, otherwise they will go direct to the new member.
  - iv. Add the new member to Regia's membership database. Nb this is Regia's record of membership which is used for High Witan voting numbers, keeping contact details of members and would be checked to confirm membership if there was an incident involving TPL cover.

## 9. Temporary membership

- a. A Temporary membership form must be completed and signed by the applicant, and also signed by the Group Leader of the local group that will be responsible for them. Please include the two Society events on the form that the temporary member will be attending.
- b. The form and fee should be sent to the Membership Officer by the GL before the first event that the temporary member will be attending.
- c. The MO will issue the back page of the form to the temporary member, this is proof of membership for the two month period.
- d. If the temporary member wishes to continue participating in Regia activities after the two month period/two events they can apply to join as a full member as detailed above.

## 10. Day membership

- a. A Day membership form must be completed and signed by the applicant and the Group Leader of the group running the training session.
- b. The form must be completed in advance of participation on the day, and the MO must be made aware as soon as possible if a Day membership has been taken out.
- c. The form must be sent to the MO as soon as possible.

## 11. Annual renewals

- a. Membership fees fall due annually on the **1st of October** – ie Regia's membership year runs from 1<sup>st</sup> October to 30<sup>th</sup> September.
- b. Fees must be paid to the local group by members wishing to renew by the **31st October**, otherwise their membership shall be deemed to have lapsed.
- c. The local group must forward the Regia membership fee for all their members to the Regia Membership Officer or pay direct into the Society's bank account by **15th November**.

- d. A local group may not use the votes of lapsed members at the High Witan.
- e. A local group shall immediately cease to exist if it has not paid any full membership fees to the Regia Membership Officer by 15th November unless the High Witan grants an extension.
- f. If someone doesn't renew in time they can only rejoin Regia by application to the group from which they lapsed. If their membership has lapsed for more than 12 months they must make a fresh application to join the group that operates in their area.
- g. Those members who first joined Regia **after 31st July** do not need to pay again to renew from October that year, but should still notify their intention to renew to their group leader.
- h. Membership stickers to confirm current year membership will be distributed to local groups following completion of annual renewals. GLs should ensure that all members receive these and add them to their membership books.

**Additional information about the renewals process will be provided prior to the Oct20 renewals.**

## **12. Online communications**

Full members can join Regia's E-group and/or Facebook group (Regia Members Info) to keep informed about events etc.

- a. To join the E-group – email [elists@regia.org](mailto:elists@regia.org) stating full name and local group.
- b. To join Regia Members Info – the new member will need to be added by another member of their group, who should also message the MO (especially if the new member's Facebook name doesn't match the name on their membership form). Once the MO has been able to confirm current membership of Regia the request to join RMI will be approved.
- c. There is a list of other special interest Regia Facebook groups on RMI in the files section.

## **13. Overseas-based groups**

- a. Group leaders/ reps of overseas groups should deal with the paperwork and payment for new members and renewals in the same way as for UK groups.
- b. The MO will issue a membership number when processing a new membership application, membership books/stickers aren't issued unless required for overseas members attending Regia events in the UK.

## **14. Changes of circumstance**

Members should notify the Regia Membership Officer either directly or via their group leader of changes including:

- a. Name.
- b. Address.
- c. Type of membership eg members becoming 16 or 18 years old.
- d. Facebook name – where the member is on the FB group Regia Members Info and changes the name they use on FB.
- e. Group (see also below).

## 15. Transfers

If a member wishes to transfer to another group, he must inform the MO, providing written proof that:-

- a. He has informed his existing group leader of his intention to transfer.
- b. He has the consent of his new group leader for the transfer to be made.
- c. He has sent both GLs and the MO copies of these documents.

## 16. Resignations and expulsions

The MO must be notified if anyone's membership ends outside of the normal renewals period:

- a. If a member resigns their membership.
- b. If the local group ends someone's membership early during their probationary period. In such cases the membership fee shall be returned, kit and equipment issued, lent or purchased at cost from group stores must be handed back (along with the Regia membership book) and a refund given by the group for the amount spent on such equipment according to condition.
- c. If a member is expelled under R6 of the Code of Law.

An expelled member is not eligible to rejoin the society.

## 17. Replacement membership books

A member who needs a replacement membership book should provide a current passport-sized photo and £1 to the MO. The MO cannot transfer any stamps to a new book, this must be done by the relevant society officer or deputy.

## 18. The High Witan

The Membership Officer provides the voting figures for all local groups represented at each High Witan, these are the Full and Junior members of each group at:

- a. 15<sup>th</sup> November for the High Witan Business Meeting when held after this date.
- b. 7 days prior to the High Witan in all other cases.

## 19. Contact details

- a. The national membership officer can be contacted by email at [membership@regia.org](mailto:membership@regia.org) or via Facebook private message.
- b. Unless advised otherwise the group leader will be assumed to be the main contact within a local group for any membership queries – but if they prefer the group can nominate another member to deal with membership admin.
- c. Please make sure that the MO has a contact name and up to date email address for each group to be used for membership queries. Emails from [membership@regia.org](mailto:membership@regia.org) sometimes end up in spam filters so please keep an eye on these too.

## 20. Data Protection

The current version of Regia Anglorum's Privacy Policy is available to view on the website at <https://regia.org/copyright.php> (or go to [www.regia.org](http://www.regia.org) and click on 'Regia Anglorum' at the bottom of any webpage).