



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 Regia Anglorum activities (national and local shows, training etc) must be a member of the Society in order to comply with the terms of our Third Party Liability cover.

The local group must receive a complete membership form and payment before a new member can take part in any Regia activities.

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

- a. Membership book with a sticker for the current year – new members awaiting their book can use the receipt from the bottom of the membership application form.
- b. Temporary membership receipt – the 2nd page of the form with the MO's signature.

4. Types of membership – summary & fees

Type of membership	Summary	Old rates - apply to 31/7/26	New rates – apply from 1/8/26
Full	Annual membership for anyone aged 18+ living in the UK. Allows participation in all aspects of Regia, must be renewed in October each year.	£20.00	£25.00

Type of membership	Summary	Old rates - apply to 31/7/26	New rates – apply from 1/8/26
Concession	Same as Full membership. Lower rate - available to students, unwaged, over 60s. Other situations resulting in similar financial circumstances can be discussed with the GL and MO.	£15.00	£20.00
Junior	Similar to Full membership but is for members aged 16 or 17. A parent/guardian must also be a Regia member. A Junior member may apply to engage in combat with the permission of his group leader and parent/legal guardian.	£15.00	£20.00
Family	Similar to Full membership but is for members aged 15 or younger. A parent/guardian must also be a member.	£0.00	£0.00
Overseas	Annual membership of an overseas group. Includes access to Regia FB groups, egroup etc. Overseas groups aren't covered by Regia's public liability insurance so overseas members can only take part in activities in the UK if they join a UK group.	£15.00	£15.00
Temporary	Allows participation in all local group activities plus two national events in a ONE month period. Doesn't include access to Regia FB groups, egroup etc. Fee can be put towards full membership if taken out within 14 days of Temporary membership ending.	£5.00	£5.00
Day	Allows participation in one local training session only, in advance of taking out Temporary or Full membership.	£0.00	£0.00
Associate	Not available to new members, only available to current members at renewals time, and lapsed members who have been in Regia within the last 3 years. Gives access to Regia electronic communications - FB groups, egroup etc but does NOT cover participation in Regia activities in the 'real' world - local training, local shows, national shows etc	n/a – new membership type available from Oct26 renewals	£10.00

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 31st 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.

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. In these cases the Regia Anglorum Guest Form (available in the Documents section of the website) should be completed at least 2 weeks prior to the event.

5. Full membership

- 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.

6. Applications for full membership

- a. An application for membership must include a completed membership form, 2 passport style 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 to the Regia Membership Officer **within 14 days of receipt.**
- d. Payment to Regia 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. Please see the Regia Anglorum Financial Regulations (in the Documents section of the Regia website) for methods of paying.
- e. Once a complete application is received by the Membership Officer and payment confirmed by the Treasurer, the MO will:
 - i. Acknowledge receipt (normally by email or FB 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. This is Regia's record of membership which is used for High Witan voting numbers, keeping contact details of members etc and would be checked to confirm membership if there was an incident involving TPL cover.

7. 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 (or designated group officer). 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 & Regia Treasurer 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 one month period (this won't be issued if the form and payment is received late).
- d. If the Temporary member wishes to continue participating in Regia activities after the one month period they can apply to join as a Full member as detailed above.

8. Day membership

- a. A Day membership form must be completed and signed by the applicant and the Group Leader (or designated group officer) of the group running the local 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.

9. Associate membership – NEW from Oct26

- a. Associate membership is a cheaper option for people who have already been Full members of Regia and who would like to maintain their connections with the society via electronic communications, but not take part in local and national Regia activities.
- b. This is available to current members at renewals time, and lapsed members who have been in Regia within the last 3 years - as long as they would be eligible to renew Full membership. It is not available as a membership type for new members.
- c. Associate members belong to a separate online group that doesn't have a landgrant, rather than a geographical local group. This will be administered by the MO initially, to be reviewed once the online group has been in existence for 12 months.
- d. Associate members can have access to Regia electronic communications - FB groups including RMI, the egroup etc.
- e. Associate members are NOT able to take part in Regia activities in the 'real' world - local training, local shows, national shows etc. If they want to do any of these activities they should stick with Full membership.

- f. Associate members are not entitled to a vote at the High Witan, but can observe proceedings. The exception would be where the Witan is discussing possible changes that would affect Associate members eg annual fee.
- g. Associate members can move back to Full membership at any time with the agreement of their previous local group, they just need to pay the balance due on the fee in that membership year. At that point they would move back to their original group.

10. Annual renewals

- a. Membership fees fall due annually on the **1st October**.
- 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 and they cannot take part in any Regia activities until they have renewed.
- c. The local group must update the online membership system and forward all renewal fees to Regia Anglorum by the **15th November**. Votes at the High Witan will be based on group membership at this date.
- d. If someone doesn't renew on time they can only rejoin Regia by application to the group from which they lapsed
- e. 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.
- f. 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.

11. 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 stating full name and local group or use the link on the 'Our Society' page of the Regia website.
- 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.

12. Potential membership enquiries

Anyone interested in joining Regia can get in touch by using the contact form on the Regia website. Membership enquiries will be acknowledged by the MO and forwarded on to the closest local group who should contact the interested person with more information.

13. Overseas-based groups

Membership admin for overseas groups is covered by a separate document which can be requested from the MO by the Group Leader.

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 or other contact details.
- 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.

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 style photo to the MO and pay £2.50 to Regia. 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. 15th 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 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 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 and click on 'Regia Anglorum' at the bottom of any webpage).